

Charity Number: SC038374
Company number: SC275097

The Community Woodlands Association

Directors' Report and Financial Statements

Year ended 31 March 2018

The Community Woodlands Association

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The Community Woodlands Association

Report of the Directors for the year ended 31 March 2018

The Directors are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2018.

Legal and Administrative Information

Charity name	The Community Woodlands Association
Charity number	SC038374
Company number	SC275097
Registered Office	Old Poltalloch Kilmartin Lochgilphead PA31 8RQ
Operational Address	Steading Cottage Craigfield Farm Kintessack, Forres IV36 2SP
Directors	R Borruso T Cooper (appointed 26 January 2018) F Corcoran G Gray Stephens (retired 26 October 2017) I Hepburn S House (appointed 26 October 2017) A Lawrence P Noble J Rosegrant W Ross (appointed 21 June 2017) L Schofield (appointed 26 October 2017)
Company Secretary	G Gray Stephens
Accountants	T P Wright Chartered Accountant 396 Elphin, By Lairg Sutherland, IV27 4HH
Bankers	The Co-operative Bank plc 1 Balloon Street Manchester, M60 4EP

The Community Woodlands Association

Report of the Directors for the year ended 31 March 2018

Structure, governance and management

The Community Woodlands Association is a company limited by guarantee and not having a share capital, governed by its Memorandum and Articles of Association incorporated on 25th October 2004, and is registered as a charity with the Office of the Scottish Charity Regulator. In the event of the company being wound up, members are required to contribute a sum not exceeding £1.00p.

The management of the company is the responsibility of the trustees (referred to in this report and the financial statements as 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 which meets on a regular basis to consider the strategic decisions. The implementation is then delegated to employees.

Aims, Objectives and Activities

The company's objects are:

- 1) The advancement of community development through the provision of support and assistance to voluntary organisations and social enterprises engaged in land and woodland management, by encouraging the involvement of individuals in such organisations, and by representing and promoting such organisations and raising public awareness of the benefits they provide.
- 2) The relief of poverty through the provision of skills training.
- 3) The advancement of education by promoting, commissioning and delivering learning and research relating to community development or land and woodland management.
- 4) The advancement of environmental protection and the promotion of sustainable development by encouraging and supporting best practice for land and woodland management in Scotland for the benefit of the natural heritage and the general public.

The association has developed a comprehensive information support service for existing and aspiring groups. During the year, monthly e-bulletins and e-newsletters are issued which highlight new initiatives, relevant policy information and forthcoming events.

Achievements and Performance

The year to March 2018 saw a number of positive developments for CWA and the community woodland sector, including a notable upsurge in interest in woodland acquisition after the provisions of the Community Empowerment (Scotland) Act 2015 came into force in January 2017. The Forestry and Land Management (Scotland) Act 2018 introduced new administrative arrangements for forestry in Scotland and provides for a new Scottish Forestry Strategy to be developed in 2018-19.

The sector faces some longer term challenges, not least as a result of the EU referendum, which has created considerable uncertainty regarding the long term future of rural policy and support post-Brexit. CWA has been engaging in various policy debates and forums to ensure that the benefits and interests of community woodlands are fully appreciated and considered in the design of future policy and support mechanisms.

The Community Woodlands Association

Report of the Directors for the year ended 31 March 2018

Achievements and Performance (continued)

Forestry Commission Scotland remains our primary funder; we are grateful for their continued support which together with memberships and earned income from consultancy, enables continuity of CWA member services, offering specialist advice and support on all aspects of woodland management and governance.

CWA is a partner in the UK-wide 3-year Big Lottery-funded “Making Local Woods Work” project which is assisting thirteen Scottish groups to grow as social enterprises and has provided a significant contribution to our work. In addition to direct support to participating groups the project funds the delivery of training and production of a range of tools and resources.

One of CWA’s key roles is to network the sector. Our annual conference was held in October at The Westerwood Hotel, Cumbernauld and doubled as the main project conference for Making Local Woods Work; it received financial support from the Big Lottery Fund, Forestry Commission Scotland and Highlands and Islands Enterprise. 124 delegates representing 54 community groups and 20 other organisations from across the UK gathered for an excellent two-day event featuring networking, presentations and workshops and site-visits to Beechbrae (West Lothian), the Twechar Healthy Living and Enterprise Centre and the Galgael Trust in Govan.

