

# THE WOODFIELD PROJECT

England & Wales · Charity number 1158644

## Details

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Other names	NONE
Status	Registered
Legal form	CIO
Registered	2014-09-23
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Woodfield Pavilion 16a Abbotswood Road Streatham London SW16 1AP
Phone	07593008882
Email	<a href="mailto:thewoodfieldproject@gmail.com">thewoodfieldproject@gmail.com</a>
Website	<a href="http://www.thewoodfield.org">www.thewoodfield.org</a>

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE:(1) TO PROVIDE OR HELP PROVIDE, FOR THE PUBLIC BENEFIT, FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF MEMBERS OF THE PUBLIC AT LARGE, AND(2) TO PROMOTE FOR THE BENEFIT OF THE PUBLIC THE CONSERVATION, PROTECTION AND IMPROVEMENT OF THE PHYSICAL AND NATURAL ENVIRONMENT, IN PARTICULAR THE FIELD AT WOODFIELD; AND IN FURTHERANCE OF THOSE OBJECTS BUT NOT OTHERWISE, THE CHARITY TRUSTEES SHALL HAVE POWER TO PROMOTE AND SUPPORT OTHER ACTIVITIES FOR THE BENEFIT OF THE PUBLIC PARTICULARLY BUT NOT ONLY BY DEVELOPING, MAINTAINING AND USING THE PAVILION AND FIELD AT WOODFIELD AS THE CHARITY TRUSTEES SHALL THINK FIT.

**Activities:** THE WOODFIELD PROJECTS ACTIVITIES ARE TO:(1) RUN THE PAVILION AS A COMMUNITY HUB FOR SCHOOLS AND LOCAL GROUPS; (2) PROVIDE A SAFE GREEN SPACE FOR LEARNING, RECREATION, LEISURE, AND SOCIAL INCLUSION; (3) PROMOTE THE CONSERVATION OF THE NATURAL ENVIRONMENT; AND (4) PROVIDE HORTICULTURAL TRAINING FOR LOCAL PEOPLE TO INCREASE THEIR EMPLOYMENT PROSPECTS.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage, Economic/community Development/employment, Recreation
- **Who:** The General Public/mankind

## Geography

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- Lambeth
- Wandsworth

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£87,144	£77,989	-	-
2023-12-31	£98,462	£72,900	-	-
2022-12-31	£79,238	£68,833	-	-
2021-12-31	£37,783	£43,610	-	-
2020-12-31	£82,759	£50,039	-	-

## Trustees

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Name	Role	Appointed
Barbara Anne Jennings		2023-05-14
Elizabeth Marion Steer		2020-10-12
Karen Hall		2024-07-18
Matthew Hamlyn CBE		2024-07-18
Peter Ward		2021-10-05
Ravi Mark Bery BSc FCCA		2026-04-20
Susan Jane Sheehan		2026-04-20

**THE WOODFIELD PROJECT**

England & Wales - Charity number 1158644

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# Accounts

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## **The Woodfield Project Annual Report 2024**

## 1. The Charity and the Trustees

- 1.1** The Woodfield Project (TWP) is a registered charity, number 1158644. It is constituted as a Charitable Incorporated Organisation (CIO) by a governing Constitution dated 17<sup>th</sup> September 2014. Centred on the Woodfield Pavilion, its charitable purposes are (i) to ‘provide for the public benefit, facilities for recreation or other leisure time occupation in the interests of social welfare’ and (ii) ‘to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment’.
- 1.2** The postal address is The Woodfield Pavilion, 16<sup>a</sup> Abbotswood Road, Streatham, London, SW16 1AP. Other means of contact are:  
 Email: [pavilion@thewoodfield.org](mailto:pavilion@thewoodfield.org)  
 Website: [www.thewoodfield.org](http://www.thewoodfield.org)  
 On Facebook: <https://www.facebook.com/WoodfieldPavilion/> or @WoodfieldPavilion  
 On Instagram: <https://www.instagram.com/woodfieldpavilion/> or @WoodfieldPavilion  
 YouTube: The Woodfield Pavilion  
[https://www.youtube.com/channel/UCNiv4LvXCYHiW\\_umQnn96gg](https://www.youtube.com/channel/UCNiv4LvXCYHiW_umQnn96gg)
- 1.3** TWP’s principal banker is CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ. A small amount of reserve funds is held in a second 35-day access account held at the Co-Operative Bank, in order to ensure funds are protected by the Financial Services Compensation Scheme guarantee.
- 1.4** The trustees in the calendar year of 2024 (appointed on limited terms until retirement according to the constitution) were:
- Elizabeth Steer*: Treasurer, appointed October 2020  
*Mark Bery*: Nominated by TCMAC (Tooting Commons Management Advisory Committee), appointed 28 January 2021, resigned as TCMAC representative and re-appointed as an individual trustee 18 July 2024  
*Peter Ward*: Appointed 5 October 2021  
*Paul Miner*: Chair: appointed 26 July 2022  
*Penny Froggatt*: Appointed 26 July 2022, resigned 15 July 2024  
*Cllr Norman Marshall*: Nominated by the London Borough of Wandsworth, appointed 26 July 2022  
*Barbara Jennings*: Appointed 18 July 2023  
*Jane Tingle*: Appointed 15 May 2024  
*Karen Hall*: Appointed 18 July 2024  
*Matthew Hamlyn*: Nominated by TCMAC (Tooting Common Management Advisory Committee), appointed 18 July 2024  
*Priya Gandhi*: Appointed 18 July 2024

The Board of Trustees met at four Quarterly meetings. The AGM of TWP for the year ended 31 December 2023 was held at The Woodfield Pavilion on 15 May 2024.

The trustees here present their annual report and financial statements for the year ended 31 December 2024.

## 2. The Woodfield Pavilion

- 2.1** I would like to record my thanks to **the Trustees** who give their time, **the staff** employed by the charity and **our volunteers** from the community who have helped us deliver another very successful year.
- 2.2** The trustees of TWP are responsible for a refurbished sports pavilion that sits in the northwestern corner of the former Woodfield Recreation Ground, 2.1 hectares of open space abutting on and joined with the north-eastern boundary of Tooting Bec Common. This pavilion, now named the Woodfield Pavilion, was built in 1933 and refurbished from September 2018 to June 2019. It is held by the trustees on a 25-year peppercorn lease from the London Borough of Wandsworth, its owner, and the manager of the Tooting Commons. Situated, however, within the London Borough of Lambeth, it is subject to Lambeth planning policy.
- 2.3** The Pavilion has a moderately large (56m<sup>2</sup>), flexible, meeting-cum-exhibition space on the ground floor. During 2022 the functionality of the space was considerably improved thanks to investment in new acoustic ceiling panelling. This space is flanked to the north and south by a kitchen and two lobbies that open to toilets, to a stairway, and to a locker room. The wall to the east has doors that open directly to the outside but are sheltered by a veranda. An upper floor, accessed by a stairway, provides considerable storage space and a modest administrative office-cum-meeting room.
- 2.4** The veranda provides additional usable external space. The whole of the external space within the premises is paved with a porous material and provides bicycle stands and a lockable rubbish shed. Two permanent benches on the western side of the Pavilion face Tooting Bec Common, which is effectively connected to the Woodfield Ground.

### **3. Objectives and activities for the public benefit**

- 3.1.** The trustees here confirm that they refer to the Charity Commission's guidance on the public benefit when reviewing TWP's aims and objectives and in updating TWP's business plan.
- 3.2.** TWP aims to engage with the diversity of its local communities and natural environment, promoting health and sustainability in everything it does. It is devoted to using the Woodfield Pavilion and the surrounding open land in ways that appeal to, and benefit, a wide range of users. It aims to develop the pavilion as a 'go-to hub' for people to share in culture, festivities, ideas, learning and well-being. Its specified aims include those of:
- a. Providing a safe space for training, learning, recreation and leisure;
  - b. Promoting the appreciation of the natural environment;
  - c. Protecting and enhancing the natural environment of the Woodfield Ground and Tooting Bec Common;
  - d. Becoming financially sustainable;
  - e. Increasing the Charity's membership;
  - f. Establishing a Management Team that optimises the use of volunteers;
  - g. Attracting capable trustees from as wide a range of people as possible;
  - h. Actively engaging with local people, groups and institutions; and
  - i. Actively extending the benefits of Woodfield to vulnerable and socially excluded people.

## 4. Achievements and performance in 2024

- 4.1** 2024 has been the Woodfield Pavilion's third full year of operation. The financial performance has shown that the Pavilion is on a sustainable footing and is an established part of the local community. We ended the year with a surplus of £9,155 – just over six weeks' operating costs. The year has been more challenging financially than 2023, with a fall in donations through the year and increases in costs. However, the charity has good liquidity, with levels of cash stable compared to 2023, and with over 90% of charity funds at year end being represented by unrestricted funds.
- 4.2** TWP currently has one restricted fund, used to ring fence funds that have been made available for a specific purpose. Income received as Grants during 2024 was added to the restricted fund and was used for project expenditure. During the year £4,427 was released from the restricted to the unrestricted fund for partial Prepayment of 50% of an air source heat pump (ASHP), scheduled to be installed as part of the ASHP project. The installation date was unfortunately delayed and therefore this pre-payment total value of £6,375 is recorded in notes 2 and 9. Installation is anticipated to be completed in April 2025. At the end of 2024 the balance in the restricted fund is funds donated for the establishment of the Woodfield Community Orchard, launched in 2024 and to be completed during 2025.
- 4.3** Importantly, in 2023 the Pavilion was able to operate fully and was able to be self-sufficient covering all operating costs fully, and this continued during 2024. The Trustees have reviewed the level of unrestricted and restricted funds as at 31 December 2024 and assuming that income and expenditure remain similar to 2025, and that all operating costs can be covered from income generated, they believe that the reserves level is adequate to cover building repairs and emergency costs in 2025, to continue to fund the manager (previously part-funded by grants) and the additional support recruited in 2024 for a further 12 months, and underwrite any potential shortfall in funding in the planned Air Source Heat Pump project (ASHP).
- 4.4** The Manager of the Pavilion, Janet Baker, has provided continuity of experience built up over the previous three years. Thanks to Janet, moreover, TWP has considerably developed both its own programme of activities and events as well as business and private venue hire bookings. At the beginning of the year we had reached the point where further support was needed to both maintain the current activity and support further business development. A new Administrative Assistant, Susanna Abel, was appointed at the end of August to provide further support for 1 day per week.
- 4.5** Private venue hires have averaged 3 per month over the year. TWP has also continued this year to offer its own programme of activities for the local community. These have included activities in different areas of interest, mainly environmental and arts and crafts.
- 4.6** Art in the Pavilion remains a very strong performer, and we expect to sustain this into 2025. In 2024, exhibitions kept up well, ranging from members' shows or solo artists or small art collectives, with the works of almost 100 artists showing on the walls of the Pavilion over the course of the year. There has been a constant stream of beautiful pieces from a wealth of local talent who are also members of TWP.

- 4.7** On the environmental side, the establishment of the community orchard achieved an objective in the TWP 2018 business plan and registered significant community and school engagement. Alongside this, Roy Vickery continued to share his wealth of knowledge of flora and the changes found on the commons over the years, through nature walks starting and ending at the Pavilion.
- 4.8** Community Lunches were held between January and March, continuing from 2023. These involved food cooked by the community for the community, using food donated by Healthy Living Platform. These events helped grow our connections with other charities.
- 4.9** The Words at the Woodfield – spoken word evenings – remained popular, with 8 events held in 2024. These events are particularly important for attracting young adults to the Pavilion.
- 4.10** The activities held during 2024 had a total visit rate of 14,045, most if not all being local residents, including our members, volunteers and the trustees. The majority of visits (8,000) were for health and wellbeing classes. 3,600 visits were made to art exhibitions.

## **5. Management**

- 5.1** The overall management of TWP is in the hands of the trustees. This has been a challenging year with some valued trustees stepping down for a variety of personal reasons. We have however had a good response from our membership, with people stepping forward to fill vacancies.
- 5.2** The Building Management Team, established at the end of 2020, continued to meet regularly in 2024. The team consisted of trustees, the Pavilion Manager, and members of TWP with relevant experience/skills.
- 5.3** Although the Manager of the Pavilion provides an essential basis to TWP's operations, TWP also depends on voluntary work by the trustees, members and other individuals from the local community who organise or join in the events and activities at the Pavilion and on the Woodfield Ground. We recorded 20 active volunteers (not including trustees) during 2024.
- 5.4** It has continued to be the charity's aim to engage more of its supporters in the running of charity's activities. To enable the charity to improve this engagement we have used the Membership system MemberMojo since June 2021. This has both simplified the management of our membership and grown it significantly. It also enables us to contact more easily those who support us as volunteers or for specific group activities.
- 5.5** Members are highly valued by TWP. Membership levels have continued to grow from 202 in 2021 to 327 in 2024. The membership numbers assure observers and funders of the charity's viability. We also have a significant volunteering presence which we will report on at least annually, following adoption of TWP's new business plan in 2025.
- 5.6** Supporters are not only potential users of TWP's services but also potential volunteers. They are key to spreading word of our activities. By the end of 2024 TWP had an overall digital reach of 4,379 mainly consisting of:
- a current e-mail list of 450;
  - 2,622 followers on Instagram (TWP's principal social channel); and

- 884 followers on Facebook.

**5.7** TWP continues to work very closely with Wandsworth Council and its agents who manage the Woodfield ground and the surrounding open land. It has begun to develop a closer relationship with the Lambeth Council within the boundaries of which the Pavilion lies.

## **6. Financial Statements**

In accepting the Financial Statements presented by the Treasurer, the trustees note that:

- 6.1** They are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).
- 6.2** The accounts (Financial Statements) could have been prepared under the law and guidance for small charities. However, the trustees have chosen to follow those for larger charities (accruals accounting): the accounts are prepared in accordance with the Charities SORP (FRS 102) and are independently examined.
- 6.3** The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of TWP's constitution. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.
- 6.4** The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

## **The prospects for 2025**

The accounts show that TWP has reserves of £114,431 at 31 December 2024: an 8.6% increase from the previous year, and liquid assets at £107,735 which maintains the level at the 2023-year end. The trustees monitor their Reserves Policy and are therefore confident that the charity will be able to remain a going concern into 2025. This level of reserves shows that, with continued growth in use, the Charity can operate successfully for the community.

**Annual Report approved by the trustees on 14 April 2025 and signed on their behalf by:**



Mr Paul Miner  
Chair of the Trustees



# WOODFIELD

**The Woodfield Project, Financial Statements for the year ended  
31 December 2024.  
(to be read in conjunction with the Annual Report)**

## Part 1 : Financial Statements

**1. Statement of Financial Activities (including income and expenditure account) for the year ended 31 December 2024**

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total 2024 £	Total 2023 £
<b><u>Income and endowments from:</u></b>				
Donations and legacies	14,915	3,594	18,509	28,104
Charitable activities	47,761	-	47,761	51,536
Other trading activities	18,776	-	18,776	17,193
Investments	2,098	-	2,098	1,629
	-	-	-	-
<b><u>Total Income</u></b>	<b>83,550</b>	<b>3,594</b>	<b>87,144</b>	<b>98,462</b>
<b><u>Expenditure on:</u></b>				
Raising Funds	17,124	402	17,526	16,357
Charitable activities	52,739	782	53,521	49,336
Other	6,938	4	6,942	7,207
	-	-	-	-
<b><u>Total Expenditure</u></b>	<b>76,801</b>	<b>1,188</b>	<b>77,989</b>	<b>72,900</b>
	-	-	-	-
<b><u>Net income/(expenditure) and net movement in funds for the year</u></b>	<b>6,749</b>	<b>2,406</b>	<b>9,155</b>	<b>25,562</b>
Transfers between funds	4,427	(4,427)	-	-
	-	-	-	-
<b><u>Net income/(expenditure) and net movement in funds for the year</u></b>	<b>11,176</b>	<b>(2,021)</b>	<b>9,155</b>	<b>25,562</b>
<b><u>Reconciliation of funds</u></b>				
Total funds brought forward at 1 Jan 2024	101,938	3,338	105,276	79,714
	-	-	-	-
<b><u>Total funds carried forward at 31 Dec 2024</u></b>	<b>113,114</b>	<b>1,317</b>	<b>114,431</b>	<b>105,276</b>

## 2. Balance sheet as at 31 December 2024

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total 2024 £	Total 2023 £
<b><u>Fixed Assets</u></b>	<b><u>11,252</u></b>	<b><u>0</u></b>	<b><u>11,252</u></b>	<b><u>11,058</u></b>
<b><u>Current Assets</u></b>				
Debtors & Prepayments	6,375	-	6,375	-
Cash at Bank in hand	106,418	1,317	107,735	107,078
<b><u>Total Current Assets</u></b>	<b><u>112,793</u></b>	<b><u>1,317</u></b>	<b><u>114,110</u></b>	<b><u>107,078</u></b>
<b><u>Liabilities</u></b>				
Creditors falling due within one year	10,931	-	10,931	12,860
<b><u>Net Current Assets</u></b>	<b><u>101,862</u></b>	<b><u>1,317</u></b>	<b><u>103,179</u></b>	<b><u>94,218</u></b>
<b><u>Total Net Assets</u></b>	<b><u>113,114</u></b>	<b><u>1,317</u></b>	<b><u>114,431</u></b>	<b><u>105,276</u></b>
<b><u>The Funds of the Charity</u></b>				
Restricted Funds	-	1,317	1,317	3,338
Unrestricted Funds	113,114	-	113,114	101,938
<b><u>Total Charity Funds</u></b>	<b><u>113,114</u></b>	<b><u>1,317</u></b>	<b><u>114,431</u></b>	<b><u>105,276</u></b>

### 3. Accounting Policies

#### 3.1 Basis of preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. They have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Financial Reporting Standard applicable in the United Kingdom and The Republic of Ireland (FRS 102) and the Charities Act 2011. The Woodfield Project constitutes a public benefit entity as defined by FRS 102. UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Financial Reporting Standard applicable in the United Kingdom and The Republic of Ireland (FRS 102) and the Charities Act 2011. The Woodfield Project constitutes a public benefit entity as defined by FRS 102. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern, however have taken the steps of reviewing the reserves policy (see 3.10) and will continue to closely monitor expenditure regularly during 2025.

