

NEAD (Norfolk Education & Action for Development)



NEAD (Norfolk Education & Action for Development)

(A Charitable Company Limited by Guarantee)

Annual Report and Financial Statements

For the year ending March 31st 2012

Registered Charity No 1010853
Company No 2237424



NEAD (Norfolk Education & Action for Development)

Registered Charity No 1010853

Our Mission:

WORKING LOCALLY FOR GLOBAL JUSTICE AND EQUALITY

by

- Showing the links that exist between people throughout the world
- Raising awareness about inequalities in our world and increasing understanding of their causes
- Promoting ways in which people can take action to create a more just and sustainable world

NEAD (Norfolk Education & Action for Development)

Registered Office Charing Cross Centre, 17-19 St John Maddermarket, Norwich,
Norfolk, NR2 1DN

www.nead.org.uk info@nead.org.uk

telephone 01603 610993

NEAD (Norfolk Education & Action for Development)

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Annual Report and Financial Statements

For the year ending March 31st 2012

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MESSAGE FROM THE CHAIR:

During the year 2011-12, NEAD continued to play an invaluable role in supporting teachers and helping young people to understand and engage with global issues. Trustees are proud of the work of our organisation and the commitment of our manager and all our staff. The economic/funding climate and staff changes meant it was another challenging year. But good news: it is heartening to note innovation, both in the way information is presented such as E-Dev direct and our on-line presence, and in the way learning can take place, such as through film making (Global English), and also using the Olympics to introduce a global dimension. Training sessions for teachers (INSET) has been welcomed and well attended.

This last is important to NEAD as we move towards self-sustaining income generation. Government funding is no longer available for the kind of work we do, so marketing of "paid for" services is vital. Trustees are pleased with the quality and diversity of services NEAD is continually developing. Some staff left, and their skills and experience are missed, but new skills and enthusiasms are helping us to break new ground. I would like to pay tribute to those who have left us during the year: Sandy Betlem who gave over 20 years to NEAD promoting development education across the region, and to Inna Da Costa who pioneered the "We Are Norfolk" project so successfully in the west of the county. Also Rosie Walker, who built up a lively following for "We Are Norfolk East" and Stephen Stigwood, who led the Global English secondary school project, making quite an impact in its first two years. It was great to have a NEAD base in both Kings Lynn and Great Yarmouth, but sadly these have now closed, as the government funding has come to an end. There is a legacy however: schools and teachers at both ends of the county are now aware of what NEAD can offer and what can be achieved with NEAD support, and I believe that community cohesion was enhanced by the work in primary schools in these areas.

So the NEAD manager and board of trustees carefully monitored the financial situation through the year and at the end of March 2012 it was agreed that sufficient level of reserves was available to sustain us through to March 2013, whilst we continue to develop earned income. At the same time, opportunities have been sought to develop partnerships and community projects and apply for appropriate funding. This is on-going. We were pleased that Norfolk County Council committed some funding for our core services to schools each year. Norwich City Council also contributed funding for 2011/12, but we were disappointed that we did not meet the criteria for funding for 2012/13.

On behalf of trustees I would like to say thank you and best wishes to two trustees who left during the year and who gave unstintingly to NEAD: Sue Thurston (chair for 2 years) and Dr Shawn McGuire from the UEA Development Education Department. Martin Scott and Tim O'Riordan joined us during the year. Martin is a lecturer in Media and Development at the UEA and Tim is Emeritus Professor in Environmental Sciences (UEA); we welcome the knowledge and experience they bring to the board. My thanks to all our trustees; the board is a team and all members play their part. Thanks to all NEAD volunteers and particularly to Margaret Hunter for acting as minute secretary to the board.

NEAD (Norfolk Education & Action for Development)

Looking ahead trustees will continue to encourage and support staff in developing innovative projects and sustainable income, whilst carefully monitoring our financial situation and planning for the future

Jane Atkins

NEAD Chair of Trustees

**Report of the Board of Trustees
For the year ended 31st March 2012**

The Trustees of NEAD present their annual report and audited accounts for the year ended 31st March 2012. They confirm that they comply with the requirements of the Charities Act 2011, the Companies Act 2006 and the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005), issued in March 2005, and UK Accounting Standards. The trustees also confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, "Charities and Public Benefit".

