

Woodcraft Folk

Newsletter for Treasurers



FEBRUARY
2016

OUR NETWORKS



Introduction to the second edition

Dear all

Welcome to the second edition of Woodcraft's Treasurers' Newsletter.

This is a busy time of year for treasurers and I thought that it would be helpful to recap some of the things which are going on regarding Registration, Annual Returns and the new Treasurer's Handbook. I also have some information about the possibility of insuring your equipment under Woodcraft's national policy. That's quite a lot to cover (!), so please bear with me...

Blue skies

Roland

Group & District Registration

You should have all received letters and forms regarding this year's Group and District Registration. Thank you very much for those of you who have already returned your forms. If you have not yet sent back your forms, please could you do so as soon as possible?

General information about this year's Registration can be found at

<https://woodcraft.org.uk/resources/group-district-registration-2016> and you can, as always, contact Folk Office on info@woodcraft.org.uk or 020 7703 4173.

As you will have probably read already, delegates at Annual Gathering voted to increase Registration this year because of the need to ensure that the national movement can continue to provide essential support—in relation, for example, to membership, safeguarding and insurance—whilst the organisation is faced with an acute lack of external funding. Such a lack of external funding is expected to continue and that helps to explain Annual Gathering's decision to start to move us as a charity towards being more self-sufficient.

I, the staff at Folk Office and the volunteers on General Council and the Funding Working Group know that the decision at Gathering to significantly increase the Registration fee has posed a real challenge to many of you. Please get in touch with Folk Office (using the details in this Newsletter) if you have concerns about your Group or District paying for Registration – Annual Gathering was clear that Groups should not have to close or merge due to an inability to pay; if you get in contact with us we will do all that we can to make sure that groups don't have to close or merge.

A number of you have already asked for help and staff and volunteers have started to get in touch with support. Your feedback on this support will be crucial to help make sure that you can get the help that you need.

Can I also add a big thanks to those of you who have made a solidarity donation to help Groups and Districts who cannot afford the full fee?

Annual Returns

You should all have been contacted by Richard Robertson recently regarding your annual financial returns in preparation for the statutory audit of Woodcraft. More information can be found at <https://woodcraft.org.uk/resources/financial-return-forms-guidance-ye-2015> or by contacting returns@woodcraft.org.uk, info@woodcraft.org.uk or 020 7703 4173. The deadline for you to send in your Returns is 15 February 2016. It's important

that we get all the necessary information from you on time, not least so that we can help ensure that Woodcraft's accounts are given a clean bill of health by our auditors. Having a good audit result could, in particular, be important for the Folk when we are applying for grant funding. Thanks for all of your hard work on this.

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](#)

[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

15 February
Financial return due

1 April
Old Gift Aid forms become invalid

8-10 July
Woodcraft Folk Assembly

24 September
Annual General Meeting



Give as you Live®

FORWARD THIS EMAIL

Do you know someone who might be interested in

Updated Treasurer's Handbook

As Richard mentioned in his email regarding Annual Returns, Woodcraft's Treasurer's Handbook has been updated. It can be found [here](#). Please do take the time to look at the Handbook. We hope that the Handbook gives useful advice on carrying out the Treasurer role and, in particular, that it provides information on keeping money, which has been entrusted to Woodcraft, safe. Again, please do send feedback using the contacts in this Newsletter so that we can make sure the Handbook is as helpful as possible.

Insurance

Last but not least, do you have Woodcraft equipment which you would like to insure? If so you may be able to have the items insured under Woodcraft's policy. The cost, per annum, would be around £10 plus 10% per £1,000 worth of equipment (eg. £33 per year for £3,000 of equipment). You would need to hold an inventory of the items and keep them in an appropriate and secure place. For more information please don't hesitate to contact Sarah on 020 7703 4173.

I hope you are all having a great start to 2016.

Blue skies

Roland

Local fundraising

We are gathering together ideas for local fundraising - things such as car boot sales, cake sales and sponsored challenges. Tom, from Highgate & Holloway District (and a GC member) has started the ball rolling with some [great suggestions](#). Please email *your* suggestions to fundraiser@woodcraft.org.uk.

