

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 31<sup>st</sup> 2011

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)

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**NEAD (Norfolk Education & Action for Development)**  
**Annual Report and Financial Statements**  
**For the year ending March 31<sup>st</sup> 2011**

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**MESSAGE FROM THE CHAIR:**

Welcome to NEAD's annual review for 2010/2011

This year NEAD has been very successful in gaining funds to create new ways of making complex global issues accessible to young people. We have been able to supplement our existing programmes with new initiatives and activities as well as influencing local policy makers for the longer-term benefit of young people. This expansion has been made possible by the dedication and hard work of the board, staff and volunteers.

Alongside one of the busiest years we have ever experienced we have been looking to the future, planning on the best ways of negotiating the changing political landscape and preparing for the loss of our major source of funding.

We have to seriously reflect on our success and consider what it is that we can offer educators and young people in the future. Our challenge over the next year is to prove our adaptability and resourcefulness and to create a new self-sustaining NEAD.

Although we face uncertainty NEAD's commitment to support schools and educators across Norfolk, and most importantly to help young people negotiate their way in an increasingly complex world remains strong.

Sue Thurston

Chair of Trustees

**Report of the Board of Trustees  
For the year ended 31<sup>st</sup> March 2011**

The Trustees of NEAD present their annual report and audited accounts for the year ended 31st March 2011 and confirm that they comply with the requirements of the Charities Act 1993, as amended by the Charities Act 2006 and the Charities SORP 2005. The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 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 organizational**
- 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***

It has been a challenging year as we ready ourselves for a future without funded support for development education from central government. NEAD has embarked on a programme of consultation and strategic development to mitigate the impact of cuts in funding to both the charitable and public sectors on our ability to provide core services. Our development plan includes the launch of new paid for support packages for primary and secondary schools and the expansion of our professional development services for teachers. Meanwhile we are grateful for the commitment to our work shown by local statutory funders, Norfolk Children's Services and Norwich City Council, who have continued to support us amid many pressing priorities.

This year, we completed our extremely successful project We are Norfolk: West. On-going projects E-Dev Direct and We are Norfolk: East are in their second of three years, and we were thrilled to launch a new project for secondary schools, Global English, with support from the Paul Hamlyn Foundation. This exciting project developed from an idea from Stuart Ballantyne, NEAD trustee and retired Headteacher, who very sadly died this year. Judging by achievements so far, I feel sure Global English will leave a legacy of which Stuart would have been proud.

I hope you will enjoy reading about our activities – you can find the most up to date information on our ever-evolving website: [www.nead.org.uk](http://www.nead.org.uk)

**Kaja Holloway  
NEAD Manager**

**Activity areas are:**

**Projects:**

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

**Core education services**

**Membership services**

**Working with volunteers**

**Media and communications**

**We are Norfolk: West (2008-2011)**

We are Norfolk West was funded by the Department for International Development's Development Awareness Fund, and took place in Primary and Infant schools across West Norfolk. The project helped deepen understanding of other cultures and related global issues among the wider school communities of Kings Lynn and West Norfolk. We did this through training and supporting local people to become advocates for their own cultures in the classroom.

Over three years, we worked with over 8,000 children, trained over 200 teachers, developed four new teaching resources and several innovative learning approaches. We trained and supported 25 World Voices representing 15 different nationalities. Their classroom activities were in such high demand that during the busy spring term of 2011 at least one World Voice session was running somewhere in the West area every day.

This hugely successful project not only exceeded its planned outcomes, but also contributed to local authority targets for community cohesion; in areas where NEAD worked intensively, Kings Lynn and West Norfolk Borough Council identified a significant increase in the percentage of people who believe people from different backgrounds can get on well together.

*"NEAD's input has had a positive impact on these outcomes"*

Kings Lynn and West Norfolk District Council Community Cohesion Officer,  
January 2010

This impact was recognised when Project Coordinator, Inna Da Costa won Eastern Daily Press' Inspirational Educator of the Year 2010. This award was given in recognition of the innovative way Inna has helped improve community cohesion and helped people understand the reasons for in-migration to Norfolk.

