

# The Woodland Centre Trust

Registered Charity Number 278681

**ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31ST MARCH 2010**

**B.B.K. Accountants Limited**  
**Chartered Certified Accountants**  
4a Roman Road  
East Ham  
London E6 3RX

# The Woodland Centre Trust

Registered Charity Number 278681

## Mission Statement

To help young people recognise their abilities and worth.

To help them understand their potential and encourage them to lead fulfilled and worthwhile lives. To broaden their educational and social knowledge; to equip them for full time employment and to make them positive members of society.

# The Woodland Centre Trust

Annual Report and Accounts  
for the year ended 31st March 2010

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# The Woodland Centre Trust

Registered Charity Number 278681

Governed by Deed of Trust dated 1st November 1980

## The Trustees of The Woodland Centre Trust

Chairman JOHN HAYWARD

Treasurer GRAHAM HOWGATE

Trustees FRANK TURNER

JULIE CORDICE

Administrator JULIE CHANT

## Principal Locations

Beckton Activities Centre  
7 Hillcroft Road  
London Industrial Park  
Beckton  
London E6 6LW

Camp Mohawk  
Wargrave  
Reading RG10 8PU

## Accountants

BBK Accountants Limited  
Chartered Certified Accountants  
4a Roman Road  
East Ham  
London E6 3RX

Tel 020 7473 4344

# The Woodland Centre Trust

## Report of the Trustees

The Trustees of The Woodland Centre Trust present the Report and Financial Statements for the year ended 31st March 2010. They appear in the format required by the Statement of Recommended Practice: Accounting by Charities (SORP).

Charity Law require Trustees of The Woodland Centre Trust to prepare financial statements for each financial year which give a true and fair view of the charity's incoming resources and application of resources during the year and the state of its affairs at the end of the year.

The Trustees are responsible for the direction of the policy of The Woodland Centre Trust in accordance with the Constitution and Purpose of the charity. In particular they direct and oversee the financial affairs of the Trust and are responsible for safeguarding the assets of the charity.

They must ensure that proper accounting records are kept, which disclose the financial position of the charity with reasonable accuracy at any time. They must also take reasonable steps to prevent fraud and other irregularities.

The trustees have:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- followed applicable accounting standards subject to any material departures disclosed and explained in the financial statements;
- prepared the financial statements on a going concern basis.

## Objects and policies

The Woodland Centre Trust was registered as a charity in 1980. Initially this was to provide facilities for the scouts in Newham and later to help them fund the camps for disabled children at their camp site just outside Wargrave in Berkshire. The Trust was thus best known for the work that it does at Camp Mohawk. Today Camp Mohawk operates as a day centre for special needs children and young people, with the emphasis on providing workshops in line with its Mission statement. Equally important but less known for the very important work that it does at its London base - The Beckton Activities Centre.

Following a strategy review, the Trust continues to evaluate its policies and objectives to ensure it continues to meet the needs of its target group of young people in line with the Government's guidelines on 'Every Child Matters'.

### **The Beckton Activities Centre.**

The Beckton Activities Centre is situated in Beckton, East London, in the heart of a large industrial estate. The site is held on a 99 year lease from the Royal Docks Trust and comprises a number of buildings and smaller huts.

The Centre is the Trust's headquarters as well as the base for the Trust's work, teaching a broad range of skills to young people from East London. Young people are encouraged to participate in decision making and taking a responsible position in the projects. Youth education and training has been a central theme in the Trust's charitable activities; facilities are available for skills training in woodwork, auto-mechanics, IT and catering, vocational education and key skills support.

### **Educational Support**

Newham's relatively low educational standards and high unemployment statistics mean that the provision of basic education and practical skills training is of paramount importance. Newham is also reported to have the highest population of young people in the whole of the UK. [Source [www.newham.gov.uk](http://www.newham.gov.uk)]. The Trust recognises the importance of self development and actively seeks qualified instructors and tutors to respond to the young people's needs. Beckton Activities Centre is proud to be involved with Newham's Additional provision programme, a scheme giving Newham's young people the opportunity of working towards a vocational qualification in auto-mechanics.

### **Camp Mohawk**

Camp Mohawk is a woodland adventure centre and campsite, fully equipped to cater for young people with disabilities, primarily those on the autistic spectrum.

