

**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 2023**  
**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**

**Contents of the Financial Statements  
for the year ended 31 March 2023**

	<b>Page</b>
<b>Reference and Administrative Details</b>	1
<b>Report of the Trustees</b>	2 to 9
<b>Independent Examiner's Report</b>	10
<b>Statement of Financial Activities</b>	11
<b>Balance Sheet</b>	12 to 13
<b>Notes to the Financial Statements</b>	14 to 19
<b>Detailed Statement of Financial Activities</b>	20 to 21

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Reference and Administrative Details  
for the year ended 31 March 2023**

<b>TRUSTEES</b>	J F Davidson Ms L J Sweetman Ms A Caldwell D Neale A Melrose Chairman Nov 2021- Chairman (resigned 16/1/2023) Ms S Dymoke (appointed 10/11/2022) Ms H Richardson (appointed 10/11/2022)
<b>REGISTERED OFFICE</b>	Shandy Hall Coxwold York North Yorkshire YO61 4AD
<b>REGISTERED COMPANY NUMBER</b>	04130442 (England and Wales)
<b>REGISTERED CHARITY NUMBER</b>	1190424
<b>INDEPENDENT EXAMINER</b>	Morrell Middleton Wellington House Aviator Court Clifton Moor York North Yorkshire YO30 4UZ
<b>BANKERS</b>	Santander

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2023**

The trustees present their annual report together with the financial statements of the charity for the year ended 31 March 2023 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**

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 regularly. 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 2023

### ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

This report covers the period April 2022 - March 2023, a period in which NAWE continued to provide a broad range of services to support the creative writing sector. These included supporting our communities of practitioners through membership services and more widely through various arts activities, publications and networking. During the first 9 months of this period, NAWE pursued a strategy to attract regular funding from Arts Council England, although this strategy was later amended, and an approach less dependent on external funding adopted.

#### Organisational Update

##### APRIL 2022 - MARCH 2023

NAWE's strategy from 2020 had been to develop a programme of work and a profile that might eventually lead to reinstatement of support from Arts Council England - and in due course other equivalent organisations in the other home nations. To this end we had expanded our programme of engagement work and employed specialist contractors to help us both position ourselves for future funding and to make funding applications.

The success in applying for various forms of emergency funding from Arts Council England during the pandemic year augured well. However, during the early part of the 2022/23 financial year we were unsuccessful with an Arts Council England Project Grant Application and more significantly with our application to become an Arts Council England National Portfolio Organisation. The drafting of both these applications was a significant cost (through fundraiser fees) and removed the possibility (for at least three more years) that NAWE might get regular funding from Arts Council England.

In January 2023 it became apparent that the cost of pursuing this strategy alongside considerable spending on other aspects of our work, had generated a significant financial problem. While the then Chair and the then Director had spent against an agreed expenditure budget, they had not adjusted this budget when funding applications had failed. In addition, a number of meetings with Trustees which were due to have taken place were for various reasons missed, leading to the Trustees being less aware of our financial situation than would have been ideal. By the end of the third quarter of the financial year, reserves of £54K had been largely depleted.

At this point, the Chair stood down from his position and resigned from the Board of Trustees. The existing Trustees, sensing the difficulties that NAWE was facing, appointed two of their number to be Joint Acting Chairs and began exploring options for NAWE's future. Many avenues were explored, but it quickly became apparent that only by significantly cutting costs could NAWE manage to continue to provide a core service to its members, a process described below.

#### Operational Finance & Resources

As a result of difficulties encountered in pursuing our initial strategy, Trustees undertook a full budget review and all costs and activities that did not directly and exclusively contribute to the core objectives were cut from January 2023 onwards. NAWE's Information Manager agreed to half her contracted hours and NAWE's Publication Manager was informed that her contract would not be renewed following the production of the post-Conference version of Writing in Education. NAWE's Director agreed to accept voluntary redundancy after our March 2023 Conference, with the required redundancy payments being made. Mosaic Events, who provide membership management services, agreed to freeze their fees and to delay payment of their invoices.

