

# THE NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

England & Wales · Charity number 1010740

## Details

---

Status	Registered
Legal form	Charitable company
Company number	<a href="#">02705833</a>
Registered	1992-04-27
Register	<a href="#">View on the Charity Commission register</a>

## Contact

---

Address	Northamptonshire County Fed Of WIs 71 Park View Moulton Northampton NN3 7UZ
Phone	01604646055
Email	<a href="mailto:admin@ncfwi.org.uk">admin@ncfwi.org.uk</a>

## Activities

---

**Objects:** TO FURTHER THE PURPOSE OF THE WOMEN'S INSTITUTE MOVEMENT IN NORTHAMPTONSHIRE AND ELSEWHERE.

**Activities:** Is engaged in providing opportunities for all women to further their knowledge in public affairs and education

## Classification

---

- **How:** Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** Education/training, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** Other Defined Groups

## Geography

- **Area of benefit:** IN PRACTICE, NORTHAMPTONSHIRE
- Northamptonshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£138,110	£133,310	-	-
2024-03-31	£98,402	£124,383	-	-
2023-04-30	£128,993	£116,897	-	-
2022-04-30	£120,071	£120,634	-	-
2021-04-30	£44,250	£60,270	-	-

## Trustees

Name	Role	Appointed
<b>Christine Marie Carr</b>	Chair	2020-11-05
Carolyn Victoria Reynolds		2022-11-01
Deborah Ann Mills		2024-10-30
Heather Smith		2018-11-07
Jean Emily McLeish		2022-11-01
Linda Ann Llewellyn		2021-10-28
Linda Brett		2018-11-07
Sandra Joyce Reid		2024-10-30
Susan Shaw		2023-11-01

**THE NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

England & Wales - Charity number 1010740

---

# Accounts

---

**NORTHAMPTONSHIRE COUNTY FEDERATION  
OF WOMEN'S INSTITUTES  
TRUSTEES' REPORT AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE PERIOD ENDING  
31 MARCH 2025**

Report and Financial Statements

Period ending: 31 March 2025

Company No. 2705833

<b>Contents</b>	<b>Page</b>
Report of the Directors and Trustees	2-8
Report of the Independent Examiner	9
Statement of the financial activities	10
Balance Sheet	11
Notes forming part of the financial statement	12-15

**REPORT OF THE DIRECTORS AND TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025**

**INTRODUCTION**

The Trustees, who are also the Directors of the Charitable Company, have pleasure in presenting their report and the Company's unaudited accounts for the period ended 31 March 2025.

The financial statements of the Charitable Company, which is a public benefit entity under FRS102, have been prepared under the historical costs convention and in accordance with the Companies Act 2006, and the Statement of Recommended Practice SORP(FRS102) issued on 1 October 2019, applicable UK Accounting Standards and the Charities Act 2011.

They deal with the transactions and assets and liabilities of the Northamptonshire Federation of Women's Institutes.

Local WIs are self-accounting.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Status**

The Northamptonshire Federation of Women's Institutes is a Company Limited by Guarantee (Company Number 2705833). It is also a registered charity (No. 1010740).

**REGISTERED AND PRINCIPAL OFFICE**

WI House, 71 Park View, Moulton, Northampton, NN3 7UZ

**TRUSTEES**

The Trustees of the Charity are also the Directors of the Charitable Company. The current Trustees of the Northamptonshire Federation of Women's Institutes and those who held office during the year are as follows:-

Jean Bates (resigned 24.10.24)  
Denise Bott (resigned 24.10.24)  
Linda Brett  
Chris Carr  
Rosie Duddy (resigned 24.10.24)  
Susan Griffiths-Marks (resigned 01.03.25)  
Linda Llewellyn  
Jean McLeish  
Carolyn Reynolds  
Anne Rodwell (resigned 24.10.24)  
Susan Shaw  
Heather Smith  
Fay Tennet (appointed 24.10.24)  
Deborah Mills (appointed 24.10.24)  
Sandy Reid (appointed 24.10.24)

Company Secretary

Jackie Andrews

The Company Secretary is head of the paid staff and is responsible for the day-to-day management of the office.

### **PROFESSIONAL ADVISERS**

#### **Independent Examiner**

Lorraine Scullion MAAT, 17 Peregrine Place, East Hunsbury, Northampton NN4 0SL

#### **Bankers**

Co-operative Bank, PO Box 250, Dell House, Southway, Skelmersdale, WN8 6WT

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Northamptonshire County Federation of Women's Institutes (NCFWI) represents the WI Movement within the county of Northamptonshire. It comprises some 89 (2023, 93) affiliated WIs with a total membership of 2536 (2023, 2813).

It acts as a conduit for communication between the National Federation and local members. Each WI is represented at the Federation's Annual General Meeting which shapes policy and strategy at county level.

The Federation's Constitution is set out in its Memorandum and Articles of Association, which may be obtained from the registered office or from Companies House.

### **PROCEDURES FOR THE RECRUITMENT AND APPOINTMENT OF DIRECTORS**

The Board of Trustees consists of up to 12 members, elected biannually by the affiliated WIs, and up to three additional members may be co-opted annually. Any member of a WI belonging to the Federation is eligible to stand for election to the Board.

The Chairman, Treasurer and two or three vice-Chairmen are elected annually by the Trustees from among their own number.

### **POLICIES AND PROCEDURES FOR THE TRAINING AND INDUCTION OF DIRECTORS**

Training for Federation Chairmen, Treasurers and Secretaries is provided by the NFWI Training. It is also provided for Trustees and Independent Financial Examiners (IFE Trainers) in addition to guidance available on the WI Members only websites, My WI and Learning hub. Induction for new Trustees and new members of sub-committees is provided by NCFWI.

## **ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The Board meets up to eleven times a year. A Finance committee including the Officers and certain Board members advise the Board on all aspects of the Federation's finances. Much of the Board's work is delegated to sub-committees covering the Charitable Company's main areas of activity. Members of the Board chair these committees, other than Membership and Training due to the experience held within this committee. The committees include Membership and Training, Travel, Arts, Sport and Leisure (TASL), Campaigns, Concerns and Media.

The Board determines policy and strategy based on the advice of the sub-committees. Execution of policy and strategies is the responsibility of the Federation's paid staff, aided by the appointed officers and sub-committee members, who are volunteers.

The following matters require the approval of the Board:-

- Annual Budget
- Archive Policy
- Business Plan
- Disciplinary Procedure
- Emergency Action Plan
- Environmental Policy
- Equal Opportunities Policy
- Finance Policy to include Capital Expenditure, Investment and Reserve Policies
- Grievance Policy
- GDPR Policy
- Health & Safety Policy
- Internet Policy
- Lone Worker Policy
- Risk Register
- Safe Guarding Children and Vulnerable Adults Policy
- Staff Recruitment
- Transgender Policy
- Website Policy

The Federation's policies are reviewed annually.

## **RISK MANAGEMENT POLICY**

The Board has considered the principal risks to which the company is exposed including risks to the Charity's financial position, premises and reputation, and have implemented policies to control these risks where necessary. The risks confronting the Organisation are reviewed on a regular basis.

The principal risks are considered to be financial and to a lesser extent reputational.

Financial risks include the risk of losses arising:-

- from a decline in major income streams related to a fall in membership numbers
- from the fraudulent activities of third parties

- as a result of breaches of laws or regulations which could expose the company to losses arising from penalties and damages and
- from counterparties being unable to meet their obligations.

These risks are controlled by the implementation of sound governance and the maintenance of adequate financial controls. The control environment includes segregation of duties (where practicable), authorisation procedures, budgetary controls and multiple signatory controls over payments.

Debts are monitored and action is taken to follow up overdue invoices. Adequate insurance is maintained to cover all risks to the Charity's property and the level of cover is reviewed annually.

### OBJECTIVES, ACTIVITIES AND STRATEGIES

#### Objects

The main purpose of the Women's Institute Organisation are:-

- a) to advance the education of women and girls for the public benefit in all areas, including, without limitation, local, national and international issues of political and social importance, music, drama and other cultural subjects, and all branches of agriculture, crafts, home economics, science, health and social welfare;
- b) to promote sustainable development for the public benefit by educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and promoting sustainable means of achieving economic growth and regeneration;
- c) to advance health for the public benefit;
- d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

The Federation seeks to give women the opportunity of working together through the Women's Institute organisation in their communities, of developing their capacity and skills, and of putting into practice those ideals for which the Women's Institute organisation stands.

#### Activities

Women generally, but in particular women with rural interests, together with their local communities benefit from the Federation's work. To assist in this we offer three educational bursaries.

The Federation provides a forum in the centre of the County and a channel of communication between our National Federation and members belonging to individual Women's Institutes around the County – so allowing members' views to shape policy and strategy by representation to our National Federation, to National and Local Government, and to other relevant agencies.

In addition, the Federation supplies a number of services to its members, both to individuals and to WIs which belong to the Federation, in furtherance of our objects. These include:-

Services to members such as:-

- Conferences, courses, exhibitions, lectures and education activities
- Education visits in the UK
- The provision of small gifts, cards, diaries, computer memory sticks, etc for purchase
- Social and fund-raising events
- A monthly newsletter detailing current and future events

Services to WIs such as:-

- Identifying the need for and setting up new WIs
- Advice and support in running a WI
- Lists of approved speakers available for meetings
- Independent financial examination of annual accounts
- Training of officers
- The provision of official publications and handbooks.

### **Strategies**

The key elements to the Federation's medium to long term strategy are:-

- To offer a wide range of learning opportunities, giving training in the widest sense, encouraging personal development and ensuring that traditional skills are preserved.
- To encourage WI members to adopt healthier and more sustainable lifestyles, by supporting leisure activities, the sciences and combined arts.
- To raise the profile of our organisation locally and nationally, and maintaining our position as a respected voice of reason, integrity and intelligence.

### **Principal objectives for the year ending 31 March 2025**

- To increase membership by promoting a positive image of the organisation and by raising the profile of the Federation within the local community.
- To support the NFWI's campaigns at local level and raise members' awareness of social issues of importance both at home and abroad.
- To remain financially solvent and to build up our reserves to six months working capital.
- To develop and maintain our County headquarters in order to provide extended facility for members and other visiting and using the centre.
- To support the WIs and their members and foster opportunities for friendship within the organisation.

## **ACHIEVEMENTS AND PERFORMANCE**

- Workshops run by the Membership and Training Committee and visits to WIs, especially the newly opened ones, continue to help members to get the best from their membership of the WI. Media coverage of WI events has been maintained, and our website, and our Facebook page continues to inform members and non-members alike.
- We have continued to arrange and promote educational events, talks and workshops during the year providing a variety of interest to members.
- Our newsletter is circulated by email and we encourage our members to embrace digital technology and reduce our carbon footprint. We continue to highlight NFWI campaigns in this publication.

## **FINANCIAL REVIEW**

The Statement of Financial Activities (SOFA) shows a surplus of £4,800, (2024: £25,981 deficit), which includes a decrease in restricted funds of £3,259, (2024: £188 decrease).

The share of the annual subscription allocated to the Federation for 2024/5 was £11.30 per member and pro-rata in respect of new members joining the WI from 1 July 2024.

Donations have continued to be received for the General and Memorial Funds. We were able to host face to face WI events which generated a surplus of £10,514 (2024 £5,889)

The board of trustees agreed a change in the accounting date in the financial year 2023/24 to 31<sup>st</sup> March. The change was made to align the Federation's financial year with the membership subscription year. This facilitates financial control and planning for the future. The results for the year 23/24 were adversely affected by a reduction in membership numbers and increased operating costs.

The Federation is actively seeking opportunities to open new local WIs and attract new members in general, and to promote Countywide events for the benefit of our members whilst also looking for opportunities to make savings in operating costs.

### **RESERVE POLICY**

The Federation's principal asset continues to be WI House. The Board of Trustees continues to maintain adequate reserves to meet foreseeable working capital requirements.

### **PUBLIC BENEFIT STATEMENT**

The objects of the Women's Institute organisation are stated above and it is the Federation's aim to offer them to all women in the county through membership of the WI. Members pay an annual subscription, set nationally and shared between the WI, the Federation and the National organisation. Each WI uses its portion of the subscription income to provide speakers on topics related to the aims of the organisation and to pay for suitable accommodation for its meetings. Each WI raises additional funds to cover further benefits for its members locally and to support the work of the Federation in providing courses and training, of interest and benefit to the membership.

The meeting room at WI House (the Watson/Eady Room) with a seating capacity of 50 is available for hire by WIs within the Federation and by organisations active in the local community.

### **FUTURE PLANS**

We plan to carry on updating the office technology as well as maintaining WI House both internally and externally. The upkeep of the garden and its surrounding fences and gate will continue. To review our financial processes, including expenditure and establish opportunities where savings can be made with a view to returning to financial stability.

The Membership team continue to research areas in Northamptonshire to enable new WIs to be set up and to re-open WIs that have been suspended within the last three years.

Training for WI Presidents, Treasurers and Secretaries will continue. Independent Financial Examiner refresher training will be on-going to enable them to assist WIs with the preparation and examination of accounts. There are eight Independent Financial Examiners (IFE's) and one IFE Trainer assigned to the Federation.

Members will continue to be encouraged to read the monthly newsletter which highlights our campaigns and concerns as well as informs the members of the timetable and reports on the events held throughout the year.

We plan to continue to work on Campaigns, as mandated by NFWI. Recent mandates include, dental health matters, avoid food waste, address food poverty, the appropriate care in hospitals for people with dementia, time to talk about organ donation, end Plastic Soup, help to alleviate loneliness and

mental health matters. Other issues with which WI members will be encouraged to become involved are education, healthy cooking, recycling and reducing their carbon footprint and also the general issue of passing on craft and cooking skills to the next generation.

We want the WI to be an organisation of choice, inspiring and enriching the lives of all women and girls who wish to play an active role in their communities, widen their horizons and learn new skills.

### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

Company and charity law require the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Federation and of its income and expenditure for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgments 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; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Federation will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Federation and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

This report was approved by the Board of Trustees on 20<sup>th</sup> August 2025 and signed on their behalf.

Signed: 

Chair: Chris Carr

I report on the accounts of the Company for the year ended 31<sup>st</sup> March 2025 which are set out on the attached pages 10 to 15

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an 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:
- Follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.
- State whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 of 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 386 of the Companies Act 2006; and
  - To prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 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.

  
Lorraine Scullion MAAT  
21<sup>st</sup> August 2025

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31st MARCH 2025

	Note	Unrestricted £	Restricted £	2025 £	Unrestricted £	Restricted £	2024 11 Months to 31.03.24 £
<b>Income from:</b>							
Donations and legacies		3,755	-	3,755	619	-	619
Charitable activities	1	128,046	4,198	132,244	94,977	1,945	96,922
Investment Income		2,111	-	2,111	861	-	861
Other		-	-	-	-	-	-
<b>Total income</b>		<b>133,912</b>	<b>4,198</b>	<b>138,110</b>	<b>96,457</b>	<b>1,945</b>	<b>98,402</b>
<b>Expenditure on:</b>							
Raising funds		-	-	-	-	-	-
Charitable Activities	2	132,261	1,049	133,310	123,555	828	124,383
Other		-	-	-	-	-	-
<b>Total expenditure</b>		<b>132,261</b>	<b>1,049</b>	<b>133,310</b>	<b>123,555</b>	<b>828</b>	<b>124,383</b>
<b>Net income/(expenditure)</b>		<b>1,651</b>	<b>3,149</b>	<b>4,800</b>	<b>(27,098)</b>	<b>1,117</b>	<b>(25,981)</b>
Transfer Between Funds		6,408	(6,408)	-	1,305	(1,305)	-
<b>Net movement in funds</b>		<b>8,059</b>	<b>(3,259)</b>	<b>4,800</b>	<b>(25,793)</b>	<b>(188)</b>	<b>(25,981)</b>
<b>Reconciliation of Funds:</b>							
Total funds brought forward		450,270	26,649	476,919	476,063	26,837	502,900
<b>Total funds carried forward</b>		<b>458,329</b>	<b>23,390</b>	<b>481,719</b>	<b>450,270</b>	<b>26,649</b>	<b>476,919</b>

All income and expenditure derives from continuing activities.

