

Woodcraft Folk

Annual Report and Financial Statements

31 December 2015

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8133727 (England and Wales)

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SC039791

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Woodcraft Folk

Report of the General Council for the year ended 31 December 2015

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 2015 include delivering the National Citizen Service to 16-17 year olds in West Yorkshire, the celebration of our 90th Anniversary and our New Groups Project which aims to provide new places for over 800 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 2015

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 2015:

Growth & Diversity

Woodcraft Folk sought in 2015 to use the opportunities provided by our local delivery contract for the National Citizens Service in West Yorkshire to engage more young people, recruit volunteers, develop our existing groups and support the fledgling new district in Wakefield.

We sought to maximise the value of funding secured for our New Groups Project to support existing districts to expand their reach and to establish new districts in communities we do not currently serve. Specifically, the New Groups Project aimed to recruit 226 new leaders, create 823 new places (and fill 666 of those) in 2015.

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; moving to 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 for 2014 to facilitate transition from a major Big Lottery grant to more diverse other sources of funding, General Council agreed an unrestricted core budget with a small surplus of £7,750 to rebuild funds as set out in the reserves policy.

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

As part of our 90th Anniversary project we aimed to train 40 members to gather oral history lifestories.

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 2015 with 316 paying groups (a net increase of 13) and 3,067 over-16 members (an 8% rise on 2014). Average numbers of children attending each group decreased slightly to 13, but the increase in the number of groups meant that over 4,100 children benefited from regular attendance at a Woodcraft Folk group night.

The Sustainability Scorecard developed as part of the New Groups Project was rolled out to all groups 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.

“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. This year’s theme was the organisation’s 90th Anniversary, with groups from different districts exchanging “birthday presents” celebrating and exploring the history of their own group.

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. 2015 was one of Cudham’s busiest years yet with new mid-week bookings from like-minded organisations and school groups in addition to Woodcraft Folk events for all ages.

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

2015 was the first year of our new partnership with Lindley Educational Trust who we contracted to deliver outdoor education bookings at **Lockerbrook Outdoor Activities Centre**. The Trustees are grateful to the volunteers and Management Committee who supported this transition in operational model and laid the foundations for long-term sustainability, enabling young people to access, enjoy and learn in the outdoors.

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.

Camps

Districts continued to hold an exciting and diverse range of local camps and outdoor activities. In addition, major camps in 2015 included:

- the first Northern Camp in a decade, 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.

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.

90th Anniversary

Our 90th Anniversary was celebrated up and down the country with local and regional events. Volunteers collected more than 30 oral history life stories and the year ended with the launch of our “First 90 years” exhibition at London’s City Hall.

The project continues and additional resources, including a book, film, updated heritage website and online archive, leaflet and other educational resources will be launched during 2016.

National Citizen Service

Working through schools and colleges in West Yorkshire the NCS team were able to give 270 young people a Woodcraft Folk experience, including:

- 10 days camping
- Bushcraft and outdoor adventures
- Social action and campaigning on local issues, including supporting local homeless charities, the Real Junk Food Project and many more

After four years of delivering the NCS programme in West Yorkshire we were able to build on our links and partnerships to:

- Launch a new DF group in Wakefield, engaging NCS graduates as young leaders
- Support 90 pupils at Wakefield College to participate in social action opportunities to complement their Public Services studies

Impact evaluation undertaken by Ipsos MORI confirms that NCS is helping to build a more confident, capable, connected and compassionate generation. Feedback from individual young participants suggested that they valued developing team-working skills and gaining insight into different communities and faiths.

New Groups Project

We continued to deliver our New Groups Project in West Yorkshire, Merseyside, North Wales and Central Scotland, with funding from the Cabinet Office Youth Social Action Fund delivered in partnership with Youth United.

This project is based on our tried and tested PlayOut model to support existing districts to expand their reach and to establish new districts in communities where we are not currently able to offer the benefits of a Woodcraft Folk experience to children and young people.

We ran outreach activities in 23 schools and held 102 PlayOut sessions in public spaces and parks, engaging 10,997 children and young people. 2,561 potential volunteers were engaged in outreach and training activity – 267 of these became volunteer leaders after completing screening and membership checks.