Having removed considerable areas of expenditure, the Trustees took on direct responsibility for some aspects of NAWE's work. This included financial management and personnel management, liaising with partners and future planning. Bookkeeping, members services and our information function, remained with Mosaic Events - our membership management services contractor - and with our contracted Information Manager. Although funds were considerably reduced towards the end of the financial year, the first quarter of 2023/24 has seen a stable financial picture, with reserves being maintained and our budget indicating that they will be stable across the remainder of the 2023/24 financial year and then increase during following years.

## NATIONAL ASSOCIATION OF WRITERS IN EDUCATION

### Report of the Trustees for the year ended 31 March 2023

#### Conference

Our Conference was held on Friday 10th and Saturday 11th March 2023 as an online activity. Coming at a period of financial challenge, the Trustees and NAWE's contractors and its then employee (our then Director) invested considerable time into marketing the event. As a result ticket income was slightly higher than budgeted, while delivery costs were held against the agreed budget.

The theme of the Conference was writers working within a cost of living crisis, with the title 'Living as a Writer: Creative Writing in Education & Communities in 2023 and Beyond'. The range of presentations and discussions presented was wide ranging and to a high standard, with many papers being subsequently published in our post-Conference edition of Writing in Education. A fuller description of the Conference appears below.

In addition to our own Conference, we also supported the English: Shared Futures 2022 Conference, an in-person event in Manchester from 8th to 9th July 2022. This celebrated and explored the intellectual strength, diversity and creativity of English language, literature and creative writing in the UK and across the world. It featured over 70 panels, sessions and readings led by academics, writers and teachers, including four panels from NAWE.

#### Governance

During the year we recruited two additional NAWE Members to serve as Trustees. While we were sorry to say goodbye to our then Chair as a result of our financial difficulties, both the new Trustees and the remaining Trustees contributed additional time to matters of Governance and in the period January to March 2023 were vital in ensuring the future development of the organisations. Our two Acting Co-Chairs were existing Trustees, and took on some additional duties to enable the organisation to continue functioning.

It is with great sadness that we report that one of our new Trustees, Dr Sue Dymoke, passed away in July 2023. Along with the other Trustees, Sue had been fully committed to the work of NAWE and had been vital in ensuring that we emerged fully functioning from our period of change. Additional Trustees will be sought towards the close of the 2023/24 financial year.

Our Annual General Meeting took place on Thursday 10th November 2022 as an online event and was well attended.

#### Membership

In March 2022 there were 1,401 members, and in March 2023 there were 1,376 members. Given the ongoing cost of living crisis and the contraction of some parts of our sector, this is a relatively positive picture. A Membership Survey was run in April - May 2022, the results of which will be used to inform how our work develops in future years.

As a result of the Membership Survey, a programme of networking activity has been implemented in quarter one of 2023/24 in order to offer more direct support to NAWE Members and to more widely communicate the services we offer to the sector. It is anticipated that this will help slow down and potentially reverse the decline in membership.

#### Publishing, Marketing & Communications

Our regular bulletin of news and opportunities continued, actively managed by our Information Manager, Philippa Johnston. These bulletins contained a range of notices of opportunities across all four home nations and beyond, including free events and activities, commissions, calls for publication and jobs on offer. It was agreed that from April 2023 the bulletin should move to fortnightly from weekly.

Our publication programme continued throughout 2022/23, with three editions of Writing in Education and one edition of Writing in Practice (our open access, online literary journal). Both publications are now published on Issue. As in previous years, there was an option for conference contributors to submit their work to the spring edition of Writing in Education. 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.

## NATIONAL ASSOCIATION OF WRITERS IN EDUCATION

### Report of the Trustees for the year ended 31 March 2023

#### **Staffing**

Up until January 2023, our staffing structure remained as for the previous financial year. This consisted of a Director, Seraphima Kennedy, a Development Director, Fiona Mason, an Information Manager, Philippa Johnson and a Publication Manager, Lisa Koning. Some short-term workers were contracted to assist in marketing the Conference. Mosaic Events continued to provide a range of membership services, including associated bookkeeping and arranging insurance and DBS checks.

