

**FOREST INDUSTRIES EDUCATION AND
PROVIDENT FUND**

**TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31ST DECEMBER 2013

GREAVES WEST AND AYRE

CHARTERED ACCOUNTANTS AND REGISTERED AUDITORS

BERWICK UPON TWEED

FOREST INDUSTRIES EDUCATION AND PROVIDENT FUND

CHARITY INFORMATION

Trustees	Christopher Inglis Jane Karthaus Michael Box Christopher Starr
Secretary	Jane Karthaus
Charity Number	1061322
Registered Office	Woodland Place West Street Belford Northumberland NE70 7AQ
Bankers	Unity Trust Bank P.L.C. Nine Brindley Place 4 Oozells Square Birmingham B1 2HB
Independent Examiner	C.M. Frame B.A., C.A. Greaves West and Ayre Chartered Accountants 1/3 Sandgate Berwick upon Tweed TD15 1EW

FOREST INDUSTRIES EDUCATION AND PROVIDENT FUND

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FOREST INDUSTRIES EDUCATION AND PROVIDENT FUND
TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2013

The Trustees present their report and the financial statements for the year ended 31st December 2013.

The Trustees have prepared the annual report and financial statements in accordance with the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005, and complied with the duty in section 17 (5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission.

Governance, Structure and Management

Constitution

The charity was established by Trust Deed dated 29th January 1997 by the Association of Professional Foresters of Great Britain, and is registered with the Charity Commission No. 1061322.

The charity amended its constitution in February 2002 and December 2009 changing its name in the process. The charity's administration activities are covered by the Confederation of Forest Industries (UK) Limited (ConFor) and in order to benefit from the charity's activities beneficiaries must be a member of ConFor or a dependent of a ConFor member.

Objectives

The trustees shall hold the trust fund and its income upon trust to apply them for the following object ("the objects") in the UK and Republic of Ireland ("the area of benefit")

1. The advancement of education of ConFor members employed in the forestry or related industries in particular but without limitation by the provision of grants and assistance which will enable such persons to further their education or training and improve their professional development.
2. The provision of assistance to ConFor members or their dependants employed in the forestry or related industries who may be in conditions of need, hardship or distress.

Trustees

The Trustees who served during the year were :

Christopher Inglis
Jane Karthaus
Michael Box
Christopher Starr

Trustees hold office for a period of 4 years (Nominated Trustees) or 5 years (Co-opted Trustees). Nominated Trustees are appointed by the Board of Directors of ConFor. Co-opted Trustees are appointed by resolution of the Trustees passed at a special meeting.

FOREST INDUSTRIES EDUCATION AND PROVIDENT FUND
TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2013

Trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Review of Activities

The trustees considered the draft audited annual report and accounts 2012 and commented by email. The accounts were duly signed off on 1st July 2013.

In 2013, there were 7 eligible applications to the Education Fund and one to the Provident Fund. This compares with 18 in 2012. In addition, there was 1 ineligible applications. The 7 paid awards were to: D Crawford, C Piper, S Bristow, L Dulston, V Mayes, S Wilson and W Taylor.

Again, the un-spent interest and accumulation is rolled over, meaning that in 2014, £11,764.68 of Education Fund and £27,292.03 of Provident Fund are available for distribution.

Risk Assessment

Major risks to which the charity has been exposed have been identified and reviewed by the trustees and systems have been established to mitigate these risks.

FOREST INDUSTRIES EDUCATION AND PROVIDENT FUND
TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2013

Reserves Policy

The trustees have reviewed the reserves of the charity and have considered the nature of the income and expenditure streams. They consider that the reserves held are sufficient and necessary to allow the charity to fulfil its objectives.

The Trustees' continue to promote the funds available at every opportunity and hope more applications are received in the next 12 months.

Whilst not constituting a permanent endowment fund, funds have been donated with the intention that income from them be used for charitable purposes; for this reason, they are held as separate designated funds.

Investment Policy

The trust deed allows the trustees to invest funds in any investment they think fit, at their absolute discretion and to apply the investment income and any part of the capital to fulfil the aims of the charity.

