

**North Norfolk Community Woodland Trust**

(A company limited by guarantee)

**Report and Financial Statements**

**for the year ended**

**31 August 2012**

Charity no: 1011541

Company no: 2641361

# NORTH NORFOLK COMMUNITY WOODLAND TRUST

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**NORTH NORFOLK COMMUNITY WOODLAND TRUST**

**Legal and administrative information**

**Directors and Trustees:**

Don Birch  
Edward de Feyter  
Nick Sutherland  
David Gosling  
Peter Kaye  
Brian Abbs  
Mike Wright  
Neil Stubbs

Appointed 29<sup>th</sup> September 2011

**Company Secretary:**

David Gosling

**Registered Office:**

31 Yarmouth Road  
North Walsham  
Norfolk  
NR28 9AT

**Accountants:**

Sexty & Co  
Chartered Certified Accountants  
2a Church Street  
North Walsham  
Norfolk  
NR28 9DA

## NORTH NORFOLK COMMUNITY WOODLAND TRUST

### Report of the Directors for the year ended 31 August 2012

The Directors present their annual report and financial statements of the company for the year ended 31 August 2012. This report has been prepared in accordance with the Special Provisions relating to Small Companies within Part 15 of the Companies Act 2006.

#### Statement of Directors' responsibilities

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the company's state of affairs and of its profit and loss for that period. In preparing those financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping proper accounting records that disclose, with reasonable accuracy, the company's financial position at any time. They are also responsible for safeguarding the company's assets and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Company Objects for the Trust

The charitable objects of the company are to establish new community woodlands in North Norfolk with local involvement in order to provide new opportunities for public access, improve the landscape and create new wildlife habitats. Also plant trees wherever appropriate, to produce a sustainable supply of woodland products and timber by managing and maintaining the woodland in ways consistent with these objects.

#### Activity and Review

The Directors are pleased to record another successful and busy year for Pigneys Wood, which remains the Trust's only woodland.

The major activities have centred around gaining and delivering Lottery Grants:-

**(a) Community Spaces - Sustainability grant.** The remaining grant funding of £955 was fully spent in 2011/12, mainly designed to increase public enjoyment and understanding of Pigneys Wood, notably the tree identification trail.

**(b) Awards for All Grant £7,500.** This grant of £7,500 was received just before the end of the previous year and fully spent in the last quarter of 2011 and the first quarter of 2012. Around 2 acres of wet degraded farmland was scraped to remove introduced material and allowed naturally to revert to wetland. The result in terms of plants and birds in particular coming into this new wetland has been beyond our expectations. The Lottery allowed us to transfer the small underspend on this Grant to our General Reserve.

**(c) Other Grants** - (Since the year end we have been awarded two further grants):-

First from the **North Norfolk Big Society Fund** of just under **£3,000**, which will allow us to convert one hectare of dry grassland to its previous heather status and to erect a second open viewing platform for viewing the wetland - both exciting projects. Secondly a fourth grant from the **Lottery Community Spaces Fund (via Groundwork UK)**, amounting to just under **£10,000**. This will allow us firstly to engage specialists to write for us a comprehensive medium to long term Management Plan for the whole site and secondly to undertake a significant involvement and education sessions plan for various young age family groups, with the objective of giving them an interest and involvement in the Wood now and into the future. We expect to complete both Grants by the early Autumn of 2013.

#### Website

Our very successful and well designed site is being heavily visited and is a great advertisement for Pigneys Wood - the link is: [www.pigneyswood.com](http://www.pigneyswood.com).

## **NORTH NORFOLK COMMUNITY WOODLAND TRUST**

### **Report of the Directors continued**

#### **Finances**

Thanks to one of our Trustees, we launched a sponsorship scheme which gives sponsoring business a prominent place on our website - this has so far brought in £240 and will be further developed in the current year. Donations at £575 were larger than usual. These have allowed us to get close to breakeven for the year's transactions on our unrestricted fund.

#### **Trustees**

The Directors of the company (and Trustees of the charity) who served during the year to 31 August 2012 are shown on page 1. The contribution of all Trustees is large and important. Particular credit is due to Brian Abbs, our woodland manager and expert who has worked a great number of hours in the wood during the financial year, and to Peter Kaye who continues to maintain our excellent website and devised and launched the sponsorship scheme in 2011/12.