From February 2023 a process of restructuring was undertaken to reduce costs. The time available to our Information Manager was reduced, Seraphima Kennedy took voluntary redundancy as Director and Fiona Mason's contract as Development Director was terminated. This restructuring allowed the Trustees to take a greater roll in managing the organisation alongside considerable savings in costs.

#### **Networking**

On Thursday 17th November we presented our first in person networking event since the pandemic, hosted by Goldsmiths, University of London. This was run in partnership with the university and Spread the Word, and was attended by writers from across London. It featured a participatory workshop with poet, facilitator, mentor and supporter of young and emerging poets, Jacob Sam-La Rose.

On Wednesday 30th November 2022 we presented our second Open Space event. This was led by NAWE staff and with other guest and considered the challenges of writers making a living in our sector.

#### **Higher Education Specific Activity**

NAWE Trustees and members on the Higher Education Sub-Committee were closely involved in the QAA Review of Creative Writing Subject Benchmark Statement. NAWE's work on the previous benchmark statement had been widely recognised, and we remain as the subject specialist organisation for creative writing.

#### **MaxLiteracy Trust Project**

NAWE continued to be involved in the MaxLiteracy Trust funded work to work with school children on developing their interest in creative writing in visual arts spaces. A new round of work was developed, which began to be rolled out during 2023/24.

#### **Community Writers' Sub-Committee**

The Community Writing Subcommittee continued to meet in 2022, chaired 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).

#### **Higher Education Sub-Committee**

The Higher Education (HE) Committee continued to meet in 2022-23, chaired by Dr Jennifer Young. The Committee continued to address issues pertaining to the work of NAWE Members in the Higher Education Sector. The Sub-Committee appointed two new Principal Editors to the journal, Writing in Practice, which attracted a good level of submissions.

#### **International Creative Writing Partners**

For the third year, the decision to remain online seems to have opened up the conference to those who might otherwise have found cost and travel a barrier. We were delighted to welcome national and international contributors and delegates from across the UK and beyond, with participants and audience from the European Association of Creative Writing Programmes and the Australasian Association of Creative Writing Programmes, and from universities (or independent scholars) from a range of other countries.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2023**

**ACHIEVEMENT AND PERFORMANCE**

**Looking Forward to 2023/24**

The closing months of 2022/23 demonstrated that NAWE could not sustain its then levels of staffing and therefore expenditure without significant funding in addition to membership income. While this has necessitated some reductions in expenditure and in the size of the staff and contractor team, it has allowed NAWE's Trustees to re-assess how our objectives might best be delivered.

It is the view of the Trustees that the next two to three years should see a focus on sustaining our services for our members and the wider sector. The very tangible benefits we provide for individual members, including third party insurance and access to DBS checks at cost, will continue. The website will continue to be developed, with a re-design due to be concluded during 2023-2024.

We will continue to publish our respected magazines, Writing in Education and Writing in Practice. We will improve the quality of these, making Writing in Education more responsive to the needs of writers working 'in the field' (in both Higher Education and community settings) and making Writing in Practice better indexed and searchable as increasingly required by the research sector.

We will increase the range of networking - both in-person and online. Quarterly on-line networking events are scheduled for 2023/24, with a series of local in-person events also being organised by Trustees and individual NAWE Members. Members will be consulted on the value of setting up a 'Celtic Nations' NAWE Members, to focus on the needs of Members in Northern Ireland, Wales and Scotland.

Our Conference will return to its pre-Pandemic dates of November, with the next edition timetabled for November 2024. In response to the cost-of-living crisis, this conference is likely to be a combination of in-person regional events followed directly by an on-line conference programme.

NAWE will continue to support the MaxLiteracy Trust's work, and in doing so providing some useful contract work for a NAWE member and some payment for our coordination services. Where other opportunities for providing management services exist these will be taken up, although we will not engage in any work beyond the capacity of our now relatively small team.