The camp nestles into the edge of the High Knowle woods just north of Wargrave in Berkshire. Since the formation of the Trust, it has been the Trust's outdoor activity centre and its "Centre of Care" for disadvantaged children from all over the South of England. The camp is currently run as a day centre and its facilities are open for a variety of special needs children. In 2007 the Trust secured a lease for the use of land for a period of 120 years.

An important aspect of future planning for the Trustees is effective utilisation of 'out of season' opportunities at Camp Mohawk. Parents and carers who use the camp are always encouraged to make valuable contributions to future plans.

### **Organisation**

The main decision making body is the Board of Trustees and major decisions are made in general meetings with the Administrator and other executive officers in attendance.

The Trustees receive neither remuneration, expenses nor benefits from the Trust. The Administrator is responsible for maintaining the focus of the Trust on its charitable activities. This role includes development activity, fundraising / general administration.

The Administrator is assisted by a small team of dedicated staff and instructors whose duties are agreed by the Board of Trustees.

## The year in retrospect

The Trust continued to work towards its new strategy and encouraged further discussions and partnerships with key community groups, local businesses, councils and local parents. Both centres operated under independent Managers, ensuring a local focus. New projects were piloted and the Trust was encouraged by the number of young people's needs being met. The year continued to be a period of high planning and organisation, with the objectives of continuing to meet the needs of young people.

### Beckton Activities Centre

It was another exciting year for the centre. At a Trustees meeting it was agreed to rename the centre 'Beckton Skills Centre', to reflect the drive towards more educational training projects. The centre adopted new staff I.D. badges and the workwear detailed the new title.

The centre continued working with NAP [Newham Additional Provision], providing accredited auto-mechanical training for Newham's young people between 14-16 years old. This is a very popular practical skills training programme and the centre saw another rise in the requests for places, so increased the provision up to 30 places and extended the service to three days a week. As well as the training programme, the centre worked with Newham's work experience team, to provide additional young people with opportunities for real work skills.

Owing to the continued growth, the Trustees agreed that a Centre Manager should be considered and applications for funding the position would be sought.

The centre was advised that future work with Newham Council would entail registering with NECTR [Newham's Electronic Contract and Tendering Resource] procurement website. The registration process ensures a quality standard of selected contractors and providers and once attaining approved status, [due in 2010] will allow the centre to bid for additional contracts if it chooses to do so.

The local Safer Neighbourhood team continued to support the centre with donating obsolete vehicles, equipment and made time to visit the centre. During the summer an application to the Police Property Act Fund raised a substantial sum of money to run a project renovating go karts and a course of creating digital music sessions. The presentation of the cheque was attended by two Newham Councillors who both found the visit a positive experience with the opportunity to engage with young people of the Borough. The centre also secured additional funding and in conjunction with Quest, a partnership with a local training company, ran a summer project 'extreme road car modification'. The young people that participated all reported enjoying their chosen workshops and the centre had many requests to run similar projects in the future.

The centre continued to make improvements to the facilities and sourced a new toilet block to replace the existing toilet building and increase the number of facilities. The centre in conjunction with East London Business Alliance [ELBA] arranged two consecutive community 'work' days with a local company to provide two teams of staff to work at the centre over the period to help with painting, clearing and sorting various areas of the site. The company provided a small budget for materials and the staff worked extremely hard to ensure all of the tasks were completed during the allotted time. Grateful thanks were extended to them for their fantastic efforts.

In December the centre organised 'meet and greet' open evenings for parents and guardians of the young people to view the centre's facilities and talk to the staff. The events were deemed a success and will be repeated in the future.

In January the centre's main hall suffered flood damage after a period of intense frost. Fortunately there was minor equipment damage but the interior of one end had to be completely replaced.

In February half term an Emergency First Aid training course was organised for the young people and all 17 that participated passed. As a reward they were invited to go riding at a go kart track.

## Camp Mohawk

It was another extremely busy and successful year, in many ways. The Hawks Youth Group goes from strength to strength with an ever increasing waiting list. Discussions are underway with funders and the steering committee regarding increasing the number of places from March 2010.

The Camp was privileged to host Wokingham Autistic Partnership's celebration at the culmination of autism awareness week.

