

REGISTERED COMPANY NUMBER: 2839087 (England and Wales)
REGISTERED CHARITY NUMBER: 1025356

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2021
FOR
SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES

Ballams
Chartered Accountants
Crane Court
302 London Road
Ipswich
Suffolk
IP2 0AJ

**SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES**

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FOR THE YEAR ENDED 31 OCTOBER 2021**

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**SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 OCTOBER 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 October 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

We continue to further our aims and objectives by recommending that government action be taken in areas of concern raised by individual members or by WIs. Despite the lockdown preventing WIs to meet face to face to discuss these matters, one mandate was passed nationally this year and calls for an increase in awareness of the subtle signs of ovarian cancer. Meanwhile, we have continued to voice concern over the plastic particles in our oceans, alleviating loneliness, food waste and sustainability along with other associated subjects. On a local level the Federation remains active within the Suffolk community in its association with the Suffolk Agricultural Association and the Suffolk Wildlife Trust.

Significant activities

The Federation has a regular column in the East Anglian Daily Times and the Let's Talk Magazine, giving an opportunity to show non-members the broad scope of WI activities and interests. Some of these columns have focussed on NFWI campaigns. We have also had opportunity to talk about WI matters on both Radio Suffolk and Felixstowe Radio. We use the website and Facebook to further keep members informed and promote the organisation.

Financial and administrative decisions were made within a policy meeting in November. The National Council Meeting was held by Zoom and attended by Celia Davies, in her capacity as Federation Chairman, and Beverley Pilbrough as Federation Treasurer. The Covid 19 lockdown meant that there was very little attendance as guests other than Zoom meetings, however, as we were released in the summer, several trustees attended garden meetings and gatherings within our federation.

Our Annual Meeting was delayed until May in the hope that we could have a face to face event, but it wasn't possible, and so a Zoom meeting was held.

Our own Suffolk East WI certificated courses with Creative Stitch are still popular but having to turn to distance learning until the summer term, reduced numbers, however, more than 20 students graduated in 2021. Their show of work was held at Needham Market in July and covered two year's graduations giving us all a very impressive display of work. Our dedicated tutors and admin team are working hard to provide the best courses we can within the confines of partial or full lockdown.

Our sub-committees had to completely rethink their programme as the continuing lockdown made planning difficult. However, we offered Zoom alternatives for training sessions and even a dayschool for a needlefelted pumpkin! We were able to hold some small events and dayschools from the summer onwards and members enjoyed a guided tour of Ingatstone Hall in Essex. In the autumn we held a larger gathering with a speaker and held an Ethical Fashion Show with the proceeds going to ACWW (Associated Country Women of the World).

The leisure breaks with a high educational content organised by the Federation are always popular and again, these have been curtailed. However, we did manage to get to Hampshire in May, South Yorkshire in July and Edinburgh in September.

**SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 OCTOBER 2021**

ACHIEVEMENT AND PERFORMANCE

Internal and external factors

Outside Representation

The Federation is a member of the Suffolk Agricultural Association, Suffolk Wildlife Trust and the Associated Country Women of the World.

Acknowledgements

The board is extremely grateful for the support given by former board members, WI Advisers and our professional advisers. We wish to thank our local office staff for their enthusiasm and dedication, which we value greatly, especially through another challenging year. We appreciate the assistance, understanding and patience of our partners, families and friends. Without you all we would not achieve the ambitions we have for a successful and united Federation.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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

Organisational structure

SEFWI Board of Trustees consists of 11 members and represents 97 WIs with around 2800 members. The Board has met for 11 business meetings and two special meetings during the past year. Nine of those meetings have been virtual via Zoom, two were hybrid with some in the room and some on Zoom and two were around the table.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

2839087 (England and Wales)

Registered Charity number

1025356

Registered office

22 Orford Street
Ipswich
Suffolk
IP1 3NS

Trustees

Mrs V J Hartill
Mrs C E Davies
Mrs W J Heath
Mrs A K Davies
Mrs C A Peacher
Mrs L J Leesmith
Mrs D E Sewell
Mrs C M Hurley
Mrs B C Pilbrough
Ms A Scruby
Ms R Wailes (appointed 13/4/21)

**SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 OCTOBER 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Company Secretary

Mrs G Denny

Independent Examiner

Ballams

Chartered Accountants

Crane Court

302 London Road

Ipswich

Suffolk

IP2 0AJ

TREASURER'S REPORT

In 2020-21 Suffolk East Federation made a deficit on ordinary activities of £3,080. The annual revaluation of investments has resulted in a gain this year of £25,225 and thus there is an overall gain of £22,145. The continuation of the Covid 19 pandemic has meant that both income and expenditure were reduced significantly in comparison with pre covid activity.

It was forecasted we could experience little or no event activity for this financial year and a deficit of around £12,500 on ordinary activities was expected. One of the main areas of concern was the level of membership renewals. NFWI had implemented a three month extension period to the subscription period and at the time of renewal Government restrictions were still in place in respect of meeting others. This led to a decrease in membership renewals but despite this we continued to make no charge to WIs for SEFWI News, Membership Advisory training and pooling of fares. As Government restrictions were eased we were able to hold a number of events and members were able to enjoy three educational leisure breaks once again.