To accomplish our mission we have developed the following objectives:

- 1. To provide a global learning resource centre and an information and advice service to schools and members of the public**
- 2. To provide an outreach service across a range of global issues for education advisers, teachers, pupils, youth and community groups**
- 3. To enhance our sustainability – economic, environmental and organisational**
- 4. To make best use of new and innovative practices and learning methods and support schools in using them.**

How we are working to meet our objectives:

Key activity areas:

Projects:

- **We are Norfolk: East**
- **E-Dev Direct**
- **Global English**

Core education services

Membership services

Working with volunteers

Media and communications

We are Norfolk: East (2009-12)

The We are Norfolk East project, funded by the Department for International Development's Development Awareness Fund, aimed to deepen understanding of other cultures and international development issues among the wider school communities of Great Yarmouth and East Norfolk. It provided supports for the development of school policies and practices whilst promoting better local community cohesion. We are Norfolk East worked closely with members of new communities in East Norfolk to train them to be advocates for their own culture through sessions in schools. The project and its funding ended in April 2012, and our "branch" office in Great Yarmouth was closed, though membership from East Norfolk schools has increased, and continued contact illustrates an increased awareness and uptake of our core services in this area.

In year 3, activities broadly fell into two themes, World Voices and the Windmill Project;

8 schools (around 240 children) took part in the Windmill Project, a creative programme using a dramatic framework to investigate local and global climate change and sustainability issues. This scheme of work was fully booked by project schools in year 3, and led to the achievement of funding from the Defra Sustainable Development Fund to modify the programme for use by youth groups and older children. This activity – the Eco Challenge – will take place later in 2012 with five Norfolk youth groups, before being launched as a core service.

"We had a huge amount of support from We Are Norfolk and this has impacted on Teaching and Learning. Through the Windmill Project my practice has improved. It's given me the confidence to teach about global dimensions and it's good to have an 'expert' contact to check things out with." Teacher

10 schools worked with World Voices, the majority of which also took part in a Making Connections celebration event, as a cluster along with the high school they feed into, where learning was shared with parents and the wider community.

"The success of the project is evident by the reflections that children still have a year later from when they worked with X (NEAD World Voice). We thought the end celebration was a wonderful occasion as it gave the children opportunities to learn about countries other than the one they had studied with their world voice and it gave the children chances to mix. I liked that it enabled the community to mix, including parents who might not ordinarily have got involved. I had parents come into school asking to see X's art work. The influence of the project went beyond the children we were working with." Teacher

Project activities occasionally had an impact beyond what was expected, following some challenging comments by pupils in one project school, NEAD was asked to support the staff with dealing confidently with issues around diversity in the classroom. This led to the development and piloting of our effective Diversity in the classroom INSET for teachers, now available to all schools.

A Project Completion Report will be available from our website later in 2012.

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The independent evaluator for the project has concluded that we have completely achieved the following outcomes

- Children are more confident advocates for themselves, for their school and for the wider world
- Children are empowered to make a difference and understand their role as decision makers
- Children can link their own actions to global impacts
- Teachers have innovative practice modelled which influences teaching methods and curriculum planning
- Teachers have an opportunity to observe their children's' learning and plan for personalised learning in future
- Children and teachers alter their daily actions to live in a more globally responsible way

87.5% of teachers interviewed by the independent evaluator gave We Are Norfolk East a rating of at least 4 out of 5 (5 being the highest) for the support they received through the project

Global English: (2010–2013)

Funded by the Paul Hamlyn Foundation, Global English works with English departments in 5 Norfolk secondary schools to improve speaking and listening skills in Year 9 and 10 students through engagement with local and global issues

In year 2, participating high schools are Great Yarmouth, Notre Dame, Springwood, Taverham and Wymondham

