



Annual Report 2019

**Build it
better with
wood**

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Annual **President's Summary**

I'm delighted to share this year's British Woodworking Federation Annual Report which celebrates our work over the last year on behalf of our membership and the woodworking and joinery industry more broadly.

It's clear that we've had another year to be proud of. Helen Hewitt took up the reins as the British Woodworking Federation's Chief Executive in September last year and, with her at the helm, we continue to drive up best practice standards and champion the quality and professionalism of our sector.

Our members are at the heart of this and all of our activities and schemes. The BWF exists to help our industry navigate challenges, make the most of opportunities and promote high standards through continued training and development. Championing best practice is an essential part of this, and our annual BWF Awards evening in

November gave us a wonderful opportunity to celebrate so many examples of technical innovation, design, process efficiencies, health and safety and, of course, the rising stars of our industry.

We also remain passionate about ensuring a skilled workforce for the future. The survival of quality apprenticeship training is essential, and we've continued to promote the benefits of earning while you learn. Through telling your stories, we were vocal during this year's National Apprenticeship Week, communicating to the wider world how apprenticeships have made a real difference.

Making great progress with supporting training and development, 2019 has already been a big year for us in relation to the remit of the Woodworking Industry Training Forum (WITForum), and I'm pleased to share that we have been approved to become an Approved Training Organisation (ATO) with the

CITB. This will open up many new opportunities for our members when it comes to sourcing and accessing quality training across disciplines and skills.

Another thing to be proud of is the strength of our industry leading schemes - the BWF Stair Scheme, the Fire Door Alliance and the Wood Window Alliance – and there are exciting promotion plans in place for each of these that will see us communicate best practice to the industry throughout 2019.

We have ambitious goals and the year ahead promises to be busy. But with a clear strategy, a committed team, and under Helen's leadership, we are in great shape to achieve our collective mission.

S Parnaby **Sean Parnaby**
President



Introduction from the **BWF Chief Executive**

The last 12 months have been very busy for the British Woodworking Federation. Having stepped into the role of chief executive in 2018, I'm extremely proud to lead an organisation that represents such an important sector within UK industry.

Together, we have made a number of notable achievements throughout the year. This gives us a strong platform to build on as we continue to promote the many benefits of wood, raise industry standards and celebrate the exceptional craftsmanship across our membership.

The launch of our 'Build It Better with Wood' campaign has focused our external message on our passion and love for wood and the many benefits that it offers. We want to make wood the first-choice material in any build. Four key pillars underpin this: health and wellbeing, performance, safety and sustainability, helping us to achieve widespread recognition of the virtues of using wood in the built environment.

Our overarching goal is to help you, as a BWF member, run a successful, profitable business. We are here to help with training and development, product conformance, the telling of your stories and to promote your exceptional woodworking skills.

At the heart of this is how we use our collective voice to shape the industry of the future, with many of the BWF team sitting on wider industry interest groups and working committees.

Through our well-established and recognised industry schemes – the BWF Stair Scheme, the Fire Door Alliance and the Wood Window Alliance, we continue to champion best practice and work to raise industry standards through product development and innovation. As part of this, we'll be working closely with architects and specifiers to explain the high standards our members meet, the benefits and importance of certification, and the health and wellbeing benefits of wood, so they can make informed specifications.

Attracting and developing the next generation of talent to help support the workforce that the

sector and wider construction industry needs to thrive, is also to be a focus for the coming year. The woodworking sector today fuses traditional carpentry and joinery skills with innovative, technology-based manufacturing capability. As a result of the ongoing investment and use of forward-thinking manufacturing methods and capabilities, we will be reviewing a number of apprenticeship standards in carpentry, joinery and wood product manufacture to ensure they meet the recruitment needs of all members.

Raising awareness of the highly skilled and committed people that make up our sector and the benefits of building with wood is an ongoing and evolving task, but one we are determined to fulfil. To help us achieve our mission, we have bolstered our expert team with several key appointments, including a new Senior Technical Officer, a new Scheme Manager and a dedicated Marketing and Communications Manager.

