

THE NATIONAL ASSOCIATION FOR SPECIAL EDUCATIONAL NEEDS (nasen)



Annual Report and Financial Statements  
for the year ended 31 December 2015

Company Registration No. 02674379

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## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2015

### Welcome from the Chair of Trustees

The turbulence of education policy in the UK coupled with the growing demands placed on school leaders are such that nasen's role in promoting the advancement and development of all children and young people with special educational needs is now more important than ever before. nasen has itself experienced a period of realignment during 2015 with strategic changes at both executive and board level to maximise the impact of nasen's work.

During 2015, the Board of Trustees appointed a new Chief Executive, Dr Adam Boddison, to lead and develop nasen and to secure its long-term sustainability. As a former teacher and education researcher with experience of international education and managing grant-funded projects, Dr Boddison is well placed to represent nasen's views to a broad range of key stakeholders.

2017 will be a milestone year for nasen as it will be 25 years since the merger of the National Association for Remedial Education (NARE) and the National Council for Special Education (NCSE) in 1992. The trustees have worked very hard this year establishing a firm base from which the new Executive team can develop and expand our work. 2016 will continue with this theme and be a further year of preparations and strategic planning. This will ensure that 2017 heralds a more robust and effective organisation for our members and truly is a year where we all can celebrate our achievements whilst continuing to invest in the future of nasen.

Thank you for your continued support.



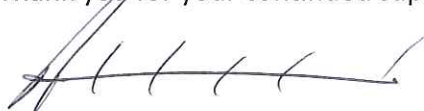
**Stephen Bajdala-Brown**  
Chair of Trustees

### Message from the Chief Executive

The successes of 2015 have been coordinated and delivered by nasen staff and associates, but I would also like to recognise the role of the Board of Trustees, the Advisory Groups, our strategic partners and our loyal members, all of whom have played a key role in ensuring nasen remains the leading SEND organisation for education professionals. My particular thanks are extended to our three key sponsors *Axcis*, *B-Squared* and *Educator* for their continued support.

Looking ahead to 2016, I will be looking to future-proof nasen through a refresh of the strategic aims and objectives. There will be a review of membership benefits to further enhance the range and quality of the offer and to ensure that all members receive excellent value for money. There will be targeted campaigns to extend membership in Northern Ireland and Scotland with a view to further internationalising the nasen offer. Through technological developments, 2016 will see the joining together of a range of nasen products and services to provide a more coherent and effective package for our members.

Thank you for your continued support of nasen.



**Dr Adam Boddison**  
Chief Executive



## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2015 (cont'd)

### OUR VISION, MISSION AND VALUES

#### OUR VISION

We believe that the best outcomes for children and young people with special educational and additional needs are secured by working together in partnership with schools, settings and colleges to influence government policy to inform and provide effective practice.

#### OUR MISSION

The strength of our services and our ability to engage with, motivate and grow our membership will sustain our position as the UK's leading organisation for special educational and additional needs, championing the cause of those supporting and improving outcomes for children and young people with SEN/AEN across the 0 – 25 age range.

#### OUR VALUES

- Every human being has an entitlement to personal, social and intellectual development and must be given the opportunity to achieve his/her potential in learning.
- Every human being is unique in terms of characteristics, interests, abilities, motivation and learning needs.
- Those with additional learning needs and/or disabilities should have access to high quality and appropriate education.
- Promoting the interests of those with special/additional educational needs and/or disabilities requires a number of approaches including motivating, engaging, equipping and supporting professional practitioners and policy makers.

For almost twenty five years nasen has supported all those who work with or care for children and young people with special and additional educational needs and disabilities. Our members around the country are central to all our work supporting our message at national level and helping to ensure our vision, mission and values underpin everything we do.

### GOVERNANCE, STRUCTURE AND MANAGEMENT

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31 December 2015 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

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 (FRS 102) (effective 1 January 2015).

#### Legal Status and Objects

The Association is a charitable company limited by guarantee and is governed by the terms set out in its Memorandum and Articles of Association.

The objects of the Association are to promote the education, training, advancement, development and treatment of all infants, children and young persons and others of whatever age with special educational needs or learning difficulties.

#### Public Benefit Statement

In accordance with S17(5) of the Charities Act 2011, Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing its aims and objectives and in planning future activities. In particular, Trustees considered how our planned activities would contribute to the aims and objectives we have set.



## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2015 (cont'd)

In setting our objectives and planning our activities we have also given careful consideration to the Charity Commission's supplementary public benefit guidance on advancing education and fee charging. The charity relies on income from fees and charges to cover its operating costs. The income generated in this way enables nasen to serve the public benefit we provide. In setting the level of fees, charges and concessions, the Trustees give careful consideration to the accessibility of our goods and services to those on low incomes.

### **The Board of Trustees**

Trustees are appointed for a term of three years from the date of their appointment and shall be eligible for re-appointment for one further term of three years.

New Trustees are appointed by the existing Board of Trustees by a structured selection process ensuring a spread of expertise. All incoming Trustees are provided with an induction pack outlining their role and responsibilities including details of the charity's internal policies and regulations.

The charity have prioritised the training needs of Trustees with a particular focus on good governance of the Association. Training provided has been delivered by a charity commission approved provider. Trustees give their time voluntarily and receive no benefits from the charity other than any expenses directly incurred.

The Board of Trustees administers the charity and holds quarterly committee and full board meetings to monitor progress and enable strategic decisions to be made.

Operational management is delegated by the Trustees to the Chief Executive who which is accountable to the Trustee Board for his or her stewardship of the charity. The Chief Executive and the Senior Management Team attend Board and Committee meetings.

The majority of activities are undertaken through or coordinated by nasen's central office at nasen House. In addition, the Association's objectives are promoted and supported by a number branches throughout the United Kingdom.

### **Pay Policy for Senior Staff**

The pay of the senior staff is reviewed annually and in view of the nature of the charity, the directors benchmark remuneration against pay levels in other organisations of similar size. The remuneration benchmark is the mid-point of the range paid for similar roles. If recruitment has proven difficult in the recent past a market addition is also paid with the pay maximum no greater than the highest benchmarked salary for a comparable role.

### **Board Committees**

The Committees operating in the year were as follows:

#### *Finance Committee*

Is primarily responsible for all aspects of the charity's financial strategy and performance, ensuring that its resources are being properly and appropriately applied to its objectives. It oversees the charity's investments and ensures that these are managed so that they underpin the strategic objectives of the charity. The committee has responsibility for safeguarding the charity's assets and ensuring sufficient reserves to fund our work.

