

WEST YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES

England & Wales · Charity number 1017012

Details

Other names	WYFWI LTD
Status	Registered
Legal form	Charitable company
Company number	02737120
Registered	1993-02-04
Register	View on the Charity Commission register

Contact

Address	Health For All (Leeds) Tennants Hall Acre Close Leeds LS10 4HX
Phone	0113 2725165
Email	westyorksfed@gmail.com

Activities

Objects: TO FURTHER THE PURPOSES OF THE WOMEN'S INSTITUTE MOVEMENT

Activities: An educational charity for women, giving women of all ages, denomination & ethnicity the opportunity or working & learning together to improve the quality of life in their community & to enable them to develop their own skills & talents.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** WEST YORKSHIRE
- Bradford City
- Calderdale
- City Of Wakefield
- Kirklees
- Leeds City

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£70,240	£71,903	-	-
2023-12-31	£88,775	£76,532	-	-
2022-12-31	£56,017	£72,246	-	-
2021-12-31	£62,000	£50,000	-	-
2020-12-31	£46,118	£46,919	-	-

Trustees

Name	Role	Appointed
Tracey Anne Lewis	Chair	2021-05-18
Andrea Marie Knott		2026-04-25
Christina Margaret Dawson		2026-04-25
Christine Tall		2021-05-18
Elizabeth Ellen Handcock Whitehead		2024-04-16
HELEN COX		2019-04-24
Joan Bernadette Busby		2024-04-16

WEST YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1017012

Accounts



WEST YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES
Rodley Business Centre, 164/166 Town Street, Rodley, Leeds LS13 1HP

Charity No. 1017012
Incorporated in England and Wales as a Company Limited by Guarantee No. 2737120

BOARD OF TRUSTEES - (ex-officio on all Teams)

Officers

Chair Tracey Lewis Appointed May 2021	Chair of the Membership Support Team, member of the Events Team, Health & Safety Team & WI Adviser
Honorary Treasurer– Sandra Dennis Appointed May 2021	Events Team, Membership Support Team & WI Adviser
Senior Vice Chair – Helen Cox Appointed May 2019	Events Team, Resolutions Co-ordinator, Health & Safety Officer & WI Adviser
Vice Chair – Christine Tall Appointed May 2021	Climate Change Lead for West Yorkshire Safeguarding Lead & Events Team

Board Members

Keeley Hawkins Appointed April 2023	Member of the Events Team
Liz Whitehead Appointed April 2024	Member of the Events Team
Pauline Gardiner Appointed April 2024	Board Member
Bernadette Busby Appointed April 2024	Board Member and 50/50 coordinator
Lily King Co-Opted December 2024	Board Member

Resignations from the Board

Helena Harrington – resigned April 2024
Heather Ross – resigned April 2024

Non-Board Sub-Team Chair

Helena Harrington – Events Team Chair

Non-Board Federation Archivist

Sue Plant

Office Staff

Federation Secretary	Elizabeth Walley
Finance and Admin Secretary	Alice Poon

2024 ANNUAL REPORT

CHAIRS ANNUAL REPORT – TRACEY LEWIS

This is my first annual report as Chair of the West Yorkshire Federation of WIs. A position I was honoured to be asked to take on following our Annual Meeting last April. I had been covering the role on an interim basis for 6 months prior and it was heartening to know my fellow trustees felt I should continue in the role.

2024 has been a challenging year – many WIs were dissatisfied with the Federation (and National) and were loudly voicing this and, in particular, questioning why a Federation was needed as they could run themselves without any input needed from other levels of the WI organization. Prior to the Annual Meeting in April this had been discussed by the Board of Trustees and we recognized that changes needed to be made otherwise we were in danger of 'going under' and having to merge with another Federation, losing our West Yorkshire identity. Not something we wanted to happen.

The Annual Meeting in April was to be our starting point – a new board was being elected and both myself and the Honorary Treasurer, Sandra, were honest with members as to where we were and what could happen if things didn't change dramatically and quickly. When you only have an audience of 180 members out of a membership of just short of 3000, you can tell how disillusioned members were.

Whatever we said must have touched a chord as we had requests to come and observe board and sub team meetings by the end of the day and we left the Annual Meeting hopeful that with hard work we could turn things around and get members on board.

The Board of Trustees have made some bold decisions – the first one being to change the venue of the Annual Meeting and the day it was held. Next year the meeting will be held on a Saturday in the centre of Leeds. We are hoping the changing of day will enable more of our working members to attend and a central venue will suit as good access via car, bus or train. The Board are putting in a lot of work to make this a day of celebration for members.

Another bold decision is the announcement that we are looking for alternative office premises. The current office has had its issues for a while and is not very accessible with limited parking and difficulties once you get inside. Members are reluctant to attend meetings / workshops there and the office facilities for Liz and Alice need improving. We know what we would like and know there is office space out there that will help us make some monetary savings; however, we are taking our time to make sure we make the right decision as the building needs to be 'fit for the future' and last for some considerable time.

I would like to thank the Board of Trustees – Sandra Dennis (Honorary Treasurer), Helen Cox & Christine Tall (Vice Chairs), Keeley Hawkins, Bernadette Busby, Liz

Whitehead and Pauline Gardiner for their support and their willingness to accept and embrace the idea that change was needed. Sandra in particular has become used to my calls with my opening gambit being...." I've had an idea."

We merged most of the sub-teams into one large events team earlier this year and we have had a wonderful diverse programme of events on offer for members. We are now starting to see great support from members. It is encouraging to see members from WIs coming to events for the first time and experiencing what we can offer as additional support and resources for their members. We have taken events out and about West Yorkshire to encourage members to attend, covering a broad spectrum from crafting workshops to axe throwing and archery with plenty of zoom offerings. The calendar for next year is now complete and ready to release to members and there is something for everyone from empowering talks, craft workshops and look out for our murder mystery night next October – also look out for our 3 for 2 zoom offers and our early bird offers.

My thanks go to the events team, headed by Helena Harrington, for the enthusiasm and work that has gone into the ideas this year and the plans already in place for 2025.

The membership team have also been busy, however due to only having 3 trained advisers, we have struggled to visit WIs as often as we like to do. We set up a generic email group so we could handle any queries, and this has worked well. I am pleased to say we may double the number of advisers by the end of the year so we can resume our visits and be able to offer more support. Now we just need more FIFE volunteers!!

Thank you Sandra Dennis and Helena Harrington for everything you do to support our WIs and Helena Harrington and Sue Waring for the work you both do as FIFE's.

I would also like to extend my thanks to both Liz and Alice who work tirelessly in the office, providing support and dealing with event bookings and of course producing the WYN every month. It is great to see so many WIs sending in photos and reports of events they have been involved with. We try & include as many as possible each month but occasionally need to carry over to the next month so don't worry if you don't see you feature straight away. I have been especially pleased for those WIs who have featured in the WI Life magazine – not an easy feat when you are competing with so many other WIs.

Please make sure your WI receives the (e)WYN as it's a great resource to highlight events being offered by the Federation. Some WIs have been so quick off the mark, some events have sold out within hours of being advertised.

This summer I was able to 'tick off' an item on my bucket list when I attended the National Annual Meeting at The Royal Albert Hall in London. As this meeting will only be held as a face-to-face event every 3 years, it was especially uplifting to share this event with a coach load of West Yorkshire WI ladies. 4000 plus all singing Jerusalem brings a lump in the throat moment every time. Excellent, thought-provoking speakers made for some lively chat on the way back to the hotel.

Sandra Dennis and I attended the National Council meeting at the beginning of November. My first council meeting and Sandra's last as she is stepping down as Honorary Treasurer next April (although staying on the board as a trustee). Lots of food for thought but good to realize we were ahead of the game in making bold decisions to secure our future.

All in all, a challenging year however we are ending 2024 on some positive notes – 76 thriving WIs, over 3000 members, events at Federation selling out with waiting lists in case places become available and a lot to look forward to in 2025.

HONORARY TREASURERS REPORT – SANDRA DENNIS

As I do every year I must start by paying tribute to Federation Secretary, Liz Walley and Finance Secretary, Alice Poon, I couldn't carry out the role without them. Without them the role of honorary treasurer would be a full-time job and not one I would be prepared or willing to do.

This is my last report as your Honorary Treasurer, I am stepping down from this role in April 2025 I am thrilled to say someone has stepped up to take over from me. I will, however, be staying on the Board as a Trustee and will remain on the Events Team and Membership Support Team so you aren't getting rid of me! Thanks to your support of WYFWI events, your generous fundraising on our behalf and your donations we have made it to the end of the year without touching our savings. Two years on the trot which is fantastic.

Thank you to everyone who has registered with Easyfundraising.com If you do any shopping online please register and choose West Yorkshire Federation as your charity. We get donations at no extra cost to you. If you do the NFWI Lottery we also get a few pence from that.

We are still holding Team meetings on Zoom, thus cutting down on expenses claims.

Only three Board meetings are held face to face. Our Events Team have organised a range of events and workshops and it's brilliant when these sell out.

Please support our Zoom talks, you don't have to leave home and far more interactive than sitting in front of your tv and you can still knit or crochet while you watch and listen.

We continue to hold four accounts with COIF (Charitable Organisations Investment Fund) for a general fund that supports the bank account. A second account that holds money that we cannot touch as it is for event deposits. The third COIF account is for money we are holding for bursaries so has a specific purpose. The fourth holds money from WI's that have suspended. We have to hold this money for three years.

If the WI reforms within those three years the money returns to them. We also have some money in an investment account with St. James Place this is our rainy-day fund.

Our accounting system QuickBooks is working well, Alice and I are learning all the time. WYCAS (West Yorkshire Community Accounting Service) our accountants, continue to support us. WYCAS will be auditing the 2024 accounts in January 2025.

We use online banking to both receive and make payments. This is saving on the use of cheques, envelopes and more importantly stamps! The cost of stamps now is astronomical! Please could Institutes or individuals who pay by BACS put a reference and/or email the office to give information about the payment so that we know where to allocate it. Any paperwork can follow later.

Trying to track down payments with no reference takes up quite a lot of time. We are continuing to save on expenditure where we can. Liz works hard at looking at contracts and getting us the best deal. We have renewed the Zoom licence at a considerable discount due to the fact that we are a charity. We continue to try to be as paper free as possible, saving on photocopy costs, electricity, paper and postage.

Not to mention saving trees and caring for the environment.

As you know we are also looking to move office. This should lead to better working conditions for our staff, better accessibility for you, our members and fingers crossed should save us some money as we are looking for serviced accommodation where the utility bills are included in the rent.

Thanks again to Liz and Alice who work so hard to support me and do all the day to day financial work, I am definitely an 'honorary' treasurer. My sincere thanks go to my fellow trustees who are so supportive and I know they will support my successor as she settles into the role.

But the biggest thank you, must go to you, our WI members who support our events, and recruit new members and give your time for free to help us out. Without you there would be no point to the Federation being here!

Remember the Federation is yours, the members, it is not the Board's or the subgroups, it is yours.

It is part of your WI membership and can enhance your WI experience. We are one big team.

I have made so many good friends by being involved with the West Yorkshire Federation and you could too.

The West Yorkshire Federation of Women's Institutes

Charity number 1017012

A company limited by guarantee number 02737120

Annual Report and Financial Statements

for the year ended 31 December 2024



The West Yorkshire Federation of Women's Institutes

Annual Report and Financial Statements for the year ended 31 December 2024

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Prepared by West Yorkshire Community Accountancy Service CIO

Trustees' report for the year ended 31 December 2024

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Sandra Dennis	Treasurer	
Heather Ross		Resigned 16th April 2024
Tracey Lewis	Chair	
Helena Harrington		Resigned 16th April 2024
Helen Cox	Vice Chair	
Christine Tall	Vice Chair	
Keeley Hawkins		
Elizabeth Whitehead		Appointed 16th April 2024
Joan Busby		Appointed 16th April 2024
Pauline Gardiner		Appointed 16th April 2024
Lily King		Appointed 10th December 2024
Charity number	1017012	Registered in England and Wales
Company number	02737120	Registered in England and Wales
Registered and principal address	Bankers	
Rodley Business Centre	Virgin Money	
164- 166 Town Street	Waver Green	
Rodley	Pudsey	
Leeds LS13 1HP	LS28 7BG	

Investment Managers

St. James's Place Wealth Management
St. James's Place House
1 Tetbury Road
Cirencester
Gloucestershire GL7 1FP

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 4 August 1992. It is governed by a memorandum and articles of association amended by special resolution dated 12 April 2021. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2024

Objectives and activities

The charity's objects

To further the purposes of the Women's Institute Movement.

The charity's main activities

To improve develop and advance education for all women, to be given the opportunity of working together through our organisation and putting into practice those ideas for which it stands - truth, justice, tolerance and fellowship. The WI exists to educate women to enable them to prove an effective role in the community to expand their horizons and to develop and pass on important skills.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education for women and girls.

Achievements and performance

We have run many events this year these included:

- A craft Dabble Day
- Other craft workshops
- Zooms talks
- A summer lunch
- Talking Trees event
- Yorkshire Water two visits to Yorkshire Water for tour of water treatment works
- What lurks rivers
- SunnyBank Mills tour January and March
- Activity Day shooting, archery and axe throwing

We have run events to support WI officers:

- An evening event for WI Officers

We have attended events to spread the word about the WI and to recruit new members at:

- Several U3A meetings

Financial review

The net income for the year was £3,788, including net income of £5,298 on unrestricted funds and net expenditure of £1,510 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £80,758.

We do not have a formal reserves policy. However, the money we hold with St. James Place would be used for redundancies, legal fees etc if WYFWI had to close or merge with another Federation.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2024

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 13/03/2025

Sandra Dennis (Trustee)

The West Yorkshire Federation of Women's Institutes
Independent examiner's report to the trustees of The West Yorkshire Federation of Women's Institutes

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2024, which are set out on pages 6 to 14.

Responsibilities and basis of report

As the charity's trustees of the charitable 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 charitable 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 ('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 material 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 [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.

Signed: 

Name: Simon Bostrom FCIE

24/03/2025

West Yorkshire Community Accountancy Service CIO
Stringer House
34 Lupton Street
Leeds
LS10 2QW

The West Yorkshire Federation of Women's Institutes
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2024

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Income from:					
Fundraising activities	(2)	33,978	-	33,978	54,458
Membership fees		34,201	-	34,201	31,743
Grants		-	-	-	926
Suspended institutes		-	596	596	62
Bank interest		2,061	-	2,061	2,453
Profit on disposal of assets		-	-	-	121
Total income		70,240	596	70,836	89,763
Expenditure on:					
Salaries, NI and pensions	(3)	34,050	-	34,050	30,703
Cost of generating funds	(4)	12,845	-	12,845	33,959
Rent, rates and water		7,122	-	7,122	6,059
Heat and light		3,793	-	3,793	2,716
Postage and stationery		1,894	-	1,894	1,442
Photocopier		4,383	-	4,383	4,193
Telephone and computer		911	-	911	964
Travel and subsistence		774	-	774	451
Repairs and renewals		765	-	765	2,457
Independent examination		1,134	-	1,134	1,134
Depreciation		8	-	8	27
Other expenditure		157	-	157	987
Payroll cost		384	-	384	375
Training courses and workshops		-	-	-	432
Insurance		3,683	-	3,683	2,621
Bursaries		-	80	80	-
Total expenditure		71,903	80	71,983	88,520
Net gains/(losses) on investments		4,935	-	4,935	3,100
Net income / (expenditure)		3,272	516	3,788	4,343
Transfers between funds		2,026	(2,026)	-	-
Net movement in funds		5,298	(1,510)	3,788	4,343
Fund balances brought forward		76,532	5,622	82,154	77,811
Fund balances carried forward	(5)	81,830	4,112	85,942	82,154

All incoming resources and resources expended derive from continuing activities.

The West Yorkshire Federation of Women's Institutes

Balance sheet

as at 31 December 2024

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(6) 1,072	-	1,072	1,080
Total fixed assets	<u>1,072</u>	<u>-</u>	<u>1,072</u>	<u>1,080</u>
Current assets				
Stock	1,504	-	1,504	1,389
Debtors and prepayments	(7) 4,497	-	4,497	247
Current asset investments	(8) 50,223	-	50,223	46,228
Cash at bank and in hand	(9) 37,768	4,112	41,880	48,198
Total current assets	<u>93,992</u>	<u>4,112</u>	<u>98,104</u>	<u>96,062</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(10) 13,234	-	13,234	14,988
Total current liabilities	<u>13,234</u>	<u>-</u>	<u>13,234</u>	<u>14,988</u>
Net current assets / (liabilities)	<u>80,758</u>	<u>4,112</u>	<u>84,870</u>	<u>81,074</u>
Net assets	<u>81,830</u>	<u>4,112</u>	<u>85,942</u>	<u>82,154</u>
Funds				
Unrestricted funds	81,830	-	81,830	76,532
Restricted funds	-	4,112	4,112	5,622
Total funds	<u>81,830</u>	<u>4,112</u>	<u>85,942</u>	<u>82,154</u>

For the year ending 31 December 2024 the charitable 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 charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) 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 and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 13/03/2025

Sandra Dennis (Trustee)

The West Yorkshire Federation of Women's Institutes
Notes to the accounts
for the year ended 31 December 2024

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Office equipment - 25%

Fixtures and fittings - 10% reducing balance

Heritage assets - nil

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

The West Yorkshire Federation of Women's Institutes
Notes to the accounts
for the year ended 31 December 2024

1 Accounting policies continued

Investments

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluations and disposals throughout the year.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Stock

Stock is valued at the lower of cost and net realisable value.

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2024

2 Fundraising Activities	2024	2023
	Total	Total
	funds	funds
	£	£
Quota	632	1,041
Annual national raffle	450	367
AGM	3,529	5,029
Other federation events	433	1,145
Arts and homecraft committee	163	163
Campaigns and current affairs	-	100
Membership	-	80
50/50 income	1,711	1,440
Social events and leisure committee	14,803	35,901
WYN income	8,195	3,400
Year book income	435	214
Insurance income	2,134	1,440
Office donations	1,066	3,662
WI stationery	15	6
Fundraising	316	334
Sales	22	136
Other donations	74	-
	33,978	54,458
3 Staff costs and numbers	2024	2023
	£	£
Gross salaries	32,831	29,982
Social security costs	2,020	1,823
Employment allowance	(2,020)	(1,627)
Pensions	1,219	525
	34,050	30,703

The average number of employees during the year was 2, being an average of 1.2 full time equivalent (2023: 2, 1.2 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2024	2023
	£	£
Costs of the scheme to the charity for the year	1,219	525

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2024

4 Cost of generating funds

Project or activity	2024 £	2023 £
Annual national raffle	85	-
AGM	2,829	1,983
Other federation events	268	788
Campaigns and current affairs	-	70
Membership	-	117
Social events and leisure committee	9,220	29,429
50/50	413	534
WYN	-	1,038
Year book	30	-
Total	12,845	33,959

5 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Agnes Salter travel fund	857	-	-	-	857
Amy Crowther/ Daphne Bursary	477	-	-	(477)	-
Denman College Yorks. Room	885	-	-	(885)	-
Barbara Powell Bursary	679	-	-	(679)	-
Charles Hickson Bursary	280	-	80	-	200
Suspended institutes	2,444	596	-	(2,026)	1,014
West Yorkshire Fed'n Bursary	-	-	-	2,041	2,041
	5,622	596	80	(2,026)	4,112

Fund name	Purpose of restriction
Agnes Salter travel fund	To cover travel costs for members attending courses.
Amy Crowther/ Daphne Bursary	For bursaries awarded to members to cover course costs. The transfer relates to this fund being consolidated with two others to form the new West Yorkshire Federation Bursary upon the closure of Denman College.
Denman College Yorks. Room	Funds collected for the repair and refurbishment of the Yorkshire Room. The transfer relates to this fund being consolidated with two others to form the new West Yorkshire Federation Bursary upon the closure of Denman College.
Barbara Powell Bursary	For bursaries awarded to members to attend Federation events or activities. The transfer relates to this fund being consolidated with two others to form the new West Yorkshire Federation Bursary upon the closure of Denman College.
Charles Hickson Bursary	For bursaries awarded to members to attend a Denman course.
Suspended institutes	Funds held in relation to suspended institutes. Funds are held for three years. If the WI reforms the funds are returned. If they do not reform within three years the money becomes the property of the WYFWI, the transfer relates to this amount.
West Yorkshire Fed'n Bursary	This fund is the amalgamation of 3 funds held previously and is for bursaries.

