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NEAD

Annual Report 2001-2002

Norfolk Education & Action for Development (NEAD)

'working locally for global justice and equality'.



"Development Education's concern is ultimately for the dignity and worth of every human being". Development Education Association.

"We are anxious to express our great appreciation of the work done in Norfolk by NEAD. We ... have benefited enormously from their generous and energetic input".
Senior Teacher at Norfolk Primary School.

Welcome to NEAD

NEAD works to enable people in Norfolk to think and learn about global issues, and the part they play in them. NEAD was the UK's pioneer development education centre and we are still going strong over 25 years later.

NEAD 'works locally for global justice and equality'. This includes showing the links – environmental, economic, cultural, historical, etc – which exist between people throughout the world; raising awareness about inequalities in our world and increasing understanding of their causes and promoting ways in which people can take action to create a more just and sustainable world. This Report shows these objectives in action by giving you a snapshot of some of the year's activities on pages 2-13.

- Funding is always an issue for Development Education Centres. Throughout the Report, we hope to give you an understanding of where our money comes from and how we spend it. If you would like to examine our audited accounts in detail, these are laid out on pages 16-21.

It has been a very busy year and we can only give a glimpse of our activities in this Report. However, you will find the names and email addresses of staff working on particular issues throughout. We hope that you will get in touch if you would like to find out more about what we've been doing, are doing, plan to do – and how you can help!

Our full contact details can be found on the inside back cover.

"Development education ... should enable us ... to stand in solidarity with people from Africa, Brazil, the Indian sub-continent or the UK who refuse to accept the injustices and inequalities of societies which allocate the right to power on the basis of wealth, tradition or privilege".
Development Education Centres' Handbook, by the Development Education Association (DEA).

"The 11th September tragedy has taught us that we are all interdependent. People from 62 countries were killed in the twin tower attacks. Life is no longer as it was, and what happens elsewhere in the world impacts on us all. Great poverty and injustice in one location is dangerous for the rest of the world. The 20th century was dominated by the cold war. The primary debate of the 21st seems to be globalisation".
Hilary Benn MP, Under Secretary of State for the Department for International Development (DFID), speaking at a NEAD conference, November 2001.

What do we do and why do we do it?

Norfolk appears to be an isolated rural county – the rail lines stop here, motorway links are few. It is a predominantly – on current estimates 98% - white county and much of the white population has little or no meaningful contact with people from minority ethnic backgrounds. This is a complete contrast to Britain's larger cities and industrial areas, with their highly multicultural communities and living, clearly visible links to all parts of the world.

This apparent isolation can mask the reality of our connections to global economic and political systems and issues. When we shop, cook, work or sign on, read a book, see a film, go out to a pub or café, we participate in a web of financial, economic and political activities linking us with the entire world. The minority ethnic population is growing, there are asylum seekers and refugees here, and Norfolk's schools are required to have effective policies and practices to tackle the endemic racism that exists, in the same way as schools in Manchester or Birmingham. We *all* have power, through the everyday choices we make, to affect the lives of others, here and everywhere else on our ever-shrinking planet, and to make a positive difference.

These ideas, realities and principles all shape NEAD's practice. Our Resources Centre, open Monday to Saturday to the public as well as educators, maintains information about development issues and current campaigns. We promote the often unheard voices of people from minority ethnic groups and countries of the South. We provide the opportunity to purchase fairly traded goods and learn about fair trade. We run participative educational activities in schools, community, faith and youth groups. We support teachers and student teachers in meeting requirements to include a global dimension in their lessons and to tackle racism. We work with others who share our aims locally, regionally, nationally and internationally.

Today I was surprised that *"the issues of the world are so complex, but we can all help"*.
Student participant at City of Norwich School Sixth Form Conference.

"Although I considered myself to be quite well informed about Human Rights and other cultures I found out a lot more today than I ever dreamt I would". Student participant at Diss Sixth Form Conference.

Unique and Essential: schools' work – a year of successes

During the year, NEAD worked directly with children at a vast range of local conferences, workshops and other sessions reaching over 2,000 secondary school pupils. Four Children's Our World Festivals attracted more than 6,000 primary school pupils, teachers and parents from across Norfolk for a feast of multicultural performances and activities. Obviously relishing this fascinating glimpse of the exciting, diverse society they are growing up in, the children met guest artists from many cultural backgrounds, enjoyed different forms of music and dance, listened to stories from across the world, and learnt simple songs or games.

We experienced increased requests for sessions on global issues to inform and enthuse trainee teachers: over 550 trainee teachers attended 15 such sessions. Racism is among the issues tackled. These sessions start with 'Colour-blind'; a video overview of racism in Norfolk and reactions to it. The group are given the context for their responsibilities to their pupils and take part in an exercise on understanding and tackling the more subtle forms of racism. At the beginning, participants often find it difficult to recall personal examples of racism. By the end of the session, they are able to illustrate the point that we have all seen, and been affected by, racism at work in our society.