#### 3.2 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

The charity currently has one unrestricted fund and one restricted fund. The Restricted Fund is used to ring fence funds that have been made available for a specific purpose. Income received as Grants during 2024 was added to the restricted funds and was used for project expenditure. During the year £4,427 was released from the restricted to the unrestricted funds for partial Prepayment of 50% of the Air Source Heat Pump (ASHP), scheduled to be installed as part of the ASHP project. The installation date was unfortunately delayed and therefore this pre-payment total value of £6,375 is recorded in notes 2 and 9. Installation is anticipated to be completed in the Q1 of 2025. At the end of 2024 the balance in the restricted fund is funds donated for the establishment of the Woodfield Community Orchard which was launched in 2024 and will be completed during 2025 and 2026.

#### 3.3 Income recognition

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received, and the amount can be measured reliably.

#### 3.4. Donated goods, services and facilities

Donated goods, facilities or professional services are recognised as income when the charity has control of the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

The charity benefits from the involvement and enthusiastic support of its trustees, members and supporters. In accordance with FRS 102 and the charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

### 3.5 Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

### 3.6 Fixed assets

Individual fixed assets costing £100 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight-line basis as follows:

<b>Asset category</b>	<b>Annual rate</b>
Computers	20%
Plant & equipment	20-50%
Fixtures & Fittings	10%

### 3.7 Debtors & Prepayments

Trade and other debtors are recognised at the settlement amount due less provision for amounts that may prove uncollectable. Prepayments are valued at the amount prepaid net of any discounts due. Prepayments in 2024 are as noted in 3.2 for the ASHP.

### 3.8 Cash at bank and in hand

Cash at bank and in hand is cash held on deposit at the bank and petty cash balances. The funds reflected in Cash at bank and in hand therefore include both that with CAF and The Cooperative Bank.

### 3.9 Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### 3.10 Reserves Policy

The Trustees continually monitor the level of reserves that The Woodfield Project should hold. Reserves are needed for periods when our income does not cover our expenditure, for example to cover (1) for any unplanned repairs or expenditure, or (2) for unexpectedly low levels of income that may occur due to any economic instability e.g increased inflation. This impacted 2024 where costs increased by a higher proportion than income (exc. Grants), and with a cautious forecast on income for 2025 the trend appears likely to continue.

When the pavilion opened in 2019, the Trustees envisaged that it would take a further two years (to 2022) before it would be financially self-sufficient, and they accept that the impact of the Covid 19 pandemic delayed this. In 2023 the Pavilion was able to operate fully and was able to be self-sufficient covering all operating costs fully and this continued during 2024.

The Trustees have reviewed the level of Unrestricted and Restricted funds as at 31 December 2024 and assuming that income and expenditure remain similar to 2025, and that all operating costs can be covered from income generated, they believe that the reserves level is adequate to cover building repairs and emergency costs in 2025, to continue to fund the manager and the additional support recruited in 2024 for a further 12 months (previously funded by grants), and underwrite any potential shortfall in funding in the planned Air Source Heat Pump project (ASHP).

## 4. Staff costs, trustees' expenses, and remuneration

Staff costs in 2024, including pension costs of £2,036, were £37,948 (2023: £34,136 inc. ex gratia payment of £524). All but £80 of Staff costs were paid from unrestricted funds, with the restricted element being covered by balance remaining from Green day funding carried forward from 2023. No employees had employee benefits in excess of

£60,000 in 2024 (2023: nil). The average number of staff employed during 2024 was 1(2023:1), with a new administrative assistant being employed from September for 1 day per week (Full Time Equivalent (FTE) 0.19). The Trustees also approved additional payments outside the scope of her employment contract to the manager for decorating services £775 (included in Maintenance expense line) (2023:£705) and art sold at exhibitions, (included in Art Commission expense line) £155 (2023:£1,331) for a total of £930 (2023 £2,036).

The Trustees all give their time and expertise, as trustees, without any form of remuneration or other benefit in cash or kind (2023: £nil). Expenses paid to the Trustees in the year totalled £556, there was additionally £288 for waived expenses donated by the Trustees, a total therefore of £844 (2023: £813). No other paid services were received from any of the Trustees in 2024 £nil (2023: nil).

As part of the ASHP project £402 Professional fees were paid totalling £360 to Wandsworth Borough Council for the granting of Landlord permission, and £42 to Mark Bery for the purchase of a Project Contract Template. The balance of the Professional fees £400 were for facilitation services provided at a Trustees' strategic planning day. Total Professional fees 2024 £802 (2023: £600) . There were no other related party transactions in 2024 (2023: nil).

There was a transfer of £4427, from Restricted to Unrestricted funds, for partial prepayment of the ASHP, the total value of which is shown in table 9.

## 5. Analysis of Income & Endowments

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total 2024 £	Total 2023 £
<b><u>Income from donations:</u></b>				
Donations received	11,585	-	11,585	9,984
Grants received	-	1,571	1,571	14,880
Membership fees	3,330	-	3,330	3,240
Orchard	-	2,023	2,023	-
	<b><u>14,915</u></b>	<b><u>3,594</u></b>	<b><u>18,509</u></b>	<b><u>28,104</u></b>
<b><u>Income from charitable activities:</u></b>				
TWP workshops	-	-	-	566
Workshops	25,940	-	25,940	24,391
Venue hire	11,279	-	11,279	13,531
Private venue hire	8,982	-	8,982	13,048
Schools	1,560	-	1,560	-
	<b><u>47,761</u></b>	<b><u>0</u></b>	<b><u>47,761</u></b>	<b><u>51,536</u></b>
<b><u>Income from other trading activities:</u></b>				
TWP Events	3,486	-	3,486	3,286
Refreshments	71	-	71	438
Art commission	15,219	-	15,219	13,469
	<b><u>18,776</u></b>	<b><u>0</u></b>	<b><u>18,776</u></b>	<b><u>17,193</u></b>
<b><u>Income from investments</u></b>				
Interest	<b><u>2,098</u></b>	<b><u>0</u></b>	<b><u>2,098</u></b>	<b><u>1,629</u></b>
Total Income and endowments	<b><u>83,550</u></b>	<b><u>3,594</u></b>	<b><u>87,144</u></b>	<b><u>98,462</u></b>

During 2024 the Charity received grants from the London Community Energy Fund (LCEF) £1,571 (2023: £14,880). The LCEF Grant was toward the funds for the ASHP project, along with the opening balance from 2023 of £3,258 of the grant received from WBC . Of the total funds for this project of £4829, £400 were utilised for the Professional fees and the balance of as partial pre-payment for the ASHP of £6,375.

Other income within the restricted fund were donations, including Gift Aid, received to launch the Woodfield Community Orchard (WCO) in the Autumn of 2024. A total of £2,023 was received for this purpose

The WCO launch, purchase of materials and trees, and card payment fees incurred on donations received, from the restricted funds totalled 2024 £702 (2023: nil). (see Table 6)

The balance of the restricted funds opening balance from 2023 was from the Together for our Planet funding received in 2022 £80 of which was utilised towards Staffing costs.

The balance of £1,316 in the restricted funds at the end of 2024 therefore represents funds donated for the next phase of the Orchard Project to be undertaken during 2025.

The value of other donated goods, services, or facilities included in both the donations received and the appropriate expenditure line (excluding the Trustee expenses previously mentioned) was £362 for miscellaneous items (2023: £780). There were no donations of legal time or other professional services.

## 6. Analysis of Expenditure

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total 2024 £	Total 2023 £
<b><u>Raising Funds</u></b>				
TWP events	1,450	-	1,450	1,344
TWP workshops	130	-	130	590
Publicity & Website	250	-	250	464
Refreshments	31	-	31	127
Art commission	14,863	-	14,863	13,232
Professional fees	400	402	802	600
	<b><u>17,124</u></b>	<b><u>402</u></b>	<b><u>17,526</u></b>	<b><u>16,357</u></b>
<b><u>Charitable activities</u></b>				
Staff costs	37,868	80	37,948	34,136
Maintenance	2,359	-	2,359	1,991
Cleaning	3,185	-	3,185	2,958
Utilities	4,876	-	4,876	5,270
Telecoms & WiFi	726	-	726	624
Consumables	840	-	840	856
Equipment	775	-	775	1,439
Depreciation	1,928	-	1,928	1,253
Community	182	-	182	809
Orchard	-	702	702	-
	<b><u>52,739</u></b>	<b><u>782</u></b>	<b><u>53,521</u></b>	<b><u>49,336</u></b>
<b><u>Other expenditure</u></b>				
Bank fees	60	-	60	60
Insurance	3,198	-	3,198	4,150
Trustee expenses	844	-	844	813
Other fees	2,836	4	2,840	2,184
	<b><u>6,938</u></b>	<b><u>4</u></b>	<b><u>6,942</u></b>	<b><u>7,207</u></b>
			-	
	<b>76,801</b>	<b>1,188</b>	<b>77,989</b>	<b>72,900</b>

## 7. Independent examiner

The independent examiner will be paid £nil in 2024 (2023: £nil) for his work in examining these accounts.

**8. Tangible Fixed Assets**

	Computers £	Plant & Equipment £	Fixtures & Fittings £	Total £
Cost:				
As at 1 <sup>st</sup> Jan 2024	973	3,175	10,616	14,764
Additions	1,451	671	-	2,122
<b><u>As at 31<sup>st</sup> December 2024</u></b>	<b><u>2,424</u></b>	<b><u>3,846</u></b>	<b><u>10,616</u></b>	<b><u>16,886</u></b>
Depreciation:				
Charge for the year	239	625	1,064	1,928
<b><u>As at 31<sup>st</sup> December 2024</u></b>	<b><u>1,082</u></b>	<b><u>2,901</u></b>	<b><u>1,651</u></b>	<b><u>5,634</u></b>
Net book value				
As at 1st Jan 2024	130	899	10,029	11,058
<b><u>As at 31<sup>st</sup> December 2024</u></b>	<b><u>1,342</u></b>	<b><u>945</u></b>	<b><u>8,965</u></b>	<b><u>11,252</u></b>

**9. Debtors & Prepayments**

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total 2024 £	Total 2023 £
Prepayments	6,375	-	6,375	-
<b><u>Total Prepayments</u></b>	<b><u>6,375</u></b>	<b><u>0</u></b>	<b><u>6,375</u></b>	<b><u>-</u></b>

**10. Creditors: amounts falling due within one year**

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total 2024 £	Total 2023 £
Deferred Income	50	-	50	755
Creditors	1,640	-	1,640	1,881
Accruals	9,241	-	9,241	10,224
<b><u>Total Creditors</u></b>	<b><u>10,931</u></b>	<b><u>0</u></b>	<b><u>10,931</u></b>	<b><u>12,860</u></b>

**These financial statements have been prepared by Elizabeth Steer, Treasurer of The Woodfield Project.**

Approved by the trustees on 3<sup>st</sup> January 2025 and signed on their behalf by

A handwritten signature in black ink, appearing to be 'ES', written in a cursive style.

**Elizabeth Steer**  
**Treasurer**

## Part 2: Report of the Independent Examiner for the year ended 31 December 2024

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I report on the accounts of the charity for the period from 1 January 2024 to 31 December 2024, set out on pages 2 to 11.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination, although not required, is good practice. I am qualified to undertake the examination as I am a member of the Institute of Chartered Accountants in England & Wales (ICAEW).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given on whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

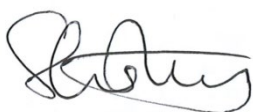
### Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

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



**Simon Hemsley ACA**

31<sup>st</sup> January 2025

## Part 2: Report of the Independent Examiner for the year ended 31 December 2024

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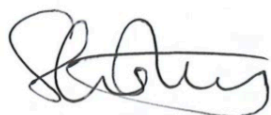
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- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

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



**THE WOODFIELD PROJECT**

England & Wales - Charity number 1158644

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# Accounts

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## **The Woodfield Project Annual Report 2023**

## 1. The Charity and the Trustees

- 1.1** The Woodfield Project (TWP) is a registered charity, number 1158644. It is constituted as a Charitable Incorporated Organisation (CIO) by a governing Constitution dated 17<sup>th</sup> September 2014. Centred on the Woodfield Pavilion, its charitable purposes are notably (i) to 'provide for the public benefit, facilities for recreation or other leisure time occupation in the interests of social welfare' and (ii) 'to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment'.
- 1.2** The postal address is The Woodfield Pavilion, 16<sup>a</sup> Abbotswood Road, Streatham, London, SW16 1AP. Other means of contact are:  
 Email: [pavilion@thewoodfield.org](mailto:pavilion@thewoodfield.org)  
 Website: [www.thewoodfield.org](http://www.thewoodfield.org)  
 On Facebook: <https://www.facebook.com/WoodfieldPavilion/> or @WoodfieldPavilion  
 On Instagram: <https://www.instagram.com/woodfieldpavilion/> or @WoodfieldPavilion  
 Twitter: @WoodfieldPav  
 YouTube: The Woodfield Pavilion  
[https://www.youtube.com/channel/UCNiv4LvXCYHiW\\_umQnn96gg](https://www.youtube.com/channel/UCNiv4LvXCYHiW_umQnn96gg)
- 1.3** TWP's principal banker is CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ. On 11 September 2023 the Board of Trustees resolved to move a small amount of reserve funds to a second instant access account held at the Co-Operative Bank, in order to ensure funds were protected by the Financial Services Compensation Scheme guarantee.
- 1.4** The trustees in the calendar year of 2023 (appointed on limited terms until retirement according to the constitution) were:

*Priti Dorn*: Appointed May 2020, resigned 21 October 2023

*Rosanna McNamara*: Secretary; appointed May 2020, resigned 3 May 2023

*Elizabeth Steer*: Treasurer, appointed October 2020

*Ludwik Smolski*: Vice-Chair (Acting Chair 5<sup>th</sup> October 2021-26 July 2022) and Manager's Line Manager, Appointed May 2017 and May 2020, resigned 3 May 2023

*Mark Bery*: Nominated by TCMAC (Tooting Common Management Advisory Committee), appointed 28<sup>th</sup> January 2021

*Lee Hallman*: Appointed 5<sup>th</sup> October 2021, resigned 23 November 2023

*Peter Ward*: Appointed 5<sup>th</sup> October 2021

*Clare Lawlor*: Appointed 3<sup>rd</sup> May 2022, resigned 14 August 2023

*Paul Miner*: Chair: appointed 26 July 2022

*Penny Froggatt*: Appointed 26 July 2022, Manager's Line Manager since 3 May 2023

*Cllr Norman Marshall*: Nominated by the London Borough of Wandsworth, appointed 26 July 2022

*Barbara Jennings*: Appointed 18 July 2023

The Board of Trustees met at four Quarterly meetings and 1 ad hoc meeting. The AGM of TWP for the year ending 31st December 2022 was held at The Woodfield Pavilion on 3 May 2023.

The trustees here present their annual report and financial statements for the year ended 31 December 2023.

## **2. The Woodfield Pavilion**

- 2.1** The trustees of TWP are responsible for a refurbished sports pavilion that sits in the north western corner of the former Woodfield Recreation Ground, 2.1 hectares of open space abutting on and joined with the north-eastern boundary of Tooting Bec Common. This pavilion, now named the Woodfield Pavilion, was built in 1933 and refurbished from September 2018 to June 2019. It is held by the trustees on a 25-year peppercorn lease from the London Borough of Wandsworth, its owner, and the manager of the Tooting Commons. Situated, however, within the London Borough of Lambeth, it is subject to Lambeth planning policy.
- 2.2** The Pavilion has a moderately large (56m<sup>2</sup>), flexible, meeting-cum-exhibition space on the ground floor. During 2022 the functionality of the space was considerably improved as a result of investment in new acoustic ceiling panelling. This is flanked to the north and south by a kitchen and two lobbies that open to toilets, to a stairway, and to a locker room. The wall to the east has doors that open directly to the outside but are sheltered by a veranda. An upper floor, opened up by the stairway, provides considerable storage space and a modest administrative office-cum-meeting room.
- 2.3** The veranda provides additional usable external space. The whole of the external space within the premises is paved with a porous material and provides bicycle stands, water butts and lockable rubbish shed. Two permanent benches on the western side of the Pavilion face Tooting Bec Common, which is effectively connected to the Woodfield Ground.