The statement of financial activities includes all aims and losses recognised in the year.

**BALANCE SHEET**  
**FOR THE YEAR ENDED 31st MARCH 2025**

Company Number: 2705833

	Note	Unrestricted £	Restricted £	2025 £	Unrestricted £	Restricted £	2024 11 Months to 31.03.24 £
<b>Fixed Assets:</b>							
Tangible Assets	3	421,556	-	421,556	421,556		421,556
<b>Current assets</b>							
Stocks	4	2,212	-	2,212	1,562		1,562
Debtors	5	3,809	-	3,809	4,949		4,949
Cash at Bank and in Hand		38,940	23,390	62,330	27,402	26,649	54,051
		<b>44,961</b>	<b>23,390</b>	<b>68,351</b>	33,913	26,649	60,562
<b>Creditors: Amounts falling due within one year</b>	6	(8,188)	-	(8,188)	(5,199)	-	(5,199)
<b>Net current assets / (liabilities)</b>		<b>36,773</b>	<b>23,390</b>	<b>60,163</b>	28,714	26,649	55,363
<b>Net assets/(liabilities)</b>		458,329	23,390	481,719	450,270	26,649	476,919
<b>Total charity funds/(deficit)</b>		<b>458,329</b>	<b>23,390</b>	<b>481,719</b>	450,270	26,649	476,919
<b>Charity Funds:</b>							
Restricted Funds	7	-	23,390	23,390	-	26,649	26,649
Unrestricted and Designated Reserves	8	458,329	-	458,329	450,270	-	450,270
<b>Total Charity Funds</b>		<b>458,329</b>	<b>23,390</b>	<b>481,719</b>	450,270	26,649	476,919

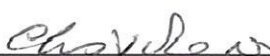
For the year ending 31st March 2025, the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (i) the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- (ii) the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- (iii) these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts have been prepared in accordance with the special provisions relating to small companies within the Companies Act 2006.

Approved by the Board of Trustees on 20th August 2025 and signed on their behalf by:

  
Chris Carr

Director/Chair

**PRINCIPAL ACCOUNTING POLICIES**

**FOR THE YEAR ENDED 31st MARCH 2025**

---

**Accounting Policies**

The financial statements of the Charitable Company, which is a public entity under FRS 102, have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice SORP (FRS102) issued on 1st October 2019, applicable UK Accounting Standards and the Charities Act 2011.

**Format**

The company has taken advantage of the provisions of the Companies Act 2006 and presented an income and expenditure account in the form of a Statement of Financial Activities on the grounds that it enables the financial statements to show a true and fair view of the result for the year.

**Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the non-profit making charity which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated funds is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes.

**Incoming resources**

Voluntary income and donations are included in incoming resources when they are receivable and the amount can be quantified with reasonable accuracy. Grants are brought into account on a receivable basis.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

**Resources expended**

Expenditure is allocated on the statement of financial activities between restricted and unrestricted funds, and is further analysed between costs of generating funds and other charitable expenditure. All expenditure is accounted for on an accruals basis.

**Tangible fixed assets and depreciation**

Land and Buildings for use by the charity are stated at cost

The trustees believe that this policy is appropriate to the company's circumstances and have decided to adopt it. This represents a departure from the requirements of the Companies Act 2006 but the directors believe it to be necessary for the accounts to show a true and fair view.

Other tangible fixed assets are stated at cost less depreciation

Depreciation is calculated to write down the cost of all tangible fixed assets by instalments over the expected useful lives.

Furniture, fixtures and fittings - 15% on cost

**Intangible income**

Intangible income, in the form of donated facilities and voluntary help etc., is not included in the financial statements since it is not considered practicable to quantify such income.

**Pension Scheme**

The Charity operates the NEST Pension Scheme in line with current legislation.

NOTES TO THE ACCOUNTS

1 Income from Charitable activities:

	Unrestricted	Restricted	2025	2024
	£	£	£	£
County Sales Items	835	-	835	1,889
Newsletters	307	-	307	971
Yearbooks	22	-	22	30
National Draw	154	-	154	716
Other Sales	1,264	-	1,264	1,327
	<u>2,582</u>	<u>-</u>	<u>2,582</u>	<u>4,933</u>
Events to raise funds	10,842	-	10,842	3,416
National affiliation fees	36,742	-	36,742	27,584
Affiliation fees	31,698	-	31,698	23,650
Other income	15,117	4,198	19,315	14,669
Insurance	1,597	-	1,597	888
WI events	29,430	-	29,430	21,726
Room hire, photocopying	38	-	38	56
<b>Total Income</b>	<b>128,046</b>	<b>4,198</b>	<b>132,244</b>	<b>96,922</b>

2 Expenditure on Charitable activities:

	Unrestricted	Restricted	2025	2024
	£	£	£	£
Cost of Sales	1,248	-	1,248	2,140
Affiliation Fees paid to National WI	38,182	-	38,182	38,079
Expenses for events	28,182	-	28,182	19,253
Restricted Funds Payments	-	1,049	1,049	828
Employment costs	35,638	-	35,638	35,451
Premises expenses	4,916	-	4,916	4,959
Insurance	3,072	-	3,072	3,421
General running expenses	9,029	-	9,029	9,416
Fundraising	1,576	-	1,576	1,606
Depreciation	-	-	-	-
National/Local AGM	7,555	-	7,555	6,123
<b>Governance</b>				
Trustee expenses	1,488	-	1,488	1,478
Accounting	-	-	-	229
Independent examination	1,375	-	1,375	1,400
<b>Total expenditure</b>	<b>132,261</b>	<b>1,049</b>	<b>133,310</b>	<b>124,383</b>

2 Trustee and Employment

Gross wages and salaries	35,137	-	35,137	35,016
Employer pension	501	-	501	435
	<u>35,638</u>	<u>-</u>	<u>35,638</u>	<u>35,451</u>

No employee earned in excess of £60,000 during the year.

Average number of full-time equivalent employees in the year: 1.5 (2024:1.5)

During the year, no trustees received any remuneration £nil. (2024 £nil)

Total expenditure reimbursed to trustees amounted to £nil (2024:£nil)

Trustee travelling expenses were paid to the following number (11) of people £1,488 (2024:£1,478)

NOTES TO THE ACCOUNTS

3 Tangible Fixed Assets:

	Equipment Furniture & Fittings £	Freehold Land and Buildings £	Total £ £
<b>Cost</b>			
Brought forward	17,181	421,556	438,737
Additions	-	-	-
Disposals	-	-	-
Carried forward	<u>17,181</u>	<u>421,556</u>	<u>438,737</u>
<b>Depreciation</b>			
Brought forward	17,181	-	17,181
Charge for year	-	-	-
Disposals	-	-	-
Carried forward	<u>17,181</u>	<u>-</u>	<u>17,181</u>
<b>Net Book Value</b>			
<b>Balance at 31.03.25</b>	<u>-</u>	<u>421,556</u>	<u>421,556</u>
Balance at 30.04.24	<u>-</u>	<u>421,556</u>	<u>421,556</u>

4 Stock

	Unrestricted £	Restricted £	2025 £	2024 £
Goods for resale	2,212	-	2,212	1,562
	<u>2,212</u>	<u>-</u>	<u>2,212</u>	<u>1,562</u>

5 Debtors:

	Unrestricted £	Restricted £	2025 £	2024 £
Trade Debtors	1,328	-	1,328	886
Other Debtors	1,452	-	1,452	1,226
Prepayments and accrued income	1,029	-	1,029	2,837
	<u>3,809</u>	<u>-</u>	<u>3,809</u>	<u>4,949</u>

6 Creditors: Amounts falling due within one year

	Unrestricted £	Restricted £	2025 £	2024 £
Other creditors	-	-	-	-
Taxation and Social Security	(726)	-	(726)	(904)
Accruals	(7,462)	-	(7,462)	(2,055)
Deferred Income	-	-	-	(2,240)
	<u>(8,188)</u>	<u>-</u>	<u>(8,188)</u>	<u>(5,199)</u>

NOTES TO THE ACCOUNTS

7 Restricted Funds:	Restated Balance 01.04.24	Incoming Resources	Resources Expended	Transfer between funds	Balance 31.03.25
Restricted Funds	£	£	£	£	£
Suspended WIs	8,055	3,708	-	(6,408)	5,355
Memorial Bursary Fund	7,439	490	(709)	-	7,220
Margaret Aspinall Bursary	1,877	-	-	-	1,877
Agnes Salter - Denman Travel Fund	128	-	-	-	128
Mary Sheldon Bursary	9,150	-	(340)	-	8,810
	<b>26,649</b>	<b>4,198</b>	<b>(1,049)</b>	<b>(6,408)</b>	<b>23,390</b>

Suspended WIs Fund arises when a WI is suspended and any monies remaining are added to this fund, if that WI is reformed within three years, any monies held are paid back to them. If not reformed, the money is transferred into the Formation of new WI fund.

The Memorial Bursary provides funds for an educational bursary for local WI's.

Margaret Aspinall Bursary provides educational bursaries for Denman College courses. As Denman College has closed down, we are awaiting guidance from the National Federation of WI's to let us know how we deal with this.

Agnes Salter is to provide funds to pay travel to and from Denman College. As Denman college is closed we are waiting guidance from the National Federation of WI's.

Mary Sheldon bursary is available to all members for an educational course.

8 Unrestricted and Designated Funds

	Balance 01.04.24	Incoming Resources	Resources Expended	Transfers	Balance 31.03.25
	£	£	£	£	£
Unrestricted reserves	444,754	133,582	(131,640)	5,558	452,254
<b>Designated reserves</b>					
County Bounty	3,516	180	(621)	-	3,075
Formation of new WI's	2,000	150	-	850	3,000
	<b>450,270</b>	<b>133,912</b>	<b>(132,261)</b>	<b>6,408</b>	<b>458,329</b>

9 SHARE CAPITAL AND MEMBERS LIABILITY

The company is limited by guarantee and does not have a share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of it being wound up while he/she is a trustee or within one year afterwards, for payment of the debts and liabilities of the company, charges and expenses of winding up and for the adjustment of the rights of contributories among themselves, such amounts as may be required not exceeding £1.

10 ULTIMATE CONTROLLING PARTY

The charity is under the ultimate control of its trustees, the names of whom are shown at the front of these accounts.

**THE NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

England & Wales - Charity number 1010740

---

# Accounts

---

**NORTHAMPTONSHIRE COUNTY FEDERATION  
OF WOMEN'S INSTITUTES  
TRUSTEES' REPORT AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE PERIOD ENDING  
31 MARCH 2024**

Report and Financial Statements

Period ending: 31 March 2024

Company No. 2705833

<b>Contents</b>	<b>Page</b>
Report of the Directors and Trustees	2-8
Report of the Independent Examiner	9
Statement of the financial activities	10
Balance Sheet	11
Notes forming part of the financial statement	12-15

**REPORT OF THE DIRECTORS AND TRUSTEES FOR THE 11 MONTHS ENDED 31 MARCH 2024**

**INTRODUCTION**

The Trustees, who are also the Directors of the Charitable Company, have pleasure in presenting their report and the Company's unaudited accounts for the period ended 31 March 2024.

The financial statements of the Charitable Company, which is a public benefit entity under FRS102, have been prepared under the historical costs convention and in accordance with the Companies Act 2006, and the Statement of Recommended Practice SORP(FRS102) issued on 1 October 2019, applicable UK Accounting Standards and the Charities Act 2011.

They deal with the transactions and assets and liabilities of the Northamptonshire Federation of Women's Institutes.

Local WIs are self-accounting.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Status**

The Northamptonshire Federation of Women's Institutes is a Company Limited by Guarantee (Company Number 2705833). It is also a registered charity (No. 1010740).

**REGISTERED AND PRINCIPAL OFFICE**

WI House, 71 Park View, Moulton, Northampton, NN3 7UZ

**TRUSTEES**

The Trustees of the Charity are also the Directors of the Charitable Company.  
The current Trustees of the Northamptonshire Federation of Women's Institutes and those who held office during the year are as follows:-

Jean Bates  
Denise Bott  
Linda Brett  
Chris Carr  
Rosie Duddy  
Susan Griffiths-Marks (appointed 6 March 2024)  
Linda Llewellyn  
Jean McLeish  
Carolyn Reynolds  
Anne Rodwell  
Susan Shaw (appointed 1 November 2023)  
Heather Smith

Company Secretary

Jackie Andrews

The Company Secretary is head of the paid staff and is responsible for the day-to-day management of the office.

### **PROFESSIONAL ADVISERS**

#### **Independent Examiner**

Lorraine Scullion MAAT, 17 Peregrine Place, East Hunsbury, Northampton NN4 0SL

#### **Bankers**

Co-operative Bank, PO Box 250, Dell House, Southway, Skelmersdale, WN8 6WT

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Northamptonshire County Federation of Women's Institutes (NCFWI) represents the WI Movement within the county of Northamptonshire. It comprises some 89 (2023, 93) affiliated WIs with a total membership of 2536 (2023, 2813).

It acts as a conduit for communication between the National Federation and local members. Each WI is represented at the Federation's Annual General Meeting which shapes policy and strategy at county level.

The Federation's Constitution is set out in its Memorandum and Articles of Association, which may be obtained from the registered office or from Companies House.

### **PROCEDURES FOR THE RECRUITMENT AND APPOINTMENT OF DIRECTORS**

The Board of Trustees consists of up to 12 members, elected biannually by the affiliated WIs, and up to three additional members may be co-opted annually. Any member of a WI belonging to the Federation is eligible to stand for election to the Board.

The Chairman, Treasurer and two or three vice-Chairmen are elected annually by the Trustees from among their own number.

### **POLICIES AND PROCEDURES FOR THE TRAINING AND INDUCTION OF DIRECTORS**

Training for Federation Chairmen, Treasurers and Secretaries is provided by the NFWI Training. It is also provided for Trustees and Independent Financial Examiners (IFE Trainers) in addition to guidance available on the WI Members only websites, My WI and WI Training. Induction for new Trustees and new members of sub-committees is provided by NCFWI.

## **ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The Board meets up to eleven times a year. A Finance committee including the Officers and certain Board members advise the Board on all aspects of the Federation's finances. Much of the Board's work is delegated to sub-committees covering the Charitable Company's main areas of activity. Members of the Board chair these committees, other than Membership and Training due to the experience held within this committee. The committees include Membership and Training, Arts, Sport and Leisure, Media, Campaigns and Concerns and Travel.

The Board determines policy and strategy based on the advice of the sub-committees. Execution of policy and strategies is the responsibility of the Federation's paid staff, aided by the appointed officers and sub-committee members, who are volunteers.

The following matters require the approval of the Board:-

- Annual Budget
- Archive Policy
- Business Plan
- Disciplinary Procedure
- Emergency Action Plan
- Environmental Policy
- Equal Opportunities Policy
- Finance Policy to include Capital Expenditure, Investment and Reserve Policies
- Grievance Policy
- GDPR Policy
- Health & Safety Policy
- Internet Policy
- Lone Worker Policy
- Risk Register
- Safe Guarding Children and Vulnerable Adults Policy
- Staff Recruitment
- Transgender Policy
- Website Policy

The Federation's policies are reviewed annually.

