

THE NATIONAL ASSOCIATION FOR SPECIAL EDUCATIONAL NEEDS (nasen)



Annual Report and Financial Statements
for the year ended 31 December 2017

Company Registration No. 02674379

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2017

Welcome from the Chair of Trustees

The landscape in which schools and settings are currently operating is arguably more challenging now than in recent history. Funding has been reduced, accountability has been increased and recruiting new teachers to the profession remains a struggle. Despite this, school leaders and teachers across the country remain dedicated to ensuring that all pupils reach their full potential.

For children and young people with SEND, it is well evidenced that their needs are becoming increasingly more complex over time. Given this increasing complexity and the challenging landscape, nasen's role as a champion, friend and protector of the nasen community is arguably more important now than ever before. This is why we have continued to invest in a range of services to support nasen members across the UK.

Our tiered membership ensures that everybody who wants it can have access to a range of benefits and resources. Our bronze membership is free and this is aligned to our values as an inclusive organisation and charity. Our silver and gold memberships provide excellent benefits and offer significant savings on professional development and access to key publications.

This year, nasen will continue to help transform the lives of children and young people with SEND and I can assure you that we will continue to campaign for everyone in our sector and provide the up to date support our members demand.

Thank you for your continued support.

Stephen Bajdala-Brown
Chair of Trustees

Message from the Chief Executive

During 2017, nasen fully implemented the tiered membership and as a result the overall membership has grown significantly. However, the financial challenges facing schools and settings means that there are a significant number of bronze (free) members. In order to sustain the valuable work of the organisation and to ensure we provide a quality membership offer, nasen has sought to broaden its revenue streams and to ensure the silver and gold membership offers represent excellent value for money.

It remains the ambition of nasen to ensure that every school in the UK becomes a nasen member so that the benefits of nasen's work can impact on as many children and young people with SEND as possible. During 2017, nasen celebrated its 25th anniversary with a special awards dinner that celebrated achievements across the full breadth of the SEND community. Looking ahead to 2018, we will continue to ensure value for money for members and to introduce a range of accredited courses to ensure a greater impact of our work across the UK.

Thank you for your continued support of nasen.

Dr Adam Boddison
Chief Executive

OUR VISION, MISSION AND VALUES

OUR VISION

To be the leading special and additional educational needs membership organisation for education professionals.

OUR MISSION

To promote the advancement and development of all individuals with special and additional educational needs.

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
- 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.

2017 marked our 25th Anniversary during which time nasen has supported all those who work with or care for children and young people with special and additional educational needs and disabilities. We continue to strive to ensure that practice for special and additional needs is both effective and current and are we are committed to providing first class professional development opportunities, the latest information, advice and guidance in order to support practitioners in identifying and meeting the needs of children and young people.

Our members across the UK 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 as we strive to meet our aspiration to be the leading special and additional educational needs membership organisation for education professionals.

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 2017 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.

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 prioritises the training needs of Trustees with a particular focus on the good governance of the Association. Trustees give their time voluntarily and receive no benefits from the charity other than 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 is accountable to the Trustee Board for his stewardship of the charity. The Chief Executive and members of 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 in Northern Ireland by a branch of local members.

Pay Policy for Senior Staff

The pay of the senior staff is reviewed annually. In view of the nature of the charity, the directors benchmark 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.

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.

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).
- 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.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)

STRATEGIC REPORT

Our strategic focus

During 2017, there was continued investment into the development of the new bronze, silver and gold membership packages, resulting in a total of 7891 members by the end of 2017. The bronze level of membership was available for free in line with nasen's inclusive values and at the gold level of membership additional digital benefits were introduced, including webinars and webcasts. A targeted recruitment campaign was launched to secure membership at Multi-Academy Trust level alongside broadening of the membership base to include more early years professionals and teaching assistants.

Multiple professional development conferences were run in both Northern Ireland and Wales and for the first time nasen Live was hosted at the International Convention Centre in Birmingham. nasen Live was formally opened by Prof Stephen Hawking (via video) and by Stuart Miller (Deputy Director for SEND at the Department for Education).

The year 2017 marked the 25th anniversary since nasen's inception. During this special year, nasen appointed two new patrons, Prof Stephen Hawking and Fiona Millar. This important milestone in nasen's history was also marked by the relaunch of the nasen Awards. The awards were hosted at the Museum of London and they formally recognised the contribution of a broad range of professionals to effective SEND provision in schools across the country.

The journals publishing contract was retendered and a 5-year contract was awarded to Wiley-Blackwell. The nasen book series contract with Routledge was relaunched as Spotlight and the rebranded nasen Connect published six editions that were well-received by members and resulted in a greater level of membership engagement.

