Charity Number: SC038374 Company number: SC275097

The Community Woodlands Association

Directors' Report and Financial Statements Year ended 31 March 2020

Contents of the Financial Statements for the year ended 31 March 2020

	Page
Report of the Directors	1 - 5
Report of the Independent Examiner	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 – 14

Report of the Directors for the year ended 31 March 2020

The Directors are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2020.

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 F Corcoran S House A Lawrence A Maclennan (appointed 29 September 2019) P Noble J Rosegrant W Ross L Schofield
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

Report of the Directors for the year ended 31 March 2020

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 2020 was largely one of consolidation and progress for CWA and the community woodland sector, albeit with some uncertainties and challenges ahead arising from our exit from the European Union, which has been a very significant source of support for the sector. However, the last few weeks of the year were dominated by COVID-19. At the time of writing the full extent and duration of the pandemic is unknown but it is clear that is having a significant impact on community woodlands and the communities they serve.

Most community woods are open for exercise, with appropriate social distancing, but many management operations, events and activities have been postponed or cancelled. CWA has been advising groups on the implications of the new guidelines and signposting members to sources of information, e.g. on the various funds which have been made available to support businesses, charities and the community sector.

Report of the Directors for the year ended 31 March 2020

Achievements and Performance (continued)

Policy

The new arrangements for forestry in Scotland continue to bed in, with CWA involved in the discussions around corporate plans for both Forestry and Land Scotland and Scotlish Forestry, and represented on the working group developing the Scotlish Forestry Strategy Implementation Plan.

The EU-co-funded Scottish Rural Development Programme has for many years been the primary support mechanism for woodland management and establishment, and also for community rural development through LEADER. CWA represents the community sector on the Rural Operational Development Committee which provides stakeholder input and we have been working to ensure that any successor programme recognises, values and supports the activities of community woodlands.

CWA engages in various relevant policy debates and forums to ensure that the benefits of community woodlands and community land ownership are recognised and understood. This work, often in conjunction with other community sector intermediaries, includes meetings with Ministers, giving evidence to parliamentary committees, speaking at party conference fringe events and responding to a range of consultations.

Support for groups

CWA is very grateful for financial support from Scottish Forestry, who fund us to provide an advice and support service for new and existing community woodland groups to acquire, manage and develop woodland and other assets for public benefit. In addition to this core funding, CWA relies on project funding, membership subscriptions and earned income from consultancy to ensure continuity of services and help us support our members.

We launched our new website in 2019 and expanded and updated our suite of information notes, whilst our e-bulletin, with relevant news, funding announcements, training events and job opportunities, went out monthly to over 250 members and supporters. The members' e-group remains a valuable source of knowledge and information, whilst our Facebook page (>1,700 followers) and Twitter feed (>1,900 followers) are increasingly important means of communicating with the wider network.

During the year we provided direct advice and support to 70 groups, including:

• 32 groups advised on woodland acquisitions from public and private sector landowners: CATS and CR2B scheme requirements and processes, funding options, valuation, tendering of feasibility studies, woodland management planning, post-acquisition development and public consultation.

• 19 groups supported with projects to enhance the delivery of social benefits from woods; these included trail building and other recreation infrastructure projects, educational initiatives and a range of community engagement events in woodlands.

• 13 groups helped with business development and social enterprise initiatives, including wood-fuel processing and supply, a saw-mill, a tree nursery, outdoor education projects, and tourism and café developments.

• 19 groups assisted with capacity and governance issues such as constitutions, organisational forms, charitable status, business and land registration, liability and insurance, managing relationships with neighbours, staff recruitment and contracts, asset valuation and tackling anti-social behaviour.

• 21 groups supported with woodland management and planning, including LTFP plan creation and review, urban woodland management plans, woodland creation and the woodland carbon code, restocking, mensuration, tree surveys and arboricultural contractors, felling permissions and adjacency rules, timber harvesting, extraction, transport and marketing.

