

NORFOLK EDUCATION AND ACTION FOR DEVELOPMENT

2000 ACCOUNTS



IAN COUL  
CHARTERED ACCOUNTANT  
4 DENBIGH ROAD, NORWICH

**NORFOLK EDUCATION AND ACTION FOR DEVELOPMENT**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2000**

**TRUSTEES:**

Jane Atkins  
Jean Daines  
Wendy Moxon  
Derek Pardey  
Tony Polack  
Lynn Rutherford  
Feargal Smith

**SECRETARY:**

Wendy Moxon

**REGISTERED OFFICE:**

38-40 Exchange Street  
Norwich  
NR2 1AX

**COMPANY REGISTRATION:**

2237424

**CHARITY REGISTRATION:**

1010853

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## **NORFOLK EDUCATION AND ACTION FOR DEVELOPMENT**

### **REPORT OF THE TRUSTEES**

The trustees, being directors of Norfolk Education and Action for Development present their annual report and accounts for the year ended 31 March 2000.

#### **Legal status and principal activity**

Norfolk Education and Action for Development is a registered charity and company limited by guarantee. The objects of the charity are the assisting and promoting of education on development and underdevelopment in the world.

#### **Trustees**

The trustees who served during the year were:

Jane Atkins  
Jean Daines  
Steve Fairbrass  
Jude Howell  
Wendy Moxon  
Derek Pardey  
Tony Polack  
Lynn Rutherford  
Feargal Smith  
Enid Tickle

#### **Review of activities**

A full review of the charity's activities during the year is set out in the annexed report.

The financial results for the year are set out on pages 3 to 8. There was a surplus on unrestricted funds for the year of £18,110 leaving a balance of £61,202 at 31 March 2000 available for general use. There were in addition balances on restricted funds of £10,458 at 31 March 2000, to be used on defined projects.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985.

Approved by the board of trustees on 23 October 2000 and signed on its behalf by

*Wendy Moxon*

W. MOXON

Secretary

**ACCOUNTANT'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF**

**NORFOLK EDUCATION AND ACTION FOR DEVELOPMENT**

I report on the accounts for the year ended 31 March 2000 set out on pages 5 to 8.

**RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND REPORTING ACCOUNTANTS**

As described on page 5 the company's trustees are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

**BASIS OF OPINION**

My work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the accounts with the accounting records kept by the company and making such limited enquiries of the officers of the company as I considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

**OPINION**

In my opinion:

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- (b) having regard to, and on the basis of, the information contained in those accounting records:
  - i. the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
  - ii. the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249(B)1.



**IAN COUZENS**  
Chartered Accountant  
23 October 2000

**4 Denbigh Road, Norwich**  
**NR2 3AA**

# **NORFOLK EDUCATION AND ACTION FOR DEVELOPMENT**

## **STATEMENT OF FINANCIAL ACTIVITIES** **FOR THE YEAR ENDED 31 MARCH 2000**

|                                    | <u>Note</u> | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u>   | <u>1999</u>    |
|------------------------------------|-------------|---------------------|-------------------|----------------|----------------|
|                                    |             | £                   | £                 | £              | £              |
| <b>Income and expenditure</b>      |             |                     |                   |                |                |
| <b>Incoming resources</b>          |             |                     |                   |                |                |
| Grants                             | 2           | 32,916              | 123,861           | 156,777        | 84,165         |
| Subscriptions and donations        |             | 3,686               | 149               | 3,835          | 5,705          |
| Sale of resources and goods        |             | 50,178              | 668               | 50,846         | 43,877         |
| Fees and sundry income             |             | 10,666              | 1,992             | 12,658         | 6,228          |
| Rent shares from associated bodies |             | 2,536               | -                 | 2,536          | 3,161          |
| Bank interest                      |             | 206                 | 619               | 825            | 1,513          |
|                                    |             | <u>100,188</u>      | <u>127,289</u>    | <u>227,477</u> | <u>144,649</u> |
| <b>Resources expended</b>          |             |                     |                   |                |                |
| Staff costs                        | 3           | 22,990              | 75,398            | 98,388         | 64,231         |
| Project expenses                   | 4           | 7,718               | 46,659            | 54,377         | 21,403         |
| Cost of resources and goods        |             | 31,480              | 86                | 31,566         | 29,951         |
| Administration                     | 4           | 9,996               | -                 | 9,996          | 9,699          |
| Premises rental                    |             | 9,894               | 1,310             | 11,204         | 11,000         |
|                                    |             | <u>82,078</u>       | <u>123,453</u>    | <u>205,531</u> | <u>136,284</u> |
| Net income for the year            |             | 18,110              | 3,836             | 21,946         | 8,365          |
| Funds at 1 April 1999              |             | 43,092              | 6,622             | 49,714         | 41,349         |
| Funds at 31 March 2000             |             | <u>61,202</u>       | <u>10,458</u>     | <u>71,660</u>  | <u>49,714</u>  |