Over 750 teachers benefited from NEAD's In Service Educational Training (INSET). This will mean teaching that is more informed for over 37,500 pupils every year.

Meeting this growth in demand has only been possible by fully using our core of committed and trained schools' work volunteers.

"The scenes from troubled Bradford have made bleak viewing ... take in too the contrasting scene of schoolchildren ... exploring and understanding varied cultures from around the globe, whether through music, dancing, religion or simply geography. The multicultural festival was a positive and practical event aimed at helping create a brighter future for us all. In the ways of the world, it was one tiny moment. But the message it sends out may be one of the most important of our age".
Eastern Evening News reporting on a Children's Our World Festival.

"I learnt about the role of Development Education in schools and ways of giving it greater prominence. NEAD introduced me to role-play games that I know I will try and use in the future". NEAD schools' work volunteer.

Unique and Essential: World Voices – a rare opportunity

In its second year, NEAD's inspirational World Voices project has benefited over 10,000 children and their teachers. With spending on the project at about £25,000 for the year, this works out at a cost of just £2.50 per child!

Over 50 World Voices – people with a cultural heritage from Africa, Asia and the Americas – visited schools and provided workshops at Children's Our World Festivals, conferences and INSET in and around Norfolk.

The World Voices project has a global impact. Many of our volunteers are students who will return to their country of origin having developed their confidence, classroom and creative skills through the opportunities and training provided by NEAD.

The project is funded by the Community Fund.

For further information on World Voices or schools' work, contact Sandy Betlem, email: sandy@nead.org.uk.

"I regularly go to Norfolk schools running sessions on India. During a visit to one primary school I taught the students an Indian playground game, some words in Hindi and answered their questions about India. They enjoyed the game very much not only because it was something different but also because their teachers joined in. Then, it was question time. It was an informal setting with everybody sitting in a circle in the hall. They started losing their shyness and were competing with each other to get my attention, to ask me about all sorts of things about my life back in India and here in the UK. I feel learning about a foreign country from books and videos can never make it as real as can a live person from that country in front of you. While the children learn something about life in India, I learn something about their lives and culture". NEAD World Voice.

"The diversity afforded to our rural school by visitors from many parts of the world has been hugely enriching to our pupils. Our pupils have learnt about Kenya, India, Taiwan and South America and yet more importantly these multicultural experiences and exchanges have been enlivening and exciting: the children absorbed all that they heard and remembered this later". Norfolk primary school teacher.

Innovation and Development: Global Norfolk - community collaboration

Norfolk is home to many activists committed to working on development related issues. Responding to an expressed desire for closer collaboration, NEAD worked with other groups to arrange a Global Norfolk Conference for One World Week in October. This close working relationship of groups with allied aims enabled the conference to beneficially address a wide range of associated issues.

"Everyone who took part felt it had been a brilliantly informative, well organised and rewarding day".
Global Norfolk participant.

Around 100 local people, many of them new to NEAD, gathered to share information and ideas. We were fortunate to attract the Director of the World Development Movement, Barry Coates, as the key speaker, and he focussed on the impact of globalisation and the aftermath of 11 September. The timing of this event meant that its content was especially relevant and provided much food for thought on a wide range of topics such as refugees, climate change, farming and food security, the World Trade Organisation, international debt, the US missile defence system, sustainable transport and local networking.

Global Norfolk aimed to:

- inform and educate members of the general public as to the economic, cultural and political implications of the rapid development of globalisation
- work with other Norfolk groups to organise a conference bringing a wealth of specialist knowledge to the day
- bring to the attention of the participants how Norfolk fits into the global picture
- mobilise support for specific actions with regard to each aspect of globalisation.

As a result of the conference, participants told us that they would be taking various types of action including: joining campaign groups, buying more fairly traded goods, joining refugee befriending schemes and using public transport more widely.

The event was jointly subsidised by all the participating groups, reducing the full-price cost to participants from £8 to £5, to encourage the widest possible participation.

For further information about NEAD's community work, contact Lisa Hardman, email: nead@gn.apc.org.

Innovation and Development: information for a wider audience

Websites

The NEAD schools' and volunteers' website at www.nead.org.uk has proved a good way of getting our information across this year: our resources catalogue for teachers is now 'on-line' and has generated increased sales from all over the country. This also allows us to put people in touch with their local DEC.

Our other website, for the Just Business project, www.jusbiz.org, provides an abundance of resources for teachers and students, and now has over 2,000 visitors per month. The site was included in a list of the top ten sites for teachers of Business Studies and Economics in '*Business Review*'; it was recommended as one of only seven sites suitable for education for sustainable development by the Council for Environmental Education; it has been linked to by many websites worldwide.

