

National Association of Writers in Education  
(a Company Limited by Guarantee)

Trustees' Report and Financial Statements for the year  
ended 31 March 2024

Registered Company number 04130442

Registered Charity number 1190424

National Association of Writers in Education  
Financial Statements  
for the year ended 31 March 2024

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## **Report of the Trustees**

The directors of the National Association of Writers in Education (“the charitable company”) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as its Trustees. The financial statements comply with the 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 (FRS102) (updated 1 January 2019).

The Trustees have pleasure in presenting the charitable company’s report and financial statements for the year ended 31 March 2024.

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The objects of the Charity, as set out in its Memorandum and Articles of Association, are to promote creative writing education at all levels, opportunities for all to benefit from professionally-led creative writing teaching, creative writing research and 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.

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## **Report of the Trustees (continued)**

### **ACHIEVEMENTS AND PERFORMANCE**

#### **Charitable Activities**

This report covers the period April 2023 - March 2024, a period in which NAWE continued to provide a broad range of services to support the creative writing education sector. These included supporting our communities of practitioners through membership services and more widely through various arts activities, publications and networking. Having moved to a business model that enabled our work to be largely supported by contributions from our many institutional and individual members, our focus was on work that enabled these organisations and individuals to most effectively develop their work to support our sector.

#### **Organisational Update**

Following the changes to our business model in 2022-23 and a renewed focus on work with our membership organisations and individuals, 2023-24 saw only modest organisational change. Mosaic Events continued to provide a range of services related to managing and serving our membership and again took on work pertaining to the management and delivery of our annual Conference (which will be run in November 2024).

Our Information Manager and our Publications Manager, both contractors, worked closely with Mosaic Events to manage day to day activities. Our Board of Trustees continued to oversee the management of NAWE, supported particularly by our Higher Education Sub-Committee. The Board of Trustees was able to reduce the frequency of its meetings to every two months, with the two Co-Chairs meeting with Mosaic Events and our Information Manager and Publications Manager on a fortnightly basis.

This organisational structure across 2023-24 proved very effective, offering a clear monitoring and decision-making structure and increasingly separating the delivery of NAWE's work from matters of governance.

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

Along with organisational stability, the period 2023-24 was also one of stability of operational finance and resources. Financial performance was reviewed monthly by the Co-Chairs using information provided by Mosaic Events. Income & expenditure was compared to budget and any variances investigated with necessary adjustments to budget being made as required. Most expenditure was subject to contract and therefore already known, any additional expenditure being made by agreement of the Co-Chairs, overseen by the Board of Trustees.

Reserves increased steadily across the year, allowing some additional resources to be allocated from November 2023 in the form of an increase in contracted days for our Information Manager. Small reductions in expenditure were also implemented, mainly through dispensing with unnecessary digital services (for instance Issuu). A calculation was made to estimate the level of reserves required to cover any unexpected eventualities, and this was adopted as a target to be achieved ideally by 2024-25.

#### **Staffing**

NAWE no longer employed any staff. The management and delivery of its work was undertaken by Mosaic Events (focussing on membership services and conference delivery), a contracted Information Manager and a contracted Publications Manager (with a new appointment to this role being made in July 2023). During 2023-24 an updated Service Level Agreement was negotiated with Mosaic Events and updated contracts of service were agreed with our Information Manager and our Publications Manager.

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## **Report of the Trustees (continued)**

### **Governance**

The Board of Trustees remained stable during 2023-24, with the two Co-Chairs continuing within this role from NAWE's AGM in November 2023. During the latter period of 2023-24, the Board of Trustees began the process of identifying NAWE Members who might consider becoming Trustees, with the appointment of several new Trustees being anticipated at the forthcoming AGM in November 2024.

The Higher Education Sub-Committee continued to undertake valuable work pertaining to this area, regularly reporting to the Board of Trustees. The Community Writers Sub-Committee was put on hold and its remit of engaging with Members working in community settings was delivered through the increasingly successful series of online Writer Meet-Ups which were launched during 2023-24. An ad hoc Sub-Committee was set-up to manage the annual Conference and a de facto ad hoc Sub-Committee was set-up to serve the needs of Members undertaking Creative Writing PhDs.