Helen Hewitt
Chief Executive

Section 01

BWF's Roadmap 2018-21

- ▶ Our Key Challenges and Opportunities
- ▶ Vision Statement
- ▶ Membership
- ▶ 2018 Publicity and Social Media

Key Challenges and Opportunities

1. Ensuring a continued high level of member satisfaction and retention – the most common reasons why members leave us include retirement and selling of the business.
2. Building an increasingly effective and proactive lobbying effort, to articulate the industry's views and needs in a changing business environment, covering topics such as:
 - ▶ Brexit;
 - ▶ Product Standards;
 - ▶ Increasing Legislation;
 - ▶ MHCLG consultations;
 - ▶ Late payments;
 - ▶ Positioning timber as a serious, alternative construction product - capitalising on Government initiatives to meet carbon emission targets in the built environment.
3. Ensuring a long-term sustainable future for the BWF - focusing upon the key areas of skills, knowledge, talent and finance.
4. Building a highly skilled and competent workforce for the future of the industry through a number of training initiatives.
5. Ensuring a business environment that is conducive to the long-term profitable future of the industry:
 - ▶ Via the BWF Schemes, proactive programmes to tackle major issues in the sector;
 - ▶ Increased promotion of the industry and the benefits it brings to the UK;
 - ▶ Working with industry partners - including CTI (Confederation of Timber Industries), Build UK, Construction Products Association (CPA), Wood For Good, The Alliance for Sustainable Building Products, plus many more.

Our Vision

Our vision is to be the leading Trade Association for timber woodworking and manufacturing in the UK. Through offering exceptional support to our members and by being listened to by government, we work hard to ensure our industry has full growth potential and is respected by the wider business community and its supply chain.

Membership

Strength in Numbers

2018 equalled our record number of members, with a net growth of 35 new members. Membership retention remains at 97% for primary members and 99% for associate members.

35↑

Membership
Growth

97%

Primary
Member
Retention

99%

Associate
Member
Retention

The Code that Unites Us

The Code of Conduct shows commitment to best practice from BWF members.

It describes expected standards relating to quality of service, manufacture and sourcing, and sets out the principles of good practice for a woodworking or joinery business. The BWF Code of Conduct represents the standard to which all members have committed themselves to achieving.



Customer
care and
complaints



Technical
expertise
and training



Environmental
impact and
waste



Financial,
insurance and
contractual



Employment,
education legislation,
health & safety

Our Team Values ...

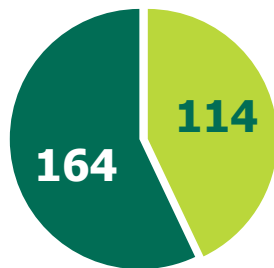


2018 Publicity

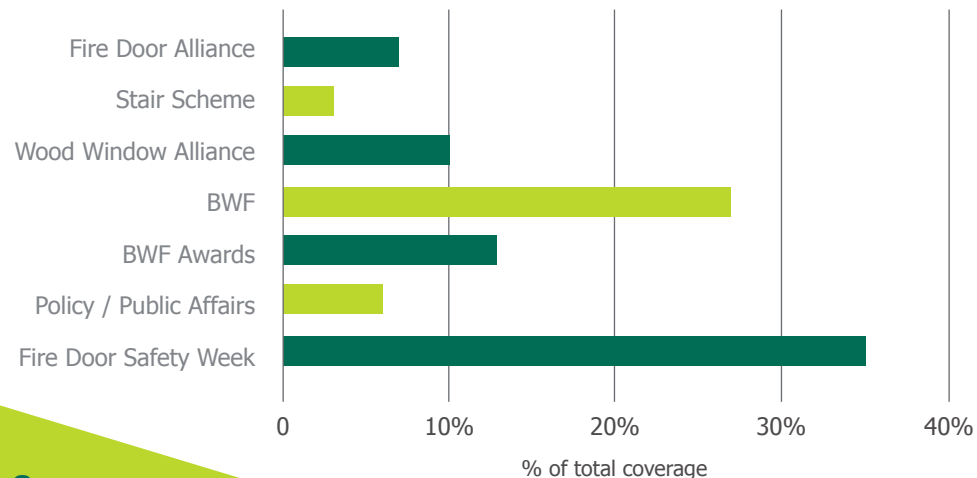
By investing in a dedicated press office, the BWF voice remains strong across the media. A strong media presence assists us in realising our opportunities and overcoming key challenges.

