

NOTTINGHAMSHIRE FEDERATION OF WOMENS INSTITUTES

England & Wales · Charity number 1015139

Details

Status	Registered
Legal form	Charitable company
Company number	02758129
Registered	1992-11-19
Register	View on the Charity Commission register

Contact

Address	Trent Bridge House Newark NG24 1BN
Phone	01636673550
Email	secretary@nottswi.org.uk
Website	www.thewi.org.uk/notts

Activities

Objects: TO FURTHER THE PURPOSE OF THE WOMENS INSTITUTE MOVEMENT IN NOTTINGHAMSHIRE AND ELSEWHERE

Activities: Providing women with educational opportunities and the chance to build new skills, to take part in a wide variety of activities and to campaign on issues that matter to them and their communities.

Classification

- **How:** Provides Services, Other Charitable Activities
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** NOTTINGHAMSHIRE AND ELSEWHERE
- Nottinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-10-31	£103,332	£97,796	-	-
2023-10-31	£75,912	£106,798	-	-
2022-10-31	£81,089	£104,080	-	-
2021-10-31	£37,032	£73,652	-	-
2020-10-31	£58,087	£61,304	-	-

Trustees

Name	Role	Appointed
Beryl Northcote		2023-03-25
Beverley Stuart		2023-09-25
Christine Clark		2025-06-14
Deborah Susan Jones		2025-06-14
Dr Helen Patience Rose		2014-01-08
Heidi Platts		2025-06-14
Helen Ainley		2021-07-26
Julia Fiddian		2025-06-14

NOTTINGHAMSHIRE FEDERATION OF WOMENS INSTITUTES

England & Wales - Charity number 1015139

Accounts

theWI Nottinghamshire



**THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES
DIRECTORS' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2024**

The Nottinghamshire Federation of Women's Institutes
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The Nottinghamshire Federation of Women's Institutes
Company Information
For The Year Ended 31 October 2024

Directors

Ms Jennifer Bailey
Ms Helen Ainley
Ms Patricia Freeman
Ms Beryl Northcote
Ms Suzanne Plamping
Ms Wendy Richardson
Dr Helen Rose
Ms Beverley Stuart
Ms Elaine Maiden (co-opted August 2024)
Pauline Redmile (deceased January 2024)

Secretary

Ms Susan Sanderson

Company Number

02758129

Registered Office

Trent Bridge House
Beastmarket Hill
Newark
Nottinghamshire
NG24 1BN

Accountants

Tom Geraghty & Associates
Chartered Accountants and Business Advisors
38 North Gate
Newark
NG24 1EZ

The Nottinghamshire Federation of Women's Institutes
Charity No. 1015139
Directors' Report For The Year Ended 31 October 2024

The directors present their report and the financial statements for the year ended 31 October 2024.

Directors

The directors who held office during the year were as follows:

Ms Jennifer Bailey
Ms Helen Ainley
Ms Patricia Freeman
Ms Beryl Northcote
Ms Suzanne Plamping
Ms Wendy Richardson
Dr Helen Rose
Ms Beverley Stuart
Ms Elaine Maiden (co-opted August 2024)
Pauline Redmile (deceased January 2024)

Statement of Directors' Responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing the financial statements the directors are required to:

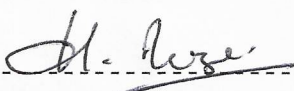
- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small Company Rules

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

On behalf of the board



Dr Helen Rose
Director

30/04/2025

The Nottinghamshire Federation of Women's Institutes
Charity No. 1015139
Trustees Report For The Year Ended 31 October 2024

TAR REPORT 2024

In 2023/2024, after approval of delegates at our Annual Meeting in March 2024, the Trustees commenced the sale of Trent Bridge House, the Federation Headquarters.

We have a Trustee team of nine members, having welcomed a new Trustee and had the sad death of one member during the past year. As Trustees, we still have the responsibility of keeping our headquarters maintained and in good repair until the house is sold. The flat roof and side wall were both repaired with redecoration of the Trent Room. It has taken many hours by Trustees, staff and volunteers to prepare the property for sale, with the removal and sale of items no longer required.

The Trustees take overall responsibility for the administration of the Federation.

Federation policy documents continue to be reviewed and updated, with the adoption of NFWI policies where necessary.

We keep our finances in good order and have kept costs to a minimum:

Our updated office systems and increased use of cloud storage has reduced paper filing and allowed better access to information when working remotely.

To stimulate event sales, we now offer members the additional facility to book and pay online with TryBooking.

The Hornblower newsletter is available in both a digital and paper format.

We continue to promote the use of Microsoft Office to WI Officers to further their communication with the Federation and other WIs.

We are collaborating with our new Accountant, Tom Geraghty & Associates, to bring bookkeeping in house.

We support WIs with their accounts by offering an Independent Financial Examiner scheme. We maintain regular contact with the office staff, our Federation Secretary Susan Sanderson, Assistant Secretary Heather Roberts, and Admin Assistant Val Saunders. We extend our sincere thanks to the staff for their continual support to the Trustees and to all members of the Federation.

The Board of Trustees hosted the Federation Annual Meeting at Southwell Minster School. Members enjoyed hearing our National WI Chair, Ann Jones, and learning about the charity work of Operation Orphan. Our afternoon speaker, Gill Thomas, the "One-Armed Sewist" was well received, with a standing ovation from members.

Due to its popularity during the Covid 19 lockdown, we still have the Virtual 'Craft & Chat' Club. We continue fundraising with the 50/50 Club along with the Bulb Scheme, and to organise fundraising events: Christmas Tea at the House, Burns' Lunch, Literary Lunch, County Quiz, a 'Mikron Theatre' performance, County lunch and a Summer lunch.

We have four Teams who report to the Board: Campaigns & Communications; Creative Activities; Sports & Leisure and WI Support. They help to organise training, educational and leisure events for members.

The Campaigns & Communications Team held a Fabric & Craft sale, and their Recycling scheme fundraiser is very popular with members. They organised a Women's Voices Day which included competitions, displays and promotions and hosted an online Resolutions meeting.

Creative Activities Team organised: many craft workshops, a Cream Tea at John Lewis, Watercolour painting, Music Quiz, Felting, Etui Craft project, educational visits, and a craft sale.

Sports & Leisure Team provided many events: Bridge, Bingo, Long Alley Skittles, Rummikub, Croquet and Gliding!

The WI Support Team offered workshops for WI Officers and organised Coffee & Chat meetings throughout the year.

We have promoted the WI here in Nottinghamshire on Facebook, Instagram and on our website. Our Archivist continues with the management and recording of the archives in our possession.

The Federation Chair, Federation Treasurer and Federation Vice-Chair attended virtual National meetings and the virtual National Council meeting. Federation & WI delegates attended the NFWI Annual Meeting 2024 in London. The Trustees and staff have received training, either in person or online. Members supported the Team4U project producing knitted hats, scarves, and gloves which were sent to underprivileged children in Eastern Europe and knitting squares for the "Operation Orphan" project.

PLANS FOR NEXT YEAR

The Federation Trustees, together with the Federation teams, will continue to provide opportunities for training, educational and leisure activities using all methods available. We will encourage members to join one of our Teams or become a Trustee. Once the sale of the property is completed, and until we find suitable premises to purchase, we will move to rented offices. The sale should show an improvement in our financial position in the forthcoming years.

We are very grateful and would like to thank WIs and individuals for sending in donations to the Federation during the past year.

The Nottinghamshire Federation of Women's Institutes
Accountant's Report
For The Year Ended 31 October 2024

In accordance with the engagement letter dated , and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the directors in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the directors the financial statements that we have been engaged to compile, to report to the directors that we have done so, and to state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's directors for our work or for this report.

You have acknowledged on the balance sheet as at year ended 31 October 2024 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Signed



Tom Geraghty

30/04/2025

Tom Geraghty & Associates
Chartered Accountants and Business Advisors
38 North Gate
Newark
NG24 1EZ

**The Nottinghamshire Federation of Women's Institutes
Income and Expenditure Account
For The Year Ended 31 October 2024**

	Notes	2024 £
TURNOVER		101,275
Cost of sales		(27,728)
GROSS SURPLUS		74,547
Administrative expenses		(70,068)
OPERATING SURPLUS		2,479
Surplus on disposal of fixed assets		-
Other interest receivable and similar income		3,057
SURPLUS FOR THE FINANCIAL YEAR		5,536

The notes on pages 6 to 8 form part of these financial statements.

The Nottinghamshire Federation of Women's Institutes
Balance Sheet
As At 31 October 2024

	Notes	2024	
		£	£
FIXED ASSETS			
Tangible Assets	4		368,490
			<u>368,490</u>
CURRENT ASSETS			
Stocks	5	539	
Debtors	6	221	
Cash at bank and in hand		132,706	
		<u>133,466</u>	
Creditors: Amounts Falling Due Within One Year	7	<u>(19,822)</u>	
NET CURRENT ASSETS (LIABILITIES)			<u>113,644</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>482,134</u>
NET ASSETS			<u>482,134</u>
RESERVES			
Revaluation reserve	8		123,822
Restricted Funds			720
Fair value reserve	8		384,077
Income and Expenditure Account			<u>(25,800)</u>
MEMBERS' FUNDS			<u>482,819</u>

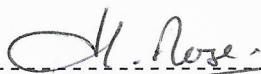
For the year ending 31 October 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

On behalf of the board



Dr Helen Rose
Director

30/04/2025

The notes on pages 6 to 8 form part of these financial statements.

The Nottinghamshire Federation of Women's Institutes
Notes to the Financial Statements
For The Year Ended 31 October 2024

1. General Information

The Nottinghamshire Federation of Women's Institutes is a registered charity, the charity number is 1015139. The registered office is Trent Bridge House, Beeston Hill, Newark, Nottinghamshire, NG24 1BN.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared under the historical cost convention and in accordance with Financial Reporting Standard 102 section 1A Small Entities "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

2.2. Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

Sale of goods

Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods has transferred to the buyer. This is usually at the point that the customer has signed for the delivery of the goods.

Rendering of services

Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs. Turnover is only recognised to the extent of recoverable expenses when the outcome of a contract cannot be estimated reliably.

2.3. Tangible Fixed Assets and Depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold	No depreciation charged
Leasehold	No depreciation charged
Chain of Office	20% Reducing balance
Motor Vehicles	20% Reducing balance
Fixtures & Fittings	15% Reducing balance
Computer Equipment	20% Reducing balance

2.4. Stocks and Work in Progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads. Work-in-progress is reflected in the accounts on a contract by contract basis by recording turnover and related costs as contract activity progresses.

3. Average Number of Employees

Average number of employees, including directors, during the year was: 12

The Nottinghamshire Federation of Women's Institutes
Notes to the Financial Statements (continued)
For The Year Ended 31 October 2024

4. Tangible Assets

	Land & Property				Total
	Freehold	Chain of Office	Fixtures & Fittings	Computer Equipment	
	£	£	£	£	
Cost					
As at 1 November 2023	370,000	2,622	14,799	2,488	389,909
Disposals	-	-	(8,712)	(2,488)	(11,200)
As at 31 October 2024	<u>370,000</u>	<u>2,622</u>	<u>6,087</u>	<u>-</u>	<u>378,709</u>
Depreciation					
As at 1 November 2023	4,933	1,311	12,314	2,488	21,046
Provided during the period	-	-	373	-	373
Disposals	-	-	(8,712)	(2,488)	(11,200)
As at 31 October 2024	<u>4,933</u>	<u>1,311</u>	<u>3,975</u>	<u>-</u>	<u>10,219</u>
Net Book Value					
As at 31 October 2024	<u>365,067</u>	<u>1,311</u>	<u>2,112</u>	<u>-</u>	<u>368,490</u>
As at 1 November 2023	<u>365,067</u>	<u>1,311</u>	<u>2,485</u>	<u>-</u>	<u>368,863</u>

5. Stocks

	2024
	£
Stock	539

6. Debtors

	2024
	£
Due within one year	
Other debtors	221

7. Creditors: Amounts Falling Due Within One Year

	2024
	£
Trade creditors	(1)
Suspension Funds	8,950
Other creditors	10,873
	<u>19,822</u>

8. Reserves

	Revaluation Reserve	Fair Value Reserve
	£	£
As at 1 November 2023	-	384,077
Surplus on revaluation	123,822	-
As at 31 October 2024	<u>123,822</u>	<u>384,077</u>

The Nottinghamshire Federation of Women's Institutes
Detailed Income and Expenditure Account
For The Year Ended 31 October 2024

	2024	
	£	£
TURNOVER		
Subscription donations		47,492
Various Clubs: Sales		2,725
Communications Team: Sales		2,672
Creative Activities: Sales		4,312
Sundry: Sales		445
Sports & Leisure: Sales		8,173
Trustees: Sales		29,287
WI Support Team: Sales		5,169
		100,275
COST OF SALES		
Opening stock and work in progress	2,047	
Communications Team: Cost of service provided	150	
Sports/Leisure: Cost of service provided	4,338	
Trustees: Cost of service provided	11,388	
Creative activities: Cost of service provided	2,892	
WI Support Team: Cost of service provided	865	
Various Clubs: Cost of service provided	6,587	
Closing stock and work in progress	(539)	
		(27,728)
GROSS SURPLUS		72,547
Administrative Expenses		
Wages and salaries	40,111	
Rates	1,653	
Light and heat	1,721	
Water rates	72	
Repairs and maintenance	9,629	
Cleaning	784	
Insurance	3,547	
Printing, postage and stationery	5,449	
Telecommunications and data costs	1,501	
Accountancy fees	1,718	
Legal fees	1,485	
Professional fees	518	
Subscriptions	171	
Bank charges	3	
Depreciation	373	
Sundry expenses	1,333	
		(70,068)
OPERATING SURPLUS		2,479

...CONTINUED

NOTTINGHAMSHIRE FEDERATION OF WOMENS INSTITUTES

England & Wales - Charity number 1015139

Accounts

REGISTERED COMPANY NUMBER: 02758129 (England and Wales)
REGISTERED CHARITY NUMBER: 1015139

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 October 2023
for
The Nottinghamshire Federation
of Women's Institutes

Wright Vigar Limited
Chartered Accountants & Business Advisers
Morton House
12 Appletongate
Newark
Nottinghamshire
NG24 1JY

**The Nottinghamshire Federation
of Women's Institutes**

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for the Year Ended 31 October 2023**

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**The Nottinghamshire Federation
of Women's Institutes (Registered number: 02758129)**

**Report of the Trustees
for the Year Ended 31 October 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 October 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

To further the purpose of the Women's Institute movement in Nottinghamshire and elsewhere.