In relation to sponsorship, nasen's existing relationships with Axcis, GL Education and Educater continued successfully during 2017. The sponsorship contract from Educater came to an end towards the end of 2017 and Nisai Group was identified as the new sponsor from 2018 onwards.

nasen's relationship with the Department for Education was strengthened during 2017 through contribution to three separate DfE contracts. The first was an extension of nasen's strategic partnership with the London Leadership Strategy as part of the Whole School SEND consortium. In this contract, nasen was tasked to deliver 400 examples of best practice in SEND and to publish them on the SEND Gateway. The second was a contract to support the development of the workforce for SEND in the early years. This included the creation of miniguides, webcasts and training resources. Lastly, nasen secured funding from the Department for Education to support a formal partnership with Lind Associates in relation to a programme for SEND Casework Officers accredited by Pearson.

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.

2017 Objectives & Achievements

In last year's Annual Report and Financial Statements we set out five key objectives for the 2016 financial year:

1. *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.

nasen has provided a range of face-to-face and online training throughout 2017. The traditional January Leadership Conference was amalgamated into nasen Live which was itself successfully moved to the ICC in Birmingham with feedback from the 380 delegates and exhibitors in attendance being overwhelmingly positive.

Smaller face-to-face conferences were also held but proved challenging to fill primarily as a result of tightening school budgets and difficulties in schools releasing staff for CPD during school hours. Beginning a move to being able to offer more accredited and certified courses, nasen has invested in training one of its Education Team as an instructor for Mental Health First Aid (MHFA) training, through MHFA England. This means that nasen is now able to offer the two day Youth Mental Health First Aider course across the country.

Throughout 2017, the Education Team have developed a broad range of free early years SEND resources as part of a DfE contract. These resources are freely available to download from the nasen website once individuals have registered with nasen.

During 2017, the modernisation of nasen's training, consultancy and CPD offer has continued with the embedding of webinars and webcasts into the traditional mix of conferences and events. The team has spoken at numerous events around the country, delivering seminars, keynotes and workshops and raising the profile of nasen.

Across 2017 the Education Team created, recorded and released nasen's first scheduled webcasts specifically for Gold and Silver members. Although within the operational plan for the year there were 6 webcasts, this was exceeded, with the team producing 11 across topics such as assessment, school self-evaluation and effective use of interventions. The team also produced 20 additional webcasts for early years' professionals as part of the DfE contract. Analytics show that there have been over 3000 visitors viewing our webcasts this year.

Another new benefit of membership for 2017 was the introduction of 6 webinars across the year. These live events were written, designed and delivered by the Education Team on subjects such as universal classroom provision for SEND/ALN, Person-centred working and SEMH and were exclusively for our Gold members. Silver members have access to the slides and, in addition, Gold members have access to the full recordings. Analytics show that around 600 visitors have viewed our webinar resources this year. The team also held one open webinar for which participants could pay and which was targeted at school support staff, offering practical advice on interventions.

The online Focus On SEND training continues to be popular with around 7500 registrations to date. Within this around 4300 people are part-way through the course and around 1600 have fully completed the course.

The SEND Gateway now includes a facility for schools to share their own effective practice for SEND through the submission of examples of what works in their own context. This sits within a new section of the Gateway which was designed to encourage a more strategic and targeted approach to the use of the Gateway. This was developed through a collaborative process; the nasen team worked alongside current and potential users of the Gateway, to make sure it was fit for purpose. There are more than 400 examples of effective practice for SEND shared by schools. The number of organisations publishing resources and information on the Gateway has increased. This renewed focus on and fresh development of the SEND Gateway proved popular with the number of new visitors rising by around 55%. nasen has offered a range of face-to-face and online training throughout 2017. The traditional January Leadership Conference was amalgamated into nasen Live which was itself successfully moved to the ICC in Birmingham with feedback from the 380 delegates and exhibitors in attendance being overwhelmingly positive.

2. To 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 our membership magazine together with a relaunch to ensure it is responsive to the needs of nasen's members.
- 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.

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

Nasen's partnership with Wiley-Blackwell continued in 2017, The British Journal of Special Education (BJSE), Support for Learning (SUFL) and Journal of Research in Special Educational Needs (JORSN) 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 international profile, impact and global usage of the three journals continues to grow – more than 500,000 articles were downloaded during 2017 and access to current nasen content now extends to more than 14,000 institutions throughout the world.

Access to all three journals is now embedded in our silver and gold membership packages ensuring our members receive access to the vast range of articles available but also that the content of the journals is informed by the voice of our membership.

The nasen series of miniguides continues to expand. New guides on post-16 transition, medical needs and nurture groups are currently in development. These are valued by nasen members and non-members and are one of the most downloaded resources on the nasen website.

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. The Routledge contract was recently reviewed and the partnership was relaunched with a new look and feel.

Following a significant review during 2016 nasen Connect (formerly Special magazine) was launched in January 2017 with a completely new look and feel. Feedback from members suggests the changes were welcome and have professionalised the magazine. Working the new publishers (Headlines), nasen is engaged in regular reflection on the quality, style and content of the magazine.

