

Charity Registration No. SC038374

Company Registration No. SC275097 (Scotland)

The Community Woodlands Association

**Directors' Report and Unaudited
Accounts**

For The Year Ended 31 March 2009

THE COMMUNITY WOODLANDS ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Directors	MC Davidson HJK Fosbrooke P Voysey A Craigen S Macfhionghuin GT Gray Stephens B Geddes I Whitehead J McIntyre P Cookson A Torrance
Secretary	GT Gray Stephens
Charity number	SC038374
Company number	SC275097
Registered office	Old Poltalloch Kilmartin Lochgilphead PA31 8RQ
Accountants	Johnston Carmichael Commerce House South Street Elgin IV30 1JE
Bankers	Royal Bank of Scotland 35 Bank Street Galashiels TD1 1EP

THE COMMUNITY WOODLANDS ASSOCIATION

CONTENTS

	Page
Directors' report	1 - 3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7 - 15

THE COMMUNITY WOODLANDS ASSOCIATION

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2009

The Directors present their report and accounts for the year ended 31 March 2009.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity constitution, the Companies Act 1985 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The charity is a company limited by guarantee and became a registered charity on 20 June 2007. The company was constituted under a Memorandum and Articles of Association on 25th October 2003.

The Directors who served during the year were:

MC Davidson

HJK Fosbrooke

P Voysey

A Craigen

S Macfhionghuin

GT Gray Stephens

B Geddes

I Whitehead

J McIntyre

P Cookson

(Appointed 9 November 2008)

A Torrance

The management of the company is the responsibility of the Directors who are elected and co opted under the terms of the Memorandum and Articles of Association. New Directors are elected annually at the AGM by vote in person or by proxy.

The company is a membership organisation and the members are responsible for electing the Board of Directors who meet on a regular basis to consider the strategic decisions. The implementation is then delegated to the employees.

Objectives and activities

The charity's objects are to conserve, preserve and protect woodlands in Scotland for the benefit of the public and raise awareness of the benefits that community woodlands provide.

The association has developed a comprehensive information support service for existing and aspiring groups. During the year monthly e-bulletins and e-newsletters were issued as well as two issues of the magazine Woodland Voices which highlights new initiatives, relevant policy information and forthcoming events.

THE COMMUNITY WOODLANDS ASSOCIATION

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

Achievements and performance

CWA is midway through a 3 year Business Plan period (July 2007 - June 2010), with a core-funding package supported by the Big Lottery Fund, Forestry Commission Scotland and the Community Land Unit of Highlands and Islands Enterprise. We have 4.5 FTE staff who offer specialist advice and support on all aspects of woodland management, governance, development of social enterprise, etc. During the year over 77% of the current membership received direct assistance on a wide range of topics, and a further 27 non-member groups were assisted.

Networking and information provision and exchange have always been at the heart of CWA's work. The annual conference and seminar took place in Glenrothes, Fife with around 65 representatives from community woodland groups attending, alongside delegates from agencies, other support organisations and NGO's. We have issued monthly e-bulletins, 3 e-newsletters and two issues of our magazine Woodland Voices over the year as well as developing the member area of the CWA website

CWA's work includes a strong training theme, and following completion of the Highland Knowledge Share pilot scheme we secured funding (from the SRDP Skills Development Scheme, the Robertson Trust and the Hugh Fraser Foundation) for a Scotland-wide Skills Development Project. The first three events gave 85 participants the opportunity to learn new skills in Woodland Thinning, Woodfuel Supply and accessing the Scotland Rural Development Programme online system. These courses were partially delivered by trainers who had learned their skills 'on the job' as volunteers for community groups. In total, 11 volunteers were trained through two 'Training for Trainers' courses to pass their skills on to their peers.

Following the success of CWA Arts Culture and Heritage projects delivered during Scotland's Year of Highland Culture 2007, an ACH steering group (including community groups, CWA staff and directors) has been set up to develop and take forward ideas arising from member group interest in Arts Culture and Heritage events in their woodlands. The steering group applied for funding to carry out a Feasibility Study to determine the viability of CWA developing support mechanisms for groups to deliver events. The majority of feasibility funding was secured during this period and the study is scheduled to proceed during 09/10.

CWA Staff and directors continue to sit on various fora: Scottish Forestry Forum, Highland & Islands Regional Forestry Forum, and Argyll Regional Forestry Forum, Highland Biodiversity Forum, Tayside Biodiversity Partnership, Forest Policy Group etc, and now have representation on the SRDP client group and the Highlands Health Advisory Partnership. In addition the directors met with Michael Russell MSP when he was Minister for the Environment and the Chief Executive met with Stuart Maxwell MSP and Alex Neil MSP, former and current Ministers for Communities.

