

# REPORT AND UNAUDITED ACCOUNTS

For the Period 1 April 2011 to 31 March 2012

Registered Company Number 6027734

Registered Charity Number 1118216



## CONTENTS

	PAGE
Details of Trustees and advisors	1
Introduction	2
Chairman's report	3
Report of the Directors	4
Independent Examiners' Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10
Detailed Statement of Financial Activities	12



## TRUSTEES AND DIRECTORS

Mrs Kathryn H A Abrahams
The Revd Dr G R (Sam) Cappleman
Mr Michael J Cooper
Mr John Day
Mrs Janet R Day
Mr Ian Farthing
Mr Christopher T Izzard
Mr Edward Parry
Mrs Linda Parry
Mrs Delia M Shephard
Mrs G Mary Stubbs
The Revd Charles Royden
Mrs Avril M Williams
Mr James Williams

The Trustees are also the Directors of the Company

## COMPANY SECRETARY

The Revd Dr G R (Sam) Cappleman

## PRINCIPAL OFFICERS

Chairman – Revd Charles Royden Company Secretary – Revd Dr Graham R Cappleman Company Treasurer – Mrs J Day Company Administrator – Mrs Linda Parry

## REGISTERED ADDRESS

The St Albans Woodland Burial Trust is a non-profit making Private Limited Company and is a Registered Charity

St Albans Woodland Burial Trust
Registered Office
St. Mark's Church Community Centre
Calder Rise
Bedford
MK41 7UY
Tel/Fax 01234 342613 e-mail woodland@thisischurch.com

## **BANKERS**

NatWest Business Services Floor 1 81 High Street Bedford MK40 1NH

## ACCOUNTANTS

Keens Shay Keens Limited Chartered Accountants 2nd Floor Exchange Building 16 St Cuthberts Street Bedford MK40 3JG



## INTRODUCTION

Welcome to the St Albans Woodland Burial Trust's Annual Report and Accounts which covers our activities for the period 1 April 2011 to 31 March 2012.

The St Albans Woodland Burial Trust was created at a time of emerging awareness of the importance of sustaining the environment in an ecological friendly manner coupled with an increasing demand on society to meet the spiritual needs of the bereaved. In our fifth year of trading we have continued to operate against the backdrop of this need for spiritual and ecological support and care throughout the bereavement process.

Our key aims continue to be to provide and maintain for the benefit of the public and for the advancement of Christian faith and education, woodland sites for the burial of the dead. We wish to develop and preserve such sites in order to provide a semi-natural woodland environment and to ensure diversity in woodland structure to safeguard notable species and communities. We seek to support financially or otherwise Christian churches and Christian ministers engaged in ministry or providing services and support to the dying and the bereaved

In short, the trust exists to offer woodland burials in consecrated ground in a dignified and ecologically and environmentally sympathetic manner.

- We act with integrity, respect and dignity towards all people
- We respect people of all cultures, faiths and beliefs
- · We respect people of all physical and mental abilities
- We aim to provide an appealing natural choice alternative to convention burial or cremation
- · We aim to provide a ecologically friendly and environmentally sustainable burial service
- · We aim to provide a burial service which is cost effective and high quality



## CHAIRMAN'S REPORT

Since its opening in early 2007 and consecration by the Bishop of Bedford in June 2007 the St Alban's Woodland Burial Trust has seen a constant and growing requirement for the care, services and support we offer the dying and the bereaved.

Woodland Burial at the St Alban's Woodland Burial Trust takes place in 2 acres of a peaceful wooded area of the country side just outside the village of Keysoe in Bedfordshire. Burials take place in ground which is specifically set aside and consecrated for the purpose of lying loved ones to rest. We are pleased that Woodland burial at the site continues to be open to people of all faiths and denominations and none. Being consecrated by the Church of England as a sacred space, people who are buried there can lie in this land for ever, until nature runs its natural course.

Graves are marked simply with a wooden plaque laid on the ground or a small wooden post, and for those who wish, a tree near the grave can be dedicated as a living memorial to the loved one who lies nearby. The burial is dignified and without rush and in harmony with the nature and ecology of the land in which the deceased are laid. After the service of committal family and friends can spend as much time as they need at the graveside and are encouraged to visit as frequently as they would like.