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2024

6 Tangible assets	Heritage assets	Office equipment	Fixtures and fittings	Total
Cost	£	£	£	£
At 1 January 2024	1,000	6,806	790	8,596
Additions	-	-	-	-
At 31 December 2024	1,000	6,806	790	8,596
Depreciation				
At 1 January 2024	-	6,806	710	7,516
Charge for year	-	-	8	8
At 31 December 2024	-	6,806	718	7,524
Net book value				
At 31 December 2024	1,000	-	72	1,072
At 31 December 2023	1,000	-	80	1,080
7 Debtors and prepayments			2024	2023
			£	£
Prepayments			4,375	100
Accrued income			122	147
			4,497	247
8 Current asset investments			2024	2023
			£	£
Listed investments			50,223	46,228
			50,223	46,228
9 Cash at bank and in hand			2024	2023
			£	£
Cash at bank			41,855	48,173
Cash in hand			25	25
			41,880	48,198
10 Creditors and accruals			2024	2023
			£	£
Accruals			1,134	1,134
Other creditors			12,100	13,854
			13,234	14,988

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2024

11 Related party transactions

Trustee expenses

During the year 1 trustee was paid a total of £227 in respect of travel (previous year: 3 trustees £375).

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

12 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2024	2023
	£	£
Within one year	3,096	4,128
In the second to fifth years inclusive	-	3,096
	<u>3,096</u>	<u>7,224</u>

The West Yorkshire Federation of Women's Institutes
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 December 2024

	2024 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
Income						
Fundraising activities	33,978	54,458	-	-	33,978	54,458
Membership fees	34,201	31,743	-	-	34,201	31,743
Grants	-	-	-	926	-	926
Suspended institutes	-	-	596	62	596	62
Bank interest	2,061	2,453	-	-	2,061	2,453
Profit on disposal of assets	-	121	-	-	-	121
Total income	70,240	88,775	596	988	70,836	89,763
Expenditure						
Salaries, NI and pensions	34,050	30,703	-	-	34,050	30,703
Cost of generating funds	12,845	33,959	-	-	12,845	33,959
Rent, rates and water	7,122	6,059	-	-	7,122	6,059
Heat and light	3,793	2,716	-	-	3,793	2,716
Postage and stationery	1,894	1,442	-	-	1,894	1,442
Photocopier	4,383	4,193	-	-	4,383	4,193
Telephone and computer	911	964	-	-	911	964
Travel and subsistence	774	451	-	-	774	451
Repairs and renewals	765	1,531	-	926	765	2,457
Independent examination	1,134	1,134	-	-	1,134	1,134
Depreciation	8	27	-	-	8	27
Other expenditure	157	987	-	-	157	987
Bank charges	-	-	-	-	-	-
Payroll cost	384	375	-	-	384	375
Suspended institute money returned	-	-	-	-	-	-
Training courses and workshops	-	432	-	-	-	432
Insurance	3,683	2,621	-	-	3,683	2,621
Bursaries	-	-	80	-	80	-
Total expenditure	71,903	87,594	80	926	71,983	88,520
Net gains/(losses) on investments	4,935	3,100	-	-	4,935	3,100
Net income / (expenditure)	3,272	4,281	516	62	3,788	4,343
Transfers between funds	2,026	5	(2,026)	(5)	-	-
Net movement in funds	5,298	4,286	(1,510)	57	3,788	4,343
Fund balances brought forward	76,532	72,246	5,622	5,565	82,154	77,811
Fund balances carried forward	81,830	76,532	4,112	5,622	85,942	82,154

MEMBERSHIP SUPPORT & FIFE SUB TEAM CHAIR REPORT – TRACEY LEWIS

2024 has been another challenging year for the Membership Support Team. The number of committee members reduced from 5 to 4 and WI Advisers went down from 4 to 3. However, we have continued to work hard to support the WI members and set up a generic email account so the 3 WIAs could answer queries regardless of where the WI was based in West Yorkshire.

Membership has steadily grown, and we now have over 3000 members. Sandra Dennis opened a new WI in Lindley (near Huddersfield), and they soon filled their places with a waiting list. New WIs are being planned in Horsforth and possibly Bramhope due to waiting list numbers.

All 3 advisers were re-appointed in 2024, and we have been joined by 2 further trainee WIAs – Amanda Rosewell and Helen Cox who are shadowing existing WIAs to complete their training.

The 4 main Board of Trustee officers held an officers workshop inviting a number of WIs from Wetherby to Garforth and all points in-between. It was good to engage with so many officers from at least 6 WIs to give a greater understanding of how the Federation works and can help existing WIs. It is planned to host another event in the New Year in another part of West Yorkshire and these will continue until all areas and groups have been covered.

The Federation still only has 2 FIFEs, both have been reappointed for a further year. We are still not able to offer the service we would like to in this area however we have recently had some interest from a couple of members so 'watch this space' – the number of FIFE's may double in the New Year.

Sue Plant, our Federation Archivist has continued to monitor this important area and makes sure we are compliant with what needs to be kept and for how long. We have found a wonderful book of notes kept for a WI at Harewood back in the 1920's – some of the records have been done by Lady Harewood who was the king's daughter. We are copying the records so we can offer the book to Harewood House for their collection of memorable objects. Sue Plant is also an invaluable part of the Membership team, taking the minutes of our meetings which are circulated to all the Board of Trustees.

WI Advisers will continue to promote the role and try to encourage more WI members to consider becoming WI Advisers. Over the past year the Team has met virtually to keep costs down and managed WI visits by sending an adviser nearest to the WI to keep travel expenses as low as possible.

ARCHIVE REPORT – SUE PLANT FEDERATION ARCHIVIST

The WI was established in the UK in 1915 to ensure that women are able to play an effective part in their communities, to improve and develop the quality of life for everyone, sharing skills and making friends. Tackling issues of local, regional, national and international concern has been a feature of the WI right from the start.

The remarkable history of our movement, of thousands of women in England and Wales is documented because of the Minute and Record taking of countless WI secretaries.

Scholes WI celebrated its centenary in 2024, a wonderful achievement, and in many respects the world we live in today would be unrecognisable to our earliest members- no tv, internet, central heating, NHS. Many homes would not have had electricity, telephone, or hot water and would only have had an outside toilet.

At the NFWI AGM in 2024 at the Royal Albert Hall in London, members debated and passed a Resolution about "Dental Health Matters". At the AGM one hundred years earlier in 1924, there were several Resolutions debated and passed including "WIs be asked to use their influence to secure an increase in the number of women police throughout the country and to ensure that wherever possible the taking of statements from, and the questioning of, girls should be in the hands of women police officers." Another Resolution "...urges that the NFWI calls upon the government to introduce legislation giving pension to civilian widows with dependent children, free from the taint of Poor Law relief." 1924 marked the year WI members sang "Jerusalem" at the AGM for the very first time. It was adopted by the WI because of its links with the Suffrage movement. At the end of 1924 there were 3,223 WIs across England and Wales.

Jane Robinson, author of several books including "A Force to be Reckoned With.. A History of the WI" spoke at Federation Annual Meeting 2024 about reading through Minutes and Records as part of her research. They are not just a legal requirement but a fascinating glimpse of social history.

NFWI Archives are stored in the Women's Library at London Metropolitan University. The WI archive includes Minutes of NFWI committee meetings going back to 1916.

WI Archives are the documents, records and artefacts which, pieced together, are your WIs history. A local WI should only keep items that relate to itself, not those that come from Federation or National- they are kept in other archives. Archives of WIs in West Yorkshire that have been suspended are kept at the

office for 3 years. If the WI re-forms the archives can be returned, but if not , they are transferred to Wakefield Archive Service where there are ideal storage conditions, temperature and humidity controlled.

It is recommended that Minutes and Records are clearly dated including the year, and that photos have names, dates and event/ occasion written on. Try to include members full names- in 50 years' time first names will mean nothing. And please don't use staples or plastic folders. If WIs find their archives are becoming too large and onerous, they can be brought to the office and then transferred to Wakefield Archive Service. This is helping to preserve history for the next 200-300 years.

EVENTS TEAM – HELENA HARRINGTON & HELEN COX

The last event of 2023 for the Social Events & Craft Committee was the Christmas Lunch, always an enjoyable day meeting old and new friends. The last events for the Public Affairs Committee were a guided visit to Halifax Piece Hall and Minister in October and in November a talk by Sahera Patel on life in Britain as a Muslim Woman.

Early in 2024 the Board of Trustees posed the question that due to a lack of helpers could Public Affairs Committee merge with the Social Events and Craft Committee. The overlap between the two had become slightly blurred over time. Both committees discussed this, as the way of organising events was so completely different in both. The merger was agreed and it was agreed that the new Team would be announced at the Federation's Annual Meeting in April with the title Social Events Team.

In January there was a repeat of the Sunny Bank Mills Archives Tour and talk. The Mills have a very interesting history and it was an enjoyable visit.

In February there was a visit to Shipley Library to discover "What lurks in our rivers" an opportunity to hear a talk linked to the resolution Clean Rivers for People and Wildlife.

This was followed in March by a Zoom talk by Lorna Reay, hearing about her interesting life. An event the same month to celebrate International Women's Day, titled "Inspirational Women " had to be cancelled due to low numbers.

Also cancelled for the same reason was the Federation Resolution Conference.

Another visit to Sunny Bank Mills was arranged for this month. April was, of course the month of the Federation's Annual Meeting when the merger of the two former committees was announced.

In May there was a visit to the Yorkshire Water Works, Headingley treatment plant. As this visit was oversubscribed a second visit was arranged for later in the year in September. Also in May was a Zoom meeting to look at what makes a good resolution and the way to set about composing one. May also saw the Federation's visit to Bradley Woods for an outdoor adventure which included archery, shooting and tomahawk throwing. The day was hugely enjoyable.

Early in June there was a visit to Newmillerdam, as part of the Great Big Green event where Roger Parkinson from the Woodland Trust spoke in the morning and led a walk in the Country Park in the afternoon. June also saw the Summer Lunch take place, not as well attended as in previous years but still an enjoyable day.

July offered members the opportunity to learn, "How to knit a sock". Suffice to say, some members did try while others actually completed the project. Also, in July we learned how to do Sachiko Embroidery, a Japanese way of embroidery.

The Craft Dabble Day was held in August where members were able to try their hand at needle felting, Mandala painting, Zentangle and paper crafting from scrap. A very pleasant time was had by all who attended.

We had another Zoom talk in October by the lady historian, Mildred Freeman talking about the worlds' oldest profession entitled Licentious Ladies of 18th and 19th century. Later in the month we had a craft day learning how to make a Bargello Keyring a craft that is so effective with coloured wools.

At the time of preparing this report there are still four events to take place, the first a visit to Belvoir Castle near Grantham, Christmas workshops at John Lewis in Leeds, a Resolution Selection Zoom and to finish the year our Christmas lunch.

I would like to express my thanks to all the members of the Team for all their hard work.

My thanks also to those members who retired from both former Committees in April 2024.

Helena Harrington, Social Events Team
Public Affairs Team, Helen Cox

WYN EDITOR - LIZ WALLEY

2024 has seen another great year for WYN content and my thanks go to our WIs that have contributed and shown us how wonderful being a member of the WI is and the support given to our local communities.

Paper copy numbers slightly decreased this year, which we welcome as this is better for the environment.

I would like to thank Christine Tall and all the Climate Ambassadors for their hard work and content of the articles we have had again this year, this has truly highlighted some serious issues and given us great insight and education into how we can help fight Climate Change. The Green Takeover in the June edition was a great way to highlight how we can make small steps to help.

We have had some fantastic photos sent in from all around West Yorkshire highlighting what our WIs get up to and also providing inspiration for other WIs in our region. It was lovely to see the photos from the NFWI AGM in London.

We welcome suggestions from members, especially if there is a social event that you would like to attend that wouldn't be suited to your WI. If you would like to see any changes to WYN please get in touch, we welcome feedback.

CLIMATE AMBASSADOR LEAD – CHRISTINE TALL

Our team of Climate Ambassadors (CA) have met regularly this year via zoom to exchange ideas, information and make plans. They prepared for the General Election by joining hustings meetings and getting to know potential MPs in order to raise their Climate concerns.

The CA stand at our Annual Meeting at Ilkley was well attended and many members took away Climate Change games to use in their meetings.

A Green WYN was full of articles informing us about how to make small changes in our lives to help the planet and the monthly CA articles were on a diverse range of topics. We culminated with a quiz in December which everyone enjoyed.

The WI Clean Rivers campaign prompted some of our CAs to undergo training from the Rivers Trust, to test and report the quality of their local waterways, though they did report that accessing the waterways down steep banks was very challenging.

We took part in The Big Plastic Count this year and were amazed at collecting so many pieces of single use plastic in our homes. We aim to reduce this number next year.

We are thrilled that 2 of this year's resolutions are topics close to our hearts – Repairing & Blister pack recycling – and look forward to working on these.

We started the year with 7 Climate Ambassadors and finish with 5 due to illness and busy schedules. We encourage anyone wanting to get their WI interested in Climate Change topics and specifically what you can do in your communities to contact us via Federation office. Join our zoom meetings as an observer to see how interesting this topic is.

SAFEGUARDING LEAD – CHRISTINE TALL

There have been no concerns raised re: safeguarding issues this year.

WEST YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1017012

Accounts



WEST YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES
Rodley Business Centre, 164/166 Town Street, Rodley, Leeds LS13 1HP

Charity No. 1017012
Incorporated in England and Wales as a Company Limited by Guarantee No. 2737120

BOARD OF TRUSTEES - (ex-officio on all Sub- Committees)

Officers

Company Secretary and Interim Chairman Tracey Lewis Appointed May 2021	Interim Chairman of the Membership Support Team, member of the Social Events and Crafts Team, Health & Safety Team, & WI Adviser
Honorary Treasurer– Sandra Dennis Appointed May 2021	Social Events and Crafts Team, Membership Support Team & WI Adviser
Vice Chairman – Helen Cox	Chairman of Public Affairs Team, Resolutions Co-ordinator & Health & Safety Officer

Board Members

Helena Harrington	Joint Chairman of the Social Events and Crafts Team, WI Adviser, 50/50 scheme and FIFE
Heather Ross	Joint Chairman of the Social Events and Crafts Team
Christine Tall	Climate Change Lead for West Yorkshire & Public Affairs Team
Keeley Hawkins Appointed April 2023	Social Events and Crafts Team

Resignations from the Board

Marion Lawes – resigned April 2023
Rosemary Pearson – resigned November 2023

Non-Board Sub-Committee Chairmen

None

Office Staff

Federation Secretary	Elizabeth Walley
Finance and Admin Secretary	Alice Poon

2023 ANNUAL REPORT

CHAIRMAN'S ANNUAL REPORT – ROSEMARY PEARSON

I am honoured to present my fifth Annual Report as West Yorkshire Federation Chairman.

2023 was a year of celebration, as West Yorkshire Federation celebrated its 40th Anniversary. Four Afternoon teas were held in different parts of the Federation, which were a resounding success. A Dabble Day was held in the September, at which over 40 participants took part learning a new skill facilitated by talented members of our local WIs. However, the National financial crisis continued to have an effect. The number of members in West Yorkshire is down, following the trend Nationally throughout the organisation.

Our membership currently stands at 2949. Unfortunately, some of our WIs suspended, but I am delighted to welcome Oakwood WI and our first virtual WI the Sassy Lassies to the West Yorkshire family. I must thank my fellow WI Advisers Sandra Dennis, Helena Harrington and Tracey Lewis for their hard work supporting WI s during the past year.

WI Committee members have also worked incredibly hard over the past 12 months to keep in touch with their members and keep them engaged with the WI. This has been truly inspirational.

Local WIs continue to offer interesting programmes of speakers and activities for members to enjoy at their monthly meetings. Many have subgroups such as craft, book clubs, walking groups, lunch clubs, and gardening groups to name but a few. Meetings are held both face to face and on occasion virtually to enable as many members as possible to stay engaged with the organisation.

The success of the WI depends on all three parts of the organisation, the local WIs, the Federations and NFWI working together to ensure that we retain members and attract new ones.

Our image and how others see us is all important.

Our Federation Newsletter is one of our primary advertising tools and is also our way of informing our WIs and members of what is happening in the Federations and NFWI. The WYN must look professional and as with everything we value your input and feedback. We use the WYN to promote Federation events and keep members informed. The EWYN is sent to potential new members and organisations.

I hope you agree with me that our WYN Editor does a great job putting our newsletter together. My thanks go to all WIs that send news, photos and articles. Every effort is made to include as many as possible, however due to the lack of space not every item can be included in the current month but is delayed until the next issue.

EWYN is going from strength to strength, allowing members access to information at their fingertips at any time.

This is encouraging members to try Federation events, thus gaining more value for money from their subscription and having pride in the fact that they belong to such a great organisation.

Our WIs and members continue to have a presence across all social media channels. This is a great tool and can only continue to grow as a modern way to communicate and promote the WI.

Our small communications Team continues their hard work keeping members informed of what is happening in the Federation, regularly promoting events and workshops.

Our Federation Web Editor has kept our NFWI Webpage up to date including meeting dates, change in WI Officers and Subgroup Team members, thus ensuring our activities are promoted to other Federations, WIs and members across the country.

During the year some of our WIs and its members have been featured in the WI LIFE magazine sharing their activities and experiences. It is always so inspiring to read what a great depth and breadth of talent there is amongst our WI members.

As a Federation we continue to promote the MY WI webpages to our members. It is a member only website that is a ONE STOP SHOP for all information required about running your WI and the governance of the organisation. It also features lots of interesting hints, tips and ideas on hobbies and interests such as Cookery, Craft, Gardening and Flower arranging, to name but a few. It is constantly being updated so well worth a visit.

The WI was formed to improve the education and wellbeing of women and girls, giving them a chance to learn new skills and take part in a wide range of activities.

With this in mind. The Federation Subgroup Teams work hard planning events and workshops where members can 'HAVE A GO' at a new skill in a safe and friendly environment.

Unfortunately, some of our events were cancelled, due to lack of support. Those events and workshops that did go ahead were well received. In the latter half of the year the Federation Subgroup Teams following requests from members, have arranged events and workshops around the Federation, which has proved successful.

The 'Denman at Home' online courses have also proved popular with members. This facility has allowed members to enjoy the Denman experience from the comfort of their own home.

Going forwards, it is planned to deliver the Denman experience regionally, plus the new 'LEARNING HUB' has been launched by NFWI.

My fellow members of the Federation Board of Trustees: - Sandra Dennis, Heather Ross, Helen Cox, Helena Harrington, Tracey Lewis, Christine Tall, and Keeley Hawkins have attended our Trustee Team meetings both virtually and in person. Meeting days, times and venues are flexible to accommodate all Trustees and in the hope that this will encourage more members to consider joining the Federation Team. They have been a great support to me over the past 12 months. Marion Laws a long-standing Trustee retired in April 2023. Our thanks go to her for her valued service to the Federation and we wish her a happy retirement.

The number of CLIMATE AMBASSADORS working in the West Yorkshire Federation remain very active in their local community bringing awareness of climate change issues.

The NFWI held their Annual General Meeting in Cardiff in May 2023 This was a Hybrid meeting. This allowed delegates from 69 Federations across the country to attend in person, but also giving delegates and observers the opportunity to attend virtually if they preferred. West Yorkshire Federation joined the meeting virtually hosting 50 members at local hotel. Attendees could watch the meeting in the company of others. This was the first time we had attempted this and although we had a few technical issues to overcome, it was a very enjoyable event.

It is planned that the next meeting will be held in London at the Royal Albert Hall in June 2024

This meeting will also be held as a Hybrid meeting, although it is felt that a larger number will wish to attend this popular venue in person. Going forwards the opportunity to attend the NFWI Annual Meeting in person will only be facilitated every four years.

Walking Netball Teams continue to meet and happily interest is increasing. There are now 4 Walking Netball groups.

At the end of October 2023 Sandra Dennis and I attended a Hybrid meeting of the NFWI Autumn Council. This was held in two sessions this year. The first concentrated on finance and the second on the plans for the organisation in the future. We looked particularly on recruitment and how to maintain the growth of the organisation during these challenging times.