278 pieces of coverage secured in 2018:

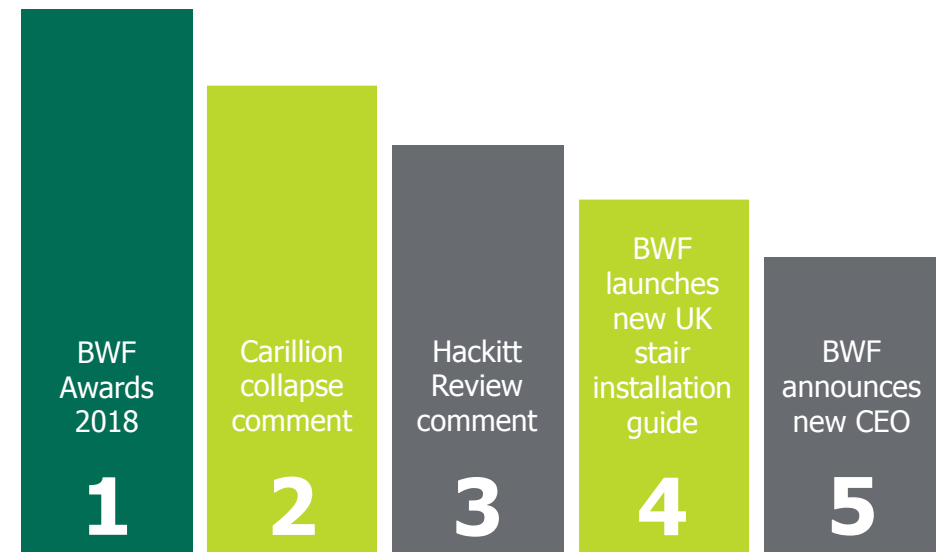
■ Online
■ Print



Media coverage secured in 2018



5 most successful press releases in 2018



BWF Social Media – at a glance



724 new followers
29% increase



367,854 impressions
from 197 tweets



57% more impressions
vs 2017

follow @britwoodfed

Section 02

Public Affairs

- ▶ Summary of Activities
- ▶ Benefits of Supply Chain Partnerships
- ▶ BWF Partnership Circle

Summary of Public Affairs Activity

Influential Lobbying Voice

The **Building Safety Fund** was proposed by the BWF as a solution for Housing Associations and Local Authorities to fund critical fire safety repairs and renovations following the Grenfell Tower tragedy. The ambition was that the Building Safety Fund would be similar to the Pension Protection Fund.

The Hackitt Review recommended a radical rethink in terms of tightening and clarifying regulation, enforcement, responsibility and control processes – recommendations that the BWF welcomed and stated were well overdue. Supporting the recommendations and urging the Government to embrace them as soon as possible, the BWF called for the Government to create a Building Safety Fund to solve the predicament of Housing Associations and Local Authorities by providing them with a scheme to apply to for compensation for the fire safety works that they have to undertake.

The fund would allow Housing Associations and Local Authorities to focus on what needed to be done whilst applying to the scheme to fund the works (a defined percentage of the likely costs). The Building Safety Fund could also manage litigation should it be deemed

a third-party is liable. The fund would help to speed up work on existing buildings and would centralise legal matters through controlled precedence.

- ▶ **MP Meetings:** One-on-one meetings with MPs and key stakeholders, including Clive Betts MP, to discuss the critical role that fire doors play in protecting occupants, buildings and firefighters, and the creation of the Building Safety Fund.
- ▶ **Press Relations:** 13 pieces of coverage secured including the Evening Standard, Guardian, IFSEC Global, Woodworking News, UK Construction Media.

The Government's Fire Door Investigation

In last year's Annual Report, we provided an update of how we had dedicated significant resource to support the Government's post-Grenfell Review and Investigation process. This work continued throughout 2018 with the Ministry of Housing, Communities & Local Government (MHCLG)

undertaking timber door tests. At the time of writing this, we are still waiting on a full test report, however, through consultation with our Fire Door Alliance scheme members, we have been able to publish an interim statement on timber fire door testing.