Our Annual General Meeting took place on Thursday 9<sup>th</sup> November 2023 as an online event and was well attended.

### **Membership**

Monthly Membership Reports were provided by Mosaic Events across 2023-24. At start of April 2023 there were 1376 members, 361 being Institutional Members and the remainder being Individual Members across various categories. At end of March 2024 there were 1231 members, 319 being Institutional Members and the remainder being Individual Members across various categories. As a result of increases in membership fees, this modest reduction in membership numbers of 10.5% resulted in a reduction in Membership income from £60,242 to £58,577 (£1,665), being 2.8%.

During 2023-24 the Board of Trustees worked with the Information Manager and Mosaic Events to put in place systems to slow down and, if possible, to reverse the trend of slightly declining membership. This included identifying key universities running creative writing courses that were not members and using the new PhD Network as a means of recruiting new Members at the beginnings of their careers.

### **Key Activities:**

#### **NAWE Conference**

The Board of Trustees made the decision in early 2023-24 to move our annual Conference to November 2024, and also to keep the Conference as an online activity. This decision allowed us more time to plan the Conference and moved it back to what had been its traditional time pre-Covid. Keeping the Conference online enabled the financial risks of such an activity to be modest in comparison with the financial risks of an in-person conference. During 2023-24 much work was undertaken to prepare for our November 2024 Conference, including budgeting and allocation of resources for Conference delivery. The response from NAWE Membership was generally positive.

### **Publications**

Our publication programme continued throughout 2023/24, with three editions of Writing in Education and one edition of Writing in Practice (our open access, online literary journal). While the first edition of Writing in Education was managed by our out-going Publications Manager, our new Publications Manager, appointed in July 2023, undertook all subsequent work.

Both publications were subject to a design 'refresh', with the response from Members being positive. Both publications were also transferred permanently to digital format only, although in response to member requests, research into the possibility of print on demand being made available was also begun. The publications featured paid for advertising from the Authors' Licensing & Collection Society, a previously untapped source of additional funding. New systems were put in place to better record readership of both publications.

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## **Report of the Trustees (continued)**

### **Information Sharing/Communications**

Our regular bulletin of news and opportunities continued, actively managed by our Information Manager. This was published fortnightly and included a range of notices of opportunities across all four home nations and beyond. Information included details of free events and activities, commissions, calls for publication and jobs on offer. The bulletin was also used to communicate NAWE activities for its members, including online Writer Meet-Ups, a call for Conference submissions, the AGM and the activities of the Higher Education Sub-Committee and the PhD Network.

### **Networking/Skill-Sharing**

In response to an interest from Members for more opportunities to meet each other and share skills, a series of quarterly online Member Meet-Ups were launched in 2023-24, with each event having a theme. These proved immediately popular, with a range of subjects being discussed and many suggestions for future events. An average of 35 Members attended each Member Meet-Ups in 2023-24.

While the online Member Meet-Ups were popular, there was still interest in Members meeting in person. To respond to this the Board of Trustees agreed to run some in person Regional Member Meet-Ups in the month prior to the annual Conference (i.e. in October/November 2024).

### **Higher Education Sub-Committee/Higher Education Specific Activity**

NAWE's advice to QAA on recruitment to Chair their editorial update of the national Benchmark Statement for Creative Writing - a document that defines UK HE standards and quality codes for the discipline - resulted in our nominated candidates sharing Chairing duties. Members of the HE Sub-Committee were also elected to work on the Benchmark which was successfully published during the year.

NAWE is the Subject Association for Creative Writing and members of NAWE's HE Sub-Committee attended British Academy meetings and networking meetings with other disciplines' Subject Associations. Members also commented on drafts of the British Academy's 'Deep Dive into English Studies' report before it was published. The Sub-Committee was instrumental in reviving NAWE's PhD Network, with two PhD students joining the group. Discussion work started on possible future work. This included considerations about how to introduce a Digital Object Identifier facility on Writing in Practice, to bring it in line with other academic journals in the sector; and considerations about how AI might come to affect Creative Writing teaching and writing practice.