#### *General Purposes Committee*

Is primarily responsible for all matters relating to the governance of the charity ensuring that all necessary recommendations are made to the full board. It considers, among other things, the composition and balance of the board, regulatory and good practice trends in governance and compliance and ensures that mechanisms exist throughout the organisation to meet compliance requirements.

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2015 (cont'd)

### **Volunteers**

Volunteers continue to play a key role in how we deliver our strategic aims and objectives. The Trustees seek advice from five specialist advisory groups made up of volunteers drawn from nasen's membership who offer advice and support across all areas of our activities. In 2015 approximately 100 people played their part in helping us in this way.

### **Principal risks and uncertainties**

The Trustees maintain a register of the major risks to which nasen is exposed. Systems and financial insurances against such risks are in place to mitigate any risks as far as nasen is able, within its own practical and financial constraints. The Finance Committee monitors and reviews these arrangements and reports to the Board on their effectiveness.

### **Statement of Trustees' Responsibilities**

The Trustees are responsible for preparing the Report of the Trustees and financial statements in accordance with applicable law and regulations.

Company law and the law applicable to registered charities in England and Wales requires Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015). Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe methods and principles in the Charities Statements of Recommended Practice SORP 2015.
- Make judgements and estimates which are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Charities Act 2011 and 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.



## STRATEGIC REPORT

### Our strategic focus

As a professional membership organisation, nasen has continued to provide a high quality service for members with the aim of promoting the advancement and development of all individuals with special educational needs. During 2015, nasen has once again demonstrated its willingness to be more than a service provider by supporting and developing professional communities of practice through the SEND Gateway, the NASENCo Providers Group and the FOCUS on SEND training. nasen members continue to receive a range of benefits including Special magazine with an increasing number of subscribers to the three academic journals: The British Journal of Special Education, Support for Learning and JORSEN. The voice of nasen members has been represented at policy level through a strategic relationship with the DfE and at a range of events including nasen Live, the TES Show, the Education Show, BETT and the Scottish Learning Festival.

2015 has been a year of significant professional development with nasen having delivered more than 15 training events across the country focused on school improvement and the role of the SENCO. A number of training events have also been delivered for independent schools recognising the particular challenges facing SEN support in that sector. nasen publications continue to provide information, advice and guidance for education professionals and 2015 saw the production of a range of well sought-after publications including SEND inspection guidance, a set of practical mini-guides for the SEND Code of Practice and the SEND Handbook.

Furthermore, nasen contributes greatly and has a strong influence on policy and practice in the area of special educational needs through consultation and joint projects with government departments, other professional bodies and the voluntary sector. This allows us to improve the impact of those working in the profession and ultimately the lives of those they are supporting.

### Achievements and performance

The charity sets out to achieve its charitable objectives through the provision of goods and services including publications, online research journals, organising professional development events and through partnership working. These activities are informed by harnessing the knowledge, experience and feedback of members.

nasen evaluates success in a number of ways including the reach of the organisation in terms of how many professionals we engage with through our publications, website, events and membership, feedback we receive from our members and non-member stakeholders, our measure of impact within the sector and our financial sustainability. Trustees also manage the effectiveness of the Chief Executive in meeting the operational objectives of the organisation through performance management review.

### 2015 Objectives & Achievements

In last year's Annual Report and Financial Statements we set out four key objectives for the 2015 financial year:

***Provide a comprehensive core offer to new and existing members where we are confident that we have the capacity to deliver, retain and grow***

Membership of the Association is available to all those who work with and care for children and young people with special and additional educational needs. Membership may be taken up either on an individual or organisational basis. Individual members include teachers, teaching assistants, support workers, other educationalists, students and parents. Organisational members include schools, colleges, early years settings and other groups working within the field and such membership allows all members of staff to receive the benefits of membership.



The total number of nasen members at 31 December 2015 was 4,157, an increase of 22 (0.53%) compared with 2014. Given the current financial pressures faced by schools and individuals this consolidation of recent increases in membership numbers is pleasing and we will continue to offer value for money services to our members whilst ensuring that quality is not compromised. In 2015 we have strengthened the service we provide to our members with particular attention being paid to the range of additional resources we offer online via the nasen website, Special magazine and SEND Gateway.

Individual members can, where appropriate, donate their membership fees to us. This enables us to claim Gift Aid tax relief on this element of membership income. Uptake from current members continues to be positive and mandates are being received from new members where circumstances allow. However those subscriptions which are paid for by schools are not eligible for relief.

***Provide a range of information, resources and training to deliver up-to-date guidance for schools and settings to effectively implement new requirements for SEN Support***

This objective was achieved through the provision of publications, training events and by providing access to information and resources via electronic means.

During 2015 nasen published the final three of a series of nine mini guides that have been dispatched to all nasen members and key stakeholders and are free to download in pdf form the new nasen website. These mini guide series are a handy A5 sized range of books providing on Specific Learning Difficulties (Dyslexia) in Secondary Schools, SEND Code of Practice: 0-25 years (2014) and Working in Partnership with Parents and Carers. The series has been very well received, with schools and other settings requesting additional copies. Plans have begun for a tenth mini guide focussing on autism and girls.

Development of the 2nd edition of the nasen SEN Inspection Guidance was delayed due to delays in the publication of Ofsted's new inspection framework and handbooks. The 2nd edition of the nasen inspection guidance 'SENCO Guidance for School Inspection: Improving your School' was published in Autumn 2015 as a slim/more concise version of the original guidance, which was launched as an integral part of a full days' training, which included nasen membership. Feedback from training has been very positive, with two of the four training days planned in Spring/Summer 2016 booked by local authority teams as a direct result of feedback from delegates attending earlier training.

Through our partnerships with Routledge Publishing and Rising Stars Ltd our on-going objective is to give members the opportunity to purchase high quality and value for money, nasen approved published materials. Members are using these publications to inform their practice.

nasen's partnership with Wiley-Blackwell continued in 2015, The British Journal of Special Education (BJSE), Support for Learning (SUFL) and Journal of Research in Special Educational Needs (JORSSEN) are available to members who have taken out the relevant subscription and to non-members who subscribe to the journals via a Wiley-Blackwell subscription.

The 2015 leadership conference Effective Leadership: Meeting the SEND Challenge for Change took place at Central Hall Westminster at the end of January 2015 in the wake of the implementation of 2014 SEND Code of Practice: 0 – 25. The aim of the conference was to outline the key issues of the Code of Practice for leaders in schools and other settings and provide strategies to support the management of change to implement and embed the new policy. The conference was attended by 131 delegates and included keynote presentations from the Department for Education including a video message from Edward Timpson, Minister for Children & Families, the NAHT and Carrie and David Grant, parents of four children with SEN. Feedback from delegates was positive, and challenged DfE colleagues particularly around proposed changes to school inspection.