Outward Bound Events were held in the May, October and February half terms. These group activities help build on teamwork, social skills and confidence and have proved extremely popular with our members. Due to 3 core staff passing their archery leaders qualification, archery is now a regular activity on these days. The core staff will be also be undertaking an NVQ level 3 in play work at Henley Training College in November which will be funded by Wokingham B.C.

Three students who received maths tuition support at the camp took and passed their higher GCSE maths exams. Educational support workshops were provided weekly throughout term time in maths, physics, biology and chemistry at KS3 and GCSE levels.

The summer period was extremely busy with more group bookings than ever before. 2009 also saw a rise in family memberships from 2008 (from 46 to 64 families).

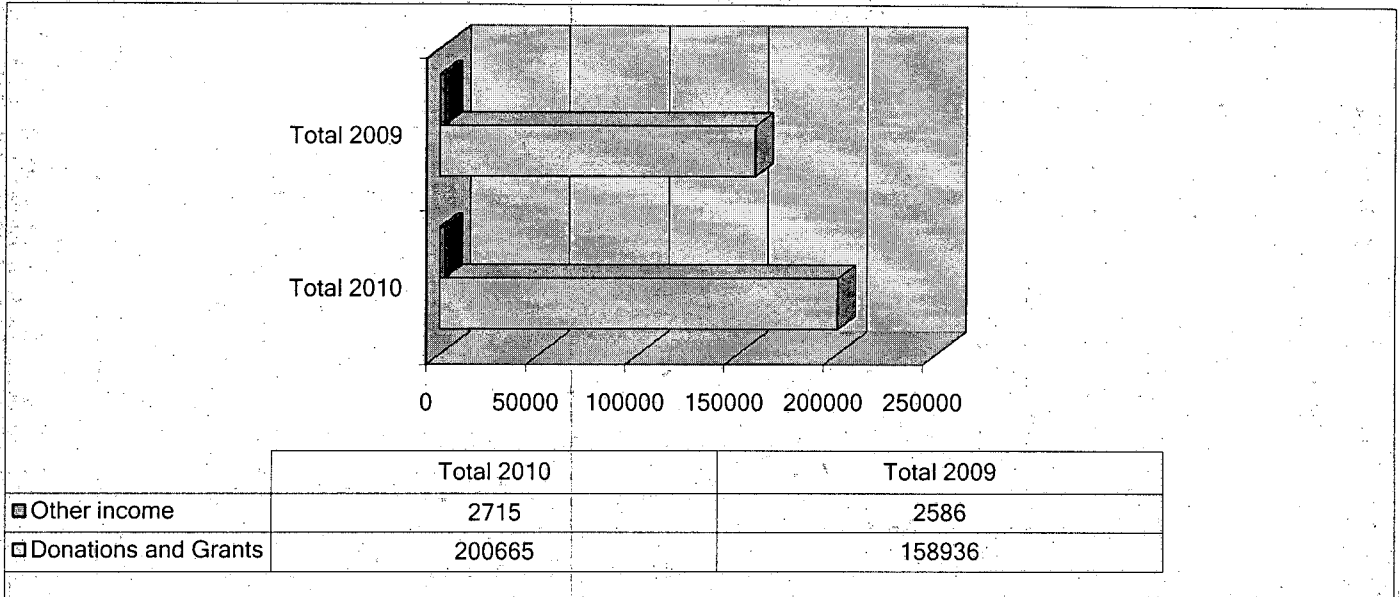
The November fireworks display was (ultimately) a great success. Despite many initial set backs and poor weather the event was very well attended.

There have been many exciting developments of the site in 2009-10. Many of the site improvements and much of the maintenance has been possible due to hosting regular corporate community days. A Soft Play Room was completed in the main building and it is anticipated that HRH Princess Anne will open the suite in April.