*"WAN West has been an incredibly successful project which has reached a far wider audience than that set out in the latest agreed outcomes.... The project has achieved on both quantitative and qualitative grounds, has built capacity for the future and has positively impacted the lives of members of new communities in the Kings Lynn area."*

Project Independent Evaluator, Norfolk Children's Services Outdoor and Environmental Learning, Project Completion Report, June 2011

### **We are Norfolk: East (2009-12)**

The We are Norfolk: East project, funded by the Department for International Development's Development Awareness Fund, aims to deepen understanding of other cultures and international development issues among the wider school communities of Great Yarmouth and East Norfolk. It provides supports for the development of school policies and practices whilst promoting better local community cohesion.

We are Norfolk: East works closely with members of new communities in East Norfolk to train them to be advocates for their own culture through sessions in schools.

There are currently 13 World Voices working with WAN East, who have delivered sessions with themes ranging from the effects of the recent Japanese Tsunami, slum dwelling in Brazil and international trade and Fair Trade. As one school teacher summed up in her evaluation: *"Children began to understand how hard some people in other countries have to work for us to eat chocolates"*.

Making Connections brought together 150 children from five schools in the Lynn Grove cluster. Having already worked with World Voices in their schools the children shared their learning with each other, their parents, community members and other guests at a final celebration event.

*"What a thoroughly enjoyable event. There was a wonderful example of different culture, lifestyles, music and song portrayed by the children from the various schools. It was an incredibly brilliant display of work and a wonderful achievement for World Voices and the NEAD team. The teachers and helpers had obviously worked very hard to achieve a good event that was obviously enjoyed by all that performed and attended the event. Well done everyone."*

Community Cohesion Office for Great Yarmouth Borough Council, March 2011

300 children have participated in the Windmill Project, a creative programme using a dramatic framework to investigate local and global climate change and sustainability issues. 73% of participating children could show an increased understanding of the global dimension as a result. Following taking part in the Windmill Project, one school went on to become a UNICEF rights respecting school.

*"This is a story a parent told me. She told her daughter to go and turn the heating on. Her daughter went upstairs and came down with two jumpers and said, 'put these on instead Mum, it will help stop global warming.' It was told as a funny story, but it shows the message is getting through."*

Year 5 Teacher, East Norfolk, November 2010

The Windmill Project is now fully booked until the end of the March 2012 in the East, but has been launched as a paid for activity across Norfolk. The development of this hugely popular module has enabled us to work in partnership with the Broads Authority, the National Trust and the RSPB.

### **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.

Global English was set up in September 2010, and is already making exciting progress. A partnership with BBC Voices has developed to allow students to create their own films exploring the issues of their choice. One school has just completed their film about racist bullying, and it will be showcased in the BBC Norfolk Children and Young People's Film Festival 2011.

Another school is learning Open Space for Dialogue and Enquiry methods in preparation for an event where they will engage members of the public in action research about local and global issues. This work is in partnership with the University of East Anglia and supported by CUE East.

*"Global English has been an inspiration to our pupils. Girls and boys who appeared to have little interest in global matters now have informed discussions on exploitation of labour and child soldiers....Some have taken the wonderful opportunity provided by NEAD to work with UEA undergraduate and post grad. students to carry out research on the streets of Norwich. If you had asked me a few months ago if they would have had the confidence and skills to do this I would have sincerely doubted it." Advanced Skills English Teacher, South Norfolk, May 2011*

### **E-Dev Direct: (2009-2012)**

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

Year 2 has seen significant progress following a great deal of necessary structural work on our website. Our Members' Map was launched, showing the impressive reach of NEAD's school and individual members, supporters and linked organisations – members can log in and update their entries to create an ever-evolving log of county wide development awareness actions. Members can also now access a private area containing new, updated inspiring resources and ideas for schools, community groups and individuals.

Throughout Year 2, work has progressed on development based games for the microsite, and we are extremely proud of our flagship game, Human Rights: 'Wants & Needs'. This game has been beautifully illustrated in partnership with the prestigious Norwich University College of the Arts (NUCA)'s communication graphics department. A work experience placement was agreed where a student (Tom McMahon) worked on illustrations and graphic ideas for characterisation,

objects and environments. We were thrilled with the results of Tom's work, and the game has been launched in early year three to coincide with Refugee Week.