3. 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 Wales, Northern Ireland and Scotland.
- Regularly gathering the views of nasen members and ensuring those voices are heard at the highest levels.

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 educational professionals, students and parents. Organisational members include schools, colleges, early years settings as well as other groups working within the field and such membership allows all members of staff to receive the benefits of membership.

The tiered structure of membership (bronze/silver/gold) has generally been well received by members with the content receiving positive feedback.

The total number of nasen members at 31 December 2017 was 7,891, an increase of 3,696 (88%) compared with 2016. Take up of our bronze level membership has been particularly pleasing and has significantly boosted our total membership number and has allowed more people to nasen to receive some of the benefits of nasen membership without cost being a barrier.

Over 2017 we have surveyed our members and responded to national consultations including that on high needs funding.

Building on our work in the 'four nations' our ambassadors in Wales, Scotland and Northern Ireland have continued to work to raise the profile of nasen and to secure new members and new opportunities for the charity.

4. 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.

nasen has been involved in the Whole School SEND (WSS) Consortium since its launch in 2016 as the strategic partner to LLS (London Leadership Strategy). Moving ahead into 2018 Adam Boddison has been appointed as the Chair of WSS and nasen are leading the consortium with a view to securing an extension to the contract spanning the next two years. The SEND Gateway is described as 'the shop window to the SEND sector' and work has continued throughout 2017 to attract new content for the site which is freely available to everyone.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)

Nasen has contributed to other developments for the benefit of children and young people with SEND, including working alongside the PSHE Association in their initial planning phase for programmes of study for use in Special schools.

International development opportunities continue to be pursued with a particular focus on the USA, Hong Kong and Australia. UK Trade and Investment (UKTI) and the British Council have identified these three countries as having a high potential for nasen to operate.

5. 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.
- Attracting non-traditional markets towards nasen's goods and services.
- Reviewing all policies, processes and procedures to ensure efficient operational practice.

The marketing team have been working towards the launch of our new regional membership campaigns which uses research gathered from individual Ofsted reports. The insight from these reports will allow us to target market relevant audiences who would benefit from a nasen membership the most. The first region will be Staffordshire.

Positive engagement with members is increasing and the membership e-newsletter continues to be well received with an open rate of 30% and a click to open rate of 25% (3% higher than last year). Work has continued to recruit Multi-Academy Trusts over the past year and we now have 11 academies and 79 schools within those academies on a current membership subscription with nasen.

Although nasen haven't attended as many events as previous years, we have been much more active in sending out promotional material to a large number of SEND events to maintain and raise the profile of nasen.

Through nasen Connect, the concept of product reviews has been introduced and this has been an alternative source of revenue for nasen compensating for the national decline in print advertising. The fee charged for reviewing products can vary depending on the type of organisation and the complexity of the product, but typically fees range from £1000 to £2500. The maximum secured for a product review to date is £9000.

There are currently three sponsors for nasen (Axcis, GL Assessment, Nisai Learning) with further commercial opportunities available with other organisations by way of:

- Providing a range of advertisement/advertorial space in the new nasen Connect
- Offering a range of advertisement packages, including advertisement through our social media channels and on our website

A key aspect of nasen's sustainability is its national profile and numerous media appearances throughout have helped to raise our exposure nationally.

The nasen Awards 2017 was a huge success for the charity, in that it helped raise awareness and build reputation of the work being done by the charity to support thousands of SEND professionals.

Not only did it help us to maintain and strengthen existing partner relationships, but it also helped us to create and discuss new opportunities with influential bodies. Since the event, commercial opportunities such as advertising and sponsorship have increased and our influence within the media has significantly improved.

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.

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 2017 nasen has met with a wide range of agencies/organisations to ensure that the voice of special educational and additional needs is heard in as many different fora as possible, including,

- Department for Education England
- Department of Education (Northern Ireland)
- Education Authority (Northern Ireland)
- Welsh Government
- National Association of Independent Schools and Non-Maintained Special Schools (NASS)
- National SEND Forum (NSEND)
- The Communications Trust (TCT)
- The Autism Education Trust (AET)
- British Dyslexia Association (BDA)
- National Association of Head Teachers (NAHT)
- Special Education Consortium (SEC)
- Council for Disabled Children (CDC)
- National Network of Parent/Carer Forums (NNPCF)
- SEN Policy Research Forum (SENPRF)
- DfE SEND Advisory Board (SENDAB)
- Special Schools Voice (SSV)
- Whole School SEND Consortium (WSS)
- National Development Team for Inclusion (NDTi)
- Mott MacDonald
- Office for Standards in Education (Ofsted)

Plans for 2018

It is expected that the external environment for nasen as a membership organisation will continue to be challenging during 2018. Funding for schools is under significant pressure and the complexity of needs is increasing. The new General Data Protection Regulations will also come into force in May 2018 and this will have significant implications for both nasen and schools in general. We will be investing time and resource throughout 2018 to ensure we are fully prepared and compliant with the new requirements. Lastly, we will look to update nasen's Memorandum and Articles of Association to ensure they are fully reflective of nasen's work and the current educational landscape.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)

The key strategic priorities for 2018 will be:

- to grow the membership
- to increase nasen's reserves
- to raise nasen's profile, both nationally and internationally

Growing the Membership

Having introduced the new tiered membership, there will be a review of the impact of this during 2018. The value for money, accessibility and demand will be considered at each of the bronze, silver and gold levels of membership. There will be a particular focus on demonstrating the unique selling points and the benefits for current and prospective members.