The time-consuming task of website maintenance is undertaken largely by volunteers, who offer us a wealth of valuable computer experience. Our websites are continually developed and we have begun working towards the integration of the two sites, allowing for the inclusion of all aspects of NEAD's work.

For further details of our information and resources work, contact Sarah Gann, email: sarah@nead.org.uk.

Resources

We are pleased to have begun working with pre-school teachers, providing resources displays and activities at meetings for 25 staff. Pre-school advisers learnt of us through our regularly updated display area at the teachers' Professional Development Centre in Norwich. Pre-school sales have not only included teaching resources and children's books, but also artefacts such as instruments, crafts, and CDs of world music.

In the Resources Centre we began implementing plans to replace our 'Information Boxes' with a comprehensive database to signpost enquirers to relevant organisations. This service will be made available on the Internet.

"The materials were well used and had a powerful impact". Tutor at teacher training institution.

Innovation and Development: the World Shop - not just about shopping

The World Shop has an important role in raising awareness of, and educating about, fair trade in Norwich. It also provides a high street profile for NEAD. The promotion of fair trade raises awareness of inequalities in international trade and provides an invaluable opportunity for challenging the ever widening gap between people in economically rich and poor countries. It actively provides a way for people to take action to create a more just and sustainable world.

For the first time the World Shop Co-ordinator has taken the educational work of the shop into schools. We plan to expand this role by delivering development education more explicitly through the shop and its products and by doing more proactive work to raise the profile of fair trade.

This year the shop benefited from the additional window display space in an adjacent shop between Christmas and Easter, resulting in a greater awareness of our wide range of goods, particularly the larger items such as hand-dyed bedspreads and Moroccan furniture, which enhanced sales. Temporary possession of this vacant shop also allowed one of our volunteers to design eye-catching three-dimensional displays on development topics during the rest of the year, at very low cost. The prominent position, next to a set of traffic lights, meant that passers-by could not fail to notice the changing messages.

Sales of goods and resources from all sources this year showed an increase of almost £11,000.

The World Shop would not be possible without our volunteers, who provide 95% of its staffing in addition to helping with stocktaking and display. This enables us to run the shop without financial support from elsewhere in the organisation.

For further information about The World Shop, contact Sam West, email: nead@gn.apc.org.

"Before today I didn't really think about the people who make the products when I go shopping". Trainee secondary school teacher.

"As a result of today I will buy fairly traded products and think more carefully about what I buy. I will petition about human rights, especially for children". Student participant at Sir John Leman Sixth Form Conference.

Innovation and Development: volunteering - "lots of fun!"

NEAD's enthusiastic volunteer workforce gives 'added value' to the organisation. New work is often made possible through their commitment. For example, we ran training for volunteers on the use and promotion of our resources so we are now more effectively able to promote and provide resources displays for teachers. With the help of volunteers, six new displays were made possible between January and March 2002. This year NEAD's Fair Trade Fortnight participation was organised entirely by volunteers, with activities including a guide to fair trade in Norwich and displays around Norfolk.

"Volunteering has enabled me to become more confident with tasks and people and get used to a work environment". NEAD volunteer.

"Surreal, unbelievable, unimaginable, diverse, dynamic are some of the words I can use to describe Nepal. I left the UK ... aiming to experience a diverse range of activities. What I saw, learnt and experienced will stay with me for life". NEAD volunteer and travel grant recipient. (Our Building on Local Expertise project includes grants for long-serving volunteers to extend their experience through visiting a country of the South.)

We have extended the numbers and variety of volunteers available to us and built their contribution into all areas of our work. Evaluations show that volunteering for us is a two-way process, with both NEAD and the volunteers gaining from the experience.

NEAD provides a sound background for those volunteers seeking paid work. Over the year, we provided references for nine volunteers: of these, seven gained employment and two registered with temporary employment agencies.

Jan '00	Volunteer Profile Snapshot	March '02
2	People from ethnic minorities	10
9	From countries of the south	21
7	Young people	24
7	Unemployed people	17
8	Students	39
2	In part-time employment	15
1	In full-time employment	12
2	Retired people	4
15	Long term volunteers (over 1 year)	20
1	Involved in core schools' work	22
10	World Voices	22
1	Just Business	13
1	Information and Resources	6
19	The World Shop/Resources Centre	31
6	Community projects	9
3	Administration/Finance	7
2	Involved in more than 1 area	30

Our volunteer development work is funded by the Community Fund, through our Building on Local Expertise project. For more information about volunteering with NEAD, contact Tonia Mihill, email: tonia@nead.org.uk.

