

Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 October 2023  
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

Contents of the Financial Statements  
for the Year Ended 31 October 2023

	Page
Report of the Trustees	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Statement of Financial Position	6 to 7
Notes to the Financial Statements	8 to 14
Detailed Statement of Financial Activities	15

Suffolk East Federation of Womens  
Institutes

Report of the Trustees  
for the Year Ended 31 October 2023

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

#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

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. One mandate was passed nationally this year and calls for an increase in awareness of river water quality by applying for more areas to be suitable for open water swimming. Meanwhile, we have continued to voice concern over the subtle signs of ovarian cancer, plastic particles in our oceans, alleviating loneliness, food waste and sustainability, Autism and ADHD in women and girls, 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 by being at the Suffolk Show and the Suffolk Wildlife Trust.

##### Significant activities

The Federation has a regular column in the East Anglian Daily Times 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 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 Tina Hurley, in her capacity as Federation Chairman, and Vivien Hartill as Federation Treasurer. Trustees have attended WI meetings and celebrations within our federation, with several of our WIs celebrating their centenary.

Our Annual Meeting was held on 7th March at Trinity Park.

Our own Suffolk East WI certificated courses with Creative Stitch offer students a chance to develop their skills in design and techniques. The distance learning option for the courses gives students from other parts of the country the opportunity to take on the courses. Twenty eight students graduated in 2023. Their show of work was held at Needham Market in July and was a stunning display. Our dedicated tutors and admin team are working hard to provide the best courses we can.

The Federation marketing team joined forces with Suffolk West Federation to promote a countywide celebration of all things WI on National WI day in September. Several WIs held craft competitions as part of this event and their winning work will be displayed at our next Annual Meeting. The event was an opportunity to raise awareness of the WI in their local area and WIs have reported potential new members visiting their WI.

Our sub-committees have found planning events difficult. The effects of the pandemic and repeated lockdowns have left some members still not comfortable with going out and not all of the planned events have been viable. However, some smaller events and dayschools have been well attended, as have themed lunches. A floral themed lunch in the summer and a literary lunch in autumn, New Age Kurling sessions, an evening concert of Gilbert and Sullivan, a science day and theatre trip show the diversity of what is offered to our members.

Our Adviser team continue to work hard supporting our WIs as well as organising successful quizzes and delivering training for WI officers and committees.

#### ACHIEVEMENT AND PERFORMANCE

##### Internal and external factors

##### Outside Representation

As well as our local connections, the federation holds membership of the Associated Country Women of the World and is a Friend of Suffolk Archives.

Suffolk East Federation of Womens  
Institutes

Report of the Trustees  
for the Year Ended 31 October 2023

ACHIEVEMENT AND PERFORMANCE

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 9 members and represents 89 WIs with around 2600 members. The Board has met for 11 business meetings and two special meetings during the past year. Four of those meetings have been virtual via Zoom, all others were around the table.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02839087 (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 (resigned 7.3.23)

Mrs W J Heath

Mrs C A Peachier

Mrs L J Leesmith

Mrs C M Hurley

Ms A Scruby

Mrs R Wailes (resigned 7.3.23)

Mrs J E Pearson

Mrs A Robertson (appointed 7.3.23)

Mrs J Wightman (appointed 7.3.23)

Company Secretary

Mrs G Denny

Suffolk East Federation of Womens  
Institutes

Report of the Trustees  
for the Year Ended 31 October 2023

REFERENCE AND ADMINISTRATIVE DETAILS

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

TREASURER'S REPORT

In 2022-23 Suffolk East Federation made a deficit on ordinary activities of £13,771. The annual revaluation of investments has resulted in an unrealised loss this year of £1,636 and thus there is an overall deficit of £15,407. Despite expenditure on roof repairs and the new website that I reported last year were necessary overall ordinary expenditure has fallen mostly due to a reduction in staff costs.

I reported in 2020 that I was expecting a deficit on ordinary activities for the next few years. The deficit is still significant but has reduced again this year. Membership levels remain a concern but are beginning to rise again.

I also report each year 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. Ordinary expenditure was around £75,000 last year but even with a deficit again this year reserves are still higher than this figure.

During the financial year the Federation's financial internal controls have been reviewed against charity commission guidelines and the Trustees are further considering other major risks to which the Federation could be exposed and are taking the necessary steps to mitigate any such risks.

All three levels of the WI organization continue to experience financial difficulties. The Federation is however continuing to implement the three-year plan to bring us back to a surplus and a thorough examination of finances is planned for early January 2024 as an interim budget was showing a deficit of £15,000 for the current financial year.