In addition to the annual leadership conference nasen developed two new training packages, which both achieved CPD Certification. The Whole School Approach to improving Access, Participation and Achievement: Independent Schools' Training Pack and SENCO Guidance for School Inspection: School Improvement for SEND are accompanied by their respective training toolkits, however the School Inspection toolkit can be purchased separately. Interest in both pieces of training was slow to take off but towards the end of the year interest has increased, particularly in School Inspection training, with Local Authorities booking training for groups of SENCOs in the New Year.

The seminar programme for nasen Live 2015 was extended focussing on a range of topics identified by visitors to nasen Live 2014 and intelligence gathered through nasen's day to day work. Over 75 exhibitors attended the event providing an extensive range of high quality products and resources to visitors over the two days.

We launched our new, highly anticipated, nasen website at nasen Live 2015. The new site, aside from its cleaner appearance and easier navigation, has a range of digital benefits for members such as our new and improved resources section, events pages, blog and digital archive of Special magazine. From launch at nasen Live on 20th May 2015 to December 2015 the new website achieved over 270,000 page views. These view consist of almost 36,000 individual users.

With the majority of children and young people who have special needs being educated in mainstream schools, nasen also attends a number of mainstream educational exhibitions including BETT, SEN London and the Education Show. At these events nasen performs functions such as operating the special needs information point, contributing to the seminar programme and sharing good SEND practice through the nasen exhibit.

***Strengthen existing and build new partnerships with stakeholders and update the nasen branding and image in line with revised guidance***

We have added value to sponsorship agreements through the development of new opportunities including:

- Delegate bags
- Mailshots
- Logos on websites and exhibitor stands
- Generated further exhibition opportunities at Collaborative Learning and School Inspection Training
- Email campaigns
- Social media updates

nasen retained sponsorship with B Squared and Axcis and has developed a new sponsorship relationship with Educater. We have also discussed potential future sponsorship opportunities with a number of other commercial organisations.

We have created more opportunities to work with commercial organisations using a variety of options:

- Special magazine – Advertorial and adverts
- Online advertising – Gateways and nasen
- Advertising on SEND Gateway
- Further exhibition opportunities – nasen Live, Leadership conference
- Social media
- Commercial SEND Gateway publishing

We are now targeting a wider audience reflective of the 0 – 25 age range in conjunction with the SEND code of practice.

nasen has developed mutually beneficial agreements in order to raise awareness of nasen projects, events and activities including curating at the BETT Show and the Education Show as well as promotion through news items, social media, email campaigns and advertising.

***Provide cohesive and effective leadership which meets all compliance and where possible best practice requirements and promotes good working relationships with members, Trustees, staff and wider stakeholders***

Significant levels of work have been undertaken by Trustees and staff members to embed good governance structures across the organisation. A policy review process has been established and operational policies are being reviewed effectively to agreed timescales.

A comprehensive review of the staff handbook, including all HR policies, procedures and protocols was carried out with the revised version being implemented to strengthen our commitment to the promotion of good work practices within the office environment.

During the year a review of all job profiles was carried out in order to inform the implementation of a salary benchmarking process to ensure staff are reimbursed at market levels.

#### **Funded Projects**

In March 2015 nasen completed the second year of our government voluntary grant funded project following on from the successful development and launch of SEND Gateway in 2014. Interest in the Gateway has been high since its launch, over 124,000 visitors making more than 455,000 individual page views.

nasen successfully obtained further funding from the Department for Education (DfE) England in order to design and deliver a free offer of online SEND CPD for teachers, practitioners and tutors covering the 0 -25 years age range. The aim of the training is to support users to better meet the requirements of providing high quality teaching as the first response to identifying and meeting the needs of children and young people. 'Focus on SEND' is based on sound principles, identified by research, of what constitutes effective CPD for teachers and is designed to use the graduated approach of assess, plan, do, review as the process to develop reflective practice.

Scheduled to go live at the end of March 2016, this training has been developed in response to the recognised need to support the development of the teaching workforce in better meeting the range of needs which are presenting in the mainstream classroom. Linking the key principles within the SEND Code of Practice to high quality teaching, it is a first step for education professionals in developing their approach towards more robust universal provision.

In order to ensure that our Focus on SEND training is taken up and used effectively in schools and settings, there was an identified need to support SENCOs and school leaders to work strategically on teacher development in SEND. To meet this need nasen held four conferences in 2015 which were free to members and aimed to promote a process for school improvement in SEND which explored effective teacher CPD and how our online training could be used. A further two such events were held in January and February 2016.

#### **Other Activities**

In addition to these core objectives for the year nasen involved itself in a number of other activities which support the work of the charity. The limited branch structure allows our members access to local and low cost professional development events which also act as an excellent forum for networking and the exchange of ideas and good practice. The success of this area of nasen's activity is very much influenced by and linked to the number of volunteers that are willing and able to support the local Branch network.



During the course of 2015 nasen has met with a wide range of agencies/organisations to ensure that the voice of special educational needs is heard in as many different forums as possible, including, but not limited to:

- Department for Education England
- Department of Education (Northern Ireland)
- Education Scotland
- National Association of Independent Schools and Non-Maintained Special Schools
- National SEND Forum
- The Communication Trust
- The Autism Education Trust
- The Dyslexia/SpLD Trust
- Ambitious about Autism
- National Association of Head Teachers
- Special Education Consortium
- Council for Disabled Children/NCB
- SEND Support & Advisory Group
- National Network of Parent/Carer Forum
- Association of Colleges
- SEN Policy Research Forum
- SEND Advisory Board (SENDAB)

## Plans for 2016

The operational targets identified for 2016 are identified below along with the achievement measures the organisation applies on which to measure success and impact.

### ***To deliver outstanding training and professional development for SEND professionals***

- Identifying educational priorities so that training and professional development is both relevant and impactful.
- Widening access to training opportunities through the use of technology.
- Embedding rigorous quality assurance processes to ensure the quality of nasen professional development is sector-leading.

### ***To commission and publish high quality research, information, advice and guidance for SEND professionals***

- Providing regular newsletters to update nasen members on policy changes and providing practical implementation advice when appropriate.
- Reviewing the content and format of Special to ensure it is responsive to the needs of nasen's growing membership.
- Continuing to grow the circulation and distribution of nasen's three journals: British Journal of Special Education, Journal of Research in Special Educational Needs and Support for Learning.