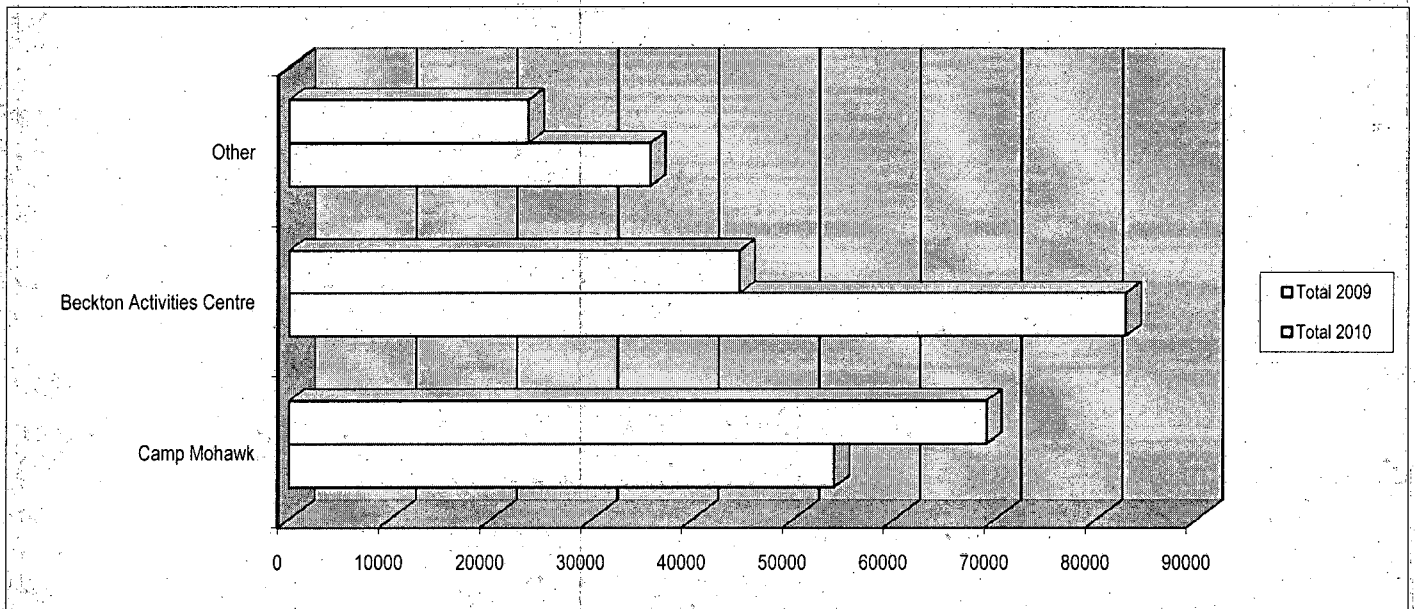
The Trustees have expressed a desire to see The Woodland Centre Trust take on more local trustees. A local steering committee has already been formed with possible further developments being considered. Strengthening the Board will greatly enhance the professionalism of the organisation as well as improving prospects of funding in the future.



**Diagram 1: Income for the years ended 31/3/10 and 31/3/09**



**Diagram 2: Expenditure for the years ended 31/3/10 and 31/3/09**



**Volunteers and staff**

The Board of Trustees acknowledge, with grateful thanks, the support of all those involved with the Trust during the year ended 31 March 2010 including the trainees, staff and many volunteers and donors. Without their combined, dedicated hard work none of the wonderful activities outlined in this report would have been possible.

**J HAYWARD**  
Chairman

# Accountants Report

To the Trustees

On the unaudited accounts of The Woodland Centre Trust

We report on the accounts for the year ended 31st March 2010 set out on pages 8 to 14.

## Respective responsibilities of trustees and reporting accountants

As described on page 1, the trustees are responsible for the preparation of the accounts and they consider that the charity has audit exemption under the Charities Act 1993. It is our responsibility to carry out procedures designed to enable us to report our opinion.


## Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants and so our procedures consisted of comparing the accounts with the accounting records kept by the Trust as we considered necessary for purposes of this report. These procedures provide only the assurance expressed in our opinion.

## Opinion

In our opinion:

- a) the accounts are in agreement with the accounting records kept by the charity;
- b) having regard to, and on the basis of the information contained in these accounting records:
  - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in the Act; and
  - (ii) the Trust satisfied the conditions for exemption from an audit of the accounts for the year specified in the Act and did not, at any time within the year, fall within any of the categories of charities not entitled to the exemption as specified.