Communications and Influence: Just Business – a national success

NEAD's Just Business project enables young people to understand the relationships between global economic activity, the creation of wealth and the possibilities for the eradication of global poverty. It works nationally with teachers and students to encourage the inclusion of a global and ethical dimension in Economics and Business Studies.

Over the year, educational attention has been turned to the development of a Citizenship curriculum, with publicity given to the challenge of including Citizenship in everyday teaching practice. Economics and Business Studies are subjects ideally placed to assist with delivering many aspects of this curriculum. Just Business worked to promote the links between the subjects by delivering Global Citizenship Days for over a third of the colleges training teachers of Business Studies nationally. These days allow participation in a range of activities, such as 'Timber', a role-play game examining deforestation. By taking the roles of various stakeholders in a forest, players gain a good understanding of the different values and perspectives involved. Such exercises enabled participants to look at their responsibilities as global citizens and to consider the beneficial potential of business.

Just Business's outreach work benefited over 2,000 students and over 200 teachers around the country during the year. Requests for resources, workshops and collaborative work were greatly increased and articles were published in a number of journals. The Just Business electronic mailing list is also growing rapidly with over 300 national contacts who told us that they find the information *"extremely useful"*.

The involvement of volunteers has been essential to this project. In applying for continued funding, their contribution for a further two years was estimated to be worth £20,000, based on a notional cost of £8 per hour.

Just Business is funded by DFID. For further information on Just Business, contact Finbarr Carter, email: jusbiz@nead.org.uk or visit www.jusbiz.org.

"Today I learnt how enjoyable it can be to teach economics – it is not as boring as it sounds. A great way to overcome barriers to learning".

"Thank you for showing how easily the subject area can be brought to life within a manageable classroom environment".

Participants at Global Citizenship Day, University of West of England.

Communications and Influence: spreading the word

Labour Behind the Label

NEAD has a history of projects going on to become successful independent organisations (such as Farmers' Link). This year was the turn of Labour Behind the Label, the highly successful national network of organisations and trade unions raising awareness of the rights of garment workers, jointly co-ordinated by NEAD. Labour Behind the Label became a separate organisation in October 2001. Before its independence the project produced an educational CD-ROM containing key documents and a report on wages in the garment industry worldwide. 'Exposed', the popular booklet written for young people on issues surrounding the garment industry, sold 4,000 copies during the year and the posters, designed to encourage discussion among young people, sold over 500 sets. Labour Behind the Label was funded by the European Commission and the Community Fund.

For further information on Labour Behind the Label, contact Lisa Hardman, email: nead@gn.apc.org.

Working Regionally

NEAD believes that it is important to develop a strong movement throughout the region to enable the widest possible benefit from local expertise in development education. There are two other, very much smaller, centres in East Anglia: Dev Ed Essex Ltd in Essex and Harambee in Cambridgeshire. The Building on Local Expertise project (funded by the Community Fund) has enabled NEAD to co-ordinate regular meetings between the centres to share knowledge and experience and to work on joint funding initiatives. This year, as a result of DFID's Enabling Effective Support initiative, we drew up a plan to deliver more co-ordinated and effective development awareness for all schools, pupils, teachers and trainee teachers throughout the region.

For further information on our regional work, contact Sandy Betlem, email: sandy@nead.org.uk.

Facing up to Challenges

Not everything goes smoothly during the course of the year. We are also sometimes victims of our own success! For instance, the growing reputation of Just Business means that a large volume of requests for work has had to be prioritised; the project has a successful track record of partnership work, which is highly rewarding but also time-consuming.

Funding

We have been well funded for project work over the last three years, but this money is coming to an end and new funding has to be identified to ensure continuity. A large amount of staff time has been devoted to making grant applications. We win some, and we lose some. Regretfully, we were unsuccessful in obtaining money to develop a Global Information Centre. More happily, we successfully obtained further funding from DFID for Just Business and also for Developing Citizenship, a three-year partnership project to develop whole-school global citizenship policies and practices in Norfolk and Suffolk secondary schools.

Almost two-thirds of NEAD's funding is for specific work programmes, and restricted in its use. To manage our establishment and administrative responsibilities, it is essential that we start to build up unrestricted funding. To address this we have set up a funding sub-committee of Trustees and staff, supported by a group of volunteers dedicated to researching potential sources of funding. This will allow a co-ordinated approach to fundraising and a more effective use of staff time.

Staffing

The year saw changes in our staff team. In the World Shop we were sad to lose Trine Monge. Ruth Odell replaced her to cover the Christmas period. In January the post was taken up by Sam West. Both Ruth and Sam are former NEAD volunteers. All three staff made an enormous contribution to the shop's success over the year. We were also sorry to say goodbye to Sheil Ouzerdine and Chantal Finney from our community team. Their contributions have been invaluable. Chantal was with NEAD for many years. We were pleased to be able to bring together influential people from all periods of our history to say goodbye to her at the Annual General Meeting, allowing us to look back over NEAD's long history and reflect on our many successes.