## **3. Objectives and activities for the public benefit**

- 3.1.** The trustees here confirm that they refer to the Charity Commission's guidance on the public benefit when reviewing TWP's aims and objectives and in updating TWP's business plan.
- 3.2.** TWP aims to engage with the diversity of its local communities and natural environment, promoting health and sustainability in everything it does. It is devoted to using the Woodfield Pavilion and the surrounding open land in ways that appeal to, and benefit, a wide range of users. It aims to develop the pavilion as a 'go-to hub' for people to share in culture, festivities, ideas, learning and well-being. Its specified aims include those of:
- a. Providing a safe space for training, learning, recreation and leisure;
  - b. Promoting the appreciation of the natural environment;
  - c. Protecting and enhancing the natural environment of the Woodfield Ground and Tooting Bec Common;
  - d. Becoming financially sustainable;
  - e. Increasing the Charity's membership;
  - f. Establishing a Management Team that optimises the use of volunteers;
  - g. Attracting capable trustees from as wide a range of people as possible;
  - h. Actively engaging with local people, groups and institutions; and
  - i. Actively extending the benefits of Woodfield to vulnerable and socially excluded people.

## **4. Achievements and performance in 2023**

- 4.1** 2023 has been the Woodfield Pavilion's second full year of operation. The financial performance has shown that the Pavilion is on a strong footing and is becoming an established part of the local community. We ended the year with a surplus of £25,562 – just over two month's operating costs – thanks mainly to an overall 20% increase in income over 2022 (an 11% increase if grants for capital expenditure are excluded) which comfortably exceeded a 5% increase in expenditure.
- 4.2** During the year TWP received a grant of £10,000 from Wandsworth Borough Council to fund the installation of an air source heat pump (ASHP). This project has long been seen as a central action to the Pavilion being an environmental exemplar for the local community. The grant has been partially utilised, primarily for the installation of secondary double glazing at a cost of £5,616, and a further £1126 to cover professional and planning fees associated with installation of the ASHP. The remaining funding of £3,258 will be utilised by the project during 2024, and in early 2024 we raised further external funds to cover the £2,000 of anticipated further costs.
- 4.3** Importantly, TWP has also raised substantial amounts of funding to help pay for core activities including the Pavilion Manager's salary. From the restricted funds carried forward from 2022, £2,043 was utilised towards staffing costs and green activities throughout the year. Within the unrestricted funds, the Oak Foundation awarded funding of £4,150 towards core activities at the Pavilion, which was therefore utilised to cover ongoing expenditure during 2023. Lambeth Borough Council also awarded a grant from their Fridge, Freezer and Other Equipment Fund of £480 to fund the purchase of a Dishwasher at the pavilion.
- 4.4** The Manager of the Pavilion, Janet Baker, has provided continuity of experience built up over the previous three years. Thanks to Janet, moreover, TWP has considerably developed both its own programme of activities and events as well as business and private venue hire bookings. We are now at the point where a single full-time employee is insufficient to cover the volume of work involved to maintain the current activity, let alone support any further business development. The trustees are working with Janet on options to provide further paid support to her role.
- 4.5** Private venue hires have averaged 4.5 per month. TWP has also continued this year to offer its own programme of activities for the Community. These have included activities in different areas of interest, including the Environmental and arts and crafts.
- 4.6** Art in the Pavilion remains a very strong performer, and we expect to sustain this into 2024. In 2023, as in 2022, there were many exhibitions – either members' shows or solo artists or small art collectives, with the works of almost 100 artists showing on the walls of the Pavilion over the course of the year. There has been a constant stream of beautiful pieces from a wealth of local talent who are also members of TWP. The art has also drawn many more visitors to the Pavilion.
- 4.7** There have also been art workshops run by two members who were effectively artists in residence for several months and we have had weekly recycled art projects run by The Art of Cut and Paste, which have produced many pieces including the panels hanging at the back of the Pavilion. We have an active Craftivists group, and TWP will continue to be part of Streatham and Wandsworth festivals.

- 4.8** We had a Bolivian festival in August. The Woodfield Heritage Day in September brought interest for the talks and walks connected with our local history. And the Craft and Makers market at the end of the year involved a mix of members and new takers for stalls.
- 4.9** On the environmental side, nature walks with Roy Vickery started in April, his wealth of knowledge of local history and nature on the Common being shared with a walk starting and ending at the Pavilion. To continue with our 'green' work started in 2022, TWP held recycled art workshops and plant swaps.
- 4.10** We have continued with the Community Lunches. These are great events, held twice monthly, with food cooked by the community for the community, using food donated by Healthy Living Platform. These events have helped grow our connections with other charities.
- 4.11** The Words at the Woodfield – spoken word evenings – remain popular, with seven events held in 2023. These events are particularly important for attracting young adults to the Pavilion.
- 4.12** The Pavilion continues to be home to many wellbeing workshops, as they play to the strengths of the building and the location within which it sits. There are a wide range of sessions (from Yoga to Tai Chi, Counselling to Qi Gong) that now regularly happen in the Pavilion.
- 4.13** The Pavilion again played host to the Festival of the Dead in 2023. This is an amazing series of workshops and art projects that ended at the pavilion with a wonderful musical celebration on the field outside the Pavilion in the evening.
- 4.14** A group of students from the Engineering and Design Institute carried out projects in the Pavilion focussed on the Pavilion's carbon zero goal. It was positive and interesting experience to work with the students and the information they generated helped support the BMTs proposal of fitting an air source heat pump at the Pavilion.
- 4.15** The activities held during 2023 had a total attendance of over 2,000 locals from the community, including our members, volunteers and the trustees.

## **5. Management**

- 5.1** The overall management of TWP is in the hands of the trustees. This has been challenging year with some valued trustees stepping down for a variety of personal reasons. We have however had a good response from our membership with people stepping forward to fill vacancies.
- 5.2** The Building Management Team, established at the end of 2020, continued to meet regularly in 2023. The team consisted of three trustees including a chair, the Pavilion Manager, and members of TWP with relevant experience/skills.
- 5.3** The Trustees have agreed to revive the Events Management team (dormant in 2022/3) in 2024.
- 5.4** Although the Manager of the Pavilion provides an essential basis to TWP's operations, TWP also depends on voluntary work by the trustees, members and other individuals from the local

community who organise or join in the events and activities at the Pavilion and on the Woodfield Ground.

- 5.5** It has continued to be the charity's aim to engage more of its supporters in the running of charity's activities. To enable the charity to improve this engagement we have used the Membership system MemberMojo since June 2021. This has both simplified the management of our membership and grown it significantly. It also enables us to contact more easily those who support us as volunteers or for specific group activities.
- 5.6** Members are uniquely important for TWP. They elect the trustees each year and are the ultimate source of their authority. We have continued to grow the membership, which stood at 318 at the end of 2023 compared to 286 at the end of 2022 and 202 at the end of 2021. The membership numbers assure observers and funders of the charity's viability.
- 5.7** Supporters are not only potential users of TWP's services but also potential volunteers. They are key to spreading word of our activities. During 2022 TWP's hinterland of supporters continued to grow with a current mailing list of 475.
- 5.8** In addition, social media following has continued to increase, principally on Instagram which is now the most important social media channel for TWP. In December 2023 TWP had 2,426 followers on Instagram. This is an increase of 21.5% compared to the December 2022 figures of 2052. We also had 794 followers on Facebook and 949 followers on Twitter.
- 5.9** TWP continues to work very closely with Wandsworth Council and its agents who manage the Woodfield ground and the surrounding open land. It has begun to develop a closer relationship with the Lambeth Council within the boundaries of which the Pavilion lies.

## **6. Financial Statements**

In accepting the Financial Statements presented by the Treasurer, the trustees note that:

- 6.1** They are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).
- 6.2** The accounts (Financial Statements) could have been prepared under the law and guidance for small charities. However, the trustees have chosen to follow those for larger charities (accruals accounting): the accounts are prepared in accordance with the Charities SORP (FRS 102) and are independently examined.
- 6.3** The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of TWP's constitution. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

- 6.4** The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

### **The prospects for 2024**

The accounts show that TWP has reserves of £105,726 at 31 December 2023: a 30% increase from the previous year, and liquid assets at £107,078 which is an increase of £23,294 over the 2022 year end. The trustees monitor their Reserves Policy and are therefore confident that the charity will be able to remain a going concern into 2024. This level of reserves shows that, with continued growth in use, the Charity can operate successfully for the community.

**Annual Report approved by the trustees on 10 April 2024 and signed on their behalf by:**



Mr Paul Miner  
Chair of the Trustees



# WOODFIELD

**The Woodfield Project, Financial Statements, 2023.  
(to be read in conjunction with the Annual Report)**

## Part 1: Financial Statements

**1. Statement of Financial Activities (including income and expenditure account) for the year ended 31 December 2023**

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
<b><u>Income and endowments from:</u></b>					
Donations and legacies	5	17,854	10,250	28,104	27,832
Charitable activities	5	51,536	-	51,536	36,336
Other trading activities	5	17,193	-	17,193	14,775
Investments	5	1,629	-	1,629	295
				-	
	<b>Total Income</b>	<b>88,212</b>	<b>10,250</b>	<b>98,462</b>	<b>79,238</b>
<b><u>Expenditure on:</u></b>					
				-	
				-	
				-	
Raising Funds	6	15,537	820	16,357	15,046
Charitable activities	6	47,343	1,993	49,336	50,768
Other	6	6,681	526	7,207	3,019
	<b>Total Expenditure</b>	<b>69,561</b>	<b>3,339</b>	<b>72,900</b>	<b>68,833</b>
<b><u>Net income/(expenditure) and net movement in funds for the year</u></b>					
		<b>18,651</b>	<b>6,911</b>	<b>25,562</b>	<b>10,405</b>
Transfers between funds		5,616	(5,616)	-	-
<b><u>Net income/(expenditure) and net movement in funds for the year</u></b>					
		<b>24,267</b>	<b>1,295</b>	<b>25,562</b>	<b>10,405</b>
<b><u>Reconciliation of funds</u></b>					
				-	
				-	
Total funds brought forward at 1 Jan 2023		77,671	2,043	79,714	69,309
				-	
<b>Total funds carried forward at 31 Dec 2023</b>		<b>101,938</b>	<b>3,338</b>	<b>105,726</b>	<b>79,714</b>

## 2. Balance sheet as at 31 December 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
<b><u>Fixed Assets</u></b>	8	11,058	-	11,058	6,220
<b><u>Current Assets</u></b>					
Debtors	9	-	-	-	115
Cash at Bank in hand		103,740	3,338	107,078	83,669
		<b><u>103,740</u></b>	<b><u>3,338</u></b>	<b><u>107,078</u></b>	<b><u>83,784</u></b>
<b><u>Liabilities</u></b>					
Creditors falling due within one year	10	12,860	-	12,860	10,290
		<b><u>90,880</u></b>	<b><u>3,338</u></b>	<b><u>94,218</u></b>	<b><u>73,494</u></b>
		<b><u>101,938</u></b>	<b><u>3,338</u></b>	<b><u>105,276</u></b>	<b><u>79,714</u></b>
<b><u>The Funds of the Charity</u></b>					
Restricted Funds			3,338	3,338	2,043
Unrestricted Funds		101,938		101,938	77,671
		<b><u>101,938</u></b>	<b><u>3,338</u></b>	<b><u>105,276</u></b>	<b><u>79,714</u></b>

### 3. Accounting Policies

#### 3.1 Basis of preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. They have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Financial Reporting Standard applicable in the United Kingdom and The Republic of Ireland (FRS 102) and the Charities Act 2011. The Woodfield Project constitutes a public benefit entity as defined by FRS 102. UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Financial Reporting Standard applicable in the United Kingdom and The Republic of Ireland (FRS 102) and the Charities Act 2011. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern however have taken the steps of adjusting the reserves policy (see 3.10) and will continue to closely monitor expenditure regularly during 2023.

#### 3.2 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

The charity currently has one unrestricted fund and one restricted fund. The Restricted Fund is used to ring fence funds that have been made available for a specific purpose. Income received as Grants during 2023 was added to the restricted funds, and was used for project expenditure as agreed in each grant award. During the year £5,616 was released from the restricted to the unrestricted funds for Fixed Assets (for Secondary Double Glazing as part of the Air Source Heat Pump (ASHP) project, funded from part of the Wandsworth Borough Council Grant). At the end of 2023 the balance in the restricted fund is funds remaining from the Wandsworth Borough Council Grant for the ASHP project funding which will continue to be run into 2024.

#### 3.3 Income recognition

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount can be measured reliably.

#### 3.4. Donated goods, services and facilities

Donated goods, facilities or professional services are recognised as income when the charity has control of the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

The charity benefits from the involvement and enthusiastic support of its trustees, members and supporters. In accordance with FRS 102 and the charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

#### 3.5 Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

### 3.6 Fixed assets

Individual fixed assets costing £100 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight-line basis as follows:

<b>Asset category</b>	<b>Annual rate</b>
Computers	20%
Plant & equipment	20-50%
Fixtures & Fittings	10%

### 3.7 Debtors

Trade and other debtors are recognised at the settlement amount due less provision for amounts that may prove uncollectable. Prepayments are valued at the amount prepaid net of any discounts due.

### 3.8 Cash at bank and in hand

Cash at bank and in hand is cash held on deposit at the bank and petty cash balances. During 2023 the Board agreed to open a second Bank account with the Cooperative Bank to ensure funds were protected by the FSCS guarantee. The funds reflected in Cash at bank and in hand therefore include both that with CAF and The Cooperative Bank.

### 3.9 Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### 3.10 Reserves Policy

The Trustees continually monitor the level of reserves that The Woodfield Project should hold. Reserves are needed for periods when our income does not cover our expenditure, for example to cover (1) for any unplanned repairs or expenditure, or (2) for unexpectedly low levels of income that may occur due to the economic instability and increased inflation that was experienced in 2023, and which are expected to continue into 2024.

When the pavilion opened in 2019, the Trustees envisaged that it would take a further two years (to 2022) before it would be financially self-sufficient, and they accept that the impact of the Covid 19 pandemic delayed this. However in 2023 the Pavilion was able to operate fully and was able to be self-sufficient covering all operating costs fully.

The Trustees have reviewed the level of Unrestricted and Restricted funds as at 31 December 2023 and assuming that income and expenditure remain similar to 2023, and that all operating costs can be covered from income generated, they believe that the reserves level is adequate to cover building repairs and emergency costs in 2024, to continue to fund the manager for a further 12 months (previously funded by grants), and to also cover planned additional administrative support and underwrite any potential shortfall in funding in the planned ASHP and solar panel projects

## 4. Staff costs, trustees' expenses, and remuneration

Staff costs in 2023, including pension costs of £1,895, were £34,136 (2022: £30,226). The total includes a discretionary ex-gratia payment approved by the Board of £524 to compensate for additional hours worked during the year this was paid, the total additional cost of which (£539) was included in the total Staff costs for the year. All but £1,323 of Staff costs were paid from unrestricted funds, this restricted element being covered by the balance remaining from 2022 and a small contribution from a Wandsworth Borough Council Microgrant. No employees had employee benefits in

excess of £60,000 in 2023 (2022: nil). The average number of staff employed during 2023 was 1 (2022: 1). The Trustees also approved additional payments outside the scope of her employment contract to the manager for decorating services £705 and art sold at exhibitions £1,331, for a total of £2,036 (2022 £1,988) which is included in note 6 within Maintenance and Art Exhibitions respectively.

The Trustees all give their time and expertise, as trustees, without any form of remuneration or other benefit in cash or kind (2022: £nil). Expenses paid to the Trustees in the year totalled £622, which includes £526 to Lee Halman for the ASHP Planning application costs. There was additionally £228 for waived expenses donated by the Trustees, a total therefore of £813 (2021: £384). No other paid services were received from any of the Trustees in 2023 £nil (2022: nil). As part of the Air Source Heat Pump project £600 was paid in Professional fees from restricted funds to Crew Energy Ltd for Project Management and Support services received. There were no other related party transactions in 2023 (2022: £nil).