Although NAWE was finally successful with a National Lottery Project Grants from Arts Council England, following discussions with Arts Council England officers, the Trustees took the view that there was insufficient capacity to deliver this work successfully and that it contained too great a degree of financial risk. While NAWE will consider making grant applications in the future, these will be on the basis that there will be limited income generation requirements.

Early in 2023/24 we supported the publication of a report on keeping literature events accessible for disabled writers, working with Manchester Poetry Library and Kendal Poetry Festival. In 2023 the NAWE Director and a trustee advised QAA on recruitment to Chair their editorial group to update the QAA Creative Writing Benchmark Statement - a document that defines UK HE standards and quality codes for our discipline. Several members of the NAWE HE Committee were recruited onto the group by QAA, along with other NAWE recommendations. NAWE members were appointed as Chair and Deputy Chair

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.



**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2023**

**FINANCIAL REVIEW**

**Financial position**

The financial year 2022-23 closed with a net expenditure position of £51,663, after end of year adjustments. The balance sheet shows remaining funds at the year-end of £2,363.

Following the financial challenges of the latter part of 2022/23, the Trustees have taken over financial management of the organisation, with one of our Co-Chairs leading this. Budgets and cash-flow have been prepared through to March 2025. These have assumed that the bulk of NAWE's income will come from its membership (individual and institutional), with some small additional income coming from our delivery of small scale projects which include a fixed fee for our work. Expenditure is focussed on that necessary to serve the needs of our Members and to continue to offer more broader support across the sector.

The budget and cash-flow indicate that 2023/24 will leave us with reserves in the region of £10K, not dissimilar to those at the close of the previous year but including a series of one off payments necessary for our restructuring (for instance redundancy payments). The following financial year will see our reserves increase to an anticipated figure of [xxxx]. Inflationary increases have been included and a continued slight decrease in membership income has been anticipated. This suggests, that so long as NAWE continues to spend carefully and sustains the bulk of its membership, it is in a relatively good financial position going forward.

**Principal funding sources**

Our principal funding source going forward will be membership income.

**Reserves policy**

At the close of 2022/23 our reserves were below the level required by our Reserves Policy. The Trustees are committed to both calculating exactly the level of this figure - taking into account the potential requirement to re-pay membership fees should NAWE ever cease to operate - and to building up reserves at or above this figure and treating these as restricted reserves.

**Unrestricted Reserves**

As at 31/03/2023, unrestricted reserves stood at £2,363 (2022: £54,026).

**Designated funds**

Designated Funds are unrestricted reserves designated for specific purposes. The Trustees are in the process of re-calculating the funds required to adhere to our Reserves Policy, taking into account the many structural changes that have taken place over the last six months.

**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 2022/23 we ended the year with no restricted funds.

**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 2023

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Charity 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:

Andy Melrose (resigned as Chair, January 2023)  
Jonathan F Davidson (appointed as Acting Co-Chair from January 2023)  
Lucy J Sweetman  
Anne Caldwell  
Derek Neale (appointed as Acting Co-Chair from January 2023)  
Sue Dymoke (appointed as Trustee November 2022)  
Heather Williamson (appointed Trustee November 2022)

#### Director

Seraphima Kennedy (voluntary redundancy March 2023)

#### Independent examiner

Mr 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 five 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 Acting Co-Chairs are responsible for the day to day running of the company, delegating matters of bookkeeping, information service and publications to contractors.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Report of the Trustees  
for the year ended 31 March 2023**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**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.

**Risk management**

The Board of Trustees 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.

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 2023. 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 26 October 2023 and signed on its behalf by:

J F Davidson - 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 2023.