### **Core Education Services:**

As part of the exit strategy for We are Norfolk: West, this year, we launched our new and improved paid for support packages for primary schools, based on robust market research and using tried and tested methods and activities. Training for teachers and trainee teachers on the use of a global dimension in teaching and / or schools linking took place with P.G.C.E. students at the University of East Anglia (UEA), Artists for Climate Change, and teachers across the Eastern region through the Global Schools Partnership programme, project activities and one off bookings for continuing professional development in schools. We continued to work with students from the University of East Anglia's School of International Development, supporting them to develop and deliver global learning workshops for secondary school students. Our core services have been accessed by schools across Norfolk and into Suffolk, as well as through extended schools services provision for transitions stage and gifted and talented students.

### **Membership services:**

We currently have 90 school members and a further 64 individual/group members (as at June 2011). Members receive newsletters containing staff and project updates, information on development issues, requests, appeals and local events news. Members 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 classroom based activities.

### **Working with volunteers:**

NEAD continues to be supported by a small team of enthusiastic volunteers, who help us with a range of tasks and activities including minute-taking at trustee meetings, newsletter contributions, IT and administration. We also offered two IT work placements to students from City College, Norwich, which proved immensely useful for the E-Dev project.

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:**

Significant improvements have been made this year to our website and online presence, including the showcasing of promotional films for our support packages on YouTube, and a NEAD Facebook presence, which has enabled many former

and present "Neadsters" to stay in touch and share actions and ideas. Output from project activities and the launch of new support packages for schools continue to generate new marketing materials, and we have received many compliments about our online presence and design style.

### **Carbon reduction commitments:**

Having moved from Exchange Street to the Charing Cross Centre in September 2009 we believe we have reduced our energy use for our Norwich office: We are in a newer building with a more efficient form of heating, and a more suitably-sized office space. However, as we share meter-age with other building users it is not possible to quantify our energy use on heating and electricity. We continue to use recycled stationery routinely, printing on both sides of the paper and recycling our paper. We buy 'eco-friendly' options whenever we can. NEAD staff drove less than 7,200 miles in total in the last year (2010-11) - bearing in mind much of NEAD's work involves visiting rural schools we consider this a reasonable figure. A significant proportion of staff travel on work business is by public transport, and most of our staff use public transport, walk, or cycle to work.

### **Review of Financial Position:**

Our budget for 2010/2011 anticipated an underlying deficit of £16,220, excluding the net impact of additional funding from the Paul Hamlyn Foundation for the Global English Project. The actual deficit on unrestricted funds of £2,390 represented a difference of £13,830 and arose principally from earned income exceeding targets

During 2010/11 we broadened our funding base with the acquisition of a three year grant from the Paul Hamlyn Foundation, totalling £146,699. We are investing in marketing our services direct to schools, and increasing our fundraising capacity in other areas. However, in order to maintain financial stability we are reducing staff hours during 2011/12 and are monitoring regularly predicted future cash flows. Our cost base is sufficiently flexible to enable us to take advantage of potential opportunities for performing additional work, whilst allowing us to operate at a lower level of activity if necessary. Our initial budget for the current year indicated a potential deficit of over £36,000. However, cost reductions from June 2011 and indications of income generation arising from the marketing and fundraising investments mean that the eventual outcome is likely to be a significantly smaller deficit than that indicated originally.

Our single source of income was derived from the provision of development education work, primarily in schools. Total income was £276,630, of which £44,810 (16%) was unrestricted and £231,820 (84%) was restricted.

### **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. Trustees changed the policy during the year, the previous policy had required 24 weeks of such expenditure to be maintained as free reserves. The change in policy arose from the recognition of the need to use reserves to fund development activities, and reflected the reduced potential liability for property costs arising from the occupation of NEAD's new office in Norwich. At 31<sup>st</sup> March 2011, free reserves, excluding designated funds, amounted to £76,742.

The major risk is the failure to renew or replace funding as agreements expire. Restricted funding, using full cost recovery principles, pays for a significant proportion of NEAD's on-going expenditure. At 31<sup>st</sup> March 2011, reserves which were represented by both restricted and unrestricted funds amounted to approximately 31 weeks of NEAD's total budgeted spend of £215,439 in 2010/2011. In the opinion of the trustees this is a satisfactory position.

### **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 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 4<sup>th</sup> January 1973 (Charity number 1010853) and incorporated as a company on 28<sup>th</sup> 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 the three-year rolling plan and risks are assessed 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.