We delivered two networking and training events in Argyll under the well-established “AWOO” (A Wood of Our Own) brand, and a similar event for groups in Central Scotland, which we hope will be the first of a series, all supported by Forestry Commission Scotland. Working in partnership with Forest Enterprise Scotland, we hosted a well-received seminar for groups developing Community Asset Transfer Scheme proposals.

We were very pleased to welcome 10 new member community groups during the year, as well as 2 new individual members. The CWA membership includes ~150 community woodland groups directly, with a further 30 groups represented by “Umbrellas”, as well as individual and associate members. During the year over half of the current membership received direct support on a wide range of topics, whilst several new and emerging community woodland groups were assisted.

We communicate with our membership and the wider world through a mix of new and old media: our regular e-newsletter contains illustrated news from our members and our monthly e-bulletin is an essential reference for news, jobs, funding, events and training courses. The members’ e-group remains a valuable source of knowledge and information, whilst our Facebook page (1,300+ likes) and Twitter feed (1600+ followers) take the community woodland message to an ever-expanding audience.

We are small organisation with limited resources, but with an increasingly significant role: we look to maximise our impact by working with other community sector organisations in the Scottish Community Alliance and by promoting our members’ achievements e.g. through the Scotland’s Finest Woods Awards.

Future Plans

CWA's priorities for 2018-19 are to enhance the provision and delivery of services to member groups and to secure the financial sustainability of the organisation.

We will continue our participation in the Making Local Woods Work project, develop our provision of consultancy services and investigate innovative proposals to diversify future income streams.

The Community Woodlands Association

Report of the Directors for the year ended 31 March 2018

Financial review

The results for the year are set out in the following financial statements.

Substantial unrestricted reserves are necessary for management of cash flow and the charity continues to endeavour to attain a level of reserves that would permit six months' expenditure to be met.

Directors' responsibilities in relation to the financial statements

Company law requires the Directors to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and its surplus or deficit for the financial year. In doing so the directors are required to:

- Select suitable accounting policies and then apply them consistently
- Make sound judgements and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Board and signed on its behalf by



W Ross
Chair of Board of Directors

Date: 13 October 2018

The Community Woodlands Association

Report of the Independent Examiners to the Trustees for the year ended 31 March 2018

I report on the accounts of the charity for the year ended 31 March 2018 which are set out on pages 6 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) 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 trustees consider that the audit requirement of Regulation 10(1) (a-c) of the 2006 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.

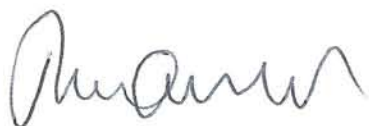
Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 trustees concerning 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

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulationshave 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.



Name T P Wright
Qualification Chartered accountant
Address 396 Elphin, By Lairg, IV27 4HH
Date 13 October 2018

The Community Woodlands Association

Statement of financial activities

Year ended 31 March 2018

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Income and endowments from:					
Donations and legacies		4,622	-	4,622	4,720
Charitable activities		-	50,587	50,587	56,476
Other trading activities		24,550	-	24,550	21,776
Investment income		1,825	-	1,825	1,552
Total incoming resources	2	30,997	50,587	81,584	84,524
Resources expended:					
Charitable activities		3,548	78,268	81,816	78,390
Total resources expended	3	3,548	78,268	81,816	78,390
Net incoming/outgoing resources before transfers		27,449	(27,681)	(232)	6,134
Transfers	11	(22,489)	22,489	-	-
Net movement in funds after transfers		4,960	(5,192)	(232)	6,134
Total funds brought forward	10	24,396	5,192	29,588	23,454
Total funds carried forward	10	29,356	-	29,356	29,588

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes form part of these financial statements.

The Community Woodlands Association

Balance sheet

As at 31 March 2018

	Notes	£	2018 £	£	2017 £
Fixed Assets					
Tangible assets	6		738		461
Investments	7		100		100
			<u>838</u>		<u>561</u>
Current assets					
Debtors	8	6,003		8,780	
Cash at bank and in hand		27,351		26,639	
		<u>33,354</u>		<u>35,419</u>	
Creditors: falling due within one year	9	4,836		6,392	
Net Current Assets			28,518		29,027
Total Net Assets			<u>29,356</u>		<u>29,588</u>
Represented by:					
Restricted income funds			-		5,192
Unrestricted income funds			29,356		24,396
Total funds	10		<u>29,356</u>		<u>29,588</u>


The directors are satisfied that the company is entitled to exemption under Section 477 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- (ii) preparing accounts 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 income and expenditure 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 accounts, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board and signed on its behalf on 13 October 2018



I Hepburn
Director and Treasurer

Company registration number SC275097

The Community Woodlands Association

Notes to the financial statements

Year ended 31 March 2018

1 Accounting policies

Basis of accounting

The financial statements have been prepared in accordance with '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 (FRS102) (effective 1 January 2015) - Charities SORP (FRS102)', the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Donations

Donations received are recorded at the time the charity becomes entitled to the resource.