Fire Door Alliance members who have had their FD30 products tested as part of the MHCLG investigation have exceeded the standards by a significant margin. Results reported to us to date demonstrate that a number of doors have resisted fire for as long as 54 minutes, surpassing the 30-minute requirement time by 24 minutes. On average, across the data submitted by Fire Door Alliance members, fire-resisting time currently stands at 46 minutes, surpassing the 30-minute requirement on average by 16 minutes.

Supply Chain Lobbying

The BWF works with a number of industry partners and supply chain groups to ensure that members' voices are heard and championed. Members of the BWF team also sit on industry standards committees and as Board members in other membership bodies, helping to drive standards for the greater good of the industry.

Benefits of Supply Chain Partnerships

BWF team members work with a number of industry partners and supply chain groups on behalf of membership. Two key partners are the Confederation of Timber Industries (CTI) and the Construction Products Association (CPA).



- ▶ Access to CPA economic forecast, industry surveys, market information. Weekly notes, newsletters and other reports.
- ▶ Opportunity to input into UK and EU consultations and submissions.
- ▶ Opportunity to join CPA committees and groups to develop policy positions and promote industry viewpoints. For example, the BWF currently sits on the Marketing Integrity working group.



- ▶ A strategic partnership made up of all the key Trade Associations involved in the timber sector – Timber Trade Federation (TTF), Structural Timber Association (STA), British Woodworking Federation (BWF), the Wood Protection Association (WPA).
- ▶ Combined stronger voice for lobbying with Government via the newly formed All Party Parliamentary Group (APPG) on Timber Industries comprising 46 MPs.
- ▶ Direct input into policy recommendations especially around trading arrangements post-Brexit, to get clarity over the variety of issues in relation to the importing of timber and how this will impact on the BWF membership.
- ▶ New website increasing the profile of the CTI.

BWF Partnership Circle



Section 03

Industry Schemes and Campaigns

- ▶ BWF Stair Scheme
- ▶ The Wood Window Alliance
- ▶ BWF Fire Door Alliance
- ▶ Fire Door Safety Week

Industry Schemes

The purpose of our industry schemes – the BWF Stair Scheme, the Fire Door Alliance and the Wood Window Alliance – is to champion best practice, product development and innovation and work together to secure industry standards.



The BWF Stair Scheme exists to promote the principle that stair safety depends on the quality of design, specification

and installation. As the only accreditation and certification scheme of its kind in the UK, the Scheme's vision is a safe, compliant stairs market.

To drive quality and safety in use, members of the BWF Stair Scheme have third-party

certification, a documented factory production control system and are regularly audited.

The launch of the new UK Stair Installation Guide was the 4th top performing BWF press release in 2018.

The scheme at a glance - 2018:



28 members:

24 accredited manufacturing members
4 supplier members



150,000 staircases
accredited though the Stair Scheme



The Wood Window Alliance

The Wood Window Alliance (WWA) was formed in 2007 by a group of manufacturers,

supported by the BWF, to drive standards, quality and accountability in the wood and wood composite window and door market. The collective mission of manufacturers and associate suppliers to the industry, is to drive demand of wood windows and doors.

Manufacturing members must hold third party certification, prove compliance to PAS 24 (test results or Secured By Design membership), provide supplier-back guarantees (to a specified level) and hold chain of custody certification – FSC® and/or PEFC™.

The scheme at a glance-2018:



39 Members:

21 approved manufacturing members
18 associate members



Leads passed onto Members:

1,388 direct exits from the WWA website to individual member pages

Industry Schemes and Campaigns



Comprising prime door manufacturers, door blanks manufacturers, licensed door processors and manufacturers/suppliers of fire doorset/door assembly components, the Fire Door Alliance's vision is that every fire door or fire doorset sold in the UK meets required standards throughout its service life.

The Fire Door Alliance asserts that only third-party certified fire doors and doorsets are proven to be fit for purpose. Currently membership of the Scheme is open only to manufacturers who hold third-party certification under either the Warringtonfire Certifire or BM TRADA Q-Mark certification schemes.

The scheme at a glance - 2018:



Members: 85 certified members in the scheme:

- ▶ **51** Licensed Door Processors
- ▶ **8** Prime Door Manufacturers
- ▶ **26** Certifire Suppliers



New certified doors on the market in 2018: 3.6 million



Fire Door Safety Week is an industry campaign that promotes the critical importance of properly specified, installed and maintained fire doors and associated products. It is a 'mass market' awareness campaign to increase public understanding of the role that fire doors play in protecting life and property.

