

Charity Registration No. 1198197

**THE WOODHOUSE CENTRE**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

Charity Registration No. 1198197

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FOR THE YEAR ENDED 31 MARCH 2024**

# THE WOODHOUSE CENTRE

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

L Edser (Chair)  
C Emmott  
S Farrell  
C Harley  
C Hedmann  
S MacTavish (Treasurer)  
M Newlan

### Charity number

1198197

### Principal address

Hoskins Road  
Oxted  
Surrey  
RH8 9HT

### Independent examiner

Bruce Chapman FCA CTA  
Roger Lugg & Co  
12 - 14 High Street  
Caterham  
Surrey  
CR3 5UA

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# THE WOODHOUSE CENTRE

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# THE WOODHOUSE CENTRE

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2024

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The trustees present their report and accounts for the year ended 31 March 2024.

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.

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 2023 figures reflect activities for a 9 month period from 1 July 2022 to 31 March 2023 when the charity was operating as a CIO.

The trustees who served during the year were:

L Edser (Chair)

C Emmott

S Farrell

C Harley

C Hedmann

S MacTavish (Treasurer)

M Newlan

R Salsbury

(Appointed 13 September 2023)

(Resigned 7 July 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 YEAR ENDED 31 MARCH 2024

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### Achievements and performance

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 Craft Centre include knitting, needlework, tapestry, upholstery, caning, woodwork, resin work, 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 continue to look for alternative outlets to market the items for sale both online and via local outlets.

Membership of the Men in Sheds has increased so last summer they up-graded the second shed making it more practical for working in the winter. It is now kitted out with benches and lathes and has an enclosed front to keep the heat in. The refurbishment was helped by a small grant awarded to us by The Yorkshire Building Society, for which we are very grateful.

This year we undertook a huge project to refurbish the main hall in Woodhouse Craft Centre after 30 years. New lighting was installed in summer 2023, and the painting and flooring completed in December. We sold and disposed of many items we no longer need and there are plans for more shelving to display our beautiful products. The hall is transformed and a much more practical space for the activities we do!

The 12 months to the end of March 2024 saw nearly 3000 member visits to the centre; significantly up on last year. 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 excerpt from one of our members describes this perfectly:

*Jo tells us that Men-in-Sheds is not just a wonderfully equipped physical space, but also a space for laughter, companionship, creativity and learning. It has provided her with new skills, and unexpected friendships. She enjoys the joyful chat and fun that a morning in the Shed can deliver. She says it is a great leveller, and past work and professions are put aside apart, of course, from those whose previous work involved carpentry, wood turning, joinery... and electrical know-how.*

*Most of all, Jo finds the shed a place for sharing life's stories and caring for, and giving, to others. For Jo, it has provided a place to develop her passion for recycling AND creativity. All her fellow members know that she longs for the day when we can all ... "imagine a world where things are repaired one more time than they are broken".*

We were sad to say goodbye to Rebecca Salsbury from the Trustees board during the period; she was instrumental in getting The Woodhouse Centre through covid and out the other side safely. Rebecca was also a key player in converting the old charity to a CIO and updating all the policies while keeping us all organised.

We are delighted that Martin Newlan has joined the board of Trustees during the period: Martin has lived locally since he was 12 and now lives in Bletchingley. Martin trained as an accountant and had a varied career and has extensive experience working and volunteering for charities. Outside of work, Martin was a senior volunteer with St John Ambulance for more than forty years, Treasurer of Caterham School for eighteen years, and a trustee of the British Liver Trust. He is currently a trustee of a music therapy charity and a small grant-making trust.

# THE WOODHOUSE CENTRE

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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### Financial review

These accounts cover the year to 31 March 2024 in which we made a loss of £7.5k which was expected.

Total income for the period came to £54.5k, a large portion (over £29k) of which came from donations and grants. £20k of this was for the hall refurbishment which was raised through the generosity of our community through either Go Fund Me where we asked people to sponsor a plank or direct donations to the Centre. We are hugely grateful to all who donated as well as Claire Coutinho's Friendship Fund and Tandridge Community Fund amongst others for their support of the project.

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, Caterham Lions, Oxted Parish Council to name a few.

£11k (20% 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 £10k made up 20% 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.