B. B. K. Accountants Limited  
Chartered Certified Accountants  
4A Roman Road, East Ham  
London E6 3RX

Dated: 26-1-2011

# The Woodland Centre Trust

## Statement of Financial Activities for the year ended 31st March 2010

	Note	Restricted Funds	Unrestricted Funds	Total 2010	Total 2009
<b>Income and Expenditure</b>					
<b>Incoming Resources:</b>					
<b>Donations and Grants</b>	4				
Camp Mohawk		68389	22000	90389	41502
The Woodland Centre Trust		7500	1601	9101	23727
Beckton Activities Centre		97456	3720	101176	93708
<b>Total Donations &amp; Grants</b>		<u>173344</u>	<u>27321</u>	<u>200665</u>	<u>158936</u>
Interest Received		21	0	21	1686
Profit on disposals		0	0	0	0
Rent Receivable		0	0	0	0
Other Income		762	40	802	0
Membership & subscriptions		1892	0	1892	900
<b>Total Incoming Resources</b>		<u>176020</u>	<u>27361</u>	<u>203381</u>	<u>161522</u>
<b>Resources Expended</b>					
<b>Direct Charitable Expenditure:</b>					
Camp Mohawk	2	54028	0	54028	57537
Beckton Activities Centre	2	82874	0	82874	64544
		<u>136901</u>	<u>0</u>	<u>136901</u>	<u>122081</u>
<b>Other Expenditure:</b>					
Fundraising and Publicity Costs	3	0	9702	9702	5239
Management and Administration	3	0	26031	26031	27203
<b>Total Resources Expended</b>		<u>136901</u>	<u>35732</u>	<u>172633</u>	<u>154523</u>
<b>Net Incoming Resources</b>		<u>39119</u>	<u>-8372</u>	<u>30747</u>	<u>7001</u>
<b>Fund Balances as at 1 April</b>					
Fund Balances as at 1 April		122447	40111	162558	155557
Fund adjustments				0	0
		<u>122447</u>	<u>40111</u>	<u>162558</u>	<u>155557</u>
<b>Net Incoming Resources</b>		<u>39119</u>	<u>-8372</u>	<u>30747</u>	<u>7001</u>
<b>Fund Balances as at 31 March</b>		<u>161566</u>	<u>31739</u>	<u>193305</u>	<u>162558</u>

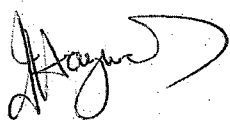
# The Woodland Centre Trust

## Balance Sheet as at 31st March 2010

	Note	Restricted Funds	Unrestricted Funds	2010	2009
<b>Fixed Assets</b>					
Tangible Assets	5	<u>67322</u>	<u>0</u>	<u>67322</u>	<u>53310</u>
<b>Current Assets</b>					
Cash at Bank and in Hand	6	74028	31739	105767	62176
Debtors and Prepayments		26598	0	26598	50162
<b>Creditors:</b>					
Amounts due within one year	7	<u>6382</u>	<u>0</u>	<u>6382</u>	<u>3090</u>
Net Current Assets / (Liabilities)		94244	31739	125983	109248
Tangible Assets	5	<u>67322</u>	<u>0</u>	<u>67322</u>	<u>53310</u>
<b>Net Assets</b>		<u>161566</u>	<u>31739</u>	<u>193305</u>	<u>162558</u>
<b>Funds</b>		<u>161566</u>	<u>31739</u>	<u>193305</u>	<u>162558</u>

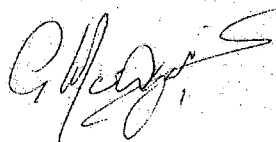
Approved by the Trustees on  
and signed on its behalf by:

J Hayward



Chairman

G. Howgate



Treasurer

Dated:

26-1-2011

# The Woodland Centre Trust

## Notes to the Accounts for the year ended 31st March 2010

### 1 Bases of accounts

#### Accounting convention

The financial statements are prepared on a going concern basis under the Charities Act and in accordance with the Charities SORP and applicable accounting standards.

#### Fund Accounting

**Unrestricted funds** represent funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity and are held in the general fund.

**Restricted funds** represent grants and donations received and tax refunds arising thereon, which were allocated by the donor for specific purposes.

#### Resources Expended

**Direct charitable expenditure** includes all expenditure which is directly related to the objects of the charity and comprises grants paid and costs which are directly attributable to charitable activities including charitable support costs.