**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

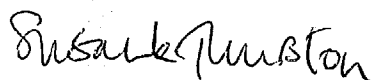
NEAD (Norfolk Education & Action for Development)

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.

Approved by the Board of Trustees on 11<sup>th</sup> July 2011, and signed on its behalf by:



S THURSTON  
Chair of Trustees

**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 2011 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. These financial statements have been prepared under the accounting policies set out therein and the 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 its 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 2011, 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 Report of the Board of the Trustees'.

I A Barlow

*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*

Date 11<sup>th</sup> August 2011

**NEAD****STATEMENT OF FINANCIAL ACTIVITIES  
(Including Income & Expenditure Account)  
for the year ended 31 March 2011**

|  | <u>Note</u> | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u>   | <u>2010</u>    |
|--|-------------|---------------------|-------------------|----------------|----------------|
|  |             | £                   | £                 | £              | £              |
| <b>Incoming Resources</b>  |             |                     |                   |                |                |
| <b>Incoming resources from generated funds:</b>                  |             |                     |                   |                |                |
| <i>Voluntary income:</i>   |             |                     |                   |                |                |
| Grants, donations and subscriptions                              | 2           | 11,866              | -                 | 11,866         | 11,172         |
| <i>Activities for generating funds:</i>                          |             |                     |                   |                |                |
| Fundraising  |             | 399                 | -                 | 399            | -              |
| Bank interest  |             | -                   | -                 | -              | 275            |
| Other  |             | -                   | -                 | -              | 515            |
| <i>Incoming resources from charitable activities:</i>            |             |                     |                   |                |                |
| Development education work                                       | 3           | 32,545              | 231,820           | 264,365        | 230,024        |
| <b>Total Incoming Resources</b>                                  |             | <b>44,810</b>       | <b>231,820</b>    | <b>276,630</b> | <b>241,986</b> |
| <b>Resources expended</b>  |             |                     |                   |                |                |
| <i>Costs of generating funds:</i>                                |             |                     |                   |                |                |
| Costs of generating voluntary income                             |             | 2,371               | -                 | 2,371          | 4,124          |
| <i>Charitable activities</i>                                     |             |                     |                   |                |                |
| Development education work                                       |             | 39,868              | 205,348           | 245,216        | 228,870        |
| <i>Governance Costs</i>  |             | 4,961               | -                 | 4,961          | 6,171          |
| <b>Total Resources Expended</b>                                  | 5           | <b>47,200</b>       | <b>205,348</b>    | <b>252,548</b> | <b>239,165</b> |
| <b>Net incoming resources, and net movement of funds in year</b> |             | <b>(2,390)</b>      | <b>26,472</b>     | <b>24,082</b>  | <b>2,821</b>   |
| <i>Reconciliation of funds</i>                                   |             |                     |                   |                |                |
| Funds at 1 April 2010  |             | 97,754              | 8,873             | 106,627        | 103,806        |
| <b>Funds at 31 March 2011</b>                                    | 12          | <b>95,364</b>       | <b>35,345</b>     | <b>130,709</b> | <b>106,627</b> |

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.

NEAD (Norfolk Education & Action for Development)

Company Number 2237424

**NEAD**

**BALANCE SHEET**  
as at 31 March 2011

|                                     | <u>Note</u> | <u>2011</u>           | <u>2010</u>           |
|-------------------------------------|-------------|-----------------------|-----------------------|
|                                     |             | £                     | £                     |
| <b>Fixed Assets</b>                 |             |                       |                       |
| Tangible assets                     | 9           | 206                   | 619                   |
| <b>Current assets</b>               |             |                       |                       |
| Debtors                             | 10          | 17,643                | 27,525                |
| Cash at bank and in hand            |             | <u>145,733</u>        | <u>89,051</u>         |
|                                     |             | 163,376               | 116,576               |
| <b>Creditors:</b>                   |             |                       |                       |
| Amounts falling due within one year | 11          | <u>(32,873)</u>       | <u>(10,568)</u>       |
| Net current assets                  |             | 130,503               | 106,008               |
| <b>Net Assets</b>                   |             | <u><b>130,709</b></u> | <u><b>106,627</b></u> |
| <b>Funds</b>                        |             |                       |                       |
| Unrestricted                        |             |                       |                       |
| General                             | 12          | 76,948                | 80,836                |
| Designated                          | 12          | <u>18,416</u>         | <u>16,918</u>         |
|                                     |             | 95,364                | 97,754                |
| Restricted                          | 12          | <u>35,345</u>         | <u>8,873</u>          |
| <b>Total funds</b>                  | 12          | <u><b>130,709</b></u> | <u><b>106,627</b></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 11<sup>th</sup> July 2011, and signed on its behalf by:

S THURSTON  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 2011**

**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 (revised May 2008).

**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.

## 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 | 4 % |
| Governance                  | 2 % |

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:

|                       |                            |
|-----------------------|----------------------------|
| Fixtures and Fittings | 25% 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.

## NEAD (Norfolk Education & Action for Development)

### 2. GRANTS, DONATIONS AND SUBSCRIPTIONS

Includes a grant of £6,500 (2010: £6,500) from Norwich City Council

### 3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

|   | <u>Unrestricted</u><br>£ | <u>Restricted</u><br>£ | <u>Total</u><br>£ | <u>2010</u><br>£ |
|---|--------------------------|------------------------|-------------------|------------------|
| Dept. for International Development<br>(Developing New Audiences) | -                        | 81,874                 | 81,874            | 82,511           |
| Dept. for International Development<br>(We are Norfolk East)      | -                        | 83,936                 | 83,936            | 92,023           |
| Dept. for International Development<br>(e-Dev Direct)             | -                        | 10,000                 | 10,000            | 10,000           |
| Paul Hamlyn Foundation  | -                        | 46,255                 | 46,255            | -                |
| Geoffrey Watling Charity  | -                        | -                      | -                 | 2,500            |
| Kings Lynn Borough Council  | -                        | 4,125                  | 4,125             | 15,706           |
| John Jarrold Trust  | -                        | -                      | -                 | 500              |
| Norfolk County Council  | -                        | 6,200                  | 6,200             | 6,000            |
| British Council   | -                        | -                      | -                 | 2,476            |
| Other   | 32,545                   | (570)                  | 31,975            | 18,308           |
|   | <hr/>                    | <hr/>                  | <hr/>             | <hr/>            |
| Total   | 32,545                   | 231,820                | 264,365           | 230,024          |

### 4. ANALYSIS OF SUPPORT COSTS

All support costs are allocated on the basis of staff time

|                        | <u>Charitable</u><br><u>Activities</u><br>£ | <u>Generating</u><br><u>Voluntary</u><br><u>Income</u><br>£ | <u>Governance</u><br>£ | <u>Total</u><br><u>2011</u><br>£ | <u>Total</u><br><u>2010</u><br>£ |
|------------------------|---|---|------------------------|----------------------------------|----------------------------------|
| Employment             | 62,055                                      | 1,318   | 1,786                  | 65,159                           | 62,318                           |
| Premises               | 5,876                                       | 291   | 476                    | 6,643                            | 11,399                           |
| Communications<br>& IT | 5,179                                       | 250   | 127                    | 5,556                            | 6,744                            |
| Audit fee              | -   | -   | 1,967                  | 1,967                            | 1,538                            |
| Freelance & legal      | 2,111                                       | 80  | 78                     | 2,269                            | 79                               |
| Office & other         | 5,715                                       | 344   | 517                    | 6,576                            | 5,854                            |
| Interest payable       | -   | -   | -                      | -                                | 127                              |
| Depreciation           | 380   | 23  | 10                     | 413                              | 922                              |
| Relocation             | -   | -   | -                      | -                                | 3,634                            |
|                        | <hr/>                                       | <hr/>   | <hr/>                  | <hr/>                            | <hr/>                            |
| Total                  | 81,316                                      | 2,306   | 4,961                  | 88,583                           | 92,615                           |

