

Trustees Report 2023-24

As we settled into our new home in Portal House we saw the number of Trustees increase to 7;

We are now in our second year of National Lottery funding, whose support has been invaluable. Our new offices have given us the opportunity to give our staff a spacious building to work in and enabled the charity to hold inhouse training sessions and coffee mornings, invite parents in to discuss their child's difficulties and professional partners to discuss our work.

The Fine City Chorus held a spectacular show at St. Peter Mancroft, we attended various Christmas events and together with donations from the Linton Crescent Christmas Lights Switch on, we were able to purchase a large screen on which to hold Tribunals and training sessions. Our heartfelt thanks to the Fine City Chorus and Norwich Harmony and the residents of Linton Crescent for choosing us as their Chairty of the Year.

Thanks also to Norwich Computers, one of our Ambassadors, for their advice on purchasing the screen, setting up our internet and sorting out our IT problems.

We were able to furnish the offices for a few hundred pounds thanks to donations of furniture and purchase of good quality items.

Thanks also to our Landlords NM Finance for their support throughout our tenancy.

Claire Brooks, landlady of The Brickmakers in Norwich continue to be an Ambassador for the charity, have raised several thousand pounds for the charity again this year through Quiz Nights, Musical Bingo and events. She always puts the 'fun' in fundraising.

Thank you to the Paul Bassham Charitable Trust for their continuing support and the Norfolk Community Foundation for being there to advise us.

Thanks to part of the National Lottery grant we were able to bring in a consultant to give a critical eye over the structure and running of the charity, this raised several issues with regard to Governance which we will be addressing over the next year.

Thanks to our staff for their dedication and our Trustees for their guidance.

Pat Brickley

Chairperson



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Norfolk SEN Network

On accounts for the year
ended

31 October 2024

Charity no
(if any)

1044353

Set out on pages

One to three

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 10 / 2024.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

* Please delete the words in the brackets if they do not apply.

Signed:

Date: 6 May 2025

Name:

Maria Brydon ACA

Relevant professional
qualification(s) or body

Chartered Accountant

NORFOLK SEN NETWORK

Receipts and Payments Account

12 months ended 31 October 2024

Note	Unrestricted Funds £	Restricted Funds £	Total Funds £	Last Year 2023 £
Receipts				
Subscriptions	4,170		4,170	2,335
Tribunal fees		645	645	925
Delegate fees		175	175	0
Donations	2,305	65,330	67,635	55,955
Fundraising and other income	6,091		6,091	3,003
Interest received	379		379	55
Total receipts	12,945	66,150	79,095	62,273

Payments

Wages and payroll fees		32,132	32,132	20,358
Commission	946		946	1,378
Professional fees	1,789	5,368	7,157	1,240
Fundraising costs	2,083		2,083	1,426
Insurance	612		612	436
Subscriptions & membership	50		50	50
Light, Heat & Rates	1,490		1,490	0
Telephone	704		704	1,217
Office Expenses	651		651	30
Stationery & printing	1,999		1,999	2,300
Travel	1,066		1,066	1,017
Office rent		19,801	19,801	5,589
Training & food	1,160	2,692	3,852	1,014
Sundry	795		795	651
Sub total	13,345	59,993	73,338	36,706

Asset and investment purchases

Conference room chairs	200		200	
Mini PC, Curved screen, floor cover	708		708	
Newline Elara Interactive touchscreen and st	3700		3,700	
Tea and Coffee urn	49		49	
Laptops for new DW's	590		590	
Furniture from Unitas	50		50	
Furniture - lockable cabinet	20		20	
Printers			0	60
Broucher stand			0	193
Mobile phone			0	140
Laminator			0	90
Shredder			0	536
Sub total	5,316	0	5,316	1,019

Total payments	18,661	59,993	78,654	37,725
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Net receipts/(payments)	(5,716)	6,157	441	24,549
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Transfers between funds	820	(820)	0	0
Cash funds last year end	5,116	22,843	27,959	3,410
Cash funds this year end	220	28,180	28,400	27,958

NORFOLK SEN NETWORK

Notes to Receipts and Payments Account
31st October 2024

	Unrestricted Funds £	Restricted Funds £	Total £
1. Donations and Grants			
National Lottery		57,510	57,510
Norwich Freemens Charity		6,820	6,820
Newsquest Grant		1,000	1,000
Dawn Alexander	50		50
Paul Bassham Charitable Trust	2,000		2,000
Trowse Church donation	250		250
Thomas Emmett donation	5		5
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Other			0
			0
	2,305	65,330	67,635

2. Fundraising and Other Income

Coop	1,224		1,224
C Scott	298		298
Collection tins	200		200
Fine City Chorus	1,292		1,292
Mustard Quartet	517		517
Norwich International Darts Team fundraise	421		421
Brickmakers	1,669		1,669
Sundry	82		82
PayPal Donations	55		55
Heart Lottery	333		333
	6,091	0	6,091

P Brickley
Chairman
06/05/2025



Section A

Independent Examiner's Report

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