The project created 897 places for new children and young people to join Woodcraft Folk groups, registering 42 new groups and increasing capacity in 17 existing groups during 2015. By the end of 2015, 590 of these new places had been filled.

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 Tolpudde 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

The New Groups Project delivered 10 residential trainings, eight day trainings and a series of bitesize trainings to over 300 volunteers.

Our 90th Anniversary project included two residential trainings and several training sessions at camps and other events. In total 56 volunteers were trained to collect oral history life stories.

Our Annual Gathering 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.

We developed two additional online training modules – on youth participation and staying safe. Our growing suite of online training modules, 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).

We worked in partnership with the Co-operative College on the National Citizens Service and the New Groups Project.

During 2015 we continued our work with Trades Unions and are pleased to report that five national unions and 15 trade union branches have affiliated to Woodcraft Folk.

We continued to work with partners, including MRANG (Merseyside Refugee & Asylum Seekers Pre & Post Natal Support Group), National Autistic Society, Scope, Scottish Refugee Council, Sense and Young Minds to increase diversity within our organisation and to include as many children and young people as possible in Woodcraft Folk activity.

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

The New Groups Project in Scotland recruited 30 new volunteers, creating 96 new places by starting four new groups and increasing capacity in 3 existing groups. 65 of the new places had been filled by the end of 2015.

Woodcraft Folk Scotland ran several training events and developed new policy, guidance and webinars on dealing with challenging behaviour.

Gwerin y Coed (the Woodcraft Folk in Wales)

The New Groups Project in Wales recruited 52 new volunteers, creating 186 new places by starting seven new groups and increasing capacity in 6 existing groups. 92 of the new places had been filled by the end of 2015.

Alongside the New Groups Project, Gwerin y Coed delivered the first year of 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 will be 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 turnover in excess of £1.7m. This was an increase on that of 2014 due to two new grant-funded projects – New Groups Project and 90th Anniversary Project – and an increase in the scale of our contract to deliver NCS.

The financial statements show a surplus of £90,137, of which, £31,615 was restricted funds carried forward to be spent in 2016.

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		Other Projects		Total
	unres.	restricted	unres.	restricted	unres.	restricted	unres.	restricted	unres.	Res.	unres.	Res.	
Total income	267,855	637,791	211,355	729	53,969	95,053	604,957	48,045	-	-	-	-	1,919,754
Total expenditure	263,508	565,256	177,696	22,883	61,960	95,867	581,591	60,035	821	-	821	-	1,829,617
Surplus/(deficit) for year	4,347	72,535	33,659	(22,154)	(7,991)	(814)	23,366	(11,990)	(821)	-	-	-	90,137
Funds at 31/12/2014	711,720	60,543	238,151	388,038	99,353	36,328	484,990	44,884	1,389	-	-	-	2,065,396
Funds at 31/12/2015	716,067	133,078	271,810	365,884	91,362	35,514	508,356	32,894	568	-	-	-	2,155,533

The project figures in fig. 1 break down further as follows: Central Projects mainly covers the New Groups, 90th Anniversary and NCS projects; Other Projects mainly covers PlayOut South London and PowerPod in Edinburgh.

The total surplus for the year in fig. 1 is the same as that in the Statement of Financial Activity 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 £1.9m instead of £1.7m in the Statement; total gross expenditure is around £1.8m instead of £1.6m. This is because receipts and payments between different parts of Woodcraft Folk, equivalent to over £200,000, do not appear in the consolidated accounts in order to avoid the exaggeration of income and expenditure through double counting.

Restricted funds decreased during 2015, except in Central Projects, as they were spent on the purposes for which they were granted. The increase in restricted funds for Central Projects represents funds carried forward to be spent in future years.

Unrestricted income exceeded expenditure except in Regions, DFs and Nations and in Other Projects. The main reason for the decrease in unrestricted funds of Regions, DFs and Nations is the spending by DFs of contingency funds in response to a reduction in festival fundraising opportunities. With regard to Other Projects, this resulted from their winding down.