A partnership with BBC Voices continues, offering film making training to students in project schools to support them to create their own films exploring the issues of their choice – this has once again proved to be a hugely popular activity. This year, 8 films made by Global English participants will be showcased in the BBC Norfolk Children and Young People's Film Festival 2012. This increase from one film in year one is due in part to the support received from members of the UEA (University of East Anglia) GEO-Team of volunteer students from the schools of International Development and Environmental Science. Their involvement in the project included receiving training in facilitation and workshop development, supporting classroom activity and helping to edit pupils' films – a time consuming process! This project has enabled us to pilot a more focussed way of working with the GEO team to mutual benefit, and this is now included in our strategic and funding plans

Project Coordinator Steve Stigwood has now returned to freelance working, and in year 3 the project will be led by NEAD Outreach Coordinator Fran Nantongwe, who joins us from her former post as Head of English and Literacy Coordinator at Acle High School. A special thanks is due to GEO-Team member Niki Taigel, who volunteered well beyond the call of duty and helped us bridge the gap between coordinators

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A full report on year 2 will be available in autumn 2012, when we will have assessed improvements in pupils' speaking and listening skills as well as increased engagement with global issues and local communities on the parts of participating students and teachers during the academic year 2011-12

E-Dev Direct: (2009-2012)

The E-Dev Direct mini-project was funded by a small grant from Department for International Development's Development Awareness Fund. It upgraded the way that NEAD communicates digitally, reaching out to a younger generation. This included upgrades to our website and the development of a wider web-presence, including a Facebook profile, YouTube and Flickr accounts and Googlemaps and Wikipedia entries.

The website now hosts five global dimension games, with a final three to come. Having originally planned just one game, our ambitious proposal to stretch our available resources to achieve a game on each of the 8 key concepts of the global dimension has nearly been reached! Trial sessions took place in six Norfolk Youth Groups, while the site and resources continue to be promoted to schools, members and contacts.

Feedback included

- A child in North Walsham saying *"I don't know about these things, I don't watch the news. Don't know what domestic labourers are, or all about them. But they are my age and have a hard life, that's not right. Yeah, I'll look at the actions and do something – that's easy, there's nothing more important to do"*. Said whilst surrounded by big screen tv, karaoke machine, pool table, snack shop and friends.
- A child from Poland saying that 'Thinking Worlds' games, as used in the Eco-High: Global Citizenship game, are a really effective way to catch teenager's attention. *"It's fun, and really good way to create a real world situation – put yourself inside someone else's life. I will go home and try it and tell others, and my school. It would be great if we could use it in school."*

We were also able to make the most of opportunities to reach new, larger audiences. The BIG March was the world's first online virtual march for children's rights. Over a million people took part, internationally, as avatars. NEAD, via E-Dev, was the only organization in the East of England to host the march.

Core Education Services:

This year, we launched our INSET training service for primary school teachers to accompany our delivered activities for young people. Using market research information gathered through on-going contact with member schools, we developed training focused on those areas teachers told us would be most useful. NEAD's trustees invested reserves to support this strategy, and staff time was allocated to ensure it would be supported. INSETs are either bought in by the school for all staff, or individual places are booked at sessions hosted by NEAD at the Charing Cross Centre. Best sellers so far are the Olympics and the Global

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Dimension and Diversity in the Classroom Coming soon. Literacy and Numeracy and the Global Dimension for primaries and secondaries Early analysis suggests that the addition of INSETS will enable our core education services to be fully self-sustaining

Other highlights from our core work this year have included motivating, mobilising and energising school councils to engage with global issues, and developing a bespoke scheme of work on Fair Trade for the Clare School, a local Specialist 'Physical/Sensory' Complex Needs School

Membership services:

We currently have 80 school members and a further 79 individual/group members and friends of NEAD (as at June 2012) Members and friends of NEAD receive newsletters containing staff and project updates, information on development issues, requests, appeals and local events news They can also borrow free of charge from our libraries of artefact boxes, activities, resources and lesson plans, as well as accessing our member's area on our website Membership also entitles schools to discounts on fees for INSETs and classroom based activities

Working with volunteers:

NEAD is supported by a growing and diverse team of enthusiastic volunteers, who help us with a range of tasks and activities including minute-taking at trustee meetings, newsletter contributions, IT, film-editing, schools work, library maintenance, project support and administration. This year we also offered a work placement to a student from City College, Norwich, and a number of task-specific internships for UEA and NUCA students, who supported activities on the Global English and E-Dev Direct projects

NEAD would like to extend its thanks once again to all those volunteers and trustees who have given up their time to help us in our work over the past year Their contribution is, as always, greatly appreciated.

