

**REGISTERED COMPANY NUMBER: 04130442 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1190424**

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 March 2021**  
**for**  
**NATIONAL ASSOCIATION OF WRITERS IN**  
**EDUCATION**

Morrell Middleton  
Wellington House  
Aviator Court  
Clifton Moor  
York  
North Yorkshire  
YO30 4UZ

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

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for the year ended 31 March 2021**

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**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Reference and Administrative Details  
for the year ended 31 March 2021**

**TRUSTEES**

J E Bluett (resigned 1/12/2020)  
J F Davidson Chairman  
M J Loveday (resigned 30/4/2021)  
I D Mcewen (resigned 1/12/2020)  
L J Sweetman  
A Caldwell  
D Neale

**REGISTERED OFFICE**

Shandy Hall  
Coxwold  
York  
North Yorkshire  
YO61 4AD

**REGISTERED COMPANY NUMBER** 04130442 (England and Wales)

**REGISTERED CHARITY NUMBER** 1190424

**INDEPENDENT EXAMINER**

Morrell Middleton  
Wellington House  
Aviator Court  
Clifton Moor  
York  
North Yorkshire  
YO30 4UZ

**BANKERS**

Santander

# **NATIONAL ASSOCIATION OF WRITERS IN EDUCATION**

## **Report of the Trustees for the year ended 31 March 2021**

The trustees present their annual report together with the financial statements of the charity for the year ended 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The reference and administrative details set out on page 1 forms part of this report. The financial statements comply with Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

- **Charity Objects**

To promote creative writing education at all levels, opportunities for all to benefit from professionally-led creative writing teaching, creative writing research and the sharing of knowledge, best practice and information among creative writing educators.

- **Mission Statement**

Our mission is to advocate for Creative Writing: enhancing knowledge and understanding of the subject, supporting writers and good practice in teaching and facilitation in all settings.

- **Public Benefit**

NAWE reviews its aims and objectives every two years. In carrying out the review, the Trustees have referred to the Charity Commission's guidance on public benefit to ensure that all current and future planned activities are in line with its stated purpose. Details of how the charity's activities deliver public benefit are given in the section under achievements and performance.

# **NATIONAL ASSOCIATION OF WRITERS IN EDUCATION**

## **Report of the Trustees for the year ended 31 March 2021**

### **ACHIEVEMENT AND PERFORMANCE**

#### **Charitable activities**

This report covers the period April 2020 - March 2021, a year of unprecedented global upheaval due to the pandemic, which ended with hopefulness in the form of a vaccine. It was a year of great change, and one in which NAWE - along with organisations, individuals and families across the globe - had to adapt in order to survive. We are grateful to all our members, and to all our colleagues, for your support in getting through this time.

#### **Organisational Update**

In January 2020, the NAWE board met in Birmingham for a board away day packed with plans for NAWE's future. We introduced Fiona Mason, who was to take over from Seraphima during her period of maternity leave.

With the arrival of the Covid-19 pandemic and lockdown, it was an uncertain and unpredictable start to the 2020-21 year. Our Interim Director, Fiona Mason, had just started in post with a remit to steer NAWE on a steady course towards the goals set by the Management Committee at the January away day. Almost immediately she had to respond to the unfolding situation, urgently adapting plans and priorities and doing what we could to meet the needs of members and the wider sector whilst ensuring NAWE's sustainability.

As the pandemic gathered pace, and a general air of uncertainty took hold, the Interim Director had to help NAWE pivot to the new normal. This meant supporting members and the wider sector by providing development opportunities for writers, whilst also developing NAWE as an organisation with the resources and stamina to meet the challenges of unprecedented times.

The key decisions that we took in those first few months of 2020-21 have set NAWE on a new path towards longer term resilience, enabling us to be a strong voice for the writing in education community and the wider sector.

- We became a registered charity, increasing access to a wider pool of funders to support our work.
- We re-ignited our relationship with Arts Council England, securing Emergency Response Funding to mitigate loss of income and to deliver direct services to writers in education.

#### **Operational Finance & Resources**

We are grateful to income from Arts Council England (ACE) and the Department for Culture, Media and Sport (DCMS) which helped us remain stable while adapting to meet the evolving needs of the sector and our membership. An increase in pandemic-related expenditure coincided with a drop in income from professional membership as schools and colleges were closed.