As the burial takes place a discrete record is kept of the location of the grave and each year an accurate survey is maintained, ensuring the lying place of a loved one is never lost.

In short, loved ones are buried with an ecologically friendly manner in a managed woodland area. They leave behind them a nature reserve which enhances the environment rather than destroying it. They share in leaving behind something that will be of lasting benefit for our children and grandchildren and for generations to come.

In our fifth year of operation our increasing momentum continues. For the financial year ending 31 March 2012, 13 burials and 13 interments of ashes and scattering of ashes have taken place. In addition to this 36 reservations for burials and 23 reservations for the interment or scattering of ashes have been made and a number of memorial plaques and trees have been dedicated on the woodland site. These continue to increase on previous years and in total 77 burials and 56 interments of ashes have taken place since the Woodland Burial Ground was opened. Several benches have also been purchased by families of the bereaved and placed in the Woodland. Our open day in May 2012 attracted many people from many different parts of the country, a further testimony to the public demand for such burial sites and further open days are planned.

Spiritual support has been offered to the family and friends of the deceased and appropriate training undertaken by those engaged in this work. A Friends Newsletter is issued bi-annually to keep subscribers updated on our activities and developments.

During the current year of operations significant enhancements have been made to the site with the some development of environmentally friendly access the site and further enhancements to the burial glades, both coupled with continued active management of the woodland area.

As we look to the future the need to provide dignified burials in consecrated ground which is managed in an environmentally and ecologically sustainable manner continues to increase, as does the need to provide support for those who mourn loved ones departed. We look forward to continuing to offer and provide this service to all who wish to receive it in the years ahead.

Charles Royden Chairman

27th May 2012



## REPORT OF THE DIRECTORS

The Directors have pleasure in presenting their report together with the unaudited accounts for the year ended 31 March 2012.

#### LEGAL AND ADMINISTRATIVE DETAILS

#### Registration and Legal Structure

The St Albans Woodland Burial Trust is a charity registered with the Charity Commissioners in England and Wales No. 1118216 and is a Private Limited Company No. 6027734.

#### Governing document

The charity is controlled by its governing document, a Memorandum and Articles of Association and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

## Registered Office

St. Mark's Church Community Centre, Calder Rise, Bedford, MK41 7UY

#### Charitable Objects

The St Albans Woodland Burial Trust is required by charity and company law to act within the objectives of its Memorandum of Association.

The St Albans Woodland Burial Trust's objects, as laid out in the Memorandum of Association are:

- to provide and maintain for the benefit of the public and for the advancement of Christian faith and education woodland sites for the burial of the dead
- · to develop and preserve the sites in order to provide a semi-natural woodland environment
- to ensure a diversity in woodland structure to safeguard notable species and communities
- to support financially or otherwise Christian churches and Christian ministers engaged in ministry or providing services and support to the dying and the bereaved

## **Public Benefits**

The directors confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. The directors have referred to this guidance when reviewing the St Albans Woodland Burial Trust aims and objectives, and in planning the future activities of the Charity.

- Principle 1: The St Albans Woodland Burial Trust provides a Woodland Burial Site for the burial of the dead in an ecological and environmentally sensitive manner. It develops and maintains the site to provide a seminatural woodland environment which safeguards notable species and communities. It supports those engaged in providing services and support for the bereaved.
- Principle 2: The Woodland Burial site is open to people of all faiths and those of no faith and can be used by those outside the immediate geographic area of Bedfordshire. It offers affordable and dignified burials to all those who wish to be buried there.

#### Organisation

The Trustees are the Directors of the Company. Trustee meetings are held at regular intervals throughout the year for the direction and management of the trust and its business.

At the first annual general meeting all the nominative trustees retired from office, and at every subsequent annual general meeting one-third of the nominative trustees who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office. Trustees may offer themselves for reappointment. No person other than a trustee retiring by rotation shall be appointed or reappointed as a trustee at any general meeting unless he is nominated by the Chairman, the Revd Charles Royden.

Day-to-day administration of the Trust's operation is undertaken by a team of volunteers.

#### **Trustees and Directors**

A full list of Trustees and Directors is shown earlier in this report. All of the trustees and directors have been active for all of the period of operation.