**Fundraising and publicity costs** represent expenditure on public relations and publicity and the associated expenditure of fundraising such as printing, postage and stationery.

**Management and administration costs** represent expenditure incurred in the management of the assets of the charity, organisational administration and compliance with constitutional and other statutory requirements. None of the Trustees received any remuneration, nor were paid expenses in the year ended 31st March 2010 or 31st March 2009.

**Grants and donations:** There were no accruals for these items at the year end.

#### Fixed assets and depreciation

The value of buildings at the Beckton Activities Centre and Camp Mohawk, Wargrave were adjusted to reflect the fair value of the buildings and on the basis of current use. The rate of depreciation of these temporary buildings were also increased to 10% per annum, straight line, with effect from April 2001. Depreciation is calculated to write down the cost of all other tangible assets over their expected useful lives. The annual rates applicable are: -

#### Straight line method

Leasehold land	Over the lease term of 99 years
Machinery and tools	20%
Equipment and Fixtures	20%
Motor Vehicles	25%

#### Cash Flow Statement

The charity is eligible to the exemption, under Financial Reporting Standard No. 1, from the requirement to include a Cash Flow Statement in these accounts.

The Woodland Centre Trust  
Notes to the Accounts  
for the year ended 31st March 2010

2 Direct Charitable Activities	Beckton Activities Centre	Camp Mohawk	2010 Total	2009 Total
Premises costs & utilities	6595	6077	12672	11505
Education, Training and course fees	2525	727	3252	1136
Housekeeping	483	605	1087	914
Activities, outings and trips	9171	6249	15420	12996
Maintenance and repairs	11635	2233	13867	14516
Materials	7401	1929	9331	5525
Equipment hire	0	79	79	282
Loose tools	1346	0	1346	833
Insurance	1198	2721	3919	5332
Instructors/staff remuneration & expenses	32031	30407	62438	59086
Sundry expenses	547	14	562	447
Telephone	724	480	1204	1420
Transport and motor expenses	300	656	956	1524
Printing, postage and consumables	663	152	815	1377
Subscriptions	210	250	460	285
Depreciation	7267	1298	8565	4761
Health, safety and security	778	150	928	143
	<u>82874</u>	<u>54028</u>	<u>136901</u>	<u>122081</u>
3 Other Expenditure				
Management and administration			2010	2009
Payroll	5635	6013	11648	5877
Premises costs & utilities	1649	0	1649	1759
Insurance	238	736	973	1216
Postage, printing and stationery	83	19	102	172
Telephone	362	240	602	710
Transport and Motor expenses	0	0	0	0
Bank charges and interest	-12	-32	-44	44
Legal and professional fees	285	225	510	4107
Accountancy and audit fees	2481	911	3391	3125
Bookkeeping	3600	3600	7200	7200
Sundry expenses and fees	0	0	0	0
Maintenance and repairs	0	0	0	2993
	<u>14320</u>	<u>11711</u>	<u>26031</u>	<u>27203</u>
Other Expenditure, Fundraising & Publicity costs				
Research, staffing and activities	2985	6013	8998	4357
Telephone, promotions and publications	362	240	602	710
Subscriptions	0	0	0	0
Printing, postage and stationery	83	19	102	172
	<u>3430</u>	<u>6272</u>	<u>9702</u>	<u>5239</u>
Total Expenditure	100624	72011	172635	154523

# The Woodland Centre Trust

## Notes to the Accounts for the year ended 31st March 2010

### 4. Donations and grants receivable

Donations are included on a cash received basis. Gifts in kind and intangible income are included at the value to the Trust at the date of receipt.

Grants are recognised in the Statement of Financial Activities when the conditions for receipt have been complied with.

The Trust acknowledges the wonderful financial support and gifts in kind it receives during the year. Whilst it is impossible to name everyone, listed below are the names of some benefactors and grant funding bodies that made up the major funding the Trust received.

