

Annual Report

Introduction

This is a report on the work of NAEE from August 2020 to July 2021. It is an overview of key developments and the issues we faced and contains the 20/21 income / expenditure statement and our auditor's report. Once approved at the AGM, it will be sent to the Charity Commission as our formal report for the year.

Overview

Like all organisations, we have been affected by the impact of the Covid 19 virus on the UK. Happily, all our core team remained well throughout, and many activities have carried on as normal. Prominent examples of this are the journal, our connection to wider audiences through the website and social media, our administration, governance, and our communication with members. There were also significant co-operation with other groups including the Council of British International Schools, the National Governance Association, the House of Commons Environmental Audit Committee, and the publisher, Make Believe Ideas. All of these projects have been documented and reported through the website. Our social media output remained strong through the year and the frequency and quality of our blogs have increased. The sending of a weekly Monday update to members on environmental education and related developments has proved very popular.

Our journal has been published continuously since 1971. Despite the pandemic, three volumes of the journal, *Environmental Education*, were published as usual.

Vol 125 (Autumn 2020) focused on marine issues with features on shark and manta ray conservation, and ocean acidification and pollution. There were also articles on heritage and forest schools.

Vol 126 (Spring 2021) was a print issue guest edited by Ruth Sapsed, the Director of Cambridge Curiosity and Imagination. Its featured articles focused on the importance of linking art and our natural world for the sake of children's learning.

Vol 127 (Summer 2021) focused on re-engaging with nature: back to basics. There were articles on green literacy, rubbish campaigning, conservation education, archeoanimals, soil science and global learning.

Volume 128 has a 50th anniversary theme and was published in October. Developing this was one of the eight 50th anniversary projects agreed earlier in the year. Whilst most will be developed during 2022, a number have been completed including, an anniversary logo, and a Wikipedia page.

In terms of involvement with national initiatives, we remain supportive of *Teach the Future* in whatever ways we can, and we are a member of the *Heads of Education*, *Our Shared World*, and *Natural Environmental Sector Partnership* initiatives. Our chair of trustees continues as a member of the Teach the Future adult advisory group. During the year, the amount of traffic to the Association through our website and via email has continued to increase illustrating a greater national visibility for our work.

In other ways the impact of the virus on our work has once again been marked. These include the Kenrick school bursary scheme, and the work that we are funding with Leicester City Council and the Woodcraft Folk. As all these involve working with young people and schools, it could not be otherwise.

Fortunately, the Kenrick bursary scheme restarted in June and is now fully operational again. We are looking forward to celebrating the 6000th student to experience the environmental education that the bursaries enable. This will be in the Spring of 2022 and will take place in Martineau Gardens. A review of the bursary scheme will be written for this.

Last year we noted with sadness the death of NAEE's most generous benefactor, Mrs Anne Kenrick. We were surprised (but very delighted) that Anne managed to continue her support of the Association with a legacy which we have invested to provide funding for more bursaries.

Income Expenditure Statement 2020/ 2021

Income	£	Funds Held	
M&G Dividends	6,180.76		39,600.32
Membership Donation	2,122.32	Balance B/F	32
Royalties	2	Plus income	31,472.91
Interest	21,500.00		30,971.49
Consultancy	466.29	Less Expenditure	
	3.54		40,101.74
	1,200.00	Balance C/F	.74
	31,472.91	Bank Reconciliation 31.07.21	
Total Income	.91		
Expenditure			
Kenrick School Bursaries Payments	4,380.00	Current Account	8,266.82
Kenrick School Bursary Support	0	Trust Account	4,172.70
Professional Office Support	384.00	Investment Account	31,635.77
Journal Editing Fees	2,000.00	Old Current Account	8.20
Journal Printing	480.00	Paypal	62.25
Journal Distribution by Post	772.49		44,145.74
Consultancy fees	229.19	Less Unpresented Cheques:	
Website Management Fee	288.00	Fees	264.00
Website Hosting by eUKHost	37.00	School bursary payments	3,780.00
Travel Expenses & Subsistence	80.38		0
Insurance	0.00		4,044.00
Room Hire	207.72		
Stationery & Postage	0.00		
Audit Fee	25.00		
Information Commissioner's Office Fee	80.00		
Trustee Board costs	35.00		
Paypal Transaction Fees	0.00		
Advertising	25.41	Difference	0.00
Development Project Spending	450.00		
Dropbox	350.00		
Zoom	403.20		
Company tax return	115.10		
Bank charges	480.00		
Capital purchases	22.00		
Purchase of new M&G shares	127.00		
	20,000.00		
	30,971.49		
Total Expenditure	.49		

Auditor's report

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Dr William Scott
Chair of Trustees
National Association for Environmental Education
24 Pound Lane
Semington
Wiltshire BA14 6LP

29 September 2021

Dear Dr Scott

Accounts Audit y/e 31.07.21
19-25 September 2021

Thank you for sending through the documentation to enable me to complete the audit for the financial year 2020-2021. It was agreed that I would complete the audit at home again this year, in view of the ongoing high levels of covid. The virtual audit worked well last year, so it seemed unnecessary to risk meeting in person.

I can confirm that:

- a detailed and accurate set of accounts had been maintained for the past financial year
- a comprehensive record is being kept of the expenses incurred by the new development project which is scheduled to end next summer
- there was an effective budget monitoring process in place
- there was a proper system for approving invoices before payment

I looked at the bookkeeping records in detail. Bursary payments have increased compared to the previous year, although are not as high as in pre-pandemic times, which is to be expected given that schools were still shut for a good proportion of the financial year. Overall levels of expenditure are very similar to those of last year, if the share purchase is removed from the figures. The split is quite different, with expenditure on the development project falling significantly, and increasing on bursaries and running costs such as Zoom which has obviously been essential over the past year. Income was boosted by one sizeable donation of £21,000. Dividend income fell, but receipts from membership and royalties rose, and income was received for consultancy services for the first time. The balance carried forward is within £500 of the balance at the start of the financial year.

I completed the following work on the figures:

- I made sure that the brought forward balance from the previous year, plus income, less expenditure, equaled the combined balance in the four bank accounts and the Paypal account at year end. The bank balances matched those on the online bank statements.
 - I checked the transfers between the different bank accounts
 - I looked at three payments in more detail:
 - £20,000 share purchase made on 09.06.21
 - £240.00 paid to Thomas & Ellis (corporation tax return) 23.12.20
 - £450.00 paid to Hurst Media (Guardian advert) 04.03.21
- I viewed the invoices for each of these payments, and the approval process for agreeing payment

I also viewed the Risk Register and the Certificate of Public Liability insurance, and it was confirmed that, as previously, there was no PAYE system in operation nor VAT reclaimed.

Hopefully next year we can revert to carrying out the audit in person. However, despite this being a virtual audit, I am confident that the paperwork and evidence submitted to me demonstrates that the accounts records have been properly maintained and that sound financial control procedures were in place for the financial year 2020-2021.

Yours sincerely

Rebecca Randall
Internal Auditor