## 5. Analysis of Income & Endowments

	Unrestricted funds	Restricted funds	Total	Total
	2023	2023	2023	2022
	£	£	£	£
<b><u>Income from donations:</u></b>				
Donations received	9,984	-	9,984	10,682
Sales of Donated Goods	-	-	-	314
Grants received	4,630	10,250	14,880	14,017
Membership fees	3,240	-	3,240	2,819
	-	-	-	-
	<b><u>17,854</u></b>	<b><u>10,250</u></b>	<b><u>28,104</u></b>	<b><u>27,832</u></b>
<b><u>Income from charitable activities:</u></b>				
TWP Workshops	566	-	566	1,510
Workshops	24,391	-	24,391	10,432
Venue hire	13,531	-	13,531	8,713
Private Venue Hire	13,048	-	13,048	15,591
Community	-	-	-	5
Schools	-	-	-	85
	<b><u>51,536</u></b>	<b><u>0</u></b>	<b><u>51,536</u></b>	<b><u>36,336</u></b>
<b><u>Income from other trading activities:</u></b>				
TWP Events	3,286	-	3,286	1,652
Refreshments	438	-	438	27
Art commission	13,469	-	13,469	13,096
Equipment	-	-	-	-
	<b><u>17,193</u></b>	<b><u>0</u></b>	<b><u>17,193</u></b>	<b><u>14,775</u></b>
<i>Income from investments</i>				
Interest	<b><u>1,629</u></b>	<b><u>0</u></b>	<b><u>1,629</u></b>	<b><u>295</u></b>
<i>Other Income- none</i>				
Total Income and endowments	<b><u>88,212</u></b>	<b><u>10,250</u></b>	<b><u>98,462</u></b>	<b><u>79,238</u></b>

During 2023 the Charity received grants from Wandsworth Borough Council (WBC), Oak Foundation and Lambeth Borough Council, totalling £14,880 (2022: £14,017)

Within the restricted funds are the two grants received from WBC a total of £10,250. These grants comprised £10,000 towards the Air Source Heat Pump project (ASHP) and a £250 Microgrant for their Great Big Green Week. The

Microgrant was used to fund TWP Workshops and Staffing Costs. The ASHP project Grant of £10,000 was used to install Secondary Double Glazing at a cost of £5,616, to pay £600 to for Professional fees to Crew Energy Ltd, and £526 to pay for Planning permission (as mentioned in section 4) The remaining ASHP funding of £3,258 will be utilised by the ASHP Project during 2024.

From the restricted funds carried forward from 2022 the balance of Together for our Planet funding from 2022 of £2,043 was utilised towards Staffing costs and Green Activity throughout the year.

The balance of £3,338 in the restricted funds at the end of 2023 therefore represents £3,258 of the ASHP Grant and £80 from the Together our Planet 2022 funding.

Within the unrestricted funds are two grants one from Oak Foundation and one from Lambeth Borough Council (LBC), A total of £4,630.

Oak Foundation awarded funding of £4,150 towards Core Activity at the Pavilion and was therefore utilised to cover ongoing expenditure during 2023.

Lambeth Borough Council awarded a grant from their Fridge, Freezer and Other Equipment Fund of £480 to fund the purchase of a Dishwasher at The Pavilion. The dishwasher cost was £474 and the £6 balance of the grant was used towards the Plumbing cost.

The value of other donated goods, services, or facilities included in both the donations received and the appropriate expenditure line (excluding the Trustee expenses previously mentioned) was £780 (2022: £1,474). Healthy Living Platform continued to support The Woodfield Project with £515 of donated food for Community lunches, and LBC funded £200 of Tesco Cards for Small Charities which were utilised towards Community lunches and Refreshments. There were no donations of legal time or other professional services.

## 6. Analysis of Expenditure

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
<b><u>Raising Funds</u></b>				
TWP Events	1,344	-	1,344	960
TWP Workshops Publicity & Website	370	220	590	901
Refreshments	464	-	464	605
	127	-	127	-
Art Commission	13,232	-	13,232	12,580
Raising Funds	-	-	-	-
Professional fees	-	600	600	-
	<b><u>15,537</u></b>	<b><u>820</u></b>	<b><u>16,357</u></b>	<b><u>15,046</u></b>
<b><u>Charitable activities</u></b>				
Training	-	-	-	223
Staff costs	32,813	1,323	34,136	30,226
Maintenance	1,991	-	1,991	4,245
Cleaning	2,958	-	2,958	2,411
Utilities	5,270	-	5,270	7,421
Telecoms & WiFi	624	-	624	627
Consumables	856	-	856	954
Equipment	769	670	1,439	2,657
Depreciation	1,253	-	1,253	773
Community	809	-	809	1,231
	<b><u>47,343</u></b>	<b><u>1,993</u></b>	<b><u>49,336</u></b>	<b><u>50,768</u></b>
<b><u>Other expenditure</u></b>				
Bank fees	60	-	60	81
Insurance	4,150	-	4,150	1,305
Trustee Expenses	287	526	813	384
Other Fees	2,184	-	2,184	1,249
	<b><u>6,681</u></b>	<b><u>526</u></b>	<b><u>7,207</u></b>	<b><u>3,019</u></b>
			-	
<b>Total Expenditure</b>	<b>69,561</b>	<b>3,339</b>	<b>72,900</b>	<b>68,833</b>

## 7. Independent examiner

The independent examiner will be paid £nil in 2023 (2023: £nil) for his work in examining these accounts.

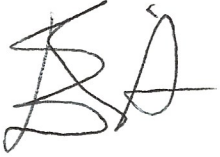
8. Tangible Fixed Assets	Note	Plant & Equipment			Total
		Computers	Equipment	Fixtures & Fittings	
		£	£	£	£
Cost:					
As at 1 <sup>st</sup> Jan 2023		973	2,701	5,000	8,674
Additions		-	474	5,616	6,090
<b>As at 31<sup>st</sup> December 2023</b>		<b><u>973</u></b>	<b><u>3,175</u></b>	<b><u>10,616</u></b>	<b><u>14,764</u></b>
Depreciation:					
Charge for the year	6	224	483	546	1,253
<b>As at 31<sup>st</sup> December 2023</b>		<b><u>843</u></b>	<b><u>2,276</u></b>	<b><u>587</u></b>	<b><u>3,706</u></b>
Net book value					
As at 1 <sup>st</sup> Jan 2023		354	908	4,959	6,221
<b>As at 31<sup>st</sup> December 2023</b>		<b><u>130</u></b>	<b><u>899</u></b>	<b><u>10,029</u></b>	<b><u>11,058</u></b>

9. Debtors		Unrestricted funds	Restricted funds	Total	Total
		2023	2023	2023	2022
		£	£	£	£
	Debtors (other)	-	-	-	115
	Debtors (Gift Aid HMRC)	-	-	-	-
	<b>Total Debtors</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>115</u></b>

10. Creditors: amounts falling due within one year		Unrestricted funds	Restricted funds	Total	Total
		2023	2023	2023	2022
		£	£	£	£
	Deferred Income	755	-	755	1,530
	Creditors	1,881	-	1,881	3,882
	Accruals	10,224	-	10,224	4,878
	<b>Total Creditors</b>	<b><u>12,860</u></b>	<b><u>0</u></b>	<b><u>12,860</u></b>	<b><u>10,290</u></b>

**These accounts and statements have been prepared by Elizabeth Steer, Treasurer of The Woodfield Project.**

Approved by the trustees on 28th February 2024 and signed on their behalf by

A handwritten signature in black ink, appearing to be 'ES', written in a cursive style.

**Elizabeth Steer  
Treasurer**

## Part 2: Report of the Independent Examiner for the year ended 31 December 2023

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I report on the accounts of the charity for the period from 1 January 2023 to 31 December 2023, which is set out on pages 2 to 11.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination, although not required, is good practice. I am qualified to undertake the examination as I am a member of the Institute of Chartered Accountants in England & Wales (ICAEW).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given on whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

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



Simon Hemsley ACA

**28th February 2024**

## Part 2: Report of the Independent Examiner for the year ended 31 December 2023

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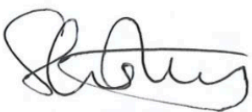
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- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

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



Simon Hemsley ACA

28th February 2024

**THE WOODFIELD PROJECT**

England & Wales - Charity number 1158644

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# Accounts

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## **The Woodfield Project, Annual Report, 2022.**

## 1. The Charity and the Trustees

**1.1** The Woodfield Project (TWP) is a registered charity, number 1158644. It is constituted as a Charitable Incorporated Organisation (CIO) by a governing Constitution dated 17<sup>th</sup> September 2014. Centred on the Woodfield Pavilion, its charitable purposes are notably (i) to 'provide for the public benefit, facilities for recreation or other leisure time occupation in the interests of social welfare' and (ii) 'to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment'.

**1.2** Its address is The Woodfield Pavilion, 16<sup>a</sup> Abbotswood Road, Streatham, London, SW16 1AP.

Other means of contact are:

Email: [thewoodfieldproject@gmail.com](mailto:thewoodfieldproject@gmail.com)

Website: [www.thewoodfield.org](http://www.thewoodfield.org)

On Facebook: <https://www.facebook.com/WoodfieldPavilion/> or @WoodfieldPavilion

On Instagram: <https://www.instagram.com/woodfieldpavilion/> or @WoodfieldPavilion

Twitter: @WoodfieldPav

YouTube: The Woodfield Pavilion

[https://www.youtube.com/channel/UCNiv4LvXCYHiW\\_umQnn96gg](https://www.youtube.com/channel/UCNiv4LvXCYHiW_umQnn96gg)

**1.3** TWP's banker is CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

**1.4** The trustees in the calendar year of 2022 (appointed on limited terms until retirement according to the constitution) were:

*Priti Dorn*: Appointed May 2020

*Rosanna McNamara*: Secretary; appointed May 2020

*Elizabeth Steer*: Treasurer

*Ludwik Smolski*: Vice-Chair (Acting Chair 5<sup>th</sup> October 2021-26 July 2022) and Manager's Line Manager

*Mark Bery*: Nominated by TCMAC (Tooting Common Management Advisory Committee 28<sup>th</sup> January 2021

*Cllr Rosemary Birchill*: nominated by the London Borough of Wandsworth 2021 14<sup>th</sup> June 2021 resigned 16 June 2022

*Lee Hallman*: Appointed 5<sup>th</sup> October 2021

*Peter Ward*: Appointed 5<sup>th</sup> October 2021

*Clare Lawlor*: Appointed 3<sup>rd</sup> May 2022

*Paul Miner*: Chair, appointed 26 July 2022

*Penny Froggatt*: Appointed 26 July 2022

*Cllr Norman Marshall*: nominated by the London Borough of Wandsworth 2021 26 July 2022

The Board of Trustees met at four Quarterly meetings and 1 ad hoc meeting. The 2022 AGM of TWP was held at The Woodfield Pavilion on Tuesday 3<sup>rd</sup> May 2022.

The trustees here present their annual report and financial statements for the year ended 31 December 2022.

## **2. The Woodfield Pavilion**

**2.1** After eight years of preparation by themselves and others which began before the Charity was constituted, the trustees of TWP are currently responsible for a refurbished sports pavilion that sits in the north western corner of what was once called the Woodfield Recreation Ground, 2.1 hectares of open space abutting on and joined with the north-eastern boundary of Tooting Bec Common. This pavilion, now named the Woodfield Pavilion, was built in 1933 and refurbished from September 2018 to June 2019. It is held by the trustees on a 25-year peppercorn lease from the London Borough of Wandsworth, its owner, and the manager of the Tooting Commons. Situated, however, within the London Borough of Lambeth, it is subject to Lambeth planning policy.

**2.2** The pavilion has a moderately large (56m<sup>2</sup>), flexible, meeting-cum-exhibition space on the ground floor. During 2022 the functionality of the space was considerably improved as a result of investment in new acoustic ceiling panelling. This is flanked to the north and south by a kitchen and two lobbies that open to toilets, to a stairway, and to a locker room. The wall to the east has doors that open directly to the outside but are sheltered by a veranda. An upper floor, opened up by the stairway, provides considerable storage space and a modest administrative office-cum-meeting room.

**2.3** The veranda provides additional usable external space. The whole of the external space within the premises is paved with a porous material and provides bicycle stands, water butts and lockable rubbish shed. Two permanent benches on the western side of the pavilion face Tooting Bec Common, which is effectively connected to the Woodfield Ground.

## **3. Objectives and activities for the public benefit**

**3.1.** The trustees here confirm that they refer to the Charity Commission's guidance on the public benefit when reviewing the TWP's aims and objectives and in updating their Business Plan.

**3.2.** TWP aims to engage with the diversity of its local communities and natural environment, promoting health and sustainability in everything it does. It is devoted to using the Woodfield Pavilion and the surrounding open land in ways that appeal to, and benefit, a wide range of users. It aims to develop the pavilion as a 'go-to hub' for people to share in culture, festivities, ideas, learning and well-being. Its specified aims include those of:

- a. Providing a safe space for training, learning, recreation and leisure;
- b. Promoting the appreciation of the natural environment;
- c. Protecting and enhancing the natural environment of the Woodfield Ground and Tooting Bec Common;
- d. Becoming financially sustainable;

- e. Increasing the Charity's membership;
- f. Establishing a Management Team that optimises the use of volunteers;
- g. Attracting capable trustees from as wide a range of people as possible;
- h. Actively engaging with local people, groups and institutions; and
- i. Actively extending the benefits of Woodfield to vulnerable and socially excluded people.

## **4. Achievements and performance in 2022**

**4.1** 2022 has been the Woodfield's first full year of operation. The financial performance has shown that all the years of hard work that have gone into the establishment of the Woodfield are now truly beginning to pay off. We ended the year with a surplus of £10,405 – just over a month's operating costs – thanks mainly to an overall doubling in income over 2021 which comfortably exceeded a 50% increase in expenditure.

**4.2** The National Lottery Heritage Fund grant, awarded previously, continued to be utilised to help pay for the Centre Manager for the first few months of 2022. A further grant was received from their Together Our Planet fund of £9,856 for a series of Green Days. We are also particularly grateful to Wandsworth Borough Council for its grant of £4,161 to cover the installation of the acoustic ceiling panels.

**4.3** Our Centre Manager Janet Baker has provided continuity of experience built up over the previous two years, when the Woodfield had to develop its offer as a new venue and in the face of the particular challenge of Covid-related restrictions on social activity. Thanks to Janet, moreover, we have considerably developed both our own programme of activities and events as well as Venue Hire both Business and Private Venue Hire bookings.

**4.4** Private venue hires have averaged 4 or 5 per month. These included the staging of a wedding reception for the first time in the summer as well as a memorial service. The Woodfield has also managed this year to offer our own Programme of activities for the Community. These have covered Activities in different areas of interest, Environmental, Arts and Crafts, and Community Activities.

**4.5** Art in the Pavilion has always been a success. We started our first Art Classes and this year we have had over 12 exhibitions with the works of almost 100 artists showing on the walls of the Pavilion. There has been a constant stream of beautiful pieces by the wealth of local talent that are also members of TWP. And that means we have many more visitors to the centre. We have an active Craftivists group, and we will continue to be part of Streatham and Wandsworth festivals. Exhibitions for 2023 are already booking up.

**4.6** We started our Green Days – a series of mixed events to educate, enlighten and enjoy many ways of thinking and living with sustainability in mind. Clothes Swaps, Films, Workshops, Walks and Talks – all have been interesting, and we thank all those who volunteered or came to partake. Open House London takes place in September and this year The Woodfield Pavilion joined for the first time

to be part of the city-wide festival, showcasing the role of a small community centre and the possibilities that it brings.

- 4.7** We have had our first Words at the Woodfield – spoken word evening – on a beautiful evening in August – we had another in October, and they are definitely here to stay. We’ve had two performance evenings that have come from the Spoken Word event, and there will be more to come.
- 4.8** The first Urban Retreat was held in January. 2023 looks like we’re going to be home to many more Wellbeing Workshops, as they play to the particular strengths of the building and the location within which it sits. We have a wide range of sessions (from Yoga to Tai Chi, Counselling to Qi Gong) that now regularly happen in the Pavilion. We also introduced Friday Community Lunches at the Pavilion – cooked by the community for the community, using food donated by Healthy Living Platform.
- 4.9** We played host to the Festival of the Dead – an amazing series of workshops and art projects that ended here with a wonderful parade and party. It was a magical musical festival in an evening – and we hope it won’t be the last. We’ve built new working partnerships with refugee groups, with queer artists, with children with autism and project work for students of The Engineering and Design Institute.

These activities had a total attendance of over 2,000 locals from the community, including our Members, Volunteers and the Trustees.

## **5. Management**

- 5.1** The overall management of TWP continued to be in the hands of the trustees.
- 5.2** The Building Management Team, established at the end of 2020, continued to meet regularly in 2022. The team consisted of a Convenor (Trustee), The Manager, and members with relevant experience/skills to help the specific team. The Activities Management team did not continue in 2022 due to lack of resources, however Trustees have identified that support for the Manager on the events programme needs to continue, and we will work to look with our network of volunteers to arrange a means of providing this.
- 5.3** Although the professional manager provides an essential basis to TWP’s operations, TWP most of all depends on voluntary work by the trustees, the management team, and the groups and our members and individuals from the local community who organise or join in the events and activities in the pavilion and on the ground . The trustees cannot express their thanks enough to everybody who continues to help expand the operations of the project.
- 5.4** It has continued to be the charity’s aim to engage more of its supporters in the running of charity’s activities. To enable the charity to improve this engagement we used the Membership system Membermojo, since June 2021. This has both simplified the management of our membership and grown it significantly. It also enables us to more easily contact those who support as volunteers or for specific group activities. Trustees now plan to build on these

foundations by developing a network of volunteers to help support and realise new events. We held a successful members evening in October which began this process, and a skills audit has also taken place to help us decide how best to use the abilities of current board members and identify where further skills may be needed.