## **RISK MANAGEMENT POLICY**

The Board has considered the principal risks to which the company is exposed including risks to the Charity's financial position, premises and reputation, and have implemented policies to control these risks where necessary. The risks confronting the Organisation are reviewed on a regular basis.

The principal risks are considered to be financial and to a lesser extent reputational.

Financial risks include the risk of losses arising:-

- from a decline in major income streams related to a fall in membership numbers
- from the fraudulent activities of third parties
- as a result of breaches of laws or regulations which could expose the company to losses arising from penalties and damages and
- from counterparties being unable to meet their obligations.

These risks are controlled by the implementation of sound governance and the maintenance of adequate financial controls. The control environment includes segregation of duties (where practicable), authorisation procedures, budgetary controls and multiple signatory controls over payments.

Debts are monitored and action is taken to follow up overdue invoices. Adequate insurance is maintained to cover all risks to the Charity's property and the level of cover is reviewed annually.

## **OBJECTIVES, ACTIVITIES AND STRATEGIES**

### **Objects**

The main purpose of the Women's Institute Organisation are:-

- a) to advance the education of women and girls for the public benefit in all areas, including, without limitation, local, national and international issues of political and social importance, music, drama and other cultural subjects, and all branches of agriculture, crafts, home economics, science, health and social welfare;
- b) to promote sustainable development for the public benefit by educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and promoting sustainable means of achieving economic growth and regeneration;
- c) to advance health for the public benefit;
- d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

The Federation seeks to give women the opportunity of working together through the Women's Institute organisation in their communities, of developing their capacity and skills, and of putting into practice those ideals for which the Women's Institute organisation stands.

### **Activities**

Women generally, but in particular women with rural interests, together with their local communities benefit from the Federation's work. To assist in this we offer three educational bursaries.

The Federation provides a forum in the centre of the County and a channel of communication between our National Federation and members belonging to individual Women's Institutes around the County – so allowing members' views to shape policy and strategy by representation to our National Federation, to National and Local Government, and to other relevant agencies.

In addition, the Federation supplies a number of services to its members, both to individuals and to WIs which belong to the Federation, in furtherance of our objects. These include:-

Services to members such as:-

- Conferences, courses, exhibitions, lectures and education activities
- Education visits in the UK
- The provision of small gifts, cards, diaries, computer memory sticks, etc for purchase
- Social and fund-raising events
- A monthly newsletter detailing current and future events

Services to WIs such as:-

- Identifying the need for and setting up new WIs
- Advice and support in running a WI
- Lists of approved speakers available for meetings

- Independent financial examination of annual accounts
- Training of officers
- The provision of official publications and handbooks.

### **Strategies**

The key elements to the Federation's medium to long term strategy are:-

- To offer a wide range of learning opportunities, giving training in the widest sense, encouraging personal development and ensuring that traditional skills are preserved.
- To encourage WI members to adopt healthier and more sustainable lifestyles, by supporting leisure activities, the sciences and combined arts.
- To raise the profile of our organisation locally and nationally, and maintaining our position as a respected voice of reason, integrity and intelligence.

### **Principal objectives for the 11 months ending 31 March 2024**

- To increase membership by promoting a positive image of the organisation and by raising the profile of the Federation within the local community.
- To support the NFWI's campaigns at local level and raise members' awareness of social issues of importance both at home and abroad.
- To remain financially solvent and to build up our reserves to six months working capital.
- To develop and maintain our County headquarters in order to provide extended facility for members and other visiting and using the centre.
- To support the WIs and their members and foster opportunities for friendship within the organisation.

## **ACHIEVEMENTS AND PERFORMANCE**

- Workshops run by the Membership and Training Committee and visits to WIs, especially the newly opened ones, continue to help members to get the best from their membership of the WI. Media coverage of WI events has been maintained, and our website, and our Facebook page continues to inform members and non-members alike.
- We have continued to arrange and promote educational events, talks and workshops during the year providing a variety of interest to members.
- Our newsletter is circulated by email and we encourage our members to embrace digital technology and reduce our carbon footprint. We continue to highlight NFWI campaigns in this publication.

## **FINANCIAL REVIEW**

The Statement of Financial Activities (SOFA) shows a deficit of £25,981, (2023: £12,096 surplus), which includes an decrease in restricted funds of £188, (2023: £690 increase).

The share of the annual subscription allocated to the Federation for 2023/4 was £10.80 per member and pro-rata in respect of new members joining the WI from 1 July 2023.

Donations have continued to be received for the General and Memorial Funds. We were able to host face to face WI events which generated a surplus of £5,889 (2023 £7,731).

The Board of Trustees approved a change in the accounting year end date such that these accounts are for an eleven-month period to 31 March 2024. This change was made to align the Federation's financial year with the membership subscription year. This facilitates financial control and planning for

the future. The results for the period under review have been adversely affected by a reduction in membership numbers, increased operating costs and the one-off effect of the change in year-end date.

The Federation is actively seeking opportunities to open new local WIs and attract new members in general, and to promote Countywide events for the benefit of our members whilst also looking for opportunities to make savings in operating costs.

### **RESERVE POLICY**

The Federation's principal asset continues to be WI House. The Board of Trustees continues to maintain adequate reserves to meet foreseeable working capital requirements.

### **PUBLIC BENEFIT STATEMENT**

The objects of the Women's Institute organisation are stated above and it is the Federation's aim to offer them to all women in the county through membership of the WI. Members pay an annual subscription, set nationally and shared between the WI, the Federation and the National organisation. Each WI uses its portion of the subscription income to provide speakers on topics related to the aims of the organisation and to pay for suitable accommodation for its meetings. Each WI raises additional funds to cover further benefits for its members locally and to support the work of the Federation in providing courses and training, of interest and benefit to the membership.

The meeting room at WI House (the Watson/Eady Room) with a seating capacity of 50 is available for hire by WIs within the Federation and by organisations active in the local community.

### **FUTURE PLANS**

We plan to carry on updating the office technology as well as maintaining WI House both internally and externally. The upkeep of the garden and its surrounding fences and gate will continue. To review our financial processes, including expenditure and establish opportunities where savings can be made with a view to returning to financial stability.

The Membership team continue to research areas in Northamptonshire to enable new WIs to be set up and to re-open WIs that have been suspended within the last three years.

Training for WI Presidents, Treasurers and Secretaries will continue. Independent Financial Examiner refresher training will be on-going to enable them to assist WIs with the preparation and examination of accounts. There are eight Independent Financial Examiners (IFE's) and one IFE Trainer assigned to the Federation.

Members will continue to be encouraged to read the monthly newsletter which highlights our campaigns and concerns as well as informs the members of the timetable and reports on the events held throughout the year.

We plan to continue to work on Campaigns, as mandated by NFWI. Recent mandates include, dental health matters, avoid food waste, address food poverty, the appropriate care in hospitals for people with dementia, time to talk about organ donation, end Plastic Soup, help to alleviate loneliness and mental health matters. Other issues with which WI members will be encouraged to become involved

are education, healthy cooking, recycling and reducing their carbon footprint and also the general issue of passing on craft and cooking skills to the next generation.

We want the WI to be an organisation of choice, inspiring and enriching the lives of all women and girls who wish to play an active role in their communities, widen their horizons and learn new skills.


### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

Company and charity law require the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Federation and of its income and expenditure for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgments 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; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Federation will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Federation and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

This report was approved by the Board of Trustees on 20 August, 2024 and signed on their behalf.

Signed:  Chairman: Anne Rodwell

I report on the accounts of the Company for the year ended 31<sup>st</sup> March 2024 which are set out on the attached pages 10 to 15

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an 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:
- Follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.
- State whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 of 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 386 of the Companies Act 2006; and
  - To prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 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.



Lorraine Scullion MAAT  
21<sup>st</sup> August 2024



**BALANCE SHEET**  
**FOR THE YEAR ENDED 31st MARCH 2024**

Company Number: 2705833

	Note	2024			2023		
		Unrestricted £	Restricted £	to 31.03.24 £	Unrestricted £	Restricted £	£
<b>Fixed Assets:</b>							
Tangible Assets	3	421,556	-	421,556	421,556		421,556
<b>Current assets</b>							
Stocks	4	1,562	-	1,562	2,022		2,022
Debtors	5	4,949	-	4,949	4,191		4,191
Cash at Bank and in Hand		27,402	26,649	54,051	50,408	26,837	77,245
		<b>33,913</b>	<b>26,649</b>	<b>60,562</b>	56,621	26,837	83,458
<b>Creditors: Amounts falling due within one year</b>							
	6	(5,199)	-	(5,199)	(2,114)	-	(2,114)
<b>Net current assets / (liabilities)</b>		<b>28,714</b>	<b>26,649</b>	<b>55,363</b>	54,507	26,837	81,344
<b>Net assets/(liabilities)</b>		450,270	26,649	476,919	467,237	23,567	502,900
<b>Total charity funds/(deficit)</b>		<b>450,270</b>	<b>26,649</b>	<b>476,919</b>	467,237	23,567	502,900
<b>Charity Funds:</b>							
Restricted Funds	7	-	26,649	26,649	-	26,837	26,837
Unrestricted and Designated Reserves	8	450,270	-	450,270	476,063	-	476,063
<b>Total Charity Funds</b>		<b>450,270</b>	<b>26,649</b>	<b>476,919</b>	476,063	26,837	502,900

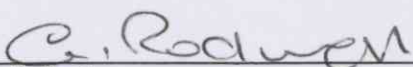
For the year ending 31st March 2024, the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (i) the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- (ii) the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- (iii) these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts have been prepared in accordance with the special provisions relating to small companies within the Companies Act 2006.

Approved by the Board of Trustees on 20th August 2024 and signed on their behalf by:

  
Anne Rodwell Director/Chair

**PRINCIPAL ACCOUNTING POLICIES**

**FOR THE YEAR ENDED 31st MARCH 2024**

---

**Accounting Policies**

The financial statements of the Charitable Company, which is a public entity under FRS 102, have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice SORP (FRS102) issued on 1st October 2019, applicable UK Accounting Standards and the Charities Act 2011.

**Format**

The company has taken advantage of the provisions of the Companies Act 2006 and presented an income and expenditure account in the form of a Statement of Financial Activities on the grounds that it enables the financial statements to show a true and fair view of the result for the year.

**Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the non-profit making charity which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated funds is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes.

**Incoming resources**

Voluntary income and donations are included in incoming resources when they are receivable and the amount can be quantified with reasonable accuracy. Grants are brought into account on a receivable basis.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

**Resources expended**

Expenditure is allocated on the statement of financial activities between restricted and unrestricted funds, and is further analysed between costs of generating funds and other charitable expenditure. All expenditure is accounted for on an accruals basis.

**Tangible fixed assets and depreciation**

Land and Buildings for use by the charity are stated at cost

The trustees believe that this policy is appropriate to the company's circumstances and have decided to adopt it. This represents a departure from the requirements of the Companies Act 2006 but the directors believe it to be necessary for the accounts to show a true and fair view.

Other tangible fixed assets are stated at cost less depreciation

Depreciation is calculated to write down the cost of all tangible fixed assets by instalments over the expected useful lives.

Furniture, fixtures and fittings - 15% on cost

**Intangible income**

Intangible income, in the form of donated facilities and voluntary help etc., is not included in the financial statements since it is not considered practicable to quantify such income.

**Pension Scheme**

The Charity operates the NEST Pension Scheme in line with current legislation.

NOTES TO THE ACCOUNTS

1 Income from Charitable activities:

	Unrestricted	Restricted	2024	2023
	£	£	£	£
County Sales Items	1,889	-	1,889	618
Newsletters	971	-	971	-
Yearbooks	30	-	30	19
National Draw	716	-	716	619
Other Sales	1,327	-	1,327	1,463
	<u>4,933</u>	<u>-</u>	<u>4,933</u>	<u>2,719</u>
Events to raise funds	3,416	-	3,416	8,883
National affiliation fees	27,584	-	27,584	44,149
Affiliation fees	23,650	-	23,650	37,633
Other income	12,724	1,945	14,669	12,854
Insurance	888	-	888	1,314
WI events	21,726	-	21,726	21,033
Room hire, photocopying	56	-	56	86
<b>Total Income</b>	<b>94,977</b>	<b>1,945</b>	<b>96,922</b>	<b>128,671</b>

2 Expenditure on Charitable activities:

		Restricted	2024	2023
	£	£	£	£
Cost of Sales	2,140	-	2,140	1,423
Affiliation Fees paid to National WI	38,079	-	38,079	39,295
Expenses for events	19,253	-	19,253	19,271
Restricted Funds Payments	-	828	828	690
Employment costs	35,451	-	35,451	35,580
Premises expenses	4,959	-	4,959	3,963
Insurance	3,421	-	3,421	3,389
General running expenses	9,416	-	9,416	9,679
Fundraising	1,606	-	1,606	-
Depreciation	-	-	-	-
National/Local AGM	6,123	-	6,123	-
<b>Governance</b>				
Trustee expenses	1,478	-	1,478	1,983
Accounting	229	-	229	220
Independent examination	1,400	-	1,400	1,404
<b>Total expenditure</b>	<b>123,555</b>	<b>828</b>	<b>124,383</b>	<b>116,897</b>

2 Trustee and Employment

Gross wages and salaries	35,016	-	35,016	35,152
Employer pension	435	-	435	428
	<u>35,451</u>	<u>-</u>	<u>35,451</u>	<u>35,580</u>

No employee earned in excess of £60,000 during the year.

Average number of full-time equivalent employees in the year: 1.5 (2023:1.5)

During the year, no trustees received any remuneration £nil. (2023:£nil)

Total expenditure reimbursed to trustees amounted to £nil (2023:£nil)

Trustee travelling expenses were paid to the following number (8) of people £1,678 (2023:£1,983)

NOTES TO THE ACCOUNTS

3 Tangible Fixed Assets:

	Equipment Furniture & Fittings £	Freehold Land and Buildings £	Total £ £
<b>Cost</b>			
Brought forward	17,181	421,556	438,737
Additions	-	-	-
Disposals	-	-	-
Carried forward	<u>17,181</u>	<u>421,556</u>	<u>438,737</u>
<b>Depreciation</b>			
Brought forward	17,181	-	17,181
Charge for year	-	-	-
Disposals	-	-	-
Carried forward	<u>17,181</u>	<u>-</u>	<u>17,181</u>
<b>Net Book Value</b>			
<b>Balance at 31.03.24</b>	<u>-</u>	<u>421,556</u>	<u>421,556</u>
Balance at 30.04.23	-	421,556	421,556

4 Stock

	Unrestricted £	Restricted £	2024 £	2023 £
Goods for resale	1,562	-	1,562	2,022
	<u>1,562</u>	<u>-</u>	<u>1,562</u>	<u>2,022</u>

5 Debtors:

	Unrestricted £	Restricted £	2024 £	2023 £
Trade Debtors	886	-	886	1,157
Other Debtors	1,226	-	1,226	-
Prepayments and accrued income	2,837	-	2,837	3,034
	<u>4,949</u>	<u>-</u>	<u>4,949</u>	<u>4,191</u>

6 Creditors: Amounts falling due within one year

	Unrestricted £	Restricted £	2024 £	2023 £
Other creditors	-	-	-	(296)
Taxation and Social Security	(904)	-	(904)	(388)
Accruals	(2,055)	-	(2,055)	(1,430)
Deferred Income	(2,240)	-	(2,240)	-
	<u>(5,199)</u>	<u>-</u>	<u>(5,199)</u>	<u>(2,114)</u>

NOTES TO THE ACCOUNTS

7 Restricted Funds:

	Restated Balance 01.05.23	Incoming Resources	Resources Expended	Transfer between funds	Balance 31.03.24
Restricted Funds	£	£	£	£	£
Suspended WIs	7,805	1,555	-	(1,305)	8,055
Memorial Bursary Fund	7,407	390	(358)	-	7,439
Margaret Aspinal Bursary	1,877	-	-	-	1,877
Agnes Salter - Denman Travel Fund	128	-	-	-	128
Mary Sheldon Bursary	9,620	-	(470)	-	9,150
	<b>26,837</b>	<b>1,945</b>	<b>(828)</b>	<b>(1,305)</b>	<b>26,649</b>

Suspended WIs Fund arises when a WI is suspended and any monies remaining are added to this fund, if that WI is reformed within three years, any monies held are paid back to them. If not reformed, the money is transferred into the Formation of new WI fund.