CWA continues to work with other intermediaries in the development of Local People Leading, an informal alliance of national networks, local community groups and individuals that has come together to campaign for a strong and independent community sector in Scotland. LPL, which now includes 14 national networks and has almost 1000 organisations signed up as supporters, played an important role in the development of the Scottish Government's Community Empowerment Action Plan, and continues to press for review and improvement of Land Reform legislation. CWA has also continued its support for the development of a Community Woodland Association in Wales, and was very pleased to see the establishment of Llais y Goedwig ("Voice of the Woodlands"), which was formally launched at the Welsh Assembly Buildings in Cardiff on February 10th 2009.

Financial review

The directors are establishing a level of reserves that will be able to meet contingencies such as redundancy, as well as maintaining reserves that would permit six months expenditure to be met.

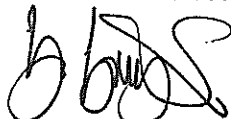
THE COMMUNITY WOODLANDS ASSOCIATION

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

On behalf of the board of Directors



GT Gray Stephens

Director

Dated:

28/10/09

THE COMMUNITY WOODLANDS ASSOCIATION

INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS OF THE COMMUNITY WOODLANDS ASSOCIATION

I report on the accounts of the charity for the year ended 31 March 2009, which are set out on pages 5 to 15.

This report is made to the charity's board of Directors, as a body, in accordance with the terms of engagement. My work has been undertaken to enable me to undertake an independent examination of the charity's accounts on behalf of the charity's board of Directors and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's board of Directors as a body, for my work or for this report.

Respective responsibilities of Directors and examiner

The charity's Directors are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's Directors consider that the audit requirement of regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the 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 examiner's statement

In the course of my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - (ii) to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Craig MacPherson CA
On behalf of
Johnston Carmichael

18/11/09
.....

Commerce House
South Street
Elgin
IV30 1JE

THE COMMUNITY WOODLANDS ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2009

	Notes	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
<u>Incoming resources</u>					
Incoming resources from generated funds					
Donations and legacies	2	-	222,994	222,994	231,401
Investment income	3	647	-	647	1,043
		647	222,994	223,641	232,444
Incoming resources from charitable activities					
	4	2,820	5,935	8,755	11,105
Other incoming resources	5	3,214	-	3,214	1,299
Total incoming resources		6,681	228,929	235,610	244,848
<u>Resources expended</u>					
Charitable activities					
Core Project		-	185,938	185,938	168,750
Training & Member Development Projects		-	17,478	17,478	9,726
Arts & Culture		123	2,376	2,499	62,726
Trees For All		-	-	-	1,176
Total charitable expenditure		123	205,792	205,915	242,378
Governance costs		2,819	1,236	4,055	3,373
Total resources expended		2,942	207,028	209,970	245,751
Net incoming/(outgoing) resources before transfers		3,739	21,901	25,640	(903)
Gross transfers between funds		19,381	(19,381)	-	-
Net income/(expenditure) for the year/ Net movement in funds		23,120	2,520	25,640	(903)
Fund balances at 1 April 2008		18,200	27,937	46,137	47,040
Fund balances at 31 March 2009		41,320	30,457	71,777	46,137

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

THE COMMUNITY WOODLANDS ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2009

	Notes	2009 £	£	2008 £	£
Fixed assets					
Tangible assets	10		2,354		1,331
Current assets					
Debtors	11	7,922		4,500	
Cash at bank and in hand		70,345		55,225	
		<u>78,267</u>		<u>59,725</u>	
Creditors: amounts falling due within one year	12	<u>(8,844)</u>		<u>(14,919)</u>	
Net current assets			<u>69,423</u>		<u>44,806</u>
Total assets less current liabilities			<u>71,777</u>		<u>46,137</u>
Funds					
Restricted funds	14		30,457		27,937
Unrestricted funds			<u>41,320</u>		<u>18,200</u>
			<u>71,777</u>		<u>46,137</u>

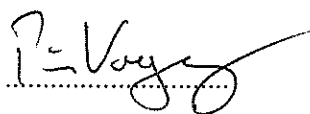
These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The company is entitled to the exemption from the audit requirement contained in section 249A(1) of the Companies Act 1985, for the year ended 31 March 2009. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with section 221 of the Act; and
- preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2009 and of its profit for the year then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 16-10-09.....



Director

THE COMMUNITY WOODLANDS ASSOCIATION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 1985.

The comparative period represents a shortened accounting reference period from 6 April 2007 through to 31 March 2008.