- 5.5** Members are uniquely important for TWP. They elect the trustees each year and are the ultimate source of their authority. Membership has continued to grow at a healthy rate, standing at 286 at the end of 2022 compared to 202 at the end of 2021. Their numbers assure observers and funders of the charity's viability.
- 5.6** Supporters are not only potential users of our services but potential volunteers. They also spread word of our activities. During 2022 TWP's hinterland of supporters continued to grow. Its well-established mailing list numbered 453 at the end of 2020 and is currently 475.
- 5.7** Additionally social media following continued to increase. In December 2022 there were 2,052 followers on Instagram; Facebook had 794 followers and Twitter 949 followers. This compares to the December 2021 figures of 1744 on Instagram, 587 Facebook and 875 Twitter.
- 5.8** The charity continues to work very closely with Wandsworth Council and its agents who manage Woodfield and the surrounding open land. It has begun to develop a closer relationship with the Lambeth Council within the boundaries of which the pavilion lies.

## **6. Financial Statements**

In accepting the Financial Statements presented by the Treasurer, the trustees note that:

- 6.1** They are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).
- 6.2** The accounts (Financial Statements) could have been prepared under the law and guidance for small charities. However, the trustees have chosen to follow those for larger charities (accruals accounting): the accounts are prepared in accordance with the Charities SORP (FRS 102) and are independently examined.
- 6.3** The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of TWP's constitution. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

**6.4** They are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

### **The prospects for 2023**

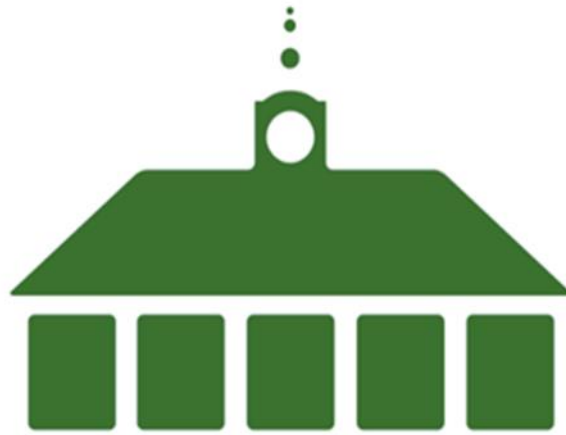
The accounts show that TWP has reserves of £79,714 at 31 December 2022: a 15% increase from the previous year and liquid assets at £83,669 which is an increase of £10,894 over the 2021 year end. The trustees monitor their Reserves Policy and are therefore confident that the charity will be able to remain a going concern into 2023, and illustrates that with continued growth in use, that the Charity can operate successfully for the community.

Income must be generated, and the trustees will vigorously pursue policies designed to retain a paid manager and meet the challenges which will otherwise materialise in 2023.

**Annual Report approved by the trustees on 10 April 2023 and signed on their behalf by:**



Mr Paul Miner  
Chair of the Trustees



# WOODFIELD

**The Woodfield Project, Financial Statements, 2022.  
(to be read in conjunction with the Annual Report)**

## Part 1: Financial Statements

**1. Statement of Financial Activities (including income and expenditure account) for the year ended 31 December 2022**

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
<b><u>Income and endowments from:</u></b>					
Donations and legacies	5	18,821	9,011	27,832	14,667
Charitable activities	5	36,336	-	36,336	18,493
Other trading activities	5	14,775	-	14,775	4,616
Investments	5	295	-	295	7
				-	
<b>Total Income</b>		<b>70,227</b>	<b>9,011</b>	<b>79,238</b>	<b>37,783</b>
				-	
<b><u>Expenditure on:</u></b>					
				-	
				-	
Raising Funds	6	14,671	375	15,046	3,944
Charitable activities	6	41,790	8,978	50,768	37,616
Other	6	3,019	-	3,019	2,050
				-	
<b>Total Expenditure</b>		<b>59,480</b>	<b>9,353</b>	<b>68,833</b>	<b>43,610</b>
				-	
<b><u>Net income/(expenditure)</u></b>		<b>10,747</b>	<b>(342)</b>	<b>10,405</b>	<b>(5,827)</b>
Transfers between funds		4,467	(4,467)	-	
				-	
<b><u>Net income/(expenditure) and net movement in funds for the year</u></b>		<b>15,214</b>	<b>(4,809)</b>	<b>10,405</b>	<b>(5,827)</b>
				-	
<b><u>Reconciliation of funds</u></b>					
				-	
Total funds brought forward at 1 Jan 2022		62,457	6,852	69,309	75,136
				-	
<b><u>Total funds carried forward at 31 Dec 2022</u></b>		<b>77,671</b>	<b>2,043</b>	<b>79,714</b>	<b>69,309</b>

## 2. Balance sheet as at 31 December 2022

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
<b><u>Fixed Assets</u></b>	8	<u>6,220</u>	<u>0</u>	<u>6,220</u>	<u>1,464</u>
<b><u>Current Assets</u></b>					
Debtors	9	115	-	115	78
Cash at Bank in hand		81,626	2,043	83,669	72,775
		<b><u>81,741</u></b>	<b><u>2,043</u></b>	<b><u>83,784</u></b>	<b><u>72,853</u></b>
<b><u>Liabilities</u></b>					
Creditors falling due within one year	10	10,290	-	10,290	5,008
		<b><u>71,451</u></b>	<b><u>2,043</u></b>	<b><u>73,494</u></b>	<b><u>67,845</u></b>
		<b><u>77,671</u></b>	<b><u>2,043</u></b>	<b><u>79,714</u></b>	<b><u>69,309</u></b>
<b><u>The Funds of the Charity</u></b>					
Restricted Funds		-	2,043	2,043	6,852
Unrestricted Funds		77,671	-	77,671	62,457
		<b><u>77,671</u></b>	<b><u>2,043</u></b>	<b><u>79,714</u></b>	<b><u>69,309</u></b>

### 3. Accounting Policies

#### 3.1 Basis of preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. They have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Financial Reporting Standard applicable in the United Kingdom and The Republic of Ireland (FRS 102) and the Charities Act 2011. The Woodfield Project constitutes a public benefit entity as defined by FRS 102. UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Financial Reporting Standard applicable in the United Kingdom and The Republic of Ireland (FRS 102) and the Charities Act 2011. The Woodfield Project constitutes a public benefit entity as defined by FRS 102. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern however have taken the steps of adjusting the reserves policy (see 3.10) and will continue to closely monitor expenditure regularly during 2023.

#### 3.2 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

The charity currently has one unrestricted fund and one restricted fund. The Restricted Fund is used to ring fence funds that have been made available for a specific purpose. Income received as Grants during 2022 was added to the restricted funds, and was used for project expenditure. During the year £4,467 was released from the restricted to the unrestricted funds for Fixed Assets (comprising £4,161 Acoustic Panels and £306 Composter, which will be used for general purposes). At the end of 2022 the balance in the restricted fund is funds remaining from the National Lottery Together our Planet project for our Green day projects, which will continue to be run into 2023.

#### 3.3 Income recognition

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount can be measured reliably.

#### 3.4. Donated goods, services and facilities

Donated goods, facilities or professional services are recognised as income when the charity has control of the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

The charity benefits from the involvement and enthusiastic support of its trustees, members and supporters. In accordance with FRS 102 and the charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

### 3.5 Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

### 3.6 Fixed assets

Individual fixed assets costing £100 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight-line basis as follows:

<b>Asset category</b>	<b>Annual rate</b>
Computers	20%
Plant & equipment	20-50%
Fixtures & Fittings	10%

### 3.7 Debtors

Trade and other debtors are recognised at the settlement amount due less provision for amounts that may prove uncollectable. Prepayments are valued at the amount prepaid net of any discounts due.

### 3.8 Cash at bank and in hand

Cash at bank and in hand is cash held on deposit at the bank and petty cash balances.

### 3.9 Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### 3.10 Reserves Policy

The Trustees continually monitor the level of reserves that The Woodfield Project should hold. Reserves are needed for periods when our income does not cover our expenditure, for example to cover (1) for any unplanned repairs or expenditure, or (2) for unexpectedly low levels of income that may occur due to the economic instability and increased inflation that was experienced in 2022, and which are expected to continue into 2023.

When the pavilion opened in 2019, the Trustees envisaged that it would take a further two years (to 2022) before it would be financially self-sufficient, and they accept that the impact of the Covid 19 pandemic has probably delayed this by another year at least (i.e. to 2023). 2022 was the pavilion's first full year of operation, and therefore of its income and full running costs, so the reserve levels have been set to cover shortfalls if required. In previous years, elements of the staff costs have been covered by grant funding and the Coronavirus Job Retention Scheme ("furlough"). At 31 December 2022, there is £800 remaining in the restricted funds for staff costs (from the Together for Our Planet grant).

The Trustees have reviewed the level of Unrestricted and Restricted funds as at 31 December 2022 and, assuming that income and expenditure remain similar to 2022, believe that the reserves level is adequate to cover any building repairs and emergency costs in 2023, and to fund the manager role (for approximately twelve months).

## 4. Staff costs, trustees' expenses, and remuneration

Staff costs in 2022, including pension costs of £1,628, were £30,226 (2021: £28,693). All but £8,600, of these costs were through unrestricted funds, this restricted element being covered by balance remaining from 2021 and the

Together for our Planet Grant funding. No employees had employee benefits in excess of £60,000 in 2022 (2021: nil). The average number of staff employed during 2022 was 1 (2021: 1). The Trustees also approved additional payments outside the scope of her employment contract to the manager for decorating services £1,375 and art sold at exhibitions £613 a total of £1,988 (2021: £nil) which is included in note 6 within Maintenance and Art Exhibitions respectively.

The Trustees all give their time and expertise, as trustees, without any form of remuneration or other benefit in cash or kind. (2021: £nil). Expenses paid to the Trustees in the year totalled £96 with an additional £288 for waived expenses donated by the Trustees, a total therefore of £384 (2021: £96). No other paid services were received from any of the Trustees in 2022 (£nil) (2021: nil). There were no other related party transactions in 2022 (2021: £nil).

## 5. Analysis of Income & Endowments

	Unrestricted funds	Restricted funds	Total	Total
	2022	2022	2022	2021
	£	£	£	£
<b><u>Income from donations:</u></b>				
Donations received	10,682	-	10,682	4,350
Sales of Donated Goods	314	-	314	304
Grants received	5,006	9,011	14,017	7,953
Membership fees	2,819	-	2,819	2,060
Sponsorship income	-	-	-	-
	<b><u>18,821</u></b>	<b><u>9,011</u></b>	<b><u>27,832</u></b>	<b><u>14,667</u></b>
<b><u>Income from charitable activities:</u></b>				
TWP Workshops	1,510	-	1,510	234
Workshops	10,432	-	10,432	6,200
Venue hire	8,713	-	8,713	5,643
Private Venue Hire	15,591	-	15,591	5,910
Community	5	-	5	436
Schools	85	-	85	70
	<b><u>36,336</u></b>	<b><u>0</u></b>	<b><u>36,336</u></b>	<b><u>18,493</u></b>
<b><u>Income from other trading activities:</u></b>				
TWP Events	1,652	-	1,652	1,729
Refreshments	27	-	27	10
Art Exhibitions	13,096	-	13,096	2,877
	<b><u>14,775</u></b>	<b><u>0</u></b>	<b><u>14,775</u></b>	<b><u>4,616</u></b>
<i>Income from investments</i>				
Interest	<b><u>295</u></b>	<b><u>0</u></b>	<b><u>295</u></b>	<b><u>7</u></b>
<i>Other Income- none</i>				
Total Income and endowments	<b><u>70,227</u></b>	<b><u>9,011</u></b>	<b><u>79,238</u></b>	<b><u>37,783</u></b>

During 2022 the Charity received grants from the National Lottery, Together our Planet fund, of £9,856 and Wandsworth Borough Council of £4,161 with both grants being for specific purposes and projects.

Wandsworth Borough Council funding of £4,161 was for the purchase and installation of Acoustic Panels to improve the Pavilion for the community.

The Together for our Planet funding was for a series of Green days. Elements within this funding were to cover general Pavilion costs and in-Kind costs and are allocated to unrestricted funds. Within the Restricted funds from this Grant were Staff costs of £2,800. A balance of £2,043 remains in restricted funding from this grant that will enable further Green days in 2023.

The value of other donated goods, services, or facilities included in both the donations received and the appropriate expenditure line (excluding the Trustee expenses previously mentioned) was £1,474 (2021: £1037). Healthy Living Platform continued to support The Woodfield Project with £990 of donated food for Community Lunches. There were no donations of legal time or other professional services.

## 6. Analysis of Expenditure

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
<b><u>Raising Funds</u></b>					
TWP Events		585	375	960	1,283
TWP Workshops		901	-	901	280
Publicity & Website		605	-	605	300
Refreshments		-	-	-	3
Art Exhibitions		12,580	-	12,580	2,078
		<b><u>14,671</u></b>	<b><u>375</u></b>	<b><u>15,046</u></b>	<b><u>3,944</u></b>
<b><u>Charitable activities</u></b>					
Training		223	-	223	-
Staff costs		21,626	8,600	30,226	28,693
Maintenance		4,245	-	4,245	945
Cleaning		2,411	-	2,411	870
Utilities		7,421	-	7,421	2,613
Telecoms & WiFi		627	-	627	414
Consumables		954	-	954	422
Equipment		2,557	100	2,657	2,781
Depreciation	8	773	-	773	770
Community		953	278	1,231	108
		<b><u>41,790</u></b>	<b><u>8,978</u></b>	<b><u>50,768</u></b>	<b><u>37,616</u></b>
<b><u>Other expenditure</u></b>					
Bank fees		81	-	81	96
Insurance		1,305	-	1,305	1,319
Trustee Expenses		384	-	384	96
Other Fees		1,249	-	1,249	539
		<b><u>3,019</u></b>	<b><u>0</u></b>	<b><u>3,019</u></b>	<b><u>2,050</u></b>
<b><u>Total Expenditure</u></b>					
		<b>59,480</b>	<b>9,353</b>	<b>68,833</b>	<b>43,610</b>

## 7. Independent examiner

The independent examiner will be paid £nil in 2022 (2021: £nil) for his work in examining these accounts.

<b>8. Tangible Fixed Assets</b>	Note	Computers £	Plant & Equipment £	Fixtures & Fittings £	Total £
Cost:					
As at 1st January 2022		749	2,395		3,144
Additions		224	306	5,000	5,530
<b><u>As at 31st December 2022</u></b>		<b><u>973</u></b>	<b><u>2,701</u></b>	<b><u>5,000</u></b>	<b><u>8,674</u></b>
Accumulated Depreciation as at 1st January 2022					
		403	1,277		1,680
Charge for the year	6	216	516	41	773
<b><u>As at 31st December 2022</u></b>		<b><u>619</u></b>	<b><u>1,793</u></b>	<b><u>41</u></b>	<b><u>2,453</u></b>
Net book value					
As at 1st January 2022		346	1,118		1,464
Net book value					
<b><u>As at 31st December 2022</u></b>		<b><u>354</u></b>	<b><u>908</u></b>	<b><u>4,959</u></b>	<b><u>6,221</u></b>
<b>9. Debtors</b>					
		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
Debtors		115	-	115	78
<b><u>Total Debtors</u></b>		<b><u>115</u></b>	<b><u>0</u></b>	<b><u>115</u></b>	<b><u>78</u></b>
<b>10. Creditors: amounts falling due within one year</b>					
		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
Deferred Income		1,530	-	1,530	325
Creditors		3,882	-	3,882	1,288
Accruals		4,878	-	4,878	3,395
<b>Total Creditors</b>		<b><u>10,290</u></b>	<b><u>0</u></b>	<b><u>10,290</u></b>	<b><u>5,008</u></b>

**These accounts and statements have been prepared by Elizabeth Steer, Treasurer of The Woodfield Project.**

Approved by the trustees on 14<sup>th</sup> March 2023 and signed on their behalf by

A handwritten signature in black ink, appearing to be 'E. Steer', written in a cursive style.

**Elizabeth Steer**  
Treasurer

## Part 2: Report of the Independent Examiner for the year ended 31 December 2022

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I report on the accounts of the charity for the period from 1 January 2022 to 31 December 2022, which are set out on pages 2 to 8.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination, although not required, is good practice. I am qualified to undertake the examination as I am a member of the Institute of Chartered Accountants in England & Wales (ICAEW).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given on whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.