A further application was made to Arts Council England's Cultural Recovery Fund Round 2 in January 2021 and at the close of the financial year, we were advised that the bid had been successful. We will report on this fully in our Annual Report for 2021-22.

The financial year 2020-21 closed with a net income position of £31,644, after end of year adjustments. This includes £28,562 of reserves brought forward from the previous year. As this was NAWE's first year of being a charity, these reserves have been included in the profit and loss figures as a 'donation' so that they can be reflected in the balance sheet. The balance sheet shows remaining funds at the year-end of £31,644. Excluding the donation, the actual income position relating to 2020/21 was therefore £3,082. The funds are designated as noted in the Reserves Policy below.

NAWE now needs to ensure that its fundraising activity meets the needs of its running costs and programmes to ensure that we retain the current level of reserves. Into 2021-22 and beyond, and with our new charitable status, we will be expanding our fundraising efforts across trusts and foundations, to enable NAWE to develop new programmes of work.

#### **Governance**

In 2020-21 we said thank you and farewell to several key board members: Ian McEwen, Michael Loveday and Jane Bluett. Andrew Melrose and Caleb Parkin were co-opted to the board as chairs of our two subcommittees (pending the NAWE AGM), as chairs of the Community Writers' Committee and the Higher Education Committee respectively. Board development is a key priority for 2021-22 with a focus on diversity and widening representation. We will be putting a call out for new trustees, and hope to receive expressions of interest from NAWE members.

#### **Membership**

Membership increased in 2020-21, with 1411 members in April 2020 and 1476 in April 2021. This increase was driven by an increase in e-members and associate members. The number of professional members and institutional members decreased as schools and other teaching venues remained closed to students and staff but began to rise again after restrictions were lifted. Although a stable membership is reassuring, it is vital that NAWE continues to articulate and promote the benefits of professional membership to the growing population of writers working in education and community settings, especially writers currently underrepresented in the membership, and this will be a priority in 2021-22.

# **NATIONAL ASSOCIATION OF WRITERS IN EDUCATION**

## **Report of the Trustees for the year ended 31 March 2021**

### **Publishing, Marketing & Communications**

In response to Covid-19, we created a Covid-19 information page for the website, sharing links to all relevant information for writers and writing facilitators around funding, finance and mental and physical wellbeing, updating this on a regular basis.

Our weekly bulletin of news and opportunities continued, and this is now opened around 2.5k times per week. In addition to usual weekly compiling of 38-40 events and opportunities, we also organised four prize draws with partner organisations.

Our publishing programme continued throughout the pandemic. We are currently receiving a good volume of submissions with our largest edition following the 2021 Conference of 100 pages. The peer review process is working well. Our use of Issuu for publishing our publications online seems to be working well with no issues, and our members seem comfortable with it. The Conference Programme was also published online via Issuu and we have also uploaded previous editions onto the platform.

There have been some changes to publications deadlines to align better with NAWE's activities. The Spring edition of our members' magazine, Writing in Education, was moved to May so that it could include a special section on articles from contributions to the NAWE 2021 conference. This worked well, allowing presenters at the conference to provide a follow-up to their session, and providing the opportunity to reflect on the event.

### **Staffing**

Our Director, Seraphima Kennedy, took maternity leave in February 2020 just before the pandemic and Fiona Mason was NAWE's Interim Director for much of 2020/21. We were extremely grateful to Fiona for staying on while Seraphima was furloughed for a few months in winter/spring 2021 for reasons relating to the pandemic.

Our Publications Manager & Information Manager continued their excellent work as usual, working additional hours in the more difficult periods as we pivoted to delivering services online. We were also thankful to all the staff at Mosaic Events, who continued to process memberships, insurance and DBS checks for us without interruption.

### **Programmes:**

#### **Regional Networks**

Regional Networking Events have become virtual, with plans to roll these out across the UK throughout the year. We'll continue to grow our relationships with the national and regional writing development organisations and other partners and supporters across the UK and internationally.

#### **Action Learning Sets**

We launched a pilot 'Action Learning Programme' for writers in education, in partnership with the hub (<https://thehubuk.com/about/>). Due to its success and the high demand we plan to expand this programme, along with a range of other professional development opportunities, during 2021-22. The first cohort of Action Learning alumni delivered a panel at the NAWE conference.