Membership fees

Membership fees received are recorded at the time of receipt.

Grants

Grants received are included in incoming resources when they are receivable, except when conditions attached to such grants have not yet been fulfilled, when the income is deferred. Grants of a capital nature are treated as a restricted fund and released to the unrestricted funds over the life of the asset.

Expenditure

Expenditure is included on the accruals basis and recognised when there is a legal or constructive obligation to pay.

Fund accounting

Restricted funds: funds held which are restricted for use for specific purposes.

Unrestricted funds: funds which the trustees are free to use, in accordance with the charitable objects.

Designated funds: funds which the trustees set aside for a specific purpose.

Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery	-	25% per annum reducing balance
Office equipment fittings etc	-	20% per annum reducing balance

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.

Taxation

The Association is a charity for tax purposes and relief given under S.505 Income and Corporation Taxes Act 1988.

The Community Woodlands Association

Notes to the financial statements

Year ended 31 March 2018

2 Incoming resources

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<i>Donations and legacies</i>				
Donations	775	-	775	1,216
Membership fees	3,847	-	3,847	3,504
	<u>4,622</u>	<u>-</u>	<u>4,622</u>	<u>4,720</u>
<i>Charitable activities</i>				
Main Core Project	-	35,000	35,000	35,000
HIE Training and woodland products	-	-	-	2,193
CWA Conference 2016	-	-	-	9,937
CWA Conference 2017	-	9,977	9,977	-
"A Wood of Our Own" networking	-	3,580	3,580	3,196
CATS seminar	-	2,030	2,030	-
Renewables co-operative research	-	-	-	-
Plean (Stirling) - options appraisal	-	-	-	3,150
Economic Scoping Project	-	-	-	3,000
	<u>-</u>	<u>50,587</u>	<u>50,587</u>	<u>56,476</u>
		Note 12		
<i>Other trading activities</i>				
Income from non-grant projects	24,550	-	24,550	21,776
	<u>24,550</u>	<u>-</u>	<u>24,550</u>	<u>21,776</u>
<i>Investment income</i>				
Bank interest receivable	-	-	-	2
Gift aid from subsidiary	1,825	-	1,825	1,550
	<u>1,825</u>	<u>-</u>	<u>1,825</u>	<u>1,552</u>
Total income	<u><u>30,997</u></u>	<u><u>50,587</u></u>	<u><u>81,584</u></u>	<u><u>84,524</u></u>

The Community Woodlands Association

Notes to the financial statements

Year ended 31 March 2018

3 Resources expended

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Charitable activities				
Wages and salaries	-	55,081	55,081	48,516
Employer's national insurance	-	1,654	1,654	998
Pension costs	-	2,555	2,555	2,213
Conference and training events costs	-	7,067	7,067	13,101
Travel and subsistence	-	7,473	7,473	6,509
Consultancy	480	1,800	2,280	-
Depreciation	-	185	185	117
	<u>480</u>	<u>75,815</u>	<u>76,295</u>	<u>71,454</u>
Support costs				
Office administration and supplies	-	879	879	1,088
Insurance	-	1,067	1,067	1,035
Training costs	-	-	-	-
Recruitment costs	-	179	179	403
Sundry expenses	-	328	328	195
	<u>-</u>	<u>2,453</u>	<u>2,453</u>	<u>2,721</u>
Governance costs				
Accountancy fees	1,000	-	1,000	1,000
Directors' meeting and travel expenses	2,068	-	2,068	3,215
	<u>3,068</u>	<u>-</u>	<u>3,068</u>	<u>4,215</u>
Total expenditure	<u><u>3,548</u></u>	<u><u>78,268</u></u>	<u><u>81,816</u></u>	<u><u>78,390</u></u>

The Community Woodlands Association

Notes to the financial statements

Year ended 31 March 2018

4 Staff costs and emoluments

	2018	2017
	£	£
Wages and salaries	55,081	48,516
Employer's national insurance	1,654	998
Pension costs	2,555	2,213
	<u>59,290</u>	<u>51,727</u>

Particulars of employees

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2018	2017
Directors / trustees	11	11
Staff	2	2
	<u>13</u>	<u>13</u>

No employee received emoluments of more than £60,000 in the year (2017 - Nil).