#### **Volunteers**

Tribute must be paid to the staff and volunteers from the BTCV North Norfolk Workout Project who have again made many working visits to Pigneys Wood during the year. They have made an important impact on what has been achieved during the year. It has proved very difficult to attract non-Trustee volunteers and as the year finished numbers had dwindled to nil. This needs full Trustee attention during the current year. We have a small number of volunteers who help out at our Saturday work sessions and we plan to attract more in 2012/13.

#### **Directors' Interests**

- (a) Edward de Feyter is a partner in G F De Feyter and Partners which lease land from the company on a short lease for which rent paid to the company in 2011/12 amounted to £1,000.
- (b) Brian Abbs received a £200 fee for designing and implementing the Identification Trail and for producing a Pigneys Wood tree register for the website.
- (c) No other Directors had any interest in any financial transaction with the company except for the reimbursement to them of operating or administrative costs incurred by them on behalf of the company.

In accordance with the Articles of Association of the Company, all Directors retire at the Annual General Meeting, and being eligible, offer themselves for re-election.

#### **By Order of the Board**

C D V Gosling  
Secretary

Date: 29 November 2012

## **NORTH NORFOLK COMMUNITY WOODLAND TRUST**

### **Report of the Accountants to the directors of North Norfolk Community Woodland Trust**

As described on the balance sheet you are responsible for the preparation of the financial statements for the year ended 31 August 2012 set out on pages two to ten and you consider that the company is exempt from an audit.

In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Sexty & Co  
Chartered Certified Accountants  
2a Church Street  
North Walsham  
Norfolk  
NR28 9DA

Date: 29 November 2012

**NORTH NORFOLK COMMUNITY WOODLAND TRUST**

**Statement of Financial Activities (including summary income and expenditure account) for the year ended 31 August 2012**

	Notes	Restricted Funds £	Unrestricted Funds £	Total 2012 £	Total 2011 £
<b>Incoming Resources</b>					
Activities to further the charity's objects:					
Grants	2	955	333	1,288	17,361
Donations		-	546	546	507
Activities for generating funds:					
Sponsorships		-	240	240	-
Tree / timber sales		-	50	50	141
Rent		-	1,000	1,000	1,000
<b>Total incoming resources</b>		<u>955</u>	<u>2,169</u>	<u>3,124</u>	<u>19,009</u>
<b>Resources expended</b>					
Cost of activities in furtherance of the the Charity's objects:					
Grant aided work		8,237	-	8,237	9,861
Operating costs		-	2,004	2,004	3,023
Administration		-	375	375	1,252
Sub-total	3	<u>8,237</u>	<u>2,379</u>	<u>10,616</u>	<u>14,136</u>
Equipment depreciation charge	4	<u>-</u>	<u>145</u>	<u>145</u>	<u>194</u>
<b>Total resources expended</b>		<u>8,237</u>	<u>2,524</u>	<u>10,761</u>	<u>14,330</u>
<b>Net (outgoing) / incoming resources</b>		<u>(7,282)</u>	<u>(355)</u>	<u>(7,637)</u>	<u>4,679</u>
		(7,282)	(355)	(7,637)	4,679
<b>Reconciliation of funds:</b>					
Total fund balances brought forward		7,500	96,155	103,655	98,976
Transfers		<u>(218)</u>	<u>218</u>	<u>-</u>	<u>-</u>
Total fund balances carried forward		<u>-</u>	<u>96,018</u>	<u>96,018</u>	<u>103,655</u>

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

**NORTH NORFOLK COMMUNITY WOODLAND TRUST**

**Balance Sheet as at 31 August 2012**

		2012		2011	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Land at Pigneys Wood			85,400		85,400
Buildings and structures on site			7,000		7,000
Equipment	4		436		581
			92,836		92,981
<b>Current assets</b>					
Debtors	5	8		549	
Cash at bank and in hand		3,174		10,475	
		3,182		11,024	
Creditors: amounts falling due within one year		-		350	
<b>Net current assets</b>			3,182		10,674
<b>Net assets</b>			96,018		103,655
<b>Unrestricted funds</b>					
Land and buildings	6		92,300		92,300
General funds	6		3,193		(59)
Designated funds	6		525		3,914
<b>Restricted funds</b>	6		-		7,500
<b>Total funds</b>			96,018		103,655

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2012.