Strict controls continued to be applied during 2015 to expenditure on running the core office function and the total costs for the year were contained at the level set by the budget for the year. Net core surplus exceeded expectations due to effective project management leading to a larger than budgeted surplus on the delivery of the NCS contract.

In line with Woodcraft Folk's financial strategy, work to increase income from group registrations, members' subscriptions, donations and Gift Aid continued in 2015. 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.

In furtherance of the diversification strategy, at the Annual General Meeting in 2015 members voted to significantly increase the contribution that Districts make to the central organisation.

In tandem with this, work 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 2015 outturn, income trends and continued strong controls on costs have given the Trustees the confidence to budget in 2016 for a reduction in reserves of £9,800. Setting a small 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 six 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. Our members contributed over £290,000 during 2015.

Second, we have continued to secure project funding in the form of contracts, rather than grants, such as the contracts for delivery of the National Citizenship. This enables us to reach out to new communities and open new groups – two of our strategic aims.

A third key funding stream comprises money from grant-making bodies such as Lottery Funds, charitable trusts, foundations and government departments. 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 fourth 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.

In 2015 Gwerin y Coed (Woodcraft Folk in Wales) received funding from Environment Wales and the Heritage Lottery Fund. In Scotland, financial support is provided from the Scottish Government's National Voluntary Organisation Support Fund and Strategic Partnership 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 £3,800 in 2015, and it is hoped this will provide a growing income in the years to come.

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's reserves policy relates 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, there is a working capital level target within the reserves policy to ensure that liabilities can be met when they fall due. The level of the working capital 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 free 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 free reserves are above the upper threshold for the Working Capital Reserve and the Contingency Reserve, 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 2015 against Reserves Policy

Free reserves at 31 December 2015 were £209,591 – at 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 2015 represent local working capital and/or funds raised for specific 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 2015 represent working capital and/or funds raised for specific project 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 2015 represent working capital and/or funds raised for specific project 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 2015 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 or to assist the next international camp. It is expected that the fund will be spent over the next five years as suitable opportunities arise.

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 is designated to meet the cost of any staff liabilities which may arise in the future given the nature of projects linked to funding cycles. The funds held at 31 December 2015 will be spent in the next year.

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. 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.

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.

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 seat is vacant at the time of writing. A recruitment process is being undertaken in conjunction with Co-operatives UK, the umbrella body for the co-operative movement.

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.

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 Gathering, which includes 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

During 2015 Woodcraft Folk was a local delivery partner for the National Citizen Service in Wakefield and Bradford, West Yorkshire, under a contract with the National Youth Agency.

We have a partnership with the Lindley Educational Trust who deliver outdoor education activities at our Lockerbrook Outdoor Activity Centre.

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 including running and participation in seminars and camps throughout the year.

Woodcraft Folk provides services, including payroll and insurance management, to the Trustees of Darsham Country Centre (of which Richard Robertson is also a Trustee), 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 300 local groups run by over 3,000 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 financial support from the Co-operative Group and increasing competition for grants and contracts have been addressed by the adoption of the financial strategy which focuses on diversification of income (see page 9).

All financial actions within Woodcraft Folk are subject to its comprehensive financial procedures, which were reviewed in 2015. 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.

In 2015 the Trustees carried out a tendering process for audit provision in line with best practice. The result of this process was the appointment of new auditors, Buzzacott LLP.

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 senior

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

Tom Gaffikin	<i>until 20/9/15</i>
Tom Gower	Ben Bonerjea
Laura Hallsworth	Luke Flegg
Josh Hope-Collins	Richard Robertson - Treasurer
Pat Hunter - Chair	Martyn Wells
Ann MacGarry	<i>from 20/9/15</i>
Melissa March	Millie Mae Burgh
Ralph Sleigh	Claire Slocombe
Roland Susman (Treasurer from 20/9/15)	Stuart Walker
Naomi Wilkins	<i>until 10/10/15</i>
<i>until 5/9/15</i>	Pat Farrell
Anna Rathbone	Toby Hanson-Iles
<i>from 5/9/15</i>	<i>from 10/10/15</i>
Brynn Alred	Holly Carter-Rich
Emmeline Aves	Philip Sayers
	<i>from 27/2/16</i>
	Tom Brooks