The Women's Institute offers opportunities for all women to enjoy friendship, to learn, to widen their horizons and together to influence local, national and international affairs.

The Women's Institute aims to:

- improve and develop the quality of life for women and their families;
- advance the education of women in citizenship and in public issues, national and international affairs; and
- enable women to work together to put into practice the ideals for which the organisation stands.

In setting our objectives and planning our activities our Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

Public benefit

The Trustees have considered, in conjunction with the guidance contained in the Charity Commissions general guidance, public benefit and have concluded:

- That the aims of the organisation continue to be charitable;
- That the aims and work done give identifiable benefits to the charitable sector both indirectly and directly to individuals in need;
- That the benefits are for the public, are not unreasonably restricted in any way and certainly not by ability to pay; and
- That there is no detriment or harm arising from the aims or activities.

The Nottinghamshire Federation
of Women's Institutes (Registered number: 02758129)

Report of the Trustees
for the Year Ended 31 October 2023

ACHIEVEMENT AND PERFORMANCE

Charitable activities

In 2022/2023 the Covid 19 Pandemic continued to affect events during 2022 but improved in 2023.

The Trustee committee of nine members, welcomed and inducted two new Trustees and said farewell to four during the past year. As Trustees we have the responsibility of keeping County House, our headquarters, maintained and in good repair. The repainting of the house outside and redecorating some internal rooms was undertaken. We continue to review and update our Federation policy documents and have adopted any NFWI policies where applicable. We keep our finances in good order with funds raised from subscriptions and fundraising events and have kept costs to a minimum. The Trustees held virtual Trustee and Office and Finance meetings as did the Teams. We have the help of a bookkeeper and Accountant, and we support WIs with an Independent Financial Examiner scheme. We maintain regular contact with the office staff, our Federation Secretary Susan Sanderson, Assistant Secretary Heather Roberts, and Admin Assistant Val Saunders. We extend our sincere thanks to the staff for their continual support to the Trustees and to all members of the Federation.

The Trustees take overall responsibility for the administration of the Federation. We have five Teams who report to the Board: Campaigns & Communications; Creative Activities; Office & Finance; Sports & Leisure and WI Support. They help to organise training, and educational & leisure events for members.

The Hornblower newsletter has an e-copy option as well as the printed edition. We continue with the Virtual 'Craft & Chat' Club. Promoting the use of Microsoft 365 to WI Officers to further their communication with the Federation is ongoing. The Federation Annual Meeting in March took place at Southwell Minster School, a new venue. Our morning speaker was Andrea Beddows of the Farming Community Network the afternoon guest speaker was Astronomer Tom Kerss who presented a very interesting talk on "The Moon & You".

We continue to have the 50/50 Club as a fundraiser along with a bulb scheme, to organise fundraising events: Pilgrim Fathers' Lunch, Christmas Tea at the House, Burns Lunch, Riverside Walk & Lunch, Literary Lunch, County Quiz, a 'Mikron Theatre' performance, County Lunch & an Afternoon Tea, a talk on the Caves of Nottingham and our year ended with a Victorian Christmas. We are very grateful and would like to thank WIs for sending in donations to the Federation during the past year.

The WI Support Team reopened Collingham WI and provided workshops for WI Officers. Our Teams provided an increasing number of educational activities: Creative Activities organised many craft workshops: Glass Fusion, Willow weaving, Watercolour painting, Wine & Canapes, Christmas lunches, educational visits, and a Craft sale and coffee morning. Campaigns & Communications set up a fundraising Recycling scheme and held a Fabric sale and through their events have promoted Resolutions. Together with the Trustees they supported the Soroptimists with an event and display of orange flowers cascading down the outside of Nottingham Playhouse for a 'No More Violence against Women' campaign. Sports & Leisure have provided many events: Bridge, Bingo, Rummikub, Croquet and even Axe throwing! We have promoted the WI here in Nottinghamshire on social media and on our website. We have a Facebook and Instagram for the Federation. Our Archivist continues with the management and recording of the archives in our possession. We support ACWW by subscription & have an ACWW representative to keep WIs and members informed.

The Federation Chair and Federation Treasurer attended virtual National meetings and the virtual National Council meeting. Federation & WI delegates attended the NFWI Annual Meeting 2023 in Cardiff. The Trustees and staff have received training, either in person or virtual. Members supported the Team4U project producing knitted hats, scarves, and gloves which were sent to underprivileged children in Eastern Europe.

FINANCIAL REVIEW

Financial position

The statement of financial activities shows a net income of £92,936. Included in this is a revaluation of the property creating a gain on investment of £123,833. Without this, the net expenditure would be £30,886.

The statement of financial activities shows 2022 as being restated. This is due to an inconsistency in the allocation of accountancy fees as disclosed in note 8.

While our unrestricted reserves at 31 October 2023 show a balance of £475,424 (2022 - £382,445), £369,000 of this is held in the property. This leaves an amount of £106,423 as free reserves which can be used to support the charity.

Reserves policy

The Trustees aim to maintain a sufficient level of reserves to ensure the continuity of the charity's activities. The appropriate level of reserves for this purpose is determined with regard to the charity's income and expenditure commitments, in order to comply with the aims and objectives of the organisation. The Trustees are of the opinion that sufficient reserves should be held to cover two year's overheads and provide for the possible repair costs to the endowment property. Two year's worth of overheads is deemed to be approximately £110,000. At 31 October 2023 unrestricted reserves, excluding the property stood at £106,423

**The Nottinghamshire Federation
of Women's Institutes (Registered number: 02758129)**

**Report of the Trustees
for the Year Ended 31 October 2023**

FUTURE PLANS

The Federation Trustees, together with the Federation Teams, will continue to provide opportunities for training, educational and leisure activities using all methods available. We believe the planned redevelopment of Newark Castle and its grounds over the next two years with the location of a new entrance directly beyond our headquarters will have a great impact on our property. We will continue to see an impact on our finances during the coming year, as membership has not improved from the effects of the Covid Pandemic.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, its memorandum and articles, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. The company is registered in England and Wales. The company's registered number and registered address can be found below.

Organisational structure

The charity is affiliated to, but independent of, the National Federation of Women's Institutes and collects subscriptions on its behalf. It is managed by the Trustees, the principal officers of which are noted on page one.

Induction and training of new trustees

Most of the trustees are already familiar with the work of the trustee committee through serving on sub-committees. The charity review the board regularly for trustees capabilities. Where it is noted that there is a gap, trustees will approach individuals with the specific skill sets to join. Applications for trusteeship are considered on this basis in line with the charities governing document. Trustees are appointed by election at general meetings. New Trustees are given an induction pack by the Federation Secretary and encouraged to familiarise themselves with the overall management of the organisation and the administration procedures in the office. Training sessions are arranged as necessary.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02758129 (England and Wales)

Registered Charity number

1015139

Registered office

Trent Bridge House
Beastmarket Hill
Newark
Nottinghamshire
NG24 1BN

Trustees

Ms H Ainley (Honorary Federation Vice Chairman)
Ms J M Bailey (Honorary Federation Treasurer)
Ms D Clarke (resigned 31.3.23)
Ms P J Freeman
Ms S Insley (resigned 31.3.23)
Ms J P Jefferson (resigned 31.3.23)
Ms S Plamping
Ms P A Redmile
Ms W J Richardson (Honorary Federation Vice Chairman)
Dr H P Rose (Honorary Federation Chairman)
Ms C Young (resigned 31.5.23)
Mrs B Northcote (appointed 25.3.23)
Mrs B Stuart (appointed 25.9.23)

Company Secretary

Ms S A Sanderson

Independent Examiner

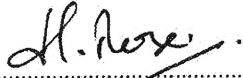
Wright Vigar Limited
Chartered Accountants & Business Advisers
Morton House
12 Appletongate
Newark
Nottinghamshire
NG24 1JY

The Nottinghamshire Federation
of Women's Institutes (Registered number: 02758129)

Report of the Trustees
for the Year Ended 31 October 2023

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

Approved by order of the board of trustees on05/02/24..... and signed on its behalf by:



.....
Dr H P Rose - Trustee

Independent Examiner's Report to the Trustees of
The Nottinghamshire Federation
of Women's Institutes

Independent examiner's report to the trustees of The Nottinghamshire Federation of Women's Institutes ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 October 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

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:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. 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
4. 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)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Paul Colcomb

Paul Colcomb

Wright Vigar Limited
Chartered Accountants & Business Advisers
Morton House
12 Appletongate
Newark
Nottinghamshire
NG24 1JY

Date: 05/02/2024

**The Nottinghamshire Federation
of Women's Institutes**

**Statement of Financial Activities
for the Year Ended 31 October 2023**

	Notes	Unrestricted fund	Restricted funds	Endowment fund	2023 Total funds	2022 Total funds as restated £
		£	£	£	£	£
INCOME AND ENDOWMENTS FROM						
Donations and legacies		2,097	-	-	2,097	2,989
Charitable activities						
Communications Team		1,191	-	-	1,191	452
Creative Activities		6,568	-	-	6,568	6,515
Sports & Leisure		5,202	-	-	5,202	7,307
Trustees Committee		16,575	-	-	16,575	16,942
WI Support Team		332	-	-	332	1,201
Other charitable activities		2,077	-	-	2,077	23
Federation Subscriptions		31,181	-	-	31,181	32,811
Other trading activities	2	9,854	-	-	9,854	12,552
Investment income	3	780	-	-	780	286
Other income		55	-	-	55	11
Total		75,912	-	-	75,912	81,089
EXPENDITURE ON						
Raising funds		6,482	-	-	6,482	7,261
Charitable activities						
Communications Team		156	-	-	156	227
Creative Activities		4,615	-	-	4,615	4,067
Sports & Leisure		2,895	-	-	2,895	4,442
Trustees Committee		13,906	-	-	13,906	13,650
WI Support Team		760	-	-	760	948
Other charitable activities		1,479	-	-	1,479	692
Federation Expenses		76,462	43	-	76,505	74,466
Total		106,755	43	-	106,798	105,753
Net gains on investments		123,822	-	-	123,822	-
NET INCOME/(EXPENDITURE)		92,979	(43)	-	92,936	(24,664)
RECONCILIATION OF FUNDS						
Total funds brought forward						
As previously reported		384,118	762	-	384,880	407,871
Prior year adjustment	8	(1,673)	-	-	(1,673)	-
As restated		382,445	762	-	383,207	407,871
TOTAL FUNDS CARRIED FORWARD						
		475,424	719	-	476,143	383,207

The notes form part of these financial statements

**The Nottinghamshire Federation
of Women's Institutes (Registered number: 02758129)**

**Balance Sheet
31 October 2023**

	Notes	Unrestricted fund £	Restricted funds £	Endowment fund £	2023 Total funds £	2022 Total funds as restated £
FIXED ASSETS						
Tangible assets	9	369,000	385	-	369,385	250,983
CURRENT ASSETS						
Stocks	10	2,047	-	-	2,047	3,089
Debtors	11	471	-	-	471	561
Cash at bank and in hand		141,561	335	-	141,896	164,799
		<u>144,079</u>	<u>335</u>	<u>-</u>	<u>144,414</u>	<u>168,449</u>
CREDITORS						
Amounts falling due within one year	12	(37,656)	-	-	(37,656)	(36,225)
		<u>106,423</u>	<u>335</u>	<u>-</u>	<u>106,758</u>	<u>132,224</u>
NET CURRENT ASSETS						
		<u>475,423</u>	<u>720</u>	<u>-</u>	<u>476,143</u>	<u>383,207</u>
TOTAL ASSETS LESS CURRENT LIABILITIES						
		<u>475,423</u>	<u>720</u>	<u>-</u>	<u>476,143</u>	<u>383,207</u>
NET ASSETS						
		<u>475,423</u>	<u>720</u>	<u>-</u>	<u>476,143</u>	<u>383,207</u>
FUNDS						
Unrestricted funds	13				475,423	382,445
Restricted funds					720	762
					<u>476,143</u>	<u>383,207</u>
TOTAL FUNDS						

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 October 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 October 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 05/02/2024 and were signed on its behalf by:


H P Rose - Trustee

The notes form part of these financial statements

**The Nottinghamshire Federation
of Women's Institutes**

**Notes to the Financial Statements
for the Year Ended 31 October 2023**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets.