#### OPERATIONS

## Financial Basis of Operations

The Trust makes charges for burials, interment of ashes, scattering of ashes, grave digging, and for memorial trees and plaques. These charges are then used for the expenses of operations, chiefly the costs incurred with the operations of the Trust such as capital expenses on coffins, plaques and crosses, maintenance costs such as grave digging, woodland management and administration, and activity based payments to the landowner who donated the land to the Trust. In the fifth year of operations income has also been received from donations.

#### Review of Activities

The directors are pleased to report that in the period ended 31 March 2012 income from the St Albans Woodland Burial Trust activities was £40138. This was received from the operations of the Trust, and from a small number of donations. Details of these are shown in the accounts below. Whilst this is a similar income to the previous year the profile of the business was different with fewer burials and interment of ashes but an increase in reservations, especially for the interment of ashes. Operational expenses were again managed to ensure a positive cash flow for the year and the statement of financial activities shows a surplus of £16915 from operational activities. This is a small reduction (8%) over the previous year, reflecting the lower number of burials in the respective reporting periods. We continue to maintain a prudent balance to fund ongoing day-to-day operations and cash flow.

Professional advice on planting and bio-diversity continues to be used by the Trust.

Once again we would like to thank all those who have made donations, and especially those individuals who have made personal donations including those who have completed gift aid forms where appropriate to enable tax to be reclaimed from these donations.

The Trust's website (www.woodlandburialtrust.com) continues to receive significant traffic and is an increasing means of communication and advertisement for the Trusts Services and source of enquiries.

The Trust's objectives were achieved through the activities of the Trust, namely the provision of a woodland burial site for those people and families wishing to be buried in consecrated ground in an environmentally and ecologically sustainable manner. Support has been provided for the family and friends of the bereaved and training and support has been provided for those engaged in the work of services and support to the dying and the bereaved. Through active management of the woodland, the site has been developed and preserved in order to provide a semi-natural woodland environment which thus ensures diversity in woodland structure to safeguard notable species and communities.

#### **Future Developments**

The St Albans Woodland Burial Trust remains open to future developments within the context of its Memorandum of Association and the vision and objectives of the Trust. With most of the major infrastructure developments having been undertaken it is envisaged that the sixth year of operation will focus on the operations of the Woodland Burial Trust, the evaluation of management and potential future growth options for the site, and the development of associated services such as care and support for the bereaved.



#### POLICY AND CHARITY GOVERNANCE

#### Rates and Taxation

The St Albans Woodland Burial Trust is a registered charity and continues to receive 80% Mandatory Rate Relief and 20% Discretionary Rate Relief (Total 100%) from Bedford Borough Council.

## Independent Examiner

Charles Little who is a director of the accountancy practice Keens Shay Keens Limited has been appointed as the Independent examiner for the St Albans Woodland Burial Trust. His report appears on page 7 of the accounts.

## Statement of Directors' Responsibilities

Company Law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the end of the financial period and of the surplus or deficit of the company for that period. In preparing these financial statements, the Directors 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
- prepare financial statements on the going concern basis unless it is inappropriate to assume that the company will
  continue in business

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are responsible for safeguarding any assets of the company, and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These accounts were approved by the Directors on 27th May 2012 and are signed on their behalf.

Revd Dr Sam Cappleman Company Secretary 27<sup>th</sup> May 2012



# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST ALBANS WOODLAND BURIAL TRUST

I report on the accounts for the year ended 31st March 2012 set out on pages eight to eleven.

## Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- 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
- to state whether particular matters have come to my attention.

## Basis of the 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 statements below.

### Independent examiner's statement

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

- which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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 W Little FCA

Keens Shay Keens Limited Chartered Accountants 2nd Floor Exchange Building 16 St Cuthberts Street Bedford

Bedfordshire MK40 3JG

Date: 25 May 2012.



# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2012

	Notes	Year Ended 31.3.12 Unrestricted funds £	Year ended 31.3.11 Total Funds £
INCOMING RESOURCES			
Incoming resources from generated funds			215
Voluntary income	2	355	215
Activities for generating funds	2	39,783	39,810
Total incoming resources		40,138	40,025
RESOURCES EXPENDED			
Costs of generating funds			
Costs of generating voluntary income	120	20,599	17,882
Governance costs	3	838	1,415
Other resources expended		1,786	2,404
Total resources expended		23,223	21,701
NET INCOMING RESOURCES			
RECONCILIATION OF FUNDS		16,915	18,324
neconstitution of runos			
Total funds brought forward		25,583	7,259
TOTAL FUNDS CARRIED FORWARD		42,498	25,583



**REGISTERED NUMBER: 6027734** 

BALANCE SHEET AT 31ST MARCH 2012

		2012	2011 Total
		Unrestricted funds	Total funds
	Notes	£	£
CURRENT ASSETS	Notes	-	2
Cash at bank		48,489	26,291
		48,489	26,291
CREDITORS			
Amounts falling due within one year	5	(5,991)	(708)
NET CURRENT ASSETS		42,498	25,583
TOTAL ASSETS LESS CURRENT LIABILITIES		42,498	25,583
NET ASSETS/(LIABILITIES)		42,498	25,583
FUNDS	6		
Unrestricted funds		42,498	25,583
TOTAL FUNDS		42,498	25,583

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2012.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2012 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:-

- ensuring that the charitable company keeps accounting records that comply with Section 386 and 287 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 27 May 2012 and were signed on its behalf by:

Revd Dr Sam Cappleman Trustee



# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2012

#### 1. ACCOUNTING POLICIES

## Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount has been received.

### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### Taxation

The charity is exempt from corporation tax on its charitable activities.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### 2. ACTIVITIES FOR GENERATING FUNDS

	Year Ended	Year ended
	31.3.12	31.3.11
	£	£
Burials	11,650	12,750
Interment of ashes	1,350	1,500
Reservations	20,580	21,155
Memorial plaques, benches, trees and crosses	5,713	4,110
Bio Containers	335	295
Other	155	
	39,783	39,810

## 3. GOVERNANCE COSTS

	Year Ended	Year ended
	31.3.12	31.3.11
	£	£
Independent examiners	738	705
Legal and professional fees	100	710
	838	1,415



NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2012

## 4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2012 nor for the period ended 31st March 2011.

#### Trustees' Expenses

During the year reimbursed expenses of £557 (2011: £556) were paid to the trustees.

#### 5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£	£
Accruals and deferred income	5,991	708
	5,991	708

#### 6. MOVEMENT IN FUNDS

	Net movement in		
	At 1.4.11	funds £	At 31.3.12
Unrestricted funds General fund	25,583	16,915	42,498
TOTAL FUNDS	25,583	16,915	42,498

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds General fund	40,138	(23,223)	16,915
TOTAL FUNDS	40,138	(23,223)	16,915

## 7. RELATED PARTY TRANSACTIONS

There are no transactions with related parties to be disclosed under the Financial Reporting Standard for Smaller Entities (effective April 2008).

### 8. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee, as a consequence the member liability is limited to £1. There were 14 (2011: 14) members as at 31 March 2012.



# DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2012

	Year Ended 31.3.12	Year ended 31.3.11
	£	£
INCOMING RESOURCES		
Voluntary income		
Donations	355	215
	355	215
Activities for generating funds		
Burials	11,650	12,750
Interment of ashes	1,350	1,500
Reservations	20,580	21,155
Memorial plaques, bench trees	5,713	4,110
Bio Containers	335	295
Other	155	
	39,783	39,810
Total incoming resources	40,138	40,025
RESOURCES EXPENDED		
Costs of generating voluntary income		
Commission	10,600	9,292
Grave digger	2,800	3,750
Plaques and crosses	3,938	1,404
Events & refreshments	152	37
Advertisements	862	912
Sundry Site maintenance	69	32
Site maintenance	2,178	
	20,599	17,882
Governance costs		
Accountancy	738	705
Legal fees	100	710
	838	1,415
Support costs		
Finance		
Loan interest		130



# DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2012

	Year Ended 31.3.12	Year ended 31.3.11
	£	£
Other	*	2
Insurance	744	749
Printing, post and stationery	401	824
Mileage allowance	346	351
Subscriptions & donations	295	350
	1,786	2,274
Total resources expended	23,223	21,701
Net income/(expenditure)	16,915	18,324