### **International Engagement**

Connections with the European Association of Creative Writing Programmes were maintained, and it is likely that they will attend the Conference in November 2024. Links with our partner organisations in Australia and the USA were less evident during 2023-24.

### **MaxLiteracy Trust Project**

NAWE continued to be involved in the MaxLiteracy Trust funded work with school children on developing their interest in creative writing through workshops in visual arts spaces. The new round of work begun at the end of 2022-23 was continued across 2023-24 and is due for completion in 2024-25. This work also generated a small surplus to be applied to NAWE reserves, although the work also demanded considerable support from the Board of Trustees.

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## **Report of the Trustees (continued)**

### **FUTURE PLANS**

NAWE's key aim across the future is to sustain the work it has become so effective at in supporting those involved in creative writing education. At the heart of this ambition is the necessity to continue to exercise good governance and effective management, including financial management. A plan is already in place to increase the number of Trustees on our Board and it looks likely that at least five Members will become new Trustees from November 2024. Their role, alongside existing Trustees, will be to ensure that NAWWE's activities are in accordance with our charitable Objectives and that resources are used appropriately.

NAWE will continue to serve the needs of its Member Organisations and individual Members, however more emphasis will be placed on encouraging Members to contribute to our Objectives, for the benefit of other Members and for the Creative Writing Education sector more generally. This has also taken the form of our very successful Member Meet-Ups programme and the revival of the PhD Network, and it is anticipated that other activities will be undertaken by Members across the next few years.

NAWE has for many decades played a part in supporting the development of our sector, for instance advising on standards for teaching creative writing in universities. We will continue this work and as our Trustee numbers increase, will look to work with other creative writing organisations to more effectively make the case for maintaining and increasing support for creative writing in education. Our Higher Education Sub-Committee will play a particularly important role in this work, as it has done previously.

NAWE's annual Conference, to take place in November 2024, will provide a forum for the sharing of ideas, skills and experience within our sector, and will be attended by both Members and non-Members, from all four Home Nations and beyond. We will endeavour to attract more attendees, and will especially target creative writing students and others at the beginnings of their careers.

NAWE will continue to profile an exemplary service of information to its Members and to the wider creative writing education sector, through our newsletter and our website. Our publications will continue to develop as both a pedagogical resource for Members and a resource for those wanting to develop their practice in the creative writing education sector. We will continue to develop our use of social media platforms to reinforce and amplify this work.

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## **Report of the Trustees (continued)**

### **FINANCIAL REVIEW**

#### **Financial Position**

The financial year 2023-24 closed with a net income position of £9,955 on un-restricted funds. The balance sheet shows remaining funds at the year-end of £14,283, which includes restricted funds of £1,965 for the Inspire Project.

Remaining funds at the end of 2023-24 show a marked improvement from the previous year and £2K higher than predicted in the original budget for 2023-24. Budgets and cash-flow have been prepared through to March 2026. 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 prepared for 2024/25 suggest remaining funds at year end of above £30K, just above the figure set by our revised Reserves Policy. 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.

#### **Reserves policy**

The Reserves Policy, revised in April 2024, is set at £28K. It is likely that this figure will be achieved by March 2025. This figure would enable NAWE to fully discharge all its financial obligations to Members and to contractors in the event of our wishing to cease operating. The Reserves Policy will be reviewed in April 2025.

#### **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 are 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.

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## Report of the Trustees (continued)

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing Document

The Charity is a company limited by guarantee, governed by its Memorandum and Articles of Association. It is a registered charity with the Charity Commission and was registered as a charity on 16 July 2020. The Charitable Company was incorporated on 22 December 2000 and its Memorandum and Articles of Association were amended by special resolution on 9 November 2019 and registered at Companies House on 19 January 2020.

#### Organisational structure

The Board of Trustees administer the charity. The Board meets at least 4 times a year. The Co-Chairs are responsible for the day to day running of the company, delegating matters of bookkeeping, membership services, information services and publications to contractors.

#### Appointment of Trustees, induction & training

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.

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.