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

Andrew Bibby	Trevor Linger	Alan Searle
Jess Cawley	Ian Millward	Thomas Searle
Marc Espinet	Anthony Raine	John Slater
John Keyworth	<i>(deceased during 2015)</i>	Julie Thorpe

General Secretary (Chief Executive & Company Secretary)

Jon Nott

Auditor

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

Bankers

The Co-operative Bank plc, 84/86 West Street, Sheffield, S1 3SX

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:

Pat Hunter (Chair) 8th July 2016

Independent auditor's report to the members of Woodcraft Folk

We have audited the financial statements of Woodcraft Folk for the year ended 31 December 2015 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland.

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, and the charity's trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the statement of General Council responsibilities set out in the trustees' report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

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 2015 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).

Opinion on other matter 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. Also, in our opinion, in light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have identified no material misstatements in the trustees' report.

Matters on which we are required to report by exception

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

- 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 exemption in preparing the trustees' report and take advantage of the small companies exemption from the requirement to prepare a Strategic Report.

Catherine Biscoe, Senior Statutory Auditor
for and on behalf of Buzzacott LLP, Statutory Auditor
130 Wood Street
London
EC2V 6DL

4 August 2016

Statement of financial activities (including income and expenditure account) Year to 31 December 2015

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2015 £	Total funds 2014 £
Income and expenditure					
Income from:					
Donations	1	316,765	2,703	319,468	316,678
Other trading activities	2	41,145	—	41,145	44,903
Investments	3	392	16	408	644
Charitable activities	4				
. Folk supply		19,843	—	19,843	18,161
. Specific grants		46,768	134,245	181,013	204,211
. Projects		—	636,201	636,201	276,982
. Fees and other income		503,123	577	503,700	551,861
Total income		<u>928,036</u>	<u>773,742</u>	<u>1,701,778</u>	<u>1,413,440</u>
Expenditure on:					
Raising funds		5,681	—	5,681	11,502
Charitable activities		863,833	742,127	1,605,960	1,576,724
Total expenditure	5	<u>869,514</u>	<u>742,127</u>	<u>1,611,641</u>	<u>1,588,226</u>
Net income (expenditure) / net movement in funds	7	58,522	31,615	90,137	(174,786)
Fund balances brought forward at 1 January 2015		1,535,601	529,795	2,065,396	2,240,182
Fund balances carried forward at 31 December 2015	13, 14	<u>1,594,123</u>	<u>561,410</u>	<u>2,155,533</u>	<u>2,065,396</u>

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

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

Balance sheet 31 December 2015

	Notes	2015 £	2015 £	2014 £	2014 £
Fixed assets					
Tangible assets	10		1,165,258		1,200,519
Current assets					
Stock		29,760		24,917	
Debtors	11	29,185		76,147	
Cash at bank and in hand		1,020,548		859,063	
		1,079,493		960,127	
Creditors: Amounts falling due within one year	12	(89,218)		(95,250)	
Net current assets			990,275		864,877
Net assets			2,155,533		2,065,396
The funds of the charity:					
Restricted funds	14		561,410		529,795
Unrestricted funds					
. Designated	13	1,384,532		1,390,152	
. General		209,591		145,449	
			1,594,123		1,535,601
Total charity funds			2,155,533		2,065,396

These financial statements 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 28 to 35 form part of the financial statements.

Approved and authorised for issue by the Board on 8 July 2016 and signed on its behalf by:

Pat Hunter
Chair of trustees

Approved on: 8 July 2016

Company registration number 8133727 (England and Wales).