The 2018 campaign at a glance:



Twitter - 500,000 impressions
553 mentions, **1000** retweets



YouTube - 5 new videos
watched by **4,800** viewers



Press - 94 pieces of media
coverage reaching **3 million** readers



Radio - 12 pieces of
broadcast coverage – potential
audience of **31.7 million**



The IFSEC Global influencers list has recognised the dedication and passion of **Hannah Mansell**, former Head of Technical Research and Insight at the British Woodworking Federation, by placing her at number eight in **2018's top ten fire safety global influencers**.

Section 04

Programmes

- ▶ Training
- ▶ BWF 2018 Annual Members' Day
- ▶ BWF Annual Awards 2018

Training

Training and in particular apprenticeships, were a key focus for the BWF in 2018 and will continue to be in 2019. The BWF Wood Industry Training (WIT) Forum is dedicated to providing career and training support, including guidance on apprenticeships, to help ensure that the appropriate skills are in place for the woodworking sector and its customers.

Apprenticeships

The construction industry accounts for approximately 7% of all apprenticeship achievements in the UK, and the woodworking sector has one of the highest ratios of apprentices in the UK economy. Through engagement with high-quality apprenticeships, which are engaging and insightful, the industry can play their part in inspiring today's students and tomorrow's skilled tradespeople.

Over the past year, the BWF and its members have remained at the forefront in the facilitation, co-ordination and development of a number of new trailblazer apprenticeship standards to provide a consistent pipeline of skilled people, including:

- ▶ Wood Product Manufacturing Operative
- ▶ Carpenter and Joiner
- ▶ Advanced Carpenter and Joiner
- ▶ Heritage Carpenter and Joiner

Training and Development

Through the WITForum, BWF members have access to a number of tailored training courses (often delivered at preferential rates) and the specialist support to help them access funding to support training. Skills and training interventions are available in a variety of formats, including bespoke training, online training and scheduled accredited courses and qualifications.

CITB Funds

We continue to develop our partnership with CITB and over the past year have secured a number of funds to help members who are registered with CITB. An example of this is the CNC Fund.

In 2018...



through the BWF member exclusive CNC Fund, **152** CNC training hours were delivered.

BWF E-Learning Academy

Via the BWF E-Learning Academy we have continued to increase awareness and develop understanding of the importance of third-party certification in the fire door sector via our three online Fire Door Modules.

In 2018...



219 hours of training was delivered across the BWF membership and also to non-members,

including:

- ▶ **manufacturers**
- ▶ **merchants**
- ▶ **distributors**

Training

The Passive Fire Sector

The BWF has been working in partnership with NPTC Group of Colleges to develop and launch a pilot training course to address some of the issues in the fire door installation sector. The BWF Fire Door Installation training course has been designed to help support experienced tradespeople to refresh or learn new knowledge and skills in relation to the installation of timber fire doors. This is aimed at individuals who already hold a minimum of an NVQ or SVQ Level 2 qualification in Wood Occupations in either Site Carpentry or Shopfitting (Site) pathways. On achievement of the Fire Door Installation course, candidates have the option to undertake further on-site assessment (OSAT) to achieve the NVQ/SVQ unit – *Install Fire Resisting Timber Door Assemblies and Doorsets*.

Over the past year...



500+ hours of training delivered in 2018 for **32** learners.



The pilot is now being reviewed and the BWF is looking to roll the model out over 2019 to other providers.

WITForum

The Woodworking Industry Training Forum, known as the WITForum, is a BWF initiative to tackle the skills and training shortages facing the woodworking sector and wider construction industry. Set up in 2006, the WITForum is an avenue to identify or develop appropriate skills and training solutions and find, develop and retain skilled labour.

Aims:

- ▶ To provide a forum for BWF members to establish their skills and training needs and have a stake in their own future.
- ▶ To increase the provision of woodworking and joinery skills and training.
- ▶ To support trainers to provide their students with the skills the industry needs.
- ▶ To promote apprenticeships and a career in woodworking.