The members have not required the company to obtain an audit of its financial statements for the period ended 31 August 2012 in accordance with Section 476 of the Companies Act 2006.

The Directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

**NORTH NORFOLK COMMUNITY WOODLAND TRUST**

**Balance sheet as at 31 August 2012 continued**

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Smaller Entities (effective April 2008).

Approved by the Directors on 29 November 2012 and signed on its behalf by:

**P Kaye**  
**Director / Trustee**

**C D V Gosling**  
**Director / Trustee**

## NORTH NORFOLK COMMUNITY WOODLAND TRUST

### Notes forming part of the financial statements for the year ended 31 August 2012

#### 1 Accounting policies

##### (a) Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005 and applicable accounting standards.

##### (b) Company status

The charity is a company limited by guarantee. The members of the company include the Directors named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

##### (c) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

##### (d) Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### (e) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

##### (f) Reserves policy

The policy is to match applicable expenditure with designated and restricted funds and to make up any shortfall from core (general and unrestricted) funds. These are maintained at such a level as the trustees consider will meet forthcoming commitments.

##### (g) Depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment - 25% on reducing balance

**NORTH NORFOLK COMMUNITY WOODLAND TRUST**

**Notes forming part of the financial statements for the year ended 31 August 2012 continued**

**2 Incoming resources**

	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>Total 2012</b>	<b>Total 2011</b>
	£	£	£	£
<b>Grants</b>				
Big Lottery:				
Community Spaces - Main grant	-	-	-	7,523
Community Spaces - Sustainability grant	955	-	955	2,338
Awards for All	-	-	-	7,500
Norfolk Community Foundation		333	333	-
<b>Miscellaneous</b>				
Donations	-	546	546	507
Sponsorship	-	240	240	-
Rental income	-	1,000	1,000	1,000
Sales of timber etc	-	50	50	141
	<u>955</u>	<u>2,169</u>	<u>3,124</u>	<u>19,009</u>

**3 Resources expended**

	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>Total 2012</b>	<b>Total 2011</b>
	£	£	£	£
<b>Lottery grant aided work</b>				
Wood maintenance and improvement:				
Main grant	-	-	-	7,523
Community Spaces Sustainability grant	955	-	955	2,338
Awards for All (Wetland)	7,282	-	7,282	-
<b>Operating costs</b>				
Containers - repairs and door installation	-	-	-	800
Materials for trolley construction	-	-	-	226
Waste bin emptying contracts	-	247	247	386
Trustee travel	-	408	408	550
Website	-	-	-	435
Other	-	562	562	626
<b>Administration</b>				
Insurance	-	787	787	689
Accountancy	-	-	-	350
Other	-	375	375	213
	<u>8,237</u>	<u>2,379</u>	<u>10,616</u>	<u>14,136</u>

There are no employees.

None of the Directors received any remuneration for their services to the charity for the year.

**NORTH NORFOLK COMMUNITY WOODLAND TRUST**

Notes forming part of the financial statements for the year ended 31 August 2012 continued

**4 Fixed assets**

<b>Equipment</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Net book value at 31 August 2011	581	775
Additions		-
Depreciation charge for the year	(145)	(194)
	<hr/>	<hr/>
Net book value at 31 August 2012	<u>436</u>	<u>581</u>

**5 Debtors: due within one year**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Grant funding	-	492
VAT	8	57
	<hr/>	<hr/>
	<u>8</u>	<u>549</u>

**6 Reserves**

<b>Unrestricted funds</b>	<b>Land &amp; Buildings</b>	<b>General</b>	<b>Designated Funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 31 August 2011	92,300	(59)	3,914	96,155
Net surplus / (deficit) for the year	-	(355)	-	(355)
Transfer	-	3,607	(3,389)	218
	<hr/>	<hr/>	<hr/>	<hr/>
<b>At 31 August 2012</b>	<u>92,300</u>	<u>3,193</u>	<u>525</u>	<u>96,018</u>

**Restricted funds**

	<b>Canal wetland Enhancement</b>
	<b>£</b>
At 31 August 2011	7,500
Net deficit for the year	(7,282)
Transfer	(218)
	<hr/>
<b>At 31 August 2012</b>	<u>-</u>