Income

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Gifts in kind donated for distribution and for resale are included at fair value and recognised as income and stock upon receipt.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity.

Income from trading activities includes income earned from trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

Costs of raising funds includes the costs relating to trading activities to raise funds for the charity including stock for the shop and printing costs for the charity magazine.

Expenditure on charitable activities includes expenditure on the objectives of the charity.

Federation expenditure represents support costs of the charity which have not been allocated to charitable activities.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Property	- 2% on reducing balance
Restricted assets	- 10% on reducing balance and 5% on cost
Fixtures and fittings	- 10% on reducing balance
Computer equipment	- 33% on cost

Stocks

Stock consists of purchased goods for resale and unused office supplies. Stocks are valued at the lower of costs and estimated selling price.

Taxation

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

**The Nottinghamshire Federation
of Women's Institutes**

**Notes to the Financial Statements - continued
for the Year Ended 31 October 2023**

1. ACCOUNTING POLICIES - continued

Fund accounting

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

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

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

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. OTHER TRADING ACTIVITIES

	2023	2022 as restated
	£	£
Committee trading income	<u>9,854</u>	<u>12,552</u>

3. INVESTMENT INCOME

	2023	2022 as restated
	£	£
Deposit account interest	<u>780</u>	<u>286</u>

4. SUPPORT COSTS

	Management £	Other £	Governance costs £	Totals £
Federation Expenses	<u>62,546</u>	<u>5,420</u>	<u>8,539</u>	<u>76,505</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022 as restated
	£	£
Depreciation - owned assets	5,420	5,615
Hire of plant and machinery	1,464	972
Deficit on disposal of fixed assets	-	61
Independent examiners fees	1,512	1,410
Other services provided by independent examiner	<u>6,379</u>	<u>4,971</u>

**The Nottinghamshire Federation
of Women's Institutes**

**Notes to the Financial Statements - continued
for the Year Ended 31 October 2023**

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 October 2023 nor for the year ended 31 October 2022.

Trustees' expenses

Out of pocket expenses were reimbursed to trustees as follows;

	2023 Number	2022 Number	2023 £	2022 £
Travel	12	12	2,318	2,338

7. STAFF COSTS

	2023 £	2022 as restated £
Wages and salaries	37,377	36,492
Other pension costs	374	335
	<u>37,751</u>	<u>36,827</u>

The average monthly number of employees during the year was as follows:

	2023	2022 as restated
Office staff	<u>3</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

8. PRIOR YEAR ADJUSTMENT

Due to an inconsistency in the allocation of accountancy services last year, a prior year adjustment was undertaken to accurately reflect the cost of services provided in each period. This adjustment resulted in £1,673 of costs being reallocated to the year ended 31 October 2022.

9. TANGIBLE FIXED ASSETS

	Property £	Restricted assets £	Fixtures and fittings £	Computer equipment £	Totals £
COST OR VALUATION					
At 1 November 2022	285,000	2,007	17,521	2,488	307,016
Revaluations	85,000	-	-	-	85,000
	<u>370,000</u>	<u>2,007</u>	<u>17,521</u>	<u>2,488</u>	<u>392,016</u>
At 31 October 2023	370,000	2,007	17,521	2,488	392,016
DEPRECIATION					
At 1 November 2022	38,822	1,538	13,185	2,488	56,033
Charge for year	4,933	47	440	-	5,420
Revaluation adjustments	(38,822)	-	-	-	(38,822)
	<u>4,933</u>	<u>1,585</u>	<u>13,625</u>	<u>2,488</u>	<u>22,631</u>
At 31 October 2023	4,933	1,585	13,625	2,488	22,631
NET BOOK VALUE					
At 31 October 2023	<u>365,067</u>	<u>422</u>	<u>3,896</u>	<u>-</u>	<u>369,385</u>
At 31 October 2022	<u>246,178</u>	<u>469</u>	<u>4,336</u>	<u>-</u>	<u>250,983</u>

**The Nottinghamshire Federation
of Women's Institutes**

**Notes to the Financial Statements - continued
for the Year Ended 31 October 2023**

9. TANGIBLE FIXED ASSETS - continued

Cost or valuation at 31 October 2023 is represented by:

	Property £	Restricted assets £	Fixtures and fittings £	Computer equipment £	Totals £
Valuation in 2015	265,379	-	-	-	265,379
Valuation in 2019	15,000	-	-	-	15,000
Valuation in 2023	70,000	-	-	-	70,000
Cost	19,621	2,007	17,521	2,488	41,637
	<u>370,000</u>	<u>2,007</u>	<u>17,521</u>	<u>2,488</u>	<u>392,016</u>

If freehold property had not been revalued it would have been included at the following historical cost:

	2023 £	2022 as restated £
Cost	19,621	19,621
Aggregate depreciation	12,330	8,275
Value of land in freehold land and buildings	<u>7,291</u>	<u>11,346</u>

The freehold property was valued on an open market basis on 27 February 2023 by Alasdair Morrison Chartered Surveyors.

10. STOCKS

	2023 £	2022 as restated £
Stocks	<u>2,047</u>	<u>3,089</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 as restated £
Trade debtors	221	300
Prepayments and accrued income	250	261
	<u>471</u>	<u>561</u>

**The Nottinghamshire Federation
of Women's Institutes**

**Notes to the Financial Statements - continued
for the Year Ended 31 October 2023**

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022 as restated
	£	£
Other creditors	13,149	11,820
Accruals and deferred income	24,507	24,405
	37,656	36,225

13. MOVEMENT IN FUNDS

	At 1.11.22 £	Prior year adjustment £	Net movement in funds £	At 31.10.23 £
Unrestricted funds				
General fund	384,118	(1,673)	92,978	475,423
Restricted funds				
Denman Dip	335	-	-	335
Chairman's Chain	427	-	(42)	385
	762	-	(42)	720
TOTAL FUNDS	384,880	(1,673)	92,936	476,143

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	75,912	(106,756)	123,822	92,978
Restricted funds				
Chairman's Chain	-	(42)	-	(42)
	75,912	(106,798)	123,822	92,936

Comparatives for movement in funds

	At 1.11.21 £	Net movement in funds £	At 31.10.22 £
Unrestricted funds			
General fund	407,038	(24,593)	382,445
Restricted funds			
Denman Dip	335	-	335
Women's Institute Door Mat Fund	3	(3)	-
Chairman's Chain	493	(66)	427
ACWW Pennies For Friends	2	(2)	-
	833	(71)	762
TOTAL FUNDS	407,871	(24,664)	383,207

**The Nottinghamshire Federation
of Women's Institutes**

**Notes to the Financial Statements - continued
for the Year Ended 31 October 2023**

13. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	81,007	(105,600)	(24,593)
Restricted funds			
Women's Institute Door Mat Fund	-	(3)	(3)
Chairman's Chain	-	(66)	(66)
ACWW Pennies For Friends	82	(84)	(2)
	<u>82</u>	<u>(153)</u>	<u>(71)</u>
TOTAL FUNDS	<u>81,089</u>	<u>(105,753)</u>	<u>(24,664)</u>

Details of Restricted Funds

The Denman Dip restrict fund relates to bursaries generated through raffle income. The winning entrant has three years in which to use the bursary fund, after which the funds are transferred to the unrestricted reserves to be used by the charity.

The Barbara Halfpenny Memorial Fund, Women's Institute Door Mat Fund and the Chairman's Chain Fund relate to monies received for the purpose of purchasing the associated tangible assets. The depreciation charged against these assets is being allocated to the associated fund annually.

The ACWW Funds are monies received for appeals for the associated charity projects. These monies are then passed on to the projects periodically.

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 October 2023.

NOTTINGHAMSHIRE FEDERATION OF WOMENS INSTITUTES

England & Wales - Charity number 1015139

Accounts

**The Nottinghamshire Federation
of Women's Institutes**

**Report of the Trustees
for the Year Ended 31 October 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 October 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

To further the purpose of the Women's Institute movement in Nottinghamshire and elsewhere.

The Women's Institute offers opportunities for all women to enjoy friendship, to learn, to widen their horizons and together to influence local, national and international affairs.

The Women's Institute aims to:

- improve and develop the quality of life for women and their families;
- advance the education of women in citizenship and in public issues, national and international affairs; and
- enable women to work together to put into practice the ideals for which the organisation stands.

In setting our objectives and planning our activities our Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

Public benefit

The Trustees have considered, in conjunction with the guidance contained in the Charity Commissions general guidance, public benefit and have concluded:

- That the aims of the organisation continue to be charitable;
- That the aims and work done give identifiable benefits to the charitable sector both indirectly and directly to individuals in need;
- That the benefits are for the public, are not unreasonably restricted in any way and certainly not by ability to pay; and
- That there is no detriment or harm arising from the aims or activities.

**The Nottinghamshire Federation
of Women's Institutes**

**Report of the Trustees
for the Year Ended 31 October 2022**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

2021/2022 continued to be a very difficult and challenging year for everyone in the WI in Nottinghamshire. In accordance with the government restrictions on movement the Federation was unable to hold any face-to-face events until February 2022.

As Trustees we have the responsibility of keeping County House, our headquarters, in good repair. Essential roof repairs, highlighted in a recent survey, were carried out in November 2021. Continuing with updating and repair, the radiators have all been replaced leading to a more efficient heating system. As advised by the NSDC Conservation Officer, all the windows have been removed, repaired and repainted.

We continue to review and update our Federation policy documents. We keep our finances in good order and have kept costs to a minimum. The Trustees held virtual Trustee and Office and Finance meetings as did the sub-committees. We have the help of a bookkeeper and Accountant, and we support WIs with an Independent Financial Examiner scheme. The change in the Subscription year from January to April, along with a reduction in fundraising events had an impact on our finances. We maintain regular contact with the office staff, our Federation Secretary Susan Sanderson, Assistant Secretary Heather Roberts and new employee Admin Assistant Val Saunders. We extend our sincere thanks to the staff for their continual support to the Trustees and to all members of the Federation.

The Trustees now have two new Committees: Communications Team and Creative Activities, and retain Office & Finance, Sports & Leisure and WI Support Team. The WI Shop is part of the Board of Trustees Committee. All met either on Zoom or in person. A survey of members was undertaken which has helped with planning in the future.

The Hornblower newsletter subscription recommenced with the October 2021 edition with an e-copy option proving to be popular, as well as the printed edition. We continue with the Virtual Clubs: a Book club, 'Craft & Chat' and Chair Pilates classes. We have continued to promote the use of Office 365 to WI Officers to further their communication with the Federation. The Federation Annual Meeting in March, due to take place at Nottingham Playhouse was scaled down to a smaller venue with access restricted to delegates only. Our guest speaker was Captain Michael Vlasto of Trinity House. We continue to have the 50/50 club as a fundraiser and were able at last to organise fundraising events again, including a Forensic evening, Literary Lunch, Treasure Trails, County Quiz, Dine with the Chair, a 'Mikron Theatre' performance. Members enjoyed a weekend holiday to York and our year ended with a Pilgrim Father's Lunch. We are very grateful and would like to thank WIs for sending in donations to the Federation during the past year.

The WI Support Team opened a 'Virtual WI' and provided workshops for WI Officers. Our committees provided virtual events until February 2022, Creative Activities organised many craft and cookery workshops including visits and a coffee morning. Communications Team have set up a WI Digital team to help WIs; and through their events have promoted Resolutions, with Climate Change and 'No More Violence against Women' being just a few of them. Sports & Leisure have been able to provide their many events in person at last. We have promoted the WI here in Nottinghamshire on social media and on our website. We have a Facebook, Instagram & Twitter page for the Federation. Our Archivist has now resumed the management and recording of the archives in our possession.

The Federation Chair and Federation Treasurer attended virtual National meetings and the virtual National Council meeting. The Trustees have received training, either in person or virtual, on the role of a Trustee and also Food & Safety. Members supported the Team4U project producing knitted hats, scarves, and gloves which were sent to underprivileged children in Eastern Europe.

FINANCIAL REVIEW

Reserves policy

The Trustees aim to maintain a sufficient level of reserves to ensure the continuity of the charity's activities. The appropriate level of reserves for this purpose is determined with regard to the charity's income and expenditure commitments, in order to comply with the aims and objectives of the organisation. The Trustees are of the opinion that sufficient reserves should be held to cover two year's overheads and provide for the possible repair costs to the endowment property. Two year's worth of overheads is deemed to be approximately £130,000. At 31 October 2022 unrestricted reserves stood at £137,898.

FUTURE PLANS

The Federation Trustees, together with the Federation committees, will continue to provide opportunities for training, educational and leisure activities using all methods available. The findings of a printed and online survey of members and committees in October 2021 has helped the Trustees to plan for the coming years. We will continue to see an impact on our finances during the coming year, with fundraising remaining difficult.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, its memorandum and articles, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. The company is registered in England and Wales. The company's registered number and registered address can be found below.