Marketing and Communications:

NEAD currently has 763 friends or subscribers on Facebook! This has given us an extra network for communication and promotion of our services, jobs and volunteering opportunities Combined with our ever expanding mailing list, we are now able to reach over 2,000 people directly and instantly

Behind the scenes, steps have been taken to ensure our back-up systems are robust in case of data loss, and that we have the capacity to support our increasing output of web based resources and film making activities

Our marketing output is increasingly nimble, ensuring core educational services are relevant, affordable and timely

Review of Financial Position:

Our budget for 2011/2012 anticipated a worst-case outcome deficit of over £57,000. The actual deficit for the period was £15,039. The better than expected outcome was due to:

Additional unrestricted grants £6,000
Higher donations £3,988
Extra sales of services and other income £18,095
Additional restricted grants £12,478
Reduction in costs £2,967

It is pleasing to note that the investment in marketing direct services to schools has yielded additional income. We continue to innovate and in the current financial year demand for our Olympics and the Global Dimension training session has been especially high.

However, during the year ended 31st March 2012 NEAD's level of free reserves fell by £17,984 to £56,858. Secured grant funding and estimated sales revenue for 2012/13 do not cover forecast costs, and additional and significant sources of funding must be obtained to ensure that NEAD can continue to trade at its current level over the next 12 months and beyond. We prepare cash flow forecasts on a rolling 24 month period and are confident that we can manage any necessary adjustments.

A grant of £2,750 from the Vodafone Foundation has enabled us to contract a fundraiser to search for alternative sources of income. NEAD is the lead partner in a consortium that has passed the first stage of the Big Lottery's Communities Living Sustainably programme. "Roots to Resilience" aims to help communities across Norwich create greater local resilience to the effects of climate change, resource constraints and rising energy costs through practical projects. We believe that the plans outlined in this proposal provide a significant opportunity for the charity to extend its impact beyond its historical focus in schools.

Reserves Policy:

NEAD seeks to maintain a level of reserves that enables it to meet statutory and other commitments, e.g. health and safety, employment law and other obligations. Its policy is to maintain a level of free reserves that represent 21 weeks of expenditure for this purpose. At 31st March 2012, free reserves, excluding designated funds, amounted to £56,858.

The major risk is the failure to replace traditional sources of grant funding with sustainable trading and new funders. Restricted funding, using full cost recovery principles, pays for a significant proportion of NEAD's on-going expenditure. At 31st March 2012, reserves which were represented by both restricted and unrestricted funds amounted to approximately 26 weeks of NEAD's total annual expenditure. In the opinion of the trustees this was a satisfactory position, but the

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close monitoring of cash reserves will continue to be a high priority over the next few months.

Investment Policy:

NEAD receives short-term funding (3 years or less) from the provision of services and small donations from individuals. It has no permanent endowment and provides for capital expenditure within annual budgets. Consequently the Trustees do not consider it prudent to invest income for the longer term. The policy is to retain funds as cash and place them on fixed term and current bank deposits at the best rate obtainable, and within the ethical policy adopted by NEAD.

Structure, governance and management:

Norfolk Education and Action for Development is a registered charity and company limited by guarantee, governed by its memorandum and articles of association. It was registered as a charity on 4th January 1973 (Charity number 1010853) and incorporated as a company on 28th March 1988 (Company number 2237424). The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees. The trustees meet every six weeks. Additional meetings of the Finance Sub-Committee, Human Resources Sub-Committee are held on a regular basis. Newly appointed trustees receive a Handbook on NEAD policies and organisation and have an appointed mentor. Some trustees have attended external training on the legal responsibilities of trustees, and occasional in-house training sessions are organised for all trustees.

Recruitment of trustees is conducted to reflect the diverse community we serve and in accordance with our Equal Opportunities Policy. Trustees are required to sign the Charity Commission declaration of eligibility.