For some time, nasen has offered heavily subsidised membership to concessions, for example students. In 2018, we will consider offering free membership to students and retirees. nasen's hosting relationship with the Nasenco Award Provider Group will be explored as a vehicle for developing this approach. We will support the Provider Group to establish themselves as a Community Interest Company as they further grow and develop.

The work that has begun in targeting multi-academy trusts for organisational membership will continue and this will extend into other school groups such as British international schools and Ministry of Defence schools. In 2018, nasen will be piloting a multisite leadership programme for SEND leaders. If successful, we will look to offer this more broadly as this is another avenue for engaging with multi-academy trusts. To encourage the growth of individual membership, nasen will consider offering an accreditation that recognises inclusive teachers. The upgrade programme to encourage bronze members to upgrade to silver and silver members to upgrade to gold will also be strengthened and developed during 2018.

Within Northern Ireland, there will be a review of current Presidential and committee structure to explore aligning this to the wider structures of the organisation, such as the Advisory Groups. This review will also consider broadening the remit of the committee so that they are more focused on membership growth, financial sustainability and the development of a membership offer that is more specific to Northern Ireland.

Increasing nasen's Reserves

To ensure the long-term sustainability of the organisation, nasen will be looking to grow its reserves in line with the reserves policy. A range of activity will support this aim, but it will include continuing to bid for funding from charitable trusts and foundations and growing the range of accredited professional development courses. We will continue to offer the SEND Casework Award to support local authorities and we will look to offer an accredited version of Multisite SEND Leaders programme to build on the pilot we are due to host during the spring.

Securing the long term financial sustainability of the organisation will be important for nasen if it is to provide a full service to its members even when membership numbers are fluctuating. In order to achieve this, we will continue to keep a tight control on our costs and we will continue to diversify our revenue streams, so we are not overly dependent on any one source of income. During 2016, nasen began to develop an international offer and this work will be continuing in 2018.

Raising nasen's Profile

Building on the work of 2017, nasen will continue to position itself as a source for comment on national SEND policy and practice across television, radio and print media. The education team and the CEO will continue to speak at a range of conferences and events so that nasen has good coverage within the school community too.

nasen's role as a champion, friend and protector of the SEND community will be further developed through continued investment into the SEND Gateway, which acts as a shop window for the sector. In the spirit of collaboration rather than competition, nasen will look to bring together key strategic partners from across the sector. In particular, nasen's role as the strategic partner for the Whole School SEND consortium is likely to expand and nasen is well positioned to host the consortium moving forwards.

The DfE SENCO Forum is a well utilised discussion platform, but the software on which it depends is now dated and in need of modernisation. nasen will look to work in partnership with the DfE and SENCO Forum Steering Group to ensure this valuable service remains available as part of a wider package of workforce development support.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)

FINANCIAL REVIEW

Financial Performance and Position

Our strategy over the last two to three years has been based on significant resources being focused on maximising the positive impact we are able to have on the lives of children and young people with SEN. This financial commitment is directly reflected in the accompanying financial statements which show net outgoing resources for 2017 of £66,447 (2016: £108,783).

During 2017 our primary streams of external funding were the continuation of the consultancy contract as part of the Whole School SEND Consortium (unrestricted fund) and the “Early Years” grant funded project which ran throughout 2017 and will continue until March 2018.

This has contributed to a slight increase in income from charitable activities during the year to £1,099,966 (2016: £1,057,758); variances in individual areas are as follows:

- Member Subscriptions - increase of £17,865.
- Publications – decrease of £8,981 due to lower than previous royalties received under nasen’s publishing agreements.
- Journals – decrease of £9,100 which is due to income from member subscriptions becoming part of the main membership package. This fall was offset by increase in income from our longstanding agreement with Wiley-Blackwell publishing.
- Conferences - a significant fall of £44,990 reflected a reduction in the number of events held in the course of the year compared to 2016.
- Exhibitions and Events – a decrease of £6,832 reflecting the move in nasen live from a two to a one-day event. This fall was reduced by increased sponsorship income from the nasen awards.
- Consultancy – a significant increase of £58,613 with nasen undertaking a number of consultancy-based contracts particularly as part of the Whole School send consortium outlined above.