### REFERENCE AND ADMINISTRATIVE INFORMATION

#### Trustees:

Derek Neale (Co-Chair)  
Jonathan Davidson (Co-Chair)  
Heather Richardson  
Lucy Sweetman  
Anne Caldwell  
Sue Dymoke (to 1 July 2023)

**Charity Number:** 1190424

**Company number:** 04130442

#### Registered Office:

Shandy Hall  
Coxwold  
York  
North Yorkshire  
YO61 4AD

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**Report of the Trustees (continued)**

**Independent Examiner:**

Karen Hanlan, ACA  
Karen Hanlan Independent Examiner Ltd  
1 Saracen Close  
Ettington  
CV37 7SZ

**Bankers:**

Santander UK plc  
Santander Business Banking Operations  
Sunderland  
SR43 4FW

The trustees who are also the 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 2024. 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 (FRS102) (effective 1 January 2019).

Approved by the Board of Trustees and signed on its behalf by:

Jonathan Davidson  
*Trustee*

Date: 21/8/2024

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## **Statement of Trustees' responsibilities**

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the surplus or deficit incurred by the charitable company for that year. In preparing those financial statements the Trustees are required to:

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

The Trustees have overall responsibility for ensuring that the charitable company has an appropriate system of controls, financial and otherwise.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the charitable company is operating efficiently and effectively;
- its assets are safeguarded against un-authorized use or disposition;
- proper records are maintained, and financial information used within the charity or for publication is reliable;
- the charitable company complies with relevant laws and regulations.

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## **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 2024 which are set out on pages 13 to 22.

### **Responsibilities and basis of report**

As the charity 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 Company'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 (FRS102).

I have no concerns and have come across no 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.

Karen Hanlan,  
Member of Institute of Chartered Accountants England & Wales  
Karen Hanlan Independent Examiner Ltd  
1 Saracen Close  
Ettington  
Warwickshire  
CV37 7SZ

Date: 21/8/24

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**Statement of Financial Activities (including an Income & Expenditure Account)**

		Un- restricted funds 2024	Restricted funds 2024	Total 2024	Total 2023
<b>Income from:</b>	<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations and legacies	1	15	-	15	-
Charitable Activities	2	61,378	8,000	69,378	74,344
Other income		-	-	-	-
<b>Total income</b>		<b>61,393</b>	<b>8,000</b>	<b>69,393</b>	<b>74,344</b>
<b>Expenditure on:</b>					
Charitable activities	3	51,438	6,035	57,473	126,007
<b>Total Expenditure</b>		<b>51,438</b>	<b>6,035</b>	<b>57,473</b>	<b>126,007</b>
<b>Net income/(expenditure) and net movement in funds for year</b>		<b>9,955</b>	<b>1,965</b>	<b>11,920</b>	<b>(51,663)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		2,363	-	2,363	54,026
<b>Total funds carried forward</b>		<b>12,318</b>	<b>1,965</b>	<b>14,283</b>	<b>2,363</b>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

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**Balance sheet**

Company registered number 04130442	Notes	2024	2023
		£	£
<b>Current Assets</b>			
Debtors	6	75	1,724
Cash at bank and in hand		<b>18,410</b>	9,919
		<b>18,485</b>	11,643
<b>Current Liabilities</b>			
Creditors: amounts falling due within one year	7	<b>(4,202)</b>	(9,280)
Net current assets		<b>14,283</b>	2,363
<b>Net assets</b>		<b>14,283</b>	2,363
<b>The funds of the Charity:</b>			
Restricted Funds	8	1,965	-
Unrestricted Funds	8	<b>12,318</b>	2,363
<b>Total charity funds</b>		<b>14,283</b>	2,363

The accompanying accounting policies and notes form part of these financial statements.

For the year ended 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Responsibilities of directors/Trustees:

(a) The members have not required the charitable company to obtain an audit of its financial statements for the year in question in accordance with section 476 of the Companies Act 2006 - however, in accordance with section 145 of the Charities Act 2011 the financial statements have been examined by an independent examiner whose report appears on page 12.