1.2 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Plant and machinery	- 25% Reducing Balance
Fixtures, fittings & equipment	- 20% Reducing Balance

1.3 Pensions

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

1.4 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

2 Donations and legacies

	2009	2008
	£	£
Grants receivable for core activities	<u>222,994</u>	<u>231,401</u>

3 Investment income

	2009	2008
	£	£
Interest receivable	<u>647</u>	<u>1,043</u>

THE COMMUNITY WOODLANDS ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2009

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
Membership Fees	2,820	-	2,820	3,490
Conference Fees	-	5,935	5,935	7,615
	<u>2,820</u>	<u>5,935</u>	<u>8,755</u>	<u>11,105</u>

5 Other incoming resources

	2009 £	2008 £
Other income	<u>3,214</u>	<u>1,299</u>

THE COMMUNITY WOODLANDS ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2009

6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2009 £	Total 2008 £
Charitable activities					
<u>Core Project</u>					
Activities undertaken directly	138,960	518	12,215	151,693	112,272
Support costs	-	-	34,245	34,245	56,478
Total	138,960	518	46,460	185,938	168,750
<u>Training & Member Development Projects</u>					
Activities undertaken directly	-	-	13,199	13,199	7,555
Support costs	-	-	4,279	4,279	2,171
Total	-	-	17,478	17,478	9,726
<u>Arts & Culture</u>					
Activities undertaken directly	-	-	2,216	2,216	58,419
Support costs	-	-	283	283	4,307
Total	-	-	2,499	2,499	62,726
<u>Trees For All</u>					
Activities undertaken directly	-	-	-	-	1,176
	138,960	518	66,437	205,915	242,378
Governance costs	-	-	4,055	4,055	3,373
	138,960	518	70,492	209,970	245,751

Governance costs includes payments to the auditors of £2,819 (2008: £2,015) for audit fees and £1,236 (2008: £1,358) director expenses.

THE COMMUNITY WOODLANDS ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2009

7 Support costs

	Core Project	Training & Member Development Projects	Arts & Culture	Total 2009	Total 2008
	£	£	£	£	£
Support costs	34,245	4,279	283	38,807	62,956
	<u>34,245</u>	<u>4,279</u>	<u>283</u>	<u>38,807</u>	<u>62,956</u>

Core Project: Included within support costs are travel costs £18,009 (2008 - £13,656, including conference costs), office costs and supplies £9,382 (2008 - £5,512), insurance £758 (2008 - £749), phone costs £1,267 (2008 - £325), networking £nil (2008 - £496), international exchange costs £nil (2008 - £11,748), consultant costs £nil (2008 - £1,690), training costs £1,291 (2008 - £14,581), computer costs £1,810 (2008 - £940), advertising £946 (2008 - £6,781) and sundry costs £782 (2008 - £nil).

Training & Member Development Projects: Included within support costs are travel costs £2,649 (2008 - £nil), training costs £1,400 (2008 - £nil) and advertising, stationery and postage costs £230 (2008 - £2,171).

Arts & Culture: Included within support costs are contractor costs £nil (2008 - £3,707) and office costs £283 (2008 - £600).

8 Directors

None of the Directors (or any persons connected with them) received any remuneration during the year. The following directors were reimbursed expenses in the period: A Craigen £355 (2008 - £44), H Fosbrooke £144 (2008 - £nil), B Geddes £116 (2008 - £nil), J McIntyre £112 (2008 - £nil) and P Voysey £109 (2008 - £204). A total of £1,236 expenses were reimbursed in the period (2008: they were reimbursed a total of £278).

THE COMMUNITY WOODLANDS ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2009

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2009 Number	2008 Number
Directors / trustees	11	11
Project staff	4	4
	<u>15</u>	<u>15</u>

Employment costs

	2009 £	2008 £
Wages and salaries	120,759	105,913
Social security costs	12,203	11,768
Other pension costs	5,999	3,923
	<u>138,961</u>	<u>121,604</u>

There were no employees whose annual emoluments were £60,000 or more.

10 Tangible fixed assets

	Plant and machinery £	Fixtures, fittings & equipment £	Total £
Cost			
At 1 April 2008	-	1,402	1,402
Additions	248	1,293	1,541
At 31 March 2009	<u>248</u>	<u>2,695</u>	<u>2,943</u>
Depreciation			
At 1 April 2008	-	71	71
Charge for the year	57	461	518
At 31 March 2009	<u>57</u>	<u>532</u>	<u>589</u>
Net book value			
At 31 March 2009	<u>191</u>	<u>2,163</u>	<u>2,354</u>
At 31 March 2008	<u>-</u>	<u>1,331</u>	<u>1,331</u>

THE COMMUNITY WOODLANDS ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2009

11 Debtors	2009	2008
	£	£
Trade debtors	<u>7,922</u>	<u>4,500</u>

12 Creditors: amounts falling due within one year	2009	2008
	£	£
Trade creditors	6,498	12,919
Accruals	<u>2,346</u>	<u>2,000</u>
	<u>8,844</u>	<u>14,919</u>

13 Pension and other post-retirement benefit commitments

Defined contribution

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund.