Report of the Directors for the year ended 31 March 2020

Achievements and Performance (continued)

Our work illustrates the breadth of activity of our members: community ownership and management have been remarkably effective at unlocking latent creativity as groups use their woodlands to address important local issues. During the year a number of groups, including Mull and Iona Community Trust, Cambusbarron Community Development Trust and the Friends of Glenan Wood, were able to celebrate bringing their woods into community ownership and there are many more acquisitions in progress, including Carsphairn Community Woodland, Glengarry Community Woodlands and Arkaig Community Forest, all awarded Scottish Land Fund grants in February 2020.

Projects

At the beginning of the year we launched our LEADER funded Multi-trails transnational cooperation project: working with partners in Sweden, this supports five community woodland groups in Scotland to develop, manage and promote multi-user trail networks. To date the project has delivered new paths at Kirkton Wood (Lochcarron Community Development Company), Aigas Forest and Milton Wood (Strathnairn Community Woodlands); supported an exchange visit to Sweden and welcomed a party of 14 Swedish visitors to Scotland; and funded three training events: at Lochcarron, Aigas and Laggan.

CWA secured funding for a second round of "Pockets and Prospects" programme, using Scottish Government funds to support five community woodlands to deliver projects intended to help mitigate the impacts of welfare reform. Projects include construction of a cob oven at Beechbrae, West Lothian; a school's project constructing and installing bird-boxes at Aultnaskiach Dell, Inverness; and developing a programme of family friendly events and therapeutic women-only sessions at Urban Roots, Glasgow.

CWA has been part of a group convened by the Forest Stewardship Council to seek to define a slimmed down forest stewardship standard for small, low-risk woodlands. Uptake of forest certification by owners of smaller woodlands, including community woodlands, remains limited in the UK: research suggests that the main barriers are paperwork, complex standard requirements, and costs.

Events

Our annual conference was held in September at Chatelherault Country Park, Hamilton, South Lanarkshire with support from Scottish Forestry, Highlands and Islands Enterprise, CSGNT and Impact Funding Partners. 56 delegates representing 25 community groups and 10 other organisations gathered for an inspiring twoday event featuring networking, presentations, workshops and site-visits hosted by East Kilbride Community Trust, Cassiltoun Housing Association and the Urban Roots Initiative.

We delivered two networking and training events through the well-established "AWOO" (A Wood of Our Own) brand, supported by Scottish Forestry. The first of these, involved a morning session at Colintraive Village Hall, hosted by Colintraive and Glendaruel Development Trust, and an afternoon site visit to Rhubodach Forest, hosted by the Bute Community Land Company. The second event focussed on Long Term Forest Plans and restocking, and featured a site visit to Tiroran Forest, hosted by South West Mull and Iona Development. Sadly, our final event of the year, a networking day for groups in Central Scotland, was a victim of the coronavirus shutdown: we hope to rearrange this later in 2020.

Membership and staff

We were very pleased to welcome 4 new community group members during the year, as well as 9 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. The AGM was held at Chatelherault in conjunction with the annual conference.

Report of the Directors *for the year ended 31 March 2020*

Achievements and Performance (continued)

We had some staff changes this year: Chris Marsh moved on to a full-time role with Forestry and Land Scotland: we wish him well and thank him for all his work supporting community woodlands. Fiona Chalmers has been engaged to manage the Multi-trails project, and we welcomed Joanna Rodgers into a new part-time Development Officer role to promote the community woodlands sector, grow our membership, develop CWA communications and support our training and networking events.

Future plans

CWA's priorities for 2020-21 are to maintain and enhance the provision and delivery of services to member groups, and in particular to expand our capacity to support groups with woodland creation projects and the management and development of urban woodlands.

Our work in 2020-21 will clearly be shaped by the progress of the coronavirus lockdown, and we will continue to support our members through this difficult time. Looking ahead, our annual conference is provisionally planned for October at The Carrbridge Hotel in the Cairngorms National Park, and we plan to continue our AWOO and Central Scotland networking forums once this is possible.