5 Directors remuneration and expenses

None of the directors (or any persons connected with them) received any remuneration during the year (2017 - nil). Total directors' and meeting expenses amounting to £2,068 were paid (2017 - £3,215).

6 Tangible fixed assets

	Plant and machinery	Office equipment fittings etc	Total
	£	£	£
Cost			
At 1 April 2017	248	3,192	3,440
Additions	-	462	462
At 31 March 2018	<u>248</u>	<u>3,654</u>	<u>3,902</u>
Depreciation			
At 1 April 2017	233	2,746	2,979
Charge for year	4	181	185
At 31 March 2018	<u>237</u>	<u>2,927</u>	<u>3,164</u>
Net Book Value			
At 31 March 2018	<u>11</u>	<u>727</u>	<u>738</u>
At 31 March 2017	<u>15</u>	<u>446</u>	<u>461</u>

The Community Woodlands Association

Notes to the financial statements

Year ended 31 March 2018

7 Investments

Unlisted investments (unrestricted fund)

	2018	2017
<i>Historic cost and market value</i>	£	£
At 1 April	100	100
At 31 March	<u>100</u>	<u>100</u>

The investment comprises a 100% shareholding in Community Woodland Enterprise CIC, a community interest company established as a trading subsidiary of the Community Woodlands Association. The company made a profit of £1,825 during the year ended 31 March 2018, gift-aided to the parent-company charity and recorded as investment income in the Statement of Financial Activities.

8 Debtors: falling due within one year

	2018	2017
	£	£
Sundry debtors and prepayments	6,003	8,780
	<u>6,003</u>	<u>8,780</u>

9 Creditors: falling due within one year

	2018	2017
	£	£
Sundry creditors and accruals	4,836	6,392
	<u>4,836</u>	<u>6,392</u>

The Community Woodlands Association

Notes to the financial statements

Year ended 31 March 2018

10 Reserves

	At 01/04/17	Income	Expenditure	Transfers	At 31/03/18
	£	£	£	£	£
Restricted funds					
Main Core Project	-	35,000	(69,672)	34,672	-
CWA Conference 2017	-	9,977	(5,325)	(4,652)	-
"A Wood of Our Own" networking	-	3,580	(841)	(2,739)	-
CATS seminar	-	2,030	(830)	(1,200)	-
Plean (Stirling) - options appraisal	2,192	-	(1,000)	(1,192)	-
Economic Scoping Project	3,000	-	(600)	(2,400)	-
	<u>5,192</u>	<u>50,587</u>	<u>(78,268)</u>	<u>22,489</u>	<u>-</u>
Unrestricted funds					
Accumulated unrestricted fund	24,396	30,997	(3,548)	(22,489)	29,356
	<u>24,396</u>	<u>30,997</u>	<u>(3,548)</u>	<u>(22,489)</u>	<u>29,356</u>
Total reserves	<u>29,588</u>	<u>81,584</u>	<u>(81,816)</u>	<u>-</u>	<u>29,356</u>

Represented by:

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2018	2017
	£	£	£	£
Fixed assets	-	738	738	461
Investments	100	-	100	100
Current assets	30,256	3,098	33,354	35,419
Creditors: falling due within one year	(1,000)	(3,836)	(4,836)	(6,392)
Total funds	<u>29,356</u>	<u>-</u>	<u>29,356</u>	<u>29,588</u>

11 Transfers

Surpluses, derived from CWA management charges allowed within the projects, are transferred to unrestricted funds as they arise; any deficits, being project overspends, are treated in the same manner.

The Community Woodlands Association

Notes to the financial statements

Year ended 31 March 2018

12 Analysis of Restricted Funds income received, by project and funder

The charity is grateful to acknowledge income received from its supporters as follows:

	£
Main Core Project	
Forestry Commission Scotland	35,000
CWA Conference 2017	
Forestry Commission Scotland	2,500
Highlands and Islands Enterprise	1,300
Delegate fees	6,177
	<u>9,977</u>
"A Wood of Our Own" networking	
Forestry Commission Scotland	3,580
	<u>3,580</u>
CATS seminar	
Forestry Commission Scotland	2,030
	<u>2,030</u>
Total	<u><u>50,587</u></u>

13 Ultimate controlling party

The Community Woodlands Association is a company limited by guarantee. The liability of members is limited and is not to exceed £1. The ultimate controlling party is therefore considered to be the board of trustees.