Kingswinford High Acres District

Kingswinford High Acres District, in the West Midlands, are experienced fundraisers. [In 2014 they raised over £800](#). For example, a local pub held a fund raising weekend on their behalf starting with the game Wheel of Fortune on the Friday & Saturday, followed by a Family Fun day with all bar staff wearing Woodcraft Folk t-shirts. Local bands and singers and Willow (aged 6) all sang free of charge.

Sadly, a few months ago, arsonists burned down their hut and they lost the building and all their equipment. So their response has been to up their fundraising activities. They have packed bags at the local supermarket (raising an astonishing £639), run raffles, persuaded local companies and ex-members to make donations towards the re-building and raised over £6500 on a [crowdfunding website](#). In a few short months they have raised over £11,000!



Highgate & Holloway District

Woodcraft Calendar

Photos of Elfins, Pioneers and Venturers doing activities from throughout the year make a great calendar to sell to parents, friends and supporters. Highgate & Holloway say they sell them for £4-5 and should cost no more than £1 to make each. More details [here](#).

Pea Fair

At the end of the term before Christmas H&H hold a pea fair for the whole district including parents. The week before the last session they get the young people to come up with ideas for stalls they could run at the pea fair, such as:

- Home made Christmas cards
- Treasure Island
- Guess how many M&Ms are in the jar

be interested in receiving this monthly newsletter?

• [forward this email](#)



- Guess the weight of the cake
- Wet sponge throwing at vents/DFs/leaders

More details [here](#).

Quiz Night

H&H run a quiz night charging £5-10 per team and maximum teams of 6. They advertise it to leaders past and present, parents, guardians and their close friends. We have a donation bar with "recommended" donations. More details [here](#).

Venturer Auction

Prior to the auction H&H ask the Venturers to come up with a skill, talent, something they can offer for real money which someone would be willing to pay for. Then they auction the Venturer off to the highest bidder. All proceeds go to the district. More details [here](#).

[back to top](#)

Local money issues and treasurer life

Gift Aid Update

Important changes to the declaration form

The gift aid declaration form will be changing from 5th April 2016. After this date any claims using a declaration in its current format will not be valid.

The good news is that any declaration forms completed for single & future claims before April 2016 can still be used so you will not need to redo forms you have already collected & sent in, but you will need to sign up anyone new using the new forms which are effective now.

The new updated form & template letters are available to download at www.woodcraft.org.uk/resources/gift-aid-guidance-district-treasurers

If you include a declaration in your own district letters or forms these will be need to be amended with the new wording. The HMRC guidelines on what a declaration must include can also be found at www.woodcraft.org.uk/resources/gift-aid-guidance-district-treasurers.

If you are unsure or would like us to check your letters please feel free to contact me at sarah.mcdonell@woodcraft.org.uk or on 020 7703 4173 and I will be happy to talk to you at a time convenient to you.

We have forwarded over £5,000 in Gift Aid to just 11 districts in 2015, so if you have been thinking about claiming gift aid on your districts donations and haven't yet, what's stopping you! We will do everything we can to support you through the process so please get in touch.

'We appreciate the extra income we get from gift aid, so thank you very much!'
Quote from a happy District Treasurer!

Co-op bank accounts

We advise all our groups to open Co-op bank accounts. To open an account you can either go to your local Co-operative bank or download a 'Community Directplus' bank application form for their [website](#).

Along with submitting an application you will also need an authorisation letter from Folk office. You'll need to let us know the names all the signatories to be added to the account so we can check that they're up to date members of the Folk. Only members of Woodcraft Folk can be signatories on an account opened using our name & charity number. Once we're satisfied that all signatories are members we will submit the letter to the bank.

To request an authorisation letter email info@woodcraft.org.uk.

giftaid it

The
co-operative
bank



UNSUBSCRIBE

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

• [Unsubscribe](#)

The authorisation letter can either be submitted with your bank application or alternatively you can send your application to the Co-op bank and they'll send us a request for the letter.

Leanne has created a new web page advising members how to set up a Co-op bank account with guidance. <https://woodcraft.org.uk/resources/opening-co-op-bank-account>

back to top 

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

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

© 2016. The Woodcraft Folk. Registered charity in England and Wales (1073665) and in Scotland (SC039791)