The Memorial Bursary provides funds for an educational bursary for local WI's.

Margaret Aspinal Bursary provides educational bursaries for Denman College courses. As Denman College has closed down, we are awaiting guidance from the National Federation of WI's to let us know how we deal with this.

Agnes Salter is to provide funds to pay travel to and from Denman College. As Denman college is closed we are waiting guidance from the National Federation of WI's.

Mary Sheldon bursary is available to all members for an educational course.

8 Unrestricted and Designated Funds

	Balance 01.05.23	Incoming Resources	Resources Expended	Transfers	Balance 31.03.24
	£	£	£	£	£
Unrestricted reserves	456,441	94,092	(123,010)	17,231	444,754
<b>Designated reserves</b>					
Truimp with a tenner	8,883	-	-	(8,883)	-
County Bounty	2,505	1,824	(405)	(408)	3,516
ACM Pooling of fares	2,181	541	-	(2,722)	-
Formation of new WI's	6,018	-	(140)	(3,878)	2,000
Denman College Donation	27	-	-	(27)	-
Pauline Duff Trophey	8	-	-	(8)	-
	<b>476,063</b>	<b>96,457</b>	<b>(123,555)</b>	<b>1,305</b>	<b>450,270</b>

9 SHARE CAPITAL AND MEMBERS LIABILITY

The company is limited by guarantee and does not have a share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of it being wound up while he/she is a trustee or within one year afterwards, for payment of the debts and liabilities of the company, charges and expenses of winding up and for the adjustment of the rights of contributories among themselves, such amounts as may be required not exceeding £1.

10 ULTIMATE CONTROLLING PARTY

The charity is under the ultimate control of its trustees, the names of whom are shown at the front of these accounts.

**THE NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

England & Wales - Charity number 1010740

---

# Accounts

---

**NORTHAMPTONSHIRE COUNTY FEDERATION  
OF WOMEN'S INSTITUTES  
TRUSTEES' REPORT AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 APRIL 2023**

Report and Financial Statements

Year ended: 30 April 2023

Company No. 2705833

<b>Contents</b>	<b>Page</b>
Report of the Directors and Trustees	2 - 8
Report of the Independent Examiner	9
Statement of financial activities	10
Balance sheet	11
Notes forming part of the financial statements	12 - 15

**REPORT OF THE DIRECTORS AND TRUSTEES FOR THE YEAR ENDED 30 APRIL 2023**

**INTRODUCTION**

The Trustees, who are also the Directors of the Charitable Company, have pleasure in presenting their report and the Company's unaudited accounts for the year ended 30 April 2023.

The financial statements of the Charitable Company, which is a public benefit entity under FRS102, have been prepared under the historical costs convention and in accordance with the Companies Act 2006, and the Statement of Recommended Practice SORP(FRS102) issued on 1 October 2019, applicable UK Accounting Standards and the Charities Act 2011.

They deal with the transactions and assets and liabilities of the Northamptonshire Federation of Women's Institutes.

Local WIs are self-accounting.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Status**

The Northamptonshire Federation of Women's Institutes is a Company Limited by Guarantee (Company Number 2705833). It is also a registered charity (No. 1010740).

**REGISTERED AND PRINCIPAL OFFICE**

WI House, 71 Park View, Moulton, Northampton, NN3 7UZ

**TRUSTEES**

The Trustees of the Charity are also the Directors of the Charitable Company. The current Trustees of the Northamptonshire Federation of Women's Institutes and those who held office during the year are as follows:-

Jean Bates  
Denise Bott  
Linda Brett  
Chris Carr  
Rosie Duddy  
Linda Llewellyn  
Jean McLeish (appointed Wednesday 26 October, 2022)  
Cate Purcell (resigned Wednesday 26 October, 2022)  
Carolyn Reynolds  
Anne Rodwell  
Heather Smith  
Ann Thorington (resigned Wednesday 26 October, 2022)

Company Secretary

Jackie Andrews

The Company Secretary is head of the paid staff and is responsible for the day-to-day management of the office.

### **PROFESSIONAL ADVISERS**

#### **Independent Examiners**

CVS Northamptonshire (Council for Voluntary Service Northampton & County)  
32-36 Hazelwood Road, Northampton, NN1 1LN

#### **Bankers**

Co-operative Bank, PO Box 250, Dell House, Southway, Skelmersdale, WN8 6WT

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Northamptonshire County Federation of Women's Institutes (NCFWI) represents the WI Movement within the county of Northamptonshire. It comprises some 93 (2022, 109) affiliated WIs with a total membership of 2813.

It acts as a conduit for communication between the National Federation and local members. Each WI is represented at the Federation's Annual General Meeting which shapes policy and strategy at county level.

The Federation's Constitution is set out in its Memorandum and Articles of Association, which may be obtained from the registered office or from Companies House.

### **PROCEDURES FOR THE RECRUITMENT AND APPOINTMENT OF DIRECTORS**

The Board of Trustees consists of up to 12 members, elected biannually by the affiliated WIs, and up to three additional members may be co-opted annually. Any member of a WI belonging to the Federation is eligible to stand for election to the Board.

The Chairman, Treasurer and two or three vice-Chairmen are elected annually by the Trustees from among their own number.

### **POLICIES AND PROCEDURES FOR THE TRAINING AND INDUCTION OF DIRECTORS**

Training for Federation Chairmen, Treasurers and Secretaries is provided by the NFWI Training. It is also provided for Trustees and Independent Financial Examiners (IFE Trainers) in addition to guidance available on the WI Members only websites, My WI and WI Training. Induction for new Trustees and new members of sub-committees is provided by NCFWI.

## **ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The Board meets up to eleven times a year. A Finance committee including the Officers and certain Board members advise the Board on all aspects of the Federation's finances. Much of the Board's work is delegated to sub-committees covering the Charitable Company's main areas of activity. Members of the Board chair these committees. The committees include Membership and Training, Arts, Sport and Leisure, Media, Campaigns and Concerns and Travel.

The Board determines policy and strategy based on the advice of the sub-committees. Execution of policy and strategies is the responsibility of the Federation's paid staff, aided by the appointed officers and sub-committee members, who are volunteers.

The following matters require the approval of the Board:-

- Annual Budget
- Archive Policy
- Business Plan
- Disciplinary Procedure
- Emergency Action Plan
- Environmental Policy
- Equal Opportunities Policy
- Finance Policy to include Capital Expenditure, Investment and Reserve Policies
- Grievance Policy
- GDPR Policy
- Health & Safety Policy
- Internet Policy
- Lone Worker Policy
- Risk Register
- Safe Guarding Children and Vulnerable Adults Policy
- Staff Recruitment
- Transgender Policy
- Website Policy

The Federation's policies are reviewed annually.

## **RISK MANAGEMENT POLICY**

The Board has considered the principal risks to which the company is exposed including risks to the Charity's financial position, premises and reputation, and have implemented policies to control these risks where necessary. The risks confronting the Organisation are reviewed on a regular basis.

The principal risks are considered to be financial and to a lesser extent reputational.

Financial risks include the risk of losses arising:-

- from a decline in major income streams related to a fall in membership numbers
- from the fraudulent activities of third parties
- as a result of breaches of laws or regulations which could expose the company to losses arising from penalties and damages and
- from counterparties being unable to meet their obligations.

These risks are controlled by the implementation of sound governance and the maintenance of adequate financial controls. The control environment includes segregation of duties (where practicable), authorisation procedures, budgetary controls and multiple signatory controls over payments.

Debts are monitored and action is taken to follow up overdue invoices. Adequate insurance is maintained to cover all risks to the Charity's property and the level of cover is reviewed annually.

## **OBJECTIVES, ACTIVITIES AND STRATEGIES**

### **Objects**

The main purpose of the Women's Institute Organisation are:-

- a) to advance the education of women and girls for the public benefit in all areas, including, without limitation, local, national and international issues of political and social importance, music, drama and other cultural subjects, and all branches of agriculture, crafts, home economics, science, health and social welfare;
- b) to promote sustainable development for the public benefit by educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and promoting sustainable means of achieving economic growth and regeneration;
- c) to advance health for the public benefit;
- d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

The Federation seeks to give women the opportunity of working together through the Women's Institute organisation in their communities, of developing their capacity and skills, and of putting into practice those ideals for which the Women's Institute organisation stands.

### **Activities**

Women generally, but in particular women with rural interests, together with their local communities benefit from the Federation's work. To assist in this we offer three educational bursaries.

The Federation provides a forum in the centre of the County and a channel of communication between our National Federation and members belonging to individual Women's Institutes around the County – so allowing members' views to shape policy and strategy by representation to our National Federation, to National and Local Government, and to other relevant agencies.

In addition, the Federation supplies a number of services to its members, both to individuals and to WIs which belong to the Federation, in furtherance of our objects. These include:-

Services to members such as:-

- Conferences, courses, exhibitions, lectures and education activities
- Education visits in the UK
- The provision of small gifts, cards, diaries, computer memory sticks, etc for purchase
- Social and fund-raising events
- A monthly newsletter detailing current and future events

Services to WIs such as:-

- Identifying the need for and setting up new WIs
- Advice and support in running a WI
- Lists of approved speakers available for meetings
- Independent financial examination of annual accounts

- Training of officers
- The provision of official publications and handbooks.

### **Strategies**

The key elements to the Federation's medium to long term strategy are:-

- To offer a wide range of learning opportunities, giving training in the widest sense, encouraging personal development and ensuring that traditional skills are preserved.
- To encourage WI members to adopt healthier and more sustainable lifestyles, by supporting leisure activities, the sciences and combined arts.
- To raise the profile of our organisation locally and nationally, and maintaining our position as a respected voice of reason, integrity and intelligence.

### **Principal objectives for the year ending 30 April 2023**

- To increase membership by promoting a positive image of the organisation and by raising the profile of the Federation within the local community.
- To support the NFWI's campaigns at local level and raise members' awareness of social issues of importance both at home and abroad.
- To remain financially solvent and to build up our reserves to six months working capital.
- To develop and maintain our County headquarters in order to provide extended facility for members and other visiting and using the centre.
- To support the WIs and their members and foster opportunities for friendship within the organisation.

## **ACHIEVEMENTS AND PERFORMANCE**

1. Workshops run by the Membership and Training Committee and visits to WIs, especially the newly opened ones, continue to help members to get the best from their membership of the WI. Media coverage of WI events has been maintained, and our website, and our Facebook page continues to inform members and non-members alike.
2. We have continued to arrange and promote educational events, talks and workshops during the year providing a variety of interest to members.
3. Our newsletter is circulated by email and we encourage our members to embrace digital technology and reduce our carbon footprint. We continue to highlight NFWI campaigns in this publication.
4. On the financial side, it has been a better year, as we have been able to organise events and trips as usual. However, support has been slow, but is improving. We made a small surplus this year but as support continues to grow, we hope for a better 2024.

## **FINANCIAL REVIEW**

The Statement of Financial Activities (SOFA), shows a surplus of £12,096, (2022: £563 deficit), which includes an increase in restricted funds of £690 (2022: £1,072 increase).

The share of the annual subscription allocated to the Federation for 2022/3 was £10.60 per member and pro-rata payments from new members joining the WI from 1 July 2022.

Donations have continued to come in to the General Fund and Memorial Fund. We were able to host face to face WI events which gave us a surplus of £7,731 (2022 £9,923).

The annual affiliation fees include 2023/2024 fees received in April 2023 of £7,640

## **RESERVE POLICY**

The Federations main asset continues to be WI House. The Board intends to continue to build up the reserves of the Charity to six months working capital to allow for unforeseen disruption to its income stream.

## **PUBLIC BENEFIT STATEMENT**

The objects of the Women's Institute organisation are stated above and it is the Federation's aim to offer them to all women in the county through membership of the WI. Members pay an annual subscription, set nationally and shared between the WI, the Federation and the National organisation. Each WI uses its portion of the subscription income to provide speakers on topics related to the aims of the organisation and to pay for suitable accommodation for its meetings. Each WI raises additional funds to cover further benefits for its members locally and to support the work of the Federation in providing courses and training, of interest and benefit to the membership.

The meeting room at WI House (the Watson/Eady Room) with a seating capacity of 50 is available for hire by WIs within the Federation and by organisations active in the local community.

## **FUTURE PLANS**

We plan to carry on updating the office technology as well as maintaining WI House both internally and externally. The upkeep of the garden and its surrounding fences and gate will continue.

The Membership team continue to research areas in Northamptonshire to enable new WIs to be set up and to re-open WIs that have been suspended within the last three years.

Training for WI Presidents, Treasurers and Secretaries will continue. Independent Financial Examiner refresher training will be on-going to enable them to assist WIs with the preparation and examination of accounts. There are eight Independent Financial Examiners (IFE's) and one IFE Trainer assigned to the Federation.

Members will continue to be encouraged to read the monthly newsletter which highlights our campaigns and concerns as well as informs the members of the timetable and reports on the events held throughout the year.

We plan to continue to work on Campaigns, as mandated by NFWI. Recent mandates include, avoid food waste, address food poverty, the appropriate care in hospitals for people with dementia, time to talk about organ donation, end Plastic Soup, help to alleviate loneliness and mental health matters. Other issues with which WI members will be encouraged to become involved are education, healthy cooking, recycling and reducing their carbon footprint and also the general issue of passing on craft and cooking skills to the next generation.

We want the WI to be an organisation of choice, inspiring and enriching the lives of all women and girls who wish to play an active role in their communities, widen their horizons and learn new skills.

### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

Company and charity law require the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Federation and of its income and expenditure for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgments 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; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Federation will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Federation and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

This report was approved by the Board of Trustees on 25 August, 2023 and signed on their behalf.

Signed:



Chairman: Anne Rodwell



# Northamptonshire

A member of



**Independent Examiner's Report to the Trustees of:  
NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES  
Registered Charity Number: 1010740**

I report on the accounts of the company for the year ended 30<sup>th</sup> April 2023, which are set out on the attached pages 10 to 15.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Part 16 of the Companies Act 2006 (the Act) and that an independent examination is needed.

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

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

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 of 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**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in accordance with the Companies section 386 of the 2006 Act: or
- the accounts do not accord with these records: or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination: or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

*Brenda Peers-Ross*

Brenda Peers-Ross FMAAT, ACIE  
11<sup>th</sup> September 2023

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30th APRIL 2023

	Note	Unrestricted £	Restricted £	2023 £	Unrestricted £	Restricted £	2022 £
<b>Income from:</b>							
Donations and legacies		322	-	322	1,834	-	1,834
Charitable activities	1	126,326	2,345	128,671	111,785	6,452	118,237
Investment Income		-	-	-	-	-	-
Other		-	-	-	-	-	-
<b>Total income</b>		<b>126,648</b>	<b>2,345</b>	<b>128,993</b>	<b>113,619</b>	<b>6,452</b>	<b>120,071</b>
<b>Expenditure on:</b>							
Raising funds		-	-	-	-	-	-
Charitable Activities	2	116,207	690	116,897	118,125	2,509	120,634
Other		-	-	-	-	-	-
<b>Total expenditure</b>		<b>116,207</b>	<b>690</b>	<b>116,897</b>	<b>118,125</b>	<b>2,509</b>	<b>120,634</b>
<b>Net income/(expenditure)</b>		<b>10,441</b>	<b>1,655</b>	<b>12,096</b>	<b>(4,506)</b>	<b>3,943</b>	<b>(563)</b>
Transfer Between Funds		965	(965)	-	2,871	(2,871)	-
<b>Net movement in funds</b>		<b>11,406</b>	<b>690</b>	<b>12,096</b>	<b>(1,635)</b>	<b>1,072</b>	<b>(563)</b>
<b>Reconciliation of Funds:</b>							
Total funds brought forward		464,657	26,147	490,804	466,292	25,075	491,367
<b>Total funds carried forward</b>		<b>476,063</b>	<b>26,837</b>	<b>502,900</b>	<b>464,657</b>	<b>26,147</b>	<b>490,804</b>

All income and expenditure derives from continuing activities.

