

Charity Registration No. 1198197

**THE WOODHOUSE CENTRE
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE 9 MONTHS ENDED 31 MARCH 2023**

THE WOODHOUSE CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

L Edser (Chair)
C Harley
C Hedmann
S MacTavish (Treasurer)
R Salisbury
C Emmott
S Farrell

Charity number

1198197

Principal address

Hoskins Road
Oxted
Surrey
RH8 9HT

Independent examiner

Roger Lugg & Co
12-14 High Street
Caterham
Surrey
CR3 5UA

THE WOODHOUSE CENTRE

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THE WOODHOUSE CENTRE

TRUSTEES' REPORT

FOR THE 9 MONTHS ENDED 31 MARCH 2023

The trustees present their report and accounts for the 9 months ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and the relevant version of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Structure, governance and management

The Woodhouse Centre previously operated under a constitution adopted 31st March 1971, as amended 23rd September 1975, 13th December 1995 and 20th July 2004. The unincorporated charity was registered with the Charities Commission as registration number 262608.

In 2022, the existing structure of The Woodhouse Centre was converted to a Charitable Incorporated Organisation, registering with the Charities Commission on 10th March 2022 and governed by its Association Constitution dated 8th March 2022. As the charity's work including its purposes and beneficiary class remain unchanged, these types of reconstruction should be treated as mergers subject to the conditions outlined in paragraph 27.13 of the SORP.

The assets and undertakings of the old charity registration number 262608 were transferred to the CIO on 30 June 2022.

It is drawn to the attention of the users of the accounts that the comparative 2022 figures reflect activities for a 15 month period ending 30 June 2022 (as an unincorporated charity) and the 2023 figures reflect 9 months of activity to 31 March 2023 operating as a CIO.

The trustees who served during the 9 months were:

L Edser (Chair)

C Harley

C Hedmann

S MacTavish (Treasurer)

R Salsbury

C Sutehall

C Emmott

S Farrell

(Resigned 15 September 2022)

(Appointed 6 October 2022)

(Appointed 20 March 2023)

The Trustees are appointed at the AGM. One third are required to retire at each AGM but can be re-elected for a maximum of three terms. The board can also appoint Trustees between AGM's when required.

Objectives and activities

The objects of the charity are to promote social inclusion for the public benefit by preventing people within Oxted and the surrounding area from becoming socially excluded, relieving the need of those people who are socially excluded and assisting them to integrate into society through the provision of facilities in which they can meet jointly or individually to undertake creative, physical or recreational activities, learn or pass on skills and knowledge and support each other socially.

For the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of one or more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental).

The main activities undertaken for public benefit are the provision of facilities in which the public can undertake creative, physical or recreational activities, learn or pass on skills and knowledge. Members are able to support each other socially while being creative and finding a purpose thereby combatting isolation and improving mental health.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

THE WOODHOUSE CENTRE

TRUSTEES' REPORT (CONTINUED)

FOR THE 9 MONTHS ENDED 31 MARCH 2023

Achievements and performance

The Woodhouse Centre CIO was registered on 10 March 2022 and all funds and assets were transferred from the old charity (number 262608) upon dissolution on 30 June 2022.

Despite the legal structural changes and all the work behind the scenes to set up the new CIO, the centre has continued to provide a friendly, social and creative environment for our mostly retired and disabled adult members. Together with our "Men in Sheds" facility we are able to provide crafts and activities that appeal to both men and women of all ages, helping to tackle the effects of social isolation.

Activities at The Woodhouse Centre include knitting, needlework, tapestry, upholstery, caning, woodwork, card making and other crafts. Our members create items that we can sell, or fix items on commissions from the public; the funds generated help cover some of the costs of running the centre. We have also been experimenting with alternative outlets to market the items for sale both online and via local outlets.

The men in sheds worked tirelessly to fulfil a large order for bug hotels and bird boxes made from recycled materials to be installed in office building gardens in London. Bug hotels have also been ordered by the Queen Victoria Hospital in East Grinstead. Bat boxes, bird boxes and an owl house have also been built for the National Trust to install on Limpsfield Chart. Meanwhile members in the centre created a huge number of paper flowers to be displayed at Chartwell. All great examples of collaboration with local organisations and the pride our members get from making items that have a valuable place in our wider community.