#### **Open Space Event with the hub**

An Open Space event in November, held at the time usually occupied by NAWE's annual conference, was an opportunity for the sector to come together in a big conversation about the future. Over 90 delegates spent a lively morning on Zoom thinking about the state of play and where next for writing in education and communities in a time of Covid. Facilitated by Interim Director, Fiona Mason, and Julia Payne of the hub, participants listened to provocations from Caleb Parkin and Jasmine Gardosi. Feedback from the event was very positive:

"Thank you for your great event today! What an atmosphere and virtual open space! It was so inspiring in this darkness of November. What a pity I had to run right after the second session. But ran happy and energetic as the conversation with the group was so lovely yet informative. Got a lot of new ideas and practices!"

"A thoroughly inspiring session and time very well spent. It was great to share ideas with peers. Got lots of tips to avoid online fatigue in students and lots of questions answered. Also, it was nice to be able to share my experience and feel I was helping others. Made me feel more confident that I do have some skills."

"I enjoyed the chance to meet with other children's authors working in education, to compare notes and to exchange ideas for maintaining author visits in schools during and after lockdown."

## **NATIONAL ASSOCIATION OF WRITERS IN EDUCATION**

### **Report of the Trustees for the year ended 31 March 2021**

"Such a lovely Zoomful of open-minded, enthusiastic people. Though I've been a member for a long time, it's the first occasion I've actually connected with others in the NAWE community."

"The most important thing I took from the Open Space was the interaction with other writers; the conversations in the breakout rooms were particularly engaging and I had the chance to speak to people in other countries too. In one breakout room, there were four of us, me from the UK, and people from Ireland, Finland and Germany; it was very interesting to hear what they had to say about writing in education in their own countries."

"The organisation of the Open Space was excellent."

Feedback and learning from this event informed the format, organisation and curation of NAWE's first fully virtual conference, 12-13 March 2021.

We are now planning to make Open Space part of NAWE's annual programme as a uniquely collaborative and democratic method of sharing ideas and challenges and finding solutions that can benefit all in our sector.

#### **MaxLiteracy**

MaxLiteracy (<https://www.maxliteracy.org/>) rolled out in 2021 with an adapted programme in light of the pandemic. The 2021 awardees were:

- Open Eye Gallery, working with the writer Pauline Rowe and Wirral Hospitals' School, Birkenhead;
- Newark & Sherwood District Council, working with writer Ioney Smallhorne and Newark Academy; and
- The Turnpike, working with Elmi Ali and Westleigh Methodist Primary School.

Each venue received £8k to work with an education partner and creative writer, with the emphasis on young people's mental health and wellbeing. For more information please see: <https://engage.org/happenings/maxliteracy-2020-21/>

#### **NAWE's First Online Conference!**

The 2020 NAWE Conference was originally planned to take place in Bristol. As a result of ever-changing government guidelines, the decision was taken to delay the conference from November 2020 to March 2021, and then to bring it entirely online. The conference took place on Zoom on 12-13 March 2021, and sessions were recorded and made available to delegates afterwards through our website. The conference was sponsored by York St John University and supported by Arts Council England.

The theme of the conference was 'What Next? Writing in Education and Communities in 2021 and Beyond'. It was a uniquely uplifting event, A packed programme of panels, workshops and special events brought our community together at a time of great need. There was a strong sense of camaraderie throughout the conference. Daytime events covered themes of wellbeing, research and professional development, with a focus on the challenges and benefits of virtual learning spaces.

Special events included Write & Shine early morning writing workshops with Gemma Seltzer, Breakfast Poems with The Poetry Business, a Funding for Writers workshop with Jonathan Davidson, and the Zoom House Party with Silent Adventures. Special guests included Daljit Nagra, Kate Clanchy, Kit de Waal and Romalyn Ante.

In our opening event, Daljit Nagra was joined by Mairi Kidd, new Chief Executive of Seven Stories, Richard Russell, Chief Operating Officer of Arts Council England and NAWE's chair Jonathan Davidson to consider where we are and what next for our sector.