### **Independent examiner's statement**

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

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



Simon Hemsley ACA

14<sup>th</sup> March 2023

## Part 2: Report of the Independent Examiner for the year ended 31 December 2022

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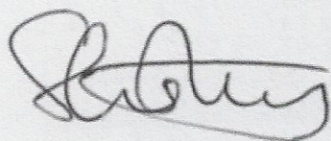
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- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

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



Simon Hemsley ACA

14<sup>th</sup> March 2023

**THE WOODFIELD PROJECT**

England & Wales - Charity number 1158644

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# Accounts

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**The Woodfield Project, Annual Report, 2021.**

## 1. The Charity and the Trustees

**1.1** The Woodfield Project (TWP) is a registered charity, number 1158644. It is constituted as a Charitable Incorporated Organisation (CIO) by a governing Constitution dated 17<sup>th</sup> September 2014. Centred on the Woodfield Pavilion, its charitable purposes are notably (i) to ‘provide for the public benefit, facilities for recreation or other leisure time occupation in the interests of social welfare’ and (ii) ‘to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment’.

**1.2** Its address is The Woodfield Pavilion, 16<sup>a</sup> Abbotswood Road, Streatham, London, SW16 1AP.

Other means of contact are:

Email: [thewoodfieldproject@gmail.com](mailto:thewoodfieldproject@gmail.com)

Website: [www.thewoodfield.org](http://www.thewoodfield.org)

On Facebook: <https://www.facebook.com/WoodfieldPavilion/> or @WoodfieldPavilion

On Instagram: <https://www.instagram.com/woodfieldpavilion/> or @WoodfieldPavilion

Twitter: @WoodfieldPav

YouTube: The Woodfield Pavilion

[https://www.youtube.com/channel/UCNiv4LvXCYHiW\\_umQnn96gg](https://www.youtube.com/channel/UCNiv4LvXCYHiW_umQnn96gg)

**1.3** TWP’s banker is CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

**1.4** The trustees in 2021 (appointed on limited terms until retirement according to the constitution) were:

*Priti Dorn:*

*Stephen Lacey:* Retired 5<sup>th</sup> October 2021

*Rosanna McNamara:* Secretary.

*Andrew Sharp:* Chair Retired 5<sup>th</sup> October 2021

*Sue Sheehan:* Manager’s Line Manger

*Elizabeth Steer:* Treasurer

*Ludwik Smolski:* Vice-Chair (Acting Chair 5<sup>th</sup> October 2021)

*Mark Bery:* Nominated by TCMAC (Tooting Common Management Advisory Committee 28<sup>th</sup> January 2021

*Cllr Richard Field:* nominated by the London Borough of Wandsworth: Resigned 25<sup>th</sup> May 2021

*Cllr Rosemary Birchill:* nominated by the London Borough of Wandsworth 2021 14<sup>th</sup> June 2021

*Lee Halman:* Appointed 5<sup>th</sup> October 2021

*Peter Ward:* Appointed 5<sup>th</sup> October 2021

The Board of Trustees met at four Quarterly meetings and six ad hoc meetings. The 2020 AGM of TWP was delayed due to the continuing pandemic restrictions, and was held in person at The Woodfield Pavilion on Tuesday October 5th 2021.

The trustees here present their annual report and financial statements for the year ended 31 December 2021.

## 2. The Woodfield Pavilion

- 2.1** After eight years of preparation by themselves and others which began before the Charity was constituted, the trustees of TWP are currently responsible for a refurbished sports pavilion that sits in the north western corner of what was once called the Woodfield Recreation Ground, 2.1 hectares of open space abutting on and joined with the north-eastern boundary of Tooting Bec Common. This pavilion, now named the Woodfield Pavilion, was built in 1933 and refurbished from September 2018 to June 2019. It is held by the trustees on a 25-year peppercorn lease from the London Borough of Wandsworth, its owner, and the manager of the Tooting Commons. Situated, however, within the London Borough of Lambeth, it is subject to Lambeth planning policy.
- 2.2** The pavilion has a moderately large (56m<sup>2</sup>), flexible, meeting-cum-exhibition space on the ground floor. This is flanked to the north and south by a kitchen and two lobbies that open to toilets, to a stairway, and to a locker room. The wall to the east has doors that open directly to the outside but are sheltered by a veranda. An upper floor, opened up by the stairway, provides considerable storage space and a modest administrative office-cum-meeting room.
- 2.3** The veranda provides additional usable external space. The whole of the external space within the premises is paved with a porous material and provides bicycle stands, water butts and lockable rubbish shed. Two permanent benches on the western side of the pavilion face Tooting Bec Common, which is effectively connected to the Woodfield Ground.

## 3. Objectives and activities for the public benefit

- 3.1.** The trustees here confirm that they refer to the Charity Commission's guidance on the public benefit when reviewing the TWP's aims and objectives and in updating their Business Plan.
- 3.2.** TWP aims to engage with the diversity of its local communities and natural environment, promoting health and sustainability in everything it does. It is devoted to using the Woodfield Pavilion and the surrounding open land in ways that appeal to, and benefit, a wide range of users. It aims to develop the pavilion as a 'go-to hub' for people to share in culture, festivities, ideas, learning and well-being. Its specified aims include those of:
- a. Providing a safe space for training, learning, recreation and leisure;
  - b. Promoting the appreciation of the natural environment;
  - c. Protecting and enhancing the natural environment of the Woodfield Ground and Tooting Bec Common;
  - d. Becoming financially sustainable;
  - e. Increasing the Charity's membership;
  - f. Establishing a Management Team that optimises the use of volunteers;
  - g. Attracting capable trustees from as wide a range of people as possible;
  - h. Actively engaging with local people, groups and institutions; and
  - i. Actively extending the benefits of Woodfield to vulnerable and socially excluded people.

## 4. Achievements and performance in 2021 in the continued context of Covid-19

- 4.1** The National Lottery Heritage Fund grant awarded previously continued to be utilised to pay for the continued Full Time Manager in 2021. With additional prudence of part time Furlough in the 3<sup>rd</sup> Lockdown there remains a small balance remaining for the early part of 2022.
- 4.2** On 6<sup>th</sup> January 2021 the government announced what was to be its third tranche of Covid-19 restrictions on activity. Reacting to this, the trustees immediately closed the pavilion and Furloughed TWP's manager from 18<sup>th</sup> January. Initially this was on a basis of working 2 days per week, and then as some opening up was possible from April this was gradually increased until Full time work resumed in late June. This relieved the finances of TWP and made the manager available for some administrative purposes as the pavilion was being opened gradually to some users.
- 4.3** Because the pavilion was unavailable for public use from January to April, and then for limited use until July, TWP continued to use virtual platforms to hold a Quiz and Sew What activities. Additionally Educational users were able to use the Pavilion during the closed period for Pre-school children – Mini Crotchets provided small group music classes for Toddlers.
- 4.4** In January, whilst the pavilion was closed to the public the Manager, Janet Baker, utilised the space to operate a Food Hub, receiving donated food, largely from Healthy Living Platform (HLP), but also significant quantities from her and Sue Sheehan's neighbours. The food was then organised into sizable parcels and delivered to households in Lambeth and Wandsworth that were struggling during the later lockdowns. The initial list came via HLP but was soon added to. The hub was run entirely with local volunteers, a pool of about 9, and weekly served approx. 15 families. As the restrictions changed the parcels were often collected, and eventually ran Cook-a-long sessions with many of the families who ate together, and then took food parcels home. These continued until the end of October.
- 4.5** From mid-April as the phased relaxation of the Covid restrictions continued some small group classes started providing more Educational activity being run by Rites for Girls and London Dance Academy, and Yoga classes started to provide much needed Wellbeing for the community. The Pavilion was also able to start opening up for Outdoor activity with the first Seedling Saturday.
- 4.6** With the return to full time working of the Manager in June activities and bookings began to return to normal levels with our own programme of activities and events as well as Venue Hire both Business and Private Venue Hire bookings which were possible with the rule changes during July.
- 4.7** Bookings have built up since the easing of regulations. The Private venue hires have returned, and since July have averaged 4 or 5 per each month. Venue Hires and Workshops from Businesses have continued with Regular bookings for Wellbeing and Educational users plus a few new Businesses and groups such as the Women's Institute.
- In addition to these relationships have been developed with other Local community groups and societies. These have included the following activities:
- In July and November a family day was hosted with the South London Refugee Association. R (SLRA) and since September the SLRA Women's group has run from the Pavilion, also holding a post-session lunch held for the volunteers and women.
- Autism Voice - a charity for BAME families affected by Autism - held their children's summer camp at The Pavilion in August.

**4.8** The Woodfield has also managed this year to offer our own Programme of activities for the Community. These have covered Activities in different areas of interest, Environmental, Arts and Crafts, and Community Activities.

Environmental: included Guided Walks and Seedling\Planting Saturdays.

Community Activities included: a Virtual Quiz during Lockdown, Bicycle Boy Performances, Streatham Film Festival, and a Members Christmas Social evening.

Arts and Crafts included: a Textile Art Weekend and Exhibition, Embroidery and Repair Workshops, the Craftivists regular group meetings, and the Wandsworth Arts Festival Weekend (which included The Pavilion being used by another WAF group as a Venue Hire for the first time).

New Art Exhibitions came to The Pavilion, The Wandsworth Festival in July, and Streatham festival in October. These new exhibitions brought us new members and visitors - and a small net income from art sales.

These activities had a total attendance of over 1000 locals from the community, including our Members, Volunteers and the Trustees.

**4.9** At the end of the year the emergence of the Omicron variant, impacted the bookings slightly and finished another very challenging year.

**4.10** The Charity ended the year, another with a lot of disruption, recording a small deficit for 2021 of £5,827 on total funds.

## **5. Management evolution**

**5.1** The overall management of TWP continued to be in the hands of the trustees. Further specification of trustee roles was calendared for next year.

**5.2** The two Management teams, Buildings Management and Activities Management, established at the end of 2020 were further developed during 2021 being held either via zoom or in person when permitted. Each team consisted of a Convenor (Trustee), The Manager, and 2 or 3 Members with relevant experience\skills to help the specific team.

**5.3** Although the professional manager provides an essential basis to TWP's operations, TWP most of all depends on voluntary work by the trustees, the management team, and the groups and our members and individuals from the local community who organise or join in the events and activities in the pavilion and on the ground . The trustees cannot express their thanks enough to everybody who continues to help expand the operations of the project...

**5.4** It has continued to be the charity's aim to engage more of its supporters in the running of charity's activities. To enable the charity to improve this engagement with the local community in June 2021 a new Membership system, Membermojo, was implemented. This has both simplified the management of our membership and grown it significantly. It also enables us to more easily contact those who support as volunteers or for specific group activities.

Members are uniquely important for TWP. They elect the trustees each year and are the ultimate source of their authority. Subsequently the numbers have increased considerably and at the end of 2021 were 202 compared to 85 at the end of 2020. Their numbers assure observers and funders of the charity's viability

Supporters are not only potential users of our services but potential volunteers. They also spread word of our activities. During 2021 TWP's hinterland of supporters continued to grow. Its well-established mailing list numbered 453 at the end of 2020 and is currently 475. Additionally social media following continued to increase. In December 2020 there were 1300 followers on Instagram and Facebook had 550 followers and 522 page likes. This year we have 1744 on Instagram, 587 Facebook and 875 twitter.

**5.5** The charity also works very closely with Wandsworth Council and its agents who manage Woodfield and the surrounding open land. It has begun to develop a closer relationship with the Lambeth Council within the boundaries of which the pavilion lies.

## **6. Financial Statements**

In accepting the Financial Statements presented by the Treasurer, the trustees note that:

**6.1** They are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**6.2** The accounts (Financial Statements) could have been prepared under the law and guidance for small charities. However, the trustees have chosen to follow those for larger charities (accruals accounting) and the accounts are prepared in accordance with the Charities SORP (FRS 102).

**6.3** They are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of TWP's constitution. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

**6.4** They are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

## **7. The prospects for 2022: TWP as a going concern**

The trustees are confident that, although Covid-19 restricted TWP's activity and income during the year, careful financial management, as the accounts show, it has liquid assets at £72,775 which is only £5,046 less than at 2020 year end. The charity therefore will be able to remain a going concern into 2022, and illustrates that with continued growth in use when open for a full year with no disruption that the Charity can operate successfully for the community.

Income must be generated, and the trustees will vigorously pursue policies designed to retain a paid manager and meet the challenges which will otherwise materialise in 2022.

**Annual Report approved by the trustees on 21st February 2022 and signed on their behalf by:**

A handwritten signature in black ink, appearing to read 'L. Smolski', with a long horizontal flourish extending to the right.

Mr Ludwik Smolski  
Acting Chair of the Trustees



# WOODFIELD

**The Woodfield Project, Financial Statements, 2021.  
(to be read in conjunction with the Annual Report)**

## Part 1: Financial Statements

**1. Statement of Financial Activities (including income and expenditure account) for the year ended 31 December 2021**

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
<b><u>Income and endowments from:</u></b>					
Donations and legacies	5	6,714	7,953	14,667	51,253
Charitable activities	5	18,267	226	18,493	8,168
Other trading activities	5	4,616	-	4,616	23,286
Investments	5	7	-	7	52
	<b>Total Income</b>	<b>29,604</b>	<b>8,179</b>	<b>37,783</b>	<b>82,759</b>
<b><u>Expenditure on:</u></b>					
Raising Funds	6	3,213	731	3,944	13,019
Charitable activities	6	8,988	28,628	37,616	35,987
Other	6	2,050	-	2,050	1,033
	<b>Total Expenditure</b>	<b>14,251</b>	<b>29,359</b>	<b>43,610</b>	<b>50,039</b>
				-	
				-	
	<b><u>Net income/(expenditure) and net movement in funds for the year</u></b>	<b>15,353</b>	<b>(21,180)</b>	<b>(5,827)</b>	<b>32,720</b>
<b><u>Reconciliation of funds</u></b>					
Total funds brought forward at 1 Jan 2021		47,104	28,032	75,136	42,416
	<b><u>Total funds carried forward at 31 Dec 2021</u></b>	<b>62,457</b>	<b>6,852</b>	<b>69,309</b>	<b>75,136</b>

## 2. Balance sheet as at 31 December 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
<b><u>Fixed Assets</u></b>	8	<u>1,464</u>	-	<u>1,464</u>	<u>1,735</u>
<b><u>Current Assets</u></b>					
Debtors	9	78	-	78	42
Cash at Bank in hand		64,635	8,140	72,775	77,821
		<b><u>64,713</u></b>	<b><u>8,140</u></b>	<b><u>72,853</u></b>	<b><u>77,863</u></b>
<b><u>Liabilities</u></b>					
Creditors falling due within one year	10	3,720	1,288	5,008	4,462
		<b><u>60,993</u></b>	<b><u>6,852</u></b>	<b><u>67,845</u></b>	<b><u>73,401</u></b>
		<b><u>62,457</u></b>	<b><u>6,852</u></b>	<b><u>69,309</u></b>	<b><u>75,136</u></b>
<b><u>The Funds of the Charity</u></b>					
Restricted Funds		-	6,852	6,852	28,032
Unrestricted Funds		62,457	-	62,457	47,104
		<b><u>62,457</u></b>	<b><u>6,852</u></b>	<b><u>69,309</u></b>	<b><u>75,136</u></b>

### 3. Accounting Policies

#### 3.1 Basis of preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. They have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Financial Reporting Standard applicable in the United Kingdom and The Republic of Ireland (FRS 102) and the Charities Act 2011. The Woodfield Project constitutes a public benefit entity as defined by FRS 102. UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Financial Reporting Standard applicable in the United Kingdom and The Republic of Ireland (FRS 102) and the Charities Act 2011. The Woodfield Project constitutes a public benefit entity as defined by FRS 102. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern however have taken the steps of adjusting the reserves policy (see 3.10) and will continue to closely monitor expenditure regularly during 2021, based on the latest Covid-19 restrictions to the Charities activities and subsequent loss of income.

#### 3.2 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

The charity currently has one unrestricted fund and one restricted fund. The Restricted Fund is used to ring fence funds that have been made available for a specific purpose. At the end of 2021 this is the balance of "the Manager Fund received from the National Lottery Heritage Fund in 2020 for staffing costs, and the balance of unused grants received for specific projects.

#### 3.3 Income recognition

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount can be measured reliably.

#### 3.4. Donated goods, services and facilities

Donated goods, facilities or professional services are recognised as income when the charity has control of the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

The charity benefits from the involvement and enthusiastic support of its trustees, members and supporters. In accordance with FRS 102 and the charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

#### 3.5 Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

### 3.6 Fixed assets

Individual fixed assets costing £100 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight-line basis as follows:

Asset category	Annual rate
Computers	20%
Plant & equipment	20-50%

### 3.7 Debtors

Trade and other debtors are recognised at the settlement amount due less provision for amounts that may prove uncollectable. Prepayments are valued at the amount prepaid net of any discounts due.

### 3.8 Cash at bank and in hand

Cash at bank and in hand is cash held on deposit at the bank and petty cash balances.