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
Mrs C M Hurley - 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 2023.

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

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

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

M J Mortimer FCA FCCA

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

Date: .....

Suffolk East Federation of Womens  
Institutes

Statement of Financial Activities  
for the Year Ended 31 October 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities					
Services to members and federation activities		99,127	-	99,127	167,520
Other trading activities	2	2,664	-	2,664	2,191
Investment income	3	5,990	-	5,990	5,171
		<hr/>	<hr/>	<hr/>	<hr/>
Total		107,781	-	107,781	174,882
		<hr/>	<hr/>	<hr/>	<hr/>
EXPENDITURE ON					
Charitable activities					
Services to members and federation activities		121,552	-	121,552	193,775
		<hr/>	<hr/>	<hr/>	<hr/>
Net gains/(losses) on investments		(1,636)	-	(1,636)	(10,973)
		<hr/>	<hr/>	<hr/>	<hr/>
NET INCOME/(EXPENDITURE)		(15,407)	-	(15,407)	(29,866)
RECONCILIATION OF FUNDS					
Total funds brought forward		220,597	-	220,597	250,463
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD		205,190	-	205,190	220,597
		<hr/>	<hr/>	<hr/>	<hr/>

The notes form part of these financial statements

Suffolk East Federation of Womens  
Institutes

Statement of Financial Position  
31 October 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	8	71,606	-	71,606	72,530
Investments	9	111,508	-	111,508	113,144
		<u>183,114</u>	<u>-</u>	<u>183,114</u>	<u>185,674</u>
CURRENT ASSETS					
Stocks	10	3,759	-	3,759	3,937
Debtors	11	3,221	-	3,221	1,354
Cash at bank and in hand		28,403	-	28,403	50,714
		<u>35,383</u>	<u>-</u>	<u>35,383</u>	<u>56,005</u>
CREDITORS					
Amounts falling due within one year	12	(13,307)	-	(13,307)	(21,082)
		<u>22,076</u>	<u>-</u>	<u>22,076</u>	<u>34,923</u>
NET CURRENT ASSETS					
		<u>22,076</u>	<u>-</u>	<u>22,076</u>	<u>34,923</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		205,190	-	205,190	220,597
		<u>205,190</u>	<u>-</u>	<u>205,190</u>	<u>220,597</u>
NET ASSETS		<u>205,190</u>	<u>-</u>	<u>205,190</u>	<u>220,597</u>
FUNDS	13				
Unrestricted funds				205,190	220,597
TOTAL FUNDS				<u>205,190</u>	<u>220,597</u>

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

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

The trustees acknowledge their responsibilities for

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

The notes form part of these financial statements



Suffolk East Federation of Womens  
Institutes

Statement of Financial Position - continued  
31 October 2023

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 ..... and were signed on its behalf by:

.....  
C M Hurley - Trustee

Suffolk East Federation of Womens  
Institutes

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

1. ACCOUNTING POLICIES

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, 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 2023

2. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Fundraising events	2,664	2,191
	<u>          </u>	<u>          </u>

3. INVESTMENT INCOME

	2023	2022
	£	£
Other fixed asset investments	5,990	5,171
	<u>          </u>	<u>          </u>

4. NET INCOME/(EXPENDITURE)

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

	2023	2022
	£	£
Depreciation - owned assets	1,606	1,765
	<u>          </u>	<u>          </u>

5. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

During the year trustees' expenses totalled £4,664 and were paid to all 9 trustees in respect of travel costs.

6. STAFF COSTS

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

	2023	2022
Office administration	3	3
	<u>          </u>	<u>          </u>

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

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	167,520	-	167,520
Other trading activities	2,191	-	2,191
Investment income	5,171	-	5,171
	<u>          </u>	<u>          </u>	<u>          </u>
Total	174,882	-	174,882
	<u>          </u>	<u>          </u>	<u>          </u>

EXPENDITURE ON

Suffolk East Federation of Womens  
Institutes

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

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities			
Services to members and federation activities	193,775	-	193,775
	<hr/>	<hr/>	<hr/>
Net gains/(losses) on investments	(10,973)	-	(10,973)
	<hr/>	<hr/>	<hr/>
NET INCOME/(EXPENDITURE)	(29,866)	-	(29,866)
Transfers between funds	30,000	(30,000)	-
	<hr/>	<hr/>	<hr/>
Net movement in funds	134	(30,000)	(29,866)
RECONCILIATION OF FUNDS			
Total funds brought forward	220,463	30,000	250,463
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	220,597	-	220,597
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

8. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 November 2022	67,450	23,755	651	91,856
Additions	-	-	682	682
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 October 2023	67,450	23,755	1,333	92,538
	<hr/>	<hr/>	<hr/>	<hr/>
DEPRECIATION				
At 1 November 2022	-	19,109	217	19,326
Charge for year	-	1,162	444	1,606
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 October 2023	-	20,271	661	20,932
	<hr/>	<hr/>	<hr/>	<hr/>
NET BOOK VALUE				
At 31 October 2023	67,450	3,484	672	71,606
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 October 2022	67,450	4,646	434	72,530
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Suffolk East Federation of Womens  
Institutes

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

9. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 November 2022	113,144
Revaluations	(1,636)
	<hr/>
At 31 October 2023	111,508
	<hr/>
NET BOOK VALUE	
At 31 October 2023	111,508
	<hr/>
At 31 October 2022	113,144
	<hr/>

There were no investment assets outside the UK.

Cost or valuation at 31 October 2023 is represented by:

	Listed investments £
Valuation in 2023	57,012
Cost	54,496
	<hr/>
	111,508
	<hr/>

10. STOCKS

	2023 £	2022 £
Stocks	3,759	3,937
	<hr/>	<hr/>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade debtors	1,998	1,354
Other debtors	1,223	-
	<hr/>	<hr/>
	3,221	1,354
	<hr/>	<hr/>

Suffolk East Federation of Womens  
Institutes

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

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Other creditors	<u>13,307</u>	<u>21,082</u>

13. MOVEMENT IN FUNDS

	At 1.11.22 £	Net movement in funds £	At 31.10.23 £
Unrestricted funds			
General fund	220,597	(15,407)	205,190
	<u>220,597</u>	<u>(15,407)</u>	<u>205,190</u>
TOTAL FUNDS	<u>220,597</u>	<u>(15,407)</u>	<u>205,190</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	107,781	(121,552)	(1,636)	(15,407)
	<u>107,781</u>	<u>(121,552)</u>	<u>(1,636)</u>	<u>(15,407)</u>
TOTAL FUNDS	<u>107,781</u>	<u>(121,552)</u>	<u>(1,636)</u>	<u>(15,407)</u>

Comparatives for movement in funds

	At 1.11.21 £	Net movement in funds £	Transfers between funds £	At 31.10.22 £
Unrestricted funds				
General fund	220,463	(29,866)	30,000	220,597
Restricted funds				
Holiday Fund	30,000	-	(30,000)	-
	<u>250,463</u>	<u>(29,866)</u>	<u>-</u>	<u>220,597</u>
TOTAL FUNDS	<u>250,463</u>	<u>(29,866)</u>	<u>-</u>	<u>220,597</u>

Suffolk East Federation of Womens  
Institutes

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

13. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	174,882	(193,775)	(10,973)	(29,866)
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>174,882</u>	<u>(193,775)</u>	<u>(10,973)</u>	<u>(29,866)</u>

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

	At 1.11.21 £	Net movement in funds £	Transfers between funds £	At 31.10.23 £
Unrestricted funds				
General fund	220,463	(45,273)	30,000	205,190
Restricted funds				
Holiday Fund	30,000	-	(30,000)	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>250,463</u>	<u>(45,273)</u>	<u>-</u>	<u>205,190</u>

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	282,663	(315,327)	(12,609)	(45,273)
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>282,663</u>	<u>(315,327)</u>	<u>(12,609)</u>	<u>(45,273)</u>

Suffolk East Federation of Womens  
Institutes

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

14. RELATED PARTY DISCLOSURES

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



Suffolk East Federation of Womens  
Institutes

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

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Other trading activities		
Fundraising events	2,664	2,191
Investment income		
Other fixed asset investments	5,990	5,171
Charitable activities		
Services to members	16,722	15,794
Federation committee activity	53,391	123,619
Federation women's institutes	29,014	28,107
	<hr/> 99,127	<hr/> 167,520
Total incoming resources	107,781	174,882
EXPENDITURE		
Charitable activities		
Services to members	20,198	23,199
Federation committee activity	44,007	109,850
	<hr/> 64,205	<hr/> 133,049
Support costs		
Governance costs		
Wages	35,748	41,533
Establishment expenses	21,599	19,193
	<hr/> 57,347	<hr/> 60,726
Total resources expended	121,552	193,775
Net expenditure	<hr/> (13,771)	<hr/> (18,893)

This page does not form part of the statutory financial statements