The overall effect of these changes is an increase in total incoming resources of £21,716 to £1,101,462.

In total, support costs have risen over the year but this is due to increased support costs around the early years grant funded project. That aside it is pleasing to note that costs associated with our core activities have fallen or remain static compared to 2016. We continue to place great importance on the tight control of overhead expenditure ensuring that our members and other stakeholders receive value for money.

Total resources expended for the year have decreased by £20,622 to £1,167,906 reflecting the increased expenditure on grant funded projects being offset by reduced expenditure across other areas of our activity.

Financial outlook

Our strategy for the period 2018-2022 describes the basis on which nasen will move forward over the coming years. The strategy is bold but clear with significant resources focused on growing the returns nasen receives from it’s core activities whilst continuing to undertake externally funded work either by way of consultancy contracts or grant fund activities.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)

Our budgets, forecasts and financial plans take into account the investment made over the last three years as we look to generate further funds to continue to deliver and improve the services our members have come to expect. We will of course continue to factor in the challenges, threats and opportunities of external market conditions as we aim to maintain a balanced operational and financial position.

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 2017 nasen held total funds of £763,220, of these funds:

- £344 is held in branch bank accounts and therefore designated for their use.
- £193,473 can only be realised by disposing of tangible fixed assets.
- £569,403 is held as reserves.

Although lower than the amount prescribed under the policy, the Trustees are satisfied that the balance of reserves held at 31 December 2017 is sufficient and in line with the charity's reserves policy when taken in the context of the charity's financial strategy.

Designated Funds

Funds we have designated for specific purposes at 31 December 2017 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)	£344	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.
		2017 - £1,500 grant made

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.

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.

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, of which the auditor is unaware, and 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

Approved by the board of trustees on 24 May 2018.

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



INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS FOR THE YEAR ENDED 31 DECEMBER 2017

We have audited the financial statements of The National Association for Special Educational Needs (nasen) for year ended 31 December 2017, 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 2015.

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.

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 2017 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; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities SORP 2015

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the strategic report and the trustees' report.

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

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)

Respective responsibilities of trustees'

As explained more fully in the trustees' responsibilities statement set out 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, and for such internal control as the trustees' determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS FOR THE YEAR ENDED 31 DECEMBER 2017

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



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

24 May 2018

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2017

	Note	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	-	-	-	17,421
Investment income	3	1,496	-	1,496	4,567
Incoming resources from charitable activities	4	877,978	221,988	1,099,966	1,057,758
Total incoming resources		879,473	221,988	1,101,462	1,079,746
Resources expended					
Costs of generating voluntary income	5	-	-	-	3,938
Charitable activities	6	794,145	221,988	1,016,133	1,025,408
Governance costs	7	151,773	-	151,773	159,182
Total resources expended		945,918	221,988	1,167,906	1,188,528
Net expenditure and net movement in funds for the year		(66,445)	-	(66,445)	(108,782)
Total funds brought forward		829,665	-	829,665	938,447
Total funds carried forward		763,220	-	763,220	829,665

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

All incoming resources and resources expended derive from continuing activities.

The notes on pages 23 to 34 form part of these financial statements

BALANCE SHEET AS AT 31 DECEMBER 2017

		2017		2016	
	Note	£	£	£	£
Fixed assets					
Tangible assets	12		193,473		205,361
Current assets					
Debtors	13	369,470		196,581	
Cash at bank	14	735,469		874,920	
Cash in hand		340		359	
Branch net assets	16	344		3,241	
		<u>1,105,623</u>		<u>1,075,101</u>	
Liabilities					
Creditors: Amounts falling due within one year	17	<u>(533,734)</u>		<u>(447,702)</u>	
Net current assets			571,889		627,399
Total assets less current liabilities			<u>765,362</u>		<u>832,760</u>
Creditors: Amounts falling due after more than one year	18		(2,142)		(3,095)
Net assets			<u><u>763,220</u></u>		<u><u>829,665</u></u>
The funds of the charity					
Unrestricted income funds	23		<u><u>763,220</u></u>		<u><u>829,665</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 24 May 2018
and signed on its behalf by