### ***To provide a national and international voice for a growing nasen membership***

- Consulting with members and key stakeholders to further enhance nasen membership through a differentiated offer.
- Targeted recruitment campaigns to grow the number of members, with dedicated campaigns for Northern Ireland and Scotland.
- Regularly gathering the views of nasen members and ensuring those voices are heard at the highest levels.

### ***To offer SEND consultancy services, including high level policy reform and bespoke professional development***

- Offering a bespoke professional development service for schools and Local Authorities.
- Horizon scanning for appropriate international consulting opportunities.
- Maintaining nasen's role as a critical friend to the Department for Education.

### ***To diversify and increase nasen's revenue streams and to control costs through efficient operational practices***

- Ensuring a broader range of revenue streams so that nasen is more resilient to change.
- Reviewing all policies, processes and procedures to ensure efficient operational practice.
- Attracting non-traditional markets towards nasen's goods and services.

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2015 (cont'd)

### FINANCIAL REVIEW

#### Financial Performance and Position

Recent years have been a time of great challenge and change within the sector. Despite this, careful stewardship of nasen's finances has seen our funds increase from £663,579 in 2010 to £1,068,897 in 2014. With the reserves policy in mind, a proportion of these funds have been reinvested in 2015 and will be again in 2016 in order to increase levels of service and resources to our members and other stakeholders.

It is acknowledged that this increased spending will result in further reserves being utilised, but do so with the medium term objective in mind of increasing both our income and level of charitable activity.

This standpoint is directly reflected in the accompanying financial statements which show net outgoing resources for 2015 of £130,450. Total unrestricted resources expended in 2015 have increased by £171,723 to £908,459 reflecting significant commitments to expenditure in the following ways:

The Inclusive and Supportive Education Congress (ISEC) (£15,378) - for many years nasen has supported this event which takes place once every five years. ISEC brings together people from around the world to share good practice in inclusive education. The congress in Lisbon was the eighth in the series and the first to be held outside the UK. Attendance by some of our members meant that it was a membership benefit directly for them in terms of extending their thinking through professional development and also for our wider membership through subsequent articles in Special magazine. For nasen staff, the event offered opportunities for CPD (for example a greater understanding of the wider context for inclusion and SEND), links to other key figures in SEND and potential networking.

Website and IT Development (£30,913) – we have continued to invest in this area and although there is still more work to be done we are more able to offer members and non-members alike a much more interactive experience, providing a range of additional electronic resources. Work on our internal systems means we are also able to offer higher levels of service and back-office support.

Collaborative Learning for SEN: The Role of the SENCO - free conferences for members including associated resources: guidance, poster, webcast, workbook - (£12,000).

CLDD materials update (£11,800) - used predominantly within the Special Schools sector and for teacher training in higher education institutions, these materials are reportedly very well regarded. For these users, the materials need to remain fit for purpose. As the first module within the materials is the SEND legislative context and given that there is now a different SEND Code of Practice from when it was originally written, there was a pressing need to update this module.

We have also strengthened our staff team, increasing the average number of employees over the year from nine to thirteen resulting in an increase in staff costs of £99,675 to £417,348. This increase in capacity will enable us to offer further support to members, equip us to better respond to the increasing demand for bespoke provision and deliver a wider range of services to the full breadth of the sector.

Total incoming resources for the year fell from £1,387,035 to £1,151,310. Much of the fall is explained by a decrease in grant funding received from the DfE from £547,812 to £365,403.

Unrestricted incoming resources have also fallen but to a lesser extent from £839,223 to £778,009. Decreases in income from publication sales, conference bookings and advertising sales were offset by increases in income from membership and electronic journal subscriptions. Particularly pleasing is the 27% increase in membership subscription income £299,943 despite subscription rates being held for the fourth consecutive year.



## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2015 (cont'd)

### Designated Funds

Funds we have designated for specific purposes at 31 December 2015 together with activity in funds we had designated during the previous twelve months are as follows:

Fund	Amount	Purpose & Activity
Branch Activities (funds held by branches)	£14,941	To be utilised by Branches to further nasen's aims and objectives.
SEC	£nil	The Special Education Consortium (SEC) is an umbrella organisation for SEN and disability voluntary groups discussing current SEND issues and legislation.
		2015 - £1,500 grant made

### Reserves

The Trustees review the reserves policy annually and aim to maintain reserves at the level of the forthcoming year's support costs having due regard to uncertainties relating to future levels of external grant funding.

As at 31 December 2015 nasen held total funds of £938,447, of these funds:

- £14,941 is held in branch bank accounts and therefore designated for their use.
- £214,462 can only be realised by disposing of tangible fixed assets.
- £709,044 is held as reserves.

Although slightly lower than the amount prescribed under the policy, the Trustees are satisfied that the balance of reserves held at 31 December 2015 is sufficient and in line with the charity's reserves policy.

### Investment Policy and Performance

The Trustees have the power to invest in such assets as they see fit.

It is the policy of the Trustees that any surpluses of liquid funds are invested in instant access and short term bank deposit accounts.

### Financial outlook

The Trustees have agreed a new strategy that includes plans to secure sustainable financial growth to fund our objectives and maximise the positive impact we are able to have on the lives of children and young people with SEN.

Our budgets, forecasts and plans continue to take into account the challenges, threats and opportunities of the external market conditions and aim at continuing to maintain a balanced operational and financial position.

### Going Concern

After making appropriate enquiries, the board of trustees has a reasonable expectation that nasen has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Statement of Accounting Policies.



## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2015 (cont'd)

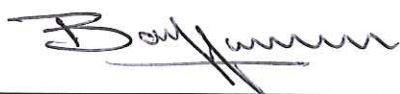
### Statement as to Disclosure of Information to Auditors

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being needed by the auditor in connection with preparing their report,
- the trustees, having made enquiries of fellow directors and the auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by the board of trustees on 6 May 2016

And signed on its behalf by S Bajdala-Brown (Chair of Trustees)



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## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS FOR THE YEAR ENDED 31 DECEMBER 2015**

We have audited the financial statements of The National Association for Special Educational Needs (nasen) for year ended 31 December 2015, which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard Applicable in the UK and Republic of Ireland" and the Charities SORP FRS 102.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees' and auditor**

As explained more fully in the Statement of Trustees' Responsibilities on page 4, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 "The Financial Reporting Standard Applicable in the UK and Republic of Ireland" and the Charities SORP FRS 102;
- have been prepared in accordance with the requirements of the Companies Act 2006.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS FOR THE YEAR ENDED 31 DECEMBER  
2015 (cont'd)**

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



**Malcolm Winston**  
**Senior Statutory Auditor**  
**UHY Hacker Young (Birmingham) LLP, Statutory Auditor**  
**9-11 Vittoria Street**  
**Birmingham**  
**B1 3ND**