**The Nottinghamshire Federation
of Women's Institutes**

**Report of the Trustees
for the Year Ended 31 October 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The charity is affiliated to, but independent of, the National Federation of Women's Institutes and collects subscriptions on its behalf. It is managed by the Trustees, the principal officers of which are noted on page one.

Induction and training of new trustees

Most of the trustees are already familiar with the work of the trustee committee through serving on sub-committees. The charity review the board regularly for trustees capabilities. Where it is noted that there is a gap, trustees will approach individuals with the specific skill sets to join. Applications for trusteeship are considered on this basis in line with the charities governing document. Trustees are appointed by election at general meetings. New Trustees are given an induction pack by the Federation Secretary and encouraged to familiarise themselves with the overall management of the organisation and the administration procedures in the office. Training sessions are arranged as necessary.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02758129 (England and Wales)

Registered Charity number

1015139

Registered office

Trent Bridge House
Beastmarket Hill
Newark
Nottinghamshire
NG24 1BN

Trustees

Ms H Ainley (Honorary Federation Vice Chairman)
Ms J M Bailey (Honorary Federation Treasurer)
Ms D Clarke
Ms P J Freeman
Ms S Insley
Ms J P Jefferson
Ms S Plamping
Ms P A Redmile
Ms W J Richardson (Honorary Federation Vice Chairman)
Dr H P Rose (Honorary Federation Chairman)
Ms C Young
Ms S Spanswick (resigned 4.4.22)

Company Secretary


Ms S A Sanderson

Independent Examiner

Wright Vigar Limited
Chartered Accountants & Business Advisers
International House
Brunel Drive
Newark
Nottinghamshire
NG24 2EG

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

Approved by order of the board of trustees on 08/02/23 and signed on its behalf by:


.....
Dr H P Rose - Trustee

REGISTERED COMPANY NUMBER: 02758129 (England and Wales)
REGISTERED CHARITY NUMBER: 1015139

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 October 2022
for
The Nottinghamshire Federation
of Women's Institutes

Wright Vigar Limited
Chartered Accountants & Business Advisers
International House
Brunel Drive
Newark
Nottinghamshire
NG24 2EG

**The Nottinghamshire Federation
of Women's Institutes**

**Contents of the Financial Statements
for the Year Ended 31 October 2022**

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**The Nottinghamshire Federation
of Women's Institutes**

**Report of the Trustees
for the Year Ended 31 October 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 October 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

To further the purpose of the Women's Institute movement in Nottinghamshire and elsewhere.

The Women's Institute offers opportunities for all women to enjoy friendship, to learn, to widen their horizons and together to influence local, national and international affairs.

The Women's Institute aims to:

- improve and develop the quality of life for women and their families;
- advance the education of women in citizenship and in public issues, national and international affairs; and
- enable women to work together to put into practice the ideals for which the organisation stands.

In setting our objectives and planning our activities our Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

Public benefit

The Trustees have considered, in conjunction with the guidance contained in the Charity Commissions general guidance, public benefit and have concluded:

- That the aims of the organisation continue to be charitable;
- That the aims and work done give identifiable benefits to the charitable sector both indirectly and directly to individuals in need;
- That the benefits are for the public, are not unreasonably restricted in any way and certainly not by ability to pay; and
- That there is no detriment or harm arising from the aims or activities.

**The Nottinghamshire Federation
of Women's Institutes**

**Report of the Trustees
for the Year Ended 31 October 2022**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

2021/2022 continued to be a very difficult and challenging year for everyone in the WI in Nottinghamshire. In accordance with the government restrictions on movement the Federation was unable to hold any face-to-face events until February 2022.

As Trustees we have the responsibility of keeping County House, our headquarters, in good repair. Essential roof repairs, highlighted in a recent survey, were carried out in November 2021. Continuing with updating and repair, the radiators have all been replaced leading to a more efficient heating system. As advised by the NSDC Conservation Officer, all the windows have been removed, repaired and repainted.

We continue to review and update our Federation policy documents. We keep our finances in good order and have kept costs to a minimum. The Trustees held virtual Trustee and Office and Finance meetings as did the sub-committees. We have the help of a bookkeeper and Accountant, and we support WIs with an Independent Financial Examiner scheme. The change in the Subscription year from January to April, along with a reduction in fundraising events had an impact on our finances. We maintain regular contact with the office staff, our Federation Secretary Susan Sanderson, Assistant Secretary Heather Roberts and new employee Admin Assistant Val Saunders. We extend our sincere thanks to the staff for their continual support to the Trustees and to all members of the Federation.

The Trustees now have two new Committees: Communications Team and Creative Activities, and retain Office & Finance, Sports & Leisure and WI Support Team. The WI Shop is part of the Board of Trustees Committee. All met either on Zoom or in person. A survey of members was undertaken which has helped with planning in the future.

The Hornblower newsletter subscription recommenced with the October 2021 edition with an e-copy option proving to be popular, as well as the printed edition. We continue with the Virtual Clubs: a Book club, 'Craft & Chat' and Chair Pilates classes. We have continued to promote the use of Office 365 to WI Officers to further their communication with the Federation. The Federation Annual Meeting in March, due to take place at Nottingham Playhouse was scaled down to a smaller venue with access restricted to delegates only. Our guest speaker was Captain Michael Vlasto of Trinity House. We continue to have the 50/50 club as a fundraiser and were able at last to organise fundraising events again, including a Forensic evening, Literary Lunch, Treasure Trails, County Quiz, Dine with the Chair, a 'Mikron Theatre' performance. Members enjoyed a weekend holiday to York and our year ended with a Pilgrim Father's Lunch. We are very grateful and would like to thank WIs for sending in donations to the Federation during the past year.

The WI Support Team opened a 'Virtual WI' and provided workshops for WI Officers. Our committees provided virtual events until February 2022, Creative Activities organised many craft and cookery workshops including visits and a coffee morning. Communications Team have set up a WI Digital team to help WIs; and through their events have promoted Resolutions, with Climate Change and 'No More Violence against Women' being just a few of them. Sports & Leisure have been able to provide their many events in person at last. We have promoted the WI here in Nottinghamshire on social media and on our website. We have a Facebook, Instagram & Twitter page for the Federation. Our Archivist has now resumed the management and recording of the archives in our possession.

The Federation Chair and Federation Treasurer attended virtual National meetings and the virtual National Council meeting. The Trustees have received training, either in person or virtual, on the role of a Trustee and also Food & Safety. Members supported the Team4U project producing knitted hats, scarves, and gloves which were sent to underprivileged children in Eastern Europe.

FINANCIAL REVIEW

Reserves policy

The Trustees aim to maintain a sufficient level of reserves to ensure the continuity of the charity's activities. The appropriate level of reserves for this purpose is determined with regard to the charity's income and expenditure commitments, in order to comply with the aims and objectives of the organisation. The Trustees are of the opinion that sufficient reserves should be held to cover two year's overheads and provide for the possible repair costs to the endowment property. Two year's worth of overheads is deemed to be approximately £130,000. At 31 October 2022 unrestricted reserves stood at £137,898.

FUTURE PLANS

The Federation Trustees, together with the Federation committees, will continue to provide opportunities for training, educational and leisure activities using all methods available. The findings of a printed and online survey of members and committees in October 2021 has helped the Trustees to plan for the coming years. We will continue to see an impact on our finances during the coming year, with fundraising remaining difficult.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, its memorandum and articles, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. The company is registered in England and Wales. The company's registered number and registered address can be found below.

**The Nottinghamshire Federation
of Women's Institutes**

**Report of the Trustees
for the Year Ended 31 October 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The charity is affiliated to, but independent of, the National Federation of Women's Institutes and collects subscriptions on its behalf. It is managed by the Trustees, the principal officers of which are noted on page one.

Induction and training of new trustees

Most of the trustees are already familiar with the work of the trustee committee through serving on sub-committees. The charity review the board regularly for trustees capabilities. Where it is noted that there is a gap, trustees will approach individuals with the specific skill sets to join. Applications for trusteeship are considered on this basis in line with the charities governing document. Trustees are appointed by election at general meetings. New Trustees are given an induction pack by the Federation Secretary and encouraged to familiarise themselves with the overall management of the organisation and the administration procedures in the office. Training sessions are arranged as necessary.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02758129 (England and Wales)

Registered Charity number

1015139

Registered office

Trent Bridge House
Beastmarket Hill
Newark
Nottinghamshire
NG24 1BN

Trustees

Ms H Ainley (Honorary Federation Vice Chairman)
Ms J M Bailey (Honorary Federation Treasurer)
Ms D Clarke
Ms P J Freeman
Ms S Insley
Ms J P Jefferson
Ms S Plamping
Ms P A Redmile
Ms W J Richardson (Honorary Federation Vice Chairman)
Dr H P Rose (Honorary Federation Chairman)
Ms C Young
Ms S Spanswick (resigned 4.4.22)

Company Secretary

Ms S A Sanderson

Independent Examiner

Wright Vigar Limited
Chartered Accountants & Business Advisers
International House
Brunel Drive
Newark
Nottinghamshire
NG24 2EG

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

Approved by order of the board of trustees on 08/02/23 and signed on its behalf by:



.....
Dr H P Rose - Trustee

**Independent Examiner's Report to the Trustees of
The Nottinghamshire Federation
of Women's Institutes**

Independent examiner's report to the trustees of The Nottinghamshire Federation of Women's Institutes ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 October 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

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:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. 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
4. 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)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Paul Colcomb
FCCA
Wright Vigar Limited
Chartered Accountants & Business Advisers
International House
Brunel Drive
Newark
Nottinghamshire
NG24 2EG

Date: 09/02/2023

**The Nottinghamshire Federation
of Women's Institutes**

**Statement of Financial Activities
for the Year Ended 31 October 2022**

	Notes	Unrestricted fund £	Restricted funds £	Endowment fund £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies		2,907	82	-	2,989	2,671
Charitable activities						
Communications Team		452	-	-	452	67
Creative Activities		6,515	-	-	6,515	485
Sports & Leisure		7,307	-	-	7,307	939
Trustees Committee		16,942	-	-	16,942	4,166
WI Support Team		1,201	-	-	1,201	1,512
Other charitable activities		23	-	-	23	-
Federation Subscriptions		32,811	-	-	32,811	18,294
Other trading activities	2	12,552	-	-	12,552	4,353
Investment income	3	286	-	-	286	548
Other income		11	-	-	11	3,998
Total		81,007	82	-	81,089	37,033
EXPENDITURE ON						
Raising funds		7,261	-	-	7,261	2,759
Charitable activities						
Communications Team		227	-	-	227	-
Creative Activities		4,067	-	-	4,067	264
Sports & Leisure		4,442	-	-	4,442	327
Trustees Committee		13,650	-	-	13,650	3,747
WI Support Team		948	-	-	948	323
Other charitable activities		692	-	-	692	-
Federation Expenses		67,614	155	5,024	72,793	66,231
Total		98,901	155	5,024	104,080	73,651
NET INCOME/(EXPENDITURE)		(17,894)	(73)	(5,024)	(22,991)	(36,618)
RECONCILIATION OF FUNDS						
Total funds brought forward		155,792	877	251,202	407,871	444,489
TOTAL FUNDS CARRIED FORWARD		137,898	804	246,178	384,880	407,871

The notes form part of these financial statements

**The Nottinghamshire Federation
of Women's Institutes**

**Balance Sheet
31 October 2022**

	Notes	Unrestricted fund £	Restricted funds £	Endowment fund £	2022 Total funds £	2021 Total funds £
FIXED ASSETS						
Tangible assets	8	4,336	469	246,178	250,983	256,659
CURRENT ASSETS						
Stocks	9	3,089	-	-	3,089	2,761
Debtors	10	561	-	-	561	635
Cash at bank and in hand		164,464	335	-	164,799	179,491
		<u>168,114</u>	<u>335</u>	-	<u>168,449</u>	<u>182,887</u>
CREDITORS						
Amounts falling due within one year	11	(34,552)	-	-	(34,552)	(31,675)
NET CURRENT ASSETS		<u>133,562</u>	<u>335</u>	<u>-</u>	<u>133,897</u>	<u>151,212</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>137,898</u>	<u>804</u>	<u>246,178</u>	<u>384,880</u>	<u>407,871</u>
NET ASSETS		<u>137,898</u>	<u>804</u>	<u>246,178</u>	<u>384,880</u>	<u>407,871</u>
FUNDS						
Unrestricted funds	12				137,898	155,792
Restricted funds					804	877
Endowment funds					246,178	251,202
TOTAL FUNDS					<u>384,880</u>	<u>407,871</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 October 2022.


The members have not required the company to obtain an audit of its financial statements for the year ended 31 October 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 08/10/22 and were signed on its behalf by:


.....
H P Rose - Trustee

The notes form part of these financial statements

**The Nottinghamshire Federation
of Women's Institutes**

**Notes to the Financial Statements
for the Year Ended 31 October 2022**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Gifts in kind donated for distribution and for resale are included at fair value and recognised as income and stock upon receipt.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity.

Income from trading activities includes income earned from trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

Costs of raising funds includes the costs relating to trading activities to raise funds for the charity including stock for the shop and printing costs for the charity magazine.

Expenditure on charitable activities includes expenditure on the objectives of the charity.