West Yorkshire Federation continues to promote the WI whenever possible. For example, attending the Spring into Wool event, the production of The Calendar Girls at The Grand Theatre in Leeds and joining other WI members during Leeds Pride Week. Many local WIs have attended community events.

The Federation competition 'Moody Blues at 40' was judged at the Federation Annual Meeting and the competition for 2024 'Over the Rainbow' was launched. Entries will be judged at the Annual Meeting in 2025.

As part of the Federation's 40th Anniversary celebration members were invited to send in their favourite recipes which were compiled into a recipe book, this was distributed to all WIs. Many thanks to all those WIs that made generous donations to the recipe book. Special thanks to Liz Walley our Federation Secretary for producing such a professional book.

On behalf of the Board of Trustees, I must thank our Federation Secretary Liz Walley and our Federation Finance Secretary Alice Poon, both of whom have worked tirelessly during the past year, ensuring that we keep in touch with the WIs and their members, and that important information issued by NFWI on the governance of the organisation is circulated. They continue to combine working from home and manning the Federation office as appropriate.

On a personal note, their help and support to me over the past 12 months has been invaluable.

Finally, I would like to thank you, the members for your support, emails and phone calls. I have enjoyed visiting many WIs over the past year and received a warm friendly welcome from members.

Many WIs have reached special milestones this year. My congratulations go to you all.

I look forward to joining you at Federation Events in the coming year and you may consider becoming a member of the FEDERATION TEAM.

THANK YOU

Rosemary Pearson (West Yorkshire Federation Chairman)

HONORARY TREASURERS REPORT – SANDRA DENNIS

As I do every year I must start by paying tribute to Federation Secretary, Liz Walley and Finance Secretary, Alice Poon, I couldn't carry out the role without them. Without them the role of honorary treasurer would be a full-time job and not one I would be prepared or willing to do.

Thanks to your support of WYFWI events, your generous fundraising on our behalf and your donations we have made it to the end of the year without touching our paltry savings!! This makes my heart sing! However, it is very unlikely we will get through to the new WI year without touching them. January to the end of March is a very dry period income wise.

We have established two new WIs this year. The Oakwood WI in Leeds which already has 60 members and has had to impose a waiting list and a Virtual WI – The Sassy Lassies WI. Brand new WIs keep all their subs for their first WI year but as from April 2024 the Federation will benefit from our share of the subs. Growing your WI is the best way you can support us. More members = more income for us all. If you know of an area that could support a new WI please get in touch via the office email. westyorksfed@gmail.com

Thank you to everyone who has registered with [Easyfundraising.com](https://www.easyfundraising.com). This year we have received £289.23 every little helps! If you do any shopping online please register and choose West Yorkshire Federation as your charity. We get donations at no extra cost to you.

Selling our craft stuff on eBay hasn't been successful so if you are having an event where we could have a stand please get in touch.

We are still holding Team meetings on Zoom, thus cutting down on expenses claims. Only three Board meetings are held face to face. Both our Public Affairs Team and the Crafts, Social and Leisure Team have organised a range of events and workshops this year and these have generated some income. The four afternoon teas and the craft dabble day were extremely successful. A huge thank you goes to our members who have run workshops for free, and to you the members and your friends who have attended the events, you are absolute stars. Having events around the county and at the weekend have proved popular. Please support our Zoom talks, you don't have to leave home and far more interactive than sitting in front of your tv and you can still knit or crochet while you watch and listen.

We continue to hold four accounts with COIF (Charitable Organisations Investment Fund) for a general fund that supports the bank account. A second account that holds money that we cannot touch as it is for event deposits. The third COIF account is for money we are holding for bursaries so has a specific purpose. The fourth holds money from WI's that have suspended. We have to hold this money for three years. If the WI reforms within those three years the money returns to them. We have money in an investment account with St. James Place. Unfortunately, that investment hasn't done so well this year but we still have the lump sum we initially invested 5 years ago. This money is for if we needed to pay redundancies, had to move to new premises and needed a bond and for other such emergencies.

Our accounting system QuickBooks is working well, Alice and I are learning all the time. WYCAS (West Yorkshire Community Accounting Service) our accountants, continue to support us. WYCAS will be auditing the 2023 accounts in January 2024.

We use online banking to both receive and make payments. This is saving on the use of cheques, envelopes and more importantly stamps! The cost of stamps now is astronomical! Please could Institutes or individuals who pay by BACS put a reference and/or email the office to give information about the payment so that we know where to allocate it. Any paperwork can follow later. Trying to track down payments with no reference takes up quite a lot of time.

We are continuing to save on expenditure where we can. Liz works hard at looking at contracts and getting us the best deal. We have renewed the Zoom licence at a considerable discount due to the fact that we are a charity. We continue to try to be as paper free as possible, saving on photocopy costs, electricity, paper and postage. Not to mention saving trees and caring for the environment.

Thanks again to Liz and Alice who work so hard to support me and do all the day to day financial work, I am definitely an 'honorary' treasurer. Thanks too, to my fellow Board members especially Christine Tall who is filling in grant applications for us. My sincere thanks go to our recently retired Chairman, Rosemary Pearson, she often held my hand when I had the odd panic and was a fantastic support to me. I will miss her.

But the biggest thank you, must go to you, our WI members who support our events, recruit new members and give your time for free to help us out. Without you there would be no point to the Federation being here!

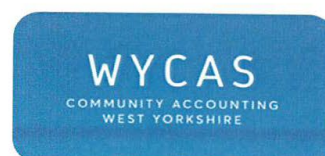
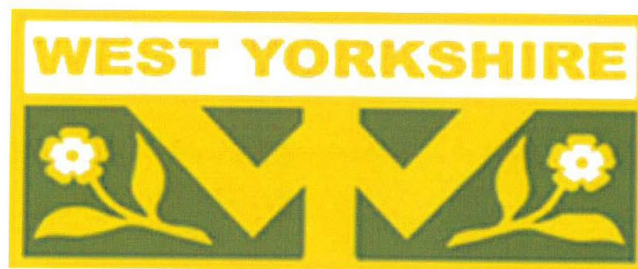
Remember the Federation is yours, the members, it's not the Board's or the subgroups, it's yours. It's part of your WI membership and can enhance your WI experience. We are one big team. I've made so many good friends by being involved with the West Yorkshire Federation.

The West Yorkshire Federation of Women's Institutes

Charity number 1017012

A company limited by guarantee number 02737120

**Annual Report and Financial Statements
for the year ended 31 December 2023**



The West Yorkshire Federation of Women's Institutes

Annual Report and Financial Statements for the year ended 31 December 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

The West Yorkshire Federation of Women's Institutes

Trustees' report for the year ended 31 December 2023

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Rosemary Pearson	Chairman	Resigned 7 November 2023
Sandra Dennis	Treasurer	
Heather Ross	Senior Vice Chairman & Assistant Treasurer	
Tracey Lewis	Secretary	
Marion Lawes		Resigned 12 April 2023
Helena Harrington		
Helen Cox		
Christine Tall		
Keeley Hawkins		Appointed on 11 April 2023
Charity number	1017012	Registered in England and Wales
Company number	02737120	Registered in England and Wales

Registered and principal address	Bankers
Rodley Business Centre	Virgin Money
164- 166 Town Street	Waver Green
Rodley	Pudsey
Leeds LS13 1HP	LS28 7BG

Investment Managers

St. James's Place Wealth Management
St. James's Place House
1 Tetbury Road
Cirencester
Gloucestershire GL7 1FP

Independent examiner

E J Beverley FCCA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 4 August 1992. It is governed by a memorandum and articles of association amended by special resolution dated 12 April 2021. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2023

Objectives and activities

The charity's objects

To further the purposes of the Women's Institute Movement.

The charity's main activities

To improve develop and advance education for all women, to be given the opportunity of working together through our organisation and putting into practice those ideas for which it stands - truth, justice, tolerance and fellowship. The WI exists to educate women to enable them to prove an effective role in the community to expand their horizons and to develop and pass on important skills.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education for women and girls.

Achievements and performance

We have run many events to celebrate our 40th Anniversary these included:

- 4 Afternoon Teas
- A Craft Dabble Day

We have also had:

- A barge cruise with lunch
- An introduction to rag rugging
- Learning about life as a Muslim woman
- Trip to the Piece Hall and the Halifax Minster
- Defibrillator training
- Tour of Sunny Bank Mills
- A science talk at Leeds university
- We have run events to support WI officers
- An evening event for treasurers

We have attended events to spread the word about the WI and to recruit new members at:

- The Spring into Wool Show
- Calendar Girls at The Leeds Grand Theatre

Financial review

The net income for the year was £4,343, including net income of £4,286 on unrestricted funds and net income of £57 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £75,452.

We do not have a formal reserves policy. However, the money we hold with St. James Place would be used for redundancies, legal fees etc if WYFWI had to close or merge with another Federation.

The West Yorkshire Federation of Women's Institutes Trustees' report (continued) for the year ended 31 December 2023

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

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

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

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 4th March 2024

Signed: S E Dennis (Trustee)

Name: Sandra Dennis

The West Yorkshire Federation of Women's Institutes
Independent examiner's report to the trustees of The West Yorkshire
Federation of Women's Institutes

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2023, which are set out on pages 6 to 14.

Responsibilities and basis of report

As the charity's trustees of the charitable 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 charitable 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 ('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 material 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 [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.

Signed: E J Beverley

Name: E J Beverley FCCA

05/03/2024

West Yorkshire Community Accountancy Service CIO
Stringer House
34 Lupton Street
Leeds
LS10 2QW

The West Yorkshire Federation of Women's Institutes
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Fundraising activities	(2)	54,458	-	54,458	25,517
Membership fees		31,743	-	31,743	30,066
Grants		-	926	926	-
Suspended institutes		-	62	62	916
Bank interest		2,453	-	2,453	434
Profit on disposal of assets		121	-	121	-
Total income		88,775	988	89,763	56,933
Expenditure on:					
Salaries, NI and pensions	(3)	30,703	-	30,703	29,513
Cost of generating funds	(4)	33,959	-	33,959	13,759
Rent, rates and water		6,059	-	6,059	6,279
Heat and light		2,716	-	2,716	1,887
Postage and stationery		1,442	-	1,442	1,477
Photocopier		4,193	-	4,193	4,135
Telephone and computer		964	-	964	743
Travel and subsistence		451	-	451	587
Repairs and renewals		1,531	926	2,457	616
Independent examination		1,134	-	1,134	1,080
Depreciation		27	-	27	459
Other expenditure		987	-	987	16
Bank charges		-	-	-	52
Payroll cost		375	-	375	189
Suspended institute money returned		-	-	-	2,226
Training courses and workshops		432	-	432	410
Insurance		2,621	-	2,621	-
Total expenditure		87,594	926	88,520	63,428
Net gains/(losses) on investments		3,100	-	3,100	(5,723)
Net income / (expenditure)		4,281	62	4,343	(12,218)
Transfers between funds		5	(5)	-	-
Net movement in funds		4,286	57	4,343	(12,218)
Fund balances brought forward		72,246	5,565	77,811	90,029
Fund balances carried forward	(5)	76,532	5,622	82,154	77,811

All incoming resources and resources expended derive from continuing activities.

The West Yorkshire Federation of Women's Institutes
Balance sheet
as at 31 December 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(6) 1,080	-	1,080	2,107
Total fixed assets	<u>1,080</u>	<u>-</u>	<u>1,080</u>	<u>2,107</u>
Current assets				
Stock	1,389	-	1,389	1,069
Debtors and prepayments	(7) 247	-	247	-
Short term investments	(8) 46,228	-	46,228	43,128
Cash at bank and in hand	(9) 42,576	5,622	48,198	46,602
Total current assets	<u>90,440</u>	<u>5,622</u>	<u>96,062</u>	<u>90,799</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(10) 14,988	-	14,988	15,095
Total current liabilities	<u>14,988</u>	<u>-</u>	<u>14,988</u>	<u>15,095</u>
Net current assets / (liabilities)	<u>75,452</u>	<u>5,622</u>	<u>81,074</u>	<u>75,704</u>
Net assets	<u>76,532</u>	<u>5,622</u>	<u>82,154</u>	<u>77,811</u>
Funds				
Unrestricted funds	76,532	-	76,532	72,246
Restricted funds	-	5,622	5,622	5,565
Total funds	<u>76,532</u>	<u>5,622</u>	<u>82,154</u>	<u>77,811</u>

For the year ending 31 December 2023 the charitable 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 charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) 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 and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 4th March 2024

Signed: Sandra Dennis (Trustee)

Name: Sandra Dennis

The West Yorkshire Federation of Women's Institutes

Notes to the accounts

for the year ended 31 December 2023

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Office equipment - 25%

Fixtures and fittings - 10% reducing balance

Heritage assets - nil

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

The West Yorkshire Federation of Women's Institutes
Notes to the accounts
for the year ended 31 December 2023

1 Accounting policies continued

Investments

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluations and disposals throughout the year.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Stock

Stock is valued at the lower of cost and net realisable value.

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2023

2 Fundraising activities

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Quota	1,041	-	1,041	590
Annual national raffle	367	-	367	441
AGM	5,029	-	5,029	528
Other federation events	1,145	-	1,145	3,883
Arts and homecraft committee	163	-	163	1,910
Campaigns and current affairs	100	-	100	308
Membership	80	-	80	570
50/50 income	1,440	-	1,440	910
Social events and leisure committee	35,901	-	35,901	10,119
WYN income	3,400	-	3,400	3,690
Year book income	214	-	214	240
Insurance income	1,440	-	1,440	1,085
Office donations	3,662	-	3,662	1,079
WI stationery	6	-	6	39
Fundraising	334	-	334	-
Sales	136	-	136	-
eBay	-	-	-	125
	<u>54,458</u>	<u>-</u>	<u>54,458</u>	<u>25,517</u>

3 Staff costs and numbers

	2023	2022
	£	£
Gross salaries	29,982	29,022
Social security costs	1,823	1,566
Employment allowance	(1,627)	(1,566)
Pensions	525	491
	<u>30,703</u>	<u>29,513</u>

The average number of employees during the year was 2, being an average of 1.2 full time equivalent (2022: 2, 1.2 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2023	2022
	£	£
Costs of the scheme to the charity for the year	525	491

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2023

4 Cost of generating funds

Project or activity	2023	2022
	£	£
Annual national raffle	-	30
AGM	1,983	527
Other federation events	788	2,625
Arts and homecraft committee	-	2,665
Campaigns and current affairs	70	163
Membership	117	20
Social events and leisure committee	29,429	6,212
50/50	534	614
WYN	1,038	890
eBay	-	13
Total	<u>33,959</u>	<u>13,759</u>

5 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Agnes Salter travel fund	857	-	-	-	857
Amy Crowther/ Daphne Bursary	477	-	-	-	477
Denman College Yorks. Room	885	-	-	-	885
Barbara Powell Bursary	679	-	-	-	679
Charles Hickson Bursary	280	-	-	-	280
Suspended institutes	2,387	62	-	(5)	2,444
Energy Emergency Grant	-	926	926	-	-
	<u>5,565</u>	<u>988</u>	<u>926</u>	<u>(5)</u>	<u>5,622</u>

Fund name	Purpose of restriction
Agnes Salter travel fund	To cover travel costs for members attending courses.
Amy Crowther/ Daphne Bursary	For bursaries awarded to members to cover course costs.
Denman College Yorks. Room	Funds collected for the repair and refurbishment of the Yorkshire Room.
Barbara Powell Bursary	For bursaries awarded to members to attend Federation events or activities.
Charles Hickson Bursary	For bursaries awarded to members to attend a Denman course.
Suspended institutes	Funds held in relation to suspended institutes. Funds are held for three years. If the WI reforms the funds are returned. If they do not reform within three years the money becomes the property of the WYFWI, the transfer relates to this amount.
Energy Emergency Grant	For LED lights and on the loft insulation.

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2023

6 Tangible assets	Heritage assets	Office equipment	Fixtures and fittings	Total
Cost	£	£	£	£
At 1 January 2023	2,000	6,806	790	9,596
Additions	-	-	-	-
Disposals	(1,000)	-	-	(1,000)
At 31 December 2023	1,000	6,806	790	8,596
Depreciation				
At 1 January 2023	-	6,806	683	7,489
Charge for year	-	-	27	27
At 31 December 2023	-	6,806	710	7,516
Net book value				
At 31 December 2023	1,000	-	80	1,080
At 31 December 2022	2,000	-	107	2,107
7 Debtors and prepayments			2023	2022
			£	£
Prepayments			100	-
			247	-
8 Current asset investments			2023	2022
			£	£
Listed investments			46,228	43,128
			46,228	43,128
9 Cash at bank and in hand			2023	2022
			£	£
Cash at bank			48,173	46,577
Cash in hand			25	25
			48,198	46,602
10 Creditors and accruals			2023	2022
			£	£
Accruals			1,134	1,080
Receipts in advance			13,854	14,015
			14,988	15,095

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2023

11 Related party transactions

Trustee expenses

During the year 3 trustees were paid a total of £375 in respect of travel (previous year: 4 trustees and £390).

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

12 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2023	2022
	£	£
Within one year	4,128	4,128
In the second to fifth years inclusive	3,096	7,224
Over five years from the balance sheet date	-	-
	<u>7,224</u>	<u>11,352</u>

The West Yorkshire Federation of Women's Institutes
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 December 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
Income						
Fundraising activities	54,458	25,517	-	-	54,458	25,517
Membership fees	31,743	30,066	-	-	31,743	30,066
Grants	-	-	926	-	926	-
Suspended institutes	-	-	62	916	62	916
Bank interest	2,453	434	-	-	2,453	434
Profit on disposal of assets	121	-	-	-	121	-
Total income	88,775	56,017	988	916	89,763	56,933
Expenditure						
Salaries, NI and pensions	30,703	29,513	-	-	30,703	29,513
Cost of generating funds	33,959	13,759	-	-	33,959	13,759
Rent, rates and water	6,059	6,279	-	-	6,059	6,279
Heat and light	2,716	1,887	-	-	2,716	1,887
Postage and stationery	1,442	1,477	-	-	1,442	1,477
Photocopier	4,193	4,135	-	-	4,193	4,135
Telephone and computer	964	743	-	-	964	743
Travel and subsistence	451	587	-	-	451	587
Repairs and renewals	1,531	616	926	-	2,457	616
Independent examination	1,134	1,080	-	-	1,134	1,080
Depreciation	27	459	-	-	27	459
Other expenditure	987	16	-	-	987	16
Bank charges	-	52	-	-	-	52
Payroll cost	375	189	-	-	375	189
Suspended institute money returned	-	-	-	2,226	-	2,226
Training courses and workshops	432	410	-	-	432	410
Insurance	2,621	-	-	-	2,621	-
Total expenditure	87,594	61,202	926	2,226	88,520	63,428
Net gains/(losses) on investments	3,100	(5,723)	-	-	3,100	(5,723)
Net income / (expenditure)	4,281	(10,908)	62	(1,310)	4,343	(12,218)
Transfers between funds	5	2,177	(5)	(2,177)	-	-
Net movement in funds	4,286	(8,731)	57	(3,487)	4,343	(12,218)
Fund balances brought forward	72,246	80,977	5,565	9,052	77,811	90,029
Fund balances carried forward	76,532	72,246	5,622	5,565	82,154	77,811

MEMBERSHIP SUPPORT & FIFE SUB TEAM CHAIRMAN REPORT – ROSEMARY PEARSON

2023 has been a very challenging year for the Membership Support Team. The number of committee members remains small at 5. We continue to work hard to support the WI members. Regretfully two WIs suspended, however I am delighted to report the formation of Oakwood WI and most recently the formation of the first virtual WI the 'Sassy Lassies' in West Yorkshire Federation. Membership generally continues to grow gradually regaining the losses suffered during the Coronavirus Crisis.

All three WI Advisers have agreed to be put forward for re-appointment by the NFWI in 2023. We are delighted to welcome our newly qualified WI Adviser Sandra Dennis who was appointed to the role by NFWI in September 2022.

The Membership Support Team arranged virtual support meetings for WI Officers. Face to face training has also returned and has been well received. The two methods of training will continue going forward. A larger networking event for WI Officers and New members are planned.