Shaping the Future

We cannot let the future take us by surprise. NEAD holds twice-yearly Strategy Days and during the year these concentrated on the development of a five-year plan. This will help us to focus our funding applications and prioritise our work over the next period. It will be updated regularly.

Following from this, we are seeking funding for an extension of our Building on Local Expertise project to ensure that our volunteer development work continues to be built upon and improved. This project would seek to involve asylum seekers and refugees in our outreach work. Funding is also being sought to develop informal sector (community) work with a regional dimension, to develop the World Voices project as a regional initiative and to fund increased regional outreach work.

We have already been successful in securing funding to continue Just Business for at least another year. The focus will be to ensure that this work is sustainable and to build on our current success. We are planning a series of training events with the other regional Development Education Centres to train their staff to work with the target groups of Business Studies and Economics educators. We also plan to continue offering INSET for Local Education Authorities, to develop our work with trainee teachers, and produce additional educational materials.

We are pleased to have been invited to join a project with Norfolk Youth and Community Services and Norfolk Teenage Pregnancy Strategy to research young people's attitudes towards pregnancy, abortion, sexual health and the choices they think they have. The project will consult with young people from a wide range of cultural and social backgrounds. We will also be funded by DFID to generate local interest in their bi-annual Policy Forum to be held in Norfolk in 2002.

In the World Shop, we are working towards increasing the Co-ordinator's hours in order to give more scope for a proactive approach to raising awareness of fair trade in community groups, in schools and at events around Norfolk.

"I just wish we had more time and opportunity to explore, learn about and increase our knowledge of other cultures and multicultural issues in general". Norfolk primary school teacher during INSET.

NEAD: a responsible organisation

At the end of the year, NEAD employed ten staff and, with an annual turnover of over £300,000, we are concerned to ensure that our management and decision-making processes are as professional as possible. We also try to be an ethically responsible organisation and, to this end, have introduced an Ethical Policy and thoroughly reviewed our Equal Opportunities Policy. We were also pleased to offer staff a pension scheme meeting NEAD's ethical objectives. In addition to the policies mentioned above, we also enhanced our Health and Safety Policy. Our elderly offices pose some challenges to safe working, which we continue to address, ensuring that the necessary expense is managed effectively.

Our management is conducted by our Board of Trustees (also our Company Directors) who have relevant backgrounds. Full Trustees' meetings take place every six weeks and the

Trustees are closely involved with staff in a range of activities. Both Trustees and staff serve on our Personnel Sub-committee, Funding Sub-committee and Strategy Group. The Personnel Sub-committee has been working on recruitment procedures to cover the appointment of short-term staff and researching a suitable appraisal system to assist with staff development. The staff team also meets regularly, to share concerns and ideas.

NEAD manages the office building in co-operation with the other tenants (who all work in related areas to ours), and together we make up the Development and Environment Centre. Representatives of all groups meet regularly to discuss issues relating to our shared use of the building. Because of these meetings, a highly successful Open Day was held jointly in February, attracting councillors, Members and interested members of the public.

NORFOLK EDUCATION AND ACTION FOR DEVELOPMENT ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2002

(Legal and administrative information is provided on page 22)

REPORT OF THE TRUSTEES

The Trustees, being Directors of Norfolk Education and Action for Development present their Report and audited financial statements for the year ended 31 March 2002.

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' Responsibilities: Company law requires the Trustees to prepare accounts that give a true and fair view of the state of affairs of the Company and of its incoming and application of resources for the financial year. In doing so the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees: The names of the Trustees, who are Directors for the purpose of company law and Trustees for the purpose of charity law, who served during the year and up to the date of this Report are set out on page 22.

Review of Activities: A full review of the charity's activities during the year is set out on pages 1 to 13.

The financial results for the year are set out on pages 16 to 21. There was a surplus on unrestricted funds for the year of £1,896 leaving a balance of £31,094 at 31 March 2002 available for general use. There were in addition balances on restricted funds of £7,178 at 31 March 2002, to be used on defined projects.

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 accordingly to maintain a level of unrestricted and undesignated reserves that represents approximately 10 weeks of expenditure for this purpose.

At 31 March 2002, free reserves amounted to approximately 9 weeks of such expenditure.

Risk Review: The Trustees have reviewed the major risks to which the charity is exposed. A strategic planning process has been developed to address these risks, and to take advantage of opportunities that are expected to arise. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charity.