The statement of financial activities includes all aims and losses recognised in the year.

**BALANCE SHEET**  
**YEAR ENDED 30TH APRIL 2023**

Company Number: 2705833

	Note	Unrestricted £	Restricted £	2023 £	Unrestricted £	Restricted £	2022 £
<b>Fixed Assets:</b>							
Tangible Assets	3	421,556	-	421,556	421,556		421,556
<b>Current assets</b>							
Stocks	4	2,022	-	2,022	2,469		2,469
Debtors	5	4,191	-	4,191	1,065		1,065
Cash at Bank and in Hand		50,408	26,837	77,245	47,602	20,987	68,589
		<b>56,621</b>	<b>26,837</b>	<b>83,458</b>	51,136	20,987	72,123
<b>Creditors: Amounts falling due within one year</b>	6	(2,114)	-	(2,114)	(2,875)	-	(2,875)
<b>Net current assets / (liabilities)</b>		<b>54,507</b>	<b>26,837</b>	<b>81,344</b>	48,261	20,987	69,248
<b>Net assets/(liabilities)</b>		476,063	26,837	502,900	467,237	23,567	490,804
<b>Total charity funds/(deficit)</b>		<b>476,063</b>	<b>26,837</b>	<b>502,900</b>	467,237	23,567	490,804
<b>Charity Funds:</b>							
Restricted Funds	7	-	26,837	26,837	-	26,147	26,147
Unrestricted and Designated Reserves	8	476,063	-	476,063	464,657	-	464,657
<b>Total Charity Funds</b>		<b>476,063</b>	<b>26,837</b>	<b>502,900</b>	464,657	26,147	490,804

For the year ending 30th April 2023, the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (i) the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- (ii) the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- (iii) these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts have been prepared in accordance with the special provisions relating to small companies within the Companies Act 2006.

Approved by the Board of Trustees on 25th August 2023, and signed on their behalf by:

*A. Rodwell*

Anne Rodwell

Director/Chair

**PRINCIPAL ACCOUNTING POLICIES**

**FOR THE YEAR ENDED 30th APRIL 2023**

---

**Accounting Policies**

The financial statements of the Charitable Company, which is a public entity under FRS 102, have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice SORP (FRS102) issued on 1st October 2019, applicable UK Accounting Standards and the Charities Act 2011.

**Format**

The company has taken advantage of the provisions of the Companies Act 2006 and presented an income and expenditure account in the form of a Statement of Financial Activities on the grounds that it enables the financial statements to show a true and fair view of the result for the year.

**Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the non-profit making charity which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated funds is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes.

**Incoming resources**

Voluntary income and donations are included in incoming resources when they are receivable and the amount can be quantified with reasonable accuracy. Grants are brought into account on a receivable basis.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

**Resources expended**

Expenditure is allocated on the statement of financial activities between restricted and unrestricted funds, and is further analysed between costs of generating funds and other charitable expenditure. All expenditure is accounted for on an accruals basis.

**Tangible fixed assets and depreciation**

Land and Buildings for use by the charity are stated at cost

The trustees believe that this policy is appropriate to the company's circumstances and have decided to adopt it. This represents a departure from the requirements of the Companies Act 2006 but the directors believe it to be necessary for the accounts to show a true and fair view.

Other tangible fixed assets are stated at cost less depreciation

Depreciation is calculated to write down the cost of all tangible fixed assets by instalments over the expected useful lives.

Furniture, fixtures and fittings - 15% on cost

**Intangible income**

Intangible income, in the form of donated facilities and voluntary help etc., is not included in the financial statements since it is not considered practicable to quantify such income.

**Pension Scheme**

The Charity operates the NEST Pension Scheme in line with current legislation.

NOTES TO THE ACCOUNTS

1 Charitable activities:

	Unrestricted	Restricted	2023	2022
	£	£	£	£
County Sales Items	618	-	618	901
Newsletters	-	-	-	60
Yearbooks	19	-	19	106
National Draw	619	-	619	893
Other Sales	1,463	-	1,463	1,518
	<u>2,719</u>	<u>-</u>	<u>2,719</u>	<u>3,478</u>
Events to raise funds - Triumph with a tenner	8,883	-	8,883	-
National affiliation fees	44,149	-	44,149	29,796
Affiliation fees	37,633	-	37,633	34,470
Furlough Grant	-	-	-	5,507
Other income	10,509	2,345	12,854	8,489
Insurance	1,314	-	1,314	920
WI events	21,033	-	21,033	35,544
Room hire, photocopying	86	-	86	33
<b>Total Income</b>	<b>126,326</b>	<b>2,345</b>	<b>128,671</b>	<b>118,237</b>

2 Expenditure on Charitable activities:

		Restricted	2023	2022
	£	£	£	£
Cost of Sales	1,423	-	1,423	5,210
Affiliation Fees paid to National WI	39,295	-	39,295	38,117
Expenses for events	19,271	-	19,271	25,621
Restricted Funds Payments	-	690	690	2,509
Employment costs	35,580	-	35,580	33,819
Premises expenses	3,963	-	3,963	3,987
Insurance	3,389	-	3,389	3,071
General running expenses	9,679	-	9,679	5,791
Depreciation	-	-	-	-
<b>Governance</b>				
Trustee expenses	1,983	-	1,983	1,209
Accounting	220	-	220	-
Independent examination	1,404	-	1,404	1,300
<b>Total expenditure</b>	<b>116,207</b>	<b>690</b>	<b>116,897</b>	<b>120,634</b>

2 Trustee and Employment

Gross wages and salaries	35,152	-	35,152	33,420
Employer pension	428	-	428	399
	<u>35,580</u>	<u>-</u>	<u>35,580</u>	<u>33,819</u>

No employee earned in excess of £60,000 during the year.

Average number of full-time equivalent employees in the year: 1.5 (2022:1.5)

During the year, no trustees received any remuneration £nil. (2022 £nil)

Total expenditure reimbursed to trustees amounted to £nil (2022:£nil)

Trustee travelling expenses were paid to the following number (8) of people £1,404 (2022:£1300)

NOTES TO THE ACCOUNTS

**3 Tangible Fixed Assets:**

	Equipmen Furniture & Fittings £	Freehold Land and Buildings £	Total £ £
<b>Cost</b>			
Brought forward	17,181	421,556	438,737
Additions	-	-	-
Disposals	-	-	-
Carried forward	<u>17,181</u>	<u>421,556</u>	<u>438,737</u>
<b>Depreciation</b>			
Brought forward	17,181	-	17,181
Charge for year	-	-	-
Disposals	-	-	-
Carried forward	<u>17,181</u>	<u>-</u>	<u>17,181</u>
<b>Net Book Value</b>			
Balance at 30.04.23	-	421,556	421,556
Balance at 30.04.22	-	421,556	421,556

**4 Stock**

	Unrestricted £	Restricted £	2023 £	2022 £
Goods for resale	2,022	-	2,022	2,469
	<u>2,022</u>	<u>-</u>	<u>2,022</u>	<u>2,469</u>

**5 Debtors:**

	Unrestricted £	Restricted £	2023 £	2022 £
Trade Debtors	1,157	-	1,157	959
Other Debtors	-	-	-	-
Prepayments and accrued income	3,034	-	3,034	106
	<u>4,191</u>	<u>-</u>	<u>4,191</u>	<u>1,065</u>

**6 Creditors: Amounts falling due within one year**

	Unrestricted £	Restricted £	2023 £	2022 £
Other creditors	(296)	-	(296)	(1,173)
Taxation and Social Security	(388)	-	(388)	(362)
Accruals	(1,430)	-	(1,430)	(1,340)
Deferred Income	-	-	-	-
	<u>(2,114)</u>	<u>-</u>	<u>(2,114)</u>	<u>(2,875)</u>

NOTES TO THE ACCOUNTS

7 Restricted Funds:	Restated Balance 01.05.22	Incoming Resources	Resources Expended	Transfer between funds	Balance 30.04.23
Restricted Funds	£	£	£	£	£
Suspended WIs	6,930	1,840	-	(965)	7,805
Memorial Bursary Fund	7,212	505	(310)	-	7,407
Margaret Aspinall Bursary	1,877	-	-	-	1,877
Agnes Salter - Denman Travel Fund	128	-	-	-	128
Mary Sheldon Bursary	10,000	-	(380)	-	9,620
	<b>26,147</b>	<b>2,345</b>	<b>(690)</b>	<b>(965)</b>	<b>26,837</b>

Suspended WIs Fund arises when a WI is suspended and any monies remaining are added to this fund, if that WI is reformed within three years, any monies held are paid back to them. If not reformed, the money is transferred into the Formation of new WI fund.

The Memorial Bursary provides funds for an educational bursary for local WI's.

Margaret Aspinall Bursary provides educational bursaries for Denman College courses. As Denman College has closed down, we are awaiting guidance from the National Federation of WI's to let us know how we deal with this.

Agnes Salter is to provide funds to pay travel to and from Denman College. As Denman college is closed we are waiting guidance from the National Federation of WI's.

Mary Sheldon bursary is available to all members for an educational course.

8 Unrestricted and Designated Funds

	Restated Balance 01.05.22	Incoming Resources	Resources Expended	Transfers	Balance 30.04.23
	£	£	£	£	£
Unrestricted reserves	456,346	114,972	(115,399)	522	456,441
<b>Designated reserves</b>					
Triumph with a tenner	-	8,883	-	-	8,883
County Bounty	1,484	2,058	(515)	(522)	2,505
ACM Pooling of fares	1,747	702	(288)	-	2,161
Formation of new WI's	5,053	-	-	965	6,018
Denman College Donation	27	-	-	-	27
Pauline Duff Trophy	-	33	(25)	-	8
	<b>464,657</b>	<b>126,648</b>	<b>(116,207)</b>	<b>965</b>	<b>476,063</b>

9 SHARE CAPITAL AND MEMBERS LIABILITY

The company is limited by guarantee and does not have a share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of it being wound up while he/she is a trustee or within one year afterwards, for payment of the debts and liabilities of the company, charges and expenses of winding up and for the adjustment of the rights of contributories among themselves, such amounts as may be required not exceeding £1.

10 ULTIMATE CONTROLLING PARTY

The charity is under the ultimate control of its trustees, the names of whom are shown at the front of these accounts.

**THE NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

England & Wales - Charity number 1010740

---

# Accounts

---

**NORTHAMPTONSHIRE COUNTY FEDERATION  
OF WOMEN'S INSTITUTES  
TRUSTEES' REPORT AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 APRIL 2021**

Report and Financial Statements

Year ended: 30 April 2022

Company No. 2705833

<b>Contents</b>	<b>Page</b>
Report of the Directors and Trustees	2 - 9
Report of the Independent Examiner	10
Statement of financial activities	11
Balance sheet	12
Notes forming part of the financial statements	13 - 17

# **NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

## **Report of the Directors and Trustees for the year ended 30 April 2022**

### **INTRODUCTION**

The Trustees, who are also the Directors of the Charitable Company, have pleasure in presenting their report and the Company's unaudited accounts for the year ended 30 April 2022.

The financial statements of the Charitable Company, which is a public benefit entity under FRS102, have been prepared under the historical costs convention and in accordance with the Companies Act 2006, and the Statement of Recommended Practice SORP(FRS102) issued on 1<sup>st</sup> October 2019, applicable UK Accounting Standards and the Charities Act 2011.

They deal with the transactions and assets and liabilities of the Northamptonshire Federation of Women's Institutes.

Local WIs are self-accounting.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Status**

The Northamptonshire Federation of Women's Institutes is a Company Limited by Guarantee (Company Number 2705833). It is also a registered charity (No. 1010740).

### **REGISTERED AND PRINCIPAL OFFICE**

WI House, 71 Park View, Moulton, Northampton, NN3 7UZ

### **TRUSTEES**

The Trustees of the Charity are also the Directors of the Charitable Company. The current Trustees of the Northamptonshire Federation of Women's Institutes and those who held office during the year are as follows:

Jean Bates  
Denise Bott  
Linda Brett  
Chris Carr  
Rosie Duddy  
Linda Llewellyn (co-opted October 2021)  
Cate Purcell  
Carolyn Reynolds (co-opted April 2022)  
Anne Rodwell  
Heather Smith  
Ann Thorington

Company Secretary

Jackie Andrews.

The Company Secretary is head of the paid staff and is responsible for the day-to-day management of the office.

### **PROFESSIONAL ADVISERS**

#### **Independent Examiners**

CVS Northamptonshire (Council for Voluntary Service Northampton & County)  
32-36 Hazelwood Road, Northampton NN1 1LN

#### **Bankers**

Co-operative Bank, P.O. Box 250, Dell House, Southway, Skelmersdale. WN8 6WT

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Northamptonshire County Federation of Women's Institutes (NCFWI) represents the WI Movement within the county of Northamptonshire. It comprises some 109 (2021, 111) affiliated WIs with a total membership of 3211.

It acts as a conduit for communication between the National Federation and local members. Each WI is represented at the Federation's Annual General Meeting which shapes policy and strategy at county level.

The Federation's Constitution is set out in its Memorandum and Articles of Association, which may be obtained from the registered office or from Companies House.

### **PROCEDURES FOR THE RECRUITMENT AND APPOINTMENT OF DIRECTORS**

The Board of Trustees consists of up to 12 members, elected biannually by the affiliated WIs, and up to three additional members may be co-opted annually. Any member of a WI belonging to the Federation is eligible to stand for election to the Board

The Chairman, Treasurer and two or three vice-Chairmen are elected annually by the Trustees from among their own number.

### **POLICIES AND PROCEDURES FOR THE TRAINING AND INDUCTION OF DIRECTORS**

Training for Federation Chairmen, Treasurers and Secretaries is provided by the NFWI Training. It is also provided for Trustees and Independent Financial Examiners (IFE Trainers) in addition to guidance available on the WI Members only websites MYWI and WI Training. Induction for new Trustees and new members of sub-committees is provided by NCFWI.

### **ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The Board meets up to eleven times a year. A finance committee including the Officers and certain Board members advise the Board on all aspects of the Federation's finances. Much of the Board's work is delegated to sub-committees covering the Charitable Company's main areas of activity. Members of the Board chair these committees. The committees include Membership and Training, Arts, Sport and Leisure, Media, Campaigns and Concerns and Travel.

---

The Board determines policy and strategy based on the advice of the sub-committees. Execution of policy and strategies is the responsibility of the Federation's paid staff, aided by the appointed officers and sub-committee members, who are all volunteers.

The following matters require the approval of the Board:

- Annual Budget
- Archive Policy
- Business Plan
- Disciplinary Procedure
- Emergency Action Plan
- Environmental Policy
- Equal Opportunities Policy
- Finance Policy to include Capital Expenditure, Investment and Reserve Policies
- Grievance Policy
- GDPR Policy
- Health & Safety Policy
- Internet Policy
- Website Policy
- Lone Worker Policy
- Risk Register
- Safe Guarding Children and Vulnerable Adults Policy
- Staff Recruitment
- Transsexuals Policy

The Federation's policies are reviewed annually.