The Federation Independent Financial Examiner (FIFE) the administration of this service continues to work well. The Federation currently has 2 FIFEs. The annual refresher course is now delivered by the NFWI. Due to the low number of FIFEs, it is preferable to join another group in order to make the training cost effective. 2 FIFEs have been reappointed by the Federation Board of Trustees in October 2023 for a further year. The 2 FIFEs worked hard to complete these examinations and advise their assigned WIs. Due to the lack of FIFEs working within the Federation, WIs wishing to use this service had to be allocated to each FIFE on a 'first come first served' basis. In order for the Federation to offer this service in the future more FIFEs will have to be recruited. Sue Plant our **Federation Archivist** has endeavoured to encourage local WIs to record their activities throughout this year so that they can be saved in the archives for future generations.

Members of the Membership Support Team continue to promote the WI at every opportunity. The Team hopes to form another local WI in April 2024

The Membership Support Team continues to work hard looking for new and different ways to support the WI members and officers. They plan to hold events and workshop both virtually and face to face moving forward.

The Membership Support Team will also encourage WI members to use the MY WI and the newly launched WI Learning Hub, as well as looking into the online resources on the NFWI website.

The 'Membership Support Team continues to keep members updated on membership matters via the Federation Newsletter the WYN.

As always, the Membership Support Team will look to the future by Succession planning. WI Advisers will continue to promote the role and try to encourage more WI members to consider becoming WI Advisers. Over the past year the Team has met virtually to keep costs down. WI Advisers will continue to update their knowledge and skills in order to give the best possible help and to the WI membership

ARCHIVE REPORT – SUE PLANT FEDERATION ARCHIVIST

In 2023 the five Yorkshire Federations celebrated 40 years since the Great Divide from one enormous Federation in 1983. It had taken eight years of struggle as the members did not want to be split but National had decided that the county should follow government boundaries. 2023 saw Afternoon Tea-parties across the West Yorkshire Federation and a variety of activities to celebrate the momentous decision.

But 2023 also saw an even bigger celebration for Scarcroft WI as they reached 100years since formation. (The second of our Institutes to reach 100)

Life in 1923 was very different to today. The country was still recovering from the Great War, when about 880,000 British and Empire soldiers were killed. The economy was ruined, leading to widespread unemployment and a Spanish influenza pandemic killed another 250,000 Britons. Many of the men who returned from the war suffered physically and mentally after their experiences. Newspaper headlines reported troubles in the Ruhr and Ireland, Mussolini was making speeches in Italy and German inflation was raging out of control. The latest wonders were unearthed from Tutankhamen's tomb.

Women's Institutes at that time were mostly in rural areas. There was no television, smart phones or internet to give help and advice so one of the main purposes of the Women's Institutes was education, as well as informing and entertaining. The women had kept life going, taking on many of the jobs traditionally performed by men and, of course, money was scarce for most families. Scarcroft WI records show that they had lessons in hooked rug-making, the making of slippers, sweets, millinery, "household jobbery", and upholstery as well as nursing advice. Recipes are given for making soap and instruction for curing animal skins. There are tips for dry-cleaning, using two bowls of petrol! It does say "Do not use near a light or open fire"! You could clean your furs using bran and salt. There were tips for mending broken ornaments and the records tell you which shops to go to for anything you needed. But it wasn't all toil and hard work.... there were tips for making ornaments from fish bones (cod's head). The ladies enjoyed Folk Dancing, Whist drives and lantern slide shows and Garden parties. They also sent delegates to Federation meetings in York and to the National AGM.

Written records tell us so much about previous generations of women and how they lived their lives as members of the Women's Institutes. They contain a wealth of information.....some factual and some more personal. Each Institute is unique and has its own spirit and sense of direction.

Institutes MUST keep Minutes and Records in accordance with Charity Commission rules and they should be kept permanently. They are important for legal reasons but also for reference and for historical interest. They are Social history and show evidence of decision making. It is now acceptable for these to be kept digitally. As Institutes thrive and their records grow, these records can be accepted into the Federation office where they will be sorted and transferred to Wakefield Archive Service where they will be catalogued and stored under optimum conditions.

Happy Anniversary West Yorkshire Federation and Happy 100th Birthday Scarcroft WI

SOCIAL EVENTS & CRAFTS TEAM – HELENA HARRINGTON

The Social Events & Craft Team closed 2022 with the Annual Christmas Federation Lunch at the Manor Golf Club, Drighlington in grand style.

1983 was the year that West Yorkshire was formed, one of five Federations from the old Yorkshire Federation. West Yorkshire Federation decided to celebrate the year with events held in venues across the Federation.

The first was 27th February with a Rag Rugging workshop held at John Lewis in Leeds. A day enjoyed by those attending.

The first of the four Afternoon Teas, celebrating the 40th Anniversary was an Afternoon Tea held at Scarcroft in March, which was well attended. Then in April we held the bi-annual quiz. We were disappointed with the number of teams entered but those who did attend enjoyed the evening. The quiz was won by Harden WI. This was quickly followed by the second Afternoon Tea held in Ossett, near Wakefield, again another successful and enjoyable afternoon.

Unfortunately, a holiday trip to The Repair Shop staying in Hayling Island has to be cancelled due to lack of support.

June saw WI members take to the canal with a trip on the Leeds-Liverpool canal starting at Skipton. While we gently explored the canal we were treated to lunch/afternoon tea. Again, the numbers were small and despite the awful rain we stayed dry during our time on the barge and by the time we arrived back at dock the weather had improved so members were able to enjoy a stroll around Skipton before they made their way home.

Also, in June we held a Zoom talk on the pioneering adventures of the first professional women, which was enjoyed by those who attended.

The third Afternoon Tea was held at Shipley Golf Club, Bingley, in July, again another very enjoyable event and well attended.

September saw the second Holiday to Yorkshire - the first was pre-Covid!. The Federation was able to welcome 41 WI members from across the country, both the north, south the Mid-lands and The Islands. All our visitors had a wonderful time and saw Yorkshire at its best, the weather was wonderfully kind to us and displayed all its glory.

With no time to rest on any laurels the last of the 40th Anniversary Teas was held at Sowood, in the Huddersfield area. Members of Sowood WI prepared and served a wonderful afternoon. The decorations when we first arrived left us speechless, a truly glorious end to the Afternoon Teas. This was followed by a crafty day - where members were able to learn the techniques of Dorset buttons, Iris folding, handmade Felt Animals and Crochet, another joyful and successful day.

As we come into the Autumn and Winter we have the Federation Christmas Day- out in November, which this year was to Leighton Hall near Preston. This was a change to our usual type of Christmas outing. The family live here all year round, so it has a very

homely feel and decorated as most family homes are. We had a light lunch followed by a guided tour of the house and finished the day with mulled wine and mince pies before the return journey home. A day enjoyed by all.

In early December the annual Christmas Lunch will be held.

I would like to say a big thank-you to all the members of Social Events & Craft Team as without them the year's calendar of events would never have happened. Also, a thank-you to both the Office Staff for their help and our members who supported all the events of the year.

PUBLIC AFFAIRS TEAM – HELEN COX

Thank you to all members who attended events organised by the Public Affairs Team in the past year.

When there is a good response to events it makes all the time spent planning and arranging worthwhile.

If an event is oversubscribed we will try and repeat it. This was the case with visits to the Thackray Medical Museum (February) and the Defibrillator and the First Aid Course (April). The Sunny Bank Mills Archive visit in June was very popular and more visits have been arranged in January and March 2024.

Events at the University of Leeds are always very interesting and this year in July researchers told us about the latest research into the ways forests affect the climate, and about how climate change and the effects of floods are affecting maternity outcomes in Zambia.

Unfortunately, some events had to be cancelled due to low numbers. For example, the Resolution Conference in April and the Resolution Selection zoom in November.

I would like to thank my fellow team members and appreciate the time and contributions they make to the Public Affairs Team.

The Public Affairs Team would welcome suggestions from members for events and invite members to join our small team to bring fresh ideas and help us plan an interesting programme.

WYN EDITOR - LIZ WALLEY

2023 has seen another great year for WYN content and my thanks go to our WIs that have contributed and shown us how wonderful being a member of the WI is and the support given to our local communities.

Paper copy numbers slightly decreased this year, which we welcome as this is better for the environment.

I would like to thank Christine Tall and all the Climate Ambassadors for their hard work and the great content of the articles we have had again this year, this has truly highlighted some serious issues and given us great insight into how we can help fight Climate Change.

We have had some fantastic photos sent in from all around West Yorkshire highlighting what our WIs get up to and also providing inspiration for other WIs in our region.

Thanks to all of our members who attended the Federation's 40th events and sent in photos and comments.

We welcome suggestions from members, especially if there is a social event that you would like to attend that wouldn't be suited to your WI. If you would like to see any changes to WYN please get in touch, we welcome feedback.

CLIMATE AMBASSADOR LEAD – CHRISTINE TALL

WYFWI Climate Ambassadors (CAs) have had another busy year working on protecting the environment and raising awareness of Climate issues throughout the county.

We currently have 8 CAs and would welcome anyone with an interest in this subject to join us. We thank Liz Oldroyd from Horbury Afternooners for all her hard work as she steps down from the role and welcome her successor.

Here are a few examples of the work undertaken this year but there are many more.

Jean Tallis from Luddenden & Wadsworth, continues her work on delivering Fast Fashion talks and raising awareness on this topic. Jean has also developed and runs a Repair Café; she is trying to develop links into the Asian community to raise awareness.

Lynne Moran from Fixby & Brighouse and their Climate Action group have developed strong links with Raistrick library where they present regular presentations on Climate issues and their local nature reserve at Cromwell Bottom. Lynne is also involved with local Transport groups looking into sustainable energy for vehicles. Her group have also taken part in a Fast Fashion show locally.

Amanda Rosewell from Siddal Sisters has organised a stall in Halifax Borough market providing recycling opportunities for anyone using the market. This was initially due to be short term but is ongoing due to its popularity.

A group of our CAs presented at the North Yorks West Federation Annual meeting this year following their presentation at WYFWI annual meeting last year.

WEST YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1017012

Accounts



WEST YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES
Rodley Business Centre, 164/166 Town Street, Rodley, Leeds LS13 1HP

Charity No. 1017012
Incorporated in England and Wales as a Company Limited by Guarantee No. 2737120

BOARD OF TRUSTEES - (ex-officio on all Sub- Committees)

Officers

Federation Chairman - Rosemary Pearson	Chairman of the Membership Support Team, Social Events and Crafts Team, Health & Safety Team, & WI Adviser
Honorary Treasurer- Sandra Dennis Appointed May 2021	Social Events and Crafts Team, Membership Support Team & Trainee WI Adviser
Company Secretary – Tracey Lewis Appointed May 2021	Membership Support Team, Social Events and Crafts Team & WI Adviser
Vice Treasurer - Heather Ross	Joint Chairman of the Social Events and Crafts Team
Vice Chairman – Helen Cox	Chairman of Public Affairs Team, Resolutions Co-ordinator & Health & Safety Officer

Board Members

Helena Harrington	Joint Chairman of the Social Events and Crafts Team, WI Adviser, and FIFE
Christine Tall Appointed May 2021	Climate Change Lead for West Yorkshire & Public Affairs Team
Marion Lawes	50/50 Scheme Coordinator, Social Events & Crafts Team

Resignations from the Board

Sue Stothers – resigned April 2021
Sue Plant - resigned April 2021
Val Pearson – resigned April 2022

Non-Board Sub-Committee Chairmen

None

Office Staff

Federation Secretary	Elizabeth Walley
Finance and Admin Secretary	Alice Poon

2022 ANNUAL REPORT

CHAIRMAN'S ANNUAL REPORT – ROSEMARY PEARSON

I am honoured to present my fourth Annual Report as West Yorkshire Federation Chairman.

2022 has turned out to be every bit as challenging as previous years, but this time due to the National financial crisis. The number of members in West Yorkshire has decreased. Although happily one WI, Ilkley Bluebells did reform after suspending during the pandemic.

As of October 2022, membership stands at 2,545. I must thank my fellow WI Advisers Helena Harrington and Tracey Lewis for their hard work supporting WIs through this difficult time.

WI Committee members have also worked incredibly hard over this period to keep in touch with their members and keep them engaged with the WI. This has been truly inspirational.

Local WIs continue to offer interesting programme of speakers and activities for members to enjoy at their monthly meetings. These are held both face to face and virtually to enable as many members as possible to stay engaged with the organisation.

Although some members are still reluctant to meet in large groups, every measure has been put in place to ensure members feel safe and confident.

The success of the WI depends on all three parts of the organisation, the local WIs, the Federations and NFWI working together to ensure that we retain members and attract new ones.

Our image and how others see us is all important.

Our Federation Newsletter is one of our primary advertising tools and is also our way of informing our WIs and members of what is happening in the Federations and NFWI.

The WYN must look professional and in the latter part of the year our WYN Editor sourced a new programme which has given the newsletter a new fresh look. We use the WYN to promote Federation events and keep members informed. The EWYN is sent to potential new members and organisations.

I hope you agree with me that our WYN Editor does a great job putting our newsletter together, however this cannot be achieved without the cooperation of the Subgroup Teams and WI members to ensure their copy meets the deadlines.

EWYN is going from strength to strength, allowing members access to information at their fingertips at any time.

This is encouraging members to try Federation events, thus gaining more value for money from their subscription and having pride in the fact that they belong to such a great organisation.

Our WIs and members continue to have a presence across all social media channels. This is a great tool and can only continue to grow as a modern way to communicate and promote the WI.

Our small Communications Team continues their hard work keeping members informed of what is happening in the Federation, regularly promoting events and workshops.

Our Federation Web Editor has kept our NFWI Webpage up to date including meeting dates, change in WI Officers and Subgroup Team members, thus ensuring our activities are promoted to other Federations, WIs and members across the country.

During the year some of our WIs and its members have been featured in the WI LIFE magazine sharing their activities and experiences. It is always so inspiring to read what a great depth and breadth of talent there is amongst our WI members.

As a Federation we continue to promote the MY WI webpages to our members. It is a member only website that is a ONE STOP SHOP for all information required about running your WI and the governance of the organisation. It also features lots of interesting hints, tips and ideas on hobbies and interests such as Cookery, Craft, Gardening and Flower arranging, to name but a few, It is constantly being updated so well worth a visit.

The WI was formed to improve the education and wellbeing of women and girls, giving them a chance to learn new skills and take part in a wide range of activities.

With this in mind the Federation Subgroup Teams work hard planning events and workshops where members can 'HAVE A GO' at a new skill in a safe and friendly environment.

Unfortunately, some of our events were cancelled, due to lack of support, and the observation of the National period of mourning following the death of Her Majesty Queen Elizabeth 11. Those events and workshops that did go ahead were well received. In the latter half of the year the Federation Subgroup Teams following requests from members, have arranged events and workshops around the Federation, which has proved successful.

The 'Denman at Home' online courses have also proved popular with members. This new facility has allowed members to enjoy the Denman experience from the comfort of their own home.

Going forward it is planned to deliver the Denman experience regionally.

My fellow members of the Federation Board of Trustees: - Sandra Dennis, Heather Ross, Helen Cox, Helena Harrington, Tracey Lewis, Christine Tall, and Marion Lawes have

attended our Trustee Team meetings both virtually and I in person. It is planned that the meeting days, times and venues will be reviewed in the hope that this will encourage more members to consider joining the Federation Team.

They have been a great support to me over the past 12 months.

Val Pearson a long-standing Trustee retired in April 2022.

Our thanks go to her for her valued service to the Federation and we wish her a happy retirement.

The number of CLIMATE AMBASSADORS working in the West Yorkshire Federation continues to grow and they remain very active in their local community bringing awareness of climate change issues.

The NFWI held their Annual General Meeting in Liverpool in May 2022 This was a Hybrid meeting. This allowed delegates from 69 Federations across the country to attend in person again but also giving more delegates and observers to attend virtually if they preferred.

It is planned that the next meeting will be held in Cardiff in May 2023

This meeting will also be held as a Hybrid meeting, it is felt that the financial crisis will have an impact on attendance.

Walking Netball Teams continue to meet and happily interest is increasing.

At the end of October 2022 Sandra Dennis and I attended a Hybrid meeting of the NFWI Autumn Council. This was held in two session this year. The first concentrated on finance and the second on the plans for the organisation in the future. We looked particularly at recruitment and how to maintain the growth of the organisation during these difficult times. Three new initiatives were launched: Safeguarding Officers for every Federation.: New Membership bands: Conversation Cafes for Refugees.

West Yorkshire Federation continues to promote the WI whenever possible. Many WIs have attended community events.

The Federation competition 'Aspects of Yorkshire was judged at the Federation Annual Meeting and the competition for 2023 was launched. Entries will be judged at the Annual Meeting in 2023.

2023 marks the 40th Anniversary of the West Yorkshire Federation

Members have been invited to send in their favourite recipes which will be compiled into a recipe book, which will then be distributed to all WIs.

On behalf of the Board of Trustees, I must thank our Federation Secretary Liz Walley and our Federation Finance Secretary Alice Poon, both of whom have worked tirelessly during the past year.

Ensuring that we keep in touch with the WIs and their members, and that important information issued by NFWI on the governance of the organisation is circulated. They continue to combine working from home and manning the Federation office as appropriate.

On a personal note, their help and support to me over the past 12 months has been invaluable.

Finally, I would like to thank you, the members for your support, your emails and phone calls have been heartening and as the restriction eased, I have been able to visit you in person which makes all the difference.

Many WIs have reached special milestones this year. My congratulations go to you all.

I look forward to welcoming you to Federation Events in the coming year and maybe even as a member of the FEDERATION TEAM.

Rosemary Pearson (West Yorkshire Federation Chairman)

HONORARY TREASURERS REPORT – SANDRA DENNIS

As I did last year, I must start by paying tribute to Federation Secretary, Liz Walley and Finance Secretary, Alice Poon, I could not carry out the role without them. Without them the role of honorary treasurer would be a full-time job and not one I would be prepared or willing to do.

Your support of WYFWI events is welcomed and we are putting events on around the county hopefully we will come to a venue near you soon. Quite a few WIs have grown this year, and this is fantastic as the money we get from subscriptions is our major source of income and is really the best way you can support us. Thank you to the WIs who have made donations to WYFWI including the Golden Plover group. Your financial support is very gratefully received. We do realise that fundraising for us might be impossible if you are working hard to keep your own WI afloat. We do totally understand and the best way you can support us is to have a viable, active and growing WI. To the WIs who bought the NFWI raffle tickets you raised us £411. I challenged you at the last Annual Meeting in Ilkley to raise £500, you nearly did it! Maybe we can sell even more next year to friends and relatives outside of the WI! Thanks too, to WIs who paid the quota this raised £577.55.

One simple way to support us when you do your online shopping is to register with easyfundraising.org. We have 34 members registered but only 19 regularly doing their internet shopping via this site. It would be great if more of our members who do online shopping would support us. Please ask your families to register too and to choose WYFWI as their charity. This has raised us about £100 this year.

We have been donated lots of books and craft stuff over the years when members have been downsizing or generally clearing out and we now have an eBay account and have recently started selling items. Thank you to the WI member who gave up a Saturday to help us list items. Hopefully, this will start to generate a little bit of income.

We are still holding Team meetings on Zoom, thus cutting down on expenses claims. Only three Board meetings are held face to face. Both our Public Affairs Team and the Crafts, Social and Leisure Team have organised a range of events and workshops this year and these have generated some income. A huge thank you goes to our members who have run workshops for free, and to you the members and your friends who attend the events, you are absolute stars.

Unfortunately, two WIs have had to suspend this year due to the on-going effects of the pandemic. and our institutes stands at 75. But due to your brilliant efforts at recruitment our membership remains at around 2,800 members.

We continue to hold four accounts with COIF (Charitable Organisations Investment Fund) for a general fund that supports the bank account. A second account that holds money that we cannot touch as it is pooling of fares and deposits members

have sent us for the holidays next year. The third COIF account is for money we are holding for bursaries so has a specific purpose. The fourth holds money from WIs that have suspended. We have to hold this money for three years. If the WI reforms within those three years, the money returns to them. We have money in an investment account with St. James Place. Unfortunately, that investment hasn't done so well this year, but we still have the lump sum we initially invested 5 years ago. This money is for if we needed to pay redundancies, had to move to new premises and needed a bond and for other such emergencies.

As you will know we had to change our bank account this year, that was quite a palaver, but we now have a Charity Account which not only doesn't incur charges it pays interest! Win, win!

