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Woodcraft Folk

Newsletter for Treasurers



SEPTEMBER
2016

OUR NETWORKS



CONTACTS

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(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)

Welcome to the fourth edition

Dear all

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

Lessons from Woodcraft's recent audit

Woodcraft's annual audit finished earlier in the summer. A big thank you to everyone involved in making the audit happen. As well as approving the Folk's accounts, our auditors made a number of observations and recommendations in relation to financial practice in Woodcraft. Many of the points raised by the auditors relate to the guidelines and procedures in our Treasurer's Handbook. Please do take the time to have another look at the Handbook, which can be found [here](#). The handbook is designed to help you keep track of the finances of your Group or District and make sure you fulfil the financial responsibilities that come with being part of the Woodcraft Folk. It's important that we all follow the guidance and rules in the handbook so that we can continue to keep the money which has been entrusted to Woodcraft safe. If you have feedback on or questions about the Handbook, please do get in contact using the details in this Newsletter.

Blue skies

Roland

Support to districts

		36 sessions per year				
		SUBS PER TERM				
		£10	£15	£20	£25	£30
RENT PER WEEK	£0	8	4	3	2	2
	£5	18	10	7	5	4
	£10	28	15	11	8	7
	£15	38	21	14	11	9
	£20	49	26	18	14	11
	£25	59	32	22	17	14
	£30	69	38	26	20	16

If you're a district treasurer/district co-ordinator, do you think about your core costs - rent and group registration, for example? Have you considered how many children you need to make the district sustainable? Do you know what the minimum number of children you need to cover the core costs is?

The new groups project were thinking about concepts like 'unfilled places' in our groups, which they felt was quite a different way of thinking to many Woodcraft groups, which are often run for the numbers that turn up, with no particular target for membership or strategy for achieving it.

These ideas were shared with General Council and with members at a workshop at the Folk Assembly. Owen Sedgwick-Jell, Project Manager for the New Groups Project, has

produced an Excel spreadsheet to help districts set budgets. There are two parts, firstly a budget tool which looks at the core costs (rent and group reg) and the subs income for groups to generate a rough and ready forecast for the district's finances, plus some suggestions for the additional costs that groups might need to consider. Secondly, some break-even calculations - a ready reckoner that looks only at the core costs and indicates the minimum numbers that you would need to have in your group to cover these,



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

[29 November Giving Tuesday](#)



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including a couple of worked examples to show how groups can use it to help their planning.

You can find the budgeting tool at woodcraft.org.uk/resources/budgeting-tool

Blue skies

John

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Heading to the end of the financial year

Welcome back to a new term!!

As we move toward the final months of the year Folk Office will begin to prepare both the Group Registration and Financial returns to go out to all Districts for completion. If there have been any changes to the Officeholders in your groups or district please let us know now as soon as possible that we can update our records and ensure that these forms go out to the right members.

District Registration

- To go out in the first week of November to all District contacts by post

All Woodcraft Folk groups (Woodchip, Elfin, Pioneer and Venturer) have 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 and background services including essential things such as public liability insurance, charity registration, financial accountability and safeguarding.

Financial Returns

- To go out in the 4th Quarter to all Treasurers by email

Every year the Woodcraft Folk has to submit its accounts to the Charity Commission for approval. As we're all one charity, we require all groups and districts to submit their financial information to Folk Office so that they can be included in our end of year accounts.

As the Treasurer you may want to start thinking about tying up any of your loose ends, collating bank statements, chasing any late payments in preparation for your Financial Return y/e 2016.

Any questions relating to the above or you need to let us know a change of officeholder in your District please email Leanne Powell at info@woodcraft.org.uk.

Blue skies

Leanne

In the news

Co-operative Energy

As you know, Woodcraft Folk have begun a new partnership with Co-operative Energy. We will receive a donation of £25 each time someone switches to [Co-operative Energy](#). The partnership was launched with a prize draw - all you had to do was compare your fuel bill with what the Co-op offers. I'm pleased to say that Catherine Horstcraft of Hinckley District won the prize and the district will receive a £150 donation from Co-op Energy. Catherine says the district has decided, in the spirit of the community support between Woodcraft and the Co-op, to put the £150 towards funds they are raising to help support Syrian refugees who have come to the Leicester area.

Save money on your energy bills, raise funds for Woodcraft Folk and support the co-operative alternative to the Big 6 energy companies. Please share the link with members, supporters and parents in your area.

JustGiving

In the last year over £7000 has been raised for Woodcraft Folk through [JustGiving](#)! Huge thanks to those individuals and districts around the country who have raised funds

through sponsored walks, cycle rides and litter picks. JustGiving is also an easy way to accept donations to our funds - just point your donor to www.justgiving.com/woodcraftfolk



Give as you Live

We have also passed another milestone with donations through Give as you Live now more than £500. When you shop online a small percentage of the purchase price is donated to the charity of your choice. You don't have to be a shopaholic looking to salve your conscience, but when you next book train tickets for a district trip or buy resources for craft activities, do it through [Give as you Live](#) and raise some funds for Woodcraft at the same time. It'll cost you nothing! Please share with your district.



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