### 3.9 Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### 3.10 Reserves Policy

The trustees continually monitor and decide on the level of reserves The Woodfield Projects should hold. Reserves are needed to bridge the gap in periods when our income does not cover our expenditure, and with the disruption during 2020 and 2021 this is essential to cover any unplanned emergency repairs and other expenditure, and the unexpectedly low levels of income that are expected to continue.

When the pavilion opened during 2019, the trustees envisaged that it would take a further two years before the pavilion would be financially self-sufficient, and they accept that the impact of the Covid 19 pandemic has probably delayed this by another year at least. The problems arising during 2020 and continued disruption in 2021 mean that the reserve levels are to continue to be set comparatively high to cover shortfalls if required. We benefited greatly in previous years from donated funds from the National Lottery Heritage Fund, the balance of which has been assigned during 2021, and further funding also received from the Government Job Retention Scheme (JRSC, i.e. The furlough scheme) both of which have helped to partially cover Staff costs during 2021 (restricted funds). At the end of 2021 these restricted funds are approximately £5,800 of Staff costs.

The Trustees have reviewed the level of Unrestricted and Restricted funds and believe the current balance represents the correct level of reserve to ensure that there is adequate to fund any Building repair and Emergency costs and Manager funding for approximately 18 months and so adequate for 2022.

## 4. Staff costs, trustees' expenses, and remuneration

Staff costs in 2021, including pension costs of £1,526, were £28,693 (2020: £30,672). All but of these costs were through restricted funds (see breakdown note 6). No employees had employee benefits in excess of £60,000 in 2021 (2020: nil). The average number of staff employed during 2021 was 1 (2020: 1). The Trustees all give their time and expertise, as trustees, without any form of remuneration or other benefit in cash or kind. (2020: £nil). Expenses paid to the Trustees in the year totalled £96 (2020: £nil). No other paid services were received from any of the Trustees in 2021 £nil (2020: £7,499). There were no other related party transactions in 2021 (2020: £nil).

## 5. Analysis of Income & Endowments

	Unrestricted funds	Restricted funds	Total	Total
	2021	2021	2021	2020
	£	£	£	£
<b><u>Income from donations:</u></b>				
Donations received	4,350	-	4,350	3,228
Sales of Donated Goods	304	-	304	-
Grants received	-	7,953	7,953	46,770
Membership fees	2,060	-	2,060	1,255
Sponsorship income	-	-	-	-
	<b><u>6,714</u></b>	<b><u>7,953</u></b>	<b><u>14,667</u></b>	<b><u>51,253</u></b>
<b><u>Income from charitable activities:</u></b>				
TWP Workshops	234	-	234	-
Workshops	6,200	-	6,200	3,937
Venue Hire	5,643	-	5,643	3,887
Private Venue Hire	5,910	-	5,910	-
Community	210	226	436	-
Schools	70	-	70	344
	<b><u>18,267</u></b>	<b><u>226</u></b>	<b><u>18,493</u></b>	<b><u>8,168</u></b>
<b><u>Income from other trading activities:</u></b>				
TWP Events	1,729	-	1,729	-
Café	10	-	10	23,097
Art commission	2,877	-	2,877	189
	<b><u>4,616</u></b>	<b><u>0</u></b>	<b><u>4,616</u></b>	<b><u>23,286</u></b>
<i>Income from investments</i>				
Interest	<u>7</u>	<u>0</u>	<u>7</u>	<u>52</u>
<i>Other Income- none</i>				
<b><u>Total Income and endowments</u></b>	<b><u>29,604</u></b>	<b><u>8,179</u></b>	<b><u>37,783</u></b>	<b><u>82,759</u></b>

During 2021 the Charity received grants and donations of £8632 of which £8179 was ring-fenced in the restricted funds income.

These were made up of £4,557 from HMRC Job Retention Scheme (Furlough), £1,850 from Wandsworth Arts Fund for the Arts Festival, and £2,000 from Thrale Almshouse and Relief in Need Charity and £225 Community donations towards specific project activity. The balance of £453 of these are shown in unrestricted funds (Donations) as it was used for in-kind and/or previously purchased items.

The value of other donated goods, services, or facilities included in both the donations received and the appropriate expenditure line was £1,037 (2020: £65). There were no donations of legal time or other professional services.

## 6. Analysis of Expenditure

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
<b><u>Raising Funds</u></b>				
TWP Events	552	731	1,283	1,773
TWP Workshops	180	-	180	614
Workshops	100	-	100	
Publicity & Website	300	-	300	276
Café	3	-	3	10,356
Art Commission	2,078	-	2,078	-
Professional fees	-	-	-	-
	<b><u>3,213</u></b>	<b><u>731</u></b>	<b><u>3,944</u></b>	<b><u>13,019</u></b>
<b><u>Charitable activities</u></b>				
Training	-	-	-	148
Staff costs	249	28,444	28,693	30,672
Maintenance	945	-	945	422
Cleaning	870	-	870	77
Utilities	2,612	-	2,612	2,876
Telecoms & WiFi	414	-	414	293
Consumables	422	-	422	661
Equipment	2,690	91	2,781	238
Depreciation	770	-	770	600
Community	15	92	107	-
	<b><u>8,988</u></b>	<b><u>28,628</u></b>	<b><u>37,616</u></b>	<b><u>35,987</u></b>
<b><u>Other expenditure</u></b>				
Bank fees	96	-	96	60
Insurance	1,319	-	1,319	973
Trustee Expenses	96	-	96	-
Other Fees	539	-	539	-
	<b><u>2,050</u></b>	<b><u>0</u></b>	<b><u>2,050</u></b>	<b><u>1,033</u></b>
			-	
<b><u>Total Expenditure</u></b>	<b><u>14,251</u></b>	<b><u>29,359</u></b>	<b><u>43,610</u></b>	<b><u>50,039</u></b>

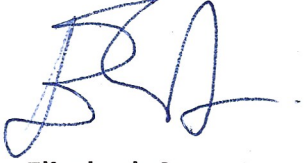
## 7. Independent examiner

The independent examiner will be paid £nil in 2021 (2020: £nil) for his work in examining these accounts.

<b>8. Tangible Fixed Assets</b>	Note	Computers £	Plant & Equipment £	Total £	
Cost:					
As at 1 <sup>st</sup> Jan 2021		749	1,896	2,645	
Additions		-	499	499	
<b><u>As at 31<sup>st</sup> December 2021</u></b>		<b><u>749</u></b>	<b><u>2,395</u></b>	<b><u>3,144</u></b>	
Depreciation as at 1st Jan 2021					
Charge for the year	6	150	620	770	
<b><u>As at 31<sup>st</sup> December 2021</u></b>		<b><u>403</u></b>	<b><u>1,277</u></b>	<b><u>1,680</u></b>	
Net book value					
As at 1 <sup>st</sup> Jan 2021		496	1,239	1,735	
Net book value					
<b><u>As at 31<sup>st</sup> December 2021</u></b>		<b><u>346</u></b>	<b><u>1,118</u></b>	<b><u>1,464</u></b>	
<b>9. Debtors</b>					
		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Debtors		78	-	78	42
<b><u>Total Debtors</u></b>		<b><u>78</u></b>	<b><u>0</u></b>	<b><u>78</u></b>	<b><u>42</u></b>
<b>10. Creditors: amounts falling due within one year</b>					
		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Deferred Income		325	-	325	-
Creditors		-	1,288	1,288	1,547
Accruals		3,395	-	3,395	2,915
<b>Total Creditors</b>		<b><u>3,720</u></b>	<b><u>1,288</u></b>	<b><u>5,008</u></b>	<b><u>4,462</u></b>

These accounts and statements have been prepared by Elizabeth Steer, Treasurer of The Woodfield Project.

Approved by the trustees on 21<sup>st</sup> February 2022 and signed on their behalf by

A handwritten signature in blue ink, appearing to be 'E. Steer', written in a cursive style.

Elizabeth Steer  
Treasurer

28/3/2022

## Part 2: Report of the Independent Examiner for the year ended 31 December 2021

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I report on the accounts of the charity for the period from 1 January 2021 to 31 December 2021, which are set out on pages 2 to 8.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination, although not required, is good practice. I am qualified to undertake the examination as I am a member of the Institute of Chartered Accountants in England & Wales (ICAEW).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given on whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

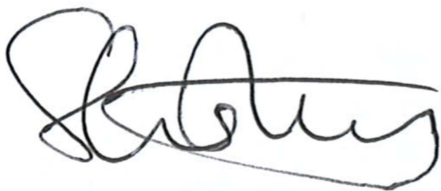
### **Independent examiner's statement**

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

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



Simon Hemsley ACA

**28/03/2022**



## Part 2: Report of the Independent Examiner for the year ended 31 December 2021

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I report on the accounts of the charity for the period from 1 January 2021 to 31 December 2021, which are set out on pages 2 to 8.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination, although not required, is good practice. I am qualified to undertake the examination as I am a member of the Institute of Chartered Accountants in England & Wales (ICAEW).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given on whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

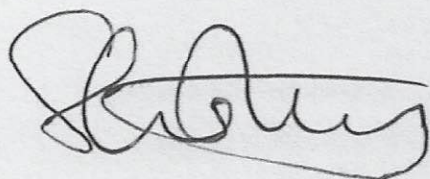
### Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

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



Simon Hemsley ACA

28/03/2022

**THE WOODFIELD PROJECT**

England & Wales - Charity number 1158644

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# Accounts

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**The Woodfield Project, Annual Report, 2020.**

## 1. The Charity and the Trustees

**1.1** The Woodfield Project (TWP) is a registered charity, number 1158644. It is constituted as a Charitable Incorporated Organisation (CIO) by a governing Constitution dated 17<sup>th</sup> September 2014. Centred on the Woodfield Pavilion, its charitable purposes are notably (i) to ‘provide for the public benefit, facilities for recreation or other leisure time occupation in the interests of social welfare’ and (ii) ‘to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment’.

**1.2** Its address is The Woodfield Pavilion, 16<sup>a</sup> Abbotswood Road, Streatham, London, SW16 1AP.

Other means of contact are:

Email: [thewoodfieldproject@gmail.com](mailto:thewoodfieldproject@gmail.com)

Website: [www.thewoodfield.org](http://www.thewoodfield.org)

On Facebook: <https://www.facebook.com/WoodfieldPavilion/> or @WoodfieldPavilion

On Instagram: <https://www.instagram.com/woodfieldpavilion/> or @WoodfieldPavilion

Twitter: @WoodfieldPav

YouTube: The Woodfield Pavilion

[https://www.youtube.com/channel/UCNiv4LvXCYHiW\\_umQnn96gg](https://www.youtube.com/channel/UCNiv4LvXCYHiW_umQnn96gg)

**1.3** TWP’s banker is CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

**1.4** The trustees in 2020 (appointed on limited terms according to the constitution) were:

*Priti Dorn*: Appointed July 2020

*Jackie Clark*:. Secretary until January 2020. Resigned October 2020.

*Cllr Richard Field*: nominated by the London Borough of Wandsworth

*Anthony Gilmour*: Acting Treasurer from July 2020; resigned as Trustee October 2020

*Stephen Lacey*

*Rosanna McNamara*: Secretary. Appointed July 2020.

*Kirsty Pearce*. Treasurer. Resigned June 2020.

*Elisabeth Powell*: Resigned October 2020

*Andrew Sharp*: Chair; Acting Secretary from February-July 2020

*Sue Sheehan*: Manager’s Line Manger

*Elizabeth Steer*: Appointed Trustee October 2020. Appointed Treasurer December 2020

*Ludwik Smolski*: Vice-Chair

The Board of Trustees met at four Quarterly meetings and six ad hoc meetings. The AGM of TWP, postponed because of the pandemic situation during the year was held on Zoom on 3 October 2020.

The trustees here present their annual report and financial statements for the year ended 31 December 2020.

## **2. The Woodfield Pavilion**

**2.1** After eight years of preparation by themselves and others which began before the Charity was constituted, the trustees of TWP are currently responsible for a refurbished sports pavilion that sits in the north western corner of what was once called the Woodfield Recreation Ground, 2.1 hectares of open space abutting on and joined with the north-eastern boundary of Tooting Bec Common. This pavilion, now named the Woodfield Pavilion, was built in 1933 and refurbished from September 2018 to June 2019. It is held by the trustees on a 25-year peppercorn lease from the London Borough of Wandsworth, its owner, and the manager of the Tooting Commons. Situated, however, within the London Borough of Lambeth, it is subject to Lambeth planning policy.

**2.2** The pavilion has a moderately large (56m<sup>2</sup>), flexible, meeting-cum-exhibition space on the ground floor. This is flanked to the north and south by a kitchen and two lobbies that open to toilets, to a stairway, and to a locker room. The wall to the east has doors that open directly to the outside but are sheltered by a veranda. An upper floor, opened up by the stairway, provides considerable storage space and a modest administrative office-cum-meeting room.

**2.3** The veranda provides additional usable external space. The whole of the external space within the premises is paved with a porous material and provides bicycle stands, water butts and a lockable rubbish shed. Two permanent benches on the western side of the pavilion face Tooting Bec Common, which is effectively connected to the Woodfield Ground.

## **3. Objectives and activities for the public benefit**

**3.1.** The trustees here confirm that they refer to the Charity Commission's guidance on the public benefit when reviewing the TWP's aims and objectives and in updating their Business Plan.

**3.2.** TWP aims to engage with the diversity of its local communities and natural environment, promoting health and sustainability in everything it does. It is devoted to using the Woodfield Pavilion and the surrounding open land in ways that appeal to, and benefit, a wide range of users. It aims to develop the pavilion as a 'go-to hub' for people to share in culture, festivities, ideas, learning and well-being. Its specified aims include those of:

- i. Providing a safe space for training, learning, recreation and leisure;

- ii. Promoting the appreciation of the natural environment;
- iii. Protecting and enhancing the natural environment of the Woodfield Ground and Tooting Bec Common;
- iv. Becoming financially sustainable;
- v. Increasing the Charity's membership;
- vi. Establishing a Management Team that optimises the use of volunteers;
- vii. Attracting capable trustees from as wide a range of people as possible;
- viii. Actively engaging with local people, groups and institutions; and
- ix. Actively extending the benefits of Woodfield to vulnerable and socially excluded people.

## **4. Achievements and performance in 2020 in the context of Covid-19**

**4.1.** The National Lottery Heritage Fund made an extra and unexpected grant in late 2019 when it signed off on the Tooting Commons Heritage Project, citing its appreciation of the work of the Trustees and volunteers during the opening months of TWP's operation.

As a consequence, the Trustees were able with more confidence to continue to employ a full-time manager, Janet Baker, and to mount events and activities to a continually-increasing degree from January until mid-March. In January TWP provided facilities and refreshments for the Tooting Commons Heritage Project history day, and a yoga and wellbeing workshop day. In March it hosted craft and community workshops to celebrate International Women's Day. Regular activities over the period included a sketch club, a repair circle, children's forest schools, craftivist evenings, open music sessions, student-led walks on the commons, yoga classes, and taekwondo classes. A vegetarian pop-up café, or just light snacks and hot drinks were available most days of the week. Much of this was made possible, not only by the manager, but by those who volunteered their services to make possible such a variety of events and activities.

**4.2** On 16 March, the government announced what was to be its first tranche of Covid-19 restrictions on activity. Reacting to this, the trustees immediately closed the pavilion and seconded TWP's manager to the Healthy Living Platform (HLP). She was full time with HLP from 1 April - 31 May, was four-fifths time in June and July and half-time in August. This both relieved the finances of TWP and made the manager available for a useful public service, for which she was highly commended by the manager of the HLP.

**4.3** Because the pavilion was unavailable for public use from mid-March until July, TWP accelerated a move already underway towards the use of social media as a public service. SEW WHAT, a sewing and embroidery class held in the pavilion during the early months of the year, moved online. Its contribution to the Wandsworth Arts Festival in May was also online. 'Stories at Bedtime' was presented live on Facebook, as was 'Draw with Addictive Sketcher and a sketching competition.

**4.4.** As the Covid restrictions became rather less severe, the Trustees set up a Weekend Café (Friday-Sunday, 4-hours- a-day) with Priti Dorn, who had managed the pop-up-café in March, as its volunteer manager. It ran from 18 July through to the end of the year, attracting a number of

food providers and café-kitchen helpers from the local community. It became increasingly popular among the many Commons' users during the pandemic. This was evident not only by unequivocal word of mouth and observation, but by the continued increase in revenues both to the producers and to TWP who split the margins. Special café days, notably an Italian day and one to celebrate Diwali were well received.