Our accounting system QuickBooks is working well, Alice and I are learning all the time. WYCAS (West Yorkshire Community Accounting Service) our accountants, continue to support us. WYCAS will be auditing the 2022 accounts in January 2023. We are also grateful to a WI member who has given us advice with QuickBooks issues. We have a clearer idea of how we will set up QuickBooks for next year making it even more user friendly for Alice and myself. Members who give their time for free in this way are fantastic.

We use online banking to both receive and make payments. This is saving on the use of cheques, envelopes and more importantly stamps! Please could Institutes or individuals who pay by BACS put a reference and/or email the office to give information about the payment so that we know where to allocate it. Any paperwork can follow later. Trying to track down payments with no reference takes up quite a lot of time.

We are continuing to save on expenditure where we can. Liz works hard at looking at contracts and getting us the best deal. This year she has saved us money by changing the contract for the sanitary bins and our phone and internet. We now have smart meters, so our bills are now more accurate. We are on a fixed tariff for our fuel until March 2023. We will notice a huge difference then. We continue to try to be as paper free as possible, saving on photocopy costs, electricity, paper, and postage. Not to mention saving trees and caring for the environment.

Thanks again to Liz and Alice who work so hard to support me and do all the day to day financial work, I am definitely an 'honorary' treasurer. Thanks too, to my fellow Board members especially Christine Tall who agreed in November to start looking at grant applications for us and to Rosemary Pearson, Chairman, who holds my hand when I have a panic attack!

But the biggest thank you, must go to you, our WI members who support our events, recruit new members, and give your time for free to help us out. Without you we would have a thankless task.

The West Yorkshire Federation of Women's Institutes
Trustees' report (continued) for the year ended 31 December 2022

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

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

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

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 11th March 2023

Signed: S.Dennis..... (Trustee)

Name: SANDRA DENNIS

The West Yorkshire Federation of Women's Institutes
Independent examiner's report to the trustees of The West Yorkshire
Federation of Women's Institutes

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2022, which are set out on pages 6 to 14.

Responsibilities and basis of report

As the charity's trustees of the charitable 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 charitable 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 ('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 material 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 [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.

E J Beverley

Signed:

Name: E J Beverley FCCA

13/03/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The West Yorkshire Federation of Women's Institutes
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Fundraising activities	(2)	25,517	-	25,517	12,509
Membership fees		30,066	-	30,066	28,821
Grants		-	-	-	20,368
Suspended institutes		-	916	916	3,692
Bank interest		434	-	434	5
Total income		56,017	916	56,933	65,395
Expenditure on:					
Salaries, NI and pensions	(3)	29,513	-	29,513	24,107
Cost of generating funds	(4)	13,759	-	13,759	5,266
Rent, rates and water		6,279	-	6,279	6,052
Heat and light		1,887	-	1,887	2,309
Insurance		-	-	-	2,447
Postage and stationery		1,477	-	1,477	2,614
Photocopier		4,135	-	4,135	3,310
Telephone and computer		743	-	743	179
Travel and subsistence		587	-	587	867
Repairs and renewals		616	-	616	629
Independent examination		1,080	-	1,080	1,180
Depreciation		459	-	459	739
Other expenditure		16	-	16	105
Bank charges		52	-	52	-
Payroll cost		189	-	189	-
Suspended institute money returned		-	2,226	2,226	-
NRWI Training courses and workshops		410	-	410	-
Total expenditure		61,202	2,226	63,428	49,804
Net gains/(losses) on investments		(5,723)	-	(5,723)	3,966
Net income / (expenditure)		(10,908)	(1,310)	(12,218)	19,557
Transfers between funds		2,177	(2,177)	-	-
Net movement in funds		(8,731)	(3,487)	(12,218)	19,557
Fund balances brought forward		80,977	9,052	90,029	70,472
Fund balances carried forward	(5)	72,246	5,565	77,811	90,029

All incoming resources and resources expended derive from continuing activities.

The West Yorkshire Federation of Women's Institutes

Balance sheet

as at 31 December 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(6) 2,107	-	2,107	2,566
Total fixed assets	<u>2,107</u>	<u>-</u>	<u>2,107</u>	<u>2,566</u>
Current assets				
Stock	1,069	-	1,069	995
Short term investments	(7) 43,128	-	43,128	48,851
Prepayments	-	-	-	200
Cash at bank and in hand	(8) 41,037	5,565	46,602	49,834
Total current assets	<u>85,234</u>	<u>5,565</u>	<u>90,799</u>	<u>99,880</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(9) 15,095	-	15,095	12,417
Total current liabilities	<u>15,095</u>	<u>-</u>	<u>15,095</u>	<u>12,417</u>
Net current assets / (liabilities)	<u>70,139</u>	<u>5,565</u>	<u>75,704</u>	<u>87,463</u>
Net assets	<u>72,246</u>	<u>5,565</u>	<u>77,811</u>	<u>90,029</u>
Funds				
Unrestricted funds	72,246	-	72,246	80,977
Restricted funds	-	5,565	5,565	9,052
Total funds	<u>72,246</u>	<u>5,565</u>	<u>77,811</u>	<u>90,029</u>

For the year ending 31 December 2022 the charitable 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 charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) 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 and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Signed: (Trustee)

Name:

The West Yorkshire Federation of Women's Institutes
Notes to the accounts
for the year ended 31 December 2022

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Office equipment - 25%

Fixtures and fittings - 10% reducing balance

Heritage assets - nil

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

The West Yorkshire Federation of Women's Institutes
Notes to the accounts
for the year ended 31 December 2022

1 Accounting policies continued

Investments

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluations and disposals throughout the year.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Stock

Stock is valued at the lower of cost and net realisable value.

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2022

2 Fundraising activities	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Quota	590	-	590	570
Diaries	-	-	-	914
Annual national raffle	441	-	441	286
AGM	528	-	528	-
Other federation events	3,883	-	3,883	892
Arts and homecraft committee	1,910	-	1,910	99
Campaigns and current affairs	308	-	308	442
Membership	570	-	570	-
50/50 income	910	-	910	880
Social events and leisure committee	10,119	-	10,119	3,056
WYN income	3,690	-	3,690	3,675
Year book income	240	-	240	354
Insurance income	1,085	-	1,085	1,031
Office donations	1,079	-	1,079	202
WI stationery	39	-	39	108
Ebay	125	-	125	-
	<u>25,517</u>	<u>-</u>	<u>25,517</u>	<u>12,509</u>

3 Staff costs and numbers	2022	2021
	£	£
Gross salaries	29,022	23,809
Social security costs	1,566	476
Employment allowance	(1,566)	(476)
Pensions	491	298
	<u>29,513</u>	<u>24,107</u>

The average number of employees during the year was 2, being an average of 1.2 full time equivalent (2021: 2, 1.2 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the year	491	298

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2022

4 Cost of generating funds

	2022	2021
	£	£
Diaries	-	817
Annual national raffle	30	-
AGM	527	-
Other federation events	2,625	2,449
Arts and homecraft committee	2,665	110
Campaigns and current affairs	163	300
Membership	20	-
Social events and leisure committee	6,212	100
50/50	614	440
WYN	890	519
WI stationery	-	531
Ebay	13	-
Total	<u>13,759</u>	<u>5,266</u>

5 Restricted funds

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Agnes Salter travel fund	857	-	-	-	857
Amy Crowther/ Daphne Bursary	477	-	-	-	477
Denman College Yorks. Room	885	-	-	-	885
Barbara Powell Bursary	679	-	-	-	679
Charles Hickson Bursary	280	-	-	-	280
Suspended institutes	<u>5,874</u>	<u>916</u>	<u>2,226</u>	<u>(2,177)</u>	<u>2,387</u>
	<u>9,052</u>	<u>916</u>	<u>2,226</u>	<u>(2,177)</u>	<u>5,565</u>

Fund name

Purpose of restriction

Agnes Salter travel fund	To cover travel costs for members attending courses.
Amy Crowther/ Daphne Bursary	For bursaries awarded to members to cover course costs.
Denman College Yorks. Room	Funds collected for the repair and refurbishment of the Yorkshire Room.
Barbara Powell Bursary	For bursaries awarded to members to attend Federation events or activities.
Charles Hickson Bursary	For bursaries awarded to members to attend a Denman course.
Suspended institutes	Funds held in relation to suspended institutes. Funds are held for three years. If the WI reforms the funds are returned. If they do not reform within three years the money becomes the property of the WYFWI, the transfer relates to this amount.

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2022

6 Tangible assets	Heritage assets	Office equipment	Fixtures and fittings	Total
Cost	£	£	£	£
At 1 January 2022	2,000	6,806	790	9,596
Additions	-	-	-	-
At 31 December 2022	2,000	6,806	790	9,596
Depreciation				
At 1 January 2022	-	6,359	671	7,030
Charge for year	-	447	12	459
At 31 December 2022	-	6,806	683	7,489
Net book value				
At 31 December 2022	2,000	-	107	2,107
At 31 December 2021	2,000	447	119	2,566
7 Current asset investments			2022	2021
			£	£
Listed investments			43,128	48,851
			43,128	48,851
8 Cash at bank and in hand			2022	2021
			£	£
Cash at bank			46,577	49,785
Cash in hand			25	49
			46,602	49,834
9 Creditors and accruals			2022	2021
			£	£
Accruals			1,080	7,782
Receipts in advance			14,015	4,635
			15,095	12,417

10 Related party transactions

Trustee expenses

During the year 4 trustees were paid a total of £390 in respect of travel (previous year: 3 trustees and £462).

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2022

11 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2022	2021
	£	£
Within one year	4,128	4,128
In the second to fifth years inclusive	<u>7,224</u>	<u>11,352</u>
	<u>11,352</u>	<u>15,480</u>

MEMBERSHIP SUPPORT & FIFE SUB TEAM CHAIRMAN REPORT – ROSEMARY PEARSON

2022 has been a very challenging year for the Membership Support Sub Committee. The number of committee members remains small at 4. We continue to work hard to support the WI members.

The effects of the Coronavirus Crisis continued to have an impact on WI membership. The membership has reduced however I am pleased to report that since the easing of Government restrictions due to the Coronavirus, members have returned to the WI and new membership grows steadily. I am pleased to report that one WI that suspended during the pandemic has re-formed. All throughout this time, my fellow WI Advisers Helena Harrington and Tracey Lewis have worked tirelessly to advise and support WIs.

All three WI Advisers have agreed to be put forward for re-appointment by NFWI in 2022. We are delighted to welcome our new trainee WI Adviser, Sandra Dennis, who began her training in September 2022 and is expected to qualify in the early part of 2023.

The Membership Support Sub Committee arranged virtual support meetings for WI Officers. Face to face training has also returned and has been well received. The two methods of training will continue going forward. A larger event aimed at WI Members is at the planning stage for the Autumn of 2023.

The Federation Independent Financial Examiner (FIFE) the administration of this service continues to work well. The Federation currently has 3 FIFEs. The annual refresher course is now available delivered by the NFWI. Due to the low number of FIFEs, it is preferable to join another group in order to make the training cost effective. 3 FIFEs have been reappointed by the Federation Board of Trustees in October 2022 for a further year. The 3 FIFEs worked hard to complete these examinations and advise their assigned WIs. Due to the lack of FIFEs working within the Federation, WIs wishing to use this service had to be allocated to each FIFE on a 'first come first served' basis. In order for the Federation to offer this service in the future more FIFEs will have to be recruited.

Sue Plant our Federation Archivist has endeavoured to encourage local WIs to record their activities throughout this year so that they can be saved in the archives for future generations.

Members of the Membership Support Sub Committee continue to promote the WI at every opportunity. The Team is planning to investigate the possibility of a Virtual WI in West Yorkshire.

The Membership Support Sub Committee continues to work hard looking for new and different ways to support the WI members and officers. They plan to hold events and workshop both virtually and face to face moving forward.

The Membership Support Sub Committee will also encourage WI members to use the MY WI and WI Training webpages as well as looking into the online resources on the NFWI website.

The Membership Support Sub Committee continues to keep members updated on membership matters via the Federation Newsletter the WYN.

As always, the Membership Support Sub Committee will look to the future by Succession planning. WI Advisers will continue to promote the role and try to encourage more WI members to consider becoming WI Advisers. Over the past year the committee have met at various times e.g., evenings, daytimes, and Saturdays both virtually and in person in order to ensure availability to all. WI Advisers will continue to update their knowledge and skills in order to give the best possible help and to the WI membership.

ARCHIVE REPORT – SUE PLANT FEDERATION ARCHIVIST

Looking back at 2022, as the shadow of Covid faded and people became more comfortable meeting together again, one person more than any other will come immediately to mind...Her Majesty Queen Elizabeth II. In the early part of the year the country was making plans to celebrate her Platinum Jubilee, making bunting and post-box toppers, and many WIs held special Jubilee parties or "planted a tree for the Queen" and the pictures were shown in WYN along with the reports.

But then in September came the sad news that her Majesty had died, and she was mourned across the world. She had come to the throne on the death of her father, and she would never have imagined that she would become the longest reigning monarch in British history. For over 70 years Elizabeth served as Queen of the United Kingdom and Head of the Commonwealth and she was loved and respected across the globe.

Harewood WI Minutes from February 19th, 1952, show that "The last meeting having been postponed owing to the death of the His Majesty King George VI" ...the chairlady asked for "two minutes silence" and they then went on to have an illustrated film on Madeira. In 1953 the institute discussed holding a Jumble Sale to raise funds for the Coronation and WI funds. (It raised £11-10-4 towards the Coronation funds.) In July "We have to thank our President for her thoughtful gesture when she presented each Member with a Coronation souvenir."

Her Majesty was a long-standing member of Sandringham WI, having joined in 1943, following in the footsteps of her grandmother Queen Mary, who established the WI there in 1919, and her mother Queen Elizabeth, the Queen Mother, and attended meetings as often as she could. Mrs Madge Watts was one of the guiding forces in bringing the WI to the United Kingdom and was invited (commanded) to talk at Sandringham village hall about the WI. Princess Mary, the Princess Royal, aunt to Queen Elizabeth, was President of Harewood WI for many years. And many other members of the royal family also have strong connections to the WI.

In January 1965 Her majesty sent a message to all members of the WI "I send to you all my warmest good wishes in this your Golden Jubilee Year. I pray that your activities, which have played such an important part in the life of our country for half a century, may prosper and flourish in the years ahead."

In 2015 it was a privilege to see Her Majesty on the stage at the Royal Albert Hall to celebrate 100 years of the WI and in her address, she said, "The WI has been a constant throughout (the years) gathering women together, encouraging them to acquire new skills and nurturing unique talents." But of course, all the press showed was the struggle to cut the cake as it slid on the plate and threatened to fall off the stand!

The WI is a charity and as such MUST keep records and Minutes as a legal requirement, as well as Financial records, photographs and any interesting correspondence. They

are a valuable source of information and interest about life and how it is lived. If any WI finds that their records are developing into a collection that is too large and cumbersome, they can be delivered to Federation office and they will then be sorted and sent to the Archive Service at Wakefield, where they will be stored in the correct conditions, temperature controlled and air-conditioned!

SOCIAL EVENTS & CRAFTS TEAM – HELENA HARRINGTON

2022 started with high hopes that we would be able to return to a more normal life and our WI activities would as a result also return to normal.

Having finished 2021 on a high with a very successful and enjoyable Christmas lunch we returned to the Manor Golf Club for an afternoon tea entitled Mad Hatter's Tea Party. This was quickly followed by the Federation Quiz, held at St. Chads. We had 24 teams taking part.

By August we were back at The Manor for another lunch, this time celebrating Yorkshire Day with Michelle Brown, a former WI member from Holmfirth WI.

In July, the decision was made to amalgamate the Social Events & Leisure Team with Arts and Homecrafts, becoming Social Events & Crafts. This decision enabled better use of the limited number of team members serving on both Teams. We also hoped that with a wider scope we would encourage other members of the Federation to take a more active part in the running of Federation events.

Due to lack of support we had to cancel the Gliding Evening planned for July. The planned Royal Connections Tour did not take place as a Federation event, but the tour company ran the event and 3 members from the Federation did enjoy the trip.

Regrettably in September the proposed canal trip did not take place due to the demise of the late Queen Elizabeth II. This is now on the calendar for 2023.

There are two events still to take place before the end of the year. We have 30 members going to Chatsworth in November and early in December is the Christmas Lunch at The Manor Golf Club with Samantha Giles.

The Team has many events in place for 2023 and we look forward to welcoming many more of our members.

I would like to express my thanks to all the Team Members for their unstinting support and hard work during the year.

PUBLIC AFFAIRS TEAM – HELEN COX

(formerly CAMPAIGNS & CURRENT AFFAIRS COMMITTEE)

The PA team work hard to plan and organise a varied programme of events for West Yorkshire Federation WI members.

The zoom meeting In February 'Show the Love' was an informative evening led by the Climate Ambassadors and promoted a good discussion.

In March we held another zoom meeting and Professor Alan White gave an eye-opening talk titled 'And How Are you Today? Women's Health.'

A visit to the Police Museum, in Bradford was arranged in April. This was excellent and well attended. The visit included tours of the original cells and to the beautifully preserved Victorian Court room, that often appears on TV programmes such as Emmerdale.

The Resolutions Conference was held in May and two experts from Leeds university discussed ASD and ADHD. A representative from the charity Zigzag talked about her experience of being late diagnosed with ASD and ADHD. Margaret Holmes from Scholes WI explained how the WI campaign on Ovarian Cancer had helped her recognise the symptoms.

In October, the Defibrillator Training and First Aid event was both well attended and very well delivered by Glyn Jones. This will be repeated next year.

The visit to the Thackray Museum of Medicine was oversubscribed. It was a very good visit with our guide, local historian Rob Buckley. Rob has agreed to do another tour in February 2023.

A Resolution Selection meeting was held by Zoom in November. Three of the PA team presented the four resolutions. Some good discussion followed the presentation of each resolution.

Unfortunately, we had to cancel 'Have Your Say! No More Violence Against Women' in June due to low numbers.

We are sometimes disheartened when we do not get as many members at events that we had hoped for and ask ourselves is this because the topics do not interest members, or is the venue and timing of the event not convenient?

Please let us have your ideas and thoughts so we can plan a programme that appeals to you.

50/50 CLUB REPORT CO-ORDINATOR - MARION LAWES

The 2022 Club Scheme had 102 members, therefore the income from the sale of membership slips was £1020. Half of this sum (£510) was given in prize money throughout the year, the other half helped towards the West Yorkshire Federation funds.

For 10 months, prizes of £12 were awarded to (2) scheme members.

At our Annual Meeting in April, there were 5 draws. 1 x £50, 1 x £35, 1 x £20 & 2 x £15

At our Christmas Lunch in December there were 5 draws. 1 x £50, 1 x £35, 1 x £20 & 2 x £15

Our winners this year have come from Bardsey Cum Rigton, Rhubarb & Custard, Ossett Shibden, Luddenden, Drighlington Dollies Farsley, Scholes, Wilsden, Laycock, Haworth, Harden, Morton, East Keswick, Thornhill, an Associate member, Spen Valley Swans and Roundhay Wls.

Once again, I have had no input with the 50/50 club due to the zoom situation and not being able to come to the office. I therefore thank you and Liz for taking up this task over this year once again.

Thank you to all who participated in this scheme.

WYN EDITOR - LIZ WALLEY

2022 has seen another great year for WYN content and my thanks go to our WIs that have contributed and shown us how wonderful being a member of the WI is and the support given to our local communities.

I would like to thank Christine Tall and all the Climate Ambassadors for their hard work and the great content of the articles we have had again this year, this has truly highlighted some serious issues and given us great insight into how we can help fight Climate Change.

CLIMATE AMBASSADOR LEAD – CHRISTINE TALL

2022 has seen our numbers reduce to 7 active members as people returned to work following Covid disruptions.

However, these 7 members have been very busy meeting regularly via zoom and in person at the Federations Annual Meeting in April.

Ilkley in April 2022 saw 4 CAs speak on a variety of topics such as Palm Oil, auditing your kitchen bins & Air Pump heating systems, at our AGM. We also manned a stall demonstrating swaps and how to avoid Fast Fashion and repair your own clothes.

Following the Annual Meeting, North Yorkshire West Federation requested we help inspire their members to become CAs via a zoom meeting. 24 of their members joined us to learn how to register and what issues we raise including how to recycle, Fast Fashion & swishing.

Our CAs are regularly featured in WYN and WI Life magazine when they arrange coffee mornings with MPs & councillors present, start a repair café in their local areas, seed bomb or plant trees or circulate a Get Well Soon card for the Earth around their local libraries.