**6 May 2016**



# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2015

	Note	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Total Funds 2015 £	Total Funds 2014 £
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income	2	23,146	-	23,146	31,825
Investment income	3	4,626	-	4,626	2,040
Incoming resources from charitable activities	4	750,237	373,301	1,123,538	1,353,170
<b>Total incoming resources</b>		<b>778,009</b>	<b>373,301</b>	<b>1,151,310</b>	<b>1,387,035</b>
<b>Resources expended</b>					
Costs of generating voluntary income	5	12,405	-	12,405	19,179
Charitable activities	6	785,259	373,301	1,158,560	1,183,960
Governance costs	7	110,795	-	110,795	81,409
<b>Total resources expended</b>		<b>908,459</b>	<b>373,301</b>	<b>1,281,760</b>	<b>1,284,548</b>
<b>Net (expenditure)/income and net movement in funds for the year</b>		<b>(130,450)</b>	<b>-</b>	<b>(130,450)</b>	<b>102,487</b>
Total funds brought forward		1,068,897	-	1,068,897	966,410
<b>Total funds carried forward</b>		<b>938,447</b>	<b>-</b>	<b>938,447</b>	<b>1,068,897</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

**BALANCE SHEET AS AT 31 DECEMBER 2015**

		2015		2014	
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	12		214,462		202,495
<b>Current assets</b>					
Stocks	13	-		2,660	
Debtors	14	356,131		233,211	
Cash at bank	15	758,317		981,305	
Cash in hand		589		379	
Branch net assets	17	14,941		14,924	
		<u>1,129,978</u>		<u>1,232,479</u>	
<b>Liabilities</b>					
Creditors: Amounts falling due within one year	18	<u>(405,993)</u>		<u>(365,175)</u>	
<b>Net current assets</b>			723,985		867,304
<b>Total assets less current liabilities</b>			<u>938,447</u>		<u>1,069,799</u>
Creditors: Amounts falling due after more than one year	19		-		(902)
<b>Net assets</b>			<u><u>938,447</u></u>		<u><u>1,068,897</u></u>
<b>The funds of the charity</b>					
Unrestricted income funds	24		<u><u>938,447</u></u>		<u><u>1,068,897</u></u>

The trustees have prepared accounts in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

Approved by the Board of Trustees on 6 May 2016  
and signed on its behalf by

  
.....  
**S Bajdala-Brown - Chair of Trustees**

The notes on pages 18 to 29 form part of these financial statements



# STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2015

## RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH (OUTFLOW)/INFLOW FROM OPERATING ACTIVITIES

	2015	2014
	£	£
Net (expenditure)/income	(130,450)	102,487
Investment income	(4,626)	(2,040)
Interest payable and similar charges	235	235
Depreciation	21,482	15,528
Decrease/(increase) in stocks	2,660	(2,105)
(Increase)/decrease in trade debtors	(80,502)	28,428
Decrease/(increase) in other debtors	1,683	(537)
(Increase)/decrease in prepayments and accrued income excluding interest receivable	(44,101)	26,346
Increase in deferred membership subscriptions income	34,617	33,610
(Decrease) in other deferred income	(1,591)	(29,715)
Increase/(decrease) in trade creditors	9,532	(695)
Increase in other creditors	3,442	4,891
Increase/(decrease) in social security and other taxes	1,846	(8,738)
(Decrease)/increase in accruals	(6,727)	20,577
<b>Net cash (used in)/provided by operating activities</b>	<b>(192,500)</b>	<b>188,272</b>

## CASH FLOWS FROM INVESTING ACTIVITIES

	2015	2014
	£	£
Interest receivable	4,626	2,040
Purchases of tangible fixed assets	(33,449)	(6,251)
<b>Net cash used in investing activities</b>	<b>(28,823)</b>	<b>(4,211)</b>

## CASH FLOWS FROM FINANCING ACTIVITIES

	2015	2014
	£	£
Interest payable	(235)	(235)
Repayment of finance lease obligations	(1,203)	(1,204)
Cash withdrawn from short term deposit	-	-
<b>Net cash used in financing activities</b>	<b>(1,438)</b>	<b>(1,439)</b>

	2015	2014
	£	£
<b>Net (decrease)/increase in cash and cash equivalents</b>	<b>(222,761)</b>	<b>182,622</b>
Cash and cash equivalents at the beginning of the year	996,608	813,986
<b>Cash and cash equivalents at the end of the year</b>	<b>773,847</b>	<b>996,608</b>

## MANAGEMENT OF LIQUID RESOURCES

Fixed term bank investment accounts of less than one year are categorised as liquid resources.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

### 1 ACCOUNTING POLICIES

#### **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 (FRS 102) (effective 1 January 2015) - Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### **Reconciliation with Previous Generally Accepted Accounting Practice**

This is the first financial year the charitable company has presented its financial statements in accordance with FRS 102 and the Charities SORP FRS 102. In preparing the financial statements the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102, the reinstatement of comparative items was required. The transitional date was 1 January 2014.

In accordance with FRS 102 and the Charities SORP FRS 102 a reconciliation of opening balances is provided in note 27 to the financial statements.

#### **Going Concern**

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

#### **Incoming resources**

Incoming resources have been included in the financial statements on the following bases:

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Membership subscriptions - membership subscriptions paid to nasen are payable for one year in advance, commencing at the beginning of the month in which the member applies. During the year the charitable company received subscriptions for years ending during 2016. Whilst the income is recognised upon receipt, the proportion of the subscription relating to periods after 31 December 2015 has been deferred and will be included in income in the year ended 31 December 2016.

Publications - income from sales of publications is included in the financial statements when the publication is despatched. Income from grant-funded publications is included in the financial statements when the conditions upon which the grant becomes payable are fulfilled. Royalty income is recognised in the financial year in which publications are sold by nasen's publishing partners.

Journals - subscriptions/royalties for journals are payable in advance for varying periods throughout the year. Whilst the income is recognised upon receipt, the proportion of the subscription/royalty relating to journals produced after 31 December 2015 has been deferred and will be included in income in the year ended 31 December 2016.

Conferences - income from grant-funded conferences is included in the financial statements when the conditions upon which the grant becomes payable are fulfilled. Income from non-grant-funded conferences is included in the financial statements on the date the conference is run. Amounts received in 2015 for 2016 conferences have been deferred and will be included in income in the year ended 31 December 2016.



## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015 (cont'd)

### 1 ACCOUNTING POLICIES (continued)

Exhibitions and events - income from exhibitions and other events is included in the financial statements on the date of the event.