### **RISK MANAGEMENT POLICY**

The Board has considered the principal risks to which the company is exposed including risks to the Charity's financial position, premises and reputation, and have implemented policies to control these risks where necessary. The risks confronting the Organisation are reviewed on a regular basis.

The principal risks are considered to be financial and to a lesser extent reputational.

Financial risks include the risk of losses arising:

- from a decline in major income streams related to a fall in membership numbers
- from the fraudulent activities of third parties
- as a result of breaches of laws or regulations which could expose the company to losses arising from penalties and damages and
- from counterparties being unable to meet their obligations.

These risks are controlled by the implementation of sound governance and the maintenance of adequate financial controls. The control environment includes segregation of duties (where practicable), authorisation procedures, budgetary controls and multiple signatory controls over payments.

Debts are monitored and action is taken to follow up overdue invoices. Adequate insurance is maintained to cover all risks to the Charity's property and the level of cover is reviewed annually.

**OBJECTIVES AND ACTIVITIES**

**Objects**

The main purposes of the Women's Institute Organisation are:-

- a) to advance the education of women and girls for the public benefit in all areas, including, without limitation, local national and international issues of political and social importance; music, drama and other cultural subjects; and all branches of agriculture, crafts, home economics, science, health and social welfare;
- b) to promote sustainable development for the public benefit by educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and promoting sustainable means of achieving economic growth and regeneration.
- c) to advance health for the public benefit;
- d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

The Federation seeks to give women the opportunity of working together through the Women's Institute organisation in their communities, of developing their capacity and skills, and of putting into practice those ideals for which the Women's Institute organisation stands.

**Activities**

Women generally, but in particular women with rural interests, together with their local communities benefit from the Federation's work. To assist in this we offer three educational bursaries.

The Federation provides a forum in the centre of the County and a channel of communication between our National Federation and members belonging to individual Women's Institutes around the County - so allowing members' views to shape policy and strategy by representation to our National Federation, to National and Local Government, and to other relevant agencies.

In addition, the Federation supplies a number of services to its members, both to individuals and to WIs which belong to the Federation, in furtherance of our objects. These include:

Services to members such as

- Conferences, courses, exhibitions, lectures and educational activities
- Educational visits in the UK
- The provision of small gifts, cards, diaries, computer memory sticks, etc for purchase
- Social and fund-raising events
- A monthly newsletter detailing current and future events.

Services to WIs such as

- Identifying the need for and setting up, new WIs
- Advice and support in running a WI
- Lists of approved speakers available for meetings
- Independent financial examination of annual accounts
- Training of officers
- The provision of official publications and handbooks.

## **Strategies**

The key elements of the Federation's medium to long term strategy are:

- To offer a wide range of learning opportunities, giving training in the widest sense, encouraging personal development and ensuring that traditional skills are preserved,
- To encourage WI members to adopt healthier and more sustainable lifestyles, by supporting leisure activities, the sciences and combined arts.
- To raise the profile of our organisation locally and nationally, and maintaining our position as a respected voice of reason, integrity and intelligence.

## **Principal objectives for the year ending 30 April 2022**

- To increase membership by promoting a positive image of the organisation and by raising the profile of the Federation within the local community.
- To support the NFWI's campaigns at local level and raise members' awareness of social issues of importance both at home and abroad.
- To remain financially solvent and to build up our reserves to six months working capital.
- To develop and maintain our County headquarters in order to provide extended facility for members and others visiting and using the centre.
- To support the WIs and the members in remaining in contact with one another during the Coronavirus pandemic.

## **ACHIEVEMENTS AND PERFORMANCE**

1. Workshops run by the Membership and Training Committee and visits to WIs, especially the newly opened ones, continue to help members to get the best from their membership of the WI. Media coverage of WI events has been maintained, and our website, and our Facebook Page continues to inform members and non-members alike.
2. We have continued to arrange and promote educational events, talks and workshops during the year by using Zoom and face to face meetings.

3. Our newsletter is circulated by email and we encourage our members to embrace digital technology and reduce our carbon footprint. We continue to highlight NFWI campaigns in this publication.
4. WI member's generous donations to ACWW enable successful projects such as helping women across the world through the ACWW General Projects Fund. Pre-Triennial workshops, Group Meeting and Conferences are events which our ACWW Officer endeavors to attend.
5. On the financial side, it has been a better year, as we have been able to organize events and trips as usual. However, support has been slow but is improving. We made a small deficit this year but as support continues to grow, we hope to report a surplus in 2023.

### **FINANCIAL REVIEW**

The Statement of Financial Activities (SOFA) shows a deficit of £563 (2021: £16,020 deficit) which includes an increase in restricted funds of £1072 (2021 £6,863 increase)

The share of the annual subscription allocated to the Federation for 2022 is £10.30 per member and pro-rata payments from for new members joining the WI from 1<sup>st</sup> July 2021.

Donations have continued to come in to the General Fund and the Memorial Fund and £5,507 was received from the Government's Furlough scheme. We were able to host Zoom and face to face WI events which gave us a surplus of £9,923 (2021 £57).

The annual insurance premium for 2021- 2022 is up by £563 this year (22.5%)

Income and expenditure comparisons show the effect of the Covid pandemic, and the fact that in 2021 affiliation fees were waived last year.

## **RESERVE POLICY**

The Federation's main asset continues to be WI House. The Board intends to continue to build up the reserves of the Charity to six months working capital to allow for unforeseen disruption to its income stream

## **.PUBLIC BENEFIT STATEMENT**

The objects of the Women's Institute organisation are stated above and it is the Federation's aim to offer them to all women in the county through membership of the WI. Members pay an annual subscription, set nationally and shared between the WI, the Federation and the National organisation. Each WI uses its portion of the subscription income to provide speakers on topics related to the aims of the organisation and to pay for suitable accommodation for its meetings. Each WI raises additional funds to cover further benefits for its members locally and to support the work of the Federation in providing courses and training, of interest and benefit to the membership.

The meeting room at WI House (the Watson/Eady Room) with a seating capacity of 50 is available for hire by WIs within the Federation and by organisations active in the local community.

## **FUTURE PLANS**

We plan to carry on updating the office technology as well as maintaining WI House both internally and externally. The upkeep of the garden and its surrounding fences and gate will continue.

The Membership team continue to research areas in Northamptonshire to enable new WIs to be set up and to re-open WIs that have been suspended within the last three years.

Training for WI Presidents, Treasurers and Secretaries will continue. Independent Financial Examiner refresher training will be on-going to enable them to assist WIs with the preparation and examination of accounts. There are ten Independent Financial Examiners (IFE's) and one IFE trainer assigned to the Federation.

An IFE Trainer has been appointed from the BOT after completing her training with the National Federation.

Members will continue to be encouraged to read the monthly newsletter which highlights our campaigns and concerns as well as informs the members of the timetable and reports on the events held throughout the year

We plan to continue to work on Campaigns, as mandated by NFWI. Recent mandates include, avoid food waste, address food poverty, the appropriate care in hospitals for people with dementia, time to talk about organ donation, end Plastic Soup, help to alleviate loneliness and mental health matters. Other issues with which WI members will be encouraged to become involved are education, healthy cooking, recycling, and reducing their carbon footprint and also the general issue of passing on craft and cooking skills to the next generation.

We want the WI to be an organisation of choice, inspiring and enriching the lives of all women and girls who wish to play an active role in their communities, widen their horizons and learn new skills

---

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Company and charity law require the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Federation and of its income and expenditure for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgments 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; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Federation will continue to operate,

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Federation and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

This report was approved by the board of trustees on 18 August 2022 and signed on their behalf.

Signed:  Chairman

Anne Rodwell

**Independent Examiner's Report to the Trustees of:  
NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES  
Registered Charity Number: 1010740**

**Page 10**

We report on the accounts of the company for the year ended 30<sup>th</sup> April 2022, which are set out on the attached pages 11 to 17.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to an 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;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act,
- state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

Our examination was conducted in accordance with 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 of 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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Brenda Peers-Ross*

Brenda Peers-Ross FMAAT, ACIE  
31<sup>st</sup> August 2022

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30th APRIL 2022

	Note	Unrestricted £	Restricted £	2022 £	Restated Unrestricted £	Restated Restricted £	2021 £
<b>Income from:</b>							
Donations and legacies		1,834	-	1,834	12,177	-	12,177
Charitable activities	1	111,785	6,452	118,237	31,277	796	32,073
Investment Income		-	-	-	-	-	-
Other		-	-	-	-	-	-
<b>Total income</b>		<b>113,619</b>	<b>6,452</b>	<b>120,071</b>	<b>43,454</b>	<b>796</b>	<b>44,250</b>
<b>Expenditure on:</b>							
Raising funds		-	-	-	-	-	-
Charitable Activities	2	118,125	2,509	120,634	59,765	505	60,270
Other		-	-	-	-	-	-
<b>Total expenditure</b>		<b>118,125</b>	<b>2,509</b>	<b>120,634</b>	<b>59,765</b>	<b>505</b>	<b>60,270</b>
<b>Net income/(expenditure)</b>		<b>(4,506)</b>	<b>3,943</b>	<b>(563)</b>	<b>(16,311)</b>	<b>291</b>	<b>(16,020)</b>
Transfer Between Funds		2,871	(2,871)	-	(6,572)	6,572	-
<b>Net movement in funds</b>		<b>(1,635)</b>	<b>1,072</b>	<b>(563)</b>	<b>(22,883)</b>	<b>6,863</b>	<b>(16,020)</b>
<b>Reconciliation of Funds:</b>							
Total funds brought forward		466,292	25,075	491,367	489,175	18,212	507,387
<b>Total funds carried forward</b>		<b>464,657</b>	<b>26,147</b>	<b>490,804</b>	<b>466,292</b>	<b>25,075</b>	<b>491,367</b>

All income and expenditure derives from continuing activities.

The statement of financial activities includes all aims and losses recognised in the year.

**BALANCE SHEET**  
**YEAR ENDED 30TH APRIL 2022**

Company Number: 2705833

	Note	Unrestricted £	Restricted £	2022 £	Restated Unrestricted £	Restated Restricted £	2021 £
<b>Fixed Assets:</b>							
Tangible Assets	3	421,556	-	421,556	421,556		421,556
<b>Current assets</b>							
Stocks	4	2,469	-	2,469	5,173		5,173
Debtors	5	1,065	-	1,065	359		359
Cash at Bank and in Hand		42,442	26,147	68,589	40,915	25,075	65,990
		<b>45,976</b>	<b>26,147</b>	<b>72,123</b>	<b>46,447</b>	<b>25,075</b>	<b>71,522</b>
<b>Creditors: Amounts falling due within one year</b>							
	6	(2,875)	-	(2,875)	(1,711)	-	(1,711)
<b>Net current assets / (liabilities)</b>		<b>43,101</b>	<b>26,147</b>	<b>69,248</b>	<b>44,736</b>	<b>25,075</b>	<b>69,811</b>
<b>Net assets/(liabilities)</b>		<b>464,657</b>	<b>26,147</b>	<b>490,804</b>	<b>466,292</b>	<b>25,075</b>	<b>491,367</b>
<b>Total charity funds/(deficit)</b>		<b>464,657</b>	<b>26,147</b>	<b>490,804</b>	<b>466,292</b>	<b>25,075</b>	<b>491,367</b>
<b>Charity Funds:</b>							
Restricted Funds	7	-	26,147	26,147	-	25,075	25,075
Unrestricted and Designated Reserves	8	464,657	-	464,657	466,292	-	466,292
<b>Total Charity Funds</b>		<b>464,657</b>	<b>26,147</b>	<b>490,804</b>	<b>466,292</b>	<b>25,075</b>	<b>491,367</b>


For the year ending 30th April 2022, the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (i) the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- (ii) the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- (iii) these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts have been prepared in accordance with the special provisions relating to small companies within the Companies Act 2006.

Approved by the Board of Trustees on 18th August 2022, and signed on their behalf by:

  
\_\_\_\_\_  
Anne Rodwell Director/Chair

**PRINCIPAL ACCOUNTING POLICIES**

**FOR THE YEAR ENDED 30th APRIL 2022**

---

**Accounting Policies**

The financial statements of the Charitable Company, which is a public entity under FRS 102, have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice SORP (FRS102) issued on 1st October 2019, applicable UK Accounting Standards and the Charities Act 2011.

**Format**

The company has taken advantage of the provisions of the Companies Act 2006 and presented an income and expenditure account in the form of a Statement of Financial Activities on the grounds that it enables the financial statements to show a true and fair view of the result for the year.

**Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the non-profit making charity which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated funds is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes.

**Incoming resources**

Voluntary income and donations are included in incoming resources when they are receivable and the amount can be quantified with reasonable accuracy. Grants are brought into account on a receivable basis.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

**Resources expended**

Expenditure is allocated on the statement of financial activities between restricted and unrestricted funds, and is further analysed between costs of generating funds and other charitable expenditure. All expenditure is accounted for on an accruals basis.

**Tangible fixed assets and depreciation**

Land and Buildings for use by the charity are stated at cost

The trustees believe that this policy is appropriate to the company's circumstances and have decided to adopt it. This represents a departure from the requirements of the Companies Act 2006 but the directors believe it to be necessary for the accounts to show a true and fair view.

Other tangible fixed assets are stated at cost less depreciation

Depreciation is calculated to write down the cost of all tangible fixed assets by instalments over the expected useful lives.

Furniture, fixtures and fittings - 15% on cost

**Intangible income**

Intangible income, in the form of donated facilities and voluntary help etc., is not included in the financial statements since it is not considered practicable to quantify such income.

**Pension Scheme**

The Charity operates the NEST Pension Scheme in line with current legislation.

NOTES TO THE ACCOUNTS

**1 Charitable activities:**

	Unrestricted £	Restricted £	2022 £	2021 £
County Sales Items	901	-	901	319
Newsletters	60	-	60	-
Yearbooks	106	-	106	15
National Draw	893	-	893	496
Other Sales	1,518	-	1,518	1,024
	<b>3,478</b>	<b>-</b>	<b>3,478</b>	<b>1,854</b>
Events to raise funds	-	-	-	6,556
National affiliation fees	29,796	-	29,796	3,995
Affiliation fees	34,470	-	34,470	3,384
Furlough Grant	5,507	-	5,507	13,263
Other income	2,037	6,452	8,489	220
Insurance	920	-	920	104
WI events	35,544	-	35,544	2,686
Room hire, photocopying	33	-	33	11
<b>Total Income</b>	<b>111,785</b>	<b>6,452</b>	<b>118,237</b>	<b>32,073</b>

**2 Expenditure on Charitable activities:**

	Unrestricted £	Restricted £	2022 £	2021 £
Cost of Sales	5,210	-	5,210	16
Affiliation Fees paid to National WI	38,117	-	38,117	5,096
Expenses for events	25,621	-	25,621	9,185
Restricted Funds Payments	-	2,509	2,509	3
Employment costs	33,819	-	33,819	33,045
Premises expenses	3,987	-	3,987	3,697
Insurance	3,071	-	3,071	2,508
General running expenses	5,791	-	5,791	5,327
Depreciation	-	-	-	-
<b>Governance</b>				
Trustee expenses	1,209	-	1,209	-
Independent examination	1,300	-	1,300	1,393
<b>Total expenditure</b>	<b>118,125</b>	<b>2,509</b>	<b>120,634</b>	<b>60,270</b>

**2 Trustee and Employment**

Gross wages and salaries	33,420	-	33,420	32,640
Employer pension	399	-	399	405
	<b>33,819</b>	<b>-</b>	<b>33,819</b>	<b>33,045</b>

No employee earned in excess of £60,000 during the year.

