

You're receiving this newsletter because you are a district or group treasurer or a district contact.  
Having trouble reading this email? [View in your browser](#). Click [here](#) to instantly unsubscribe

# Woodcraft Folk

## Newsletter for Treasurers



NOVEMBER  
2015

### OUR NETWORKS



## Introduction to the first edition

Hello! This is the first edition of a quarterly newsletter that will be sent to district and group treasurers and to district contacts. The aim is to provide treasurers with information to help them in their role, to give news of changes in policy, to offer advice on fundraising and to share success stories from districts. We welcome your feedback.

## Welcome from the new National Treasurer

Dear all

I'm really pleased that the launch of this newsletter gives me the chance to introduce myself as the national treasurer for Woodcraft.

This is a new role for me and I'm looking forward to working with and learning lots from all of you in the months and years to come.

I hope that this newsletter will be a way for me and Folk Office to stay in touch with you as well as helping you all keep in touch with each other about issues of finance and fundraising.

Of course, you can always email me and the other finance related staff and volunteers at the addresses set out in this newsletter.

General Council and I believe that, in keeping with our cooperative values, we as a charity need to embrace the principles of solidarity, mutual aid and "do-it-ourselves" in order to ensure the financial sustainability of Woodcraft Folk. In that spirit, we hope that this newsletter can help us to work together, support each other and share our knowledge and expertise.

Thank you to all of you for your hard work as treasurers or otherwise. Thanks in particular to Richard Robertson for his work as national treasurer for the last six years and for his continuing help behind the scenes.

Enjoy the newsletter; please let us know what you think!

Blue skies

Roland

## Sharing experiences

### CONTACTS

[Roland Susman](#)  
(National Treasurer)

[Jon Nott](#)  
(General Secretary)

[Debs McCahon](#)  
(Director of Development)

[Sarah McDonnell](#)  
(Gift Aid)

[Leanne Powell](#)  
(Membership & Groups)

[Funding Group](#)

[John Tippins](#)  
(Volunteer Fundraiser)





## WEB LINKS

*Advice for treasurers*

[Treasurer's Handbook](#)

[Accounting Spreadsheet for Groups & Districts](#)

[FAQs for treasurers](#)

*Funding advice*

[Sources of Funding](#)

[Fundraising guidance](#)

[Woodcraft Folk Funding Bids Policy](#)

*Gift Aid*

[Gift Aid guidance for District Treasurers](#)

[Gift Aid Webinar](#)

## DATES FOR YOUR DIARY

**31 December**  
*End of the financial year*

**4 January**  
*Group registration due*

**12 February**  
*Financial return due*



Give as you Live®

## FORWARD THIS EMAIL

*Do you know someone who might be interested in receiving this monthly newsletter?*



We plan to build a community of district treasurers so that we can celebrate successes, share experience and learn from each other.

Have you held any events, got a grant, done any kind of fundraising that we could mention to get things started - just a sentence with top line stuff?

- When it was
- What it was
- How much you raised
- How many were involved if applicable (maybe not if it was a grant)
- A tip or helpful piece of advice for anyone else thinking of doing it.

If you have something you'd like to share with the community, please email it to [fundraiser@woodcraft.org.uk](mailto:fundraiser@woodcraft.org.uk).

## Brighton Central & Hove District

Brighton Central & Hove District organized an art exhibition and auction earlier this year. Apart from raising over £150 for children affected by the ebola outbreak in Sierra Leone, the event was an opportunity for district members to meet each other and have a really successful and enjoyable meeting. Sarah, from Brighton Central & Hove, has three tips for a successful auction

- Let your Venturers run the auction, which should be just like a real auction with viewing etc.
- Make sure the auctioneer has a microphone as he/she will need to be heard over the mayhem in the hall
- Intersperse toys with other goods or keep toys at beginning, so that even Elfin's can have a go at bidding.

## Clapham District

Clapham District have had two recent grant successes. The most recent, in July 2015, was a Lambeth Council grant of £1000 for 'Making Summer Memorable' to support 6 Nights Residential Stay at Cudham Environmental Activities Centre. Two people, the Treasurer and District Coordinator worked on the application with invaluable help from Debs McCahon. Their advice is be prepared to spend some time on form filling and have policies in place e.g. safeguarding, constitution, insurance document.

The earlier grant of £3700 from Awards for All was to fund Leader training, travel for two hikes, Cudham Spring Elfin Camp, Elfin Sleepover, Pioneer London Watersports, Venturer events e.g. camps, skating, District BBQ and summer social, District Fun Swimming Social, District Pantomime Outing and National Registration Fees. Again, the same two people did most of the work in applying, administering and reporting. Clapham's advice is write your application in your own words, don't just copy another



application verbatim, emphasise the inclusive nature of Woodcraft Folk and any geographic location that your children are from where there is disadvantage, keep all your receipts and monitor your budget as you go along. A4A will accept changed budget areas, but want to know why.