We remain committed to continue our work and growing our numbers again in 2023.

WEST YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1017012

Accounts

The West Yorkshire Federation of Women's Institutes

Charity number 1017012

A company limited by guarantee number 02737120

Annual Report and Financial Statements for the year ended 31 December 2021



West Yorkshire Community Accounting Service

The West Yorkshire Federation of Women's Institutes

Annual Report and Financial Statements for the year ended 31 December 2021

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Prepared by West Yorkshire Community Accountancy Service CIO

The West Yorkshire Federation of Women's Institutes

Trustees' report for the year ended 31 December 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Rosemary Pearson	Chairman	
Sandra Dennis	Treasurer	Appointed 18 May 2021
Heather Ross	Senior Vice Chairman and Assistant Treasurer	
Tracey Lewis	Secretary	Appointed 18 May 2021
Marion Lawes		
Valerie Pearson		
Helena Harrington		
Helen Cox		
Christine Tall		Appointed 18 May 2021
Susan Stothers	Treasurer	Resigned 18 May 2021
Susan Plant		Resigned 18 May 2021
Charity number	1017012	Registered in England and Wales
Company number	02737120	Registered in England and Wales

Registered and principal address

Rodley Business Centre
164- 166 Town Street
Rodley
Leeds LS13 1HP

Bankers

Virgin Money
Waver Green
Pudsey
LS28 7BG

Investment Managers

CCLA Investment Management Ltd
COIF Charity Funds
St Alphage House
2 Fore Street
London EC27 5AQ

St. James's Place Wealth Management
St. James's Place House
1 Tetbury Road
Cirencester
Gloucestershire GL7 1FP

Independent examiner

Claire Welling

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 4 August 1992. It is governed by a memorandum and articles of association amended by special resolution dated 12 April 2021. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2021

Objectives and activities

The charity's objects

To further the purposes of the Women's Institute Movement.

The charity's main activities

To improve develop and advance education for all women, to be given the opportunity of working together through our organisation and putting into practice those ideas for which it stands - truth, justice, tolerance and fellowship. The WI exists to educate women to enable them to prove an effective role in the community to expand their horizons and to develop and pass on important skills.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education for women and girls.

Achievements and performance

Chairman Annual Report 2021 - Rosemary Pearson

I am honoured to present my third Annual Report as West Yorkshire Federation Chairman

The first half of 2021 has turned out to be every bit as challenging as 2020 due to the Coronavirus restrictions. This has impacted on our Membership. Unfortunately, five of our local WIs have suspended. However overall, the number of members in West Yorkshire has increased since this time last year. As of November 2021, this stands at 2,898 and continues to grow steadily. I must thank my fellow WI Advisers Helena Harrington and Tracey Lewis for their hard work supporting WIs through this difficult time. WI Committee members have also worked incredibly hard over this period to keep in touch with their members and keep them engaged with the WI. This has been truly inspirational. During the first part of the year WIs held virtual meetings and met up in parks and gardens. Due to the generous donations by members to my CHAIRMAN'S CHALLENGE, the Federation Sub Committees were able to offer virtual events either totally FREE or highly subsidised. This new virtual tool will continue to be used along with holding events in person going forward. To ensure that those members who do not have access to digital technology or choose not to use it, WI Members have kept in touch by phone, social distanced visits and using a 'Buddy Scheme' where members can share a screen and become more similar with the technology.

From August 2020, the Coronavirus restrictions eased, and members began meeting up again in person. This has meant putting measures in place to ensure members feel safe and confident. I have been heartened that our members have kept faith with the WI and returned with such enthusiasm.

The success of the WI depends on all three parts of the organisation, the local WIs, the Federations and NFWI working together to ensure that we retain members and attract new ones. Our image and how others see us is all important. Our Federation Newsletter is one of our primary advertising tools and is also our way of informing our WIs and members of what is happening in the Federation and NFWI. WYN must look professional and have a consistent WI brand as we use it at promotional events and EWYN is sent to potential new members and organisations. I hope you agree with me that our WYN Editor does a great job putting our newsletter together, however this cannot be achieved without the cooperation of the Sub Committees and WI members to ensure their copy meets the deadlines.

EWYN is going from strength to strength, allowing members access to information at their fingertips at any time. This is encouraging members to try Federation events, thus gaining more value for money from their subscription and having pride in the fact that they belong to such a great organisation.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2021

Achievements and performance (continued)

Chairman Annual Report 2021 - Rosemary Pearson (continued)

Our WIs and members continue to have a presence across all social media channels. This is a great tool and can only continue to grow as a modern way to communicate and promote the WI. Our small Communications Team continues their hard work keeping members informed of what is happening in the Federation, regularly promoting events and workshops. Our Federation Web Editor has kept our NFWI Webpages up to date including meeting dates, change in WI Officers and Sub Committee members, thus ensuring our activities are promoted to other Federations, WIs and members across the country.

During the year some of our WIs and its members have been featured in the WI LIFE magazine sharing their activities and experiences. It is always so inspiring to read what a great depth and breath of talent there is among our WI Members.

As a Federation we continue to promote the MY WI webpages to our members. It is a member only website that is a 'ONE STOP SHOP' for all information required about running your WI, and the latest Government guidelines regarding the Coronavirus restrictions. It also features lots of interesting hints, tips and ideas on hobbies and interests such as Cookery, Craft, Gardening and Flower arranging, to name but a few, it is constantly being updated so well worth a visit.

The WI was formed to improve the education and wellbeing of women and girls, giving them a chance to learn new skills and take part in a wide range of activities. With this in mind the Federation Sub Committees work hard planning events and workshops where members can 'have a go' at a new skill in a safe and friendly environment. Although many of our events were cancelled at the beginning of the year, I am pleased to report that some face-to-face events took place in the second half of the year. The 'Denman at Home' online courses have also proved popular with members. This new facility has allowed members to enjoy the Denman experience from the comfort of their own home. Going forward it is planned to deliver the Denman experience regionally.

My fellow members of the Federation Board of Trustees: - Sandra Dennis, Heather Ross, Helen Cox, Helena Harrington, Tracy Lewis, Christine Tall, Marion Lawes and Val Pearson have attended our Board meetings both virtually and laterally. They have been a very welcome support to me over the past 12 months. Sue Stothers the Honorary Federation Treasurer retired in April 2021. Our thanks go to her for her valued service to the Federation and we wish her a happy retirement.

The number of CLIMATE AMBASSADORS working in the West Yorkshire Federation continues to grow and they remain very active in their local community bringing awareness of climate change issues. They also campaigned at the COP26 Conference held in October 2021. Two Ambassadors Jean Tallis and Christine Tall have given virtual talks on Climate Change subjects to many WIs throughout the country.

The NFWI held their Annual General Meeting as a Hybrid meeting in June of this year. This allowed delegates from all 69 Federations across the country to attend safely, take part in the voting process and enjoy keynote speakers. It is planned that the next meeting will be held in Liverpool in June 2022. This meeting will also be held as a Hybrid meeting, although it is hoped many more delegates will be able to attend in person.

Walking Netball Teams began meeting again in the second half of the year and happily interest is increasing.

At the end of October 2021 Sandra Dennis and I attended a Hybrid meeting of the NFWI Autumn Council. This was held in two session this year. The first concentrated on finance and the second on the plans for the organisation in the future. We looked particularly at recruiting new younger members, and succession planning. We also had the opportunity to listen to interesting speakers.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2021

Achievements and performance (continued)

Chairman Annual Report 2021 - Rosemary Pearson (continued)

West Yorkshire Federation continues to promote the WI when ever possible. Unfortunately, many public events were cancelled this year. The Federation competition 'Aspects of Yorkshire' entries will be judged at the Federation Annual Meeting to be held in Ilkley on April 19th, 2022. At the beginning of 'Lock down' due to the Coronavirus Crisis I launched the FEDERATION MEMORY QUILT. I invited members to produce a square to contribute to the quilt which illustrated their memories of this difficult period. I am delighted to report that 40 squares have been produced and they are fantastic. These will now be made up by a group of volunteers and will be displayed at the Federation Annual Meeting.

On behalf on the Board of Trustees, I must thank our Federation Secretary Liz Walley and our Federation Finance Secretary Alice Poon, both of whom have worked tirelessly during the past year, ensuring that we keep in touch with the WIs and their members, and that important information issued by NFWI on the governance of the organisation is circulated. They will continue to work mainly from home, manning the Federation office as appropriate. On a personal note, their help and support to me over the past 12 months has been invaluable.

Finally, I would like to thank you, the members for your support, your emails and phone calls have been heartening and as the restrictions eased, I have been able to visit you in person which makes such a difference. Many WIs have reached special milestones this year. My congratulations go to you all. I look forward to welcoming you to Federation Events in the coming year and maybe even as a member of the FEDERATION TEAM.

Honorary Treasurer's Report – Sandra Dennis

It was with some fear and trepidation that I took over as Honorary Federation Treasurer in May 2021 because there was no one else on the board in a position to take over. I must start by paying tribute to Federation Secretary, Liz Walley and Finance Secretary, Alice Poon, I couldn't carry out the role without them.

The financial position would have been much worse if Liz hadn't secured £18k in grants. Thanks too, to the WIs who responded to the Chairman's appeal, this raised £647.03 and has meant that we have been able to offer some free Zoom events and subsidise others. Thanks too, to WIs who paid the quota this raised £570.

We are still running most of our events online and all the West Yorkshire WI Subgroups continue to have the majority of their meetings on Zoom, thus cutting down on expenses claims. As we approach the end of the year, we have started some face to face get togethers with Bee Crafty meeting on the fourth Friday of the month and we have been able to organise our annual Christmas lunch for 108. These will generate some income. A lot more face to face meetings and activities will be coming up in 2022 Covid permitting!

Our Current Affairs and Campaigns Committee have used Zoom and have sourced some speakers of a very high calibre unfortunately these haven't been well supported by members and some have made a loss and the difference made up from the Chairman's Appeal.

Unfortunately, some WIs have had to suspend as a result of the pandemic and our institutes stands at 76. But the remaining WIs are recruiting members and we have almost 2,800 members.

We continue to hold four accounts with COIF (Charitable Organisations Investment Fund) for a general fund, the 50/50 scheme, restricted fund and the reserve account. We have earned a very small amount of interest. We also have a 5-year investment of £40,000 with St. James's Place Wealth Management and with interest added, at the end of December of year 3 this account stands at £48,851 having started the year at £44,885 a growth of £3,966 (8.8%).

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2021

Achievements and performance (continued)

Honorary Treasurer's Report (continued) – Sandra Dennis

Our accounting system QuickBooks is working well and WYCAS (West Yorkshire Community Accounting Service) our accountants, have been helpful with training Alice and myself. WYCAS will be independently examining the 2021 accounts in March 2022.

We now use online banking to both receive and make payments. This is saving on the use of cheques, envelopes and more importantly stamps! As Sue Stothers asked last year, please could Institutes who pay by BACS put a reference and/or email the office to give information about the payment so that we know where to allocate it. Any paperwork can follow later.

Both members of staff have continued to work at home for a percentage of the week and this helps us save on heating and lighting but overheads such as rent, council tax, gas, electric and salaries still have to be paid.

We are continuing to save on expenditure where we can.

Thanks again to Liz and Alice who work so hard to support me and do all the day to day financial work, I am definitely an 'honorary' treasurer. Thanks too, to my fellow Board members especially Heather Ross, vice treasurer and Rosemary Pearson, Chairman, who hold my hand when I'm faced with something new and scary!!

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2021

Achievements and performance (continued)

Membership support & FIFE sub committee Chairman report – Rosemary Pearson

2021 has been a very challenging year for the Membership Support Sub Committee. The number of committee members has fallen to 4. We continue to work hard to support the WI members.

The Coronavirus Crisis has had a big impact on the WI membership. The membership has reduced however I am pleased to report that since the easing of Government restrictions due to the Coronavirus Members have returned to the WI and new membership grows steadily. We have not formed any new institutes during this time and unfortunately 5 WIs have suspended. All through this time my fellow WI Advisers Helena Harrington and Tracey Lewis have worked tirelessly to advise and support WIs, especially with regard to the administration of their Annual Meetings. These meetings were either held virtually or were postponed. This decision was made by the local WI Trustees bearing in mind what was best for their particular members.

All three WI Advisers have agreed to be put forward for re-appointment by the NFWI in 2021. Helena Harrington completed her WI Adviser Refresher Training in November 2021.

The lack of members coming forward to take on the role as a WI Adviser is a concern as it is highly likely that two of the current WI Advisers may step down from the role in the near future.

The Membership Support Sub Committee arranged virtual support meetings for WI Officers, along with 'Coffee and Chat' informally virtual gatherings. In November 2021 our first event in person was held for WI representatives which was very well received.

The Federation Independent Financial Examiner (FIFE) the administration of this service continues to work well. The Federation currently has 5 FIFEs. The annual refresher course due to take place in September 2021 was cancelled as the online programme is under review. This has now been replaced by a new course that will be delivered in person by NFWI. 4 FIFEs have been reappointed by the Federation Board of Trustees in October 2021 for a further year. However, Barbara Hutchinson is retiring in June 2022. Edith Cheesbrough and Margaret Pullen retired in December 2021. Our thanks go to both these ladies for their hard work and wish them well. Throughout the year, although some WI postponed their Annual Meetings, their end of year accounts were still required to be completed and examined. The 4 FIFEs worked hard to complete these examinations and advise their assigned WIs. Due to the lack of FIFEs working within the Federation, WI s wishing to use this service had to be allocated to each FIFE on a 'first come first served' basis. In order for the Federation to offer this service in the future more FIFEs will have to be recruited.

Sue Plant our Federation Archivist has endeavoured to encourage local WIs to record their activities throughout this year so that they can be saved in the archives for future generations.

Members of the Membership Support Sub Committee continue to promote the WI at every opportunity.

The Membership Support Sub Committee continues to work hard looking for new and different ways to support the WI members and officers. They plan to hold events and workshop both virtually and face to face moving forward.

The Membership Support Sub Committee will also encourage WI members to use the MY WI and WI Training webpages as well as looking into the online resources on the NFWI website.

The Membership Support Sub Committee continues to keep members updated on membership matters via the Federation Newsletter the WYN.

As always, the Membership Support Sub Committee will look to the future by Succession planning. WI Advisers will continue to promote the role and try to encourage more WI members to consider becoming WI Advisers. Over the past year the committee have met at various times e.g., evenings, daytime and Saturdays both virtually and in person in order to ensure availability to all. WI Advisers will continue to update their knowledge and skills in order to give the best possible help and to the WI membership.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2021

Achievements and performance (continued)

Archive report – Sue Plant

In this modern world we are often bombarded with information, both electronically and by the written word. Today WI members can access MyWI on the internet and receive paper copies of WI Life magazine through the post. Prior to this it was "Home and Country, the WI journal". The first issue was published in March 1919 and cost 2d. It was designed to share and spread knowledge, experiences, and ideas to the members. (The Chairman at that time was Lady Denman). It is a fascinating read. There are queries on preservation, a short story, articles about various exhibitions and competitions, helpful household hints, County Federation news and various advertisements including one for "Trousseaux for the kitchen"! There is also an article by Mrs Alfred Watt, who had been invited to give a talk at Sandringham Women's Institute in front of HM Queen Mary. Madge Watt was a Canadian widow who moved to England with her two sons in 1913, and at the outbreak of World War1 she realized what a benefit a rural women's organization could be to the United Kingdom. She interested the Department of Agriculture in London, and the first WI was established in Llanfair PG in Wales in 1915. As a super organiser she helped to set up the first 100 institutes across the country and she developed the first WI school, in Sussex in 1918. She travelled the world spreading the word about the WI. She believed strongly in the power of women working together for worthwhile goals.

Our own "West Yorkshire News" (WYN) was first published in May 1983 after God's Own County had been split into five Federations. The then West Yorkshire Chairman, Mrs Eileen Meadmore, hoped it would "become a really effective means of communication between us all. "WYN is now available as a paper copy and as an e-version.

2021 continued to be difficult with Covid lockdowns and restrictions meaning isolation for many and life-changing for all. As the year progressed and restrictions began to ease, more and more WIs felt able to meet face to face after being limited to phone calls and Zoom meetings for so long.

Sadly, some WIs did not survive the challenges and difficulties and have suspended. Their records have been sent to Federation Office where they will be held until either they re-form or are officially closed after three years. At this time the records will be sent to Wakefield Archive Service where they will be safely stored and will be available to anyone who wishes to do research.

Social Events & Leisure report - Helena Harrington

Unfortunately, due to Covid and Government restrictions the Social Events & Leisure had to put on hold all the events planned for 2021. The decision not to hold any events was taken with the safety of members in mind. We were conscious that it may have been possible to hold an outdoor event but with so many WIs themselves, not able to re-open the Committee decided to concentrate on organising a programme for 2022 that would be safe and above all interesting and entertaining.

However, with the lifting of restrictions and the increase of booster vaccines being available we have been able to close the year on a bright note. Many members have enjoyed the 2021 Christmas Lunch in early December.

The Social Events & Leisure Committee have not been idle, regular meetings have been held, all except one on Zoom, where the planning for 2022 and into the future took place.

We are all looking forward to being able to enjoy the freedom of meeting friends and making new ones as well as enjoying what we hope is an interesting and varied programme over the coming months.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2021

Achievements and performance (continued)

Campaigns & Current Affairs report – Helen Cox

Despite not being able to meet in person, due to Covid, the subcommittee met regularly by Zoom to plan a programme of zoom meetings. Thank you to the Board of Trustees for subsidising the meetings from the money raised in the Chairman's Challenge. An advantage of zoom is that we were able to invite speakers from further afield that we couldn't have invited to a face-to-face meeting. The numbers attending the zoom meetings fluctuated.

The year started with an informative and amusing zoom talk by Peta Allingham titled 'A Woman's Experience on Scientific Expeditions.' In February to link in with 'Show the Love' David Tompkins gave an interesting presentation on how we can help nature cope with climate change.

Stop Modern Slavery is a current WI campaign, and in March we had a well-presented, thought-provoking talk from Fiona Gaffney, a Detective Chief Inspector, with the West Yorkshire Police Modern Slavery Team. Her fee was donated to a local charity that supports victims of modern slavery.

The resolution meeting was held in April by zoom. Richard Hutson, a consultant gynaecological oncologist, gave an informative talk about Ovarian Cancer. Richard features in the NFWI campaign pack along with two West Yorkshire Federation members. Thanks goes to them for being willing to share their experiences.

Chris Duffin gave a talk titled 'Jail Tales – Memoirs of a 'lady' prison governor' in May. Chris' life as a prison governor was never dull.

'A Buzz in the Garden – Gardening for Bees' presented by Richard Rickett was held in June. This was a well-attended, informative and enjoyable talk. Then in July we had 'Food for Thought' with Sian Fox, a very good speaker who talked about her career as a Home Economist.

Unfortunately, the zoom in September 'How to Engage with your Local MP' had to be cancelled due to low numbers.

'Too Hot to Handle? What you need to know about the Menopause' was the title of the zoom in October given by Dr Clare Spencer, a menopause specialist. We received very positive feedback from this well attended event.

In November we should have had a talk 'How Climate Change is Affecting the National Trust and what they are doing about it.' The speaker Keith Jones had to cancel due to a serious illness. This talk is postponed until 2022.

Also, in November we held two Resolutions zoom meetings. Thanks to the subcommittee members who presented the resolutions and to the members who contributed to the discussions.

My thanks go to the committee for their hard work in successfully providing a varied programme of events this year.

Plans are in place for zoom meetings and face to face events in 2022, which will be advertised in WYN.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2021

Achievements and performance (continued)

50/50 Club report co-ordinator - Marion Lawes

The 2020 Club Scheme had 88 members, therefore the income from the sale of membership slips was £880. Half of this sum (£440) was given in prize money throughout the year, the other half helped toward the West Yorkshire Federation funds.

For 10 months, prizes of £10 were awarded to (2) scheme members.

At our Annual Meeting in May, via ZOOM, there were 5 draws. 1 x £50, 1 x £30, 1 x £20 & 2 x £10

At our Christmas Meeting in December there were 5 draws. 1 x £50, 1 x £30, 1 x £20 & 2 x £10

The remaining £5 will be drawn in January as an extra bonus.

Thank you to all who participated in this scheme.

Arts & Home Crafts report - Heather Ross

This report will be short owing to covid-19.