Consultancy - income from consultancy projects is included in the financial statements on the date the project is completed. Amounts received in 2015 where the project will not be carried out until 2016 have been deferred and will be included in income in the year ended 31 December 2016.

Online knowledge portal - income from grant-funded online knowledge portal is included in the financial statements when the conditions upon which the grant becomes payable are fulfilled.

Other income - all other income is included in the financial statements when the amount and entitlement to the income can be measured with reasonable certainty.

#### Resources expended

Resources expended have been included in the financial statements when an obligation to transfer value to a third party has been entered into. Unless there is an earlier legal obligation, donations and grants are included on the date of payment.

Resources expended have been allocated in the Statement of Financial Activities as follows:-

- Costs of generating voluntary income - all expenditure directly and indirectly associated with administering voluntary income.
- Charitable activities - all expenditure directly and indirectly associated with meeting the objectives of the charitable company.
- Governance costs - all expenditure relating directly or indirectly to the general running of the charitable company.

Support costs include all head office and committee expenses. These have been allocated to activity cost categories based on estimated time expended in each area.

#### Tangible fixed assets

Individual tangible fixed assets costing more than £500 are capitalised at their historical cost.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter:

- |                      |     |
|----------------------|-----|
| ● Freehold property  | 1%  |
| ● Office equipment   | 20% |
| ● Computer equipment | 33% |

#### Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### Restricted funds

Restricted funds relate to grants received which can only be applied for a specific purpose.

#### Designated funds

Designated funds are amounts which have been set aside out of unrestricted funds to be utilised for specific purposes. The purpose of the designations is to identify that portion of unrestricted funds that has been non-contractually committed. Where funds are designated but, due to a change in circumstances, are never utilised for the designated purpose, they are transferred back to the general fund.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015 (cont'd)

### 1 ACCOUNTING POLICIES (continued)

#### **Irrecoverable VAT**

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

#### **Leasing commitments**

Assets obtained under finance leases are capitalised in the balance sheet and depreciated over the lease term. The interest element of these obligations is charged as expenditure over the relevant period.

Rentals paid under operating leases are charged as expenditure as incurred.

#### **Branches**

These accounts incorporate all branch funds and assets as required by the constitution.

#### **Pensions**

The charitable company operates a defined contribution pension scheme. Contributions payable for the year are included in resources expended.



**2 VOLUNTARY INCOME**

	Unrestricted Funds	Restricted Funds	Total 2015	Total 2014
	£	£	£	£
Gift aid donations received	18,632	-	18,632	25,628
Gift aid taxation	4,514	-	4,514	6,197
	<u>23,146</u>	<u>-</u>	<u>23,146</u>	<u>31,825</u>

**3 INVESTMENT INCOME**

	Unrestricted Funds	Restricted Funds	Total 2015	Total 2014
	£	£	£	£
Bank interest	4,623	-	4,623	2,037
Bank interest receivable by branches	3	-	3	3
	<u>4,626</u>	<u>-</u>	<u>4,626</u>	<u>2,040</u>

**4 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds	Restricted Funds	Total 2015	Total 2014
	£	£	£	£
Membership subscriptions	299,943	-	299,943	236,465
Publications	16,973	33,546	50,519	131,387
Journals	145,102	-	145,102	180,353
Conferences	100,791	25,540	126,331	298,819
Exhibitions and events	152,790	-	152,790	172,009
Consultancy	23,705	-	23,705	10,633
Online knowledge portal	-	314,215	314,215	305,970
Branch activities	6,493	-	6,493	7,199
Other	4,440	-	4,440	10,335
	<u>750,237</u>	<u>373,301</u>	<u>1,123,538</u>	<u>1,353,170</u>

**5 COSTS OF GENERATING VOLUNTARY INCOME**

	Direct Charitable Expenditure	Support Costs	Grant making	Total 2015	Total 2014
	£	£	£	£	£
Donations	<u>587</u>	<u>11,818</u>	<u>-</u>	<u>12,405</u>	<u>19,179</u>

## 6 CHARITABLE EXPENDITURE

	Direct Charitable Expenditure	Support Costs	Grant Making	Total 2015	Total 2014
	£	£	£	£	£
<b>Unrestricted funds</b>					
Membership	9,447	168,368	-	177,815	176,960
Publications	9,402	21,154	-	30,556	32,874
Journals	90,884	65,580	-	156,464	160,665
Conferences	75,752	104,606	-	180,358	97,747
Exhibitions and events	120,548	102,369	-	222,917	146,634
Consultancy	8,453	240	-	8,693	10,398
Branch activities	6,956	-	-	6,956	8,559
Third party support	-	-	1,500	1,500	2,311
Total unrestricted funds	321,442	462,317	1,500	785,259	636,148
<b>Restricted funds</b>					
Publications	24,645	8,901	-	33,546	59,742
Conferences	9,506	16,034	-	25,540	182,100
Online knowledge portal	139,699	174,516	-	314,215	305,970
Total restricted funds	173,850	199,451	-	373,301	547,812
Total charitable expenditure	495,292	661,768	1,500	1,158,560	1,183,960

## 7 ALLOCATION OF SUPPORT COSTS

	Officer and Advisory Group Expenses	Staff Costs	Establishm't Costs	Exhibitions and Marketing	Information Technology Costs
	£	£	£	£	£
Allocated to direct charitable expenditure:					
Membership	4,993	47,812	11,318	34,298	27,175
Publications - unrestricted funds	6,209	7,919	281	851	674
Publications - restricted funds	-	6,262	290	769	631
Journals	2,296	28,617	3,554	10,771	8,535
Conferences - unrestricted funds	4,993	53,734	4,176	12,655	10,027
Conferences - restricted funds	-	11,290	364	965	791
Exhibitions and events	-	68,212	3,054	9,255	7,333
Consultancy	-	-	-	-	-
Online knowledge portal - restricted funds	-	133,832	4,476	11,860	9,728
Branch activities	-	-	-	-	-
Total allocated to direct charitable expenditure	18,491	357,678	27,513	81,424	64,894
Allocated to voluntary income	-	3,882	703	2,131	1,688
Allocated to governance costs	16,709	53,324	3,320	-	1,957
	35,200	414,884	31,536	83,555	68,539



