

December 2018



Woodcraft Folk
Education for Social Change

Dear District Treasurer,

If you're not your district's treasurer, please forward this email to whoever is.

As you're probably aware, every year Woodcraft Folk's accounts have to be audited and submitted to the Charity Commission. As we are all one charity, this means we need to collect information about the finances of groups and districts.

**YOUTH IS
NOT WASTED
ON THE YOUNG**

We're now collecting information for the audit of 2018.

Please find attached:

- A spreadsheet on which to provide information about your district's finances in 2018 – this spreadsheet is customised for your district.
- A Step by Step guide to completing the return.

Please email to us, by 15th February 2019:

- Your completed spreadsheet; and
- **A photo or scanned copy of the statement for your bank account** up to 31 December 2018 (if your district has more than one bank account, please email us a statement for each account).

On 15 January 2019, from 7pm to 8pm, there'll be a webinar to provide help with completing your financial return.

You'll find a link to sign up for the webinar at <http://www.woodcraft.org.uk/resources/financial-return-forms-guidance>. At that webpage you'll also find a copy of the attached letter, a step-by-step guide and a generic version of the district return spreadsheet.

Please do get in touch if you have any questions or queries. Messages to this email address (returns@woodcraft.org.uk) go to Richard (Returns Accountant) and Leanne (Membership and Groups Officer).

Group registration for 2019

The forms for registering your groups were posted to your district contact in October. Payment of registration fees should be made at the beginning of January (by the 15th) but not before January. If you have concerns about paying the registration fee, please don't hesitate to contact Folk Office (info@woodcraft.org.uk) so that we can try to help. It's important to remember that Annual Gathering has been clear that no group should have to close or merge with another due to inability to pay fees.

Continued overleaf

Woodcraft folk, Units 9/10, 83 Crampton Street London, SE17 3BQ, UK

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T: +44 (0)20 7703 4173 E: info@woodcraft.org.uk W: www.woodcraft.org.uk

If your district is able to, please consider paying a solidarity donation to help those who may not be able to afford the full fee.

Thanks and blue skies

Richard (Returns Accountant)

Leanne (Membership and Groups Officer) and

Roland (Treasurer)

Woodcraft Folk