BWF 2018 Members' Day

The BWF annual Members' Day is the premier networking event in the woodworking industry and in June 2018 the event returned to the Hellidon Lakes Hotel in Daventry. A high profile line up of speakers were featured at the event, offering insight on topics that matter most to the woodworking and manufacturing sector. Topics such as how to improve health and safety practices and productivity, and exploring issues in construction which members are facing proved to be the most popular.

With thanks to the sponsors of our 2018 Members' Day:



BWF Annual Awards 2018

The annual BWF Awards and Dinner was held in London in November 2018, where 15 finalists competed for the top prize for their outstanding achievements across five categories. Last year saw a record number of entries and the quality of the submissions was the highest yet. This was a special occasion for the BWF as this was our 10th Awards celebration. The BWF would like to thank the judges and sponsors who gave their time voluntarily to support the event and we offer congratulations to the winners and finalists.

Congratulations to the winners of the BWF Awards 2018:

Woodworking Project of the Year	TMJ Interiors	sponsored by	
Product Design in Wood	Arden Windows	sponsored by	
Process Efficiency	Morland	sponsored by	
Health & Safety Hero	Tavener Joinery	sponsored by	
Apprentice/Trainee of the Year	Henry Acres from JT Ward	sponsored by	

Section 05

Sector Wide Business Support

- ▶ British Standards
- ▶ Forums and Working Groups
- ▶ Health & Safety

Sector Wide **Business Support**

The BWF team are actively involved in shaping industry legislation and represent the collective member voice. In this section, examples of the type of working groups and committees that the team have been involved with over the past year are summarised.

British Standards

Predominantly it is our Technical Director, Kevin Underwood, who contributes to the following Technical Committees and cascades the information back to members via the regular e-newsletter and separate technical updates:

- ▶ BSI B/538/01 (Windows & Doors)
- ▶ CEN/TC 33 WG1 and CEN/TC 33 WG1 TG 6 (Windows & Doors)
- ▶ BSI B/208 and B/208/01 (Staircases)
- ▶ CEN/TC 175 WG 37 (Staircases)
- ▶ BSI FSH/22 and FSH/22/0/05 (Fire Doors)
- ▶ CEN/TC 127 WG3 and CEN/TC 127 WG3 TG3 (Fire Doors)

- ▶ BSI B/538/04 (Window & Door Hardware)
- ▶ BSI B/538/01 Panel 1 (Enhanced Security Windows & Doors)
- ▶ BSI STI/28 (Paint systems for non-metallic substrates)
- ▶ BSI B/543 (Round & Sawn Timber)
- ▶ CEN/TC 175 WG 30 and CEN/TC 175 WG 32 (Round & Sawn Timber)
- ▶ BSI B/209/0/10 (Accuracy in Building)

Early in 2019 Kevin was appointed as Chairman of the BSI B/538/01 Technical Committee which is responsible for the development of National, European and International standards for windows and doors. Projects for the forthcoming year will include:

- ▶ A revision of BS 644 (timber windows and doors);

- ▶ The revision of BS 8213-1 (safety in the use and cleaning of windows);
- ▶ The development of a standard for internal doorsets and assemblies to complement BS EN 14351-2 (internal pedestrian doors);
- ▶ The amalgamation of EN 16034 (doors and windows fire characteristic) into the product standards BS EN 14351-1 (external doors and openable windows) and BS EN 14351-2 (internal pedestrian doorsets).

It is expected that CE marking to BS EN 14351-2 will start for internal pedestrian doorsets (including fire rated doorsets) in November or December this year and CE marking for these products will be mandatory by November/December 2021. The BWF will work towards assisting members with their Declaration of Performance (DoP) and CE labelling for these products.

Forums and Working Groups

With industry regulation advancements and reviews across the joinery and woodworking sector, the BWF team sit on a number of forums and working groups to ensure that the collective voice of members are taken into consideration and that details are cascaded to members in a timely manner. Listed below are the types of groups that the team have been involved with over the past year:

- ▶ Industry Response Group Competences for Building a Safer Future, Working Group 02 – Installers (Build UK)
- ▶ Industry Response Group Competence Steering Group Working Group 12 - products
- ▶ Industry Response Group Construction Products Association Marketing Integrity Group
- ▶ Construction Products Association Technical Committee
- ▶ Passive Fire Protection Forum (PFPF)
- ▶ Fire Sector Federation (FSF)
- ▶ British Fenestration Rating Council (BFRC) – Kevin Underwood is Board Director
- ▶ Certifire Timber Door Panel – Kevin Underwood is Chairman

Health & Safety

The BWF regards health and safety as a top priority, and as part of its commitment to continued best practise advancement launched the *BWF Health and Safety Manual for Joinery Workshops*.