(b) The directors/Trustees acknowledge their responsibility for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

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

Approved by the Trustees and signed on their behalf by:  
Jonathan Davidson, Trustee

Date: 21/8/2024

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## Principal accounting policies

### Status of the company

The charitable company is limited by guarantee and does not have share capital. The liability of members is limited to £1 per member.

### Basis of preparation

The financial statements have been prepared in accordance with 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 (FRS102) (updated 1 January 2019) - (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

National Association of Writers in Education meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### Going concern statement

The financial statements have been prepared on a going concern basis which assumes that the Charitable Company will continue to operate. The validity of this assumption is dependent upon the continuance of 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 in 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 from the basis of preparation being inappropriate.

### Funds

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations and grants subject to conditions imposed by the provider or by specific terms of the appeal under which the funds were raised. The restrictive conditions are binding upon the Charitable Company.

### Income

Income is recognised when the charitable company has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income relating to future periods, as a result of donor imposed conditions specifying the time period, has been treated as deferred income.

Income dependent on certain conditions, amounting to more than mere administrative requirements, is recognised when the conditions have been fulfilled.

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## **Principal accounting policies (continued)**

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charitable company to the 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 costs related to that 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.

### **Cash and cash equivalents**

Cash and cash equivalents include cash at bank and in hand and short term deposits repayable on within a three month notice period.

### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### **Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### **Taxation**

As a registered charity no provision is considered necessary for taxation.

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**Notes to the financial statements**

**1. Income from donations and legacies**

	2024	2023
	£	£
Donations	<b>15</b>	-

**2. Income from charitable activities**

	2024	2023
	£	£
<b>Restricted grants:</b>		
The London Community Foundation – Inspire Project	<b>8,000</b>	4,000
Total restricted grants	<b>8,000</b>	4,000
<b>Un-restricted income:</b>		
Membership subscriptions	<b>55,098</b>	59,734
Publication sales	<b>2,022</b>	60
Conference fees	<b>289</b>	9,240
Other income & fees	<b>3,969</b>	1,310
Total un-restricted income	<b>61,378</b>	70,344
<b>Total income from Charitable Activities</b>	<b>69,378</b>	74,344

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**Notes to the financial statements (continued)**

**3. Analysis of expenditure on charitable activities**

	Un- restricted £	Restricted £	2024 Total £
Conference	290	-	290
Website costs	4,668	-	4,668
Inspire workshop fees	-	6,035	6,035
Membership retainer	20,280	-	20,280
Publications manager	4,050	-	4,050
Information manager	6,794	-	6,794
Development director	4,025	-	4,025
Participation Producer	2,000	-	2,000
Insurance	3,510	-	3,510
IT costs	802	-	802
DBS fees	1,468	-	1,468
Bank charges	1,061	-	1,061
Independent Examiners Fee	1,250	-	1,250
Sundries	1,240	-	1,240
<b>Total 2023/24</b>	<b>51,438</b>	<b>6,035</b>	<b>57,473</b>

	Un- restricted £	Restricted £	2023 Total £
Staff costs	37,894	-	37,894
Publications	5,962	-	5,962
Conference	9,021	-	9,021
Website development	6,438	-	6,438
Inspire workshop fees	-	4,000	4,000
Membership retainer	17,160	-	17,160
Publications manager	8,877	-	8,877
Information manager	10,695	-	10,695
Development director	8,050	-	8,050
Participation Producer	5,000	-	5,000
Insurance	1,730	-	1,730
Staff travel costs	1,158	-	1,158
IT costs	1,097	-	1,097
DBS fees	873	-	873
Bank charges	1,214	-	1,214
Independent Examiners Fee	4,509	-	4,509
Sundries	2,329	-	2,329
<b>Total 2022/23</b>	<b>122,007</b>	<b>4,000</b>	<b>126,007</b>

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**Notes to the financial statements (continued)**

**4. Net income for the year**

	<b>2024</b>	<b>2023</b>
	£	£
Net income for the year is stated after charging:		
Independent examiners fees -		
Independent examination	<b>1,000</b>	1,500
Accountancy services	<b>250</b>	2,491
Payroll fees	-	518
	<b>-</b>	<b>518</b>

**5. Analysis of staff costs, trustee remuneration and expenses**

	<b>2024</b>	<b>2023</b>
	£	£
Salaries	-	37,113
National Insurance	-	-
Pension	-	781
Total	<b>-</b>	<b>37,894</b>

**Staff Numbers**

	<b>Number</b>	<b>Number</b>
Average number of full-time equivalent excluding Trustees	-	<b>1</b>

No employees had employee benefits in excess of £60,000 (2023: nil).