**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

26 October 2023

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Statement of Financial Activities  
for the year ended 31 March 2023**

	Notes	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	-	-	-	94
<b>Charitable activities</b>					
Charitable activities	3	70,344	4,000	74,344	145,294
Other income	4	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,635</u>
<b>Total</b>		<u>70,344</u>	<u>4,000</u>	<u>74,344</u>	<u>148,023</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Charitable activities		<u>122,007</u>	<u>4,000</u>	<u>126,007</u>	<u>125,641</u>
<b>NET INCOME/(EXPENDITURE)</b>		(51,663)	-	(51,663)	22,382
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>54,026</u>	<u>-</u>	<u>54,026</u>	<u>31,644</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>2,363</u></u>	<u><u>-</u></u>	<u><u>2,363</u></u>	<u><u>54,026</u></u>

The notes form part of these financial statements

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Balance Sheet  
31 March 2023**

	Notes	Unrestricted fund £	Restricted fund £	2023 Total funds £	2022 Total funds £
<b>CURRENT ASSETS</b>					
Debtors	9	1,724	-	1,724	9,861
Cash at bank		<u>9,919</u>	<u>-</u>	<u>9,919</u>	<u>52,797</u>
		11,643	-	11,643	62,658
<b>CREDITORS</b>					
Amounts falling due within one year	10	(9,280)	-	(9,280)	(8,632)
		<u>2,363</u>	<u>-</u>	<u>2,363</u>	<u>54,026</u>
<b>NET CURRENT ASSETS</b>					
		<u>2,363</u>	-	<u>2,363</u>	<u>54,026</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>2,363</u>	-	<u>2,363</u>	<u>54,026</u>
<b>NET ASSETS</b>					
		<u>2,363</u>	<u>-</u>	<u>2,363</u>	<u>54,026</u>
<b>FUNDS</b>					
Unrestricted funds	11			<u>2,363</u>	<u>54,026</u>
<b>TOTAL FUNDS</b>					
				<u>2,363</u>	<u>54,026</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 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.

The notes form part of these financial statements

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Balance Sheet - continued  
31 March 2023**

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 26 October 2023 and were signed on its behalf by:

J F Davidson - 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 2023**

**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.

National Association of Writers in Education meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**Going concern**

The financial statements have been prepared on the going concern basis which assumes that the charitable company will continue to operate. The validity of this assumption is dependant on the continued support from the charitable company's members and other activities to raise funds. The charitable company's forecasts shows that the charitable company will be able to operate for the foreseeable future. Based on this understanding, the directors believe that it remains appropriate to prepare the financial statements on a going concern basis. The financial statements do not include any adjustments, which would result in the basis of preparation being inappropriate.

**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.



**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2023**

**2. DONATIONS AND LEGACIES**

	2023	2022
	£	£
Donations	<u>-</u>	<u>94</u>

**3. INCOME FROM CHARITABLE ACTIVITIES**

		2023	2022
	Activity	£	£
Membership subscriptions	Charitable activities	59,734	60,405
Publication sales	Charitable activities	60	203
Conference fees	Charitable activities	9,240	7,306
Other income and CRB fees	Charitable activities	1,310	1,080
Grants	Charitable activities	<u>4,000</u>	<u>76,300</u>
		<u>74,344</u>	<u>145,294</u>

**4. OTHER INCOME**

	2023	2022
	£	£
Government grants	<u>-</u>	<u>2,635</u>

**5. NET INCOME/(EXPENDITURE)**

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

	2023	2022
	£	£
Accountancy	2,491	2,172
Independent examiners fee	1,500	1,440
Payroll costs	<u>518</u>	<u>702</u>

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2023**

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**7. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	2023	2022
Employees	<u>1</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

**8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	94	-	94
<b>Charitable activities</b>			
Charitable activities	141,794	3,500	145,294
Other income	<u>2,635</u>	<u>-</u>	<u>2,635</u>
<b>Total</b>	<u>144,523</u>	<u>3,500</u>	<u>148,023</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable activities	<u>122,141</u>	<u>3,500</u>	<u>125,641</u>
<b>NET INCOME</b>	22,382	-	22,382
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	<u>31,644</u>	<u>-</u>	<u>31,644</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>54,026</u></u>	<u><u>-</u></u>	<u><u>54,026</u></u>

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2023**

<b>9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	2023	2022
	£	£
Trade debtors	1,007	1,634
Prepayments and accrued income	<u>717</u>	<u>8,227</u>
	<u>1,724</u>	<u>9,861</u>

