

North Norfolk Community Woodland Trust

(A company limited by guarantee)

Report and Financial Statements

for the year ended

31 August 2011

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	
	David Ross	Resigned 26 th November 2010
	Nick Sutherland	
	David Gosling	
	Wilfred ("Pip") Thomas	Resigned 26 th September 2011
	Peter Kaye	
	Brian Abbs	
	Charles Utting	Resigned 17 th July 2011
	Mike Wright	
Neil Stubbs	Appointed 29 th September 2011	

Company Secretary: David Gosling

Registered Office: 31 Yarmouth Road
North Walsham
Norfolk
NR28 9AT

Independent Examiner: D S Yapp FCCA ACA
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 2011

The Directors present their annual report and financial statements of the company for the year ended 31 August 2011. 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 Lottery Grants:-

(a) Community Spaces - Main grant. This was completed early in the New Year after spending of £7,616 since 1st September 2010. It has thus been possible to see and enjoy the benefits which the Grant has brought both for Woodland Management and for public access and enjoyment of the wood. The final project cost was just under £43,000. There was a public launch of the project in January 2011 mainly to thank Trustees and our major supporters. This was followed in May by

(b) Community Spaces - Sustainability Grant. The Trust has been awarded up to £3,500 designed to ensure that the benefits of the main grant will continue. This grant has two main elements:-

(i) A free family fun day in May 2011, organized for us by British Trust for Community Volunteers (BTCV) and delivered on the day by them and Trustees. We were surprised and delighted by the attendance of over 400 people of all ages and over 100 cars. This event was excellent outreach and generated much positive publicity and feedback.

(ii) Equipment and training for Trustees and Volunteers, which will enable Trustees to develop their skills and those of volunteers and to deliver future public events in Pigneys Wood.

Up to the end of the financial year a total of £1,845 has been spent towards the total grant.

(c) Awards for All – The Trust has been awarded and has received in advance £7,500, which will be spent from November 2011 onwards to enhance the wetland area alongside the North Walsham & Dilham Canal forming the south western boundary of Pigneys Wood land. This will involve lowering water levels and regenerating the reeds so as to attract and retain wetland birds and other species. The Trust has sought the advice of RSPB for this exciting project.

NORTH NORFOLK COMMUNITY WOODLAND TRUST

Report of the Directors continued

Website

2011 also saw the launch of our very successful and well designed site which is being heavily visited and is a great advertisement for Pigneys Wood – the link is: www.pigneyswood.com.

Finances

The Trustees are well aware that there has been a need in the past two years to spend above income to secure the future of the wood. They recognize the need both to increase income and limit expenditure as far as possible so as to start achieving small annual surpluses. Current reserves are somewhat lower than is desirable.

Trustees

The Directors of the company (and Trustees of the charity) who served during the year to 31 August 2011 are shown on page 1. There have been various comings and goings among the Trustee body during the year. The contribution of all Trustees is large and important. Particular credit is due to Brian Abbs, our woodland manager and expert who has worked over 600 hours in the wood during the financial year, and to Peter Kaye who has designed and achieved a stunningly good website. The Trustees are anxious to strengthen the Trustee body with new members and a wide range of manual and administrative skills.

Volunteers

Tribute must be paid to the staff and volunteers from the BTCV North Norfolk Workout Project who have made over 20 working visits to Pigneys Wood during the year and upwards of 15 volunteers each time. 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.

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 2010/11 amounted to £1,000.
- (b) No Directors had any other 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.

Independent Examiner

A resolution regarding the re-appointment of D S Yapp FCCA ACA as independent examiner will be put to the forthcoming Annual General Meeting.

By Order of the Board

C D V Gosling
Secretary

Date: 30 November 2011

NORTH NORFOLK COMMUNITY WOODLAND TRUST

Independent examiners report to the members of North Norfolk Community Woodland Trust

I report on the accounts for the year ended 31 August 2011 set out on pages 5 to 10.

Respective responsibilities of directors and examiner

As described on page 2 the Directors, who are also the Trustees of the North Norfolk Community Woodland Trust for the purposes of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit under section 43(2) of the Charities Act 1993 and that an independent examination is needed. It is my responsibility to

- Examine the accounts (under section 43(3)(a) of the 1993 Act);
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- State whether particular matters have come to my attention.