Stephen Bajdala-Brown - Chair of Trustees

The notes on pages 23 to 34 form part of these financial statements

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2017

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

	2017	2016
	£	£
Net expenditure	(66,447)	(108,782)
Investment income	(1,496)	(4,567)
Interest payable and similar charges	322	300
Depreciation	17,986	21,094
Decrease in stocks	-	-
(Increase)/decrease in trade debtors	(99,663)	35,525
Decrease in other debtors	3,376	1,124
(Increase)/decrease in prepayments and accrued income excluding interest receivable	(76,602)	122,900
Increase in deferred membership subscriptions income	17,766	1,401
Increase in other deferred income	70,741	19,628
(Decrease)/increase in trade creditors	(18,757)	12,352
(Decrease)/increase in other creditors	(433)	938
Increase in social security and other taxes	14,466	20,634
Increase/(decrease) in accruals	2,249	(13,294)
Net cash (used in)/provided by operating activities	(136,492)	109,253
CASH FLOWS FROM INVESTING ACTIVITIES	2017	2016
	£	£
Interest receivable	1,496	4,567
Purchases of tangible fixed assets	(6,100)	(7,832)
Net cash used in investing activities	(4,604)	(28,823)
CASH FLOWS FROM FINANCING ACTIVITIES	2017	2016
	£	£
Interest payable	(322)	(300)
Repayment of finance lease obligations	(952)	(1,015)
Net cash used in financing activities	(1,274)	(1,438)
	2017	2016
	£	£
Net (decrease)/increase in cash and cash equivalents	(142,370)	104,673
Cash and cash equivalents at the beginning of the year	878,520	773,847
Cash and cash equivalents at the end of the year	736,150	878,520

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 2017

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.

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 - 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 2018. Whilst the income is recognised upon receipt, the proportion of the subscription relating to periods after 31 December 2017 has been deferred and will be included in income in the year ended 31 December 2018.

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 2017 has been deferred and will be included in income in the year ended 31 December 2018.

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 2017 for 2018 conferences have been deferred and will be included in income in the year ended 31 December 2017.

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 when the company obtains the right to consideration. Amounts received in 2017 in advance of the consideration being earned have been deferred and will be included in income in the year ended 31 December 2018.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)

1 ACCOUNTING POLICIES (cont'd)

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. Amounts received from online advertising are recognised as income over the period of the advertising agreement. Amounts relating to periods after 31 December 2017 have been deferred and will be included in income in the year ended 31 December 2018.

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 2017

1 ACCOUNTING POLICIES (cont'd)

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.

Redundancy

In line with the Charities SORP (FRS 102), the charitable company is required to disclose the nature and amount of any redundancy payments made during the reporting period.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)

2 VOLUNTARY INCOME	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
	£	£	£	£
Gift aid donations received	-	-	-	13,503
Gift aid taxation	-	-	-	3,516
Other donations received	-	-	-	402
	<u>-</u>	<u>-</u>	<u>-</u>	<u>17,421</u>

3 INVESTMENT INCOME	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
	£	£	£	£
Bank interest	1,495	-	1,495	4,564
Bank interest receivable by branches	1	-	1	3
	<u>1,496</u>	<u>-</u>	<u>1,496</u>	<u>4,567</u>

4 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
	£	£	£	£
Membership subscriptions	357,178	-	357,178	339,313
Publications	9,960	-	9,960	18,941
Journals	151,154	-	151,154	160,254
Conferences	43,236	-	43,236	88,226
Exhibitions and events	119,695	-	119,695	126,527
Consultancy	178,097	-	178,097	119,484
Online knowledge portal	11,375	221,988	233,363	197,182
Branch activities	4,965	-	4,965	3,600
Other	2,318	-	2,318	4,231
	<u>877,978</u>	<u>221,988</u>	<u>1,099,966</u>	<u>1,057,758</u>

5 COSTS OF GENERATING VOLUNTARY INCOME

	Direct Charitable Expenditure	Support Costs	Grant making	Total 2017	Total 2016
	£	£	£	£	£
Donations	-	-	-	-	3,938

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)

6 CHARITABLE EXPENDITURE

	Direct Charitable Expenditure	Support Costs	Grant Making	Total 2017	Total 2016
	£	£	£	£	£
Unrestricted funds					
Membership	17,776	194,385	-	212,161	219,970
Publications	665	6,441	-	7,106	13,035
Journals	62,636	106,407	-	169,043	151,570
Conferences	17,711	52,522	-	70,233	159,203
Exhibitions and events	85,652	87,859	-	173,511	144,208
Consultancy	43,599	62,949	-	106,548	120,391
Online knowledge portal	1,930	42,489	-	44,419	39,632
Branch activities	9,624	-	-	9,624	7,557
Third party support	-	-	1,500	1,500	2,500
Total unrestricted funds	239,593	553,052	1,500	794,145	858,066
Restricted funds					
Online knowledge portal	91,613	130,375	-	221,988	167,342
Total restricted funds	91,613	130,375	-	221,988	167,342
Total charitable expenditure	331,206	683,427	1,500	1,016,133	1,025,408

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	2,612	125,616	9,500	11,220	20,800
Publications - unrestricted funds	2,817	2,798	124	146	271
Journals	3,257	76,737	4,150	4,901	9,086
Conferences - unrestricted funds	2,612	34,441	1,824	2,155	3,995
Exhibitions and events	-	62,159	4,118	4,863	9,015
Consultancy	-	62,259	101	119	221
Online knowledge portal - unrestricted funds	-	29,189	2,254	2,662	4,934
Online knowledge portal - restricted funds	-	97,615	2,857	4,083	8,455
Total allocated to direct charitable expenditure	11,298	490,814	24,928	30,149	56,777
Allocated to voluntary income	-	-	-	-	-
Allocated to governance costs	11,650	100,537	5,742	-	5,648
	22,948	591,351	30,670	30,149	62,425