Statement of cash flows 31 December 2015

	Notes	2015 £	2014 £
Cash inflow (outflow) from operating activities:			
Net cash provided by (used in) operating activities	A	161,077	(143,074)
Cash inflow from investing activities:			
Interest received		408	644
Change in cash and cash equivalents in the year		161,485	(142,430)
Cash and cash equivalents at 1 January 2015	B	859,063	1,001,493
Cash and cash equivalents at 31 December 2015	B	1,020,548	859,063

Notes to the statement of cash flows for the year to 31 December 2015

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

	2015 £	2014 £
Net income (expenditure) (as per statement of financial activities)	90,137	(174,786)
Depreciation charge	35,261	29,480
Interest receivable	(408)	(644)
Increase in stocks	(4,843)	(4,159)
Decrease in debtors	46,962	6,421
(Decrease) increase in creditors	(6,032)	614
Net cash provided by (used in) operating activities	161,077	(143,074)

B Analysis of cash and cash equivalents

	2015 £	2014 £
Total cash and cash equivalents:		
Cash at bank and in hand	1,020,548	859,063

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 accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

The financial statements 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 recognition

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.

Expenditure recognition

Expenditure is recognised on the accruals 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 anticipates 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.

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 method.

Transition to FRS 102

No adjustments to the opening balances were necessary on transition to FRS 102. The date of transition was 1 January 2014.

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 shown 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.

Principal accounting policies 31 December 2015

Fund accounting

Unrestricted general 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.

1 Income from donations

	Unrestricted funds £	Restricted funds £	Total funds 2015 £	Total funds 2014 £
Donations				
Gifts and donations	50,460	2,703	53,163	64,410
Gift Aid reclaimed	10,062	—	10,062	10,492
Legacies and Gifts in Memory	—	—	—	3,850
Non-specific core grants	25,000	—	25,000	25,750
Membership fees	67,977	—	67,977	58,926
Groups Subscription income	163,266	—	163,266	153,250
2015 total funds	316,765	2,703	319,468	316,678
2014 total funds	314,212	2,466	316,678	

2 Income from other trading activities

	Unrestricted funds £	Restricted funds £	Total funds 2015 £	Total funds 2014 £
Other trading activities				
Fundraising activities	41,145	—	41,145	44,903
2015 total funds	41,145	—	41,145	44,903
2014 total funds	44,903	—	44,903	

3 Income from investments

	Unrestricted funds £	Restricted funds £	Total funds 2015 £	Total funds 2014 £
Investments				
Bank interest	392	16	408	644
2015 total funds	392	16	408	644
2014 total funds	618	26	644	

4 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total funds 2015 £	Total funds 2014 £
Folk Supply	19,843	—	19,843	18,161
2014	18,161	—	18,161	
Specific grants				
Core	—	—	—	88
Outdoor Activity Centres	—	400	400	1,700
Groups & Districts	39,169	39,292	78,461	109,001
Regions & Nations	7,599	94,553	102,152	93,422
	46,768	134,245	181,013	204,211
2014	27,313	176,898	204,211	
Projects				
Tree	—	—	—	6,474
NCS	—	250,888	250,888	190,508
New Groups Project-1	—	108,368	108,368	80,000
New Groups Project-2	—	233,895	233,895	—
90th Anniversary project	—	40,050	40,050	—
DRGL	—	3,000	3,000	—
	—	636,201	636,201	276,982
2014	—	276,982	276,982	
Fees and other income				
Outdoor activity centre fees	143,544	—	143,544	147,427
Regions & Nations: Activities	4,858	—	4,858	7,878
DF activities	21,233	—	21,233	25,299
Groups & Districts: Camps	265,380	—	265,380	284,615
Groups & Districts: Other	48,864	77	48,941	57,717
Central activities	12,961	—	12,961	15,338
Miscellaneous	6,283	500	6,783	13,587
	503,123	577	503,700	551,861
2014	545,890	5,971	551,861	
2015 total funds	569,734	771,023	1,340,757	1,051,215