The notes on pages 5 to 8 form part of these accounts

# NORFOLK EDUCATION AND ACTION FOR DEVELOPMENT

## BALANCE SHEET AT 31 MARCH 2000

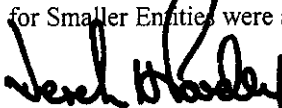
|                                     | <u>Note</u> | <u>2000</u><br>£ | <u>1999</u><br>£ |
|-------------------------------------|-------------|------------------|------------------|
| <b>Fixed assets</b>                 |             |                  |                  |
| Tangible assets                     | 5           | 4,355            | 916              |
| <b>Current assets</b>               |             |                  |                  |
| Stocks                              |             | 16,186           | 13,323           |
| Debtors                             | 6           | 317              | 2,527            |
| Cash and bank                       |             | <u>70,648</u>    | <u>40,241</u>    |
|                                     |             | 87,151           | 56,091           |
| <b>Creditors:</b>                   |             |                  |                  |
| Amounts falling due within one year | 7           | <u>19,846</u>    | <u>7,293</u>     |
| Net current assets                  |             | 67,305           | 48,798           |
|                                     |             | <u>71,660</u>    | <u>49,714</u>    |
| <b>Funds</b>                        |             |                  |                  |
| Unrestricted                        |             | 61,202           | 43,092           |
| Restricted                          | 8           | <u>10,458</u>    | <u>6,622</u>     |
| Total funds                         |             | <u>71,660</u>    | <u>49,714</u>    |

The trustees have taken advantage of the exemption conferred by section 249A(1) not to have these accounts audited and confirm that no notice has been deposited under section 249B(2) of the Companies Act 1985.

The trustees acknowledge their responsibility for ensuring that:

- I the company keeps accounting records which comply with section 221 of the Companies Act 1985, and
- II the accounts give a true and fair view of the state of affairs of the company as at 31 March 2000, and of its result for the year then ended in accordance with the requirements of section 226, and which otherwise comply with the Companies Act 1985 relating to the accounts, so far as is applicable to the company.

The accounts, which have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies, and in accordance with the Financial Reporting Standard for Smaller Entities were approved by the board of trustees on 23 October 2000.



D. PARDEY

Trustee

The notes on pages 5 to 8 form part of these accounts.

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2000**

a. **Basis of accounting**

### b. Turnover

### c. Restricted funds

#### d. Unrestricted funds

### e. Depreciation

|                  |                               |
|------------------|-------------------------------|
| Office equipment | 25% on reducing balance basis |
|------------------|-------------------------------|

### f. Stocks

## 2.4 Grants

| <b>Grants</b>                       | <b><u>Unrestricted</u></b><br>£ | <b><u>Restricted</u></b><br>£ | <b><u>Total</u></b><br>£ | <b><u>1999</u></b><br>£ |
|-------------------------------------|---------------------------------|-------------------------------|--------------------------|-------------------------|
| Dept. for International Development | -                               | 50,000                        | 50,000                   | -                       |
| National Lottery Charities Board    | -                               | 35,570                        | 35,570                   | 12,000                  |
| European Community                  | -                               | 27,891                        | 27,891                   | 32,287                  |
| Oxfam                               | 14,000                          | 5,500                         | 19,500                   | 13,500                  |
| Christian Aid                       | 5,000                           | 2,500                         | 7,500                    | 7,500                   |
| Norwich City Council                | 3,750                           | -                             | 3,750                    | 3,900                   |
| Norfolk County Council              | 2,000                           | -                             | 2,000                    | -                       |
| UNICEF                              | 1,500                           | -                             | 1,500                    | 3,000                   |
| Methodist Church                    | -                               | 1,000                         | 1,000                    | -                       |
| Eastern Arts Board                  | -                               | 1,000                         | 1,000                    | -                       |
| Development Education Assn          | 6,666                           | -                             | 6,666                    | 6,666                   |
| Yapp Education & Research Trust     | -                               | -                             | -                        | 2,350                   |
| Others                              | -                               | 400                           | 400                      | 2,962                   |
|                                     | <u>32,916</u>                   | <u>123,861</u>                | <u>156,777</u>           | <u>84,165</u>           |

# NORFOLK EDUCATION AND ACTION FOR DEVELOPMENT

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2000

|                       | <u>2000</u><br>£ | <u>1999</u><br>£ |
|-----------------------|------------------|------------------|
| <b>3. Staff costs</b> |                  |                  |
| Salaries              | 93,427           | 58,802           |
| Social security costs | <u>4,961</u>     | <u>5,429</u>     |
|                       | <u>98,388</u>    | <u>64,231</u>    |

The average number of staff employed during the year was 7 (1999: 5)

The trustees received no remuneration from the company.