Federation expenditure represents support costs of the charity which have not been allocated to charitable activities.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Property	- 2% on reducing balance
Restricted assets	- 10% on reducing balance and 5% on cost
Fixtures and fittings	- 10% on reducing balance
Computer equipment	- 33% on cost

Stocks

Stock consists of purchased goods for resale and unused office supplies. Stocks are valued at the lower of costs and estimated selling price.

Taxation

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

**The Nottinghamshire Federation
of Women's Institutes**

**Notes to the Financial Statements - continued
for the Year Ended 31 October 2022**

1. ACCOUNTING POLICIES - continued

Fund accounting

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

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

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

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Committee trading income	12,552	4,353
	<u> </u>	<u> </u>

3. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	286	548
	<u> </u>	<u> </u>

4. SUPPORT COSTS

	Management	Other	Governance costs	Totals
	£	£	£	£
Federation Expenses	62,291	5,675	4,743	72,709
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	5,615	6,117
Hire of plant and machinery	972	1,021
Deficit on disposal of fixed assets	61	-
Independent examiners fees	1,410	1,308
Other services provided by independent examiner	3,298	3,879
	<u> </u>	<u> </u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 October 2022 nor for the year ended 31 October 2021.

**The Nottinghamshire Federation
of Women's Institutes**

**Notes to the Financial Statements - continued
for the Year Ended 31 October 2022**

6. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

Out of pocket expenses were reimbursed to trustees as follows;

	2022 Number	2021 Number	2022 £	2021 £
Travel	12	13	2,338	629

7. STAFF COSTS

	2022 £	2021 £
Wages and salaries	36,492	35,912
Other pension costs	335	248
	<u>36,827</u>	<u>36,160</u>

The average monthly number of employees during the year was as follows:

	2022	2021
Office staff	<u>3</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

8. TANGIBLE FIXED ASSETS

	Property £	Restricted assets £	Fixtures and fittings £	Computer equipment £	Totals £
COST OR VALUATION					
At 1 November 2021	285,000	2,007	17,713	8,513	313,233
Disposals	-	-	(192)	(6,025)	(6,217)
At 31 October 2022	<u>285,000</u>	<u>2,007</u>	<u>17,521</u>	<u>2,488</u>	<u>307,016</u>
DEPRECIATION					
At 1 November 2021	33,798	1,466	12,830	8,480	56,574
Charge for year	5,024	72	486	33	5,615
Eliminated on disposal	-	-	(131)	(6,025)	(6,156)
At 31 October 2022	<u>38,822</u>	<u>1,538</u>	<u>13,185</u>	<u>2,488</u>	<u>56,033</u>
NET BOOK VALUE					
At 31 October 2022	<u>246,178</u>	<u>469</u>	<u>4,336</u>	<u>-</u>	<u>250,983</u>
At 31 October 2021	<u>251,202</u>	<u>541</u>	<u>4,883</u>	<u>33</u>	<u>256,659</u>

Cost or valuation at 31 October 2022 is represented by:

	Property £	Restricted assets £	Fixtures and fittings £	Computer equipment £	Totals £
Valuation in 2015	265,379	-	-	-	265,379
Cost	19,621	2,007	17,521	2,488	41,637
	<u>285,000</u>	<u>2,007</u>	<u>17,521</u>	<u>2,488</u>	<u>307,016</u>

**The Nottinghamshire Federation
of Women's Institutes**

**Notes to the Financial Statements - continued
for the Year Ended 31 October 2022**

8. TANGIBLE FIXED ASSETS - continued

If freehold property had not been revalued it would have been included at the following historical cost:

	2022	2021
	£	£
Cost	19,621	19,621
Aggregate depreciation	8,275	8,043
Value of land in freehold land and buildings	11,346	11,578

The freehold property was valued on an open market basis on 28 August 2015 by Alasdair Morrison Chartered Surveyors.

9. STOCKS

	2022	2021
	£	£
Stocks	3,089	2,761

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade debtors	300	269
Prepayments and accrued income	261	366
	561	635

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Other creditors	11,819	8,107
Accruals and deferred income	22,733	23,568
	34,552	31,675

12. MOVEMENT IN FUNDS

	At 1.11.21 £	Net movement in funds £	At 31.10.22 £
Unrestricted funds			
General fund	155,792	(17,894)	137,898
Restricted funds			
Denman Dip	335	-	335
Barbara Halfpenny Memorial Fund	22	(2)	20
Women's Institute Door Mat Fund	25	(3)	22
Chairman's Chain	493	(66)	427
ACWW Pennies For Friends	2	(2)	-
	877	(73)	804
Endowment funds			
Endowment - Property	251,202	(5,024)	246,178
TOTAL FUNDS	407,871	(22,991)	384,880

**The Nottinghamshire Federation
of Women's Institutes**

**Notes to the Financial Statements - continued
for the Year Ended 31 October 2022**

12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	81,007	(98,901)	(17,894)
Restricted funds			
Barbara Halfpenny Memorial Fund	-	(2)	(2)
Women's Institute Door Mat Fund	-	(3)	(3)
Chairman's Chain	-	(66)	(66)
ACWW Pennies For Friends	82	(84)	(2)
	<u>82</u>	<u>(155)</u>	<u>(73)</u>
Endowment funds			
Endowment - Property	-	(5,024)	(5,024)
TOTAL FUNDS	<u><u>81,089</u></u>	<u><u>(104,080)</u></u>	<u><u>(22,991)</u></u>

Comparatives for movement in funds

	At 1.11.20 £	Net movement in funds £	At 31.10.21 £
Unrestricted funds			
General fund	186,476	(30,684)	155,792
Restricted funds			
Restricted Fund	1,684	(807)	877
Endowment funds			
Endowment - Property	256,329	(5,127)	251,202
TOTAL FUNDS	<u><u>444,489</u></u>	<u><u>(36,618)</u></u>	<u><u>407,871</u></u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	37,031	(67,715)	(30,684)
Restricted funds			
Restricted Fund	2	(809)	(807)
Endowment funds			
Endowment - Property	-	(5,127)	(5,127)
TOTAL FUNDS	<u><u>37,033</u></u>	<u><u>(73,651)</u></u>	<u><u>(36,618)</u></u>

**The Nottinghamshire Federation
of Women's Institutes**

**Notes to the Financial Statements - continued
for the Year Ended 31 October 2022**

12. MOVEMENT IN FUNDS - continued

Details of Restricted Funds

The Denman Dip restrict fund relates to bursaries generated through raffle income. The winning entrant has three years in which to use the bursary fund, after which the funds are transferred to the unrestricted reserves to be used by the charity.

The Barbara Halfpenny Memorial Fund, Women's Institute Door Mat Fund and the Chairman's Chain Fund relate to monies received for the purpose of purchasing the associated tangible assets. The depreciation charged against these assets is being allocated to the associated fund annually.

The ACWW Funds are monies received for appeals for the associated charity projects. These monies are then passed on to the projects periodically.

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 October 2022.

**The Nottinghamshire Federation
of Women's Institutes**

**Detailed Statement of Financial Activities
for the Year Ended 31 October 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	2,313	1,885
Gift aid	676	786
	2,989	2,671
Other trading activities		
Committee trading income	12,552	4,353
Investment income		
Deposit account interest	286	548
Charitable activities		
Federation subscriptions	32,811	18,294
Committee event income	32,440	7,169
	65,251	25,463
Other income		
Furlough income	-	3,996
Cashback rebate	11	2
	11	3,998
Total incoming resources	81,089	37,033
EXPENDITURE		
Other trading activities		
Committee raising funds	7,261	2,759
Charitable activities		
Committee event expenses	20,754	3,550
Committee travel expenses	3,172	1,111
Donations made	184	587
Denman bursary	-	200
	24,110	5,448
Support costs		
Management		
Wages	36,492	35,912
Pensions	335	248
Hire of plant and machinery	972	1,021
Rates and water	2,248	1,199
Insurance	799	521
Light and heat	2,563	2,470
Telephone	1,357	1,280
Postage and stationery	3,874	5,249
Repairs and maintenance	12,870	3,272
Sundries	781	61
Staff training	-	120
	62,291	51,353

This page does not form part of the statutory financial statements

**The Nottinghamshire Federation
of Women's Institutes**

**Detailed Statement of Financial Activities
for the Year Ended 31 October 2022**

	2022	2021
	£	£
Management		
Other		
Depreciation of tangible fixed assets	5,614	6,116
Loss on disposal of assets	61	-
	<u>5,675</u>	<u>6,116</u>
Governance costs		
Accountancy fees	4,708	5,187
Legal and professional fees	35	2,788
	<u>4,743</u>	<u>7,975</u>
Total resources expended	<u>104,080</u>	<u>73,651</u>
Net expenditure	<u>(22,991)</u>	<u>(36,618)</u>

This page does not form part of the statutory financial statements

Independent Examiner's Report to the Trustees of
The Nottinghamshire Federation
of Women's Institutes

Independent examiner's report to the trustees of The Nottinghamshire Federation of Women's Institutes ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 October 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

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:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. 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
4. 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)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Paul Colcomb
FCCA
Wright Vigar Limited
Chartered Accountants & Business Advisers
International House
Brunel Drive
Newark
Nottinghamshire
NG24 2EG

9 February 2023

NOTTINGHAMSHIRE FEDERATION OF WOMENS INSTITUTES

England & Wales - Charity number 1015139

Accounts

Company Registration No. 2758129 (England and Wales)
Charity No. 1015139

**THE NOTTINGHAMSHIRE FEDERATION
OF WOMEN'S INSTITUTES**

**TRUSTEES' REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 OCTOBER 2021**

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

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THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

REPORT OF THE TRUSTEES

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 October 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statement of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011, the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Legal and Administrative Information

The Nottinghamshire Federation of Women's Institutes is a company limited by guarantee and registered under the Companies Act 1985, registration number 2758129. It is a registered charity, charity number 1015139.

Trustees and Directors

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end were as follows;

H Rose (Honorary Federation Chairman)	
W Richardson (Honorary Federation Vice Chairman)	
S Plamping (Honorary Federation Vice Chairman)	
J Bailey (Honorary Federation Treasurer)	
H Ainley	Co-Opted June 2021
D Clarke	Elected April 2021
P J Freeman	
S Insley	
P J Jefferson	
B Langsdale	Resigned April 2021
S Manton	Elected April 2021, Resigned September 2021
E Pinnick	Resigned April 2021
P Redmile	
R Smith	Resigned April 2021
S Spanwick	Co-Opted May 2021
P Stoddart	Resigned April 2021
P Wilcox	Resigned May 2021
C Young	Elected April 2021

Trustees are appointed by election at general meetings.

Company secretary

S Sanderson

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

REPORT OF THE TRUSTEES

Registered Office

Trent Bridge House
Beastmarket Hill
Newark
Nottinghamshire
NG24 1BN

Accountants

Wright Vigar Limited
International House
Brunel Drive
Newark
NG24 2EG

Bankers

Virgin Money
10 High Street
Grantham
NG31 6PU

Trustee Induction and Training

Most of the Trustees are already familiar with the work of the Trustee Committee through serving on sub-committees. New Trustees are given an induction pack by the Federation Secretary and encouraged to familiarise themselves with the overall management of the organisation and the administration procedures in the office. Training sessions are arranged as necessary.

Organisational Structure

The charity is affiliated to, but independent of, the National Federation of Women's Institutes and collects subscriptions on its behalf. It is managed by the Trustees, the principal officers of which are noted on page one.

Reserves Policy

The Trustees aim to maintain a sufficient level of reserves to ensure the continuity of the charity's activities. The appropriate level of reserves for this purpose is determined with regard to the charity's income and expenditure commitments, in order to comply with the aims and objectives of the organisation. The Trustees are of the opinion that sufficient reserves should be held to cover two year's overheads and provide for the possible repair costs to the endowment property. At 31 October 2021 unrestricted reserves stood at £155,792.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

REPORT OF THE TRUSTEES

Risk Management

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. Internal control risks are minimised by the procedures for authorisation of transactions and projects by the Trustees. Procedures are in place to ensure compliance with the health and safety of the staff, tutors, volunteers, members and visitors at the Federation Office. Procedures are in place to ensure compliance with Environmental Health risks.

OBJECTIVES AND ACTIVITIES

To further the purpose of the Women's Institute movement in Nottinghamshire and elsewhere.

The Women's Institute offers opportunities for all women to enjoy friendship, to learn, to widen their horizons and together to influence local, national and international affairs.

The Women's Institute aims to:

- improve and develop the quality of life for women and their families.
- advance the education of women in citizenship and in public issues, national and international affairs.
- enable women to work together to put into practice the ideals for which the organisation stands.

In setting our objectives and planning our activities our Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

Public benefit statement

The section above sets out the aims and priorities of the charity.