**7 ALLOCATION OF SUPPORT COSTS (continued)**

	Legal, Professional and Consultancy £	Membership Administ'r'on £	Office Costs £	Total 2015 £	Total 2014 £
Allocated to direct charitable expenditure:					
Membership	3,703	5,113	33,956	168,368	166,282
Publications - unrestricted funds	3,933	-	1,287	21,154	22,709
Publications - restricted funds	196	67	686	8,901	25,838
Journals	-	-	11,807	65,580	81,011
Conferences - unrestricted funds	-	-	19,021	104,606	59,722
Conferences - restricted funds	246	85	2,293	16,034	54,432
Exhibitions and events	3,933	-	10,582	102,369	45,755
Consultancy	-	-	240	240	2,212
Online knowledge portal - restricted funds	3,026	1,040	10,554	174,516	67,465
Branch activities	-	-	-	-	1,106
Total allocated to direct charitable expenditure	15,037	6,305	90,426	661,768	526,532
Allocated to voluntary income	230	1,023	2,161	11,818	18,022
Allocated to governance costs	17,850	-	17,635	110,795	81,409
	<u>33,117</u>	<u>7,328</u>	<u>110,222</u>	<u>784,381</u>	<u>625,963</u>

**8 INCOMING RESOURCES - DEFERRED INCOME**

Incoming resources where there is an element of deferred income are as follows:-

	Membership Subscriptions £	Journals £	Conferences £	Exhibitions and Events £
Deferred income at 1 January 2015				
and released to incoming resources	(130,262)	(75,854)	(30,203)	(29,144)
Income received in year	265,326	142,239	135,581	147,994
Deferred income at 31 December 2015	164,879	78,717	20,953	33,940
Incoming Resources (note 4)	<u>299,943</u>	<u>145,102</u>	<u>126,331</u>	<u>152,790</u>

The reasons for deferring income are shown in note 1 to these financial statements.

**9 STAFF****a. Staff Numbers**

The average number employees during the year was as follows:-

	2015 No	2014 No
Administration	<u>13</u>	<u>9</u>

**b. Staff Costs**

The aggregate payroll costs of these persons were as follows:-

	2015 £	2014 £
Wages and salaries	361,666	275,982
Social security costs	34,518	26,092
Pension costs	21,164	15,599
	<u>417,348</u>	<u>317,673</u>

**9 STAFF (continued)****c. Higher Paid Staff**

Information regarding employees receiving emoluments exceeding £60,000 during the year:-

	2015 No	2014 No
Number of employees receiving emoluments between £60,000 and £70,000	-	1
Number of employees to whom retirement benefits are accruing under defined contribution pension schemes	-	1
	£	£
Pension contributions paid for the provision of a defined contribution scheme	-	3,600

No Trustee received any emoluments from the charitable company (2014 - £Nil).

**d. Key Management Personnel**

The key management personnel of the charitable company comprise the trustees and the senior management team as listed on page 30. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the charitable company was £198,986 (2014: £186,238).

**10 MOVEMENT IN TOTAL FUNDS FOR THE YEAR**

	2015 £	2014 £
Movement in total funds for the year is stated after charging/(crediting):		
Depreciation of tangible fixed assets - owned	20,279	14,325
Depreciation of tangible fixed assets - finance leases	1,203	1,203
Auditors' remuneration - audit work	9,500	15,000
Auditors' remuneration - non audit work	-	1,630
Expenses reimbursed to 10 trustees (2014 - 9)	13,718	9,619

The expenditure reimbursed to Trustees relates to travel and subsistence costs incurred whilst on nasen business.

**11 INTEREST PAYABLE AND SIMILAR CHARGES**

	2015 £	2014 £
Finance lease interest	235	235

**12 TANGIBLE FIXED ASSETS**

	Freehold Property £	Office Equipment £	Computer Equipment £	Total £
<b>Cost</b>				
At 1 January 2015	220,967	63,488	58,528	342,983
Additions	-	9,500	23,949	33,449
Disposals	-	-	-	-
At 31 December 2015	220,967	72,988	82,477	376,432
<b>Depreciation</b>				
At 1 January 2015	41,989	56,648	41,851	140,488
Charge for the year	2,210	4,038	15,234	21,482
Disposals	-	-	-	-
At 31 December 2015	44,199	60,686	57,085	161,970
<b>Net book value</b>				
At 31 December 2015	176,768	12,302	25,392	214,462
At 31 December 2014	178,978	6,840	16,677	202,495



**12 TANGIBLE FIXED ASSETS (continued)**

Fixed assets included in the above which are held under finance leases are as follows:

	Office Equipment £
<b>Cost</b>	
At 1 January 2015	6,016
Additions	-
Disposals	-
At 31 December 2015	<u>6,016</u>
<b>Depreciation</b>	
At 1 January 2015	3,910
Charge for the year	1,203
Disposals	-
At 31 December 2015	<u>5,113</u>
<b>Net book value</b>	
At 31 December 2015	<u>903</u>
At 31 December 2014	<u>2,106</u>

**13 STOCKS**

	2015 £	2014 £
Publications stock	<u>-</u>	<u>2,660</u>

**14 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015 £	2014 £
Trade debtors	139,457	58,955
Other debtors	4,500	6,183
Prepayments and accrued income	212,174	168,073
	<u>356,131</u>	<u>233,211</u>

**15 CASH AT BANK**

	2015 £	2014 £
Current accounts	80,575	154,861
Instant access deposit accounts	427,742	576,444
Fixed term investment accounts	250,000	250,000
	<u>758,317</u>	<u>981,305</u>

**16 MANAGEMENT OF LIQUID RESOURCES**

Fixed term bank accounts of less than 1 year are categorised as liquid resources.

**17 BRANCH NET ASSETS**

	Branch Funds at 31.12.2014 £	Net Surplus/ (Deficit) for the Year £	Branch Funds at 31.12.2015 £
Coventry and Warwickshire	3,827	-	3,827
Derby and Nottingham	2,861	(1,075)	1,786
Milton Keynes	472	(472)	-
Northern Ireland	2,777	1,800	4,577
South Humberside	1,849	-	1,849
Tyneside	404	-	404
Wirral	2,734	(236)	2,498
Total branch funds	<u>14,924</u>	<u>17</u>	<u>14,941</u>

**18 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015 £	2014 £
Deferred membership subscriptions income	164,879	130,262
Other deferred income	133,610	135,201
Finance leases (see note 22)	902	1,203
Trade creditors	46,653	37,121
Other creditors	9,768	6,326
Taxation and social security	19,899	18,053
Accruals	30,282	37,009
	<u>405,993</u>	<u>365,175</u>

**19 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2015 £	2014 £
Finance leases (see note 22)	-	902

**20 TAXATION**

No taxation is payable for the current or previous financial year as all surpluses arise from activities furthering the charitable objects of the charitable company and are utilised for charitable purposes, therefore leading to exemption from taxation.

**21 CONSTITUTION**

The charitable company is limited by guarantee and does not have a share capital.