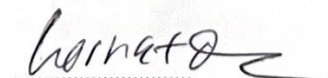
Craft workshops for the public are now a regular part of The Woodhouse Craft Centre calendar. These generated a net income of £1k as well as some new regulars to the centre.

Total expenditure for the year was £59.3k; £20.3k of which was on the hall refurbishment. The biggest regular expense we have is salaries for the two part time staff and 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.

We finished the year with £48k in reserves which is in line with our policy to keep at least 9 months of expenditure in reserves. It costs roughly £40k a year to keep The Woodhouse Craft 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: 25/7/24

# THE WOODHOUSE CENTRE

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE WOODHOUSE CENTRE

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I report on the accounts of the charity for the year ended 31 March 2024, which are set out on pages 5 to 10.

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 year 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.

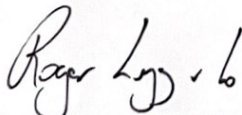
#### Basis of independent examiner's report

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: 25/9/2024

# THE WOODHOUSE CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

|                                                                         |       | Unrestricted<br>funds | Restricted<br>funds | Year to<br>31 March<br>2024 | 9 months to<br>31 March<br>2023 |
|-------------------------------------------------------------------------|-------|-----------------------|---------------------|-----------------------------|---------------------------------|
|                                                                         | Notes | £                     | £                   | £                           | £                               |
| <b><u>Incoming resources from generated funds</u></b>                   |       |                       |                     |                             |                                 |
| Donations, grants and other voluntary income                            | 2     | 11,100                | 20,030              | 31,130                      | 16,057                          |
| Trading Activities                                                      | 3     | 12,645                | -                   | 12,645                      | 11,664                          |
| Rental and interest income                                              | 4     | 10,747                | -                   | 10,747                      | 9,292                           |
| <b>Total incoming resources</b>                                         |       | <b>34,492</b>         | <b>20,030</b>       | <b>54,522</b>               | <b>37,013</b>                   |
| <b><u>Resources expended</u></b>                                        |       |                       |                     |                             |                                 |
| <b>Costs of generating funds</b>                                        |       |                       |                     |                             |                                 |
| Trading costs                                                           | 3     | 2,663                 | -                   | 2,663                       | 2,836                           |
| <b>Net incoming resources available</b>                                 |       | <b>31,829</b>         | <b>20,030</b>       | <b>51,859</b>               | <b>34,177</b>                   |
| <b>Charitable activities</b>                                            |       |                       |                     |                             |                                 |
| Direct Charitable Expenditure                                           |       | 35,685                | 20,030              | 55,715                      | 24,114                          |
| Support costs                                                           |       | 3,638                 | -                   | 3,638                       | 4,275                           |
| <b>Total resources expended</b>                                         |       | <b>41,986</b>         | <b>20,030</b>       | <b>62,016</b>               | <b>31,225</b>                   |
| <b>Net (expenditure)/income for the year/<br/>Net movement in funds</b> |       | <b>(7,494)</b>        | <b>-</b>            | <b>(7,494)</b>              | <b>5,788</b>                    |
| Fund balances at 1 April 2023                                           |       | 55,574                | -                   | 55,574                      | 49,786                          |
| <b>Fund balances at 31 March 2024</b>                                   |       | <b>48,080</b>         | <b>-</b>            | <b>48,080</b>               | <b>55,574</b>                   |

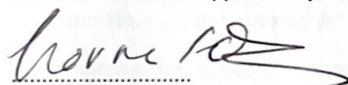
# THE WOODHOUSE CENTRE

## BALANCE SHEET

AS AT 31 MARCH 2024

|                                                       |       | 31 March 2024 |   | 31 March 2023 |   |
|-------------------------------------------------------|-------|---------------|---|---------------|---|
|                                                       | Notes | £             | £ | £             | £ |
| <b>Current assets</b>                                 |       |               |   |               |   |
| Debtors                                               | 9     | 352           |   | 75            |   |
| Cash at bank and in hand                              |       | 47,728        |   | 56,722        |   |
|                                                       |       | <u>48,080</u> |   | <u>56,797</u> |   |
| <b>Creditors: amounts falling due within one year</b> | 10    | -             |   | (1,223)       |   |
| <b>Total assets less current liabilities</b>          |       | <u>48,080</u> |   | <u>55,574</u> |   |
| <b>Income funds</b>                                   |       |               |   |               |   |
| Unrestricted funds:                                   |       | <u>48,080</u> |   | <u>55,574</u> |   |
|                                                       |       | <u>48,080</u> |   | <u>55,574</u> |   |

The accounts were approved by the Trustees on 25/9/24



L Edser (Chair)  
Chair of Trustees

# THE WOODHOUSE CENTRE

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2024

#### 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. Donations made for a specified purpose are included within restricted funds.