I also report that the Trustees have set a reserves policy of holding around one year's ordinary expenditure in general funds to cover a sudden loss of income and to meet any other unforeseen circumstances so that a large one off expenditure would not compromise the financial wellbeing of the Federation. At 18-19 pre covid spend ordinary expenditure would be around £ 80,750.

The Federation's financial internal controls continue to be reviewed against charity commission guidelines and the Trustees continue to monitor any major risks to which the Federation could be exposed as the Covid 19 continues to cause financial uncertainty.

Approved by order of the board of trustees on 11 January 2022 and signed on its behalf by:

Mrs C E Davies - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES

Independent examiner's report to the trustees of Suffolk East Federation of Womens Institutes ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 October 2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

M J Mortimer
ACA FCCA
Ballams
Chartered Accountants
Crane Court
302 London Road
Ipswich
Suffolk
IP2 0AJ

11 January 2022

**SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 OCTOBER 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities					
Services to members and federation activities		112,445	-	112,445	122,928
Other trading activities	2	2,164	-	2,164	2,928
Investment income	3	4,392	-	4,392	5,049
Other income		-	-	-	10,000
Total		119,001	-	119,001	140,905
 EXPENDITURE ON					
Charitable activities					
Services to members and federation activities		122,081	-	122,081	148,492
Net gains/(losses) on investments		25,225	-	25,225	(16,628)
NET INCOME/(EXPENDITURE)		22,145	-	22,145	(24,215)
 RECONCILIATION OF FUNDS					
Total funds brought forward		198,318	30,000	228,318	252,533
TOTAL FUNDS CARRIED FORWARD		220,463	30,000	250,463	228,318

The notes form part of these financial statements

**SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES**

**STATEMENT OF FINANCIAL POSITION
31 OCTOBER 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	8	71,172	-	71,172	72,569
Investments	9	124,116	-	124,116	98,892
		<hr/>	<hr/>	<hr/>	<hr/>
		195,288	-	195,288	171,461
CURRENT ASSETS					
Stocks	10	5,397	-	5,397	5,701
Debtors	11	2,593	-	2,593	1,935
Cash at bank and in hand		54,697	30,000	84,697	62,798
		<hr/>	<hr/>	<hr/>	<hr/>
		62,687	30,000	92,687	70,434
CREDITORS					
Amounts falling due within one year	12	(37,512)	-	(37,512)	(13,577)
		<hr/>	<hr/>	<hr/>	<hr/>
NET CURRENT ASSETS		<hr/>	<hr/>	<hr/>	<hr/>
		25,175	30,000	55,175	56,857
TOTAL ASSETS LESS CURRENT LIABILITIES		<hr/>	<hr/>	<hr/>	<hr/>
		220,463	30,000	250,463	228,318
NET ASSETS		<hr/>	<hr/>	<hr/>	<hr/>
		220,463	30,000	250,463	228,318
FUNDS	13	<hr/>	<hr/>	<hr/>	<hr/>
Unrestricted funds				220,463	198,318
Restricted funds				30,000	30,000
				<hr/>	<hr/>
TOTAL FUNDS				<hr/>	<hr/>
				250,463	228,318

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 October 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 October 2021 in accordance with Section 476 of the Companies Act 2006.

**SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES**

STATEMENT OF FINANCIAL POSITION - continued
31 OCTOBER 2021

The trustees acknowledge their responsibilities for

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

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

The financial statements were approved by the Board of Trustees and authorised for issue on 11 January 2022 and were signed on its behalf by:

C E Davies - Trustee

The notes form part of these financial statements

**SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2021**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

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

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Freehold property	- not provided
Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 33% on cost

Stocks

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

Taxation

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

Fund accounting

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

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

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

**SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 OCTOBER 2021**

2. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Fundraising events	2,164	2,928
	<u>2,164</u>	<u>2,928</u>

3. INVESTMENT INCOME

	2021	2020
	£	£
Other fixed asset investments	4,392	5,047
Deposit account interest	-	2
	<u>4,392</u>	<u>5,049</u>

4. NET INCOME/(EXPENDITURE)

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

	2021	2020
	£	£
Depreciation - owned assets	1,397	1,811
	<u>1,397</u>	<u>1,811</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 October 2021 nor for the year ended 31 October 2020.

Trustees' expenses

During the year trustees' expenses totalled £2,669 and were paid to all 12 trustees in respect of travel costs.