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)

7 ALLOCATION OF SUPPORT COSTS (cont'd)

	Legal, Professional and Consultancy	Membership Administr'ion	Office Costs	Total 2017	Total 2016
	£	£	£	£	£
Allocated to direct charitable expenditure:					
Membership	-	7,407	17,231	194,386	209,201
Publications - unrestricted funds	-	-	284	6,440	8,474
Journals	-	-	8,276	106,407	75,386
Conferences - unrestricted funds	-	-	7,495	52,522	87,003
Exhibitions and events	-	-	7,703	87,858	57,748
Consultancy	-	-	250	62,950	84,112
Online knowledge portal - unrestricted funds	-	-	3,451	42,490	38,993
Online knowledge portal - restricted funds	2,639	1,160	13,566	130,375	61,395
Total allocated to direct charitable expenditure	2,639	8,567	58,256	683,428	622,312
Allocated to voluntary income	-	-	-	-	3,509
Allocated to governance costs	16,847	-	11,349	151,773	159,182
	19,486	8,567	69,605	835,201	785,003

8 INCOMING RESOURCES - DEFERRED INCOME

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

	Membership Subscriptions	Publications	Journals	Conferences
	£	£	£	£
Deferred income at 1 January 2017 and released to incoming resources	166,280	-	77,072	7,703
Income received in year	374,944	45,460	161,522	115,508
Deferred income at 31 December 2017	(184,046)	(35,500)	(87,440)	(79,975)
Incoming Resources (note 4)	357,178	9,960	151,154	43,236

	Exhibitions and Events	Consultancy	Online Portal
	£	£	£
Deferred income at 1 January 2017 and released to incoming resources	15,080	38,452	14,931
Income received in year	109,251	145,076	229,432
Deferred income at 31 December 2017	(4,636)	(5,431)	(11,000)
Incoming Resources (note 4)	119,695	178,097	233,363

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)

9 STAFF

a. Staff Numbers

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

	2017	2016
	No	No
Administration	<u>15</u>	<u>11</u>

b. Staff Costs

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

	2017	2016
	£	£
Wages and salaries	515,682	430,086
Social security costs	51,434	42,269
Pension costs	24,235	18,399
Group life assurance scheme	2,560	1,875
Staff restructuring costs	-	27,016
	<u>593,911</u>	<u>519,645</u>

c. Staff restructuring costs

No staff restructuring costs (2016: £27,016).

d. Higher Paid Staff

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

	2017	2016
	No	No
Number of employees receiving emoluments between £80,001 and £90,000	<u>1</u>	<u>1</u>

There were no defined retirement pension benefit contributions paid during the year. (2016: £nil)

No Trustee received any emoluments from the charitable company (2016: £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 34. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the charitable company was £233,944 (2016: £251,180).

10 MOVEMENT IN TOTAL FUNDS FOR THE YEAR

	2017	2016
	£	£
Movement in total funds for the year is stated after charging:		
Depreciation of tangible fixed assets - owned	17,034	20,079
Depreciation of tangible fixed assets - finance leases	952	1,015
Auditors' remuneration - audit work	9,500	9,500
Expenses reimbursed to 13 trustees (2016: 14)	<u>7,531</u>	<u>9,036</u>

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)
11 INTEREST PAYABLE AND SIMILAR CHARGES

	2017	2016
	£	£
Finance lease interest	322	300

12 TANGIBLE FIXED ASSETS

	Freehold Property	Office Equipment	Computer Equipment	Total
Cost	£	£	£	£
At 1 January 2017	220,967	52,334	61,736	335,037
Additions	-	896	5,204	6,100
Disposals	-	-	-	-
At 31 December 2017	220,967	53,230	66,940	341,137
Depreciation				
At 1 January 2017	46,410	37,948	45,320	129,678
Charge for the year	2,210	4,444	11,332	17,986
Disposals	-	-	-	-
At 31 December 2017	48,620	42,392	56,652	147,664
Net book value				
At 31 December 2017	172,347	10,838	10,288	193,473
At 31 December 2016	174,558	14,387	16,416	205,361

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

	Office Equipment
Cost	£
At 1 January 2017	4,761
Additions	-
Disposals	-
At 31 December 2017	4,761
Depreciation	
At 1 January 2017	714
Charge for the year	952
Disposals	-
At 31 December 2017	1,666
Net book value	
At 31 December 2017	3,095
At 31 December 2016	4,047

13 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Trade debtors	203,595	103,932
Other debtors	-	3,376
Prepayments and accrued income	165,875	89,273
	369,470	196,581