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

Report of the Independent Examiners to the Trustees *for the year ended 31 March 2020*

I report on the accounts of the charity for the year ended 31 March 2020 which are set out on pages 7 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 Regulations

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.

Name T P Wright

Qualification Chartered accountant

Address 396 Elphin, By Lairg, IV27 4HH

Date 2 October 2020

Statement of financial activities

Year ended 31 March 2020

Income and endowments from:	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Donations and legacies Charitable activities		5,506	- 80,674	5,506 80,674	4,437 49,952
Other trading activities Investment income		14,518 150	-	14,518 150	36,953 2,025
Total incoming resources	2	20,174	80,674	100,848	93,367
Resources expended:					
Charitable activities		2,781	95,023	97,804	90,383
Total resources expended	3	2,781	95,023	97,804	90,383
Net incoming/outgoing resources					
before transfers		17,393	(14,349)	3,044	2,984
Transfers	11	(11,349)	11,349	-	-
Net movement in funds after transfers		6,044	(3,000)	3,044	2,984
Total funds brought forward	10	36,720	3,000	39,720	36,736
Total funds carried forward	10	42,764		42,764	39,720

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.

Balance sheet

As at 31 March 2020

	Notes	£	2020 £	£	2019 £
Fixed Assets	Notes	L	L	L	L
Tangible assets	6		351		589
Investments	7		100		100
			451	-	689
Current assets					
Debtors	8	8,292		7,411	
Cash at bank and in hand		40,866		36,178	
	_	49,158	=	43,589	
Creditors: falling due within one year	9	6,845		4,558	
Net Current Assets	_		42,313		39,031
Total Net Assets			42,764	-	39,720
				=	
Represented by:					
Restricted income funds			-		3,000
Unrestricted income funds			42,764		36,720
Total funds	10		42,764	-	39,720
				=	

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 2 October 2020

L Schofield Director and Treasurer

Company registration number SC275097

Year ended 31 March 2020

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 resticted 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	-	20% per annum straight line
Office equipment fittings etc	-	20% per annum straight line

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.

Year ended 31 March 2020

2 Incoming resources

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Donations and legacies				
Donations	1,100	-	1,100	637
Membership fees	4,406	-	4,406	3,800
	5,506	-	5,506	4,437
Charitable activities				
Community Woodland advice and support service	-	35,000	35,000	30,000
CWA Conference 2018	-	-	-	11,490
CWA Conference 2019	-	6,881	6,881	-
"A Wood of Our Own" networking	-	4,500	4,500	1,500
"Multi Trails" project	-	33,373	33,373	3,962
SCA Rural policy	-	-	-	3,000
FSC small woods	-	920	920	-
	-	80,674	80,674	49,952
		Note 12		
Other trading activities				
Income from non-grant projects	14,290	-	14,290	36,953
Miscellaneous income	228	-	228	-
	14,518	-	14,518	36,953
Investment income				
Gift aid from subsidiary	150	-	150	2,025
	150	-	150	2,025
Total income	20,174	80,674	100,848	93,367

Year ended 31 March 2020

3 Resources expended

·	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Charitable activities				
Wages and salaries	-	50,737	50,737	51,518
Employer's national insurance	-	1,761	1,761	1,478
Pension costs	-	2,537	2,537	2,576
Conference and training events costs	-	9,317	9,317	14,615
Sub-contractors	400	15,405	15,805	-
Swedish exchange costs	-	-	-	2,094
Travel and subsistence	-	11,492	11,492	8,547
Consultancy	-	-	-	4,596
Depreciation	418	-	418	149
Office administration and supplies	-	2,289	2,289	1,584
Insurance	-	1,178	1,178	1,087
Sundry expenses	-	307	307	223
Accountancy fees	1,000	-	1,000	1,000
Directors' meeting and travel expenses	963	-	963	916
Total expenditure	2,781	95,023	97,804	90,383

4 Staff costs and emoluments

	2020	2019
	£	£
		54 540
Wages and salaries	50,737	51,518
Employer's national insurance	1,761	1,478
Pension costs	2,537	2,576
	55,035	55,572

Particulars of employees

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

	2020	2019
Directors / trustees	10	10
Staff	2	2
	12	12

No employee received emoluments of more than £60,000 in the year (2019 - Nil).