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

|                             | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|-----------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Donations and subscriptions | 2,328                      | 20,030                   | 22,358             | 2,577              |
| Grants                      | 4,031                      |                          | 4,031              | 10,940             |
| Fundraising events          | 1,879                      | -                        | 1,879              | 273                |
| Gift Aided donations        | 2,862                      | -                        | 2,862              | 2,267              |
|                             | <u>11,100</u>              | <u>20,030</u>            | <u>31,130</u>      | <u>16,057</u>      |

# THE WOODHOUSE CENTRE

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 3 Trading Activities

|                                          | 2024<br>£    | 2023<br>£    |
|------------------------------------------|--------------|--------------|
| Income for work undertaken               | 12,645       | 11,664       |
| Fundraising trading: costs of goods sold | (2,663)      | (2,836)      |
|                                          | <u>9,982</u> | <u>8,828</u> |

### 4 Rental and interest income

|                     | 2024<br>£     | 2023<br>£    |
|---------------------|---------------|--------------|
| Rental income       | 10,092        | 9,110        |
| Interest receivable | 655           | 182          |
|                     | <u>10,747</u> | <u>9,292</u> |

### 5 Total resources expended

|                                          | 2024<br>£     | 2023<br>£     |
|------------------------------------------|---------------|---------------|
| <b>Costs of generating funds</b>         |               |               |
| Fundraising trading: costs of goods sold | 2,663         | 2,836         |
| <b>Charitable activities</b>             |               |               |
| Activities undertaken directly           | 55,715        | 24,114        |
| Support costs                            | 3,638         | 1,875         |
| <b>Total</b>                             | <b>59,353</b> | <b>25,989</b> |
| <b>Governance costs</b>                  | -             | 2,400         |
|                                          | <u>62,016</u> | <u>31,225</u> |

# THE WOODHOUSE CENTRE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 6 Activities undertaken directly

|                                                            | 2024          | 2023          |
|------------------------------------------------------------|---------------|---------------|
|                                                            | £             | £             |
| Other costs relating to comprise:                          |               |               |
| Travel expenses                                            | 80            | -             |
| Outings                                                    | 145           | 570           |
| Rent                                                       | 185           | 75            |
| Gas, water, electricity and rates                          | 4,971         | 2,608         |
| Insurance                                                  | 1,521         | 1,652         |
| Cleaning                                                   | 3,625         | 2,301         |
| Equipment and Repairs                                      | 1,153         | 621           |
| Centre Staff Salaries and NI                               | 22,795        | 15,670        |
| Sundry                                                     | -             | 88            |
| Refreshments                                               | 539           | 404           |
| Service Contractors                                        | 671           | 125           |
| Expenditure out of restricted funds - centre refurbishment | 20,030        | -             |
|                                                            | <u>55,715</u> | <u>24,114</u> |

### 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 year. There were no employees whose annual remuneration was £60,000 or more.

### 9 Debtors

|                                | 2024       | 2023      |
|--------------------------------|------------|-----------|
|                                | £          | £         |
| Trade debtors                  | -          | 75        |
| Prepayments and accrued income | 352        | -         |
|                                | <u>352</u> | <u>75</u> |

# THE WOODHOUSE CENTRE

## NOTES TO THE ACCOUNTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2024*

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| 10 | Creditors: amounts falling due within one year | 2024<br>£ | 2023<br>£ |
|----|------------------------------------------------|-----------|-----------|
|    | Trade creditors                                | -         | 396       |
|    | Accrued costs                                  | -         | 827       |
|    |                                                | <hr/>     | <hr/>     |
|    |                                                | -         | 1,223     |
|    |                                                | <hr/>     | <hr/>     |