The 9 months to the end of March 2023 saw over 1,600 member visits to the centre. These members create long lasting friendships and find a sense of purpose in the items they create in the centre or the workshop. The following quotes from some of our members show how much of a difference The Woodhouse Centre has made to their wellbeing:

"The girls that have come in to help from Limpsfield Grange school, have grown in confidence so much since they have been here" - Mags Shelley

"Men in Shed's is great for my mental health" - Dave Campbell

"My confidence has grown, and as a consequence I my mental and physical health has improved" - Robert Henry

Creative workshops are now a regular feature at The Woodhouse Centre and help attract more people to the centre while generating a new income stream.

We have held events (Christmas lunch, Coronation open day with live music and a member's tea party) and outings (to Chartwell and Eastbourne).

We have had visits from our local councillors and MPs. We were particularly honoured to receive a visit from HRH Sophie Countess of Wessex (as she was then) in September 2022. We are very proud that one of our bug houses will be adorning a royal garden somewhere!

We were sad to say goodbye to Chris Sutehall during the period; she was instrumental in getting The Woodhouse Centre through covid and out the other side safely, particularly taking charge of health and safety. Chris was also a key player in converting the old charity to a CIO and updating all the policies.

We are delighted that two new Trustees have joined the board during the period: Cathy Emmott brings a wealth of strategic leadership and operational experience in property management and as a school bursar, and lives locally in Oxted. Susan Farrell has been a volunteer at The Woodhouse Centre for a few years and has been a huge help with getting our workshops up and running. Sue's career as an Information Scientist, in the world of the Internet and dial-up databases, which ultimately led her into website creation and management, we look forward to tapping into her digital expertise!

THE WOODHOUSE CENTRE

TRUSTEES' REPORT (CONTINUED)

FOR THE 9 MONTHS ENDED 31 MARCH 2023

Financial review

These accounts cover the period from registration on 10 March 2022 to 31 March 2023, although most income and expenditure was still going through the old charity until 30 June 2022 when the final accounts for that charity were closed. The figures included here therefore represent 9 months of activity from July 2022 to March 2023.

Total reserves of £49,786 were transferred to the CIO on 30 June 2022. In the 9 months since then a surplus of £5,788 was generated.

Total income for the period came to £37k, a large portion (over £15k) of which came from donations and grants. We are extremely grateful to have received a large donation of £10k from the Morris Beneficient Trust just before the end of March 2023 which will be invaluable in helping to bridge the gap between income and increasing running costs of the centre over the next few years.

We are very thankful to the individuals and local organisations that have supported us during the year: Tandridge Lottery Wellbeing Fund, Titsey Rotary, The Oxted Pram Race and Godstone Café Connect to name a few.

£10k (over 25% of total income) was raised from work done in the Centre and the Shed; a remarkable effort and a testament to the hard work and dedication of our members and volunteers.

Rental income of £9k made up 25% of total income. We have a number of regular hirers of the hall one of which is the Oxted Country Market; this is a great partnership with a group of fellow creatives giving us a chance to sell member-made goods every Friday morning.

Regular open mornings have not only encouraged new members but have also raised some additional funds from raffles and cake sales in addition to the goods sold.

Craft workshops for the public are now a regular part of The Woodhouse Centre calendar. These generated a net income of £1k as well as some new regulars to the centre.

Total expenditure for the 9-month period was £31.2k; half of which relates to salaries for the two part time staff. We are hugely grateful for everything Liz and Sarah do for the Centre, creating a welcoming environment, constantly thinking of new activities, products and sales opportunities, as well as keeping everything running smoothly. Many running costs have increased such as electricity and heating, cleaning costs and materials for items being made. Support costs have also increased, mainly due to the legal advice required for the CIO transfer. It costs roughly £45k a year to keep The Woodhouse Centre running so despite a good level of reserves we do need to keep fundraising wherever possible as we are only generating enough income to cover half of this.

We are hugely grateful to all our members for working so hard and our donors for their generosity which means we are in a good financial position to keep offering a regular, safe and welcoming place for local people to meet and be creative together, combatting loneliness while keeping busy!

On behalf of the board of trustees



L Edser (Chair)

Chair of Trustees

Dated: 22/11/23

THE WOODHOUSE CENTRE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE WOODHOUSE CENTRE

I report on the accounts of the charity for the 9 months ended 31 March 2023, which are set out on pages 5 to 9.