Unfortunately, we have not been able to hold any face-to-face events due to the lockdown restrictions in 2021.

We have been fortunate to hold some craft workshops via Zoom, including making bags, decoupage, chocolate demonstrations.

We were fortunate to resume Bee Crafty for 2 sessions at the end of the year.

Thank you to the WIs that have sent in a square for our Covid-19 Memory Quilt. They are fantastic, and we look forward to you all seeing this at our Annual Meeting in Ilkley 2022.

We are looking forward to resuming workshops in 2022.

WYN Editor - Liz Walley

2021 has seen another great year for WYN content and my thanks go to our WIs that have contributed and shown us how wonderful being a member of the WI is and the support given to our local communities.

I would like to thank Christine Tall and all the Climate Ambassadors for their hard work and the great content of the articles we have had this year, this has truly highlighted some serious issues and given us great insight into how we can help fight Climate Change.

Financial review

The net income for the year was £19,557, including net income of £17,272 on unrestricted funds and net income of £2,285 on restricted funds, after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £78,411.
The charity does not have a formal reserves policy.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2021

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on 11/4/2022

Sandra Dennis (Trustee)

The West Yorkshire Federation of Women's Institutes

Independent examiner's report to the trustees of The West Yorkshire Federation of Women's Institutes

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2021, which are set out on pages 13 to 20.

Responsibilities and basis of report

As the charity's trustees of the charitable 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 charitable 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 ('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 material 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 [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.

Claire Welling

11/4/2022

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The West Yorkshire Federation of Women's Institutes
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds restated £
Income from:					
Fundraising activities	(2)	12,509	-	12,509	14,517
Membership fees		28,821	-	28,821	31,483
Grants		20,368	-	20,368	4,227
Suspended institutes		-	3,692	3,692	-
Bank interest		5	-	5	118
Total income		61,703	3,692	65,395	50,345
Expenditure on:					
Salaries, NI and pensions	(3)	24,107	-	24,107	20,800
Cost of generating funds	(4)	5,266	-	5,266	5,731
Rent, rates and water		6,052	-	6,052	7,067
Heat and light		2,309	-	2,309	2,756
Insurance		2,447	-	2,447	2,262
Postage and stationery		2,614	-	2,614	1,865
Photocopier		3,310	-	3,310	5,747
Telephone and computer		179	-	179	959
Travel and subsistence		867	-	867	1,440
Repairs and renewals		629	-	629	879
Independent examination		1,180	-	1,180	1,080
Depreciation		739	-	739	407
Other expenditure		105	-	105	153
Total expenditure		49,804	-	49,804	51,146
Net gains/(losses) on investments		3,966	-	3,966	1,350
Net income / (expenditure)		15,865	3,692	19,557	549
Transfers between funds		1,407	(1,407)	-	-
Correction re. Institute funds held		-	-	-	3,589
Net movement in funds		17,272	2,285	19,557	4,138
Fund balances brought forward		63,705	6,767	70,472	66,334
Fund balances carried forward	(5)	80,977	9,052	90,029	70,472

All incoming resources and resources expended derive from continuing activities.

The West Yorkshire Federation of Women's Institutes

Balance sheet

as at 31 December 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total restated
	£	£	£	£
Fixed assets				
Tangible assets	(6) 2,566	-	2,566	3,305
Total fixed assets	<u>2,566</u>	<u>-</u>	<u>2,566</u>	<u>3,305</u>
Current assets				
Stock	995	-	995	1,526
Short term investments	(7) 48,851	-	48,851	44,885
Prepayments	200	-	200	150
Cash at bank and in hand	(8) 40,782	9,052	49,834	32,421
Total current assets	<u>90,828</u>	<u>9,052</u>	<u>99,880</u>	<u>78,982</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(9) 12,417	-	12,417	11,815
Total current liabilities	<u>12,417</u>	<u>-</u>	<u>12,417</u>	<u>11,815</u>
Net current assets / (liabilities)	<u>78,411</u>	<u>9,052</u>	<u>87,463</u>	<u>67,167</u>
Net assets	<u>80,977</u>	<u>9,052</u>	<u>90,029</u>	<u>70,472</u>
Funds				
Unrestricted funds	80,977	-	80,977	63,705
Restricted funds	-	9,052	9,052	6,767
Total funds	<u>80,977</u>	<u>9,052</u>	<u>90,029</u>	<u>70,472</u>

For the year ending 31 December 2021 the charitable 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 charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) 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 and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 11/4/2022

Sandra Dennis (Trustee)

The West Yorkshire Federation of Women's Institutes

Notes to the accounts

for the year ended 31 December 2021

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

Heritage assets of Robert Thompson Mouseman bookends and a foot stall plus a solid silver cup, valued at a total of £2,000 have been recognised in the accounts. The tangible assets in the balance sheet have increased and the fund balances brought forward on the statement of financial activities have increased by this amount.

No other changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Office equipment - 25% reducing balance

Fixtures and fittings - 10% reducing balance

Heritage assets - nil

The West Yorkshire Federation of Women's Institutes

Notes to the accounts continued

for the year ended 31 December 2021

1 Accounting policies (continued)

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

2 Fundraising activities

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Quota	570	-	570	723
Publications and fundraising	-	-	-	402
Diaries	914	-	914	831
Annual national raffle	286	-	286	128
Shows and promotions	-	-	-	296
Other federation events	892	-	892	2,894
Arts and homecraft committee	99	-	99	602
Membership committee	-	-	-	5
Campaigns and current affairs	442	-	442	686
50/50 income	880	-	880	-
Social events and leisure committee	3,056	-	3,056	261
WYN income	3,675	-	3,675	4,317
Year book income	354	-	354	625
Insurance income	1,031	-	1,031	1,471
Office donations	202	-	202	950
WI stationery	108	-	108	326
	<u>12,509</u>	<u>-</u>	<u>12,509</u>	<u>14,517</u>

The West Yorkshire Federation of Women's Institutes

Notes to the accounts continued

for the year ended 31 December 2021

3 Staff costs and numbers	2021	2020
	£	£
Gross salaries	23,809	20,477
Social security costs	476	-
Employment allowance	(476)	-
Pensions	298	323
	<u>24,107</u>	<u>20,800</u>

The average number employees during the year was 2, being an average of 1.2 full time equivalent (2020: 1.8, 0.9 FTE).

Defined contribution pension scheme	2021	2020
	£	£
Costs of the scheme to the charity for the year	298	323

4 Cost of generating funds	2021	2020
	£	£
Diaries	817	803
Annual meeting	-	115
Shows and promotions	-	296
Other federation events	2,449	2,173
Arts and homecraft committee	110	277
Membership committee	-	50
Campaigns and current affairs	300	85
Social events and leisure committee	100	111
50/50	440	360
WYN	519	1,347
WI stationery	531	114
Total	<u>5,266</u>	<u>5,731</u>

5 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Agnes Salter travel fund	857	-	-	-	857
Amy Crowther/ Daphne Bursary	477	-	-	-	477
Denman College Yorks. Room	885	-	-	-	885
Barbara Powell Bursary	679	-	-	-	679
Charles Hickson Bursary	280	-	-	-	280
Suspended institutes	3,589	3,692	-	(1,407)	5,874
	<u>6,767</u>	<u>3,692</u>	<u>-</u>	<u>(1,407)</u>	<u>9,052</u>

Fund name	Purpose of restriction
Agnes Salter travel fund	To cover travel costs for members attending courses.
Amy Crowther/ Daphne Bursary	For bursaries awarded to members to cover course costs.
Denman College Yorks. Room	Funds collected for the repair and refurbishment of the Yorkshire Room.
Barbara Powell Bursary	For bursaries awarded to members to attend Federation events or activities.
Charles Hickson Bursary	For bursaries awarded to members to attend a Denman course.
Suspended institutes	Funds held in relation to suspended institutes. £1,407 was transferred from the fund in keeping with the policy to transfer funds to WYFWI after 3 years of suspension.

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2021

6 Tangible assets	Heritage assets	Office equipment	Fixtures and fittings	Total
<u>Cost</u>	£	£	£	£
At 1 January 2021	2,000	6,806	790	9,596
Additions	-	-	-	-
At 31 December 2021	<u>2,000</u>	<u>6,806</u>	<u>790</u>	<u>9,596</u>
<u>Depreciation</u>				
At 1 January 2021	-	5,633	658	6,291
Charge for year	-	726	13	739
At 31 December 2021	<u>-</u>	<u>6,359</u>	<u>671</u>	<u>7,030</u>
<u>Net book value</u>				
At 31 December 2021	<u>2,000</u>	<u>447</u>	<u>119</u>	<u>2,566</u>
At 31 December 2020	<u>2,000</u>	<u>1,173</u>	<u>132</u>	<u>3,305</u>

7 Current asset investments	2021 Total	2020 Total
	£	£
Balance b/f	44,885	43,535
Additions	-	-
(Disposals)	-	-
Gain / (loss) on revaluation	3,966	1,350
Total	<u>48,851</u>	<u>44,885</u>

Breakdown of investments agreeing with SOFA and Balance sheet

Analysis of investments	Market value at year end	Income in the year
	£	£
Investments listed on a recognised stock exchange, funds or trusts	<u>48,851</u>	-
Total	<u>48,851</u>	-

8 Cash at bank and in hand	2021	2020
	£	£
Cash at bank	49,785	32,396
Cash in hand	49	25
	<u>49,834</u>	<u>32,421</u>

9 Creditors and accruals	2021	2020
	£	£
Trade creditors	-	263
Accruals	7,782	1,080
Receipts in advance	<u>4,635</u>	<u>10,472</u>
	<u>12,417</u>	<u>11,815</u>

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2021

10 Related party transactions

Trustee expenses

During the year 3 trustees were paid a total of £462 in respect of travel (previous year: 4 trustees and £1,181).

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2021	2020
	£	£
Within one year	4,128	5,260
In the second to fifth years inclusive	11,352	3,934
	<u>15,480</u>	<u>9,194</u>

The West Yorkshire Federation of Women's Institutes
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 December 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Fundraising activities	12,509	14,517	-	-	12,509	14,517
Membership fees	28,821	31,483	-	-	28,821	31,483
Grants	20,368	-	-	4,227	20,368	4,227
Suspended institutes	-	-	3,692	-	3,692	-
Bank interest	5	118	-	-	5	118
Total income	61,703	46,118	3,692	4,227	65,395	50,345
Expenditure						
Salaries, NI and pensions	24,107	20,800	-	-	24,107	20,800
Cost of generating funds	5,266	5,731	-	-	5,266	5,731
Rent, rates and water	6,052	2,840	-	4,227	6,052	7,067
Heat and light	2,309	2,756	-	-	2,309	2,756
Insurance	2,447	2,262	-	-	2,447	2,262
Postage and stationery	2,614	1,865	-	-	2,614	1,865
Photocopier	3,310	5,747	-	-	3,310	5,747
Telephone and computer	179	959	-	-	179	959
Travel and subsistence	867	1,440	-	-	867	1,440
Repairs and renewals	629	879	-	-	629	879
Independent examination	1,180	1,080	-	-	1,180	1,080
Depreciation	739	407	-	-	739	407
Other expenditure	105	153	-	-	105	153
Total expenditure	49,804	46,919	-	4,227	49,804	51,146
Net gains/(losses) on investments	3,966	1,350	-	-	3,966	1,350
Net income / (expenditure)	15,865	549	3,692	-	19,557	549
Correction re. Institute funds held	-	3,589	-	-	-	3,589
Net movement in funds	17,272	4,138	2,285	-	19,557	4,138
Fund balances brought forward	63,705	59,567	6,767	6,767	70,472	66,334
Fund balances carried forward	80,977	63,705	9,052	6,767	90,029	70,472

WEST YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1017012

Accounts

The West Yorkshire Federation of Women's Institutes

Charity number 1017012

A company limited by guarantee number 2737120

Annual Report and Financial Statements for the year ended 31 December 2020



The West Yorkshire Federation of Women's Institutes

Annual Report and Financial Statements for the year ended 31 December 2020

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Prepared by West Yorkshire Community Accounting Service

The West Yorkshire Federation of Women's Institutes

Trustees' report for the year ended 31 December 2020

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Rosemary Pearson	Chairman	
Susan Stothers	Treasurer	
Heather Ross	Senior Vice Chairman and Assistant Treasurer	
Marion Lawes		
Valerie Pearson		
Helena Harrington		
Susan Plant		
Helen Cox		
Charity number	1017012	Registered in England and Wales
Company number	2737120	Registered in England and Wales
Registered and principal address	Bankers	
Rodley Business Centre	Yorkshire Bank plc	CCLA Investment Management Ltd
164- 166 Town Street	Waver Green	COIF Charity Funds
Rodley	Pudsey	St Alphage House
Leeds LS13 1HP	LS28 7BG	2 Fore Street
		London EC27 5AQ

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 4 August 1992. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Objectives and activities

The charity's objects

To further the purposes of the Women's Institute Movement.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2020

The charity's main activities

To improve develop and advance education for all women, to be given the opportunity of working together through our organisation and putting into practice those ideas for which it stands - truth, justice, tolerance and fellowship. The WI exists to educate women to enable them to prove an effective role in the community to expand their horizons and to develop and pass on important skills.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education for women and girls.

Achievements and performance

Chairman Annual Report 2020 - Rosemary Pearson

I am honoured to present my second Annual Report as West Yorkshire Chairman.

2020 has been a very challenging year due to the Coronavirus Crisis. This has impacted on our Membership, which as of October 2020 stood at 2,218, a drop of 30% on the previous year. However, I must thank my fellow WI Advisers Helena Harrington and Tracey Lewis for their hard work supporting the WIs through this difficult time. Some WIs have lost members, some are in danger of suspending, but many have had to work incredibly hard over this period to keep in touch with their members and keep them engaged with the WI. This has been truly inspirational. WIs have supported the NHS by making scrubs, laundry bags and face coverings. Members have been working as volunteers helping support food banks and helping the most vulnerable in their communities. Many WIs have held their meeting via ZOOM. Who had heard of ZOOM 12 months ago! To ensure that those members who do not have access to digital technology or choose not to use it, WI members have kept in touch by phone, social distance visits and even delivering 'Meetings in a bag'. This effort has resulted in some WIs gaining new members.

The success of the WI depends on all three parts of the organisation, the local WIs, the Federation and NFWI working together to ensure that we retain members and attract new ones. Our image and how others see us is all important. Our Federation Newsletter is one of our primary advertising tools and is also our way of informing our WIs and members of what is happening in the Federation and the NFWI. WYN must look professional and have a consistent WI brand as we use it at promotional events and EWYN is sent to potential new members and organisations. I hope you agree with me that our WYN Editor does a great job putting our newsletter together, however this cannot be achieved without the cooperation of the Sub Committees and WI members to ensure their copy meets the deadlines.

EWYN is continuing to prove popular, especially over the past 12 months. Allowing members access to information at their fingertips at any time. This is encouraging members to try Federation events, which over the past year have been available via ZOOM, and in doing so gaining more value for money from their subscription and having pride in the fact that they belong to such a great organisation.

Our WIs and members continue to have a presence across all social media channels – Facebook, Twitter, and Instagram. This is a great tool and can only continue to grow as a modern way to communicate and promote the WI. Our small Communications Team continues their hard work keeping members informed of what is happening in the Federation, regularly promoting events on Facebook, and Twitter. Our Federation Web Editor has kept our NFWI webpages up to date with events, workshops, meeting dates, change in officers and sub-committee members, thus ensuring our activities are promoted to other Federations, WIs and members across the country.

Please remember to send your WI Programmes to the Federation Web Editor. It is a great way to share your WI information and ideas for speakers, events and competitions and maybe gain new members.

During the year some of our WIs and its members have been featured in the WI LIFE magazine sharing their activities and experiences. It is always so inspiring to read what a great depth and breadth of talent there is among our WI members.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2020

Achievements and performance - continued

As a Federation we continue to promote the MY WI webpages to our members. It is a member's only website that is a 'ONE STOP SHOP' for all information required about running your WI and has been particularly informative over the past year keeping members up to date with the current government guideline during the Covid19 crisis. It also features lots of interesting hints, tips and ideas on hobbies and interests such as Cookery, Craft, Gardening and Flower arranging to name but a few. It is constantly being updated so it is well worth a visit.

The WI was formed to improve the educational and wellbeing of women and girls, giving them a chance to learn new skills and take part in a wide range of activities. With this in mind, the Federation sub-committees work hard planning events and workshops where members can 'have a go' at a new skill in a safe and friendly environment. Although many of our events had to be cancelled, members were welcomed to events via ZOOM. The 'Denman at Home' online courses have also proved very popular with members. This new facility has allowed more members to enjoy the Denman experience from the comfort of their own home.

My fellow members of the Federation Board of Trustees: - Sue Stothers, Heather Ross, Sue Plant, Helen Cox, Helena Harrington, Val Pearson and Marion Laws have attended our Board meetings via ZOOM and have been a welcome support to me over the past 12 months.

I am very pleased to welcome Jean Tallis (Luddenden WI) our second Climate Change Ambassador, to the Federation Team. Jean has hosted several ZOOM events on Climate Change topics that have proved very popular, not only with our Federation members but with those all over the country.

The NFWI Annual General Meeting was cancelled this year, however it is hoped that our delegates can enjoy an informative meeting at the Royal Albert Hall in 2021.

Walking Netball, along with other 'grass root' sporting activities had to be suspended for a while, groups of six resumed outdoors in July, with socially distanced activities, this continued till December when events were cancelled because of weather. When lockdown ends, this will resume outdoors again. It is hoped that Crown Green Bowling will be an additional activity in the near future.

At the end of October 2020, Sue Stothers the Federation Honorary Treasurer and I attended a virtual NFWI Annual Council Meeting. This felt very different attending a meeting from my spare room, however, we were updated by members of the NFWI Board of Trustees and staff on their concerns and plans for the future of the organisation. We also had the opportunity to enjoy interesting speakers.

The West Yorkshire Federation continues to promote the WI whenever possible. Unfortunately, the Knitting and Stitching Show held annually in Harrogate was cancelled. The Federation held two competitions this year, A craft competition 'Aspects of Yorkshire' and a photographic competition 'Visions of Yorkshire'. Due to the pandemic, the craft competition will be rolled on to 2022 and the photo competition postponed for now as most of our WIs have been in a lockdown situation for most of the year.

On behalf of the Board of Trustees, I must thank our Federation Secretary Liz Walley and our Federation Finance Secretary Alice Poon, both of whom have worked tirelessly during this past difficult year to ensure that we keep in touch with the WIs and their members, and that important information issued by the NFWI on the governance of the WIs is circulated. On a personal note, their help and support to me over the past 12 months has been invaluable.

Finally, I would like to thank you, the members for your support, although it couldn't be in person, your emails and phone calls have been heartening. I have attended several virtual meetings and have been made to feel very welcome. Many WIs have reached special milestones in 2020, My congratulations go to you all. Celebrations have had to be postponed, but I hope you can make up for it in 2021.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2020

Achievements and performance - continued

Membership Support and FIFE Report - Rosemary Pearson

2020 has been a very challenging year for the Membership Support sub-committee. The number of committee members has fallen to 4. We continue to work hard to support the WI members.

The Coronavirus Crisis has had a big impact on the WI membership. The membership has reduced by 30% in 2019/2020. We have not formed any new institutes during this time and unfortunately several WIs have given advance notice that they are in danger of suspension. All throughout this time my fellow WI Advisers Helena Harrington and Tracey Lewis have worked tirelessly to advise and support WIs, especially with regard to the administration of their Annual Meetings. These meetings were either held virtually or were postponed. This decision was made by the local WI Trustees, bearing in mind what was best for their particular members.

It has been particularly challenging for our newly qualified WI Adviser Tracey Lewis. Tracey was appointed in September 2019 and has literally been thrown into the deep end. However, she has risen to the challenge and worked hard to support her assigned WIs.

All three WI Advisers have agreed to be put forward for re-appointment by the NFWI in 2021.

Due to the Covid-19 restrictions, the West Yorkshire Federation was predominantly in the highest tier for most of 2020. All workshops and events planned for the beginning of the year by the Membership Support Subcommittee had to be cancelled. However, as the committee members and WI membership committee became more familiar with ZOOM the committee organized informal 'Coffee and Chat' events via ZOOM in order to help keep in touch with the membership and support WI Officers through this very difficult time. It is envisaged that this type of event will continue into 2021.