5 Directors remuneration and expenses

None of the directors (or any persons connected with them) received any remuneration during the year (2019 - nil). Total directors' and meeting expenses amounting to £963 were paid (2019 - £916).

Year ended 31 March 2020

6 Tangible fixed assets

•		Office	
	Plant and	equipment	
	machinery	fittings etc	Total
	£	£	£
Cost			
At 1 April 2019	248	3,654	3,902
Additions	-	180	180
At 31 March 2020	248	3,834	4,082
Depreciation			
At 1 April 2019	241	3,072	3,313
Charge for year	6	412	418
At 31 March 2020	247	3,484	3,731
Net Book Value			
At 31 March 2020	1	350	351
At 31 March 2019	7	582	589

7 Investments

9

Unlisted investments (unrestricted fund)		
	2020	2019
Historic cost and market value	£	£
At 1 April	100	100
At 31 March	100	100

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 £150 during the year ended 31 March 2020, 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

	2020	2019
	£	£
Sundry debtors and prepayments	8,292	7,411
Creditors: falling due within one year	2020	2019
	£	£
Sundry creditors and accruals	6,845	4,558

Year ended 31 March 2020

10 Reserves						
		At 01/04/19	lncome	Expenditure	Transfers	At 31/03/20
		£	£	£	£	£
Restricted fu	nds					
Community	Woodland advice and support	-	35,000	(64,172)	29,172	-
CWA Confe	rence 2019	-	6,881	(5,166)	(1,715)	-
"A Wood of	Our Own" networking	-	4,500	(1,737)	(2,763)	-
Making loca	Making local woods work		-	(182)	182	-
"Multi Trail	"Multi Trails" project		33,373	(23,096)	(10,277)	-
SCA Rural p	olicy	3,000	-	-	(3,000)	-
FSC small w	oods	-	920	(670)	(250)	-
		3,000	80,674	(95,023)	11,349	-
Unrestricted	funds					
Accumulate	d unrestricted fund	36,720	20,174	(2,781)	(11,349)	42,764
		36,720	20,174	(2,781)	(11,349)	42,764
Total reserves		39,720	100,848	(97,804)	-	42,764
Represented	by:					
-	-		Unrestricted	Restricted	Total	Total
			Funds	Funds	2020	2019
			£	£	£	£

Fixed assets	351	-	351	589
Investments	100	-	100	100
Current assets	43,313	5,845	49,158	43,589
Creditors: falling due within one year	(1,000)	(5,845)	(6,845)	(4,558)
Total funds	42,764	-	42,764	39,720

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.

Year ended 31 March 2020

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

The charity is grateful to acknowledge income received from its supporters as follows: Income in Fund balance year £ £ Community Woodland advice and support service Funding is received from Scottish Forestry to enable CWA to provide an advice and support service for new and existing community woodland groups; supporting Scottish Government policies on community empowerment and land reform and delivering a number of Scotland's Forestry Strategy 2019-2029 priority actions. 35,000 CWA Conference 2019 Funding from Scottish Forestry, Highlands and Islands Enterprise, Impact Funding partners and Central Scotland Green Network, to support the delivery of the annual conference, this year at Chatelherault. 6,881 "A Wood of Our Own" networking Delivery of two networking events in Argyll funded by Scottish Forestry. 4,500 "Multi Trails" project An 18-month LEADER funded trans-national (with Sweden) cooperation project, covering trail construction, training events, exchange visits, production of resources and employment of project officer. 33,373 FSC small woods A UK-wide project led by Forest Stewardship Council which contributes to staff and travel costs of participating in development of a new certification standard for small woodlands. 920 Total 80,674

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.