**22 OBLIGATIONS UNDER LEASING ARRANGEMENTS**

	<b>Finance leases</b>	
	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Gross obligations repayable:		
Within one year	1,079	1,438
Between one and five years	-	1,079
	<u>1,079</u>	<u>2,517</u>
Finance charges repayable:		
Within one year	177	235
Between one and five years	-	177
	<u>177</u>	<u>412</u>
Net obligations repayable:		
Within one year	902	1,203
Between one and five years	-	902
	<u>902</u>	<u>2,105</u>

**23 RESTRICTED INCOME FUNDS**

	<b>Balance at 31.12.2014</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Transfers</b>	<b>Balance at 31.12.2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
DfE funded projects	-	365,403	365,403	-	-
ITIDE funded projects	-	7,898	7,898	-	-
	<u>-</u>	<u>373,301</u>	<u>373,301</u>	<u>-</u>	<u>-</u>

The DfE funded projects relate to grants received with the objective of developing and providing a whole-school training package that can be used in all mainstream schools to give an overview of all aspects of SEND and develop an online knowledge portal for all schools and education settings to access high quality information.

The main aim of the ITIDE project appears to be to broaden the availability and accessibility of the existing Complex Learning Difficulties materials.

## 24 UNRESTRICTED INCOME FUNDS

	£
Balance at 1 January 2015	1,068,897
Net expenditure for the year	(130,450)
Balance at 31 December 2015	<u>938,447</u>

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:-

	Balance at 31.12.2014 £	New Designations £	Funds Undesignated £	Outgoing resources £	Balance at 31.12.2015 £
Branch activities	14,924	6,496	-	6,479	14,941
SEC	1,500	-	-	1,500	-
Policy Options Group (SEN Policy Research Forum)	2,000	-	2,000	-	-
	<u>18,424</u>	<u>6,496</u>	<u>2,000</u>	<u>7,979</u>	<u>14,941</u>

The branch activities fund is monies held in bank accounts operated by the branch to be utilised for their day-to-day operations.

The SEC fund is an amount set aside to provide support during 2015 to the Special Education Consortium, an umbrella organisation for leading SEN and disability voluntary groups discussing current SEND issues and legislation.

The Policy Options Group (SEN Policy Research Forum) fund is an amount set aside to provide support during 2015 to the Policy Options Group (SEN Policy Research Forum), an external think tank on issues of policy in the field of SEND.

## 25 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 December 2015 are represented by:

	General Funds £	Designated Funds £	Restricted funds £	Total Funds £
Tangible fixed assets	214,462	-	-	214,462
Current assets	1,115,037	14,941	-	1,129,978
Current liabilities	(405,993)	-	-	(405,993)
	<u>923,506</u>	<u>14,941</u>	<u>-</u>	<u>938,447</u>

## 26 RELATED PARTY TRANSACTIONS

The following related party transactions took place in the period of account:

- *Royal Mencap Society* - exhibitors at nasen LIVE 2015. The transaction amounted to £500. There were no amounts outstanding at 31 December 2015.
- *Whitefield Academy Trust* - have membership with nasen and receive online journals. Jane Friswell also spoke at the Academy Trust. The income & expenditure transactions totalled £737. There were no amounts outstanding at 31 December 2015.
- *The Educational Guidance Service Limited* - exhibitors at nasen LIVE 2015. The transactions totalled £930. There were no amounts outstanding at 31 December 2015.

All transactions were conducted at arm's length, in accordance with nasen's normal procurement procedures and with Charities SORP (FRS 102).



**27 EXPLANATION OF TRANSITION TO FRS 102**

This is the first financial year the charitable company has presented its financial statements in accordance with FRS 102 'The Financial Reporting Framework Applicable in the UK and Republic of Ireland' (FRS 102) and the Charities SORP FRS 102. For financial years up to and including the year ending 31 December 2014, the company prepared its financial statement in accordance with old UK GAAP.

The charitable company's date of transition to FRS 102 is therefore 1 January 2014. This note set out the changes to accounting policies and the transitional adjustments that are required to be made for first-time transition to FRS 102. The company's opening fund position as at 1 January 2014 and its previously published financial statements for the year ended 31 December 2014 have been restated from old UK GAAP.

In carrying out the transition to FRS 102, the charitable company has not applied any of the optional exemptions as permitted by section 38 transition to this FRS.

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102, the restatement of comparative items was required.

At the date of transition no restatements were required. In accordance with the requirements of FRS 102 a reconciliation of opening balances is provided.

	As at 1 January 2014 £	As at 31 December 2014 £
Fund balances as previously stated	966,410	1,068,897
Fund balances as restated	<u>966,410</u>	<u>1,068,897</u>

	Year Ending 31 December 2014 £
Net income as previously stated	102,487
Net income as restated	<u>102,487</u>

## REFERENCE AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 DECEMBER 2015

Name: The National Association for Special Educational Needs (nasen)  
Registered Company Number: 2674379 (England and Wales), Company limited by guarantee  
Registered Charity Number: 1007023  
Registered Office: nasen House  
4-5 Amber Business Village  
Amber Close  
Amington  
Tamworth  
B77 4RP

Website Address: [www.nasen.org.uk](http://www.nasen.org.uk)  
E-mail: [welcome@nasen.org.uk](mailto:welcome@nasen.org.uk)

**Key Management Personnel:** Trustees and Directors

The Directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

Trustees serving during the year were as follows:

Stephen Bajdala-Brown	Chair
Richard Carpenter	Chair of Finance Committee
Elaine Colquhoun	
Trevor Daniels	
Richard Denyer	Chair of Governance Committee - resigned 28 August 2015
Agnes Donnelly	
Alex Griffiths	
Linda Redford	resigned 26 August 2015
David Ryan	Vice-Chair
Christopher Marshall	
Alison Goddard	
Dr Sue Soan	

### Senior Management Team

Dr Adam Boddison	Chief Executive appointed 4 January 2016 *
Jane Friswell	Chief Executive - resigned 31 October 2015

\* Senior Management team acted up to Chief Executive position during interim period.

Alison Wilcox	Education Development Officer
Beverley Walters	Professional Development Manager
David Roberts	Finance Manager

### Executive Team

Guy Bennett	Communications & Marketing Executive
Vacancy	Sales & Business Development Executive

### Administrative Team

Sarah Cann	Professional Development Administrator
Jane Cobby	Personal Assistant to Chief Executive
Sam Ward	Membership Administrator
Denise Upton	Accounts Administrator

### Auditors

UHY Hacker Young (Birmingham) LLP  
9-11 Vittoria Street, Birmingham, B1 3ND