Risk Management:

Trustees regularly review risks under the following headings:

Governance and management, operational, financial, and environmental issues

In each case the potential impact on NEAD is assessed, and the steps necessary to mitigate the risk are outlined. Changes that have resulted from this process include a review of the organisational structure, strengthening of the board of trustees, an audit of trustee skills and a plan to diversify sources of funding (especially unrestricted income).

In addition, internal control risks are minimised by procedures that require the authorisation of payments, the division of responsibilities and the approval of trustees for transactions that exceed stated limits. A health and safety policy is in place to comply with legislation and best practice in relation to staff, volunteers and the general public. Criminal Record Bureau checks are required for all staff and volunteers who work directly and unsupervised with children.

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Trustees' Responsibilities:

The trustees (who are also directors of NEAD (Norfolk Education & Action for Development) for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

Appointment of Auditors

A resolution for the appointment of Sexty & Co will be proposed at the forthcoming Annual General Meeting.

The report and accounts were approved and authorised for issue by the Board of Trustees on 9th July 2012, and signed on its behalf by

 S ASTBURY
Vice Chair of Trustees

NEAD (Norfolk Education & Action for Development)

Independent Auditor's Report to the members of NEAD (Norfolk Education & Action for Development)

We have audited the financial statements of NEAD (Norfolk Education & Action for Development) for the year ended 31 March 2012 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Board of Trustees' to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2012, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities), and
- have been prepared in accordance with the requirements of the Companies Act 2006

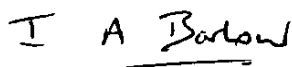
Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Board of Trustees' for the financial year for which the financial statements are prepared is consistent with the financial statements

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the directors' report



I A Barlow (Senior Statutory Auditor)
For and on behalf of Sexty & Co
Chartered Certified Accountants and Registered Auditors
124 Thorpe Road
Norwich
NR1 1RS

12th July 2012

NEAD (Norfolk Education & Action for Development)

NEAD

**STATEMENT OF FINANCIAL ACTIVITIES
(Including Income & Expenditure Account)
for the year ended 31 March 2012**

	<u>Note</u>	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>Total</u> £	<u>2011</u> £
Incoming Resources					
Incoming resources from generated funds:					
<i>Voluntary income</i>					
Grants, donations and subscriptions	2	14,252	-	14,252	11,866
<i>Activities for generating funds</i>					
Fundraising		-	2,750	2,750	399
Bank interest		533	-	533	-
<i>Incoming resources from charitable activities</i>	3				
Development education work		34,812	158,787	193,599	264,365
Total Incoming Resources		49,597	161,537	211,134	276,630
Resources expended					
Costs of generating funds					
Costs of generating voluntary income		2,941	-	2,941	2,371
Fundraising costs		6,583	-	6,583	-
Charitable activities					
Development education work		56,784	154,994	211,778	245,216
Governance Costs		4,871	-	4,871	4,961
Total Resources Expended	5	71,179	154,994	226,173	252,548
Net incoming/(outgoing) resources, and net movement of funds in year		(21,582)	6,543	(15,039)	24,082
<i>Reconciliation of funds</i>					
Funds at 1 April 2011		95,364	35,345	130,709	106,627
Funds at 31 March 2012	12	73,782	41,888	115,670	130,709

The Statement of Financial Activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 18 to 24 form part of these accounts.

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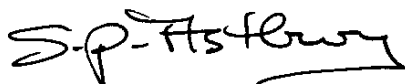
BALANCE SHEET
as at 31 March 2012

	<u>Note</u>	<u>2012</u>	<u>2011</u>
		£	£
Fixed Assets			
Tangible assets	9	2,106	206
Current assets			
Debtors	10	14,914	17,643
Cash at bank and in hand		<u>109,043</u>	<u>145,733</u>
		123,957	163,376
Creditors:			
Amounts falling due within one year	11	<u>(10,393)</u>	<u>(32,873)</u>
Net current assets		113,564	130,503
Total assets less current liabilities		<u>115,670</u>	<u>130,709</u>
Funds			
Unrestricted			
General	12	58,964	76,948
Designated	12	<u>14,818</u>	<u>18,416</u>
		73,782	95,364
Restricted	12	<u>41,888</u>	<u>35,345</u>
Total Funds	12	<u>115,670</u>	<u>130,709</u>