[back to top](#)

## Fundraising

### Gift Aid Update

Gift Aid enables charities like Woodcraft Folk to claim back the tax paid by donors on money they donate to the charity. If you are a UK taxpayer, every £10 you donate could be worth £12.50 to Woodcraft Folk.

Following a successful trial in 2011 districts have started to claim Gift Aid on donations they receive, whether it be donations received to enable a camp to take place or just contributions for general running costs. So far this year from claims made by just nine districts we have been able to transfer £4,142 to districts, with a contribution to Woodcraft Folk centrally of £1,035.

If just half of our Districts optimised their income by claiming Gift Aid (based on the rate we have seen so far) we could see an annual income to districts of £25,530 and a contribution to Woodcraft Folk centrally, just imagine what your district could do with their share of £25k!

Many districts are not using the Gift Aid system, some because they think it is too complicated and are missing out on valuable income that is there for the taking.

More information and template forms can be found at <http://www.woodcraft.org.uk/resources/gift-aid-guidance-district-treasurers>

There is also a webinar available for you to watch & listen to at <http://www.woodcraft.org.uk/webinars/gift-aid> which aims to demystify the system and help you to start claiming the money that is yours.

Any questions please do not hesitate to email Sarah at [sarah.mcdonell@woodcraft.org.uk](mailto:sarah.mcdonell@woodcraft.org.uk) or call 020 7703 4173 in office hours, or let me know a time more convenient to you and I will call you back.

[back to top](#)

## Local money issues and treasurer life

### Are you ready for the increase in registration fee?

This year's Annual Gathering voted to significantly increase registration fees. The per-group fee is now £125 and the per-child or young person fee is now £12.50.

Your districts should have received their Group Reg letter and forms in the post recently. The letter and forms can also be downloaded at [www.woodcraft.org.uk/resources/group-district-registration-2016](http://www.woodcraft.org.uk/resources/group-district-registration-2016).

The reason General Council asked Gathering to increase fees is that Folk Office has seen a major reduction in the external funding which it previously used to subsidise the support it provides to groups and districts; asking groups to pay more is part of



### UNSUBSCRIBE

*Fed up of getting these emails? Feel free to come back at any time!*

• [Unsubscribe](#)

Woodcraft becoming more self-sustaining. This is explained in [a video from Jon Nott](#).

An amendment to allow groups to pay their Group Reg in installments was also passed at Gathering.

The Funding Working Group (which, amongst other things, puts together this newsletter) can give you help with local fundraising to cover some or all of your Group Reg. Just email [funding@woodcraft.org.uk](mailto:funding@woodcraft.org.uk) or use one of the other contacts in this newsletter. You'll also find help at [www.woodcraft.org.uk/funding](http://www.woodcraft.org.uk/funding).

Some of our Districts are more financially secure than others. If you think that your District might be able to make a solidarity donation to help less well-off groups to cover their fees, there's a special box to fill in on the Group Registration Payment.

back to top 

## Newsletter feedback

We would like to make sure that this newsletter is a useful resource to district treasurers, so if you would like to give us feedback please email [fundraiser@woodcraft.org.uk](mailto:fundraiser@woodcraft.org.uk). We have also thought about creating a forum for treasurers, which could be an email group, a Woodcraft community or other online place where ideas and information could be shared. Please let us know whether this is something you would value and what form it should take.

The forum will include a FAQ section so that you are able to get advice online. To start this off, here are a few FAQs we have put together. We will build on this when we receive questions for treasurers that we haven't covered.

Q. What does the treasurer do?

A. You can find out in the [Treasurer's Handbook](#).

Q. Is there a spreadsheet example that we can use for our district accounts?

A. Yes - it's here: [Accounting Spreadsheet for Groups & Districts](#)

Q. When is the start and end of the Woodcraft financial year?

A. January 1<sup>st</sup> to December 31<sup>st</sup>.

Q. When does our district's financial return have to be submitted?

A. Around the middle of February. You will be notified of the exact date in the mailing that goes to treasurers in December.

Q. Where do I get help in completing the annual returns?

A. Either email [returns@woodcraft.org.uk](mailto:returns@woodcraft.org.uk) or phone 020 7703 4173.

Q. Are there rules about applying for funding?

A. Yes, Woodcraft Folk has a policy about applying for funding. You can see a copy [here](#).

Q. What is Gift Aid?

A. Gift Aid enables charities like Woodcraft Folk to claim back the tax paid by donors on money they donate to the charity. If you are a UK taxpayer, every £10 you donate could be worth £12.50 to Woodcraft Folk.

back to top 



**Woodcraft Folk & IFM-SEI**  
Co-operative Education since 1925

*Units 9/10, 83 Crampton Street, London SE17 3BQ*

*• Phone: (+44) 020 7703 4173 • Fax: (+44) 020 7358 6370 • Email: [info@woodcraft.org.uk](mailto:info@woodcraft.org.uk)*

*© 2015. The Woodcraft Folk. Registered charity in England and Wales (1073665) and in Scotland (SC039791)*