Future Strategy: A five-year Strategic Plan is being developed to identify the long-term objectives, overall direction, and essential values and beliefs of NEAD. The Plan will define the key tasks and targets and will assess available resources, opportunities and the necessary external support.

Auditors: In accordance with Section of 384 of the Companies Act 1985 a resolution proposing the re-appointment of Ian Couzens Limited as auditors of the Company, will be put to the Members at the Annual General Meeting.

This Report has been prepared in accordance with the recommendations in the Statement of Recommended Practice 'Accounting by Charities' (the Charities' SORP) issued in October 2000, and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Board of Trustees on 2 September 2002 and signed on its behalf by

Cecily Hoxon

W MOXON

Secretary

AUDITORS' REPORT TO THE MEMBERS OF NORFOLK EDUCATION AND ACTION FOR DEVELOPMENT

We have audited the accounts on pages 16 to 21 which have been prepared under the historical cost convention and the accounting policies set out on page 18.

Respective Responsibilities of Directors and Auditors

As described in the Trustees' Report the Company's Directors are responsible for the preparation of the accounts. It is our responsibility as auditors to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

Basis of Opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, on the evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the Directors in the preparation of the accounts, and of whether the accounting policies are appropriate to the Company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations that we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the accounts.

Opinion

In our opinion the accounts give a true and fair view of the state of the Company's affairs as at 31 March 2002 and of its incoming resources and application of resources, in the year then ended and they have been properly prepared in accordance with the Companies Act 1985.

2 September 2002
4 Denbigh Road
Norwich NR2 3AA



IAN COUZENS LIMITED
Registered Auditor
Chartered Accountants

**NORFOLK EDUCATION AND ACTION FOR DEVELOPMENT
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2002**

	<u>Note</u>	<u>Unrestricted General</u>	<u>Unrestricted Designated</u>	<u>Restricted</u>	<u>Total</u>	<u>2001</u>
		£	£	£	£	£
Income and expenditure						
Incoming Resources						
Grants	2	24,750	-	184,934	209,684	222,024
Subscriptions and donations		3,852	-	79	3,931	3,968
Sale of resources and goods	3	56,813	-	1,678	58,491	47,604
Fees and sundry income		25,496	-	5,281	30,777	23,751
Bank interest		479	-	77	556	1,277
		<u>111,390</u>	<u>-</u>	<u>192,049</u>	<u>303,439</u>	<u>298,624</u>
Resources expended						
Direct charitable expenditure	5	1,790	-	201,991	203,781	220,615
Purchase of resources	3	60,771	-	135	60,906	50,607
Management and administration	4	46,933	-	-	46,933	43,609
		<u>109,494</u>	<u>-</u>	<u>202,126</u>	<u>311,620</u>	<u>314,831</u>
Net (expenditure) for the year		1,896	-	(10,077)	(8,181)	(16,207)
Transfer between funds		(9,000)	9,000	-	-	-
Funds at 1 April 2001		38,198	-	17,255	55,453	71,660
Funds at 31 March 2002		<u>31,094</u>	<u>9,000</u>	<u>7,178</u>	<u>47,272</u>	<u>55,453</u>

The notes on pages 18 to 21 form part of these accounts.

**NORFOLK EDUCATION AND ACTION FOR DEVELOPMENT
BALANCE SHEET AT 31 MARCH 2002**

	<u>Note</u>	<u>2002</u> £	<u>2001</u> £
Fixed Assets			
Tangible assets	7	17,750	22,967
Current Assets			
Stock		11,802	10,356
Debtors	8	8,036	529
Cash and bank		27,411	32,686
		<u>47,249</u>	<u>43,571</u>
Creditors:			
Amounts falling due within one year	9	<u>17,727</u>	<u>11,085</u>
Net Current Assets		29,522	32,486
Net Assets		<u>47,272</u>	<u>55,453</u>
Funds			
Unrestricted			
General		31,094	38,198
Designated		9,000	-
		<u>40,094</u>	<u>38,198</u>
Restricted		7,178	17,255
Total Funds	10	<u>47,272</u>	<u>55,453</u>

The accounts have been prepared in accordance with the provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities.

Approved by the Board of Trustees on 2 September 2002
and signed on its behalf by



A JACKSON Trustee

The notes on pages 18 to 21 form part of these accounts.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2002

1. Accounting Policies

a. Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards. The accounts follow the recommendations in Statement of Recommended Practice: Accounting by Charities (SORP).

b. Turnover

Grants and donations are recognised in full in the Statement of Financial Activities in the year in which they are received.

c. Restricted Funds

Restricted funds are to be used for specified purposes as laid down by the donor, and expenditure which meets these criteria is identified to the fund.

d. Unrestricted Funds

Unrestricted funds represent income received or generated for the objects of the charity without further specified purpose and are available as general funds.

e. Designated Funds

Designated funds are unrestricted funds which have been earmarked by the Trustees for a specific purpose.

f. Depreciation

Depreciation is charged at the following annual rates to write off the cost of fixed assets over their estimated useful lives.