## 5. ANALYSIS OF TOTAL RESOURCES EXPENDED

|                     | <u>Charitable</u><br><u>Activities</u><br>£ | <u>Generating</u><br><u>Voluntary</u><br><u>Income</u><br>£ | <u>Governance</u><br>£ | <u>Total 2011</u><br>£ | <u>Total 2010</u><br>£ |
|---------------------|---|---|------------------------|------------------------|------------------------|
| Employment          | 141,254                                     | 1,327   | 1,786                  | 144,367                | 123,908                |
| Events & materials  | 45,538                                      | -   | -                      | 45,538                 | 50,813                 |
| Premises            | 13,100                                      | 291   | 476                    | 13,867                 | 17,022                 |
| Communications & IT | 17,386                                      | 250   | 127                    | 17,763                 | 14,702                 |
| Audit fee           | -   | -   | 1,967                  | 1,967                  | 1,538                  |
| Freelance & legal   | 8,711                                       | 80  | 78                     | 8,869                  | 6,483                  |
| Office & other      | 18,847                                      | 400   | 517                    | 19,764                 | 20,016                 |
| Interest payable    | -   | -   | -                      | -                      | 127                    |
| Depreciation        | 380   | 23  | 10                     | 413                    | 922                    |
| Relocation          | -   | -   | -                      | -                      | 3,634                  |
| <b>Total</b>        | <b>245,216</b>                              | <b>2,371</b>  | <b>4,961</b>           | <b>252,548</b>         | <b>239,165</b>         |

## 6. EMPLOYMENT COSTS AND NUMBERS

|                               | <u>2011</u><br>£ | <u>2010</u><br>£ |
|-------------------------------|------------------|------------------|
| Salaries                      | 129,652          | 111,874          |
| Employer's National Insurance | 10,571           | 8,790            |
| Pension                       | 3,169            | 3,169            |
| Recruitment                   | <u>975</u>       | <u>1,025</u>     |
|                               | 144,367          | 123,908          |

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

The average number of staff employed during the year was 8 (2010: 8), the full-time equivalent being 5 (2010: 5).

## 7. TRUSTEE REMUNERATION

The Trustees received no remuneration from the Company and no trustee received any reimbursement of expenses (2010: £ Nil)

## 8. TAXATION

As a charity, NEAD is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or 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.

**9. FIXED ASSETS**

|                             | <u>Office<br/>Equipment</u><br>£ |
|-----------------------------|----------------------------------|
| <i>Cost</i>                 |                                  |
| At 1 April 2010             | 22,904                           |
| Additions                   | -                                |
| Disposals/reduction in cost | <u>-</u>                         |
| At 31 March 2011            | <u>22,904</u>                    |
| <i>Depreciation</i>         |                                  |
| At 1 April 2010             | 22,285                           |
| Released on Disposal        | -                                |
| Charge                      | <u>413</u>                       |
| At 31 March 2011            | <u>22,698</u>                    |
| <i>Net Book Value</i>       |                                  |
| At 31 March 2011            | <u>206</u>                       |
| At 31 March 2010            | <u>619</u>                       |

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

**10. DEBTORS**

|               | <u>2011</u><br>£ | <u>2010</u><br>£ |
|---------------|------------------|------------------|
| Trade debtors | 16,759           | 25,753           |
| Prepayments   | 544              | 692              |
| Other debtors | <u>340</u>       | <u>1,080</u>     |
|               | <u>17,643</u>    | <u>27,525</u>    |

**11. CREDITORS**

|                              | <u>2011</u><br>£ | <u>2010</u><br>£ |
|------------------------------|------------------|------------------|
| Trade creditors and accruals | 22,963           | 10,568           |
| Other creditors              | <u>9,910</u>     | <u>-</u>         |
|                              | <u>32,873</u>    | <u>10,568</u>    |

Other creditors is an amount of £9,910 held on behalf of The Harambee Centre

NEAD (Norfolk Education & Action for Development)