### **4. Project expenses and administration**

Project expenses and administration included depreciation charged of £1,702 (1999: £306).

|                        | <u>Office<br/>Equipment</u><br>£ |
|------------------------|----------------------------------|
| <b>5. Fixed assets</b> |                                  |
| <b>Cost</b>            |                                  |
| At 1 April 1999        | 2,891                            |
| Additions              | <u>5,141</u>                     |
| At 31 March 2000       | <u>8,032</u>                     |
| <b>Depreciation</b>    |                                  |
| At 1 April 1999        | 1,975                            |
| Charge                 | <u>1,702</u>                     |
| At 31 March 2000       | <u>3,677</u>                     |
| <b>Net book value</b>  |                                  |
| At 31 March 2000       | <u>4,355</u>                     |
| At 31 March 1999       | <u>916</u>                       |

|                   | <u>2000</u><br>£ | <u>1999</u><br>£ |
|-------------------|------------------|------------------|
| <b>6. Debtors</b> |                  |                  |
| Prepayments       | -                | 1,454            |
| Other debtors     | <u>317</u>       | <u>1,073</u>     |
|                   | <u>317</u>       | <u>2,527</u>     |



# NORFOLK EDUCATION AND ACTION FOR DEVELOPMENT

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2000

|                     | <u>2000</u><br>£ | <u>1999</u><br>£ |
|---------------------|------------------|------------------|
| <b>7. Creditors</b> |                  |                  |
| Accruals            | -                | 3,185            |
| Other creditors     | 6,191            | 4,108            |
| Deferred income     | 13,655           | -                |
|                     | <u>19,846</u>    | <u>7,293</u>     |

| <b>8. Restricted funds</b>     | <u>At 1 April</u><br><u>1999</u><br>£ | <u>Incoming</u><br>£ | <u>Outgoing</u><br>£ | <u>At 31 March</u><br><u>2000</u><br>£ |
|--------------------------------|---------------------------------------|----------------------|----------------------|--|
| Shopping for a Better World    | 4,251                                 | 49,770               | (51,997)             | 2,024                                  |
| Compass                        | 2,371                                 | 500                  | (2,871)              | -                                      |
| World Voices                   | -                                     | 12,084               | (11,775)             | 309                                    |
| Just Business                  | -                                     | 50,025               | (48,734)             | 1,291                                  |
| Building on Local Expertise    | -                                     | 8,910                | (6,438)              | 2,472                                  |
| Children's Our World Festivals | -                                     | 6,000                | (1,638)              | 4,362                                  |
|                                | <u>6,622</u>                          | <u>127,289</u>       | <u>(123,453)</u>     | <u>10,458</u>                          |

Shopping for a Better World is a project providing educational information and activities on the global trading system and fair trade issues.

Compass is a project providing educational information and activities on anti-racism and our multicultural world. It ended on 30 September 1999.

Just Business is a project, started on 1 April 1999, which aims to develop a global perspective for schools teaching Economics and Business Studies locally and nationally.

World Voices is a project, started on 1 October 1999, which aims to enable local pupils and teachers to meet and learn from people from Africa, Asia and Latin America.

Building on Local Expertise is a project, started on 1 January 2000, which aims to develop our resources centre, volunteer involvement and regional activities.

Children's Our World Festivals are annual events where local pupils and teachers can celebrate and learn about our multicultural world.

**NORFOLK EDUCATION AND ACTION FOR DEVELOPMENT**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2000**

**9. Analysis of assets between funds**

|                     | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u>    |
|---------------------|---------------------|-------------------|-----------------|
|                     | £                   | £                 | £               |
| Represented by:     |                     |                   |                 |
| Fixed assets        | 4,355               | -                 | 4,355           |
| Current assets      | 76,693              | 10,458            | 87,151          |
| Current liabilities | <u>(19,846)</u>     | <u>-</u>          | <u>(19,846)</u> |
|                     | <u>61,202</u>       | <u>10,458</u>     | <u>71,660</u>   |

**10. Commitments**

Under the terms of an operating lease for the Company's premises, six months notice is required in order to terminate the lease. The commitment at 31 March 2000 in respect of the lease amounted to £5,500 (1999: £5,500).