5 Expenditure on:

	Staff costs £	Admini- stration £	Deprec- iation £	Activities £	Other £	Total 2015 £	Total 2014 £
Raising funds	—	—	—	—	5,681	5,681	11,502
Charitable activities							
Folk Supply	—	3,663	—	—	16,888	20,551	21,506
Projects	346,515	—	—	187,829	-	534,344	350,517
Regions & Nations	43,619	1,572	—	21,447	43,255	109,893	118,571
District Fellows	—	768	—	22,601	3,669	27,038	38,984
Outdoor Activity Centres	47,472	5,705	16,390	123,036	241	192,844	226,223
Groups & Districts: Camps	—	—	—	233,690	-	233,690	262,333
Groups & Districts: Running costs	—	5,683	—	240,978	16,197	262,858	341,016
Central Activities	157,727	679	18,871	9,049	3,977	190,303	180,537
Governance	11,911	—	—	7,761	14,767	34,439	37,037
2015 total funds	607,244	18,070	35,261	846,391	98,994	1,605,960	1,576,724

In 2014, total expenditure on raising funds was £11,502, of which £6,412 was unrestricted and £5,090 was restricted. In 2014, total expenditure on charitable activities was £1,576,724, of which £972,126 was unrestricted and £604,598 was restricted.

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:

	2015 £	2014 £
Staff costs (note 8)	651,442	476,128
Auditor's remuneration	13,500	17,448
Auditor's remuneration – prior year over provision	(2,400)	—
Depreciation charges	35,261	29,480
Operating lease payments	1,404	1,404

Auditor's remuneration comprised:

	2015 £	2014 £
Statutory audit	11,100	15,000
Tax	—	120
Payroll	—	2,328
	11,100	17,448

8 Staff costs

Staff costs during the year were as follows:

	2015 £	2014 £
Wages and salaries	607,244	438,399
Social security costs	39,050	32,520
Pension costs	5,148	5,209
	651,442	476,128

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

	Headcount		FTE	
	2015	2014	2015	2014
Administration	6.4	6.0	4.9	3.9
Regions & Nations	2.3	1.6	1.3	1.1
Outdoor Activity Centres	4.2	4.3	1.6	2.7
TREE	—	1.2	—	0.6
NCS	6.3	4.4	13.4	3.7
New Groups Project	12.8	1.0	7.5	0.6
90th Anniversary	0.8	—	0.8	—
	32.8	18.5	29.5	12.6

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 (excluding employer's pension contributions - there were no taxable benefits) of the key management personnel for the year was £86,154 (2014: £84,737).

No redundancy payments were made in 2015 (2014: two redundancy payments to two individuals made totalling £7,368).

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 (2014:16) members of General Council received travel and subsistence expenses during the year of £3,654 (2014: £3,245).

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. See note 17 for further detail on related party transactions.

10 Fixed assets

	Freehold land and buildings £	Leasehold land and buildings £	Fixtures, fittings & moveable buildings £	Equipment & vehicles £	Total £
Cost					
At 1 January 2015	587,952	706,825	174,018	64,998	1,533,793
Disposals	—	—	—	(4,200)	(4,200)
At 31 December 2015	<u>587,952</u>	<u>706,825</u>	<u>174,018</u>	<u>60,798</u>	<u>1,529,593</u>
Depreciation					
At 1 January 2015	83,295	49,476	138,669	61,834	333,274
Charge for the year	9,676	14,135	9,341	2,109	35,261
Disposals	—	—	—	(4,200)	(4,200)
At 31 December 2015	<u>92,971</u>	<u>63,611</u>	<u>148,010</u>	<u>59,743</u>	<u>364,335</u>
Net book value					
At 31 December 2015	<u>494,981</u>	<u>643,214</u>	<u>26,008</u>	<u>1,055</u>	<u>1,165,258</u>
At 31 December 2014	<u>504,657</u>	<u>657,349</u>	<u>35,349</u>	<u>3,164</u>	<u>1,200,519</u>

11 Debtors

	2015 £	2014 £
Grants receivable	13,260	29,390
Other debtors	2,905	25,748
Prepayments	13,020	21,009
	<u>29,185</u>	<u>76,147</u>

12 Creditors: Amounts falling due within one year

	2015 £	2014 £
Accruals	9,906	19,413
Taxation and social security	35,804	9,188
Other creditors	43,508	66,649
	<u>89,218</u>	<u>95,250</u>