Financial Position

The attached accounts show the current financial position of the charity which the trustees consider to be sound. The funds of the charity are held primarily in Charifund Investments valued at £132,874 (2012 £110,776) and in the Unity Trust Bank which had a balance of £13,472 at the year end (2012 £11,543). Expenditure connected with the management and administration of the charity has been met by ConFor.

The trustees continue to promote the availability of the funds and potential beneficiaries.

Public Benefit

In considering the operation, achievements and performance and finances of the charity, the trustees are satisfied that public benefit has been provided in accordance with the Charities Act 2011 and the guidance provided by the Charity Commission.

Approved by the Trustees on

And signed on behalf of the Trustees by:

.....

Jane Karthaus

Trustee

INDEPENDENT EXAMINER'S REPORT TO THE
TRUSTEES OF THE ASSOCIATION OF PROFESSIONAL
FORESTERS EDUCATION AND PROVIDENT FUND

I report on the accounts of the charity for the year ended 31st December 2013, which are set out on pages 5 to 10.

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:

- 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 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:

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 to 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.

C.M. Frame B.A., C.A.
Greaves West and Ayre
Chartered Accountants
Berwick upon Tweed

FOREST INDUSTRIES EDUCATION AND PROVIDENT FUND
BALANCE SHEET AS AT 31ST DECEMBER 2013

<u>2012</u>	<u>Notes</u>	<u>2013</u>
£		£
Fixed Assets		
110,776	Investments 2	132,874
Current Assets		
11,534	Cash at bank	13,472
Creditors : Amounts falling		
(195)	due within one year 3	-
<hr style="width: 80%; margin: 0;"/>		<hr style="width: 80%; margin: 0;"/>
11,339	Net Current Assets	13,472
<hr style="width: 80%; margin: 0;"/>		<hr style="width: 80%; margin: 0;"/>
122,115	Net Assets 9	146,346
<hr style="width: 80%; margin: 0;"/>		<hr style="width: 80%; margin: 0;"/>
Income Funds		
122,115	Designated funds 8	146,346
<hr style="width: 80%; margin: 0;"/>		<hr style="width: 80%; margin: 0;"/>
122,115		146,346
<hr style="width: 80%; margin: 0;"/>		<hr style="width: 80%; margin: 0;"/>

The declaration of the charity requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the fund and of the surplus or deficit of the fund for the financial year. In preparing the financial statements the trustees are required to select suitable accounting policies and apply them consistently, make judgements and estimates that are reasonable and prudent, state whether applicable accounting standards have been followed and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue to exist.

The trustees' are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the funds. They are also responsible for the safeguarding of the assets of the fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The financial statements are prepared in accordance with the provisions of the Statement of Recommended Practice (SORP), issued in March 2005.

The financial statements were approved by the Trustees on

Approved On Behalf of the Trustees

.....
Christopher Inglis

.....
Jane Karthaus

The notes on pages 7 to 10 form an integral part of these financial statements.

FOREST INDUSTRIES EDUCATION AND PROVIDENT FUND
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2013

<u>2012</u>		<u>Designated</u>	<u>Designated</u>	<u>Total</u>
£		<u>Education</u>	<u>Provident</u>	<u>Fund</u>
		£	£	£
	Incoming Resources			
1,374	Fund raising : Tombola	-	-	-
11	Interest receivable	-	11	11
5,698	Investment income	3,127	2,744	5,871
<u>7,083</u>	Total Incoming Resources	<u>3,127</u>	<u>2,755</u>	<u>5,882</u>
	Resources Expended			
	Direct Charitable Expenditure			
(7,906)	Education grants	(3,749)	-	(3,749)
5	Bank charges	-	-	-
<u>(7,911)</u>	Total Resources Expended	<u>(3,749)</u>	<u>-</u>	<u>(3,749)</u>
(828)	Net Incoming (Outgoing) Resources	(622)	2,755	2,133
	Other Recognised Gains and Losses			
10,131	Unrealised gains/(losses) on investments	11,764	10,334	22,098
<u>9,303</u>		<u>11,142</u>	<u>13,089</u>	<u>24,231</u>
<u>112,812</u>	Total Funds Brought Forward	<u>58,302</u>	<u>63,813</u>	<u>122,115</u>
<u>122,115</u>	Total Funds Carried Forward	<u>69,444</u>	<u>76,902</u>	<u>146,346</u>

FOREST INDUSTRIES EDUCATION AND PROVIDENT FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2013

1. Accounting Policies

1.1. General

These accounts have been prepared under the historical cost convention modified to include the revaluation of fixed asset investments and in accordance with applicable accounting standards and the Charities SORP (Statement of Recommended Practice "Accounting and Reporting by Charities") published in March 2005, as well as the Charities Act 2011.

