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Woodcraft Folk

Newsletter for Treasurers



JANUARY
2017

OUR NETWORKS



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

Dear all

Welcome to the next quarterly edition of the Woodcraft Folk newsletter for all things fundraising and finance.

Most of you should have received your Annual Return form by email from Richard (our volunteer returns accountant) recently.

Completing the Annual Return can feel like a bit of an annual chore.

As a treasurer for an Elfin group, I've wrestled with the multi-coloured spreadsheet several times. Thanks to the resources available (and after a bit of practice), however, I think I've got the hang of it.

If you're having trouble with the form (or if you're ignoring it because you think it's going to be trouble!), I've put together a step-by-step guide, which hopefully will help. The guide is available [here](#).

On 16 January we'll be running a webinar to help with completing the Return. It's from 8pm to 9pm. If you're interested in this webinar, please go to the webinar page [here](#).

And don't forget to read the Annual Returns guidance (which was emailed to you with your form and can be found at <https://www.woodcraft.org.uk/resources/financial-return-forms-guidance>) and to take a look at the Treasurer's Handbook (which you can download at <https://woodcraft.org.uk/resources/treasurers-handbook>).

The Annual Return form needs to be sent back by 15 February 2017; it should be sent with a copy of any relevant bank account statements dated 31 December 2016 with the form.

If you have any questions or need any help, don't hesitate to email Richard and Leanne (Membership & Groups Officer) at returns@woodcraft.org.uk or call Leanne on 020 7703 4173.

Blue skies

Roland

The Treasurer's Handbook

The Treasurer's Handbook is designed to help groups and districts to keep track of their finances and to help make sure we can all fulfil the financial responsibilities that come with being part of a charity like Woodcraft Folk.

The Treasurer's Handbook can be downloaded here – <https://woodcraft.org.uk/resources/treasurers-handbook>.

Recently I've worked with Jon Nott (Woodcraft General Secretary), Jeremy Hudson (Finance Manager) and Richard Robinson (volunteer returns accountant and former national treasurer) to update the Handbook to try to make it clearer to understand and more useful.

The main changes to the Handbook are highlighted below.

Accounts book

The Handbook no longer has an example accounts book included with it (NB: 'accounts book' is another word for a record of income and expenditure). The Handbook now directs readers to the following webpage where you can download an example accounts book as well as a blank accounts book pro forma –

www.woodcraft.org.uk/resources/accounting-spreadsheet-groups-districts.

WEB LINKS

[Advice for treasurers](#)

[Treasurer's Handbook](#)

[Accounting Spreadsheet for Groups & Districts](#)

[Financial Returns](#)

[FAQs for treasurers](#)

[Funding advice](#)

[Funding Opportunities](#)

[Local Fundraising](#)

[Woodcraft Folk Funding Bids Policy](#)

[Gift Aid](#)

[Gift Aid guidance for District Treasurers](#)

[Gift Aid Webinar](#)

DATES FOR YOUR DIARY

[16 January District Treasurer Webinar](#)



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Grants and restricted funding

Section 3 of the Handbook now provides more information about grants and restricted funding.

The Handbook makes clear that all grants, however small, which are obtained from a source other than Woodcraft Folk, must be notified to Folk Office within three months of receipt.

The Handbook also signposts Woodcraft's Funding Bids Policy which can be accessed at <http://www.woodcraft.org.uk/funding>.

Annual Return

The grants and restricted funding section of the Handbook now provides some extra information on how such funding should be recorded on the Annual Return.

There's also further general information about the Annual Return in section 8 of the Handbook.

(In relation to the Annual Return, see also the other article in this Newsletter.)

Approval for employing staff or entering a lease

A new section 4 of the Handbook confirms that groups and districts have to get approval from General Council before seeking to employ staff (employing staff includes paying someone to do work such as administration or running a project).

The Handbook also confirms that groups and districts have to get approval from General Council before seeking to purchase land or buildings or to enter into a long-term lease (more than six months).

NB: More information on General Council can be found here – <https://www.woodcraft.org.uk/members/council>.

Monitoring and checking etc

There's now more information in the Handbook about monitoring the bank accounts of groups/districts.

Periodic checks should be made to ensure that the information in the accounts book is consistent with the information on the relevant bank statement (this process is known as carrying out a "reconciliation"). The Handbook says, in summary, that the frequency of these checks depends on a group/district's financial circumstances – whilst monthly checks are appropriate for active accounts and accounts with a low balance, checks may be less frequent for less active accounts.

The Handbook explains that it's important to keep a record of having done these checks. The Handbook suggests emailing to yourself a copy of the accounts book on the day that you carry out the reconciliation for the purposes of creating a record.

The handbook also confirms that all financial records (including all documentation regarding grants) must be kept for a minimum of six years.

Questions and feedback

If you have any questions or feedback about the Handbook, please get in touch with Jon Nott (jon.nott@woodcraft.org.uk).

Blue skies

Roland

Group & District Registration

District Contacts would have received your group registration forms for 2017 by post. All Woodchip, Elfin, Pioneer and Venturer groups are required to register their details and make a financial contribution to the national movement annually. Group registration ensures that groups are recognised and that Folk Office can provide them with support



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and background services including essential things such as public liability insurance, charity registration, financial accountability and safeguarding.

The deadline for registration forms to be received was the **3rd January**. If you're District has not yet submitted your return please encourage them to do so.

If you've any questions or concerns regarding your Group & District Registration please email me (*Membership & Groups Officer*) at info@woodcraft.org.uk.

Blue skies

Leanne

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Gift Aid

In 2016 we submitted 27 completed gift aid claims from 16 different districts, transferring £9,279 to districts and contributing over £2,328 to the core running of the organisation. This is an average income to districts of £562 which I am sure would come in handy for helping with group reg, hall rents, a camp or activity.

This was over 110% up on claims being submitted in 2015!

With two claims already received and processed this week and a further claim just awaiting a couple of documents it looks as though even more Woodcraft groups will benefit from the additional income that claiming gift aid on your donations can bring.

Blue skies

Sarah

In the news

Co-op Energy Christmas Prize draw

There are just a few days left to enter the Co-op Energy Christmas Prize draw - entries close on the 9th January. All you have to do is compare the price you pay your current supplier with the price you could pay Co-operative Energy and you'll be entered into a prize draw to win a £150 donation for your District. Woodcraft Folk will receive a donation of £25 each time someone switches to Co-operative Energy. So if you haven't entered yet, rush over to www.cooperativeenergy.coop/woodcraftfolk and see what you could save.

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Newsletter feedback

Comments, suggestions for articles you'd like to see or anything else you'd like to air, please email to fundraiser@woodcraft.org.uk

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