ARTIZAN CATERING SERVICES  
BACYP [BERKSHIRE ASSOCIATION OF CLUBS FOR YOUNG PEOPLE]  
BERKSHIRE COMMUNITY FOUNDATION  
BERKSHIRE MASONIC CHARITY  
BOSHIER HINTON FOUNDATION  
D'OYLY CARTE CHARITABLE TRUST  
C.A.T.S. YOUNG PEOPLES PROJECT  
CABLE & WIRELESS  
COOPERS FOUNDATION  
DELOITTE  
ROBIN HESTER  
LAMBROOK HAILEYBURY SCHOOL TRUST  
LDC [LLOYDS BANKING GROUP]  
MRS H.Z. LEWIS  
LLOYDS PLC.  
LONDON BOROUGH OF NEWHAM  
LOUIS BAYLIS TRUST  
METROPOLITAN POLICE  
QUEST FOR TRAINING LTD.  
ROYAL BOROUGH OF WINDSOR & MAIDENHEAD.  
SAP [BUSINESS OBJECTS LTD.]  
MICHAEL SHANLEY CHARITABLE FOUNDATION.  
SPOOR MERRY & RIXMAN FOUNDATION.  
SURREY HANTS BORDER MORRIS MINOR OWNERS CLUB  
THE WORSHIPFUL COMPANY OF LEATHERSELLERS  
THE WOODEN SPOON SOCIETY  
WOKINGHAM DISTRICT COUNCIL

# The Woodland Centre Trust

## Notes to the Accounts for the year ended 31st March 2010

5 Tangible Assets	Buildings	Leasehold Land	Machinery and Tools	Equipment & Fixtures	Motor Vehicles	Total 2010	Total 2009
Cost or Valuation							
At 1st April	291249	54375	58528	85946	0	490098	488180
Additions	0	0	0	22577	0	22577	1918
Revaluations						0	0
Disposals				0	0	0	0
At 31st March	<u>291249</u>	<u>54375</u>	<u>58528</u>	<u>108523</u>	<u>0</u>	<u>512675</u>	<u>490098</u>
Depreciation							
At 1st April	291249	7907	58528	79104	0	436788	432027
Charge for the year	0	549	0	8016	0	8565	4761
Disposals				0	0	0	0
At 31st March	<u>291249</u>	<u>8456</u>	<u>58528</u>	<u>87120</u>	<u>0</u>	<u>445353</u>	<u>436788</u>
Net Book Value							
At 31st March	<u>0</u>	<u>45919</u>	<u>0</u>	<u>21403</u>	<u>0</u>	<u>67322</u>	<u>53310</u>
At 1st April	<u>0</u>	<u>46468</u>	<u>0</u>	<u>6842</u>	<u>0</u>	<u>53310</u>	<u>56153</u>
6 Cash at bank and in hand						2010	2009
Bank Deposit Account						38500	40111
Current Accounts / Cash						<u>67267</u>	<u>22065</u>
						<u>105767</u>	<u>62176</u>
7 Creditors:						2010	2009
due within one year							
Tax and Social security						1090	1062
Sundry creditors						<u>5292</u>	<u>2028</u>
						<u>6382</u>	<u>3090</u>

### 8 Camp Mohawk

Camp Mohawk has been established by the Trust on land made available at Wargrave, Berkshire. No value has been attributed to this land in the accounts.



**The Woodland Centre Trust**  
**Notes to the Accounts**  
**for the year ended 31st March 2010**

**9 Accounting system and records**

For the year ended 31st March 2010 transactions were recorded with the level of detail required by the Charities Act 1993 and within the guidelines of the Charities SORP.

**10 Capital commitments**

There is an ongoing programme of modifications to the premises to enhance wheelchair access and other facilities to ensure that all young people are able to participate in the Trust's activities and enjoy its facilities. The works are being carried out by Trust staff and volunteers. There are no other capital commitments as at 31st March 2010 and in the period between this year end and the date of approval of the accounts by the trustees.

**11 Contingent liabilities**

The Trust has not made any pension provisions and does not face any exposure to liability under the stakeholder pensions scheme as the number of full time employees was well below the minimum threshold for all of the year. There were no other contingent liabilities at 31st March 2010 or 31st March 2009.

**12 Risk management**

The Trust is always reviewing its exposure to risk and taking measures to reduce such exposure. In the year to 31st March 2010, and the period between this year end and the date of approval of the accounts, the Trustees have reviewed exposure to risks and are happy to report that there are no risk factors which exist that may lead to cessation or a significant curtailment of operations.