The Trustees have considered, in conjunction with the guidance contained in the Charity Commissions general guidance, public benefit and have concluded:

- That the aims of the organisation continue to be charitable;
- That the aims and work done give identifiable benefits to the charitable sector both indirectly and directly to individuals in need;
- That the benefits are for the public, are not unreasonably restricted in any way and certainly not by ability to pay; and
- That there is no detriment or harm arising from the aims or activities.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

REPORT OF THE TRUSTEES

ACHIEVEMENTS AND PERFORMANCE

Due to the Covid-19 pandemic 2021 has been a very difficult and challenging year for everyone in the WI in Nottinghamshire. In accordance with the government restrictions on movement the Federation was unable to hold any face-to-face events until September 2021. We maintained regular contact with the office staff, our Federation Secretary Susan Sanderson, Heather Roberts and Sandra Carter. With lockdown in force, the staff continued to either work from home or were on the government furlough scheme. We extend our sincere thanks to the staff for their continual support to the Trustees and to all members of the Federation. Sandra Carter is retiring in December, and we will welcome a new member of staff as her replacement. The office had COVID health and safety procedures in place to keep the staff and any visitors safe. As Trustees, we have the responsibility of keeping County House, headquarters, in good repair. A structural survey completed in January 2021 highlighted essential repairs required to the roof. After quotations these were due to be rectified in November 2021. We continue to review and update our Federation policy documents. We keep our finances in good order and have kept costs to a minimum. We have the help of a bookkeeper and accountant, and we support WIs with an Independent Financial Examiner Scheme. With the change in the subscription year from January to April, along with the lack of fundraising events we have seen that impact in our finances.

A Federation development and succession plan was discussed, and a final plan put in place by the Trustees. The Trustees also commenced a review of the sub-committees and from January 2021 have three new Committees, Communication Team: Creative Activities (combined Cookery and Crafts and Creative Arts Fun and Fundraising, (Agricultural Shows), retaining Office and Finance, Sports and Leisure, WI Support Team, the WI Shop to be part of the Trustees Committee. Fun and Fundraising have since been disbanded. All virtually met on Zoom and will remain bi-monthly on Zoom to keep costs down.

The Trustees maintained contact with WIs by a monthly information sheet and continued to provide the Hornblower free as a 2-page e-copy for all members, commencing the subscription Hornblower with the October 2021 edition. We provided free virtual classes with crafts, entertainment and talks. In December 2020, a Christmas Card was sent to every Nottinghamshire WI member and in January 2021 we started Virtual Clubs, a Book club, 'Craft & Chat' and Pilates Classes. We have continued to promote the use of Office 365 to WI Officers to improve communication within the Federation. The Federation Annual Meeting took place in April. As a virtual meeting with Mildred Freeman and her 'Glorious Gin' talk. No stalls or meetings with friends and members took place. We were all at home! We continued to have the 50/50 club as a fundraiser and a few virtual events were ticketed until September 2021. We are very grateful and would like to thank WIs for sending in donations to the Federation during the past year.

The WI Support Team attended virtual National Engagement Forums enabling them to provide up to date support to all the WIs and their officers, with many WIs taking their meetings online. Our committees only provided virtual events until October 2021 when a few events could take place in person. We have promoted the WI here in Nottinghamshire on social media and our website. We have a Facebook, Instagram and Twitter page for the Federation. Our Archivist was limited by the restrictions to continue with the management and recording of the archives in our possession.

The Federation Chair and Federation Treasurer attended virtual National meetings and the virtual National Council meeting. The Trustees have received either face to face or virtual Trustee training. Members supported the Teams 4U project producing knitted hats, scarves, and gloves which were sent to underprivileged children in Eastern Europe.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

REPORT OF THE TRUSTEES

PLANS FOR NEXT YEAR

The Federation Trustees, together with the Federation committees, will continue to provide opportunities for training, educational and leisure activities using all methods available. The findings of a printed and online survey of members and committees, commenced in October 2021 will help the Trustees to plan for the coming years. We will continue to see an impact on our finances during the coming year, with fundraising remaining difficult and we shall have to invoke our financial reserves to meet costs.

These accounts have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These accounts were approved by the Trustees on ...24/1/22....., and signed on their behalf by:



Dr H Rose
Chair of Trustees

—

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE NOTTINGHAMSHIRE
FEDERATION OF WOMEN'S INSTITUTES FOR THE YEAR ENDED 31 OCTOBER 2021**

I report on the accounts of the company for the year ended 31 October 2021 which are set out on pages 7 to 17.

Responsibilities and basis of report

As the Trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 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
- 4 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.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Mr P Colcomb FCCA
for and on behalf of Wright Vigar Limited
Chartered Accountants
International House
Brunel Drive
Newark
NG24 2EG**

Date: 3 February 2022

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING SUMMARY INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 OCTOBER 2021

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2021 £	Total 2020 £
Income and endowments from:						
Donations and legacies	2	2,670	2	-	2,672	2,072
Charitable activities	3	26,975	-	-	26,975	60,514
Other trading activities	4	2,841	-	-	2,841	5,282
Investments	5	547	-	-	547	812
Other income		3,997	-	-	3,997	13,808
Total income and endowments		37,030	2	-	37,032	82,488
Expenditure on:						
Raising funds		2,760	-	-	2,760	7,324
Charitable activities		3,550	-	-	3,550	12,102
Other		61,407	809	5,126	67,342	66,279
Total expenditure	6	67,717	809	5,126	73,652	85,705
Net income/(expenditure)		(30,687)	(807)	(5,126)	(36,620)	(3,217)
Transfers between funds		-	-	-	-	-
Net movement in funds		(30,687)	(807)	(5,126)	(36,620)	(3,217)
Reconciliation of funds						
Total funds brought forward		186,479	1,684	256,329	444,492	447,709
Total funds carried forward		155,792	877	251,203	407,872	444,492

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 17 form part of these accounts.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

BALANCE SHEET AS AT 31 OCTOBER 2021

	Note	Total 2021 £	Total 2020 £
Fixed assets			
Tangible assets	9	256,659	262,775
		<u>256,659</u>	<u>262,775</u>
Current assets			
Stocks	10	2,761	3,096
Debtors	11	635	1,391
Cash at bank and in hand		179,492	189,262
		<u>182,888</u>	<u>193,749</u>
Creditors : amounts falling due within one year	12	<u>31,675</u>	<u>12,033</u>
Net current assets		<u>151,213</u>	<u>181,716</u>
Total assets less current liabilities		407,872	444,491
Net assets		<u>407,872</u>	<u>444,491</u>
Charity funds			
Endowment funds		251,203	256,329
Restricted income funds	15	877	1,684
Unrestricted income funds		155,792	186,479
Total charity funds	16	<u>407,872</u>	<u>444,492</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

BALANCE SHEET AS AT 31 OCTOBER 2021

For the financial year ended 31 October 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the special provisions applicable to small companies subject to the small companies regime and in accordance with FRS 102 SORP.

The financial statements were approved by the Board and authorised for issue on ...24/11/22... and are signed on behalf of the board by:



Dr H Rose
Chair of Trustees

Company Registration No. 2758129

The notes on pages 10 to 17 form part of these accounts.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

1 Accounting policies

a Basis of preparation

The Nottinghamshire Federation of Women's Institutes is a company limited by guarantee in England. The address of the registered office is given in the Trustees Report on page 2 of these financial statements. The nature of the charity's operations and principal activities are providing women with educational opportunities and the chance to build new skills, to take part in a wide variety of activities and to campaign on issues that matter to them and their communities.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with the Accounting and Reporting Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2019), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 February 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been applied to all years presented unless otherwise stated.

b 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 charity and 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 fund 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 donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Endowment funds represent those assets which must be held permanently by the charity, principally tangible assets. Income arising on the endowment funds can be used in accordance with the objectives of the charity and is included as unrestricted income. Any capital gains or losses arising on tangible assets form part of the fund. Investment management charges and legal advice relating to the fund are charged against the fund.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

c Income recognition

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Gifts in kind donated for distribution and for resale are included at fair value and recognised as income and stock upon receipt.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity.

Income from trading activities includes income earned from trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

d Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds includes the costs relating to trading activities to raise funds for the charity including stock for the shop and printing costs for the charity magazine.
- Expenditure on charitable activities includes expenditure on the objectives of the charity.
- Other expenditure represents these items not falling into the categories above.

e Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Where support costs cannot be directly attributed to particular headings they have been allocated to other costs on the Statement of Financial Activities. The charity has not accounted for them on an activity basis.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

f Tangible fixed assets and depreciation

Fixed assets are stated at cost or valuation less accumulated depreciation and accumulated impairment losses.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset over their expected useful life as follows:

Buildings	2% per annum of net book value
Computer equipment	3 years straight line
Fixtures and fittings	10% per annum of net book value

g Stock

Stock consists of purchased goods for resale and unused office supplies. Stocks are valued at the lower of costs and estimated selling price.

h Finance and operating leases

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period in which the cost is incurred.

2 Income from donations and legacies

	2021	2020
	£	£
Unrestricted donations	2,670	2,072
Restricted donations	2	-
	<u>2,672</u>	<u>2,072</u>

3 Income from charitable activities

Charitable activity income relates to income from events held for members during the year.

4 Income from trading activities

Trading income relates to the sale of promotional goods, stationery and in house magazines.

5 Income from investments

	2021	2020
	£	£
Bank interest	<u>547</u>	<u>812</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

6 Analysis of expenditure	Raising funds £	Charitable Activities £	Other £	2021 £	2020 £
Direct costs	2,760	3,550	-	6,310	19,426
Travel costs (Trustees and other)	-	-	1,111	1,111	4,493
Staff costs	-	-	36,160	36,160	35,465
Office costs	-	-	15,919	15,919	14,360
Support costs	-	-	14,152	14,152	11,961
	<u>2,760</u>	<u>3,550</u>	<u>67,342</u>	<u>73,652</u>	<u>85,705</u>

7 Trustees' remuneration

The Trustees neither received nor waived any emoluments during the year (2020 : £Nil)

Out of pocket expenses were reimbursed to trustees as follows:

	2021 Number	2020 Number	2021 £	2020 £
Travel	13	13	629	1,557
Other	0	2	-	240
			<u>629</u>	<u>1,797</u>

8 Staff costs

	2021	2020
Wages and salaries	35,912	34,438
Defined contribution pension costs	248	1,027
	<u>36,160</u>	<u>35,465</u>
Average number of employees	<u>4</u>	<u>4</u>

No employee received more than £60,000 per annum.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

9 Tangible fixed assets	Freehold land & buildings £	Computer equipment £	Fittings & equipment £	Restricted fund assets £	Total £
Cost or valuation:					
Opening balance	285,000	8,513	17,713	2,006	313,232
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Closing balance	<u>285,000</u>	<u>8,513</u>	<u>17,713</u>	<u>2,006</u>	<u>313,232</u>
Accumulated depreciation:					
Opening balance	28,671	8,104	12,288	1,394	50,457
Charge for year	5,127	375	542	72	6,116
Eliminated on disposals	-	-	-	-	-
Closing balance	<u>33,798</u>	<u>8,479</u>	<u>12,830</u>	<u>1,466</u>	<u>56,573</u>
Net book value at 31 October 2021	<u>251,202</u>	<u>34</u>	<u>4,883</u>	<u>540</u>	<u>256,659</u>
Net book value at 31 October 2020	<u>256,329</u>	<u>409</u>	<u>5,425</u>	<u>612</u>	<u>262,775</u>

In the year ended 31 October 2015 the land and buildings were valued to market value of £285,000.

Comparable historical cost for the land and buildings included at valuation:

	£
Cost:	
Opening and closing balance	<u>19,621</u>
Accumulated depreciation:	
Opening balance	7,807
Charge for year	236
Closing balance	<u>8,043</u>
Net book value at 31 October 2021	<u>11,578</u>
Net book value at 31 October 2020	<u>11,814</u>

10 Stocks	2021 £	2020 £
Goods for resale	2,285	2,667
Office supplies	476	429
	<u>2,761</u>	<u>3,096</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

11 Debtors	2021	2020
	£	£
Due within one year:		
Trade debtors	269	337
Prepayments	366	1,054
	<u>635</u>	<u>1,391</u>
12 Creditors: amounts falling due within one year	2021	2020
	£	£
Other creditors	8,107	3,154
Accruals	3,958	6,204
Deferred income	19,610	2,675
	<u>31,675</u>	<u>12,033</u>

13 Deferred income

Income deferred in the current year comprises of monies received for the purpose of several charitable events occurring after 31 October 2021, publications due to be received after 31 October 2021 and subscriptions that cover the period after 31 October 2021.

	£
Balance as at 1 November 2020	2,675
Amount released to incoming resources	(2,675)
Amount deferred in year	19,610
Balance as at 31 October 2021	<u>19,610</u>

14 Financial commitments

The total minimum lease payments under non-cancellable operating leases are as follows;

	Equipment leasing	Equipment leasing
	2021	2020
	£	£
Within one year	1,632	1,392
Two to five years	1,224	-
	<u>2,856</u>	<u>1,392</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

15 Restricted funds

The Denman Dip fund are bursaries generated through raffle income. The winning entrant has three years in which to use the bursary fund, after which the funds are transferred to the unrestricted funds to be used by the charity.

The Barbara Halfpenny Memorial Fund, Woman's Institute Door Mat fund and Chairman's Chain fund relate to monies received for the purpose of purchasing the associated tangible assets. The depreciation charged against these assets is being allocated to the associated fund annually.

The ACWW funds are monies received for appeals for the associated charity projects. These monies are then passed on to the projects periodically.