6. STAFF COSTS

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

	2021	2020
Office administration	3	3
	<u>3</u>	<u>3</u>

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

**SUFFOLK EAST FEDERATION OF WOMENS
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**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 OCTOBER 2021**

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Services to members and federation activities	122,928	-	122,928
Other trading activities	2,928	-	2,928
Investment income	5,049	-	5,049
Other income	10,000	-	10,000
Total	140,905	-	140,905
EXPENDITURE ON			
Charitable activities			
Services to members and federation activities	148,492	-	148,492
Net gains/(losses) on investments	(16,628)	-	(16,628)
NET INCOME/(EXPENDITURE)	(24,215)	-	(24,215)
RECONCILIATION OF FUNDS			
Total funds brought forward	222,533	30,000	252,533
TOTAL FUNDS CARRIED FORWARD	198,318	30,000	228,318

**SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 OCTOBER 2021**

8. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 November 2020 and 31 October 2021	67,450	21,283	469	89,202
DEPRECIATION				
At 1 November 2020	-	16,320	313	16,633
Charge for year	-	1,241	156	1,397
At 31 October 2021	-	17,561	469	18,030
NET BOOK VALUE				
At 31 October 2021	67,450	3,722	-	71,172
At 31 October 2020	67,450	4,963	156	72,569

9. FIXED ASSET INVESTMENTS

	Cash and settlements pending £
MARKET VALUE	
At 1 November 2020	98,892
Revaluations	25,224
At 31 October 2021	124,116
NET BOOK VALUE	
At 31 October 2021	124,116
At 31 October 2020	98,892

There were no investment assets outside the UK.

Cost or valuation at 31 October 2021 is represented by:

	Cash and settlements pending £
Valuation in 2021	69,620
Cost	54,496
	124,116

**SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 OCTOBER 2021**

10. STOCKS

	2021	2020
	£	£
Stocks	5,397	5,701
	<u>5,397</u>	<u>5,701</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade debtors	2,533	1,670
Prepayments and accrued income	60	265
	<u>2,593</u>	<u>1,935</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Other creditors	37,512	13,577
	<u>37,512</u>	<u>13,577</u>

13. MOVEMENT IN FUNDS

	At 1.11.20 £	Net movement in funds £	At 31.10.21 £
Unrestricted funds			
General fund	198,318	22,145	220,463
Restricted funds			
Holiday Fund	30,000	-	30,000
	<u>228,318</u>	<u>22,145</u>	<u>250,463</u>
TOTAL FUNDS	<u>228,318</u>	<u>22,145</u>	<u>250,463</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	119,001	(122,081)	25,225	22,145
	<u>119,001</u>	<u>(122,081)</u>	<u>25,225</u>	<u>22,145</u>
TOTAL FUNDS	<u>119,001</u>	<u>(122,081)</u>	<u>25,225</u>	<u>22,145</u>

**SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 OCTOBER 2021**

13. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.11.19 £	Net movement in funds £	Transfers between funds £	At 31.10.20 £
Unrestricted funds				
General fund	220,033	(24,215)	2,500	198,318
Centenary Fund	2,500	-	(2,500)	-
	<hr/>	<hr/>	<hr/>	<hr/>
	222,533	(24,215)	-	198,318
Restricted funds				
Holiday Fund	30,000	-	-	30,000
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<hr/> <u>252,533</u>	<hr/> <u>(24,215)</u>	<hr/> <u>-</u>	<hr/> <u>228,318</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	140,905	(148,492)	(16,628)	(24,215)
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<hr/> <u>140,905</u>	<hr/> <u>(148,492)</u>	<hr/> <u>(16,628)</u>	<hr/> <u>(24,215)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.11.19 £	Net movement in funds £	Transfers between funds £	At 31.10.21 £
Unrestricted funds				
General fund	220,033	(2,070)	2,500	220,463
Centenary Fund	2,500	-	(2,500)	-
	<hr/>	<hr/>	<hr/>	<hr/>
	222,533	(2,070)	-	220,463
Restricted funds				
Holiday Fund	30,000	-	-	30,000
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<hr/> <u>252,533</u>	<hr/> <u>(2,070)</u>	<hr/> <u>-</u>	<hr/> <u>250,463</u>

**SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES**

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 OCTOBER 2021

13. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	259,906	(270,573)	8,597	(2,070)
TOTAL FUNDS	<u>259,906</u>	<u>(270,573)</u>	<u>8,597</u>	<u>(2,070)</u>

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 October 2021.

**SUFFOLK EAST FEDERATION OF WOMENS
INSTITUTES**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 OCTOBER 2021**

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Other trading activities		
Fundraising events	2,164	2,928
Investment income		
Other fixed asset investments	4,392	5,047
Deposit account interest	-	2
	<hr/> 4,392	<hr/> 5,049
Charitable activities		
Services to members	8,528	7,263
Federation committee activity	76,358	83,104
Federation women's institutes	27,559	32,561
	<hr/> 112,445	<hr/> 122,928
Other income		
Exceptional items	-	10,000
	<hr/>	<hr/>
Total incoming resources	119,001	140,905
EXPENDITURE		
Charitable activities		
Services to members	9,358	11,650
Federation committee activity	67,631	83,136
	<hr/> 76,989	<hr/> 94,786
Support costs		
Governance costs		
Wages	30,920	38,328
Establishment expenses	14,172	15,378
	<hr/> 45,092	<hr/> 53,706
Total resources expended	<hr/> 122,081	<hr/> 148,492
Net expenditure	<hr/> <hr/> (3,080)	<hr/> <hr/> (7,587)

This page does not form part of the statutory financial statements