Fixtures and fittings	25% on straight line basis
Office equipment	25% on straight line basis

g. Stocks

Stocks are valued at the lower of cost and net realisable value.

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2001</u>
	£	£	£	£
2. Grants				
Dept. for International Development	-	76,159	76,159	55,350
Community Fund	-	78,898	78,898	80,550
European Community	-	23,034	23,034	35,682
Oxfam	10,000	-	10,000	9,000
Christian Aid	7,000	-	7,000	7,000
Norwich City Council	3,750	-	3,750	3,750
Norfolk County Council	4,000	-	4,000	2,000
Methodist Church	-	-	-	500
Eastern Arts Board	-	-	-	10,000
Commonwealth Institute	-	4,100	4,100	3,800
CAFOD	-	-	-	1,500
Fondation des Droits	-	-	-	10,480
Women Working Worldwide	-	1,200	1,200	1,213
South Norfolk District Council	-	-	-	500
Kings Lynn Borough Council	-	-	-	200
Others	-	1,543	1,543	499
	<u>24,750</u>	<u>184,934</u>	<u>209,684</u>	<u>222,024</u>

	<u>2002</u>	<u>2001</u>
	£	£
3. Summary of Trading Activities		
Turnover	56,813	45,403
Cost of Sales	38,897	33,740
Gross Surplus	<u>17,916</u>	<u>11,663</u>
Other Income	-	33
Operating Expenses	21,874	16,867
Net (Deficit)	<u>(3,958)</u>	<u>(5,171)</u>

4. Management and Administration	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>Total</u> £	<u>2001</u> £
Rent of premises	18,442	-	18,442	14,058
Other property costs	10,505	-	10,505	7,306
Audit fee	987	-	987	793
Depreciation	1,042	-	1,042	1,444
Office costs	15,957	-	15,957	20,008
	<u>46,933</u>	<u>-</u>	<u>46,933</u>	<u>43,609</u>

5. Direct Charitable Expenditure	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>Total</u> £	<u>2001</u> £
Conferences and workshops	1,594	47,486	49,080	63,513
Preparation and dissemination of educational materials	196	101,563	101,759	101,827
Office costs	-	50,929	50,929	52,137
Depreciation	-	2,013	2,013	3,138
	<u>1,790</u>	<u>201,991</u>	<u>203,781</u>	<u>220,615</u>

6. Employment Costs	<u>2002</u> £	<u>2001</u> £
Salaries	118,119	124,954
Social Security costs	6,730	7,295
Pension costs	878	-
	<u>125,727</u>	<u>132,249</u>

No employee earned more than £50,000 in either year.

The average number of employees during the year was 10 (2001: 11).

The Trustees received no remuneration from the Company.

7. Fixed Assets	<u>Fixtures & Fittings</u> £	<u>Office Equipment</u> £	<u>Total</u> £
Cost			
At 1 April 2001	23,927	11,299	35,226
Additions	-	3,819	3,819
At 31 March 2002	<u>23,927</u>	<u>15,118</u>	<u>39,045</u>
Depreciation			
At 1 April 2001	5,981	6,278	12,259
Charge	5,981	3,055	9,036
At 31 March 2002	<u>11,962</u>	<u>9,333</u>	<u>21,295</u>
Net book value			
At 31 March 2002	<u>11,965</u>	<u>5,785</u>	<u>17,750</u>
At 31 March 2001	<u>17,946</u>	<u>5,021</u>	<u>22,967</u>

	<u>2002</u>	<u>2001</u>
	£	£
8. Debtors		
Trade debtors and prepayments	7,529	-
Other debtors	507	529
	<u>8,036</u>	<u>529</u>

	<u>2002</u>	<u>2001</u>
	£	£
9. Creditors		
Other creditors and accruals	17,727	9,195
Deferred income	-	1,890
	<u>17,727</u>	<u>11,085</u>

	<u>At 1 April</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>Transfers</u>	<u>At 31 March</u>
	<u>2001</u>				<u>2002</u>
	£	£	£	£	£
10. Movement in Funds					
Restricted Funds					
Fair Trade Project	-	40,652	(39,746)	-	906
World Voices	1,766	34,520	(32,600)	-	3,686
Just Business	-	59,354	(59,919)	-	(565)
Children's Our World Festivals	5,962	-	(10,292)	-	(4,330)
Building on Local Expertise	5,727	34,648	(38,267)	-	2,108
Enabling Effective Support	-	18,775	(18,380)	-	395
Other	3,800	4,100	(2,922)	-	4,978
Total Restricted Funds	<u>17,255</u>	<u>192,049</u>	<u>(202,126)</u>	<u>-</u>	<u>7,178</u>
Unrestricted Funds					
General	38,198	111,390	(109,494)	(9,000)	31,094
Designated	-	-	-	9,000	9,000
Total Unrestricted Funds	<u>38,198</u>	<u>111,390</u>	<u>(109,494)</u>	<u>-</u>	<u>40,094</u>
Total Funds	<u>55,453</u>	<u>303,439</u>	<u>(311,620)</u>	<u>-</u>	<u>47,272</u>

The Fair Trade Project provides educational information and activities on the global trading system and fair trade issues.