	2009	2008
	£	£
Contributions payable by the company for the year	<u>5,999</u>	<u>3,923</u>

THE COMMUNITY WOODLANDS ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2009

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Balance at 31 March 2009
	Balance at 1 April 2008	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
New Core Project	19,489	175,133	(187,175)	-	7,447
Trees For All	656	-	-	(656)	-
Arts & Culture	1,952	2,480	(2,375)	(2,057)	-
ELAV	2,250	7,921	-	(10,171)	-
Knowledge Share	3,590	-	(1,823)	(1,767)	-
Sunart Inventory	-	7,725	(4,103)	(3,622)	-
Woodfuel Event	-	3,625	(3,582)	(43)	-
Train the Trainer	-	7,045	(5,980)	(1,065)	-
Skills Development	-	15,000	(1,990)	-	13,010
Arts Development	-	10,000	-	-	10,000
	<u>27,937</u>	<u>228,929</u>	<u>(207,028)</u>	<u>(19,381)</u>	<u>30,457</u>

THE COMMUNITY WOODLANDS ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2009

14 Restricted funds

(continued)

Incoming resources includes £222,994 (2008 - £231,401) of specific project grants and £5,935 (2008 - £7,615) of conference fees. Conference fees were used to fund the annual conference which was held in Glenrothes, Fife this year as part of the New Core project.

The New Core project is a three year venture, which aims to provide an enhanced network development support to 250 new and established community woodland groups based throughout Scotland. The project was funded through £126,419 (2008 - £104,866) of grants from Big Lottery Fund, £20,000 (2008 - £20,000) from Forestry Commission Scotland and £23,118 (2008 - £15,320) from Highlands and Islands Enterprise.

Sunart Inventory was a project involving inventory contract work for the Forestry Commission Scotland. It was funded by a grant of £7,725 from the Forestry Commission. At the end of the project £3,622 was transferred to The Community Woodland Association as management fees.

The Woodfuel Event was a two day training and networking event. It was funded via £1,500 of Forestry Commission grants and £2,025 from Community Energy Scotland.

The Train the Trainer Events were two events run under contract to CLU at Highlands and Islands Enterprise. Funding totalling £6,805 has been received from Highlands and Islands Enterprise. At the end of the project £1,065 was transferred to The Community Woodland Association as management fees.

Skills development is an on-going two year project supported by funding from the Scottish Government SRDP Skills Development Scheme and two Charitable Trusts. £10,000 has been received from the Robertson Trust and £5,000 from the Hugh Fraser Foundation.

The Arts Development project is a feasibility study for the Arts Development Project with the majority of the work to be done in summer 2009. A grant of £10,000 has been received in advance from Investing in Ideas, part of the Big Lottery Fund.

Trees for All was a project financed by the Woodland Trust to fund small tree planting projects throughout Scotland and was completed during the year. When the project was completed £656 was transferred to The Community Woodland Association for management fees.

Arts Culture & Heritage funds a contractor to assist and coordinate events in the community woodlands as well as the touchwood festival, which was part of Highland 2007. To fund the coordinator £Nil (2008 - £9,946) was received from Scottish Natural Heritage and £2,480 (2008 - £nil) from Highlands and Islands Enterprise. At the end of the project £2,057 was transferred to The Community Woodland Association as a fee for the management of the tenders and contractors.

ELAV was a complex venture which aimed to enhance local activity and values from forest land through community led strategic planning. The project ended in 2008 and the final funding of £7,921 was received from Forestry Commission Scotland. The remaining balance of £10,171 was transferred to The Community Woodland Association as management fees.

Knowledge Share received money from Highland Council and Highland and Island Enterprise to run events in the highlands and support community woodland group members to attend training events. It was due to end in 2007 but the funders allowed the surplus money to be carried forward and used in April 2008. The project is now closed and all payments have cleared with the balance of £1,767 being transferred to The Community Woodland Association as management fees.

THE COMMUNITY WOODLANDS ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2009

15 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2009 are represented by:			
Tangible fixed assets	-	2,354	2,354
Current assets	43,666	34,601	78,267
Creditors: amounts falling due within one year	(2,346)	(6,498)	(8,844)
	<u>41,320</u>	<u>30,457</u>	<u>71,777</u>