

North Norfolk Community Woodland Trust

(A company limited by guarantee)

Report and Financial Statements

for the year ended

31 August 2013

Charity no: 1011541

Company no: 2641361

NORTH NORFOLK COMMUNITY WOODLAND TRUST

Contents	Page
Legal and administrative information	1
Report of the Directors	2 - 3
Accountants report	4
Statement of financial activities	5
Balance sheet	6 - 7
Notes forming part of the financial statements	8 -10

NORTH NORFOLK COMMUNITY WOODLAND TRUST

Legal and administrative information

Directors and Trustees: Don Birch
Edward de Feyter
Nick Sutherland
David Gosling
Peter Kaye
Brian Abbs
Mike Wright
Neil Stubbs

Resigned 29 November 2012
Resigned 29 November 2012

Company Secretary: David Gosling

Registered Office: 31 Yarmouth Road
North Walsham
Norfolk
NR28 9AT

Accountants: Sexty & Co
Chartered Certified Accountants
2a Church Street
North Walsham
Norfolk
NR28 9DA

NORTH NORFOLK COMMUNITY WOODLAND TRUST

Report of the Directors for the year ended 31 August 2013

The Directors present their annual report and financial statements of the company for the year ended 31 August 2013. This report has been prepared in accordance with the Special Provisions relating to Small Companies within Part 15 of the Companies Act 2006.

Statement of Directors' responsibilities

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the company's state of affairs and of its profit and loss for that period. In preparing those financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping proper accounting records that disclose, with reasonable accuracy, the company's financial position at any time. They are also responsible for safeguarding the company's assets and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Company Objects for the Trust

The charitable objects of the company are to establish new community woodlands in North Norfolk with local involvement in order to provide new opportunities for public access, improve the landscape and create new wildlife habitats. Also plant trees wherever appropriate, to produce a sustainable supply of woodland products and timber by managing and maintaining the woodland in ways consistent with these objects.

Activity and Review

The Directors are pleased with the results shown for the year for Pigneys Wood, which remains the Trust's only woodland. The Trust operated at a surplus this year thanks to continued support by way of lottery grants to make improvements to the Wood.

The major activities have centred around gaining and delivering Lottery Grants:-

(a) Sustainability grant of £9,850 - delivered for us and with our support by the Conservation Trust Volunteers and by Wild Frontier Ecology. The principal spend area's were:-

a, Delivery of Community Engagement / Skills Programme involving 600 young people from local colleges and schools participating in 24 sessions over a 12 month period involving 'hands on' activities in the Woods with the objective of understanding the links between people and flora / fauna, the value and diversity of the woodland and hopefully turning some into future volunteers and conservationists.

b, Production of a 5 years (and onwards) Management Plan for the Wood with detailed plans and vision and a mapped plot of all large trees in the Wood, indicating their importance and ongoing maintenance / safety needs.

All this work will provide the focus for future woodland management, grant applications and volunteer recruitment.

(b) Grant of £2,930 - from Norfolk Community Foundation, with two main elements:-

a, Conversion of one hectare of dry soil to its former heathland status. This is a very important part of the Trustees' policy of reversing the effects of former intensive farming in the open areas of the Wood. Unfortunately diseases in the donor areas has caused this project to be deferred from Autumn 2012 to Autumn 2014.

b, Creation of additional bird observation point above the wetland.

Some work associated with the above grants was completed in the current financial year.

NORTH NORFOLK COMMUNITY WOODLAND TRUST

Report of the Directors continued

Insurance claim

Over the space of less than a week in the Summer, the Trust suffered two separate incidents of theft and damage, comprising forced entry into the machinery storage shed resulting in theft of all our powered equipment and then vandalism at the barn resulting in fire damage to reed panels, tables and signs. We are grateful to our insurers for compensating us speedily and well enough to replace most damaged items for just over £1,500.

Trustees

The Directors of the company (and Trustees of the charity) who served during the year to 31 August 2013 are shown on page 1.

Two Trustees resigned near the start of the year due to other commitments. Three further Trustees are unable to give the wood many hours due to work commitments but do take an active interest and two attend most Board meetings.

There are currently 3 working Trustees:

Brian Abbs - woodland manager who has spent over 600 volunteer hours working in the wood during the year - a remarkable and extremely valuable contribution to the Trust

Peter Kaye - constructs and manages the Trust's excellent and much hit website www.pigneyswood.com

David Gosling - administration, grant seeking and control and accounts.

Volunteers

It has again proved very difficult to attract non-Trustee volunteers and as the year finished numbers had dwindled to nil. This needs full Trustee attention during the current year. We have a small number of volunteers who help out at our Saturday work sessions and we plan to attract more in 2013/14. We do have a very promising link with the local 6th Form College through which around 10 students spend two plus hours in the Wood once each month undertaking woodland planting and management, monitored experiments and wildlife study.

Directors' Interests

- (a) Edward de Feyter is a partner in G F De Feyter and Partners which lease land from the company on a short lease for which rent paid to the company in 2012/13 amounted to £1,000.
- (b) No other Directors had any interest in any financial transaction with the company except for the reimbursement to them of operating or administrative costs incurred by them on behalf of the company.

In accordance with the Articles of Association of the Company, all Directors retire at the Annual General Meeting, and being eligible, offer themselves for re-election.

By Order of the Board

C D V Gosling
Secretary

Date: 28 November 2013

NORTH NORFOLK COMMUNITY WOODLAND TRUST

Report of the Accountants to the directors of North Norfolk Community Woodland Trust

As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 31 August 2013 set out on pages two to ten and you consider that the company is exempt from an audit.

In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Sexty & Co
Chartered Certified Accountants
2a Church Street
North Walsham
Norfolk
NR28 9DA

Date:

NORTH NORFOLK COMMUNITY WOODLAND TRUST

Statement of Financial Activities (including summary income and expenditure account) for the year ended 31 August 2013

	Notes	Restricted Funds £	Unrestricted Funds £	Total 2013 £	Total 2012 £
Incoming Resources					
Activities to further the charity's objects:					
Grants	2	12,780	-	12,780	1,288
Donations		-	960	960	546
Activities for generating funds:					
Sponsorships		-	-	-	240
Tree / timber sales		-	74	74	50
Rent		-	1,000	1,000	1,000
Total incoming resources		<u>12,780</u>	<u>2,034</u>	<u>14,814</u>	<u>3,124</u>
 Resources expended					
Cost of activities in furtherance of the the Charity's objects:					
Grant aided work		4,807	-	4,807	8,237
Operating costs		-	1,594	1,594	1,217
Administration		-	1,393	1,393	1,162
Sub-total	3	4,807	2,987	7,794	10,616
Equipment depreciation charge	4	-	155	155	145
Total resources expended		<u>4,807</u>	<u>3,142</u>	<u>7,949</u>	<u>10,761</u>
 Net incoming / (outgoing) resources					
		7,973	(1,108)	6,865	(7,637)
		<u>7,973</u>	<u>(1,108)</u>	<u>6,865</u>	<u>(7,637)</u>
 Reconciliation of funds:					
Total fund balances brought forward		-	96,018	96,018	103,655
Transfers		-	-	-	-
Total fund balances carried forward		<u>7,973</u>	<u>94,910</u>	<u>102,883</u>	<u>96,018</u>

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

NORTH NORFOLK COMMUNITY WOODLAND TRUST

Balance Sheet as at 31 August 2013

		2013		2012	
		£	£	£	£
	Notes				
Fixed assets					
Land at Pigneys Wood			85,400		85,400
Buildings and structures on site			7,000		7,000
Equipment	4		<u>466</u>		<u>436</u>
			92,866		92,836
Current assets					
Debtors	5	707		8	
Cash at bank and in hand		<u>9,310</u>		<u>3,174</u>	
		10,017		3,182	
Creditors: amounts falling due within one year		<u>-</u>		<u>-</u>	
Net current assets			10,017		3,182
Net assets			<u>103,028</u>		<u>96,018</u>
Unrestricted funds					
Land and buildings	6		92,300		92,300
General funds	6		2,085		3,193
Designated funds	6		525		525
Restricted funds	6		<u>7,973</u>		<u>-</u>
Total funds			<u>102,883</u>		<u>96,018</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2013.

The members have not required the company to obtain an audit of its financial statements for the period ended 31 August 2013 in accordance with Section 476 of the Companies Act 2006.

The Directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

NORTH NORFOLK COMMUNITY WOODLAND TRUST

Balance sheet as at 31 August 2013 continued

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Smaller Entities (effective April 2008).

Approved by the Directors on 28 November 2013 and signed on its behalf by:

P Kaye
Director / Trustee

C D V Gosling
Director / Trustee

NORTH NORFOLK COMMUNITY WOODLAND TRUST

Notes forming part of the financial statements for the year ended 31 August 2013

1 Accounting policies

(a) Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005 and applicable accounting standards.

(b) Company status

The charity is a company limited by guarantee. The members of the company include the Directors named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

(c) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

(d) Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

(e) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

(f) Reserves policy

The policy is to match applicable expenditure with designated and restricted funds and to make up any shortfall from core (general and unrestricted) funds. These are maintained at such a level as the trustees consider will meet forthcoming commitments.

(g) Depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment - 25% on reducing balance

NORTH NORFOLK COMMUNITY WOODLAND TRUST

Notes forming part of the financial statements for the year ended 31 August 2013 continued

2 Incoming resources

	Restricted Funds	Unrestricted Funds	Total 2013	Total 2012
	£	£	£	£
Grants				
Community Spaces - Sustainability grant	9,850	-	9,850	955
Norfolk Community Foundation	2,930	-	2,930	333
Miscellaneous				
Donations	-	960	960	546
Sponsorship	-	-	-	240
Rental income	-	1,000	1,000	1,000
Sales of timber etc	-	74	74	50
	<u>12,780</u>	<u>2,034</u>	<u>14,814</u>	<u>3,124</u>

3 Resources expended

	Restricted Funds	Unrestricted Funds	Total 2013	Total 2012
	£	£	£	£
Grant aided work				
Community Spaces Sustainability grant	4,788	-	4,788	955
Norfolk Community Foundation	19	-	19	-
Awards for All (Wetland)	-	-	-	7,282
Operating costs				
Trolley	-	210	210	-
Digger hire	-	182	182	-
Waste bin emptying contracts	-	255	255	247
Trustee travel	-	508	508	408
Fencing	-	75	75	-
Other	-	364	364	562
Administration				
Insurance	-	819	819	787
Accountancy	-	275	275	-
Other	-	299	299	375
	<u>4,807</u>	<u>2,987</u>	<u>7,794</u>	<u>10,616</u>

There are no employees.

None of the Directors received any remuneration for their services to the charity for the year.

NORTH NORFOLK COMMUNITY WOODLAND TRUST

Notes forming part of the financial statements for the year ended 31 August 2013 continued

4 Fixed assets

Equipment	2013	2012
	£	£
Net book value at 31 August 2012	436	581
Additions	185	-
Depreciation charge for the year	(155)	(145)
	<hr/>	<hr/>
Net book value at 31 August 2013	<u>466</u>	<u>436</u>

5 Debtors: due within one year

	2013	2012
	£	£
VAT	<u>707</u>	<u>8</u>

6 Reserves

Unrestricted funds	Land & Buildings	General	Designated Funds	Total
	£	£	£	£
At 31 August 2012	92,300	3,193	525	96,018
Net deficit for the year	-	(1,108)	-	(1,108)
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 August 2013	<u>92,300</u>	<u>2,085</u>	<u>525</u>	<u>94,910</u>

Restricted funds	Sustainability Grant	Norfolk Community Foundation	Total
	£	£	£
At 31 August 2012	-	-	-
Net surplus / (deficit) for the year	5,062	2,911	7,973
	<hr/>	<hr/>	<hr/>
At 31 August 2013	<u>5,062</u>	<u>2,911</u>	<u>7,973</u>