1.2. Investments

Fixed asset investments are stated at market value, realised and unrealised gains or losses are shown in the statement of financial activities.

1.3. Interest receivable

Interest receivable is recognised in the accounts as it falls due.

1.4. Fund accounting

The Education and Provident Fund was set up by the Association of Professional Foresters (APF), established in 1960 (since merged to become ConFor). In 1976 the APF started a series of biennial machinery demonstrations, the APF council decided it would be a good use of some of the proceeds to set up a fund. The fund became a registered charity in 1997.

The Education Fund is a designated fund. The fund was set up to aid the advancement of education for members which are employed in the forestry or related industries, by the provision of grants and assistance which will enable such persons to further their education, training and improve their personal development.

The Provident fund is also a designated fund which aims to provide assistance to members or their dependents employed in the forestry or related industries who maybe in conditions of need, hardship or distress.

FOREST INDUSTRIES EDUCATION AND PROVIDENT FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2013

2. Fixed Asset Investments

	<u>Listed U.K. Investments</u>	
	£	
Cost/Valuation		
At 1st January 2013		110,776
Revaluations		22,098
At 31st December 2013		<u>132,874</u>
Net book values		
At 31st December 2013		<u>132,874</u>
At 31st December 2012		<u>110,776</u>
 Historical Cost at 31st December 2013		 <u>105,000</u>
 Historical Cost at 31st December 2012		 <u>105,000</u>
 3. Creditors : Amounts falling due within one year	<u>2013</u>	<u>2012</u>
	£	£
Other creditors	<u>-</u>	<u>195</u>
 4. Income from investments	<u>2013</u>	<u>2012</u>
	£	£
Income from investments	<u>5,870</u>	<u>5,698</u>

FOREST INDUSTRIES EDUCATION AND PROVIDENT FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2013

5. Trustees' Remuneration and Expenses

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any trustee or to any person or persons known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year.

6. Grants Payable

7 Charitable grants were paid to 7 individuals during the year. (In 2012 22 were paid).

7. Management and Administration of the Charity

Expenditure connected with the management and administration of the charity has been borne by ConFor.

8. Designated Funds

	<u>Balance</u> <u>31/12/12</u>	<u>Movement in Resources</u>		<u>Gain/(loss) on</u> <u>Revaluation</u>	<u>Balance</u> <u>31/12/13</u>
	£	<u>Incoming</u> £	<u>Outgoing</u> £	£	£
Education Fund	58,302	3,127	(3,749)	11,764	69,444
Provident Fund	63,813	2,755	-	10,334	76,902
	<u>122,115</u>	<u>5,882</u>	<u>(3,749)</u>	<u>22,098</u>	<u>146,346</u>

FOREST INDUSTRIES EDUCATION AND PROVIDENT FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2013

9. Analysis of Net Assets Between Funds

	<u>Fixed Asset Investments</u> £	<u>Current Assets</u> £	<u>Current Liabilities</u> £	<u>Total</u> £
Designated Funds				
Education Fund	70,740	(1,296)	-	69,444
Provident Fund	62,134	14,768	-	76,902
	<u>132,874</u>	<u>13,472</u>	<u>-</u>	<u>146,346</u>

FOREST INDUSTRIES EDUCATION AND PROVIDENT FUND
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST DECEMBER 2013

2012

<u>£</u>		<u>£</u>	<u>£</u>
1,374	Fund raising : Tombola		-
	Other Income		
11	Deposit account interest	11	
5,698	Dividends received	5,870	
<u>5,709</u>			<u>5,881</u>
7,083			5,881
	Overhead Expenses		
5	Bank charges	-	
7,906	Education and provident grants	3,749	
<u>(10,131)</u>	Unrealised (gains)/losses on investments	<u>(22,098)</u>	
<u>(2,220)</u>			<u>(18,349)</u>
<u>9,303</u>	Net Surplus For The Year		<u>24,230</u>