Other highlights included a UK Arts Councils Literature Panel discussing the landscape, challenges and opportunities facing our sector with Sarah Crown (ACE National), Damian Smyth (ACNI) Lleucu Siencyn (Literature Wales) Harriet MacMillan (Creative Scotland). It was an engaging discussion, and we are delighted that we have been able to support further conversations between the four nations.

We had expected that the move online would lead to a big increase in the number of members who were able to attend, however numbers remained steady, at around 180 delegates. We think this was due to the fact our programme was delayed by pandemic related issues, and we are hopeful that more members will be able to join us in 2022.

#### **Other Networking and Sector Supportive Activity**

##### **Community Writers' Subcommittee**

The Community Writing Subcommittee continued to meet in 2020, chaired at first by Michael Loveday and then by Caleb Parkin, to share experience, good practice, especially around online working and self-care. For further information on the work of the committee, or if you are interested in joining, please email [admin@nawe.co.uk](mailto:admin@nawe.co.uk).

# **NATIONAL ASSOCIATION OF WRITERS IN EDUCATION**

## **Report of the Trustees for the year ended 31 March 2021**

### **Higher Education Committee**

As 2020 began, the Higher Education Committee welcomed Andrew Melrose as its new chair and said thank you and farewell to its previous chair, Derek Neale (Derek remains a member of the NAWE board, and we are grateful to him for his dedication and hard work). We include a report from Andy, below.

'I took over Chairing the HE Committee from Derek Neale just as the Covid pandemic struck so it has been the strangest of times. I take this opportunity to thank Derek for all of his work, which has been invaluable to the committee. With the pandemic upon us, we reacted by having online meetings and a couple of special meetings on 'online teaching' to see if we could monitor and offer ideas on best practice, as well as look into issues that arise from it. This culminated in us publishing the findings, thoughts and ideas as a short 'conversation' article in Writing in Education. In the meantime, we also successfully monitored and engaged with the 'open access' issues being raised in the sector. It has been a challenging time, but I am happy to say everyone seems to have come through it well.' Andrew Melrose, HE Committee Chair, NAWE.

### **International Creative Writing Partners**

We were thrilled to see so many delegates attending the NAWE conference internationally, with representatives from the European Association of Creative Writing Programmes, as well as individuals from the US, Australia, Norway and New Zealand. The move to online seems to have opened the field to those who otherwise would have been unable to attend.

### **EACWP**

NAWE works closely with our colleagues at the European Association of Creative Writing Programmes. This relationship is important to our members, and we hope to continue to work closely into 2021/22. They have sent us the following report:

"Over 2020/21, the EACWP continued to look for alternative ways to re-connect its members and carry on with its annual activities. Since July 2020, the EACWP has launched three Virtual Editions of its Teachers Training Course (July, 2020; January, 2021; July, 2021), gathering a worldwide representation of more than 15 different countries amongst its participants. The fourth edition will take place in February, 2022. Additionally, the EACWP has participated in the NAWE's virtual conference (March, 2021) and, in May, 2021 celebrated its V International Pedagogical Conference 'Futures for Creative Writing' (its first ever virtual conference) co-organised by its British colleagues from University of East Anglia. Also, the EACWP's exchange programs amongst its different institutions as well as its bilateral and multilateral initiatives such as the Cela Project (Connecting Emerging Literary Artists: a UE project) have managed to remain standing thanks to the efforts and commitment of the different EACWP members. Ultimately, after its last virtual meeting in July 2021, the Board members scheduled two of the upcoming and main EACWP events: a European Day (to be celebrated in November-December, 2021) and the next symposium, which will take place in The Netherlands (organised by its Dutch colleagues from ArtEZ) in September, 2022."

### **AAWP (Australasia)**

In 2020 AAWP and NAWE established a reciprocal arrangement in which AAWP welcomes a certain number of NAWE members to their conference, and vice versa. We hope to continue this in future years and continue to look for new collaborations with our international partners.

AAWP are also a contributor to Writing in Education, providing an ongoing column with updates and news from Australia/Asia.

### **AWP (America)**

We have reached out to AWP to establish closer contact with the Association. In 2021, AWP provided an update for Writing in Education (Winter edition) and we hope to report on further collaboration in 2021-22.



# **NATIONAL ASSOCIATION OF WRITERS IN EDUCATION**

## **Report of the Trustees for the year ended 31 March 2021**

### **ACHIEVEMENT AND PERFORMANCE**

#### **Looking Forward to 2021/22**

As the 2020/21 year closed, we were delighted that NAWE was awarded an additional £42k from Round 2 of the ACE/DCMS Cultural Recovery Fund.