The BWF interacts regularly with the HSE and is an active member of their high level committee – the Wood Safety Group (WSG). The WSG is responsible for setting the H&S strategy for the woodworking sector with an emphasis on the national *Helping GB Work Well* Campaign. The BWF H&S toolkit helps members address their H&S needs and allows members to remain compliant to the HSE requirements and allows our members to champion the *Health and Safety Hero* Campaign.



Our Healthy Hero Values



Section 06

Governance

We are a member-led organisation with our Board of Directors and Member Council driving the strategy. All members of the Board and Council are voluntary representatives from member businesses who are committed to driving the industry forward through the BWF.

- ▶ BWF Board of Directors
- ▶ BWF Council
- ▶ BWF Audited Accounts - 2018
- ▶ The BWF Team

BWF Board of **Directors**

Name	Title	Company
Paul Bailey	Treasurer/ Vice President (Elected Officer)	European Doorsets
Helen Hewitt	Elected Officer, Secretary, CEO	British Woodworking Federation
Pauline Kelly	Director	E A Higginson & Co
Andrew Madge	Director	Gowercroft Ltd
David Oldfield	Director	Arnold Laver Ltd
Sean Parnaby	Chairman (Elected Officer)	West Port Timber
David Pattenden	Director	Westgate Joinery Ltd
Gary Vaughton	Director	Premdor
Roy Wakeman	Director	Performance Timber Product Group
Stephen Wright	Director	George Barnsdale

BWF Council

Name	Title	Company
Simon Badham	Ordinary Member of the Council	Arden Windows
Amarjit Bingi	Ordinary Member of the Council	AJB Group
Jonathan Bowers	Ordinary Member of the Council	MWC Holdings
Steve Goodburn	Ordinary Member of the Council	Pyroguard
Peter Horner	Ordinary Member of the Council	Andrew Horner & Son
Jim Horsman	Ordinary Member of the Council	Ickelsham Joinery
Tony Pell	Chair of the Wood Window Alliance	JELD-WEN
Ian Purkis	Honorary Life Members	
Roger Silk	Chair of the WITForum	Houghtons of York Ltd
Harjender Singh Batchu	Ordinary Member of the Council	Akaal
Paul Taylor	Ordinary Member of the Council	Canopy Products
Alan Turner	Ordinary Member of the Council	JoinerySoft
Keith Tyson	Co-opted Council	Lignum Associates
Simon Walker	Ordinary Member of the Council	SPS Timber Windows
Keith Whitaker	Honorary Life Members	

BWF Audited Accounts - 2018

BRITISH WOODWORKING FEDERATION

BALANCE SHEET

AS AT 31 DECEMBER 2018

	Notes	2018 £	2017 £
Fixed assets			
Intangible assets	3	4,333	-
Tangible assets	4	15,326	4,169
Investments	5	100	100
		19,759	4,269
Current assets			
Debtors	6	161,539	165,450
Cash at bank and in hand		783,831	1,064,495
		945,370	1,229,945
Creditors: amounts falling due within one year	7	(221,798)	(568,032)
Net current assets		723,572	661,913
Total assets less current liabilities		743,331	666,182
Reserves			
Income and expenditure account		743,331	666,182

The directors of the company have elected not to include a copy of the income and expenditure account within the financial statements.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the board of directors and authorised for issue on and are signed on its behalf by:


P Bailey
Director
Company Registration No. 05817473

BRITISH WOODWORKING FEDERATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

1 Accounting policies

Company information

British Woodworking Federation is a private company limited by guarantee incorporated in England and Wales. The registered office is The Building Centre, 26 Store Street, London, WC1E 7BT.

1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

The company has taken advantage of the exemption under section 399 of the Companies Act 2006 not to prepare consolidated accounts, on the basis that the group of which this is the part qualifies as a small group. The financial statements present information about the company as an individual entity and does not include the results of FDIS Limited of which BWF owns 50% of the share capital and over which it had effective control during the year.