	Opening Balance £	Income £	Expenses £	Transfers £	Closing Balance £
Denman Dip	535	-	(200)	-	335
Barbara Halfpenny Memorial Fund	24	-	(2)	-	22
Women's Institute Door Mat Fund	28	-	(3)	-	25
Chairman's chain	560	-	(67)	-	493
ACWW Pennies For Friends	537	2	(537)	-	2
	<u>1,684</u>	<u>2</u>	<u>(809)</u>	<u>-</u>	<u>877</u>

Restricted fund balances are represented by:

	Fixed assets	Current assets	Total
Denman Dip	-	335	335
Barbara Halfpenny Memorial Fund	22	-	22
Women's Institute Door Mat Fund	25	-	25
Chairman's chain	493	-	493
ACWW Pennies For Friends	-	2	2
	<u>540</u>	<u>337</u>	<u>877</u>

16 Analysis of net assets between funds

	Fixed assets £	Current assets £	Liabilities £	Total £
Endowment funds	251,203	-	-	251,203
Restricted funds	540	337	-	877
Unrestricted funds	4,916	182,551	(31,675)	155,792
	<u>256,659</u>	<u>182,888</u>	<u>(31,675)</u>	<u>407,872</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

17 Related party transactions

There were no related party transactions during the year.

NOTTINGHAMSHIRE FEDERATION OF WOMENS INSTITUTES

England & Wales - Charity number 1015139

Accounts

Company Registration No. 2758129 (England and Wales)
Charity No. 1015139

**THE NOTTINGHAMSHIRE FEDERATION
OF WOMEN'S INSTITUTES**

**TRUSTEES' REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 OCTOBER 2020**

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

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THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

REPORT OF THE TRUSTEES

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 October 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statement of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011, the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Legal and Administrative Information

The Nottinghamshire Federation of Women's Institutes is a company limited by guarantee and registered under the Companies Act 1985, registration number 2758129. It is a registered charity, charity number 1015139.

Trustees and Directors

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end were as follows;

P Stoddart (Honorary Federation Chairman)
H Rose (Honorary Federation Vice Chairman)
W Richardson (Honorary Federation Vice Chairman)
J Bailey (Honorary Federation Treasurer)
P J Freeman
S Insley
P J Jefferson
E Pinnick
P Redmile
R Smith
P Wilcox
B Langsdale
S Plamping

Trustees are appointed by election at general meetings.

Company secretary

S Sanderson

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

REPORT OF THE TRUSTEES

Registered Office

Trent Bridge House
Beastmarket Hill
Newark
Nottinghamshire
NG24 1BN

Accountants

Hobsons CA Limited
International House
Brunel Drive
Newark
NG24 2EG

Bankers

Yorkshire Bank
10 High Street
Grantham
NG31 6PU

Trustee Induction and Training

Most of the Trustees are already familiar with the work of the Trustee Committee through serving on sub-committees. New Trustees are given an induction pack by the Federation Secretary and encouraged to familiarise themselves with the overall management of the organisation and the administration procedures in the office. Training sessions are arranged as necessary.

Organisational Structure

The charity is affiliated to, but independent of, the National Federation of Women's Institutes and collects subscriptions on its behalf. It is managed by the Trustees, the principal officers of which are noted on page one.

Reserves Policy

The Trustees aim to maintain a sufficient level of reserves to ensure the continuity of the charity's activities. The appropriate level of reserves for this purpose is determined with regard to the charity's income and expenditure commitments, in order to comply with the aims and objectives of the organisation. The Trustees are of the opinion that sufficient reserves should be held to cover one year's overheads and provide for the possible repair costs to the endowment property.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

REPORT OF THE TRUSTEES

Risk Management

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. Internal control risks are minimised by the procedures for authorisation of transactions and projects by the Trustees. Procedures are in place to ensure compliance with the health and safety of the staff, tutors, volunteers, members and visitors at the Federation Office. Procedures are in place to ensure compliance with Environmental Health risks.

OBJECTIVES AND ACTIVITIES

The Women's Institute offers opportunities for all women to enjoy friendship, to learn, to widen their horizons and together to influence local, national and international affairs.

The Women's Institute aims to:

- improve and develop the quality of life for women and their families.
- advance the education of women in citizenship and in public issues, national and international affairs.
- enable women to work together to put into practice the ideals for which the organisation stands.

In setting our objectives and planning our activities our Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

Public benefit statement

The section above sets out the aims and priorities of the charity.

The Trustees have considered, in conjunction with the guidance contained in the Charity Commissions general guidance, public benefit and have concluded:

- That the aims of the organisation continue to be charitable;
- That the aims and work done give identifiable benefits to the charitable sector both indirectly and directly to individuals in need;
- That the benefits are for the public, are not unreasonably restricted in any way and certainly not by ability to pay; and
- That there is no detriment or harm arising from the aims or activities.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

REPORT OF THE TRUSTEES

ACHIEVEMENTS AND PERFORMANCE

Due to the Covid-19 pandemic 2020 has been a very difficult and challenging year for everyone in the WI in Nottinghamshire. In accordance with the government restrictions on movement the Federation was unable to hold any face-to-face events after March 2020. Up until that point in our financial year the Trustees had regular contact with the office staff, our Federation Secretary Susan Sanderson, Heather Roberts and Sandra Carter. After March 2020 with Lockdown in force, the staff either worked from home or were on the government furlough scheme. The officers kept in contact with the staff and the Trustees began to have virtual Trustee and Office and Finance meetings. We extend our sincere thanks to the staff for their continual support to the Trustees and to all members of the Federation. The office was prepared with health & safety procedures to keep the staff and any visitors safe. As Trustees, we have the responsibility of keeping County House, our headquarters, in good repair. We continue to review and update our Federation policy documents. We keep our finances in good order with the help of the bookkeeper and Accountant and we support WIs with an Independent Financial Examiner scheme.

The Trustees continued to fundraise for only part of the year; three Burns Lunches, a Prize Draw, a visit to Nottingham University and the 50/50 club were our only fundraisers. The sub-committees were able to hold Autumn 2019 events with only a few Spring 2020 events taking place. The Federation has now moved to online events for members. The Trustees helped with an appeal made to the WI by the Covid-19 end of life ward at Queens Medical Centre, Nottingham, for Keepsake blankets and hearts. Trustees collected and delivered 72 blankets, plus hearts and cushions made by our members.

The Federation Annual Meeting, due to take place in April, at the Nottingham Playhouse was first postponed, then changed to a virtual meeting in September and Alex Connell demonstrated vegetarian recipes for us. No stalls or meeting with friends and members took place. We were all at home!

The WI Support Team continued to provide support to all the WIs and their officers, with many WIs taking their meetings online this year. Unfortunately, our sub-committees have not been able to provide their normal activities. The WI Shop committee was able to function until March and held an Artisan Fair promoting Nottinghamshire Crafts. The monthly Federation Newsletter, "The Hornblower" was produced from April onwards as a smaller electronic copy and printed for a small number of WIs and members whose digital facilities were limited. We have promoted the WI here in Nottinghamshire on social media and our website. We have a Facebook page for the Federation. Our Archivist and the Trustees did continue with the management and recording of the archives in our possession until March. The Trustees prepared a Federation Christmas Card to send out to all our members during December. Denman College has now closed, and the Nottinghamshire Bedroom furniture has been returned to us.

The Federation Vice Chairman and Federation Treasurer attended virtual National meetings and the virtual National Council meeting. Trustees have telephoned all our WIs to find out how they were doing and promoted the use of Office 365 to WI Officers. Members supported the Team4U project producing knitted hats, scarves, and gloves which were sent to underprivileged children in Eastern Europe.

PLANS FOR NEXT YEAR

The Federation Trustees, together with the Federation committees, will continue to provide opportunities for training, educational and leisure activities using virtual platforms until the Pandemic is over. The office will continue supporting WI Officers. A change in the Subscription year from January to April, along with the lack of fundraising events will impact upon our finances in the coming year and we shall have to invoke our financial reserves to meet costs.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

REPORT OF THE TRUSTEES

These accounts have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These accounts were approved by the Trustees on 11.2.21, and signed on their behalf by:



Mrs P Stoddart
Trustee

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE NOTTINGHAMSHIRE
FEDERATION OF WOMEN'S INSTITUTES FOR THE YEAR ENDED 31 OCTOBER 2020**

I report on the accounts of the company for the year ended 31 October 2020 which are set out on pages 7 to 17.

Responsibilities and basis of report

As the Trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

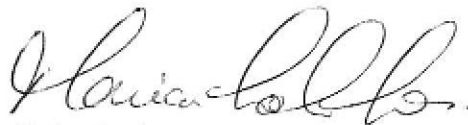
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 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
- 4 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.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mrs M Szolin-Jones
for and on behalf of Hobsons CA Limited
Chartered Accountants
International House
Brunel Drive
Newark
NG24 2EG

Date: 1 March 2021

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING SUMMARY INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 OCTOBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2020 £	Total 2019 £
Income and endowments from:						
Donations and legacies	2	2,072	-	-	2,072	1,246
Charitable activities	3	14,840	-	-	14,840	102,766
Other trading activities	4	64,764	-	-	64,764	67,238
Investments	5	812	-	-	812	301
Total income and endowments		82,488	-	-	82,488	171,551
Expenditure on:						
Raising funds		7,324	-	-	7,324	14,481
Charitable activities		12,102	-	-	12,102	86,848
Other		60,975	73	5,231	66,279	71,083
Total expenditure	6	80,401	73	5,231	85,705	172,412
Net income/(expenditure)		2,087	(73)	(5,231)	(3,217)	(861)
Transfers between funds		-	-	-	-	-
Net movement in funds		2,087	(73)	(5,231)	(3,217)	(861)
Reconciliation of funds						
Total funds brought forward		184,392	1,757	261,560	447,709	448,570
Total funds carried forward		186,479	1,684	256,329	444,492	447,709

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 17 form part of these accounts.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

BALANCE SHEET AS AT 31 OCTOBER 2020

	Note	Total 2020 £	Total 2019 £
Fixed assets			
Tangible assets	9	262,776	269,181
		<u>262,776</u>	<u>269,181</u>
Current assets			
Stocks	10	3,096	3,349
Debtors	11	1,391	4,925
Cash at bank and in hand		189,262	187,692
		<u>193,749</u>	<u>195,966</u>
Creditors : amounts falling due within one year	12	<u>12,033</u>	<u>17,438</u>
Net current assets		<u>181,716</u>	<u>178,528</u>
Total assets less current liabilities		444,492	447,709
Net assets		<u>444,492</u>	<u>447,709</u>
Charity funds			
Endowment funds		256,329	261,560
Restricted income funds	14	1,684	1,757
Unrestricted income funds		186,479	184,392
Total charity funds	15	<u>444,492</u>	<u>447,709</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

BALANCE SHEET AS AT 31 OCTOBER 2020

For the financial year ended 31 October 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the special provisions applicable to small companies subject to the small companies regime and in accordance with FRS 102 SORP.

The financial statements were approved by the Board and authorised for issue on 11.2.21 and are signed on behalf of the board by:



Mrs P Stoddart
Trustee

Company Registration No. 2758129

The notes on pages 10 to 17 form part of these accounts.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

1 Accounting policies

a Basis of preparation

The Nottinghamshire Federation of Women's Institutes is a company limited by guarantee in England. The address of the registered office is given in the Trustees Report on page 2 of these financial statements. The nature of the charity's operations and principal activities are providing women with educational opportunities and the chance to build new skills, to take part in a wide variety of activities and to campaign on issues that matter to them and their communities.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with the Accounting and Reporting Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 February 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. The departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been applied to all years presented unless otherwise stated.

b 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 charity and 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 fund 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 donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

Endowment funds represent those assets which must be held permanently by the charity, principally tangible assets. Income arising on the endowment funds can be used in accordance with the objectives of the charity and is included as unrestricted income. Any capital gains or losses arising on tangible assets form part of the fund. Investment management charges and legal advice relating to the fund are charged against the fund.

c Income recognition

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Gifts in kind donated for distribution and for resale are included at fair value and recognised as income and stock upon receipt.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity.

Income from trading activities includes income earned from trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

d Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds includes the costs relating to trading activities to raise funds for the charity including stock for the shop and printing costs for the charity magazine.
- Expenditure on charitable activities includes expenditure on the objectives of the charity.
- Other expenditure represents these items not falling into the categories above.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

e Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

f Tangible fixed assets and depreciation

Fixed assets are stated at cost or valuation less accumulated depreciation and accumulated impairment losses.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset over their expected useful life as follows:

Buildings	2% per annum of net book value
Computer equipment	3 years straight line
Fixtures and fittings	10% per annum of net book value

g Stock

Stock consists of purchased goods for resale and unused office supplies. Stocks are valued at the lower of costs and estimated selling price.

h Finance and operating leases

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period in which the cost is incurred.

2 Income from donations and legacies

2020	2019
£	£

Unrestricted donations	2,072	1,246
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3 Income from charitable activities

Charitable activity income relates to income from events held for members during the year.

4 Income from trading activities

Trading income relates to the sale of promotional goods, stationery and in house magazines.