13 Designated funds

	As at 1 January 2015 £	Income £	Expenditure £	As at 31 December 2015 £
Regions	76,217	32,230	(56,226)	52,221
District Fellows	23,138	21,739	(29,361)	15,516
Districts & Groups	484,989	601,957	(581,591)	505,355
Buildings Fund	799,282	—	(25,351)	773,931
CoCamp legacy	6,526	—	(934)	5,592
Stock	—	29,760	—	29,760
Staffing liabilities	—	2,157	—	2,157
	<u>1,390,152</u>	<u>687,843</u>	<u>(693,463)</u>	<u>1,384,532</u>

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 / Nation holding the assets.
- ◆ **District Fellows**
All assets held by the District Fellows that are not restricted, to be used by the District Fellows.
- ◆ **Districts & Groups funds**
All assets held by Districts Groups that are not restricted, to be used by the District / Group holding the assets.
- ◆ **Building 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.

14 Restricted funds

	Balance at 1 January 2015 £	Income £	Expenditure £	Balance at 31 December 2015 £
Projects				
NCS	—	251,072	(251,072)	—
Western Sahara	8,694	—	—	8,694
New Groups Project-1	51,508	108,368	(116,257)	43,619
New Groups Project-2	—	233,895	(158,844)	75,051
90th Anniversary project	—	41,396	(36,083)	5,313
DRGL	—	3,000	(3,000)	—
	<u>60,202</u>	<u>637,731</u>	<u>(565,256)</u>	<u>132,677</u>
District/Regions & Nations				
Districts & Groups	41,509	48,045	(60,035)	29,519
Regions & Nations	37,488	87,177	(95,867)	28,798
District Fellows	2,214	—	—	2,214
	<u>81,211</u>	<u>135,222</u>	<u>(155,902)</u>	<u>60,531</u>
Outdoor activity centres				
Cudham	1,147	400	(187)	1,360
Lockerbrook	13,900	313	(14,036)	177
Heightgate	2,002	—	—	2,002
Project Koodoo	344	60	—	404
	<u>17,393</u>	<u>773</u>	<u>(14,223)</u>	<u>3,943</u>
Fixed asset fund				
Cudham	68,458	16	(1,773)	66,701
Lockerbrook	137,025	—	(2,974)	134,051
Heightgate	165,506	—	(1,999)	163,507
	<u>370,989</u>	<u>16</u>	<u>(6,746)</u>	<u>364,259</u>
	<u>529,795</u>	<u>773,742</u>	<u>(742,127)</u>	<u>561,410</u>

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

- ◆ NCS National Citizen Service, a youth community engagement project
- ◆ 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
- ◆ 90th Anniversary project
Oral history project to mark the 90th anniversary of Woodcraft Folk
- ◆ Districts & Groups
Funds raised by Districts & Groups for specific projects

14 Restricted funds (continued)

- ◆ Regions & Nations
Funds raised by Regions & Nations 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

15 Analysis of net assets between funds

	General funds £	Designated funds £	Restricted funds £	Total 2015 £
Fund balances at 31 December 2015 are represented by:				
Fixed assets	27,068	773,931	364,259	1,165,258
Current assets	271,741	610,601	197,151	1,079,493
Current liabilities	(89,218)	—	—	(89,218)
	<u>209,591</u>	<u>1,384,532</u>	<u>561,410</u>	<u>2,155,533</u>

16 Lease commitments

	Equipment	
	2015 £	2014 £
Amounts payable on operating leases		
Within one year	1,053	—
Between two to five years	—	2,457
	<u>1,053</u>	<u>2,457</u>

17 Related party transactions

Until 20 September 2015 Richard Robertson was a trustee of both Woodcraft Folk and Darsham Country Centre. In the year to 31 December 2015 Woodcraft Folk provided Darsham Country Centre with payroll services at a cost of £200 (2014: £200) and arranged insurance on Darsham Country Centre's behalf at a cost of £989 (2014: £1,142). In the year to 31 December 2015 Woodcraft Folk held two training events at Darsham Country Centre at a cost of £580 (2014: none). No amounts were outstanding at either year end. There were no other related party transactions in the year to 31 December 2015 (2014: none).