The Accounts have been prepared in accordance with the provision of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities

Approved by the Board of Trustees on 9th July 2012, and signed on its behalf by

S ASTBURY



Vice Chair of Trustees

R BEARMAN



Treasurer

The notes on pages 18 to 24 form part of these accounts

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2012

1. ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered to be material in relation to the financial statements

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and applicable accounting standards. The financial statements follow the recommendations in the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005.

Company Status

The charity is a company limited by guarantee. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

Funds

Funds held by the charity are

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees
- Restricted funds – these are funds which can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when the funds are solicited on the explicit understanding that they will be applied to particular restricted purposes
- Designated funds - these are unrestricted funds which have been earmarked by the trustees for a specific purpose

Incoming Resources

Donations, grants and legacies, including capital grants, are recognised in full in the Statement of Financial Activities when they are receivable and where there is entitlement, certainty of receipt and where the amount can be measured with sufficient reliability except as follows

- When donors specify that they must be used in future accounting periods the income is deferred until those periods
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met

When donors specify that donations, grants and legacies, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions.

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Resources Expended

Resources expended are included in the Statement of Financial Activities on the accruals basis. They include attributable VAT which cannot be recovered. All costs are allocated between expense headings on a basis designed to reflect the use of that resource. Costs relating to a particular activity are allocated directly, overheads are apportioned on the basis of staff time spent, on the following basis:

Development Education Work	94%
Voluntary Income Generation	1 %
Governance	2 %
Fundraising	3 %

Governance costs include the costs of the infrastructure which allows the charity to operate and to generate the information required for public accountability, in addition to the strategic planning processes that contribute to the future development of NEAD.

Volunteers

The value of services provided by volunteers has not been included.

Fixed Assets and Depreciation

Assets that cost over £1,000 and which are intended to be of on-going use to NEAD in carrying out its activities are capitalised as fixed assets, and depreciated at the following annual rates to write off their cost over their estimated useful lives as follows:

Information, Technology & Communications Equipment	33.3% on straight line basis
Office Equipment	25% on straight line basis

Leased Assets and Hire Purchase Contracts

Where assets are financed by leasing agreements that give rights to ownership (finance leases) and hire purchase contracts, the assets are treated as if they had been purchased outright. The amount capitalised is the present value of the minimum lease payments payable over the term of the lease. The corresponding leasing commitments are shown as amounts payable to the lessor. Lease payments are analysed between capital and interest components so that the interest element of the payment is charged to the statement of financial activities over the period of the lease and represents a constant proportion of the capital repayments outstanding. The capital part reduces the amount payable to the lessor.

All other leases are treated as operating leases. Their annual rentals are charged to the statement of financial activities on a straight line basis over the term of the lease.

Pensions Policy

NEAD operates a pensions policy in compliance with Stakeholder pension requirements. NEAD pays an amount equal to that paid by the employee up to a maximum of 3% of gross salary. NEAD employees who contribute to a pension scheme are members of the Friends Provident New Generation Pension Scheme or the AVIVA Stakeholder Pension Scheme.

NEAD (Norfolk Education & Action for Development)

2. GRANTS, DONATIONS AND SUBSCRIPTIONS

Includes a grant of £6,000 (2011 £6,500) from Norwich City Council

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>Total</u> £	<u>2011</u> £
Dept for International Development (Developing New Audiences)	-	-	-	81,874
Dept for International Development (We are Norfolk East)	-	89,044	89,044	83,936
Dept for International Development (e-Dev Direct)	-	10,000	10,000	10,000
Broads Authority	-	11,244	11,244	-
Norfolk County Council	6,000	-	6,000	6,200
Paul Hamlyn Foundation	-	48,499	48,499	46,255
Kings Lynn Borough Council	-	-	-	4,125
Other	28,812	-	28,812	31,975
Total	34,812	158,787	193,599	264,365