5 Income from investments

2020	2019
£	£

Bank interest	812	301
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THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

6 Analysis of expenditure	Raising funds £	Charitable Activities £	Other £	2020 £	2019 £
Direct costs	7,324	12,102	-	19,426	101,329
Travel costs (Trustees and other)	-	-	4,493	4,493	7,649
Staff costs	-	-	35,465	35,465	33,235
Office costs	-	-	14,360	14,360	16,945
Support costs	-	-	11,961	11,961	13,254
	<u>7,324</u>	<u>12,102</u>	<u>66,279</u>	<u>85,705</u>	<u>172,412</u>

7 Trustees' remuneration

The Trustees neither received nor waived any emoluments during the year (2019 : £Nil)

Out of pocket expenses were reimbursed to trustees as follows:

	2020 Number	2019 Number	2020 £	2019 £
Travel	13	13	1,557	5,020
Other	2	2	240	720
			<u>1,797</u>	<u>5,740</u>

8 Staff costs

	2020	2019
Wages and salaries	34,438	32,301
Defined contribution pension costs	1,027	934
	<u>35,465</u>	<u>33,235</u>
Average number of employees	<u>4</u>	<u>4</u>

No employee received more than £60,000 per annum.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

9 Tangible fixed assets	Freehold land & buildings £	Computer equipment £	Fittings & equipment £	Restricted fund assets £	Total £
Cost or valuation:					
Opening balance	285,000	8,513	17,713	2,007	313,233
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Closing balance	<u>285,000</u>	<u>8,513</u>	<u>17,713</u>	<u>2,007</u>	<u>313,233</u>
Accumulated depreciation:					
Opening balance	23,440	7,615	11,676	1,321	44,052
Charge for year	5,231	489	612	73	6,405
Eliminated on disposals	-	-	-	-	-
Closing balance	<u>28,671</u>	<u>8,104</u>	<u>12,288</u>	<u>1,394</u>	<u>50,457</u>
Net book value at 31 October 2020	<u>256,329</u>	<u>409</u>	<u>5,425</u>	<u>613</u>	<u>262,776</u>
Net book value at 31 October 2019	<u>261,560</u>	<u>898</u>	<u>6,037</u>	<u>686</u>	<u>269,181</u>

In the year ended 31 October 2015 the land and buildings were valued to market value of £285,000.

Comparable historical cost for the land and buildings included at valuation:

	£
Cost:	
Opening and closing balance	<u>19,621</u>
Accumulated depreciation:	
Opening balance	7,566
Charge for year	241
Closing balance	<u>7,807</u>
Net book value at 31 October 2020	<u>11,814</u>
Net book value at 31 October 2020	<u>12,055</u>

10 Stocks	2020 £	2019 £
Goods for resale	2,667	2,857
Office supplies	429	492
	<u>3,096</u>	<u>3,349</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

11 Debtors	2020 £	2019 £
Due within one year:		
Trade debtors	337	3,211
Prepayments	1,054	1,318
Other debtors	-	396
	<u>1,391</u>	<u>4,925</u>
12 Creditors: amounts falling due within one year	2020 £	2019 £
Other creditors	3,154	3,897
Accruals	6,204	5,312
Deferred income	2,675	8,229
	<u>12,033</u>	<u>17,438</u>
13 Deferred income		
Income deferred in the current year comprises of monies received for the purpose of several charitable events occurring after 31 October 2020 and publications due to be received after 31 October 2020.		£
Balance as at 1 November 2019		8,229
Amount released to incoming resources		(8,229)
Amount deferred in year		2,675
Balance as at 31 October 2020		<u>2,675</u>
14 Financial commitments		
The total minimum lease payments under non-cancellable operating leases are as follows;		
	Equipment leasing	Equipment leasing
	2020 £	2019 £
Within one year	1,392	1,536
Two to five years	-	1,392
	<u>1,392</u>	<u>2,928</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

15 Restricted funds

The Denman Dip fund are bursaries generated through raffle income. The winning entrant has three years in which to use the bursary fund, after which the funds are transferred to the unrestricted funds to be used by the charity.

The Barbara Halfpenny Memorial Fund, Woman's Institute Door Mat fund and Chairman's Chain fund relate to monies received for the purpose of purchasing the associated tangible assets. The depreciation charged against these assets is being allocated to the associated fund annually.

The ACWW funds are monies received for appeals for the associated charity projects. These monies are then passed on to the projects periodically.

	Opening Balance £	Income £	Expenses £	Transfers £	Closing Balance £
Denman Dip	535	-	-	-	535
Barbara Halfpenny Memorial Fund	27	-	(3)	-	24
Women's Institute Door Mat Fund	32	-	(4)	-	28
Chairman's chain	626	-	(66)	-	560
ACWW Pennies For Friends	537	-	-	-	537
	<u>1,757</u>	<u>-</u>	<u>(73)</u>	<u>-</u>	<u>1,684</u>

Restricted fund balances are represented by:

	Fixed assets	Current assets	Total
Denman Dip	-	535	535
Barbara Halfpenny Memorial Fund	24	-	24
Women's Institute Door Mat Fund	28	-	28
Chairman's chain	560	-	560
ACWW Pennies For Friends	-	537	537
	<u>612</u>	<u>1,072</u>	<u>1,684</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

16 Analysis of net assets between funds

	Fixed assets £	Current assets £	Liabilities £	Total £
Endowment funds	256,329	-	-	256,329
Restricted funds	612	1,072	-	1,684
Unrestricted funds	5,835	192,677	(12,033)	186,479
	<u>262,776</u>	<u>193,749</u>	<u>(12,033)</u>	<u>444,492</u>

17 Related party transactions

There were no related party transactions during the year.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

DETAILED INCOME AND EXPENDITURE ACCOUNT

	2020		2019	
	£	£	£	£
INCOME				
Affiliation fees		34,768		39,868
Investment income		812		301
Government grants		13,808		-
		<u>49,388</u>		<u>40,169</u>
COMMITTEE INCOME				
Agricultural shows	134		3,822	
Creative arts	(49)		852	
Trustees	1,016		5,508	
Cookery and crafts	553		2,491	
Hornblower	4,512		5,399	
WI support team	1,536		(1,881)	
WI shop	820		3,822	
Sports and leisure	837		2,697	
Miscellaneous	(660)		(151)	
		<u>8,699</u>		<u>22,559</u>
		58,087		62,728
EXPENDITURE				
General office expenditure		(56,000)		(58,024)
Restricted fund income/(payment)		(73)		(227)
Endowment fund income/(payment)		(5,231)		(5,338)
SURPLUS / (DEFICIT) INCOME OVER EXPENDITURE		<u>(3,217)</u>		<u>(861)</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

INCOME AND EXPENDITURE ACCOUNT

	2020		2019	
	£	£	£	£
AGRICULTURAL SHOWS				
Income				
County event		(352)		3,546
Afternoon tea		806		-
Ladies luxuries		-		997
		<u>454</u>		<u>4,543</u>
Expenditure				
Sub-committee travel and expenses	320		721	
	<u>320</u>		<u>721</u>	
EXCESS OF INCOME OVER EXPENDITURE		<u>134</u>		<u>3,822</u>
CREATIVE ARTS				
Income				
Brush paint		-		56
Celebration of Christmas		23		510
Creative writing		-		96
Encaustic arts		-		30
Gallery tour		(6)		-
Mosaic		-		78
Murder mystery		267		-
Nottingham Playhouse tour		(85)		99
Play reading		20		-
Sing for fun		-		133
Steelpan drumming		-		205
Spare Part		-		24
		<u>219</u>		<u>1,231</u>
Expenditure				
Sub-committee travel and expenses	268		379	
	<u>268</u>		<u>379</u>	
EXCESS OF INCOME OVER EXPENDITURE		<u>(49)</u>		<u>852</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

INCOME AND EXPENDITURE ACCOUNT

TRUSTEES	2020		2019	
	£	£	£	£
Income				
50/50 club		950		866
Apple day		-		(29)
Archive day		(118)		(128)
Bulb scheme		-		600
Burns		1,437		1,420
Centenary events		-		(95)
Christmas at the house		-		756
Cocktails at the house		-		465
County lunch		-		514
County quiz		-		621
Denman		500		342
Federation holiday		(50)		125
GSK Visit		288		-
Harvest lunch		-		1,048
Hire of river room		45		232
Literary lunch		(23)		1,151
Prize draw		381		954
Raffle from National		-		423
Resolutions		12		75
Yearbook and adverts/Speakers list		(1)		362
Zoom events		20		-
Prior year income/expenses		278		48
		<u>3,719</u>		<u>9,750</u>
Expenditure				
Committee travel and expenses	2,703		4,242	
	<u>2,703</u>		<u>4,242</u>	
EXCESS OF INCOME OVER EXPENDITURE		<u><u>1,016</u></u>		<u><u>5,508</u></u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

INCOME AND EXPENDITURE ACCOUNT

	2020		2019	
	£	£	£	£
COOKERY AND CRAFTS				
Income				
Bobbin lace		10		-
Craft & chat		11		250
Crafty Christmas raffle		-		200
Christmas crafts		(420)		-
Christmas wreath		159		-
Flower arranging		-		(40)
Garden days		-		640
Home for Christmas		-		782
Jane Lightfoot courses		360		60
Lynne Carter		561		248
Petch craft sale		70		400
Wirework		-		109
Welbeck cookery		(12)		238
		<u>739</u>		<u>2,887</u>
Expenditure				
Sub-committee travel and expenses	186		396	
		<u>186</u>		<u>396</u>
EXCESS OF INCOME OVER EXPENDITURE		<u>553</u>		<u>2,491</u>
HORNBLOWER AND ENCLOSURES				
Income				
Handling charge and advertising		45		625
Postage		1,305		2,366
Subscriptions		7,135		10,213
Donations		-		30
		<u>8,485</u>		<u>13,234</u>
Expenditure				
Committee travel	54		90	
Printing	3,919		7,745	
		<u>3,973</u>		<u>7,835</u>
EXCESS OF INCOME OVER EXPENDITURE		<u>4,512</u>		<u>5,399</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

INCOME AND EXPENDITURE ACCOUNT

	2020		2019	
	£	£	£	£
WI SUPPORT TEAM				
Income				
Cheese and wine		-		(48)
Member services		(12)		326
Presidents and secretaries workshops		617		-
Problem Solving		-		(33)
Programme planning		-		222
Suspensions		2,138		-
Treasurer workshop		-		344
		<u>2,743</u>		<u>811</u>
Expenditure				
Sub-committee travel and expenses	1,207		2,692	
	<u>1,207</u>		<u>2,692</u>	
DEFICIT OF INCOME OVER EXPENDITURE		<u>1,536</u>		<u>(1,881)</u>
WI SHOP				
Income				
Diaries sold		13		1,664
Literature and supplies sold		1,920		7,818
Artisan fair		903		-
Quiz book		(122)		-
We dig at the castle		-		1,157
		<u>2,714</u>		<u>10,639</u>
Expenditure				
Stock as at 1 November	2,857		2,489	
Purchases of diaries	-		1,525	
Purchases of literature and supplies	1,404		4,734	
Sub-committee travel and expenses	300		926	
	<u>4,561</u>		<u>9,674</u>	
Less stock as at 31 October	(2,667)		(2,857)	
	<u>1,894</u>		<u>6,817</u>	
EXCESS OF INCOME OVER EXPENDITURE		<u>820</u>		<u>3,822</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

INCOME AND EXPENDITURE ACCOUNT

SPORTS AND LEISURE	2020		2019	
	£	£	£	£
Income				
AEGON Open Tennis		-		(12)
Bingo		510		392
Bridge		(42)		746
Chair exercise		-		20
Croquet		-		85
Darts		70		35
Darts league		-		161
Dogs		-		214
Kurling competition		(50)		210
Kurling hire		180		442
Nottingham Panthers		37		-
Rafting		-		21
Rummikub		87		342
Scrabble		60		-
Triple target		-		144
T20 Cricket		-		172
Whist		105		115
		<u>957</u>		<u>3,087</u>
Expenditure				
Sub-committee travel and expenses	120		390	
		<u>120</u>		<u>390</u>
EXCESS OF INCOME OVER EXPENDITURE		<u><u>837</u></u>		<u><u>2,697</u></u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

INCOME AND EXPENDITURE ACCOUNT

MISCELLANEOUS	2020		2019	
	£	£	£	£
Income				
Annual Meeting		(51)		6,606
Annual federation meeting		1,673		4,927
Autumn meeting		-		5,106
Donations		2,072		1,216
		<u>3,694</u>		<u>17,855</u>
Expenditure				
Annual meeting	1,074		6,775	
Annual federation meeting	2,230		7,223	
Autumn meeting	-		2,528	
National council	-		592	
Chairman's chain engraving	-		888	
Donations	700		-	
Training	350		-	
		<u>4,354</u>		<u>18,006</u>
EXCESS OF INCOME OVER EXPENDITURE		<u>(660)</u>		<u>(151)</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

ANALYSIS OF GENERAL OFFICE EXPENDITURE

	2020	2019
	£	£
Wages	35,465	33,235
Council tax	655	1,394
Water rates	662	818
Light and heat	2,060	2,700
Insurance	106	113
Repairs	1,802	2,969
Stationery	2,047	2,006
Postage	2,260	2,694
Telephone	1,081	970
Equipment hire	1,410	1,409
Accountancy and book keeping	5,542	6,620
Professional fees	48	13
Cleaning (wage & materials)	1,751	1,733
Sundries	9	140
Depreciation	1,102	1,210
TOTAL	<u>56,000</u>	<u>58,024</u>