



Trustees' Annual Report for the period

		Period start date			Period end date		
From	12	July	2016	To	31	Dec	2016

Section A Reference and administration details

Charity name City of Norwich Athletic Club

Other names charity is known by CoNAC, City of Norwich AC

Registered charity number (if any) 1168190

Charity's principal address

Maden Cottage, Heath Lane
 Great Witchingham
 Norwich
 Postcode NR9 5PE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Granville Courtnell	Chair		The charity Trustees
2	Hugh Carl McGill	Treasurer		The charity Trustees
3	Richard Bruce Polley	Road Running Co-ordinator		The charity Trustees
4	Jane Elizabeth Clarke	Vice Chair	Appointed 5 Dec 2016	The charity Trustees
5	Sarah Elizabeth Thomas	Track & Field Co-ordinator	Appointed 5 Dec 2016	The charity Trustees
6	Louise Martin	Sportshall Co-ordinator	Appointed 5 Dec 2016	The charity Trustees
7	Tony Bradfield	Membership Officer	Appointed 5 Dec 2016	The charity Trustees
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO). Registered with the Charity Commission England and Wales no. 1168190
Trustee selection methods (eg. appointed by, elected by)	Initial Trustees appointed when charity came into being, following and all future trustees appointments by the board of trustees at a properly convened meeting of charity trustees and/or members at Annual and Extraordinary General Meetings

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

For the public benefit the advancement of amateur sport by promoting athletics for the benefit of the inhabitants of Norwich and the surrounding area **and** the provision of facilities for the coaching and performance of athletics for the benefit of the inhabitants of Norwich and the surrounding area with the object of improving the condition of life of the said inhabitants.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The charity was set up to take on the assets, liabilities and operations of the predecessor Unincorporated Association, also called City of Norwich Athletic Club, on 12th July 2016.

During this initial period three trustees were approved by the executive committee of the predecessor club to initiate the CIO and prepare for the transfer of assets, liabilities and undertaking. The remaining elected executive committee members of the predecessor club were elected as trustees of the CIO at the first Board of Trustees meeting on 5th December 2016.

The members of the predecessor club voted unanimously at an EGM on 29th October 2016 to the dissolution of the predecessor club and the transfer of all assets, liabilities and undertakings to the CIO on 1st January 2017.

Our legal partner, solicitors Leathes Prior drew up transfer documents which were duly executed to complete the transfer of assets, liabilities and undertakings on 1st January 2017.

Consequently during the period of 12th July 2016 to 31st December 2017 there were no activities undertaken by the CIO as prior to the transfer the predecessor club was the active organisation.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

None, with the exception of preparation to receive assets, liabilities and undertakings of the predecessor, City of Norwich Athletic Club

Section E

Financial review

Brief statement of the charity's policy on reserves

All surpluses and reserves will be used to maintain or improve the Club's facilities and in furtherance of the Club's charitable objectives. No surplus will be distributed other than to another community amateur sports club for athletics, to UKA for use in community- related athletics initiatives, or to a charitable organization, on winding-up or dissolution of the Club.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principle sources of funds are its membership fees and any surplus funds from the organisation of two public participation road races, the City of Norwich Half Marathon and the Trowse 10k.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		



CHARITY COMMISSION
FOR ENGLAND AND WALES

City of Norwich Athletic Club

1168190

CC16a

Receipts and payments accounts

For the period
from

12/07/2016

To

31/12/2016

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	£0.00	-	-	£0.00	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	£0.00	-	-	£0.00	-
Total receipts	£0.00	-	-	£0.00	-
A3 Payments					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	£0.00	-	-	£0.00	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	£0.00	-	-	£0.00	-
Total payments	£0.00	-	-	£0.00	-
Net of receipts/(payments)	£0.00	-	-	£0.00	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	£0.00	-	-	£0.00	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	£0.00	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		£0.00	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	£0.00
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	£0.00
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			£0.00	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval