

Woodcraft Folk

Annual Report and Financial Statements

31 December 2017

Company Registration Number
8133727 (England and Wales)

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1148195

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SC039791

Contents

Reports

Trustees' report	1
Reference and administrative details	16
Independent auditor's report	18

Financial statements

Statement of financial activities	21
Balance sheet	22
Statement of cash flows	23
Principal accounting policies	24
Notes to the financial statements	27

Woodcraft Folk

Report of the General Council for the year ended 31 December 2017

Objectives

Woodcraft Folk is the co-operative children and young people's movement. We run hundreds of grassroots education groups in towns and cities across the UK where young people of all ages meet to play games, make friends and learn about big ideas from climate change to social justice through co-operative activities.

The objects of the organisation, as set out in the Articles of Association, are the advancement of education and the empowerment of children and young people for the public benefit by:

- encouraging children and young people to participate in society, improving their lives and others through active citizenship; and
- promoting the interests and welfare of children and young people.

In pursuit of these objects Woodcraft Folk works to a set of educational aims and principles. These are codified at the head of a secondary governing document, our "Aims, Principles & Programme" which can be viewed on our website:

<http://woodcraft.org.uk/aims-and-principles>

Our objectives and how they deliver public benefit

We have considered the Charity Commission guidance and believe that our activities are wholly undertaken to further our charitable purposes for the public benefit. The broad objectives of Woodcraft Folk are covered in the Aims, Principles & Programme document, and elaborated on in the strategic plan. In the widest sense our objectives are:

- **Growth** Woodcraft Folk aims to make its opportunities available to every child and young person in Britain who wishes to take part;
- **Diversity** Woodcraft Folk aims to have every group reflect its local community and to have groups in as wide a range of communities as possible;
- **Partnerships** Woodcraft Folk aims to work with and alongside like-minded organisations;
- **Finance** Woodcraft Folk aims for all its branches to be self-financing and for the national organisation to have the money it needs to support branches;
- **Training** Woodcraft Folk aims to provide adequate training for all its volunteer leaders ensuring they have the skills to deliver activities for children and young people;
- **Quality** Woodcraft Folk is committed to ensuring the highest quality experience for all its members of all ages.

Activities

Woodcraft Folk undertakes a wide range of activities to achieve our charitable objects.

Regular activities for groups of children and young people

Woodcraft Folk's volunteer-run local groups are the primary means of engaging with our beneficiaries and delivering our charitable objects. Groups usually meet weekly during term-time and are organised by age group:

- (i) Woodchips: under 6 years old
- (ii) Elfins: 6 to 9 years old
- (iii) Pioneers: 10 to 12 years old
- (iv) Venturers: 13 to 15 years old
- (v) District fellows (DFs): 16 to 20 years old

A collection of groups in a local area forms a District and some activities, such as camps, training, and fundraising are carried out across age groups at the District level. District Fellows have greater autonomy and often take on leadership roles within the District.

Our groups offer a wide-ranging educational programme based on our aims and principles. Children and young people gain in self-confidence through their engagement in choosing and delivering programmes at all levels within their group and district.

Camping and Outdoor Events

In addition to local activities, groups formed on the basis of interest or age, take part in camps and outdoor events ranging from activity days, to weekend hostelling trips, summer camps, national camps and, approximately every five years, international camps involving thousands of children and young people from sister organisations around the world.

Woodcraft Folk camps take place in accordance with our principles of equality and co-operation. Participants of all ages develop and grow by putting these principles into practice, taking a share in the responsibility for contributing to the programme of activities, cooking, cleaning, and all the other aspects of camp life.

International Activities

As well as our flagship international camps, groups and districts offer children and young people the opportunity to meet peers from other countries and experience different cultures through exchange visits and hosting delegations.

We work through our umbrella body the International Falcon Movement – Socialist Education International (IFM-SEI) to partner with organisations which share our aims and values. Through the IFM-SEI our members have the opportunity to attend seminars, networking events and training courses where they can learn from their peers in other countries.

Woodcraft Folk also participates in the EU's European Voluntary Service programme to offer placements for young people to work in youth organisations in other countries and to host international volunteers to support our projects and activities.

Campsites and Centres

Woodcraft Folk owns and runs a small network of campsites and outdoor activity centres, both for our own groups and for use by schools, community groups and other youth organisations. These centres and campsites provide opportunities for children and young people to develop and learn by taking part in adventurous activities and engaging with the natural world.

Folk Supply

We run a primary-purpose trading department, Folk Supply, to provide Woodcraft Folk costume and educational resources to our members. As a uniformed group, Woodcraft Folk costume and badge-work are part of supporting children and young people to develop a sense of shared identity and values.

Central Support

Woodcraft Folk employs a small staff team to support the volunteers who run our groups, camps and other activities. This team supports membership, group registration, insurance, safeguarding, training, communications, finance, governance and regulatory compliance – all of which enable our volunteers to deliver high quality co-operative activities to children and young people to common standards across the country.

Projects

Depending on funding, we are able to supplement this central support with developmental projects to advance our aims. Projects running in 2017 include our New Groups Project (East) and our New Groups Project (Falkirk) which build on the success of previous New Groups projects in training and supporting new volunteers and providing hundreds of new places for children and young people. More detail about these projects can be found in the Achievements section of this report.

Use of volunteers

We benefit from the time, skills and energy of over 3,000 volunteers, most of whom are members and regularly active in the organisation. They contribute work valued at hundreds of thousands of pounds per annum and enable us to do what we do. This work ranges from the delivery of week-to-week activities for children and young people; to the management of large scale projects and staff and involvement in the running of the organisation through General Council (our Trustee board). Staff members contribute to debates and discussions at all levels but the ultimate decision-making power rests, democratically, in the hands of volunteer members.

Grant making policy

At present Woodcraft Folk does not usually make grants. Insofar as it acts as a channel for disbursing grants from sponsors such as the co-operative movement, it does so in an equitable manner based on the number of registered groups in a district, area or region. Through improvements in monitoring it provides an added safeguard that those funds are used as directed by the donor.

Our five-year strategic plan

Building on the success of the Big Plan (2008-13), the Bigger & Better plan (Woodcraft Folk's strategic plan 2013-18) focuses on organisational growth. The Bigger & Better plan seeks to support growth in members, in groups and in income, focusing development support on:

- sustaining existing groups;
- supporting new groups; and
- reaching out to new communities.

These overarching goals are designed to enable us to provide more opportunities for more children and young people in more areas of the UK.

Goals for 2017

In addition to the ongoing pursuit of Woodcraft Folk's charitable objects through the activities outlined above, the Trustees set the following specific targets for 2017:

Growth & Diversity

Woodcraft Folk sought in 2017 to maximise the value of funding secured for our New Groups Projects to support existing districts to expand their reach and to establish new districts in communities we do not currently serve.

Finance & Partnerships

Mindful of the trend towards shorter-term grants for projects and the increasing competition for grant funding and contracts, we continued the strict budgetary controls and other activities set out in the financial strategy agreed in 2014 to further diversify our income streams. This focused on increasing individual donations from non-members; encouraging direct debit payment of membership; increasing the contribution from local groups for the support they receive from the central organisation and seeking new sources of grant and contract income.

Having set a deficit budget but achieved a small surplus on the unrestricted core budget in 2016 and in line with the reserves policy, General Council agreed an unrestricted core budget for 2017 with a deficit to support continued progress in diversifying income.

General Council sought to continue the development of Woodcraft Folk's close relationship with the co-operative movement, both in terms of member engagement and financial support.

Training & Quality

We aimed to deliver at least one residential new leader training event per term.

When seeking new funding General Council set the goal of securing new grants or contracts that would enable the organisation to continue to deliver high quality training and support to our volunteers as a priority.

Achievements and Performance

Groups & Districts

We ended 2017 with 280 paying groups and 2,667 over-16 members. Average numbers of children attending each group declined slightly to 12, with over 3,300 children benefitting from regular attendance at a Woodcraft Folk group night.

The Sustainability Scorecard developed as part of the New Groups Project in 2015 was used again enabling us to celebrate good practice across the organisation in financial management and staying safe and to recognise areas for development, such as publicity and outreach. Now in its third year, it is clear that making this an annual process is providing useful information for monitoring and evaluating the impact of our activities.

"Hands In", an annual activity run concurrently in our groups up and down the country throughout March, is designed to help young people reflect on their own activity and on their role as a part of a nation-wide movement. In 2017 "Hands In" activities were all linked to gathering feedback from children and young people about the things they enjoy in Woodcraft Folk and the things they wish to improve. The feedback received would inform Woodcraft Folk's strategic plan from 2018.

Many DFs (16-20 year olds) are active locally, running groups or taking other key roles in their Districts. Nationally, the DF movement remains strong with a regular programme of events and a growing regional structure.

Campsites and Outdoor Centres

Cudham Environmental Activities Centre serves the movement by providing a Woodcraft Folk experience for all its users. Each weekend it hosts Woodcraft Folk groups, delivers forest school sessions and provides programme support where needed. In 2017 the long-planned improvements to bathroom facilities were undertaken in a £50,000 redevelopment.

Height Gate continues to develop as a flagship centre for sustainable energy use, with its solar panels, biomass stove, composting toilets and coppice woodland.

Lockerbrook Outdoor Activities Centre is our Peak District centre, enabling young people to access, enjoy and learn in the outdoors. In 2017, we concluded our partnership with Lindley Educational Trust, who we had contracted to deliver outdoor education bookings, re-activated our registration with the Adventure Activities Licensing Authority (AALA) and brought outdoor activity provision back in house.

Woodcraft Park Farm at Lurgashall is managed by a sub-committee of our London region and continues to offer back to basics camping and bushcraft activities for groups of up to 100 for 60 nights per year.

At the end of 2017 we entered into negotiations with the Forestry Commission to take over the management of their **Biblins Youth Campsite** in the Forest of Dean. Contracts were signed in early 2018 and we look forward to reporting on this exciting addition to our network of campsites and centres in our 2018 report.

Camps

Districts continued to hold an exciting and diverse range of local camps and outdoor activities. Following a number of major camps in 2017, many Districts were focused on smaller scale summer camps. In addition, larger camps in 2017 included:

- Northern Camp, including training and support for new leaders and groups from the New Groups Project.
- The annual DF Camp, self-organised by the 16-20 year old District Fellows.

Planning for an international camp to be hosted by Woodcraft Folk in 2020, continued with the first board meetings and the signing of contracts with the venue (Kent County Showground).

International Activities

We continue to work with IFM-SEI (the International Falcon Movement - Socialist Education International) a global network of children's and youth organisations which share our values. Many districts take part in international exchanges as part of ongoing relationships with local groups in other countries.

Heading for 100

Following the completion of our Heritage Lottery funded 90th Anniversary project in 2016, a steering group was established to carry forward the volunteer-led work on our archive and to start planning for our centenary in 2025.

There was a small balance of 90th anniversary project matched funds transferred to the Heading for 100 project which is shown in notes 13 and 14.

New Groups Projects

During 2017 Woodcraft Folk concluded the BBC Children in Need funded new group development project in the Garnethill area of Glasgow. The project targeted refugee families, delivered 6 outreach sessions, recruited 10 new volunteers and opened a new group in the East End of Glasgow. The project engaged over 100 children supporting them to have a Woodcraft Folk experience.

Feedback from parents included:

A mother shared that "They (her children) feel a gap because their father isn't there and this (Woodcraft Folk) helps fill that gap".

Another parent said "Woodcraft Folk are part of us, they are our family".

These comments reflect that for many of the children engaged in the project they had left aunts, cousins and in some cases parents behind in their home country and felt isolated. Woodcraft Folk's co-operative approach and desire to 'span the world with friendship' had a positive impact, creating links and a wider support network for children and parents alike.

Also during 2017 Woodcraft Folk launched two new inclusion projects, the first working in the Camelon area of Falkirk and the second working across East Anglia. Both projects will build on the experience developed during the Youth Social Action funded new group development work setting up 21 new groups during 2018 and 2019.

Outreach and media

Young members gained in confidence and skills by taking Woodcraft Folk ideas and values to a number of festivals during the summer, running information stalls and providing children's areas at Glastonbury, Latitude and Tolpuddle Martyrs festivals among others.

Our groups make good use of local media to promote their activities and we are seeing an increasing number using social media tools such as Twitter and Facebook.

Training & Quality

We delivered six New Leader trainings. In addition to supporting those recruited via the New Groups projects, these trainings supported sustainability and growth in existing Districts.

Our annual Folk Assembly is a practical example of innovative participation and educational techniques, including the use of Open Space methodology and is often combined with the delivery of training to reduce administrative costs and provide opportunities for cross-fertilization of ideas.

MEST UP (Mediation Education Support Team Umbrella Project) is a peer education project run by members of the District Fellows Movement to provide support and advice at Woodcraft Folk events on topics including sex, drugs, identity, bullying, abuse and peer pressure.

Our continuous development programme 'Follow the Trail' is designed to allow young members to evaluate their experience and help their leaders to work to deliver a better Woodcraft experience.

Our growing suite of online training modules and webinars, in addition to traditional training events, enable our volunteers to continue to offer high quality co-operative activities to children and young people across the UK in a safe and supportive environment.

Partnerships

Woodcraft Folk continued to receive generous financial and organisational support from regional co-operative retail societies and, nationally, from the Co-operative Group. In line

with the co-operative values set down in our aims and principles, we continue to choose to use co-operatives for a variety of services; from food for camps and large events, to trainers for groups, districts and national events. Nationally the Woodcraft Folk maintains strong links to Co-operatives UK (the UK Co-operative federation).

During 2017 we continued our work with Trades Unions and are pleased to report that six national unions and 13 trade union branches have affiliated to Woodcraft Folk.

We continued to work with partners including Scottish Refugee Council and Mencap to increase diversity within our organisation and to include as many children and young people as possible in Woodcraft Folk activity.

We began a partnership with the Institute of Education at University College London, who took over the hosting of our archive from the London School of Economics. We worked in partnership with Amnesty International as consultants on their review of the safeguarding policies and procedures.

Nations

Our groups in Scotland and Wales operate with their own devolved governance bodies; both of which appoint representatives to the board of Trustees.

Woodcraft Folk Scotland

Woodcraft Folk in Scotland secured continuing funding from the Scottish Government and the National Voluntary Organisations Support Fund for group support and development and from BBC Children in Need for work with families newly arrived in Scotland or with English as a second language. We secured new funding from the Big Lottery Fund to develop new groups in the Camelon area of Falkirk.

Gwerin y Coed (the Woodcraft Folk in Wales)

Gwerin y Coed concluded the Heritage Lottery Fund and Environment Wales funded project "Inspiring Young People to work with Wild Nature." This project is focused on creating community engagement and employment opportunities for young people on a former industrial site which is being transformed into a nature reserve.

Financial Review

The financial statements bring together and report on all the activities of the core and branches of Woodcraft Folk. Overall they show income of £1,231,873. This is a slight increase on that of 2016 which is the result of three main elements: an increase in donations, an increase in grant funding with the start of the New Groups East project and a decrease in camp income because there were no major national camps in 2017.

The financial statements show a surplus of £93,518, made up of £59,031 in restricted project funds which will be carried forward to 2018 and £34,487 of unrestricted surplus which is the net effect of an increase in membership donations and a reduction in both the income from and expenditure on major camps.

Fig. 1 provides a breakdown of Woodcraft Folk's figures into areas of activity prior to their consolidation for the Statement of Financial Activity.

Figure 1

	Office Core	Central Projects	Outdoor Activity Centres		Regions, DFs and Nations		Groups and Districts		Total
	unres.	Restricted	Unres.	Restricted	unres.	restricted	unres.	restricted	
Total income	283,455	101,337	227,668	11,908	47,478	86,221	564,928	90,527	1,413,522
Total expenditure	305,137	74,903	191,102	8,720	48,762	66,870	543,155	81,355	1,320,004
Surplus/(deficit) for year	(21,682)	26,434	36,566	3,188	(1,284)	19,351	21,773	9,172	93,518
Funds at 31/12/2016	718,544	30,560	287,512	352,577	93,048	16,943	492,807	45,434	2,037,425
Funds at 31/12/2017	696,862	56,994	324,078	355,765	91,764	36,294	514,580	54,606	2,130,943

The Central Projects figures in fig. 1 include the New Groups projects in Scotland and the East of England.

The total surplus for the year in fig. 1 is the same as that in the Statement of Financial Activities on page 21. The total income and total expenditure figures are, however, different from those on the Statement – total gross income in fig. 1 is around £1.41m instead of £1.23m in the Statement; total gross expenditure is around £1.32m instead of £1.14m. This is because receipts and payments between different parts of Woodcraft Folk, equivalent to over £180,000, do not appear in the consolidated accounts in order to avoid the inflation of income and expenditure through double counting.

Restricted funds increased during 2017 as we received more than we spent on New Groups Projects. The year-end balance on restricted funds for Central Projects represents funds carried forward to be spent in future years.

Unrestricted income exceeded expenditure in Outdoor Activity Centres, Groups and Districts. Unrestricted expenditure exceeded income in office core, but to a lesser extent than the deficit budget set by General Council. Unrestricted funds in Regions, DFs and Nations decreased due to some spending down of funds accumulated in prior years.

Strict controls continued to be applied during 2017 to expenditure on running the core office function and the total costs for the year were contained below the level set by the budget for the year. Combined with an increase in membership donations this resulted in a smaller deficit than budgeted.

In line with Woodcraft Folk's financial strategy, work to increase income from group registrations, members' subscriptions, donations and Gift Aid continued in 2017. This helped reduce Woodcraft Folk's reliance on grants and contracts to fund core support to volunteer-

run groups and continued a trend towards more diversified sources of income, which was established in 2014.

The full impact of this work to diversify income will be seen in future years but the Trustees are confident that their strategy will continue to promote Woodcraft Folk's financial strength and security.

Work has continued to improve the levels of both unrestricted and restricted income available to all areas of Woodcraft Folk activity but particularly to Groups and Districts. It is central to Woodcraft Folk's strategy that the charity ensures that Groups and Districts have the ability to apply for grants and develop Gift Aided fundraising. Woodcraft Folk's members, Groups and Districts are the fundamental element of the charity; Regions, Nations, Centres and projects are resources for them. The central office and Trustees underlie all of this, providing a more extensive layer of resources as well as strategic leadership.

The 2017 outturn, income trends and continued strong controls on costs have given the Trustees the confidence to budget in 2018 for a reduction in reserves of around £24,000. Setting a deficit budget reflects the Trustees' view that they should nurture financial developments which, in line with Woodcraft Folk's financial strategy, put the charity on a course to be financially self-sufficient rather than reliant on grant or contract funding to fund core support to volunteer-run groups. The Trustees felt that making short-term cuts to ensure a balanced budget risked jeopardising the progress made and having a long-term negative impact.

Principal funding sources

There are five key strands to the revenue received by Woodcraft Folk. A significant proportion of income derives from the membership in the form of annual subscriptions, group fees, payments for camps and other events and purchases from the Folk Supply department. Where appropriate, members are asked to register donations for Gift Aid to enhance the value of these receipts.

A second key funding stream comprises money from grant-making bodies such as Lottery Funds, charitable trusts, foundations and government agencies. Some project work and, where allowable, an element of core funding, is supported by grants from these funders and Awards for All provides a number of small grants to groups for their equipment and local activities which support our volunteers to deliver our key activities for children and young people.

The third major source of revenue derives from the co-operative movement. Woodcraft Folk has, since its foundation, been supported by different co-operative societies because of its adherence to co-operative principles and practice and its role in introducing children and young people to these principles through the educational work undertaken. Funding from the co-operative movement includes national, regional and local grants, some of which are linked to the delivery of co-operative education work in partnership with co-operative societies. The Woodcraft Folk acknowledges with thanks the continued financial support received from the Co-operative Group plc and other co-operative societies.

Fourthly, there is income from funding sources available in Wales and Scotland. In 2017 Gwerin y Coed (Woodcraft Folk in Wales) received funding from the Heritage Lottery Fund and in Scotland, financial support has been provided from the Scottish Government's National Voluntary Organisation Support Fund, Strategic Partnership Fund and Early Intervention Fund. In addition, Woodcraft Folk Scotland received funding from BBC Children in Need and the Big Lottery Fund.

Finally, we have focused on growing contributions from a wider donor base with our "Friends of the Folk" scheme. This is a developing area of funding which raised over £3,000 in 2017, and it is hoped this will provide a growing income in the years to come.

Fundraising

Woodcraft Folk's fundraising strategy outlines our approach to diversifying our income streams. As set out above, the majority of funds are raised from members, supporters and grant-making bodies. Woodcraft Folk does not normally fundraise from members of the general public who have no pre-existing relationship with the organisation.

The General Council has a fundraising sub-committee, including the Treasurer, volunteer representatives and senior staff, which oversees the fundraising carried out by the organisation.

Any complaints about fundraising activities should be directed to the General Secretary and would be dealt with using the Woodcraft Folk complaints and disputes procedure. Woodcraft Folk received no complaints about fundraising activities during 2017.

Woodcraft Folk did not make use of a professional fundraiser or commercial participator to raise funds during 2017.

Reserves policy

Unspent restricted funds are not counted towards reserves as they can only be spent for the purposes for which they were donated – the Trustees cannot change the purpose of restricted funds without the permission of the donor.

Woodcraft Folk's unrestricted funds fall into two categories:

1. Designated Funds: Funds which the Trustees have decided must be spent on a specific purpose within a specific timeframe. Details of the various designated funds are set out at the end of this policy.
2. General Reserves: Funds which are neither restricted nor designated. The Trustees have agreed the following reserves policy to establish target ranges for the working capital reserve and the contingency reserve and to set out guidance for what to do when the levels of reserves fall outside these ranges.

The charity holds the following general reserves, which relate to the core support operations of the charity and those parts of the organisation to which the Trustees delegate authority for managing staff and/or significant assets. Currently this includes the national branches in Scotland and Wales, along with the four campsites and outdoor centres.

Working Capital Reserve

Since it is the policy of the charity not to borrow money for working capital and for bank accounts not to go overdrawn, a working capital reserve is held to ensure that liabilities can be met when they fall due. The level of the working capital reserve considered necessary is computed taking account of the expected timing of receipts and expenditure and a prudent estimate is that it should be in the range £60,000 to £100,000. This range is based on the assumption that where the charity secures restricted grants they will usually be paid in advance and would not require Woodcraft Folk to provide working capital for the project.

Contingency Reserve

Even when activities are well planned, there is a degree of uncertainty about future cash flows. Income may fall or expenditure may increase in ways that are not anticipated. The reserves policy includes a target to meet unanticipated financial liabilities, taking account of the financial risks faced by the charity. A prudent estimate of what this should be lies in the range £100,000 to £250,000.

Policy when reserves are underfunded

If unrestricted reserves fall below the lower threshold for the Working Capital Reserve and the Contingency Reserve (currently £160,000), the Trustees will agree a plan to rebuild reserves to a prudent level within the next two to three years. The Trustees take the view that it might sometimes be prudent to set a deficit budget to enable investment that will support rebuilding reserves, but that the charity should not borrow money to invest in income generation.

Policy when reserves are above threshold: Free reserves

If unrestricted reserves are above the upper threshold for the Working Capital Reserve and the Contingency Reserve (currently, £350,000), the Trustees will agree a plan to invest these Free Reserves in development activity which supports the charitable objects. The Trustees take the view that Free Reserves should not be used to subsidise routine activity.

Performance in 2017 against Reserves Policy

Unrestricted reserves at 31 December 2017 (excluding funds which have been designated for specific purposes) amounted to £201,645, towards the lower end of the £160,000 to £350,000 range for combined Working Capital and Contingency Reserves, but comfortably above the lower threshold.

Designated funds

Designated funds (including Tangible Fixed Assets) are as follows:

Districts and Groups funds

Funds collected by individual Districts and Groups to fund their activities (net of money spent) are designated for the purpose of the District or Group concerned. The funds held at 31 December 2017 represent local working capital and/or funds raised locally and designated for local projects or capital expenditure. Funds for local projects or capital expenditure are likely to be spent over the next one-two years. Local working capital requirements vary from District to District and from time to time.

Regional funds

Funds collected by individual Regions to fund their activities (net of money spent) are designated for the purpose of the Region concerned. The funds held at 31 December 2017 represent working capital and/or funds raised regionally and designated for regional projects or capital expenditure. Funds for projects or capital expenditure are likely to be spent over the next one-two years.

District Fellows

Funds collected by the District Fellows to fund their activities (net of money spent) are designated for the purpose of the District Fellows. The funds held at 31 December 2017 represent working capital and/or funds raised by District Fellows and designated for District Fellows' projects or capital expenditure. Funds for projects or capital expenditure are likely to be spent over the next one-two years.

Buildings Fund

A fund is designated equal to the net book value of the charity's building assets. This is drawn on annually to fund the depreciation on the charity's building assets charged to

expenditure over the useful economic lives of the assets. The funds held at 31 December 2017 will be spent over the next 50 years.

CoCamp Legacy

A designated fund was created from part of the surplus generated by the CoCamp International Camp in 2011. Its purpose is to fund expenditure on projects with a theme of co-operation and to assist the next international camp - now planned for 2020. It is expected that the fund will be spent between now and 2020.

Stock

A fund is designated equal to the value of stock held by Folk Supply. The current stock is likely to be liquidated over the next 18 months but is regularly replenished, so the overall value is unlikely to vary greatly from year to year.

Staffing liabilities

A fund will be designated to meet the cost of any staff liabilities which may arise in the future given the nature of projects linked to funding cycles. There are no such designated funds at present.

Accumulated funds

When a significant expenditure project is planned, funds are accumulated as a designated reserve until sufficient money is available to enter into the planned commitment. The level of such a reserve at any point in time depends on the scale of the planned expenditure and the progress which has been made in collecting the necessary funds. There are no such designated funds at present.

Going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. They have made this assessment in respect of one year from the date of approval of these financial statements.

Woodcraft Folk is a charity with a strong supporter base. It has well-established sources of stable and secure income with which to finance its planned activities at the expected level of expenditure. This situation is expected to continue for the foreseeable future.

Woodcraft Folk also makes use of project funding to finance short-term activities in support of its charitable objectives. The charity scales up and scales down its activities and expenditure in accordance with the project funding which it obtains.

The Trustees have concluded that there are no material uncertainties about Woodcraft Folk's ability to continue as a going concern.

Plans for future periods

In line with the Strategic Plan agreed in 2013, Woodcraft Folk will continue to focus on supporting existing and developing new groups and districts to ensure the best possible experience for children and young people in communities across the country.

This development will be supported by a continuing focus at Trustee level on policies, systems and procedures to support and encourage effective financial management at all levels of the organisation and on the updating of the wider risk management systems to support volunteers to ensure the effective management of financial, safeguarding and other key risks.

Work began in 2016 and continued in 2017 to develop, in consultation with the membership, a new strategic plan to be adopted at the Annual General Meeting in 2018 and run from 2019 until the organisation's centenary in 2025.

Structure, Governance and Management

Governing document

Woodcraft Folk is a registered charity and a registered company established in July 2012 and governed by a Memorandum and Articles of Association. The activities, assets and liabilities of the unincorporated organisation Woodcraft Folk, which was founded in 1925 and was a registered charity, were transferred to the charitable company on 1 January 2013.

Company status

Woodcraft Folk is a company limited by guarantee and all company members have agreed to contribute a sum not exceeding £1 in the event of a winding-up.

Recruitment and appointment of trustees

The board of Trustees, who are also the directors of the company, is known as the General Council and comprises 20 elected members each serving a 2 year term, plus a treasurer selected by open recruitment and interview and appointed to serve for 5 years.

The elected members comprise:

- 10 members, 5 elected each year by conference ballot;
- 1 member, elected in Scotland from the membership there;
- 1 member, elected in Wales from the membership there;
- 4 Members aged 16 to 24 inclusive, 2 elected each year by conference ballot;
- 2 District Fellows Movement (DF) members elected at DF Althing (their own conference); and
- 2 members appointed by the DF Committee (DF members are aged 16 to 20 inclusive).

The Aims, Principles & Programme require a standing invitation for an observer representing the educational activity of the co-operative movement. This place is vacant at the time of writing.

Induction and training of trustees

New trustees attend an induction session and are paired up with an experienced Council member for ongoing support. A session is run during the first Council meeting following the Annual Gathering to provide information for all General Council members on trustees' governance and oversight duties. General Council members sign up to a code of conduct as part of the induction process. The General Council handbook and induction process is due for review in 2018 and will take account of the updated Charity Governance Code.

Remuneration policy for key management personnel

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis comprise the trustees, the General Secretary, the Director of Development and the Finance Manager.

Trustees of Woodcraft Folk receive no remuneration for the role, but are paid out of pocket expenses arising in the pursuance of their duties.

Senior staff are paid on a salary scale which is reviewed annually by the Trustees as part of the budget-setting process. The position of each role on the scale is decided by the staffing sub-committee when the role is created and reviewed periodically. Each role has an upper and lower bar on the scale. Staff appointed below the upper bar receive an annual increment until they reach the upper bar.

Organisational structure

Woodcraft Folk is a democratically structured membership organisation which operates as part of the voluntary and community sector. Local groups, comprising a pool of volunteers, meet regularly to provide a range of activities for children and young people. Where two or more groups exist in a locality they constitute a district association. Each group and district is entitled to send a delegate to the Annual General Meeting of the company. It is this body of delegates who elect the General Council.

There are also conferences held and committees operating in Scotland, Wales and the English regions with varying functions and status. The two nations relate directly with their own governments and send a representative each to General Council. The regions in England have no direct representation on General Council.

The young adult section of the Woodcraft Folk, called DFs (District Fellows), include 16 to 20 year olds organising their own affairs through district, regional and UK-wide bodies including a DF Committee and their own annual conference, Althing. They elect four delegates to General Council.

The four residential centres and campsites (and any current projects) are the responsibility of management committees typically drawn from local districts or the nations/regions in which they are based, together with General Council representation. These local committees are ultimately responsible to General Council who have the final responsibility for the oversight and good management of those projects.

Connected Parties & Partnerships

Our partnership with the Lindley Educational Trust to deliver outdoor education activities at our Lockerbrook Outdoor Activity Centre concluded in 2017.

Woodcraft Folk is a member organisation of the International Falcon Movement – Socialist Education International (IFM-SEI). We co-operate with IFM-SEI and its member organisations on a number of joint projects, funded by the European Union and the Council of Europe. These projects include running and participating in seminars and camps throughout the year.

Woodcraft Folk provides services, including payroll and insurance management, to the Trustees of Darsham Country Centre, an independent charity which operates as part of Woodcraft Folk's network of campsites and outdoor activity centres.

Risk management

General Council is actively involved in reviewing threats to the organisation. It does so at Council meetings with the support of the senior staff and maintains a collegiate approach to managing risks. A Risk Register and business continuity plan relating to specific risks is prepared by senior staff working closely with Trustees and reviewed at least annually.

The Risk Register includes a summary of significant and urgent risks along with priorities for action. Currently the three areas covered in this summary are:

1. **Governance** – Woodcraft Folk comprises over 250 local groups run by over 2,500 volunteers, supported by a small staff team and an elected Board of Trustees (General Council). Given the distributed nature of the organisation, the Trustees face an ongoing challenge to ensure that the entire movement is engaged in the shaping of the vision and strategy of the charity and that activities are delivered consistent with this strategy across all parts of the organisation. These risks are mitigated by the organisation’s embedded democratic structures and ongoing development of internal communication systems.
2. **Finance** – Although the organisation holds significant assets and has what appears to be a relatively high cash balance, the majority of liquid assets are designated for use by local branches of the organisation. The unrestricted funds available to underpin the core operations of the charity, which provide vital support to the volunteer-led groups, are at the lower end of the range set out in the reserves policy (see page 10). The reduction in unrestricted grants for core activity and increasing competition for project grants and contracts have been addressed by the adoption of the financial strategy which focuses on diversification of income (see page 8).

All financial actions within Woodcraft Folk are subject to its comprehensive financial procedures, which were reviewed in 2017. Operational management of agreed budgets is delegated to staff members but General Council retains control over any variances to budgets throughout the year via its Finance & General Purposes Committee.

3. **Safeguarding** – As an organisation working with children and young people there is always a risk of a major safeguarding incident which would have direct impacts on beneficiaries and indirect, reputational, impacts on the organisation as a whole.

Safeguarding of children and young people underpins all Woodcraft Folk activity. All relevant staff and volunteer members regularly working unsupervised with children complete enhanced Disclosure & Barring Service disclosures through the Woodcraft Folk (or join the Protection of Vulnerable Groups scheme if active in Scotland) in addition to providing two references. These disclosures are renewed every three years. Members are also trained in good practice relating to safeguarding at local level, as well as having access to guidance on health & safety and drug, alcohol & tobacco education.

The organisation’s safeguarding policy and procedures are reviewed annually by the Trustees in conjunction with the lead and deputy safeguarding officers (both members of staff), are promoted throughout the organisation and are supported by training at grassroots level and online resources. Full details are on our website: <https://woodcraft.org.uk/safeguarding>.

Reference and Administrative Details

Charity Name: Woodcraft Folk
Charity Registration Numbers: 1148195 (England & Wales) and SC039791 (Scotland)
Company Registration Number: 8133727 (limited by guarantee)
Registered Office: Units 9/10, 83 Crampton Street, London SE17 3BQ

General Council (Trustees and Directors) for the period

Brynn Alred	<i>until 23/9/17</i>
Millie Mae Burgh	Laura Hallsworth
Tom Brooks	Nick Hallsworth
Holly Carter-Rich	Josh Hope-Collins
Lucy Faircloth	Sax Rendell
Tom Gower	Naomi Wilkins
Pat Hunter	
Sonia Kelly	<i>from 23/9/17</i>
Philip Sayers	Sapna Agarwal
Ralph Sleigh	Nadia Asri
Claire Slocombe	<i>from 7/10/17</i>
Roland Susman (Treasurer)	Zeph Deakin
Jack Walker	Lara Taylor
Stuart Walker (Chair)	Iolo Walker
	<i>from 25/11/16</i>
	Jack Brown
	<i>until 15/3/18</i>
	James Bowring

Individuals who serve(d) as a trustee for the charity in holding the title to property belonging to the charity

Andrew Bibby	Trevor Linger	John Slater
Jess Cawley	Ian Millward	Julie Thorpe
Marc Espinet	Alan Searle	
John Keyworth	Thomas Searle	

General Secretary (Chief Executive & Company Secretary)

Jon Nott

Auditor

Buzzacott LLP, 130 Wood Street, London, EC2V 6DL

Bankers

The Co-operative Bank plc, 60/62 Pinstone Street, Sheffield, S1 2HP

Solicitors

Lester Morrill inc. Davies Gore Lomax, 26 Park Square West, Leeds LS1 2PL

Statement of General Council responsibilities

The trustees (who are also directors of Woodcraft Folk for the purposes of company law) are responsible for preparing the trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. 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 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 the methods and principles in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper 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 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.

Each of the trustees confirms that:

- so far as the trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The above report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the General Council and signed on its behalf by:

Stuart Walker (Chair)

Independent auditor's report to the members of Woodcraft Folk

Opinion

We have audited the financial statements of Woodcraft Folk (the 'charitable company') for the year ended 31 December 2017 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and the notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

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 and to the charity's trustees as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 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 auditor's 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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

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 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, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

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.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report and financial statements, 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.

Opinions on other matters 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 for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the 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 trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- proper and 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of General Council responsibilities, the trustees 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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Catherine Biscoe (Senior Statutory Auditor)

For and on behalf of Buzzacott LLP, Statutory Auditor
130 Wood Street
London
EC2V 6DL

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

Woodcraft Folk

Statement of financial activities (including income and expenditure account) Year to 31 December 2017

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2017 £	Total funds 2016 £
Income and expenditure					
Income from:					
Donations	1	456,368	414	456,782	420,685
Other trading activities	2	32,741	74	32,815	30,723
Investments	3	395	-	395	365
Charitable activities	4				
• Folk Supply		14,388	-	14,388	24,686
• Specific Grants		40,201	195,527	235,728	148,647
• Projects		-	92,859	92,859	108,652
• Fees and other income		397,787	1,119	398,906	446,729
Total income		941,880	289,993	1,231,873	1,180,487
Expenditure on:					
Raising funds		7,140	-	7,140	5,720
Charitable activities		898,645	232,570	1,131,215	1,292,877
Total expenditure	5	905,785	232,570	1,138,355	1,298,597
Net income/(expenditure) for the year	7	36,095	57,423	93,518	(118,110)
Transfer between funds		(1,608)	1,608	-	-
Net movement in funds for the year		34,487	59,031	93,518	(118,110)
Fund balances brought forward at 1 January 2017		1,592,227	445,196	2,037,423	2,155,533
Fund balances carried forward at 31 December 2017	13, 14	1,626,714	504,227	2,130,941	2,037,423

All of the charitable company's activities during the above two financial periods derived from continuing activities.

All recognised gains and losses are included in the statement of financial activities.

Woodcraft Folk
Balance sheet 31 December 2017

	Notes	2017 £	2017 £	2016 £	2016 £
Fixed assets					
Tangible assets	10		1,156,464		1,134,276
Current assets					
Stock		32,264		32,253	
Debtors	11	45,634		31,420	
Cash at bank and in hand		976,566		923,175	
		1,054,464		986,848	
Creditors: amounts falling due within one year	12	(79,987)		(83,701)	
Net current assets			974,477		903,147
Net assets			£ 2,130,941		£ 2,037,423
The funds of the charity:					
Restricted funds	14		504,227		445,196
Unrestricted funds					
- Designated	13	1,425,069		1,365,048	
- General		201,645		227,179	
			1,626,714		1,592,227
Total charity funds			£ 2,130,941		£ 2,037,423

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The notes on pages 24 to 34 form part of the financial statements.

Approved and authorised for issue by the Board on _____ and signed on its behalf by:

Chair of trustees

Approved on:

Company registration number 8133727 (England and Wales)

Woodcraft Folk

Statement of cash flows 31 December 2017

Notes	2017 £	2016 £
Cash (outflow) inflow from operating activities:		
Net cash (used in) provided by operating activities	53,000	(97,738)
Cash inflow from investing activities:		
Interest received	395	365
Change in cash and cash equivalents in the year	53,395	(97,373)
Cash and cash equivalents at 1 January 2017	923,175	1,020,548
Cash and cash equivalents at 31 December 2017	976,570	923,175

Notes to the statement of cash flows for the year to 31 December 2016

A Reconciliation of net (expenditure) income to net cash (outflow) inflow from operating activities

	2017 £	2016 £
Net (expenditure) income (as per statement of financial activities)	93,518	(118,110)
Depreciation charge	30,994	30,982
Fixed asset additions	(53,178)	-
Interest receivable	(395)	(365)
Increase in stocks	(11)	(2,493)
Increase in debtors	(14,214)	(2,235)
Decrease in creditors	(3,714)	(5,517)
Net cash (used in) provided by operating activities	53,000	(97,738)

B Analysis of cash and cash equivalents

	2017 £	2016 £
Total cash and cash equivalents:		
Cash at bank and in hand	976,566	923,175

Woodcraft Folk

Principal accounting policies 31 December 2016

Basis of preparation

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

Basis of accounting

The financial statements have been prepared under the historical cost convention with items initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or notes to these financial statements.

The financial statements have been prepared in accordance with the principles set out in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Critical accounting estimates and areas of judgement

The trustees do not consider that there are any critical accounting estimates or areas of judgement in the preparation of the financial statements.

Going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

Woodcraft Folk is a charity with a strong supporter base. It has well-established sources of stable and secure income with which to finance its planned activities at the expected level of expenditure. This situation is expected to continue for the foreseeable future.

Woodcraft Folk also makes use of project funding to finance short-term activities in support of its charitable objectives. The charity scales up and scales down its activities and expenditure in accordance with the project funding which it obtains.

The Trustees have concluded that there are no material uncertainties about Woodcraft Folk's ability to continue as a going concern.

Income

Income is recognised in the period in which the charity is entitled to receipt, the amount can be measured reliably and it is probable that the funds will be received.

Income is deferred only when the charity has to fulfil performance related conditions before becoming entitled to it or where the donor or funder has specified that the income is to be expended in a future accounting period.

Donations are recognised when receivable and the amount can be measured reliably by the charity.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity.

Woodcraft Folk

Principal accounting policies 31 December 2016

Expenditure

Expenditure is recognised on the accrual basis when a liability is incurred. Expenditure includes VAT, since this cannot be recovered, and is included as part of the expenditure to which it relates.

Raising funds comprises those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the direct costs and support costs relating to such activities.

Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation. Individual items costing less than £5,000 are not capitalised.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Asset Category	Annual rate
Property	2%
Fixtures, fittings & moveable buildings	10%
Equipment and vehicles	25%

Operating leases

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remains with the lessor, are charged to the Statement of Financial Activities on a straight line basis over the lease term.

Stock

Stocks of purchased goods for resale are valued at the lower of cost and net realisable value.

Debtors

Debtors are recognised at the settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipated it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Woodcraft Folk

Principal accounting policies 31 December 2016

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised cost using the effective interest rate method.

Pensions

The charitable company contributes to defined contribution pension schemes on behalf of its employees. The assets of these schemes are entirely separate to those of the charity. The pension cost in Note 8 represents contributions payable by the charity on behalf of the employees and it has no other liabilities to these schemes.

There were no contributions outstanding at the balance sheet date.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Woodcraft Folk

Notes to the financial statements
31 December 2017

1 Income from Donations

	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Donations				
Gifts & Donations	205,276	414	205,690	154,610
Gift Aid reclaimed	24,507	-	24,507	25,929
Non-specific Core grants	25,000	-	25,000	25,000
Membership Income	70,010	-	70,010	68,812
Groups Subscription Income	131,575	-	131,575	146,334
2017 total funds	456,368	414	456,782	420,685
2016 total funds	414,129	6,556	420,685	

2 Income from other trading activities

	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Other trading activities				
Fundraising activities	32,741	74	32,815	30,723
2017 total funds	32,741	74	32,815	30,723
2016 total funds	27,675	3,048	30,723	

3 Income from investments

	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Investments				
Bank interest	395	-	395	365
2017 total funds	395	-	395	365
2016 total funds	355	10	365	

Woodcraft Folk
Notes to the financial statements
31 December 2017

4 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Folk Supply	14,388	-	14,388	24,686
2016	24,686	-	24,686	
Specific Grants				
Outdoor Activity Centres	2,150	11,500	13,650	394
Groups & Districts	38,051	90,210	128,261	83,312
Regions & Nations	-	86,221	86,221	64,941
Camps	-	7,596	7,596	-
	40,201	195,527	235,728	148,647
2016	17,430	131,217	148,647	
Projects				
New Groups Project-1	-	-	-	29,825
New Groups Project-2	-	-	-	33,777
90th Anniversary project	-	-	-	45,050
YIF	-	92,859	92,859	-
	-	92,859	92,859	108,652
2016	-	108,652	108,652	
Fees and other income				
Outdoor activity centre: fees	162,134	-	162,134	115,978
Outdoor activity centre: other	4,303	-	4,303	9,766
Regions & Nations: Activities	16,622	-	16,622	2,242
District Fellows activities	16,553	-	16,553	16,720
National Camps	386	-	386	46,526
Groups & Districts: Camps	137,201	-	137,201	168,987
Groups & Districts: Other	27,097	288	27,385	31,687
Central activities	-	-	-	35,938
Development fund	7,250	-	7,250	-
Miscellaneous	26,241	831	27,072	18,885
	397,787	1,119	398,906	446,729
2016	446,473	256	446,729	
2017 total funds	452,376	289,505	741,881	728,714

Woodcraft Folk
Notes to the financial statements
31 December 2017

5 Expenditure on:

	Staff costs £	Administ- ration £	Depreci- ation £	Activities £	Other £	2017 £	2016 £
Raising funds	-	-	-	-	7,140	7,140	5,720
Charitable activities							
Folk Supply	-	2,909	-	-	9,254	12,163	15,839
Projects	50,102	1,666	-	10,518	6,029	68,315	214,508
Regions & Nations	48,233	577	-	17,995	22,318	89,123	101,421
District Fellows	-	941	-	17,877	6	18,824	17,589
Outdoor Activity							
Centres	73,658	3,973	14,221	98,688	60	190,600	174,767
National Camps	-	-	-	10,277		10,277	48,731
Groups & Districts:							
Camps	-	-	-	165,257	3,161	168,418	202,497
Groups & Districts:						-	
Running costs	-	945	-	275,919	15,024	291,888	262,985
Central Activities	162,807	51,101	16,773	-	18,088	248,769	219,223
Governance	11,921		-	-	20,917	32,838	35,317
	346,721	62,112	30,994	596,531	94,857	1,131,215	1,292,877

In 2017, total expenditure on raising funds was £7,140 (2016:£5,720), all of which was unrestricted.

In 2017, total expenditure on charitable activities was £1,131,215 (2016:£1,292,877) of which £898,645 (2016: £926,924) was unrestricted and £232,570 (2016:£365,953) was restricted.

Woodcraft Folk
Notes to the financial statements
31 December 2017

6 Taxation

Woodcraft Folk is a registered charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

7 Net movement in funds

This is stated after charging:

	2017 £	2016 £
Staff costs (Note 8)	346,721	401,079
Auditor's remuneration	14,050	13,770
Auditor's remuneration-prior year overprovision	-	-
Depreciation charges	30,994	30,982
Operating lease payments	-	-

Auditor's remuneration comprised:

	2017 £	2016 £
Statutory Audit	14,050	13,770

8 Staff costs

Staff costs during the year were as follows:

	2017 £	2016 £
Wages and salaries	317,036	369,166
Social security costs	24,227	27,030
Pension costs	5,458	4,883
	346,721	401,079

The average number of employees during the year, calculated on average headcount and full time equivalent, was as follows:

	Headcount		FTE	
	2017	2016	2017	2016
Administration	7.1	7.0	5.1	5.1
Regions & Nations	2.0	5.3	1.1	2.3
Outdoor Activity Centres	3.8	2.8	2.1	1.5
YIF	2.3	-	1.4	-
New Groups Project	3.3	5.3	1.3	2.9
90th Anniversary	0.0	0.4	0.0	0.4
Total	18.5	20.8	11.0	12.2

Woodcraft Folk
Notes to the financial statements
31 December 2017

8 Staff costs (continued)

No employees received emoluments of more than £60,000 per annum.

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis comprise the trustees, the General Secretary, the Director of Development and the Finance Manager. The total remuneration (including employer's pension contributions - there were no taxable benefits) of the key management personnel for the year was £95,229 (2016: £87,579).

2 redundancy payments were made in 2017 totalling £3,246 (2016: £2,177).

9 Trustee remuneration and expenses, and related party transactions

Neither General Council nor any persons connected with them received any remuneration during the year.

13 (2016:14) members of General Council received travel and subsistence expenses during the year of £2,523 (2016:£5,778).

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year.