World Voices enables local school students and teachers to meet and learn from people from Africa, Asia and Latin America.

Just Business aims to develop a global perspective for schools teaching Economics and Business Studies locally and nationally.

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

Building on Local Expertise is developing NEAD's Resources Centre, volunteer involvement and regional activities.

Enabling Effective Support is a DFID initiative which aims to entitle all pupils in East Anglian schools to a global dimension in their education within the next 5-10 years.

Grants from the Community Fund are included in restricted funds, and were received for the following purposes:

Building on Local Expertise	£34,648
World Voices	£31,750
Fair Trade Project	£12,500

11. Analysis of Assets between Funds	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>Total</u> £
Represented by:			
Fixed Assets	11,634	6,116	17,750
Net Current Assets	28,460	1,062	29,522
	<u>40,094</u>	<u>7,178</u>	<u>47,272</u>

12. Designated Funds

The purpose of the designation is to earmark funds to pay potential redundancy costs.

13. Commitments:

Under the terms of an operating lease for the Company's premises, there was a commitment at 31 March to pay £5,675 (2001: £12589).

Staff in post at 31 March 2002

Schools' Work:	Sandy Betlem
Information and Resources:	Sarah Gann
Volunteer Development:	Tonia Mihill
Community Work:	Lisa Hardman
The World Shop:	Sam West
Just Business:	Stephen Fairbrass and Finbarr Carter
Administration:	Clare Howard
Finance:	Clive Sexton and Susanne Tallent

For further information on NEAD's finances, contact Clive Sexton or Susanne Tallent, email: nead@gn.apc.org. NEAD's Treasurer is Kenneth Tickle.

Trustees in post at 31 March 2002

Jane Atkins	Jonathan Barton
Jean Daines	Anoushka Dave
Tony Jackson (Chair)	Wendy Moxon (Secretary)
Derek Pardey	Tony Polack
Lynn Rutherford (until 4 March 2002)	Feargal Smith (until 4 March 2002)

NEAD (Norfolk Education and Action for Development)

38 Exchange Street

Norwich NR2 1AX

Telephone: 01603 610993

Fax: 01603 625004

Email: nead@gn.apc.org

Website: www.nead.org.uk

For information on NEAD's Membership Scheme, contact Clare Howard, email: clare@nead.org.uk.

"If your evaluation is about value for money – then my school is one which has received value".

Head of Economics and Business Studies, 11-18 girls' grammar school.

Registered Office: 38 Exchange Street, Norwich, NR2 1AX
Company Registration: 2237424
Charity Registration: 1010853

Auditors: Ian Couzens Limited, Chartered Accountants, 4 Denbigh Road, Norwich, NR2 3AA

We are indebted to our funders

Christian Aid
Commonwealth Institute
Community Fund
Department for International Development (DFID)
European Community
Norfolk County Council
Norwich City Council
Oxfam
Women Working Worldwide

NEAD

COMMUNITY
FUND
Lottery money making a difference

DFID Department for
International
Development

and to our other supporters including

Biz/ed
Earth Centre
Eclipse Design
Economics and Business Education Association
Global Teacher Project
Great Yarmouth Education Action Zone
Initial Teacher Education establishments
Institute of Education, University of London
Norfolk and Suffolk Co-operative Education
PSHE & Citizenship Update
Qualifications and Curriculum Authority
Rainbow Wholefoods
Scottish Business Education Association
Society for Teachers in Business Education
Viewpoint South
Ken Webster
Welsh Economic and Business Society

We thank the many other funders, supporters, volunteers, members, shop customers, schools and teachers who work with us during the year. We are grateful to you all.

"NEAD is an important reason why I consider Norwich a really worthwhile place".
NEAD Volunteer.

"I have learnt things today that I was never aware of and it has made me realise that I can do something to make a difference in how people are treated and that I can have a say". Participant at Sir John Leman School Sixth Form Conference.

NEAD *"provided a global perspective to our citizenship week in a rural school in a part of the UK which lacks multicultural experiences for our children in daily life".*
Norfolk primary school teacher.