<b>10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	2023	2022
	£	£
Trade creditors	7,290	757
Social security and other taxes	1,588	-
Other creditors	81	244
Accrued expenses	<u>321</u>	<u>7,631</u>
	<u>9,280</u>	<u>8,632</u>

<b>11. MOVEMENT IN FUNDS</b>		Net movement in funds	At 31/3/23
	At 1/4/22	£	£
<b>Unrestricted funds</b>			
General fund	54,026	(51,663)	2,363
	<u>54,026</u>	<u>(51,663)</u>	<u>2,363</u>
<b>TOTAL FUNDS</b>			

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	70,344	(122,007)	(51,663)
<b>Restricted funds</b>			
Inspire	4,000	(4,000)	-
	<u>74,344</u>	<u>(126,007)</u>	<u>(51,663)</u>
<b>TOTAL FUNDS</b>			

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2023**

**11. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1/4/21 £	Net movement in funds £	At 31/3/22 £
<b>Unrestricted funds</b>			
General fund	31,644	22,382	54,026
	-----	-----	-----
<b>TOTAL FUNDS</b>	<u>31,644</u>	<u>22,382</u>	<u>54,026</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	144,523	(122,141)	22,382
<b>Restricted funds</b>			
Inspire	3,500	(3,500)	-
	-----	-----	-----
<b>TOTAL FUNDS</b>	<u>148,023</u>	<u>(125,641)</u>	<u>22,382</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/21 £	Net movement in funds £	At 31/3/23 £
<b>Unrestricted funds</b>			
General fund	31,644	(29,281)	2,363
	-----	-----	-----
<b>TOTAL FUNDS</b>	<u>31,644</u>	<u>(29,281)</u>	<u>2,363</u>

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2023**

**11. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	214,867	(244,148)	(29,281)
<b>Restricted funds</b>			
Inspire	7,500	(7,500)	-
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>222,367</u>	<u>(251,648)</u>	<u>(29,281)</u>

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2023.

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Detailed Statement of Financial Activities  
for the year ended 31 March 2023**

	2023 £	2022 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	-	94
<b>Charitable activities</b>		
Membership subscriptions	59,734	60,405
Publication sales	60	203
Conference fees	9,240	7,306
Other income and CRB fees	1,310	1,080
Grants	<u>4,000</u>	<u>76,300</u>
	74,344	145,294
<b>Other income</b>		
Government grants	<u>-</u>	<u>2,635</u>
<b>Total incoming resources</b>	74,344	148,023
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	37,113	34,127
Pensions	781	572
Postage and stationery	50	3,153
Sundries	112	-
Publications and resources	5,962	9,327
Conference	9,021	9,753
Artist fees	900	600
CRB checks	873	728
Website development	6,438	4,119
Inspire fund	4,000	3,500
Membership subscriptions	546	864
Membership retainer	17,160	20,280
Information manager	10,695	10,920
Insurance	1,730	1,485
Bank charges	1,214	1,199
Publications manager	8,877	8,100
Consulting fees	462	215
Information technology costs	1,097	1,175
Development Director	8,050	10,658
Staff training costs	-	202
Staff travel costs	1,158	350
Carried forward	116,239	121,327

This page does not form part of the statutory financial statements

**NATIONAL ASSOCIATION OF WRITERS IN  
EDUCATION**

**Detailed Statement of Financial Activities  
for the year ended 31 March 2023**

	2023 £	2022 £
<b>Charitable activities</b>		
Brought forward	116,239	121,327
Participation Producer	5,000	-
Office Space Rental	<u>259</u>	<u>-</u>
	121,498	121,327
<b>Support costs</b>		
<b>Governance costs</b>		
Independent examiner's fee	<u>4,509</u>	<u>4,314</u>
Total resources expended	<u>126,007</u>	<u>125,641</u>
<b>Net (expenditure)/income</b>	<u>(51,663)</u>	<u>22,382</u>

This page does not form part of the statutory financial statements