1.2 Income and expenditure

Income and expenses are included in the financial statements as they become receivable or due. Income from subscriptions is included in the Income and Expenditure account in the period to which the subscription relates. Subscriptions paid in advance at the balance sheet date are deferred and shown in creditors.

Income and expenses exclude VAT where reclaimable.

1.3 Intangible fixed assets other than goodwill

Intangible assets acquired separately from a business are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Intangible assets comprise the costs of creating online education modules.

Amortisation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Online Courses

1.4 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Office equipment & furniture Over 3 years

BRITISH WOODWORKING FEDERATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2018

1 Accounting policies

(Continued)

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to surplus or deficit.

1.5 Fixed asset investments

Interests in subsidiaries, associates and jointly controlled entities are initially measured at cost and subsequently measured at cost less any accumulated impairment losses. The investments are assessed for impairment at each reporting date and any impairment losses or reversals of impairment losses are recognised immediately in surplus or deficit.

1.6 Cash and cash equivalents

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors, bank loans and loans from associated companies, are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.8 Taxation

The company is a mutual organisation and as such is not taxed on transactions with members. Investment income, capital gains and transactions with non members are subject to corporation tax.

BWF Audited Accounts - 2018

BRITISH WOODWORKING FEDERATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

1 Accounting policies	(Continued)
1.9 Employee benefits	
The costs of short-term employee benefits are recognised as a liability and an expense.	
The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.	
Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.	
1.10 Retirement benefits	
Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.	
1.11 Government grants	
Grants are included in the accounts in the period to which the grant, or stage payment of the grant, relates. At the year end all conditions attaching to the income shown had been met.	
2 Employees	
The average monthly number of persons (including directors) employed by the company during the year was 9 (2017 - 8).	
3 Intangible fixed assets	Online Courses
	£
Cost	
At 1 January 2018	-
Additions	5,200
At 31 December 2018	5,200
Amortisation and impairment	
At 1 January 2018	-
Amortisation charged for the year	867
At 31 December 2018	867
Carrying amount	
At 31 December 2018	4,333
At 31 December 2017	-

BRITISH WOODWORKING FEDERATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

4 Tangible fixed assets	Office Equipment & Furniture	
	£	
Cost		
At 1 January 2018	38,777	
Additions	14,871	
Disposals	(27,052)	
At 31 December 2018	26,596	
Depreciation and impairment		
At 1 January 2018	34,607	
Depreciation charged in the year	3,715	
Eliminated in respect of disposals	(27,052)	
At 31 December 2018	11,270	
Carrying amount		
At 31 December 2018	15,326	
At 31 December 2017	4,169	
5 Fixed asset investments	2018	2017
	£	£
Investments	100	100
Investments are carried at cost as at the balance sheet date.		
Movements in fixed asset investments	Shares in FDIS Limited	
	£	
Cost		
At 1 January 2018 & 31 December 2018	100	
Carrying amount		
At 31 December 2018	100	
At 31 December 2017	100	

BRITISH WOODWORKING FEDERATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2018

6 Debtors	2018	2017
	£	£
Amounts falling due within one year:		
Trade debtors	134,243	162,927
Amounts due from FDIS Limited	2,416	-
Other debtors	24,880	2,523
	161,539	165,450
7 Creditors: amounts falling due within one year	2018	2017
	£	£
Trade creditors	51,907	102,024
Amounts due to FDIS Limited	-	7,111
Corporation tax	590	1,786
Other taxation and social security	20,742	51,415
Other creditors	148,559	405,696
	221,798	568,032
The company has use of a commercial card facility of £15,000 during both the current and previous year.		
8 Deferred income	2018	2017
	£	£
Arising from subscriptions & exhibitions	106,853	339,128
9 Members' liability		
The company is limited by guarantee and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding £10.		
10 Audit report information		
As the income statement has been omitted from the filing copy of the financial statements the following information in relation to the audit report on the statutory financial statements is provided in accordance with s444(5B) of the Companies Act 2006:		
The auditor's report was unqualified.		
The senior statutory auditor was Katherine Dee FCA.		
The auditor was Begbies.		

The BWF Team

The BWF is the voice of the UK Woodworking industry and our team works hard to support members in every way.



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