**4.5.** With the gradual return of the Manager from July to September, and the fewer Covid restrictions until early November, TWP was still able to operate some events and activities in and around the pavilion as well as virtually on social media. Streatham Festival workshops and the Festival exhibition were held in October. Another exhibition was held following this, and there was an artist in residence with another, continually evolving exhibition during November and December. Recurring activities included twice-weekly parent-and-toddler music sessions, a monthly support group for girls and young women, and a monthly art and walking session for a BAME Autism group. There were 10 separate health and physical wellbeing classes, from 5 different practitioners covering Yoga to Jujitsu which were booked on a weekly basis. Virtual SEW WHAT sessions continued their run from April. Cook-along sessions ran from June onwards, two of which in October were mounted as a contribution to Wandsworth Council's Black Lives Matter Month, helped by a small grant from Wandsworth for the cook-demonstrators.

**4.6** Bookings that accumulated for the use of the Pavilion in November reached an all-time high: better than any other month since it had been open for public use in the summer of 2019. Covid infections, however, were mounting. The application to London of the tier system of regulation and guidance meant that from 6 November only a carefully-managed occasional café service and a small number of Covid-secure activities could be mounted from the Pavilion until the Christmas break. All other bookings were cancelled.

**4.7** On 6 January 2021 new, still more stringent, Covid-19 restrictions and guidance were introduced by the government. The operation of the café and all other activities in the Pavilion were accordingly closed down.

**4.8** Despite the very challenging year, the Charity recorded a surplus for the year of £32,720 on total funds.

## **5. Management evolution**

**5.1.** The overall management of TWP was in the hands of the trustees. During the year the roles of the Chair, Secretary and Treasurer were specified more closely to aid new recruits to the positions and to clarify the understanding of the trustees as to their scope and limits. Further specification of trustee roles was calendared for 2021.

**5.2.** A small Management Team of four, drawn from among the trustees, worked with the salaried Manager on the day-to-day running of the enterprise. Various 'Champions' worked with the team on particular aspects of administration, and on projects and events. The Manager, Management Team and Champions reported regularly to the Board of Trustees. Towards the end

of the year the Board of Trustees began to develop more precise specifications of the roles of an Events Management Team and a Building Management Team, setting the scene for an expansion of their numbers around the core of both Teams--the Manager and the Manager's Line Manager.

**5.3.** Although the professional manager provides an essential basis to TWP's operations, TWP most of all depends on voluntary work by the trustees, the management team, and the groups and individuals from the local community who organise or join in the events and activities in the pavilion and on the ground. The trustees cannot express their thanks enough to those who have helped them in launching and expanding the operations of the project. The charity also works very closely with Wandsworth Council and its agents who manage Woodfield and the surrounding open land. It has begun to develop a closer relationship with the Lambeth Council within the boundaries of which the pavilion lies.

**5.4** It has continued to be the charity's aim to engage more of its supporters in the running of charity's activities.

Supporters are not only potential users of our services but potential volunteers. They also spread word of our activities. During 2020 TWP's hinterland of supporters continued to grow. Its well-established mailing list numbered 400 in January; by December it numbered 453. More strikingly, over the year TWP's drive to boost its online presence on social media yielded impressive results. In January TWP had about 600 Instagram followers; in December it had over 1,300. In January TWP had 274 page followers and 251 page likes on Facebook; by December it had over 550 followers and 522 page likes.

Members are uniquely important for TWP. They elect the trustees each year and are the ultimate source of their authority. Their subscriptions provide a source of income. Their numbers assure observers and funders of the charity's viability. It must be reported that the number of members decreased from 90 to 85, though it must be noted that retention and recruitment was made much more difficult in a year when almost all events and activities were closed from mid-March onwards. On the agenda for 2021 is a membership drive, designed to nourish our grass roots.

## **6. Financial Statements**

In accepting the Financial Statements presented by the Treasurer, the trustees note that:

**6. 1** They are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**6. 2** The accounts (financial statements) could have been prepared under the law and guidance for small charities (receipts and payments accounts). However, the trustees have chosen to follow those for larger charities (accruals accounting) and the accounts are prepared in accordance with the Charities SORP (FRS 102).

financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of TWP's constitution. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

**6.4** They are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

## **7. The prospects for 2021: TWP as a going concern**

The trustees are confident that, although Covid-19 restricted TWP's activity and income during the year, careful financial management resulted in a surplus of £32,720 on total funds in 2020. The charity will be able to remain a going concern into 2021 and thereafter. As the accounts show, the secondment of the manager and the income from the Weekend Café combined to preserve its liquid assets at over £75,000.

To make assumptions about 2021 and 2022 is unwise. For the moment, from February 2021, the manager will be furloughed for three days a week which will help mitigate the continued drain on income for want of normal activities. But fixed costs, especially staff costs taken from restricted funds, will take their toll. Income must be generated. The trustees will vigorously pursue policies designed to retain a paid manager and meet the challenges which will otherwise materialise in 2022 if Covid restrictions continue to a similar degree as in 2020.

**Annual Report approved by the trustees on 11 February 2021 and signed on their behalf by:**

A handwritten signature in blue ink that reads "Andrew Sharp". The signature is written in a cursive style with a large initial 'A'.

Dr R. Andrew Sharp  
Chair of Trustees



**The Woodfield Project, Financial Statements, 2020.  
(to be read in conjunction with the Annual Report)**

## Part 1: Financial Statements

**1. Statement of Financial Activities (including income and expenditure account) for the year ended 31 December 2020**

		Unrestricted funds	Restricted funds	Total	Total
		2020	2020	2020	2019
		£	£	£	£
<b><u>Income and endowments from:</u></b>					
Donations and legacies	5	4,883	46,370	51,253	61,635
Charitable activities	5	8,168	-	8,168	10,928
Other trading activities	5	23,286	-	23,286	6,940
Investments	5	52	-	52	10
	<b><u>Total Income</u></b>	<b>36,389</b>	<b>46,370</b>	<b>82,759</b>	<b>79,512</b>
<b><u>Expenditure on:</u></b>					
Raising Funds	6	11,246	1,773	13,019	11,597
Charitable activities	4&6	5,320	30,667	35,987	116,041
Other	6	1,033	-	1,033	823
	<b><u>Total Expenditure</u></b>	<b>17,599</b>	<b>32,440</b>	<b>50,039</b>	<b>128,461</b>
	<b><u>Net income/(expenditure) and net movement in funds for the year</u></b>	<b>18,790</b>	<b>13,930</b>	<b>32,720</b>	<b>(48,949)</b>
<b><u>Reconciliation of funds</u></b>					
Total funds brought forward at 1 Jan 2020		28,314	14,102	42,416	91,365
	<b><u>Total funds carried forward at 31 Dec 2020</u></b>	<b>47,104</b>	<b>28,032</b>	<b>75,136</b>	<b>42,416</b>

## 2. Balance sheet as at 31 December 2020

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
<b><u>Fixed Assets</u></b>	8	1,735	-	<b>1,735</b>	<b>1,788</b>
<b><u>Current Assets</u></b>					
Debtors	9	42	-	42	4,170
Cash at Bank in hand		48,242	29,579	77,821	40,630
		<b><u>48,284</u></b>	<b><u>29,579</u></b>	<b><u>77,863</u></b>	<b><u>44,800</u></b>
<b><u>Liabilities</u></b>					
Creditors falling due within one year	10	2,915	1,547	4,462	4,171
		<b><u>45,369</u></b>	<b><u>28,032</u></b>	<b><u>73,401</u></b>	<b><u>40,629</u></b>
		<b><u>Total Net Assets</u></b>	<b><u>28,032</u></b>	<b><u>75,136</u></b>	<b><u>42,416</u></b>
<b><u>The Funds of the Charity</u></b>					
Restricted Funds		-	28,032	28,032	14,102
Unrestricted Funds		47,104	-	47,104	28,314
		<b><u>47,104</u></b>	<b><u>28,032</u></b>	<b><u>75,136</u></b>	<b><u>42,416</u></b>

### 3. Accounting Policies

#### 3.1 Basis of preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. They have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Financial Reporting Standard applicable in the United Kingdom and The Republic of Ireland (FRS 102) and the Charities Act 2011. The Woodfield Project constitutes a public benefit entity as defined by FRS 102.

UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Financial Reporting Standard applicable in the United Kingdom and The Republic of Ireland (FRS 102) and the Charities Act 2011. The Woodfield Project constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern however have taken the steps of adjusting the reserves policy (see 3.10) and will continue to closely monitor expenditure regularly during 2021, based on the latest Covid-19 restrictions to the Charities activities and subsequent loss of income.

#### 3.2 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

The charity currently has one unrestricted fund and one restricted fund, the Manager Fund. This restricted fund is grant money received from National Lottery Heritage Fund and HLP for staffing costs.

#### 3.3 Income recognition

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and the amount can be measured reliably.

#### 3.4. Donated goods, services and facilities

Donated goods, facilities or professional services are recognised as income when the charity has control of the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

The charity benefits from the involvement and enthusiastic support of its trustees, members and supporters. In accordance with FRS 102 and the charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the accounts.

#### 3.5 Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

### 3.6 Fixed assets

Individual fixed assets costing £100 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight-line basis as follows:

Asset category	Annual rate
Computers	20%
Plant & equipment	20-50%

### 3.7 Debtors

Trade and other debtors are recognised at the settlement amount due less provision for amounts that may prove uncollectable. Prepayments are valued at the amount prepaid net of any discounts due.

### 3.8 Cash at bank and in hand

Cash at bank and in hand is cash held on deposit at the bank and petty cash balances.

### 3.9 Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### 3.10 Reserves Policy

The trustees continually monitor and decide on the level of reserves The Woodfield Projects should hold. Reserves are needed to bridge the gap in periods when our income does not cover our expenditure, and with the disruption during 2020 and expected disruption in 2021 this is essential to cover any unplanned emergency repairs and other expenditure and the unexpectedly low levels of income, that are expected to continue.

When the pavilion opened during 2019 the trustees envisaged that it would take a further two years before the pavilion is financially self-sufficient, they accept that the impact of the Covid 19 pandemic has probably delayed this by another year at least. The problems arising during 2020 and the expectation of disruption in 2021 mean that the reserve levels are to continue to be set comparatively high to cover shortfalls if required. We benefited greatly in previous years from donated funds from the National Lottery Heritage Fund and further funding from HLP both of which have covered the Staff costs (restricted funds). At the end of 2020 these restricted funds are approximately one year of Staff costs.

The Trustees have reviewed the level of Unrestricted funds and believe the current balance represents the correct level of reserve to ensure that there is adequate to fund any Building repair and Emergency costs and Manager funding for the first six months of 2021 and approximately one year of other non-restricted expenditure.

## 4. Staff costs, trustees' expenses and remuneration

Staff costs in 2020, including pension costs of £1,538, were £30,672 (2019: £19,927). All but £6 of these costs were through restricted funds (see breakdown note 6). No employees had employee benefits in excess of £60,000 (2019: nil) The average number of staff employed during 2020 was 1 (2019: nil). The trustees all give their time and expertise without any form of remuneration or other benefit in cash or kind. (2019: £nil). Expenses paid to the trustees in the year totalled £nil (2019: £nil). There were no related party transactions in 2020 (2019: nil).

## 5. Analysis of Income and endowments

INCOME AND ENDOWMENTS	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
<b><u>Income from donations:</u></b>				
Donations received	3,228	-	3,228	25,751
Grants received	400	46,370	46,770	33,979
Membership fees	1,255	-	1,255	1,005
Sponsorship income	-	-	-	900
	<b><u>4,883</u></b>	<b><u>46,370</u></b>	<b><u>51,253</u></b>	<b><u>61,635</u></b>
<b><u>Income from charitable activities:</u></b>				
Workshops	3,937	-	3,937	4,459
Venue hire	3,887	-	3,887	6,469
Schools	344	-	344	-
	<b><u>8,168</u></b>	<b><u>=</u></b>	<b><u>8,168</u></b>	<b><u>10,928</u></b>
<b><u>Income from other trading activities:</u></b>				
Events	-	-	-	2,929
Café	23,097	-	23,097	4,011
Art commission	189	-	189	-
	<b><u>23,286</u></b>	<b><u>=</u></b>	<b><u>23,286</u></b>	<b><u>6,940</u></b>
<b><u>Income from investments:</u></b>				
Interest	<b><u>52</u></b>	<b><u>=</u></b>	<b><u>52</u></b>	<b><u>10</u></b>
<b><u>Other Income- none</u></b>	<b><u>=</u></b>	<b><u>=</u></b>	<b><u>=</u></b>	<b><u>=</u></b>
<b><u>Total Income and endowments</u></b>	<b><u>36,389</u></b>	<b><u>46,370</u></b>	<b><u>82,759</u></b>	<b><u>79,512</u></b>

The charity is very grateful to the support of the National Lottery Heritage Fund who granted us funds to cover the costs of a full-time manager £32,973; and to Healthy Living Platform £11,624 to where the Manager was seconded during the first Covid 19 lockdown (which are both shown in the restricted funds); and Wandsworth Borough Council for Wandsworth Arts Festival 20 funding. £1870 (restricted £1,773).

The value of other donated goods, services or facilities included in both the donations received and the appropriate expenditure line was £65 (2019: £3640). There were no donations of legal time or other professional services.

## 6. Analysis of expenditure

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
<b><u>Raising Funds:</u></b>				
Events	-	1,773	1,773	2,144
Workshops	614	-	614	30
Publicity & Website	276	-	276	1,286
Café	10,356	-	10,356	2,701
Raising Funds (other)	-	-	-	705
Professional fees	-	-	-	4,730
	<b><u>11,246</u></b>	<b><u>1,773</u></b>	<b><u>13,019</u></b>	<b><u>11,596</u></b>
<b><u>Charitable Activities:</u></b>				
Training	148	-	148	603
Staff costs	5	30,667	30,672	20,806
Maintenance	422	-	422	735
Cleaning	77	-	77	-
Utilities	2,876	-	2,876	851
Telecoms & WiFi	293	-	293	297
Consumables	661	-	661	256
Equipment	238	-	238	6,533
Depreciation	600	-	600	309
Refurbishment of Pavilion	-	-	-	85,650
	<b><u>5,320</u></b>	<b><u>30,667</u></b>	<b><u>35,987</u></b>	<b><u>116,041</u></b>
<b><u>Other Expenditure:</u></b>				
Bank fees	60	-	60	60
Insurance	973	-	973	763
	<b><u>1,033</u></b>	<b><u>-</u></b>	<b><u>1,033</u></b>	<b><u>823</u></b>
<b><u>Total Expenditure</u></b>	<b><u>17,599</u></b>	<b><u>32,440</u></b>	<b><u>50,039</u></b>	<b><u>128,461</u></b>

## 7. Independent examiner

The independent examiner will be paid £nil in 2020 (2019: £nil) for his work in examining these accounts.

## 8. Tangible fixed assets

Note	Computers	Plant & Equipment	Total
	£	£	£
Cost:			
As at 1 <sup>st</sup> Jan 2020	749	1,348	2,097
Additions	-	548	548
<b><u>As at 31<sup>st</sup> December 2020</u></b>	<b><u>749</u></b>	<b><u>1,896</u></b>	<b><u>2,645</u></b>
Depreciation:			
Charge for the year	103	207	310
	6	450	600
<b><u>As at 31<sup>st</sup> December 2020</u></b>	<b><u>253</u></b>	<b><u>657</u></b>	<b><u>910</u></b>
Net book value:			
As at 1 <sup>st</sup> Jan 2020	646	1,141	1,787
<b><u>As at 31<sup>st</sup> December 2020</u></b>	<b><u>496</u></b>	<b><u>1,239</u></b>	<b><u>1,735</u></b>

## 9. Debtors


	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
Debtors (other)	-	-	-	3,216
Debtors (Gift Aid HMRC)	42	-	42	954
<b><u>Total Debtors</u></b>	<b><u>42</u></b>	<b><u>-</u></b>	<b><u>42</u></b>	<b><u>4,170</u></b>

## 10. Creditors: amounts falling due within one year

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
Deferred Income	-	-	-	782
Creditors	-	1,547	1,547	2,654
Accruals	2,915	-	2,915	735
<b><u>Total Creditors</u></b>	<b><u>2,915</u></b>	<b><u>1,547</u></b>	<b><u>4,462</u></b>	<b><u>4,171</u></b>

**These accounts and statements have been prepared by Elizabeth Steer, Treasurer of The Woodfield Project.**

Approved by the trustees on 11<sup>th</sup> February 2021 and signed on their behalf by

A handwritten signature in black ink, appearing to be 'E. Steer', with a long horizontal line extending to the right.

**Elizabeth Steer**  
**Treasurer**

01/03/2021

## Part 2: Report of the Independent Examiner for the year ended 31 December 2020

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I report on the accounts of the charity for the period from 1 January 2020 to 31 December 2020, which are set out on pages 6 to 12.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination, although not required, is good practice. I am qualified to undertake the examination as I am a member of the Institute of Chartered Accountants in England & Wales (ICAEW).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given on whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

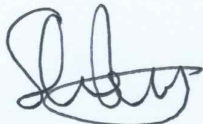
### Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

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



Simon Hemsley

1 - MARCH - 2021

## Part 2: Report of the Independent Examiner for the year ended 31 December 2020

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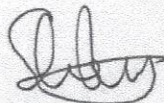
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Simon Hemsley

1 - MARCH - 2021