This funding will contribute to NAWE's reserves and core costs and enable us to buy in additional support in audience development and the development of a participation programme that has diversity at its core. It will also enable us to retain Fiona Mason for a further 6-months on a freelance basis, to focus on fundraising and strategic development.

In 2021/22 we'll continue to deliver our core activities to members - Writing in Education, Writing in Practice, and the annual conference. A revised publications schedule for Writing in Education will bring the magazine in line with the new conference dates, allowing the conference to provide further value to our members. A new initiative to encourage student participation in submitting to the magazine will be launched in autumn. Writing in Practice will have a change of editor as Derek Neale steps down, but we are looking forward to his last special edition (co-edited with Josie Barnard) on multimodal writing.

NAWE's first virtual conference was a great success. The feedback was very positive and most of those polled would like to see another virtual conference. We will hold the next conference online between 10-12 March 2022, with fewer sessions spread across a slightly longer period and, we hope, more headline panels/speakers.

Work will commence to renew our website in September, and we hope this will be completed and ready to launch by spring. This project will be focused on providing the NAWE website with a new look and feel while retaining the backend system. This will be an ideal opportunity to consider NAWE's branding, and we will also look to refresh our logo and associated colours.

We'll also continue our work to improve the pay and conditions for creative writers working as hourly paid lecturers in universities, alongside partner organisations such as The Society of Authors.

#### **Summary & thanks**

We would like to recognise that behind every account of an organisation's successes and challenges in difficult times, there have been countless individuals working through the same uncertainties, ensuring that our work has continued.

We extend our warmest thanks and appreciation to our team: Fiona, Lisa, Philippa and Seraphima; to Sarah Byrne, Sophie, Sam and Sarah at Mosaic Events; to Andy, Anne, Caleb, Derek, Ian, Jane, Jonathan, Lucy and Michael on the NAWE Management Committee, and to all the members of NAWE's Higher Education and Community Writers' Committees for their commitment and dedication.

We are also grateful to everyone at Arts Council England for supporting us through the Cultural Recovery Fund, and to the Department for Culture, Media and Sport for releasing funds to support the arts during a year of unprecedented change and risk.

Finally, our thanks to you, our members, for continuing to support NAWE throughout this uniquely challenging year. We hope that NAWE has been able to offer a combination of practical support, information and opportunities in 2020/21, and we look forward to reporting on a brighter 2021/22.

### **FINANCIAL REVIEW**

#### **Financial position**

In 2020-21 NAWE became a Registered Charity. The funds of £28,611 held by the company prior to charity registration are shown on the Statement of Financial Activities as a donation.

#### **Principal funding sources**

Arts Council England Grants

In the 2020-21 financial year we received an Arts Council England Emergency Response Fund grant of £35k in May 2020, provided to protect the organisation from the immediate impacts of the Covid-19 Pandemic. In March 2021 NAWE was awarded a grant of £42k from Round 2 of Arts Council England and DCMS's Cultural Recovery Fund, to support the organisation's core costs and programme costs during the first three quarters of 2021-22, and to resource additional time for fundraising and programme development.

#### **Reserves policy**

The trustees will continue to review the level of reserves held by the charity so that it can continue with its activities.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2021**

**FINANCIAL REVIEW**

**Unrestricted Reserves**

As at 31/03/2021, unrestricted reserves stood at £31,644.

**Designated funds**

Designated Funds are unrestricted reserves designated for specific purposes. The trustees have agreed an aim to build Designated General Reserves equivalent to a minimum of six-months core operating costs, calculated at £22,000. We also aim to build up other Designated Funds as follows: Programme Development: £10,000, Repairs & Renewals: £5,000, Unfunded/interrupted essential activity: £10,000. Total planned Designated Funds £47,000.

At the close of 2020-21 Unrestricted Designated funds stood at £31,644 comprising Operating Costs: £22,000 Unfunded/interrupted essential activity £9,644.

**Restricted reserves**

These are funds donated to NAWE for specific projects and carried forward from one year to the next until the project has finished. In 2020/21 we ended the year with no restricted funds.