**12. MOVEMENT IN FUNDS**

|                                 | <u>At 1 April</u><br>2010<br>£ | <u>Incoming</u><br><u>Resources</u><br>£ | <u>Resources</u><br><u>Expended</u><br>£ | <u>Transfers</u><br>£ | <u>At 31 March</u><br>2011<br>£ |
|---------------------------------|--------------------------------|--|--|-----------------------|---------------------------------|
| <b>Restricted funds</b>         |                                |  |  |                       |                                 |
| Developing New Audiences        | -                              | 81,874                                   | 81,874                                   | -                     | -                               |
| We are Norfolk East             | -                              | 83,936                                   | 83,936                                   | -                     | -                               |
| Global English                  | -                              | 46,255                                   | 16,960                                   | -                     | 29,295                          |
| Marshland Cluster               | -                              | 4,125                                    | 4,125                                    | -                     | -                               |
| Making Musical Connections      | 8,873                          | (570)                                    | 8,303                                    | -                     | -                               |
| Norfolk Black History Month     | -                              | 200                                      | 200                                      | -                     | -                               |
| e-Dev Direct                    | -                              | 10,000                                   | 9,950                                    | -                     | 50                              |
| West Norfolk Activities         | -                              | 6,000                                    | -  | -                     | 6,000                           |
| <b>Total restricted funds</b>   | <u>8,873</u>                   | <u>231,820</u>                           | <u>205,348</u>                           | <u>-</u>              | <u>35,345</u>                   |
| <b>Unrestricted funds</b>       |                                |  |  |                       |                                 |
| General                         | 80,836                         | 44,810                                   | 47,200                                   | (1,498)               | 76,948                          |
| Designated – closedown costs    | 16,918                         | -  | -  | 1,498                 | 18,416                          |
| <b>Total unrestricted funds</b> | <u>97,754</u>                  | <u>44,810</u>                            | <u>47,200</u>                            | <u>-</u>              | <u>95,364</u>                   |
| <b>Total funds</b>              | 106,627                        | 276,630                                  | 252,548                                  | -                     | 130,709                         |

**Purpose of Restricted Funds**

*Developing New Audiences*, funded by the Department for International Development, supported primary school teachers in West Norfolk in the use of global learning across the national curriculum, and local people from different backgrounds to develop skills and confidence to share their experience with young people in the classroom

*We are Norfolk East*, funded by the Department for International Development, supports 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.

*Marshland Cluster Making Connections*, funded by the West Norfolk Partnership (King's Lynn Borough Council) supported additional facilitator costs and a celebration event for classes from six schools taking part in Making Connections activities as part of Developing New Audiences, to enable children to share their learning with parents and with each other.

*Making Musical Connections*, funded by the West Norfolk Partnership (King's Lynn Borough Council), supported additional facilitator costs and enabled a celebration event for classes from twelve schools taking part in music themed Making Connections activities as part of Developing New Audiences, to enable children to share their learning with each other and with parents.

## NEAD (Norfolk Education & Action for Development)

*Norfolk Black History Month* consisted of a community grant awarded by Norfolk County Council to support a song writing workshop at Peterhouse Primary School Gorleston facilitated by nationally acclaimed writer and performer David McAlmont

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

*West Norfolk Activities* comprises 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              | 206                 | -                 | 206             |
| Debtors                   | 7,538               | 10,105            | 17,643          |
| Deposits and cash at bank | 105,989             | 39,744            | 145,733         |
| Creditors                 | <u>(18,369)</u>     | <u>(14,504)</u>   | <u>(32,873)</u> |
| Total                     | <u>95,364</u>       | <u>35,345</u>     | <u>130,709</u>  |

### 14. RELATED PARTY DISCLOSURES

Other than described in Note 6, 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 31<sup>st</sup> March 2011 there were no capital commitments.

### 16. OPERATING LEASES

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

## TRUSTEES AND COMMITTEES

### Trustees:

Sue Thurston (*Chair*)  
Simon Thurgood (*Treasurer, resigned 23/11/10*)  
Richard Bearman (*Treasurer, appointed 24/1/11*)  
Jane Atkins  
Lisa Hardman  
Uthman Ibrahim-Morrison  
Shawn McGuire  
John Thompson (*on sabbatical until September 2011*)  
Stuart Ballantyne (*deceased 7/4/11*)  
Susan Astbury  
Ian Gibson

### Finance Sub-Committee:

Shawn McGuire (*Chair to 11/5/11*)  
Sue Thurston  
Simon Thurgood (*Treasurer to 23/11/10*)  
Richard Bearman (*Treasurer from 24/1/11, Chair from 11/5/11*)  
Kaja Holloway (staff)  
Clive Sexton (staff)

### Human Resources Sub-Committee:

Richard Bearman (*to 24/1/11*)  
Stuart Ballantyne (*Chair to 21/3/11*)  
Kaja Holloway (staff)  
Sue Thurston (*Chair from 16/5/11*)  
Jane Atkins (*from 16/5/11*)  
Susan Astbury (*from 24/1/11*)

### Head 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