Your attention is drawn to the fact that the charity has prepared the accounts (financial statements) in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn. We understand that this has been done in order for the accounts to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

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 9 months under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

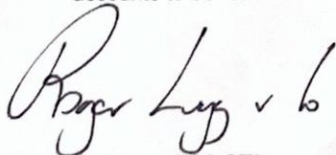
Basis of independent examiner's report

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 as to 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:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Bruce Chapman FCA CTA

Roger Lugg & Co
12-14 High Street
Caterham
Surrey
CR3 5UA

Dated

24/11/2023

THE WOODHOUSE CENTRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE 9 MONTHS ENDED 31 MARCH 2023

		9 months to 31 March 2023 £	15 months to 30 June 2022 £
	Notes		
<u>Incoming resources from generated funds</u>			
Donations, grants and other voluntary income	2	16,057	22,614
Trading Activities	3	11,664	16,164
Rental and interest income		9,292	12,899
Total incoming resources		37,013	51,677
<u>Resources expended</u>	4		
Costs of generating funds			
Trading costs	3	(2,836)	(5,911)
Net incoming resources available		34,177	45,766
Charitable activities			
Direct charitable expenditure		24,114	44,134
Support costs		4,275	5,675
Total resources expended		31,225	55,720
Net income/(expenditure) for the year/ Net movement in funds		5,788	(4,043)
Fund balances at 1 July 2022		49,786	53,829
Fund balances at 31 March 2023		55,574	49,786

THE WOODHOUSE CENTRE

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	31 March 2023		30 June 2022	
		£	£	£	£
Current assets					
Debtors	9	75		-	
Cash at bank and in hand		56,722		49,786	
		56,797		49,786	
Creditors: amounts falling due within one year	10	(1,223)		-	
Total assets less current liabilities		<u>55,574</u>		<u>49,786</u>	
Income funds					
Unrestricted funds:		<u>55,574</u>		<u>49,786</u>	
		<u>55,574</u>		<u>49,786</u>	

The accounts were approved by the Trustees on

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L Edser (Chair)
Chair of Trustees

THE WOODHOUSE CENTRE

NOTES TO THE ACCOUNTS

FOR THE 9 MONTHS ENDED 31 MARCH 2023

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts (financial statements) have been prepared in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the relevant version of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

1.2 Incoming resources

Donations, grants and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Membership subscriptions received in the nature of a gift are recognised in donations and other voluntary income.

Income from interest is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

Income from trading activities is included in the accounts once the charity has provided the related goods or services.

2 Donations, grants and other voluntary income

	2023 £	2022 £
Donations and subscriptions	2,577	6,453
Grants	10,940	1,531
Fundraising events	273	895
Gift Aided donations	2,267	10,927
Grants from local authorities	-	1,466
100 club income		1,342
	<u>16,057</u>	<u>22,614</u>

THE WOODHOUSE CENTRE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE 9 MONTHS ENDED 31 MARCH 2023

3 Trading Activities

	2023 £	2022 £
Income for work undertaken	11,664	16,164
Fundraising trading: costs of goods sold	(2,836)	(5,911)
	<u>8,828</u>	<u>10,253</u>

4 Total resources expended

	2023 £	2022 £
Costs of generating funds		
Fundraising trading: costs of goods sold	2,836	5,911
Charitable activities		
Activities undertaken directly	24,114	44,134
Support costs	1,875	4,161
Total	25,989	48,295
Governance costs	2,400	1,514
	<u>31,225</u>	<u>55,720</u>

5 Activities undertaken directly

	2023 £	2022 £
Other costs relating to comprise:		
Travel expenses	-	123
Outings	570	556
Rent	75	125
Gas, water, electricity and rates	2,608	3,123
Insurance	1,652	1,748
Cleaning	2,301	2,661
Equipment and Repairs	621	2,064
Centre Staff Salaries and NI	15,670	31,705
Sundry	88	61
Refreshments	404	648
Service Contractors	125	1,018
Training	-	302
	<u>24,114</u>	<u>44,134</u>

THE WOODHOUSE CENTRE

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE 9 MONTHS ENDED 31 MARCH 2023

6 Support costs

	2023 £	2022 £
Office costs	1,584	3,660
Advertising	291	501
	<u>1,875</u>	<u>4,161</u>

Governance costs consist of legal and professional fees in relation to the change in legal structure of the charity and the transfer of its operations.

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the period.

8 Employees

There were 2 employees during the 9 months. There were no employees whose annual remuneration was £60,000 or more.

9 Debtors

	2023 £	2022 £
Trade debtors	75	-
	<u>75</u>	<u>-</u>

10 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	396	-
Accrued costs	827	-
	<u>1,223</u>	<u>-</u>