Our reserves policy, notably our use of designated funds, is reviewed regularly by our board as part of our risk management.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The Charity is a company limited by guarantee, governed by its Memorandum and Articles. It is a registered charity with the Charity Commission. The Memorandum and Articles of Association incorporated the company on 22 December 2000 and were amended by special resolution on 9 November 2019 as registered at Companies House on 19 January 2020.

# **NATIONAL ASSOCIATION OF WRITERS IN EDUCATION**

## **Report of the Trustees for the year ended 31 March 2021**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Charity constitution**

##### **Constitution**

The National Association of Writers in Education (NAWE) is a Company Limited by Guarantee incorporated under the Companies Act, company number 04130442 and its governing document is its Memorandum and Articles of Association. The company is a registered charity, number 1190424.

#### **Directors and trustees**

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.

As set out in the Articles of Association any person who is willing to act as a Trustee, and who is permitted to do so, may be appointed to be a Trustee of the company by a decision of the Trustees.

Policies and procedures adopted for the induction and training of trustees are ongoing and incorporated indirectly into the regular trustees' meetings.

The trustees during the year and since the year end, were:

Jonathan F Davidson (Chair)  
Jane E Bluett (resigned 1 December 2020)  
Michael J Loveday (resigned 30 April 2021)  
Ian D McEwen (resigned 1 December 2020)  
Lucy J Sweetman  
Anne Caldwell  
Derek Neale

##### **Director**

Seraphima Kennedy (on maternity leave in 2020/21), Fiona Mason (maternity cover in 2020/21)

##### **Independent examiner**

S J Morrell FCCA, Morrell Middleton, Wellington House, Aviator Court, York, YO30 4UZ

##### **Bankers**

Santander, Bootle, Merseyside, L30 4GB

##### **Registered office and operation address**

Shandy Hall, Coxwold, York, YO61 4AD

#### **Recruitment and appointment of new trustees**

The charity looks to recruit new trustees as the need arises. Currently there are four trustees in the post from a diverse range of backgrounds who support the goals of the charity. In the next year we aim to appoint at least two more trustees who reflect the diversity of our membership and sector and the communities in which we work.

#### **Organisational structure**

The Board of Trustees administer the charity. The Board meets at least 4 times a year. The Director is responsible for the day to day running of the company and operational matters including finance, employment, programme and strategy.

#### **Induction and training of new trustees**

When appointed new trustees undergo an orientation to brief them on their legal obligations under the charity and company law, the content of the Memorandum and Articles of Association, the decision making process, the recent financial performance of the charity, the recent developments and the future plans. Trustees are encouraged to attend external training events relevant to develop their skills and gain experience relevant to their roles and responsibilities.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2021**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Risk management**

**Risk management**

The Board of Trustees and Director of the charity believe that sound risk management is integral to good management and good governance practice. Risk management informs all of the charity's decision-making processes and is incorporated within strategic and operational planning. Risk assessment is conducted on all new programmes and projects to ensure that they're in line with the charity's mission and objectives. Any identified risks or opportunities are analysed and reported at the appropriate level and a risk register is maintained and updated at every Board meeting and more frequently where major risks are known to be volatile.

**Risk management due to Covid-19**

The impacts of the Covid-19 pandemic were only beginning to be experienced at the start of the 2020-21 financial year and the impacts have been felt in the organization and throughout our sector. Throughout this period the organization has had regular oversight from the trustees including a focus on financial resilience, fundraising opportunities and relationships, freelancer support and staff wellbeing. Challenge posed by the Covid-19 pandemic will continue to be assessed through our risk register, including the rescheduling of programmes and projects.

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
J F Davidson Chairman - Trustee

**Independent Examiner's Report to the Trustees of  
National Association of Writers in  
Education**

**Independent examiner's report to the trustees of National Association of Writers in Education ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Stephen J Morrell FCCA  
Morrell Middleton  
Wellington House  
Aviator Court  
Clifton Moor  
York  
North Yorkshire  
YO30 4UZ

Date: .....