10 Fixed assets

	Freehold land & buildings £	Leasehold land & buildings £	Fixtures, fittings & moveable buildings £	Equipment & vehicles £	Total £
Cost					
At 1 January 2017	587,952	706,825	164,832	47,845	1,507,454
Additions	50,682	-	2,500	-	53,182
Disposals	-	-	-	-	-
At 31 December 2017	£ 638,634	£ 706,825	£ 167,332	£ 47,845	£ 1,560,636
Depreciation					
At 1 January 2017	102,653	77,748	144,932	47,845	373,178
Charge for the year	10,699	14,137	6,158	-	30,994
Disposals	-	-	-	-	-
At 31 December 2017	£ 113,352	£ 91,885	£ 151,090	£ 47,845	£ 404,172
Net book value					
At 31 December 2017	£ 525,282	£ 614,940	£ 16,242	£ -	£ 1,156,464
At 31 December 2016	£ 485,299	£ 629,077	£ 19,900	£ -	£ 1,134,276

Woodcraft Folk
Notes to the financial statements
31 December 2017

11 Debtors	2017	2016
	£	£
Grants receivable	4,990	5,351
Other debtors	23,276	12,497
Prepayments	17,368	13,572
	£ 45,634	£ 31,420

12 Creditors: amounts falling due within one year	2017	2016
	£	£
Taxation and social security	-	6,716
Accruals	21,161	19,530
Other	58,826	57,455
	£ 79,987	£ 83,701

13 Designated funds	As at 1 January 2017 £	New designations £	Released £	As at 31 December 2017 £
Regions	51,228	19,897	(20,072)	51,053
District Fellows	17,691	21,163	(18,824)	20,030
Groups & Districts	492,806	559,714	(543,155)	509,365
Buildings Fund	768,217	50,682	(16,112)	802,787
CoCamp legacy	2,853	-	(2,739)	114
Stock	32,253	9,254	(9,243)	32,264
Development fund	-	7,250	-	7,250
Heading to 100	-	2,206	-	2,206
	1,365,048	670,166	- 610,145	1,425,069

Funds have been designated by the General Council for the following purposes

Regions	All assets held by the Regions that are not restricted, to be used by the Region holding the assets
District Fellows	All assets held by the District Fellows that are not restricted, to be used by the District Fellows.
District & Group funds	All assets held by Districts & Groups that are not restricted, to be used by the District / Group holding the assets.
Buildings Funds	The net book value of unrestricted funds tied up in property, which are not therefore readily available for other use.
CoCamp legacy	For projects with a theme of co-operation or to assist the next large camp.
Stock	This represents stock held by the charity to be used for future income generation.
Staffing liabilities	To meet the cost of staff liabilities expected to arise in the future.
Development Fund	To support the establishment of new, and the support of existing, groups and
Heading to 100	To plan and deliver activities for the organisation's centenary in 2025

Woodcraft Folk

Notes to the financial statements
31 December 2017

14 Restricted funds

	As at 1 January 2017 £	Income £	Expenditure £	Transfers £	As at 31 December 2017 £
Projects					
Western Sahara	8,694	-	-	-	8,694
New Groups Project-1	10,186	-	(10,186)	-	-
New Groups Project-2	4,763	6	(3,674)	619	1,714
New groups Project-3	-	93,690	(50,240)	-	43,450
Pride Camp	-	7,596	(7,596)	-	-
90th Anniversary project	3,734	-	(1,528)	(2,206)	-
	<u>27,377</u>	<u>101,292</u>	<u>(73,224)</u>	<u>(1,587)</u>	<u>53,858</u>
Districts / Regions & Nations					
Districts & Groups	42,059	90,527	(81,355)	3,195	54,426
Regions & Nations	18,104	86,221	(66,870)	-	37,455
District Fellows	2,214	-	-	-	2,214
	<u>62,377</u>	<u>176,748</u>	<u>(148,225)</u>	<u>3,195</u>	<u>94,095</u>
Outdoor activity centres					
Cudham	1,360	-	-	-	1,360
Lockerbrook	4,970	408	-	-	5,378
Heightgate	2,002	11,500	-	(2,002)	11,500
Project Koodoo	464	45	-	-	509
	<u>8,796</u>	<u>11,953</u>	<u>-</u>	<u>(2,002)</u>	<u>18,747</u>
Fixed asset funds					
Cudham	65,021	-	(1,690)	-	63,331
Lockerbrook	120,481	-	(2,973)	-	117,508
Heightgate	158,743	-	(4,057)	2,002	156,688
	<u>344,245</u>	<u>-</u>	<u>(8,720)</u>	<u>2,002</u>	<u>337,527</u>
Admin support	2,401	-	(2,401)	-	-
	<u>2,401</u>	<u>-</u>	<u>(2,401)</u>	<u>-</u>	<u>-</u>
	<u>445,196</u>	<u>289,993</u>	<u>(232,570)</u>	<u>1,608</u>	<u>504,227</u>

Restricted funds represent monies to be used for the following specific purposes:

Western Sahara	Promotion of solidarity with counterparts in Western Sahara
New Groups Project-1	Project to grow new Woodcraft Folk Groups in West Yorkshire
New Groups Project-2	Project to grow new Woodcraft Folk Groups in Wales, Scotland and Merseyside
New Groups Project-3	Project to grow new Woodcraft Folk groups in the East of England, funded by Big Lottery Fund - Youth Investment Fund
90th Anniversary project	Oral history project to mark the 90th anniversary of Woodcraft Folk
Districts & Groups	Funds raised by Districts & Groups for specific projects
Regions & Nations	Funds raised by Regions for specific projects
District Fellows	Funds raised by District Fellows for specific projects
Outdoor activity centres	Funds raised by Cudham, Lockerbrook and Heightgate for specific projects
Project Koodoo	Project to develop a new national campsite
Fixed asset funds	Balance of grants and donations received for the purchase of fixed assets and not yet expended by depreciation on the related assets
Admin support	Funds donated specifically to pay for Head Office administration

Woodcraft Folk
Notes to the financial statements
31 December 2017

15 Analysis of net assets between funds

	General funds £	Designated funds £	Restricted funds £	Total 2016 £
Fund balances at 31 December 2017 are represented by:				
Fixed assets	16,150	802,787	337,527	1,156,464
Current assets	265,482	622,282	166,700	1,054,464
Current liabilities	(79,987)	-	-	(79,987)
	201,645	1,425,069	504,227	2,130,941

16 Related party transactions

There were no related party transactions in the year to 31 December 2017.

17 Contingent asset

The charity is entitled to a seventh share of the residuary estate of a testator who died in the course of 2016. The total value of the estate cannot yet be determined with reasonable accuracy because the value of a residential property which forms a significant portion of the estate has not yet been realised. The income due from this legacy has therefore not been recognised in these financial statements.

18 Post balance sheet event

On 6 February 2018, Woodcraft Folk signed a 20-year lease with the Forestry Commission to take on the management of Biblins Youth Campsite in the Forest of Dean, with an annual rent of £15,000 per annum and an annual contribution of £4,500 to the maintenance of accessways.