Average number of full-time equivalent employees in the year: 1.5 (2021:1.5)

During the year, no trustees received any remuneration £nil. (2021 £nil)

Total expenditure reimbursed to trustees amounted to £nil (2021:£nil)

Trustee travelling expenses were paid to the following number (8) of people £1,209 (2021:nil)

NOTES TO THE ACCOUNTS

<b>3 Tangible Fixed Assets:</b>	<b>Equipmen Furniture &amp; Fittings £</b>	<b>Freehold Land and Buildings £</b>	<b>Total £</b>
<b>Cost</b>			
Brought forward	17,181	421,556	438,737
Additions	-	-	-
Disposals	-	-	-
Carried forward	<u>17,181</u>	<u>421,556</u>	<u>438,737</u>
<b>Depreciation</b>			
Brought forward	17,181	-	17,181
Charge for year	-	-	-
Disposals	-	-	-
Carried forward	<u>17,181</u>	<u>-</u>	<u>17,181</u>
<b>Net Book Value</b>			
<b>Balance at 30.04.22</b>	<u>-</u>	<u>421,556</u>	<u>421,556</u>
Balance at 30.04.21	<u>-</u>	<u>421,556</u>	<u>421,556</u>

<b>4 Stock</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>2022 £</b>	<b>2021 £</b>
Goods for resale	2,469	-	2,469	5,173
	<u>2,469</u>	<u>-</u>	<u>2,469</u>	<u>5,173</u>

<b>5 Debtors:</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>2022 £</b>	<b>2021 £</b>
Trade Debtors	959	-	959	242
Other Debtors	-	-	-	-
Prepayments and accrued income	106	-	106	117
	<u>1,065</u>	<u>-</u>	<u>1,065</u>	<u>359</u>

<b>6 Creditors: Amounts falling due within one year</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>2022 £</b>	<b>2021 £</b>
Other creditors	(1,173)	-	(1,173)	(152)
Taxation and Social Security	(362)	-	(362)	(229)
Accruals	(1,340)	-	(1,340)	(1,330)
Deferred Income	-	-	-	-
	<u>(2,875)</u>	<u>-</u>	<u>(2,875)</u>	<u>(1,711)</u>

NOTES TO THE ACCOUNTS

7 Restricted Funds:

	Restated Balance 01.05.21	Incoming Resources	Resources Expended	Transfer between funds	Balance 30.04.22
Restricted Funds	£	£	£	£	£
Suspended WIs	2,249	5,917	-	(1,236)	6,930
Memorial Bursary Fund	7,054	535	(377)	-	7,212
Margaret Aspinal Bursary	1,877	-	-	-	1,877
WI House Maintenance	1,863	-	(1,863)	-	-
Choir Fund	1,657	-	(269)	(1,388)	-
Agnes Salter - Denman Travel Fund	128	-	-	-	128
Bobbin Lace Fund	116	-	-	(116)	-
WI Walkers	131	-	-	(131)	-
Mary Sheldon Bursary	10,000	-	-	-	10,000
	<b>25,075</b>	<b>6,452</b>	<b>(2,509)</b>	<b>(2,871)</b>	<b>26,147</b>

Suspended WIs Fund arises when a WI is suspended and any monies remaining are added to this fund, if that WI is reformed within three years, any monies held are paid back to them. If not reformed, the money is transferred into the Formation of new WI fund.

The Memorial Bursary provides funds for an educational bursary for local WI's.

Margaret Aspinal Bursary provides educational bursaries for Denman College courses. As Denman Collage has closed down, we are awaiting guidance from the National Federation of WI's to let us know how we deal with this. The WI House maintenance fund has now been closed as we have undertaken maintenance on WI House this year. The WI Choir Fund and the Bobbin Lace Fund relate specifically to income and expenditure of the choir and bobbin lace club.

Agnes Salter is to provide funds to pay travel to and from Denman College. As Denman college is closed we are waiting guidance from the National Federation of WI's.

Mary Sheldon bursary is available to all members for an educational course.

NOTES TO THE ACCOUNTS

**Unrestricted and Designated Funds**

8

	<b>Restated Balance 01.05.21</b>	<b>Incoming Resources</b>	<b>Resources Expended</b>	<b>Transfers</b>	<b>Balance 30.04.22</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted reserves					
<b>Designated reserves</b>	<b>459,217</b>	<b>113,619</b>	<b>(118,125)</b>	<b>1,635</b>	<b>456,346</b>
County Bounty				-	
ACM Pooling of fares	1,484	-	-	-	1,484
Formation of new WI's	1,747	-	-	-	1,747
Denman College Donation	3,817	-	-	1,236	5,053
	27	-	-	-	27
	<b>466,292</b>	<b>113,619</b>	<b>(118,125)</b>	<b>2,871</b>	<b>464,657</b>

**SHARE CAPITAL AND MEMBERS LIABILITY**

9

The company is limited by guarantee and does not have a share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of it being wound up while he/she is a trustee or within one year afterwards, for payment of the debts and liabilities of the company, charges and expenses of winding up and for the adjustment of the rights of contributories among themselves, such amounts as may be required not exceeding £1.

**ULTIMATE CONTROLLING PARTY**

10

The charity is under the ultimate control of its trustees, the names of whom are shown at the front of these accounts.

**THE NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

England & Wales - Charity number 1010740

---

# Accounts

---

**NORTHAMPTONSHIRE COUNTY FEDERATION  
OF WOMEN'S INSTITUTES  
TRUSTEES' REPORT AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 APRIL 2021**

Report and Financial Statements

Year ended: 30 April 2021

Company No. 2705833

<b>Contents</b>	<b>Page</b>
Report of the Directors and Trustees	2 - 9
Report of the Independent Examiner	10
Statement of financial activities	11
Balance sheet	12
Notes forming part of the financial statements	13 - 17

**Report of the Directors and Trustees for the year ended 30 April 2021**

**INTRODUCTION**

The Trustees, who are also the Directors of the Charitable Company, have pleasure in presenting their report and the Company's unaudited accounts for the year ended 30 April 2021.

The financial statements of the Charitable Company, which is a public benefit entity under FRS102, have been prepared under the historical costs convention and in accordance with the Companies Act 2006, and the Statement of Recommended Practice SORP(FRS102) issued on 1<sup>st</sup> October 2019, applicable UK Accounting Standards and the Charities Act 2011.

They deal with the transactions and assets and liabilities of the Northamptonshire Federation of Women's Institutes.

Local WIs are self-accounting.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Status**

The Northamptonshire Federation of Women's Institutes is a Company Limited by Guarantee Company Number 2705833). It is also a registered charity (No. 1010740).

**REGISTERED AND PRINCIPAL OFFICE**

WI House, 71 Park View, Moulton, Northampton, NN3 7UZ

**TRUSTEES**

The Trustees of the Charity are also the Directors of the Charitable Company. The current Trustees of the Northamptonshire Federation of Women's Institutes and those who held office during the year are as follows:

Diana Babb (until November 2020)  
Jean Bates  
Barbara Bentley (until November 2020)  
Denise Bott  
Linda Brett  
Rosie Duddy  
Margaret Foster (until November 2020)  
Judith Grant (until July 2021)  
Cate Purcell  
Anne Seckington (until November 2020)  
Anne Rodwell  
Heather Smith  
Ann Thorington  
Ashley Westmacott (until March 2021)  
Chris Carr (appointed 19<sup>th</sup> October 2020)

Company Secretary

Jackie Andrews.

The Company Secretary is head of the paid staff and is responsible for the day-to-day management of the office.

### **PROFESSIONAL ADVISERS**

#### **Independent Examiners**

CVS Northamptonshire (Council for Voluntary Service Northampton & County)  
32-36 Hazelwood Road, Northampton NN1 1LN

#### **Bankers**

Co-operative Bank, P.O. Box 250, Dell House, Southway, Skelmersdale.WN8 6WT

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Northamptonshire County Federation of Women's Institutes (NCFWI) represents the WI Movement within the county of Northamptonshire. It comprises some 111 (2019 113) affiliated WIs with a total membership of 3135.

It acts as a conduit for communication between the National Federation and local members. Each WI is represented at the Federation's Annual General Meeting which shapes policy and strategy at county level.

The Federation's Constitution is set out in its Memorandum and Articles of Association, which may be obtained from the registered office or from Companies House.

### **PROCEDURES FOR THE RECRUITMENT AND APPOINTMENT OF DIRECTORS**

The Board of Trustees consists of up to 12 members, elected biannually by the affiliated WIs, and up to three additional members may be co-opted annually. Any member of a WI belonging to the Federation is eligible to stand for election to the Board

The Chairman, Treasurer and two or three vice-Chairmen are elected annually by the Trustees from among their own number.

### **POLICIES AND PROCEDURES FOR THE TRAINING AND INDUCTION OF DIRECTORS**

Training for Federation Chairmen, Treasurers and Secretaries is provided by the NFWI Training is also provided for Trustees and Independent Financial Examiners (IFE Trainers) in addition to guidance available on the WI Members only websites MYWI and WI Training. Induction for new Trustees and new members of sub-committees is provided by NCFWI.

### **ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The Board meets up to eleven times a year. A finance committee including the Officers and certain Board members advise the Board on all aspects of the Federation's finances. Much of the Board's work is delegated to sub-committees covering the Charitable Company's main areas of activity. Members of the Board chair these committees. The committees include Membership and Training, Arts, Sport and Leisure, Media, Campaigns and Concerns and Travel. A small Catering Team caters for events specified by the Board of Trustees.

---

The Board determines policy and strategy based on the advice of the sub-committees. Execution of policy and strategies is the responsibility of the Federation's paid staff, aided by the appointed officers and sub-committee members, who are all volunteers.

The following matters require the approval of the Board:

- Annual Budget
- Archive Policy
- Business Plan
- Disciplinary Procedure
- Emergency Action Plan
- Environmental Policy
- Equal Opportunities Policy
- Finance Policy to include Capital Expenditure, Investment and Reserve Policies
- Grievance Policy
- GDPR Policy
- Health & Safety Policy
- Internet Policy
- Website Policy
- Lone Worker Policy
- Risk Register
- Safe Guarding Children and Vulnerable Adults Policy
- Staff Recruitment
- Transsexuals Policy

The Federation's policies are reviewed annually.

### **RISK MANAGEMENT POLICY**

The Board has considered the principal risks to which the company is exposed including risks to the Charity's financial position, premises and reputation, and have implemented policies to control these risks where necessary. The risks confronting the Organisation are reviewed on a regular basis.

The principal risks are considered to be financial and to a lesser extent reputational.

Financial risks include the risk of losses arising:

- from a decline in major income streams related to a fall in membership numbers
- from the fraudulent activities of third parties
- as a result of breaches of laws or regulations which could expose the company to losses arising from penalties and damages and
- from counterparties being unable to meet their obligations.

These risks are controlled by the implementation of sound governance and the maintenance of adequate financial controls. The control environment includes segregation of duties (where practicable), authorisation procedures, budgetary controls and multiple signatory controls over payments.

Debts are monitored and action is taken to follow up overdue invoices. Adequate insurance is maintained to cover all risks to the Charity's property and the level of cover is reviewed annually.

---

**OBJECTIVES AND ACTIVITIES**

**Objects**

The main purposes of the Women's Institute Organisation are;-

- a) to advance the education of women and girls for the public benefit in all areas, including, without limitation, local national and international issues of political and social importance; music, drama and other cultural subjects; and all branches of agriculture, crafts, home economics, science, health and social welfare;
- b) to promote sustainable development for the public benefit by educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and promoting sustainable means of achieving economic growth and regeneration;
- c) to advance health for the public benefit;
- d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

The Federation seeks to give women the opportunity of working together through the Women's Institute organisation in their communities, of developing their capacity and skills, and of putting into practice those ideals for which the Women's Institute organisation stands.

**Activities**

Women generally, but in particular women with rural interests, together with their local communities benefit from the Federation's work. To assist in this we offer three educational bursaries.

The Federation provides a forum in the centre of the County and a channel of communication between our National Federation and members belonging to individual Women's Institutes around the County - so allowing members' views to shape policy and strategy by representation to our National Federation, to National and Local Government, and to other relevant agencies.

In addition, the Federation supplies a number of services to its members, both to individuals and to WIs which belong to the Federation, in furtherance of our objects. These include:

Services to members such as

- Conferences, courses, exhibitions, lectures and educational activities
- Educational visits in the UK
- The provision of small gifts, cards, diaries, computer memory sticks, etc for purchase
- Social and fund-raising events
- A monthly newsletter detailing current and future events.

Services to WIs such as

- Identifying the need for and setting up, new WIs
- Advice and support in running a WI
- Lists of approved speakers available for meetings
- Independent financial examination of annual accounts
- Training of officers
- The provision of official publications and handbooks.

## **Strategies**

The key elements of the Federation's medium to long term strategy are:

- To offer a wide range of learning opportunities, giving training in the widest sense, encouraging personal development and ensuring that traditional skills are preserved,
- To encourage WI members to adopt healthier and more sustainable lifestyles, by supporting leisure activities, the sciences and combined arts.
- To raise the profile of our organisation locally and nationally, and maintaining our position as a respected voice of reason, integrity and intelligence.

## **Principal objectives for the year ending 30 April 2021**

- To increase membership by promoting a positive image of the organisation and by raising the profile of the Federation within the local community.
- To support the NFWI's campaigns at local level and raise members' awareness of social issues of importance both at home and abroad.
- To remain financially solvent and to build up our reserves to six months working capital.
- To develop and maintain our County headquarters in order to provide an extended facility for members and others visiting and using the centre.
- To support the WIs and the members in remaining in contact with one another during the Coronavirus pandemic.

## **ACHIEVEMENTS AND PERFORMANCE**

1. Workshops run by the Membership and training Committee and visits to WIs, especially the newly opened ones, continue to help members to get the best from their membership of the WI. Media coverage of WI events has been maintained, and our website, our Facebook Page continues to inform members and non-members alike.
2. We have continued to arrange and promote educational events during the pandemic by using Zoom for talks and workshops including Getting to Know your Sewing Machine, how to use the Camera on a Mobile Phone, a Virtual Walk through London.

Presidents, Secretaries and Treasurers were encouraged to attend the relevant workshops on Zoom.

We held several Coffee and Chat sessions on Zoom for members during the year.

3. As it was not possible to circulate our monthly Newsletter in the usual way this was produced by a member of staff and circulated via email. We continued to highlight NFWI campaigns in this publication.
4. WI member's generous donations to ACWW enable successful projects such as helping women across the world through the ACWW General Projects Fund. Pre-Triennial workshops, Group Meeting and Conferences are events which our ACWW Officer endeavors to attend.
5. On the financial side, it has been a difficult year, we have not been able to organize events and trips as usual and consequently we have made a loss over the year. The staff were furloughed for three months and then worked from home on a part time basis allowing us to claim furlough for the unworked hours. We received a £10,000 grant from the government via Daventry District Council.
6. NFWI made the decision that the members subscription year would be extended by 3 months, which meant that subscriptions were not due from members until 1<sup>st</sup> April, this means that the Federation did not receive their part of the subscription during this year.

### FINANCIAL REVIEW

The Statement of Financial Activities (SOFA) shows a deficit of £16,020 (2020: £5,620 deficit) which includes a decrease in restricted funds of £3,137 (2020 £796 increase)

The share of the annual subscription allocated to the Federation for 2021 is £10.30 per member and pro-rata payments from for new members joining the WI from 1<sup>st</sup> July 2020.