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Statement of Financial Activities  
for the year ended 31 March 2021**

	Notes	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	2	28,611	-	28,611
<b>Charitable activities</b>	3			
Charitable activities		108,240	4,000	112,240
Other income	4	<u>2,915</u>	<u>-</u>	<u>2,915</u>
<b>Total</b>		139,766	4,000	143,766
 <b>EXPENDITURE ON</b>				
<b>Charitable activities</b>				
Charitable activities		108,122	4,000	112,122
		<u>          </u>	<u>          </u>	<u>          </u>
<b>NET INCOME</b>		31,644	-	31,644
		<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>31,644</u>	<u>-</u>	<u>31,644</u>

The notes form part of these financial statements

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Balance Sheet  
31 March 2021**

	Notes	Unrestricted fund £	Restricted fund £	Total funds £
<b>CURRENT ASSETS</b>				
Debtors	7	1,467	-	1,467
Cash at bank		<u>43,978</u>	<u>-</u>	<u>43,978</u>
		45,445	-	45,445
<b>CREDITORS</b>				
Amounts falling due within one year	8	(13,801)	-	(13,801)
		<u>31,644</u>	<u>-</u>	<u>31,644</u>
<b>NET CURRENT ASSETS</b>				
		31,644	-	31,644
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>				
		31,644	-	31,644
<b>NET ASSETS</b>				
		<u>31,644</u>	<u>-</u>	<u>31,644</u>
<b>FUNDS</b>	9			
Unrestricted funds				<u>31,644</u>
<b>TOTAL FUNDS</b>				<u>31,644</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

.....  
J F Davidson Chairman - Trustee

The notes form part of these financial statements

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements  
for the year ended 31 March 2021**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The company is a pre-existing company and has registered for a charitable status. These accounts have therefore been prepared using acquisition accounting.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Government grants**

Revenue grants are recognised on a systematic basis over the periods in which the company recognises the related costs for which the grant is intended to compensate.

A grant that becomes receivable as compensation for expenses or losses already incurred, or for the purpose of giving immediate financial support to the company with no future related costs, is recognised in income in the period in which it becomes receivable.

**2. DONATIONS AND LEGACIES**

Donations

£  
28,611



**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2021**

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	£
Membership subscriptions	Charitable activities	63,452
Publication sales	Charitable activities	86
Conference fees	Charitable activities	7,642
Other income and CRB fees	Charitable activities	760
Grants	Charitable activities	<u>40,300</u>
		<u>112,240</u>

**4. OTHER INCOME**

Government grants	£ <u>2,915</u>
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**5. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

Accountancy	£ 1,328
Independent examiners fee	<u>1,440</u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2021.

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

Trade debtors	£ 1,000
Prepayments	<u>467</u>
	<u>1,467</u>

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

Trade creditors	£ 236
Social security and other taxes	2,573
Other creditors	560
Accrued expenses	<u>10,432</u>
	<u>13,801</u>

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2021**

**9. MOVEMENT IN FUNDS**

	Net movement in funds £	At 31/3/21 £
<b>Unrestricted funds</b>		
General fund	31,644	31,644
	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>31,644</u>	<u>31,644</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	139,766	(108,122)	31,644
<b>Restricted funds</b>			
Inspire	4,000	(4,000)	-
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>143,766</u>	<u>(112,122)</u>	<u>31,644</u>

**10. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2021.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Detailed Statement of Financial Activities  
for the year ended 31 March 2021**

£

**INCOME AND ENDOWMENTS**

**Donations and legacies**

Donations	28,611
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**Charitable activities**

Membership subscriptions	63,452
Publication sales	86
Conference fees	7,642
Other income and CRB fees	760
Grants	<u>40,300</u>

112,240

**Other income**

Government grants	<u>2,915</u>
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**Total incoming resources**

143,766

**EXPENDITURE**

**Charitable activities**

Wages	35,607
Pensions	766
Postage and stationery	4,807
Sundries	37
Publications and resources	3,636
Conference	10,033
Artist fees	480
CRB checks	291
Website development	2,906
Inspire fund	4,000
Membership subscriptions	661
Membership retainer	17,160
Information manager	9,948
Insurance	2,101
Bank charges	1,135
Publications manager	7,370
Consulting fees	312
Information technology costs	2,744
Regional Networking, Action Learning, Open	
Space	5,350
Interest on paye/nic paid late	<u>10</u>

109,354

**Support costs**

**Governance costs**

Independent examiner's fee	<u>2,768</u>
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**Total resources expended**

112,122

**Net income**

31,644