The charitable company's trustees were not paid or received any other benefits from employment with the charity in the year. No Trustee expenses were reimbursed during the year (2023: £nil).

The key management personnel of the charity comprises the trustees and in 2022/3 the Chief Executive Officer, who was made redundant in that year. Trustees receive no remuneration or other benefits from the charity. The remuneration of key management personnel (including pension contributions) for the year was £nil (2023: £37,894).

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**Notes to the financial statements (continued)**

**6. Debtors**

	2024	2023
	£	£
Trade debtors	75	1,007
Prepayments	-	717
	<b>75</b>	<b>1,724</b>

**7. Creditors: amounts falling due within one year**

	2024	2023
	£	£
Trade creditors	703	7,290
Taxation and social security	-	1,588
Other creditors	670	81
Accruals	2,829	321
	<b>4,202</b>	<b>9,280</b>

**8. Funds**

	Balance at beginning of year	Income	Expenditure	Transfers	Balance at end of year
<b>2023/24</b>	£	£	£	£	£
<b>Restricted funds</b>					
Inspire Project	-	8,000	(6,035)	-	1,965
	-	8,000	(6,035)	-	1,965
<b>Unrestricted funds</b>					
General fund	2,363	61,393	(51,438)	-	12,318
Total	<b>2,363</b>	69,393	(57,473)	-	<b>14,283</b>

The Inspire project is funded by The London Community Foundation who awarded a grant for creative writing workshops to be undertaken by NAWA Member Harriet Goodwin.

	Balance at beginning of year	Income	Expenditure	Transfers	Balance at end of year
<b>2022/23</b>	£	£	£	£	£
<b>Restricted funds</b>					
Inspire Project	-	4,000	(4,000)	-	-
	-	4,000	(4,000)	-	-
<b>Unrestricted funds</b>					
General fund	54,026	70,344	(122,007)	-	2,363
Total	<b>54,026</b>	74,344	(126,007)	-	<b>2,363</b>

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**Notes to the financial statements (continued)**

**9. Analysis of net assets between funds**

<b>2023/24</b>	<b>Un- restricted £</b>	<b>Restricted £</b>	<b>Total £</b>
Debtors	75	-	75
Cash at bank and in hand	16,445	1,965	18,410
Creditors	(4,202)	-	(4,202)
Funds	<u>12,318</u>	<u>1,965</u>	<u>14,283</u>

<b>2022/23</b>	<b>Un- restricted £</b>	<b>Restricted £</b>	<b>Total £</b>
Debtors	1,724	-	1,724
Cash at bank and in hand	9,919	-	9,919
Creditors	(9,280)	-	(9,280)
Funds	<u>2,363</u>	<u>-</u>	<u>2,363</u>

**10. Related party transactions**

There were no related party transaction for the year ended 31 March 2023 or 2024.

**11. Controlling Interests**

The charity is controlled by the Trustees.

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**Notes to the financial statements (continued)**

**12. Prior year comparative Statement of Financial Activities**

	Un- restricted funds 2023	Restricted funds 2023	Total 2023
<b>Income from:</b>	£	£	£
Charitable Activities	70,344	4,000	74,344
<b>Total income</b>	<u>70,344</u>	<u>4,000</u>	<u>74,344</u>
<b>Expenditure on:</b>			
Charitable activities	122,007	4,000	126,007
<b>Total Expenditure</b>	<u>122,007</u>	<u>4,000</u>	<u>126,007</u>
<b>Net expenditure and net movement in funds for year</b>	(51,663)	-	(51,663)
<b>Reconciliation of funds</b>			
Total funds brought forward	<u>54,026</u>	-	<u>54,026</u>
<b>Total funds carried forward</b>	<u>2,363</u>	-	<u>2,363</u>