The Federation Independent Financial Examiner (FIFE) administration service continues to work well. The Federation currently has 6 FIFEs. The annual refresher course due to take place in September 2020 was cancelled as the online programme is under review. All 6 FIFEs have been reappointed by the Federation Board of Trustees in October 2020 for a further year. Throughout the year, although some WI postponed their Annual Meetings, their end of year accounts were still required to be completed and examined. The 6 FIFEs worked hard to complete these examinations and advise their assigned WIs.

Sue Plant our Federation Archivist has endeavoured to encourage local WIs to record their activities throughout this unprecedented year so that they can be saved in the archives for future generations.

Members of the Membership Support sub-committee continue to promote the WI at every opportunity. Unfortunately, both the Spring into Wool Event and the Knitting and Stitching Show in Harrogate were cancelled. The membership support sub-committee will review their involvement in this event as NFWI will no longer support them financially.

The membership support sub-committee continues to work hard looking for new and different ways to support the WI members and officers. They plan to hold events and workshop both virtually and face to face when allowed.

The membership support sub-committee will also encourage WI members to use the MY WI and WI Training webpages as well as looking into the online resources on the NFWI website.

The 'Member Matters' WYN article which proved to be a useful tool enabling the membership committee to highlight important information and issues that affect the WI members, will be relaunched once WIs are able to meet again in person.

As always, the membership support sub-committee will look to the future by succession planning. WI Advisers will continue to promote the role and try to encourage more WI members to consider becoming WI Advisers. Over the past year the committee have met at various times (evenings, daytime and Saturdays) in order to ensure availability to all. WI Advisers will continue to update their knowledge and skills in order to give the best possible help to the WI membership.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2020

Achievements and performance - continued

Social Events and Leisure Report - Helena Harrington

The Social Events & Leisure Sub-Committee completed its 2019 programme on a high with the annual Christmas Lunch held at the Manor Golf Club and was looking forward to a packed programme for 2020. Unfortunately, by mid-February the first event an Afternoon Tea – The Mad Hatter's Afternoon Tea looked doubtful as the result of a Corona Virus that looked dangerous. The situation very quickly changed, and it was soon obvious that all hospitality venues would have to close. However, it was hoped that some of our events would be able to take place later in the year. That hope was very quickly squashed, and we have had to put on hold all events for the year.

The Social Events & Leisure Committee have met on social media, email and Zoom and with the agreement of all our booked speakers from 2020, we have been able to bring forward the events that were booked to 2021. We are also hoping that the restrictions at present in place because of the Covid-19 virus will no longer be required and we will be able to include one or two new events for 2021. The hope is that we will be able to welcome members to our first event in March.

My thanks to the members of the Social Events & Leisure Sub-Committee who were prepared to adjust to the new circumstances we found ourselves in.

Archive Annual Report - Sue Plant

In Wales and England, the WI movement began in 1915, at a time of crisis as the Great War raged across Europe. Even as the War drew to a close the world was rocked again by the Spanish Flu pandemic which spread during 1918-1919. The number of deaths was estimated to be at least 50 million worldwide and was the deadliest pandemic of the 20th century.

Just over 100 years later we have faced the challenge of COVID-19. In years to come we will look back at this time with disbelief and wonder how we learned to cope with our time in lockdown and isolation. As lockdown began in March, normal life as we know it came to an abrupt end...no monthly meetings or social activities. As restrictions were eased some Institutes were able to resume socially distanced meetings in public spaces and gardens, or litter-picking through the village, for instance. Some Institutes did not feel able to resume any sort of contact. Others embraced technology and learnt to Zoom...which opened up the world, with time and distance no problem. Throughout history the WI has always been there to serve the nation in times of crisis, sharing skills and knowledge for the good of all and in 2020 WI members answered the call and made PPE equipment for the NHS, sewing scrubs and bags, and knitting bands to make mask-wearing more comfortable. Others became more involved with local food banks, distributing and delivering food parcels to those in need. Other members developed new hobbies and interests, virtual choirs and workshops, learning to paint and other crafts, baking and making, taking up gardening or building a "she shed".

Records for Harewood WI (formed in 1919) show that during 1920 the members enjoyed lectures on poultry, gardening, health, citizenship, First Aid, and handicrafts amongst others and "Mrs Taylor gave an interesting address on her experiences in Russia" (a lady ahead of her time!) Members from nearby WIs were sometimes invited to join them. There was an outing by char-a-banc to Ilkley and whist drives were held. After the business was concluded at the Annual Meeting, there were refreshments and dancing until 2.30 am(!)

Even though it has not been possible to hold normal WI meetings it is important to record what has been happening...perhaps regular phone calls, emails, newsletters, a "meeting in a bag", lectures, discussions and demonstrations from "Denman at Home" or Federation. The records will be a treasure trove of social history and wonderful stories which will make such interesting reading for generations to come. The past in all walks of life is very important and records will be extremely useful for future generations studying social history.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2020

Achievements and performance - continued

Campaigns and Current Affairs Report - Kathleen Hardcastle

The beginning of 2020 seems light years ago but despite Corona virus the committee have had a successful year.

Our speaker for the "Growing Old Disgracefully" event at Rodley had to cancel but alternative speakers were found, and the event was successful.

In the strange world we find ourselves in the committee has adjusted to a different way of operating and has been busy finding more inspiring and informative events via ZOOM.

Presentations about Stem Cell Donation, Fixing Fast Fashion, Paddle Boarding, Climate Change, and the Resolutions were interesting and informative. We also end for some fun and looking forward to Emily Jupp's talk on upcycling and decorating our shoes.

Our committee have put in so much effort and hard work over the last months and I thank them.

Watch out for announcements in WYN for information regarding events planned for 2021.

Arts and Home Crafts Report - Heather Ross

This report will be short owing to corona virus.

We managed to hold three workshops before lock-down on 24th March.

In January we held a water colour workshop which was fully booked, and we had another booked later in the year which, unfortunately could not take place.

February, we held Paint and Stitch day, painting fabric and embellishing with stitches and heads etc.

March was patchwork when we completed a pineapple design square.

There were 2 Bee Crafty sessions before our forced isolation.

Our Craft Competition is being carried over to the 2021 Annual Meeting.

With government guidelines we will be holding our workshop and events as soon as possible.

50/50 Club Report - Marion Lawes

The 2019/2020 50/50 Club Scheme had 180 members, therefore the income from the sale of membership slips was £1800. Half of this sum (£900) was given in prize money throughout the year, the other half helped toward the West Yorkshire Federation funds. For 10 months, prizes of £15 were awarded to (3) scheme members.

At the Christmas Lunch 2019, there were 3 draws.

1 x £100

1 x £50

2 x £37.50

Due to the cancellation of our Annual Meeting in April in Ilkley due to the pandemic, the final draws were drawn in the April Board meeting and announced in the May WYN newsletter.

Due to the Pandemic, the Board of Trustees had no option other than to cancel the 50/50 Club from May 2020 onwards and this will now start again in the calendar year of January 2021-December 2021 with the big draws happening again at the Annual Meeting and the Christmas Lunch.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2020

Achievements and performance - continued

WYN Editor - Liz Walley

At the start of the year the printing production of WYN was normal, however things changed when the whole country went into a National Lockdown in March. WYNS were still posted out to members who did not have internet access to make sure that all our members were included and not isolated. 2020 WYN proved to be a great way for our WIs to communicate how they were doing things differently and were able to share ideas and show how much support our WIs were giving their local communities.

Liz took over as WYN editor on a temporary basis at the end of 2019, and Karen Piotr then took over as editor. Liz then resumed the role later in the year and this has now become a permanent fixture of the Federation Secretary role.

We would like to thank Karen for her support and commitment to the Federation and to all of our WIs who fantastically highlight the essence of the WI.

Financial review - Sue Stothers

Unfortunately, this year has not been good due to the COVID-19 Virus. This has affected us quite badly as we had to cancel events and therefore, our income was considerably reduced.

Zoom came to the fore for meetings both for WI's and the Federation and these seem to be working well.

Our Current Affairs and Campaigns sub- committee have used Zoom quite a lot for both Speakers and WI's which have been successful and brought some money into the Federation.

Our Speakers book is also still popular, and we have input a new format so that it goes out as a PDF document online rather than being printed; this has saved quite a lot of money in postage.

Our newsletter is now mostly going out online which once again saves money this time on paper, printing and postage.

We were also fortunate in receiving a grant from Leeds County Council of just over £4000 and some donations from WI's which have been very gratefully received.

We have also received approximately £500 from Gift Aid which has helped as well.

We have downgraded our photocopier/printer, and this now costs us over £200 less per quarter but still retains the quality of printing.

One of our part-time members of staff has reduced her hours by half which has been a great help to us. She along with our secretary are both working from home as much as possible. The offices are closed the rest of the time which saves money on heating and lighting but overheads such as rent, council tax, gas, electricity and salaries etc., still have to be paid.

We are trying to save on expenditure wherever we can and are looking for ways to enable us to do more.

We are also hoping to put on more events via Zoom which will help our cash flow at the present time.

We are also looking into other grants which may be available to us.

We are hoping to be in a much better position next year when hopefully the virus will be easing down, and our members will feel more confident about attending meetings and events. The first of which is scheduled for the end of March.

The net income for the year was £4,138 all relating to unrestricted funds.

The West Yorkshire Federation of Women's Institutes

Trustees' report (continued) for the year ended 31 December 2020

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £60,400.

The Trustees aim to maintain a sufficient level of reserves to ensure continuity of the charities activities. The appropriate level of reserves for this purpose is determined with regard to risk analysis of the charity's income streams and expenditure commitments.

Covid 19 and going concern

Whilst the activities of the charity have been adversely affected, the trustees are satisfied that there are no material uncertainties so significant as to cast doubt on the ability of the charity to continue to operate as a going concern.

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on

Signed: (Trustee)

Name:

The West Yorkshire Federation of Women's Institutes

Independent examiner's report to the trustees of The West Yorkshire Federation of Women's Institutes

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2020, which are set out on pages 11 to 18.

Responsibilities and basis of report

As the charity's trustees of the charitable 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 charitable 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 ('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 material 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 [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.

Signed: Name: Simon Bostrom FCIE

Date:

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The West Yorkshire Federation of Women's Institutes
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2020

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Income from:					
Fundraising activities	(2)	14,517	-	14,517	45,405
Membership fees		31,483	-	31,483	31,517
Bursaries income		-	-	-	522
Grants		-	4,227	4,227	-
Other income		-	-	-	587
Bank interest		118	-	118	297
Total income		46,118	4,227	50,345	78,328
Expenditure on:					
Salaries, NI and pensions	(3)	20,800	-	20,800	29,567
Cost of generating funds	(4)	5,731	-	5,731	31,928
Bursaries expenditure		-	-	-	675
Training and workshops		-	-	-	445
Rent, rates and water		2,840	4,227	7,067	7,112
Heat and light		2,756	-	2,756	1,643
Insurance		2,262	-	2,262	1,947
Postage and stationery		1,865	-	1,865	1,786
Photocopier		5,747	-	5,747	5,501
Telephone		959	-	959	827
Travel and subsistence		1,440	-	1,440	3,512
Repairs and renewals		879	-	879	1,757
Independent examination		1,080	-	1,080	1,080
Depreciation		407	-	407	538
Other expenditure		153	-	153	1,489
Total expenditure		46,919	4,227	51,146	89,807
Net gains/(losses) on investments		1,350	-	1,350	3,535
Net income / (expenditure)		549	-	549	(7,944)
Correction re. Institute funds held	(13)	3,589	-	3,589	-
Net movement in funds		4,138	-	4,138	(7,944)
Fund balances brought forward		57,567	6,767	64,334	72,278
Fund balances carried forward	(5)	61,705	6,767	68,472	64,334

All incoming resources and resources expended derive from continuing activities.

The West Yorkshire Federation of Women's Institutes

Balance sheet

as at 31 December 2020

		2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(6)	1,305	-	1,305	1,712
Total fixed assets		<u>1,305</u>	<u>-</u>	<u>1,305</u>	<u>1,712</u>
Current assets					
Stock		1,526	-	1,526	1,553
Short term investments	(7)	44,885	-	44,885	43,535
Debtors and prepayments	(8)	150	-	150	111
Cash at bank and in hand	(9)	25,654	6,767	32,421	37,947
Total current assets		<u>72,215</u>	<u>6,767</u>	<u>78,982</u>	<u>83,146</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(10)	11,815	-	11,815	20,524
Total current liabilities		<u>11,815</u>	<u>-</u>	<u>11,815</u>	<u>20,524</u>
Net current assets / (liabilities)		<u>60,400</u>	<u>6,767</u>	<u>67,167</u>	<u>62,622</u>
Net assets		<u>61,705</u>	<u>6,767</u>	<u>68,472</u>	<u>64,334</u>
Funds					
Unrestricted funds		61,705	-	61,705	57,567
Restricted funds		-	6,767	6,767	6,767
Total funds		<u>61,705</u>	<u>6,767</u>	<u>68,472</u>	<u>64,334</u>

For the year ending 31 December 2020 the charitable 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 charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) 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 and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Signed: (Trustee)

Name:

The West Yorkshire Federation of Women's Institutes

Notes to the accounts

for the year ended 31 December 2020

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost over their expected useful economic lives as follows:

Office equipment - 25% reducing balance

Fixtures and fittings - 10% reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2020

2 Fundraising activities	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Quota	723	-	723	741
Publications and fundraising	402	-	402	159
Diaries	831	-	831	1,190
Annual national raffle	128	-	128	511
AGM	-	-	-	5,152
Annual meeting	-	-	-	5,020
Shows and promotions	296	-	296	132
Other federation events	2,894	-	2,894	607
Arts and homecraft committee	602	-	602	2,397
Membership committee	5	-	5	1,606
Campaigns and current affairs	686	-	686	5,905
Social events and leisure committee	261	-	261	16,457
50/50 gross income	-	-	-	1,810
WYN income	4,317	-	4,317	922
Year book income	625	-	625	575
Insurance income	1,471	-	1,471	998
Office donations	950	-	950	541
Denman	-	-	-	10
WI stationery	326	-	326	672
	<u>14,517</u>	<u>-</u>	<u>14,517</u>	<u>45,405</u>

3 Staff costs and numbers	2020	2019
	£	£
Gross salaries	20,477	29,567
Social security costs	-	-
Pensions	323	-
	<u>20,800</u>	<u>29,567</u>

The average number employees during the year was 2, being an average of 1 full time equivalent (2019: 2, 1 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2020	2019
	£	£
Costs of the scheme to the charity for the year	323	-
Amount of any contributions outstanding at the year end	-	-

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2020

4 Cost of generating funds	2020	2019
	Total funds	Total funds
Diaries	803	1,086
Annual national raffle	-	33
AGM	-	4,978
Annual meeting	115	2,877
Shows and promotions	296	383
Other federation events	2,173	861
Arts and homecraft committee	277	1,147
Membership committee	50	1,541
Campaigns and current affairs	85	4,553
Social events and leisure committee	111	12,326
50/50	360	866
WYN	1,347	291
Year book	-	178
Denman	-	114
WI stationery	114	694
	<u>5,731</u>	<u>31,928</u>

5 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Agnes Salter travel fund	857	-	-	-	857
Amy Crowther/ Daphne Bursary	477	-	-	-	477
Denman College Yorks. Room	885	-	-	-	885
Barbara Powell Bursary	679	-	-	-	679
Charles Hickson Bursary	280	-	-	-	280
Suspended institutes	3,589	-	-	-	3,589
Leeds City Council	-	4,227	4,227	-	-
	<u>6,767</u>	<u>4,227</u>	<u>4,227</u>	<u>-</u>	<u>6,767</u>

Fund name	Purpose of restriction
Agnes Salter travel fund	To cover travel costs for members attending courses.
Amy Crowther/ Daphne Bursary	For bursaries awarded to members to cover course costs.
Denman College Yorks. Room	Funds collected for the repair and refurbishment of the Yorkshire Room.
Barbara Powell Bursary	For bursaries awarded to members to attend Federation events or activities.
Charles Hickson Bursary	For bursaries awarded to members to attend a Denman course.
Suspended institutes	Funds held in relation to suspended institutes.
Leeds City Council	Covid relief funding towards property costs.

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2020

6 Tangible assets

	Office equipment	Fixtures and fittings	Total
<u>Cost</u>	£	£	£
At 1 January 2020	6,806	790	7,596
Additions	-	-	-
At 31 December 2020	<u>6,806</u>	<u>790</u>	<u>7,596</u>
<u>Depreciation</u>			
At 1 January 2020	5,241	643	5,884
Charge for year	392	15	407
At 31 December 2020	<u>5,633</u>	<u>658</u>	<u>6,291</u>
<u>Net book value</u>			
At 31 December 2020	<u>1,173</u>	<u>132</u>	<u>1,305</u>
At 31 December 2019	<u>1,565</u>	<u>147</u>	<u>1,712</u>

7 Investments

	2020	2019
	£	£
Carrying (market) value at beginning of year	43,535	40,000
Add: additions to investments at cost	-	-
Less: disposals at carrying value	-	-
Add / (deduct): net gain / (loss) on revaluation	1,350	3,535
Carrying (market) value at end of year	<u>44,885</u>	<u>43,535</u>

Breakdown of investments agreeing with SOFA and Balance sheet

Analysis of investments	Market value at year end	Income in the year
	£	£
Investments listed on a recognised stock exchange, funds or trusts	44,885	-
Total	<u>44,885</u>	<u>-</u>

8 Debtors and prepayments

	2020	2019
	£	£
Debtors	-	-
Prepayments	150	111
	<u>150</u>	<u>111</u>

9 Cash at bank and in hand

	2020	2019
	£	£
Cash at bank	32,396	37,826
Cash in hand	25	121
	<u>32,421</u>	<u>37,947</u>

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2020

10 Creditors and accruals	2020	2019
	£	£
New institute held funds	-	3,589
Creditors	263	-
Accruals	1,080	1,080
Other fees received in advance	10,472	15,855
	<u>11,815</u>	<u>20,524</u>

11 Related party transactions

Trustee expenses

During the year 4 trustees were paid a total of £1,181 in respect of travel (previous year: 7 trustees and £1,544).

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

There were no other related party transactions during this year or the previous year.

12 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2020	2019
	£	£
Within one year	5,260	5,275
In the second to fifth years inclusive	3,934	9,195
Over five years from the balance sheet date	-	-
	<u>9,194</u>	<u>14,470</u>

13 Corrections

The West Yorkshire Federation of Women's Institutes
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 December 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
Income						
Fundraising activities	14,517	45,405	-	-	14,517	45,405
Membership fees	31,483	31,517	-	-	31,483	31,517
Bursaries income	-	-	-	522	-	522
Grants	-	-	4,227	-	4,227	-
Other income	-	587	-	-	-	587
Bank interest	118	297	-	-	118	297
Total income	46,118	77,806	4,227	522	50,345	78,328
Expenditure						
Salaries, NI and pensions	20,800	29,567	-	-	20,800	29,567
Cost of generating funds	5,731	31,928	-	-	5,731	31,928
Bursaries expenditure	-	-	-	675	-	675
Training and workshops	-	445	-	-	-	445
Rent, rates and water	2,840	7,112	4,227	-	7,067	7,112
Heat and light	2,756	1,643	-	-	2,756	1,643
Insurance	2,262	1,947	-	-	2,262	1,947
Postage and stationery	1,865	1,786	-	-	1,865	1,786
Photocopier	5,747	5,501	-	-	5,747	5,501
Telephone	959	827	-	-	959	827
Travel and subsistence	1,440	3,512	-	-	1,440	3,512
Repairs and renewals	879	1,757	-	-	879	1,757
Independent examination	1,080	1,080	-	-	1,080	1,080
Depreciation	407	538	-	-	407	538
Other expenditure	153	1,489	-	-	153	1,489
Total expenditure	46,919	89,132	4,227	675	51,146	89,807
Net gains/(losses) on investments	1,350	3,535	-	-	1,350	3,535
Net income / (expenditure)	549	(7,791)	-	(153)	549	(7,944)
Correction re. Institute funds held	3,589	-	-	-	3,589	-
Net movement in funds	4,138	(7,791)	-	(153)	4,138	(7,944)
Fund balances brought forward	57,567	65,358	6,767	6,920	64,334	72,278
Fund balances carried forward	61,705	57,567	6,767	6,767	68,472	64,334