Basis of independent examiners statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiners statement

In connection with my examination, no matter has come to my attention

1 which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with section 41 of the Act
- to prepare accounts which accord with the accounting records and to comply with the accounting records of the 1993 Act

have not been met; or

2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

D S Yapp FCCA ACA
Sexty & Co
Chartered Certified Accountants
2a Church Street
North Walsham
Norfolk
NR28 9DA

Date: 30 November 2011

NORTH NORFOLK COMMUNITY WOODLAND TRUST

Statement of Financial Activities (including summary income and expenditure account) for the year ended 31 August 2011

	Notes	Restricted Funds £	Unrestricted Funds £	Total 2010 £	Total 2010 £
Incoming Resources					
Activities to further the charity's objects:					
Grants	2	17,361	-	17,361	35,274
Activities for generating funds:					
Bank interest	4	-	-	-	1
Miscellaneous	2	-	1,648	1,648	2,095
Total incoming resources		<u>17,361</u>	<u>1,648</u>	<u>19,009</u>	<u>37,370</u>
 Resources expended					
Cost of activities in furtherance of the the Charity's objects:					
Grant aided work		9,861	-	9,861	35,274
Operating costs		-	3,023	3,023	1,462
Administration		-	1,252	1,252	1,734
Sub-total	3	9,861	4,275	14,136	38,470
Equipment depreciation charge	5	-	194	194	172
Total resources expended		<u>9,861</u>	<u>4,469</u>	<u>14,330</u>	<u>38,642</u>
 Net incoming / (outgoing) resources		 7,500	 (2,821)	 4,679	 (1,272)
		<hr/> 7,500	<hr/> (2,821)	<hr/> 4,679	<hr/> (1,272)
 Reconciliation of funds:					
Total fund balances brought forward		<hr/> -	<hr/> 98,976	<hr/> 98,976	<hr/> 100,248
Total fund balances carried forward		<u>7,500</u>	<u>96,155</u>	<u>103,655</u>	<u>98,976</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 2011

		2011		2010	
		£	£	£	£
	Notes				
Fixed assets					
Land at Pigneys Wood			85,400		85,400
Buildings and structures on site			7,000		7,000
Equipment	5		<u>581</u>		<u>775</u>
			92,981		93,175
Current assets					
Debtors	6	549		6,190	
Cash at bank and in hand		<u>10,475</u>		<u>313</u>	
		11,024		6,503	
Creditors: amounts falling due within one year		<u>350</u>		<u>702</u>	
Net current assets			10,674		5,801
Net assets			<u>103,655</u>		<u>98,976</u>
Unrestricted funds					
Land and buildings	7		92,300		92,300
General funds	7		(59)		1,301
Designated funds	7		3,914		5,375
Restricted funds	7		<u>7,500</u>		<u>-</u>
Total funds			<u>103,655</u>		<u>98,976</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2011.

The members have not required the company to obtain an audit of its financial statements for the period ended 31 August 2011 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 2011 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 30 November 2011 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 2011

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 2011 continued

2 Incoming resources

	Restricted Funds	Unrestricted Funds	Total 2011	Total 2010
	£	£	£	£
Grants				
Big Lottery:				
Community Spaces - Main grant	7,523	-	7,523	35,274
Community Spaces - Sustainability grant	2,338	-	2,338	-
Awards for All	7,500	-	7,500	-
Miscellaneous				
Donations	-	507	507	347
Forestry Commission grants	-	-	-	358
Rental income	-	1,000	1,000	1,000
Sales of timber etc	-	141	141	390
	<u>17,361</u>	<u>1,648</u>	<u>19,009</u>	<u>37,369</u>

3 Resources expended

	Restricted Funds	Unrestricted Funds	Total 2011	Total 2010
	£	£	£	£
Grant aided work				
Wood maintenance and preservation:				
Main grant	7,523	-	7,523	35,274
Sustainability grant	2,338	-	2,338	-
Operating costs				
Containers - repairs and door installation	-	800	800	-
Materials for trolley construction	-	226	226	-
Waste bin emptying contracts	-	386	386	105
Trustee travel	-	550	550	473
Website	-	435	435	-
Tree work	-	-	-	545
Other	-	626	626	339
Administration				
Insurance	-	689	689	701
Accountancy	-	350	350	345
Other	-	213	213	688
	<u>9,861</u>	<u>4,275</u>	<u>14,136</u>	<u>38,470</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 2011 continued

4 Investment income

	2011	2010
	£	£
Barclays bank interest	-	1
	-	1
	-	1

5 Fixed assets

Equipment	2011	2010
	£	£
Net book value at 31 August 2010	775	687
Additions	-	260
Depreciation charge for the year	(194)	(172)
	581	775
Net book value at 31 August 2011	581	775

6 Debtors: due within one year

	2011	2010
	£	£
Grant funding	492	5,297
VAT	57	893
	549	6,190
	549	6,190

7 Reserves

Unrestricted funds	Land & Buildings	General	Designated Funds	Total
	£	£	£	£
At 31 August 2010	92,300	1,301	5,375	98,976
Net deficit for the year	-	(1,360)	(1,461)	(2,821)
	92,300	(59)	3,914	96,155
	92,300	(59)	3,914	96,155

Restricted funds

	Canal wetland Enhancement
	£
At 31 August 2010	-
Net surplus for the year	7,500
	7,500
At 31 August 2011	7,500