4. ANALYSIS OF SUPPORT COSTS

All support costs are allocated on the basis of staff time

	<u>Charitable</u> <u>Activities</u> £	<u>Generating</u> <u>Voluntary</u> <u>Income</u> £	<u>Governance</u> £	<u>Total</u> <u>2012</u> £	<u>Total</u> <u>2011</u> £
Employment	73,633	2,200	1,799	77,632	65,159
Premises	5,841	235	567	6,643	6,643
Communications & IT	6,159	243	124	6,526	5,556
Audit fee	-	-	1,980	1,980	1,967
Freelance & legal	1,297	55	66	1,418	2,269
Office & other	4,453	208	335	4,996	6,576
Depreciation	1,259	-	-	1,259	413
Total	92,642	2,941	4,871	100,454	88,583

5. ANALYSIS OF TOTAL RESOURCES EXPENDED

	<u>Charitable Activities</u> £	<u>Fundraising</u> £	<u>Generating Voluntary Income</u> £	<u>Governance</u> £	<u>Total 2012</u> £	<u>Total 2011</u> £
Employment	143,189	-	2,200	1,799	147,188	144,367
Events & materials	21,181	-	-	-	21,181	45,538
Premises	9,421	472	235	567	10,695	13,867
Communications & IT	12,245	211	243	124	12,823	17,763
Audit fee	-	-	-	1,980	1,980	1,967
Freelance & legal	7,337	5,900	55	66	13,358	8,869
Office & other	17,146	-	208	335	17,689	19,764
Depreciation	1,259	-	-	-	1,259	413
Total	211,778	6,583	2,941	4,871	226,173	252,548

6. EMPLOYMENT COSTS AND NUMBERS

	<u>2012</u> £	<u>2011</u> £
Salaries	121,771	129,652
Employer's National Insurance	9,480	10,571
Pension	2,189	3,169
Recruitment	125	975
Redundancy	13,623	-
Total	147,188	144,367

No employee received emoluments of more than £60,000 in either year

The average number of staff employed during the year was 8 (2011 8), the full-time equivalent being 5 (2011 5)

7. TRUSTEE REMUNERATION

The Trustees received no remuneration from the Company (2011 £ Nil) One trustee had travel expenses of £12 reimbursed (2011 £ Nil)

8. TAXATION

As a charity, NEAD is exempt from tax on income falling within section 466 to 493 of the Corporation Tax Act 2010 or and gains falling within section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects No tax charges have arisen in the Charity

NEAD (Norfolk Education & Action for Development)

9. FIXED ASSETS

	<u>Office Equipment</u> £
<i>Cost</i>	
At 1 April 2011	22,904
Additions	3,159
Disposals/reduction in cost	-
At 31 March 2012	<u>26,063</u>
<i>Depreciation</i>	
At 1 April 2011	22,698
Released on Disposal	-
Charge	1,259
At 31 March 2012	<u>23,957</u>
<i>Net Book Value</i>	
At 31 March 2012	<u>2,106</u>
At 31 March 2011	<u>206</u>

The above fixed assets are used to support all of NEAD's activities

10. DEBTORS

	<u>2012</u> £	<u>2011</u> £
Trade debtors	14,650	16,759
Prepayments	-	544
Other debtors	264	340
Total	<u>14,914</u>	<u>17,643</u>

11. CREDITORS

	<u>2012</u> £	<u>2011</u> £
Trade creditors and accruals	9,421	22,963
Other creditors	972	9,910
Total	<u>10,393</u>	<u>32,873</u>

Included within other creditors is an amount of £972 (2011 - £9,910) held on behalf of the Harambee Trust

12. MOVEMENT IN FUNDS

	<u>At 1 April</u> <u>2011</u>	<u>Incoming</u> <u>Resources</u>	<u>Resources</u> <u>Expended</u>	<u>Transfers</u>	<u>At 31</u> <u>March</u> <u>2012</u>
	£	£	£	£	£
Restricted funds					
We are Norfolk East	-	89,044	(89,044)	-	-
Global English	29,295	48,499	(49,900)	-	27,894
World of Difference	-	2,750	-	-	2,750
Sustainable Development Fund	-	11,244	-	-	11,244
e-Dev Direct	50	10,000	(10,050)	-	-
West Norfolk Activities	6,000	-	(6,000)	-	-
Total restricted funds	35,345	161,537	(154,994)	-	41,888
Unrestricted funds					
General	76,948	49,597	(71,179)	3,598	58,964
Designated – closedown costs	18,416	-	-	(3,598)	14,818
Total unrestricted funds	95,364	49,597	(71,179)	-	73,782
Total funds	130,709	211,134	(226,173)	-	115,670