As the subscription year was changed from 1<sup>st</sup> January to 31<sup>st</sup> December to 1<sup>st</sup> April to 31<sup>st</sup> March. The amount of Affiliation fees received by the Federation was greatly reduced.

Donations have continued to come in to the General Fund and the Memorial Fund. The annual insurance premium for 2020- 2021 is up by £316 this year.

Increased expenditure on charitable activities

Staff Costs  
Insurance

Decreased expenditure:

Events  
Premises expenses (Cleaning, Heat, Lighting, Rates, Repairs and Renewals)  
General Admin, (Training, Bursaries, Telephone, Printing, Postage and Stationery)

## **RESERVE POLICY**

The Federation's main asset continues to be WI House. The Board intends to continue to build up the reserves of the Charity to six months working capital to allow for unforeseen disruption to its income stream

## **.PUBLIC BENEFIT STATEMENT**

The objects of the Women's Institute organisation are stated above and it is the Federation's aim to offer them to all women in the county through membership of the WI. Members pay an annual subscription, set nationally and shared between the WI, the Federation and the National organisation. Each WI uses its portion of the subscription income to provide speakers on topics related to the aims of the organisation and to pay for suitable accommodation for its meetings. Each WI raises additional funds to cover further benefits for its members locally and to support the work of the Federation in providing courses and training, of interest and benefit to the membership.

The meeting room at WI House (the Watson/Eady Room) with a seating capacity of 50 is available for hire by WIs within the Federation and by organisations active in the local community.

## **FUTURE PLANS**

We plan to carry on updating the office technology as well as maintaining WI House both internally and externally. The upkeep of the garden and its surrounding fences and gate will continue.

The Membership team continue to research areas in Northamptonshire to enable new WIs to be set up and to re-open WIs that have been suspended within the last three years.

Training for WI Presidents, Treasurers and Secretaries will continue. Independent Financial Examiner refresher training will be on-going to enable them to assist WIs with the preparation and examination of accounts. There are ten Independent Financial Examiners (IFE's) and one IFE trainer assigned to the Federation.

Plans are in place to engage an IFE Trainer for the Northamptonshire Federation..

Members will continue to be encouraged to take the monthly newsletter which highlights our campaigns and concerns as well as informs the members of the timetable and reports on the events held throughout the year

We shall continue to promote and support ACWW.

We plan to continue to work on Campaigns, as mandated by NFWI. Recent mandates include, avoid food waste, address food poverty, the appropriate care in hospitals for people with dementia, time to talk about organ donation, end Plastic Soup, help to alleviate loneliness and mental health matters. Other issues with which WI members will be encouraged to become involved are education, healthy cooking, recycling, and reducing their carbon footprint and also the general issue of passing on craft and cooking skills to the next generation.

We want the WI to be an organisation of choice, inspiring and enriching the lives of all women and girls who wish to play an active role in their communities, widen their horizons and learn new skills

---


**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Company and charity law require the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Federation and of its income and expenditure for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgments 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; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Federation will continue to operate,

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Federation and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

This report was approved by the board of trustees on 6<sup>th</sup> October 2021 and signed on their behalf.

Signed:  Chairman

Anne Rodwell

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30th APRIL 2021

	Note	Unrestricted £	Restricted £	2021 £	Unrestricted £	Restricted £	2020 £
<b>Income from:</b>							
Donations and legacies		12,177	-	12,177	16,188	1,150	17,338
Charitable activities	1	31,277	796	32,073	154,989	1,626	156,615
Investment Income		-	-	-	283	-	283
Other		-	-	-	-	-	-
<b>Total income</b>		<b>43,454</b>	<b>796</b>	<b>44,250</b>	<b>171,460</b>	<b>2,776</b>	<b>174,236</b>
<b>Expenditure on:</b>							
Raising funds		-	-	-	-	-	-
Charitable Activities	2	59,765	505	60,270	176,794	3,062	179,856
Other		-	-	-	-	-	-
<b>Total expenditure</b>		<b>59,765</b>	<b>505</b>	<b>60,270</b>	<b>176,794</b>	<b>3,062</b>	<b>179,856</b>
<b>Net income/(expenditure)</b>		<b>(16,311)</b>	<b>291</b>	<b>(16,020)</b>	<b>(5,334)</b>	<b>(286)</b>	<b>(5,620)</b>
Transfer Between Funds		3,428	(3,428)	-	4,428	(4,428)	-
<b>Net movement in funds</b>		<b>(12,883)</b>	<b>(3,137)</b>	<b>(16,020)</b>	<b>(906)</b>	<b>(4,714)</b>	<b>(5,620)</b>
<b>Reconciliation of Funds:</b>							
Total funds brought forward		489,175	18,212	507,387	490,081	22,926	513,007
<b>Total funds carried forward</b>		<b>476,292</b>	<b>15,075</b>	<b>491,367</b>	<b>489,175</b>	<b>18,212</b>	<b>507,387</b>

All income and expenditure derives from continuing activities.

The statement of financial activities includes all aims and losses recognised in the year.

**BALANCE SHEET**  
**YEAR ENDED 30TH APRIL 2021**

Company Number: 2705833

	Note	Unrestricted £	Restricted £	2021 £	Unrestricted £	Restricted £	2020 £
<b>Fixed Assets:</b>							
Tangible Assets	3	421,556	-	421,556	421,556		421,556
<b>Current assets</b>							
Stocks	4	5,173	-	5,173	5,173		5,173
Debtors	5	359	-	359	3,051		3,051
Cash at Bank and in Hand		50,915	15,075	65,990	61,471	18,212	79,683
		<b>56,447</b>	<b>15,075</b>	<b>71,522</b>	<b>69,695</b>	<b>18,212</b>	<b>87,907</b>
<b>Creditors: Amounts falling due within one year</b>	6	(1,711)	-	(1,711)	(2,076)	-	(2,076)
<b>Net current assets / (liabilities)</b>		<b>54,736</b>	<b>15,075</b>	<b>69,811</b>	<b>67,619</b>	<b>18,212</b>	<b>85,831</b>
<b>Net assets/(liabilities)</b>		476,292	15,075	491,367	489,175	18,212	507,387
<b>Total charity funds/(deficit)</b>		<b>476,292</b>	<b>15,075</b>	<b>491,367</b>	<b>489,175</b>	<b>18,212</b>	<b>507,387</b>
<b>Charity Funds:</b>							
Restricted Funds	7	-	15,075	15,075	-	18,212	18,212
Unrestricted and Designated Reserves	8	476,292	-	476,292	489,175	-	489,175
<b>Total Charity Funds</b>		<b>476,292</b>	<b>15,075</b>	<b>491,367</b>	<b>489,175</b>	<b>18,212</b>	<b>507,387</b>

For the year ending 30th April 2021, the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (i) the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- (ii) the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- (iii) these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts have been prepared in accordance with the special provisions relating to small companies within the Companies Act 2006.

Approved by the Board of Trustees on 6th October 2021, and signed on their behalf by:

  
Anne Rodwell Director/Chair

**PRINCIPAL ACCOUNTING POLICIES**

**FOR THE YEAR ENDED 30th APRIL 2021**

---

**Accounting Policies**

The financial statements of the Charitable Company, which is a public entity under FRS 102, have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice SORP (FRS102) issued on 1st October 2019, applicable UK Accounting Standards and the Charities Act 2011.

**Format**

The company has taken advantage of the provisions of the Companies Act 2006 and presented an income and expenditure account in the form of a Statement of Financial Activities on the grounds that it enables the financial statements to show a true and fair view of the result for the year.

**Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the non-profit making charity which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated funds is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes.

**Incoming resources**

Voluntary income and donations are included in incoming resources when they are receivable and the amount can be quantified with reasonable accuracy. Grants are brought into account on a receivable basis.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

**Resources expended**

Expenditure is allocated on the statement of financial activities between restricted and unrestricted funds, and is further analysed between costs of generating funds and other charitable expenditure. All expenditure is accounted for on an accruals basis.

**Tangible fixed assets and depreciation**

Land and Buildings for use by the charity are stated at cost

The trustees believe that this policy is appropriate to the company's circumstances and have decided to adopt it. This represents a departure from the requirements of the Companies Act 2006 but the directors believe it to be necessary for the accounts to show a true and fair view.

Other tangible fixed assets are stated at cost less depreciation

Depreciation is calculated to write down the cost of all tangible fixed assets by instalments over the expected useful lives.

Furniture, fixtures and fittings - 15% on cost

**Intangible income**

Intangible income, in the form of donated facilities and voluntary help etc., is not included in the financial statements since it is not considered practicable to quantify such income.

**Pension Scheme**

The Charity operates the NEST Pension Scheme in line with current legislation.

NOTES TO THE ACCOUNTS

**1 Charitable activities:**

	Unrestrict	Restricted	2021	2020
	£	£	£	£
County Sales Items	319	-	319	3,224
Newsletters	-	-	-	8,210
Yearbooks	15	-	15	120
National Draw	496	-	496	775
Other Sales	1,024	-	1,024	1,336
	<b>1,854</b>	<b>-</b>	<b>1,854</b>	<b>13,665</b>
Events to raise funds	5,760	796	6,556	3,894
National affiliation fees	3,995	-	3,995	50,910
Affiliation fees	3,384	-	3,384	36,554
Furlough Grant	13,263	-	13,263	-
Other income	220	-	220	961
Insurance	104	-	104	1,115
WI events	2,686	-	2,686	49,170
Room hire	11	-	11	346
<b>Total Income</b>	<b>31,277</b>	<b>796</b>	<b>32,073</b>	<b>156,615</b>

**2 Expenditure on Charitable activities:**

	Unrestrict	Restricted	2021	2020
	£	£	£	£
Cost of Sales	16	-	16	8,494
Affiliation Fees paid to National WI	5,096	-	5,096	43,523
Expenses for events	9,185	-	9,185	47,580
Restricted Funds Payments	-	3	3	2,712
Employment costs	33,045	-	33,045	32,005
Premises expenses	3,195	502	3,697	6,933
Insurance	2,508	-	2,508	2,192
General running expenses	5,327	-	5,327	34,430
Depreciation	-	-	-	454
<b>Governance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Trustee expenses	-	-	-	-
Independent examination	1,393	-	1,393	1,533
<b>Total expenditure</b>	<b>59,765</b>	<b>505</b>	<b>60,270</b>	<b>179,856</b>

**2 Trustee and Employment**

Gross wages and salaries	32,640	-	32,640	31,505
Employer pension	405	-	405	500
	<b>33,045</b>	<b>-</b>	<b>33,045</b>	<b>32,005</b>

No employee earned in excess of £60,000 during the year.

Average number of full-time equivalent employees in the year: 1.5 (2020:1.5)

During the year, no trustees received any remuneration £nil. (2020 £nil)

Total expenditure reimbursed to trustees amounted to £nil (2020:£1,941)

Trustee travelling expenses were paid to the following number of people nil (2020:17)

NOTES TO THE ACCOUNTS

3 Tangible Fixed Assets:

	Equipment, Furniture & Fittings £	Freehold Land and Buildings £	Total £ £
<b>Cost</b>			
Brought forward	17,181	421,556	438,737
Additions	-	-	-
Disposals	-	-	-
Carried forward	<u>17,181</u>	<u>421,556</u>	<u>438,737</u>
<b>Depreciation</b>			
Brought forward	17,181	-	17,181
Charge for year	-	-	-
Disposals	-	-	-
Carried forward	<u>17,181</u>	<u>-</u>	<u>17,181</u>
<b>Net Book Value</b>			
Balance at 30.04.21	<u>-</u>	<u>421,556</u>	<u>421,556</u>
Balance at 30.04.20	<u>-</u>	<u>421,556</u>	<u>421,556</u>

4 Stock

	Unrestrict £	Restricted £	2021 £	2020 £
Goods for resale	5,173	-	5,173	5,173
	<u>5,173</u>	<u>-</u>	<u>5,173</u>	<u>5,173</u>

5 Debtors:

	Unrestrict £	Restricted £	2021 £	2020 £
Trade Debtors	242	-	242	264
Other Debtors	-	-	-	99
Prepayments and accrued income	117	-	117	2,688
	<u>359</u>	<u>-</u>	<u>359</u>	<u>3,051</u>

6 Creditors: Amounts falling due within one year

	Unrestrict £	Restricted £	2021 £	2020 £
Other creditors	(152)	-	(152)	(75)
Taxation and Social Security	(229)	-	(229)	(321)
Accruals	(1,330)	-	(1,330)	(1,680)
Deferred Income	-	-	-	-
	<u>(1,711)</u>	<u>-</u>	<u>(1,711)</u>	<u>(2,076)</u>

NOTES TO THE ACCOUNTS

7 Restricted Funds:

Restricted Funds	Balance 01.05.20	Incoming Resources	Resources Expended	Transfer between funds	Balance 30.04.21
	£	£	£	£	£
Suspended WIs	3,020	45	-	(816)	2,249
Memorial Bursary Fund	6,329	725	-	-	7,054
Denman Dip	(55)	-	-	55	-
Margaret Aspinall Bursary	1,877	-	-	-	1,877
WI House Maintenance	2,365	-	(502)	-	1,863
Denman refurbishment Fund	2,546	-	-	(2,546)	-
Choir Fund	1,631	26	-	-	1,657
Pauline Duff Trophy	-	-	(3)	3	-
Agnes Salter - Denman Travel Fund	128	-	-	-	128
Bobbin Lace Fund	116	-	-	-	116
WI Walkers	131	-	-	-	131
Technology Award	124	-	-	(124)	-
	<b>18,212</b>	<b>796</b>	<b>(505)</b>	<b>(3,428)</b>	<b>15,075</b>

**Suspended WIs** Fund arises when a WI is suspended and any monies remaining are added to this fund, if that WI is reformed within three years, any monies held are paid back to them. If not reformed, the money is transferred into the Formation of new WI fund.

The Memorial Bursary, Denman Dip and Margaret Aspinall Bursary Funds provide educational bursaries and the Denman Travel Fund provides funds to pay for travel to Denman College.

Donations specifically for the WI House maintenance fund will be used to maintain the house, landscape the garden and improve facilities.

Similarly, it was intended donations to the Denman refurbishment fund would be used to refurbish the Northamptonshire room at Denman College. Denman college has not reopened after Covid-19, and a decision has been made to return the funds to general reserves.

The WI Choir Fund and the Bobbin Lace Fund relate specifically to income and expenditure of the choir and bobbin lace club.

Agnes Salter is to provide funds to pay travel to and from Denman College.

Technology Award has been used to replace computers etc.

NOTES TO THE ACCOUNTS

**8 Unrestricted and Designated Funds**

	Balance 01.05.20	Incoming Resources	Resources Expended	Transfers	Balance 30.04.21
	£	£	£	£	£
Unrestricted reserves	480,782	41,965	(58,642)	(4,888)	459,217
<b>Designated reserves</b>					
County Bounty	2,979	1,460	(455)	(2,500)	1,484
ACM Pooling of fares	2,386	29	(668)	-	1,747
Formation of new WI's	3,001	-	-	816	3,817
Mary Sheldon Bursary	-	-	-	10,000	10,000
Denman College Donation	27	-	-	-	27
	<b>489,175</b>	<b>43,454</b>	<b>(59,765)</b>	<b>3,428</b>	<b>476,292</b>

**9 SHARE CAPITAL AND MEMBERS LIABILITY**

The company is limited by guarantee and does not have a share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of it being wound up while he/she is a trustee or within one year afterwards, for payment of the debts and liabilities of the company, charges and expenses of winding up and for the adjustment of the rights of contributories among themselves, such amounts as may be required not exceeding £1.

**10 ULTIMATE CONTROLLING PARTY**

The charity is under the ultimate control of its trustees, the names of whom are shown at the front of these accounts.