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)

14 CASH AT BANK	2017	2016
	£	£
Current accounts	153,159	153,241
Instant access deposit accounts	582,310	721,679
	<u>735,469</u>	<u>874,920</u>

15 MANAGEMENT OF LIQUID RESOURCES

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

16 BRANCH NET ASSETS

	Branch Funds at 31.12.2016	Net Surplus/ (Deficit) for the Year	Branch Funds at 31.12.2017
	£	£	£
Northern Ireland	1,578	(1,234)	344
Wirral	1,663	(1,663)	-
Total branch funds	<u>3,241</u>	<u>(2,897)</u>	<u>344</u>

17 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Deferred membership subscriptions income	184,046	166,280
Other deferred income	223,979	153,238
Finance leases (see note 21)	952	952
Trade creditors	40,248	59,005
Other creditors	10,273	10,706
Taxation and social security	54,999	40,533
Accruals	19,237	16,988
	<u>533,734</u>	<u>447,702</u>

18 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2017	2016
	£	£
Finance leases (see note 21)	<u>2,142</u>	<u>3,095</u>

19 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.

20 CONSTITUTION

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)

21 OBLIGATIONS UNDER LEASING ARRANGEMENTS

	Finance leases	
	2017	2016
	£	£
Gross obligations repayable:		
Within one year	1,274	1,274
Between one and five years	2,867	4,141
	<u>4,141</u>	<u>5,415</u>
Finance charges repayable:		
Within one year	322	322
Between one and five years	724	1,046
	<u>1,046</u>	<u>1,368</u>
Net obligations repayable:		
Within one year	952	952
Between one and five years	2,143	3,095
	<u>3,095</u>	<u>4,047</u>

22 RESTRICTED INCOME FUNDS

	Balance at 31.12.2016	Incoming resources	Outgoing resources	Transfers	Balance at 31.12.2017
	£	£	£	£	£
DfE funded projects	-	210,330	(210,330)	-	-
ITIDE funded projects	-	11,658	(11,658)	-	-
	<u>-</u>	<u>221,988</u>	<u>(221,988)</u>	<u>-</u>	<u>-</u>

The DfE funded projects relate to grants received with the objective of developing and providing an early years 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 is to broaden the availability and accessibility of the existing Complex Learning Difficulties materials.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017 (cont'd)

23 UNRESTRICTED INCOME FUNDS	£
Balance at 1 January 2017	829,665
Net expenditure for the year	(66,447)
Balance at 31 December 2017	<u>763,218</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 31.12.2016	New Designations	Funds Undesignated	Outgoing resources	Balance at 31.12.2017
	£	£	£	£	£
Branch activities	3,241	4,965	(1,628)	(6,234)	344
SEC	-	1,500	-	(1,500)	-
	<u>3,241</u>	<u>6,465</u>	<u>(1,628)</u>	<u>(7,734)</u>	<u>344</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 2017 to the Special Education Consortium, an umbrella organisation for leading SEN and disability voluntary groups discussing current SEND issues and legislation.

24 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 December 2017 are represented by:

	General Funds	Designated Funds	Restricted funds	Total Funds
	£	£	£	£
Tangible fixed assets	193,473	-	-	193,473
Current assets	1,105,279	344	-	1,105,623
Current liabilities	(533,734)	-	-	(533,734)
Long-term liabilities	(2,142)	-	-	(2,142)
	<u>762,876</u>	<u>344</u>	<u>-</u>	<u>763,220</u>

25 RELATED PARTY TRANSACTIONS

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

- *Whitefield Academy Trust* - have membership with nasen. The transactions totalled £213. There were no amounts outstanding at 31 December 2017.

All transactions were conducted at arm's length, in accordance with nasen's normal procurement procedures and with Charities SORP 2015.

REFERENCE AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 DECEMBER 2017

Name: The National Association for Special Educational Needs (nasen)
Registered Company Number: 02674379 (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

E-mail: 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	
Agnes Donnelly	Resigned 24 May 2017
Alex Griffiths	Chair of General Purposes Committee
David Ryan	Vice-Chair
Christopher Marshall	
Alison Goddard	
Mark Blois	
Helen Cooper	
Bridget Bolwell	
Carolyn Eyre	
Dr Sue Soan	

Senior Management Team

Dr Adam Boddison	Chief Executive
David Roberts	Head of Operations
Alison Wilcox	Head of Education
Gina Wookey	Head of Sales & Marketing

Staff Team

Chontell Braceland	Communications Executive
Shaun Croxall	Membership Recruitment Administrator
Alistair Gilbert	Sales Executive
Alex Grady	Education Officer
Coral Stewart	Executive Assistant
Michael Surr	Education Officer
Denise Upton	Accounts Administrator
Sam Ward	Membership Administrator
Rachel Whitehouse	Membership Recruitment Administrator

Auditors

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