Purpose of Restricted Funds

We are Norfolk East, funded by the Department for International Development, supported primary schools in East Norfolk to raise achievement through working with global issues and community cohesion

Global English, funded by the Paul Hamlyn Foundation, raises achievement in speaking and listening skills in Year 9 and Year 10 pupils from five Norfolk secondary schools, through engagement with local and global issues

World of Difference, funded by The Vodafone Foundation, enables a professional fundraiser to support NEAD's fundraising strategy and to assist with funding bids

Sustainable Development Fund, financed by the Broads Authority, aims to increase understanding of environmental sustainability amongst 11-14 olds through activities within the Broads Authority area, with a particular focus on wind pumps

e-Dev Direct, (Development Education for the Digital Generation) funded by the Department for International Development and the John Jarrold Trust, produced youth-orientated, development-centred digital resources, and trained schools and youth groups to use them

West Norfolk Activities comprised a grant from Norfolk County Council Children's Services to support the continued delivery of NEAD's services to schools in West Norfolk

Purpose of Designated Funds

Closedown costs are composed of the liabilities that would be incurred in relation to compensation paid should there be a need to reduce staffing levels as a response to funding cuts

13. ANALYSIS OF ASSETS BETWEEN FUNDS

	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>Total</u> £
Represented by			
Fixed assets	2,106	-	2,106
Debtors	3,583	11,331	14,914
Deposits and cash at bank	72,363	36,680	109,043
Creditors	<u>(4,270)</u>	<u>(6,123)</u>	<u>(10,393)</u>
Total	73,782	41,888	115,670

14. RELATED PARTY DISCLOSURES

Other than described in Note 7, no trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the Charity during the year or during the previous year

15. CAPITAL COMMITMENTS

At 31st March 2012 there were no capital commitments

16. OPERATING LEASES

On 16th November 2009 NEAD committed to a 3 year lease agreement for a photocopier, with payments of £867 (including VAT at current rates) per annum.

17. ULTIMATE CONTROLLING PARTY

The Charity is under the ultimate control of the Trustees as a body

TRUSTEES AND COMMITTEES

Trustees:

Jane Atkins (Chair from 30 January 2012)
Richard Bearman (Treasurer)
Sue Thurston (resigned as Trustee and Chair 30 January 2012)
Lisa Hardman
Uthman Ibrahim-Morrison
Shawn McGuire (resigned 6 October 2011)
John Thompson (resigned 15 November 2011)
Susan Astbury
Ian Gibson
Tim O'Riordon (from 30 Jan 2012)
Richard Patey (from 13 December 2011 to 2 March 2012)
Robert Tiffen (from 6 October 2011 to 26 March 2012)
Martin Scott (from 5 October 2011)
Stuart Ballantyne (deceased 7 April 2011)

Finance Sub-Committee:

Shawn McGuire (resigned 6 October 2011)
Sue Thurston (resigned 30 January 2012)
Richard Bearman (Chair)
Jane Atkins (from 30 January 2012)
Lisa Hardman (from 12 January 2012)
Kaja Holloway (staff)
Clive Sexton (staff)

Human Resources Sub-Committee:

Kaja Holloway (staff)
Sue Thurston (resigned 30 January 2012)
Jane Atkins
Susan Astbury
Martin Scott (from 5 March 2012)

Principal Office and Registered Office:

Charing Cross Centre
17-19 St John Maddermarket
Norwich
NR2 1DN

Auditors:

Sexty & Co
124 Thorpe Road
Norwich
NR1 1RS

Bankers:

Co-operative Bank plc
69 London Street
Norwich
NR2 1HT