THE SURREY FEDERATION OF WOMEN'S INSTITUTES

England & Wales · Charity number 1026988

Details

Status	Registered
Legal form	Charitable company
Company number	02836301
Registered	1993-10-08
Register	View on the Charity Commission register

Contact

Address	6 Paris Parklands Railton Road Guildford Surrey GU2 9JX
Phone	01483 233230
Email	info@surreyfedwi.org.uk
Website	surreyfedwi.org.uk

Activities

Objects: THE MAIN PURPOSE OF THE WOMEN'S INSTITUTE ORGANISATION ARE TO ENABLE WOMEN WHO ARE INTERESTED IN ISSUES ASSOCIATED WITH RURAL LIFE, INCLUDING ARTS, CRAFTS AND SCIENCES, TO IMPROVE AND DEVELOP CONDITIONS OF RURAL LIFE, TO ADVANCE THEIR EDUCATION IN CITIZENSHIP, IN PUBLIC QUESTIONS BOTH NATIONAL AND INTERNATIONAL, IN MUSIC, DRAMA AND OTHER CULTURAL SUBJECTS AND IN ALL BRANCHES OF AGRICULTURE, HANDICRAFTS, HOME ECONOMICS, HEALTH AND SOCIAL WELFARE. IT SEEKS TO GIVE TO WOMEN THE OPPORTUNITY OF WORKING TOGETHER THROUGH THE WOMEN'S INSTITUTE ORGANISATION, AND PUTTING INTO PRACTICE THOSE IDEALS FOR WHICH IT STANDS.

Activities: In pursuance of the overall goals of its charitable objectivs, the Federation's principal activity is enabling women in Surrey. In practice, this means that through the work of its trustees, sub-committees, member WIs, volunteers and other supporters, the Federation: Encourages women in Surrey to become individual members of their local WI; Assists and advises on the setting up of new WIs in regio

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Classification

- **How:** Other Charitable Activities
- **What:** Education/training, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** SURREY AND ELSEWHERE
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-10-31	£164,695	£170,845	-	-
2024-10-31	£161,896	£174,873	-	-
2023-10-31	£166,001	£187,660	-	-
2022-10-31	£171,325	£177,305	-	-
2021-10-31	£148,945	£134,655	-	-
2020-10-31	£176,248	£236,944	-	-

Trustees

Name	Role	Appointed
Ann Elizabeth Robertson		2022-07-04
Ann Thomas		2022-03-21
Christine Grove		2024-03-18
Christine Wilson		2026-04-01
Dorinda Brittle		2024-03-18
Georgina Wagner		2025-03-03
Jill Ann Arthur		2023-07-03
Jill Mulryan		2020-03-16

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THE SURREY FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1026988

Accounts

REGISTERED COMPANY NUMBER: 02836301 (England and Wales)
REGISTERED CHARITY NUMBER: 1026988

Report of the Trustees and

Unaudited Financial Statements

for the Year Ended 31 October 2025

for

The Surrey Federation of Women's Institutes

Bennewith 2018 Limited
t/a A J Bennewith & Co
Upper Ground Floor
18 Farnham Road
Guildford
Surrey
GU1 4XA

The Surrey Federation of Women's Institutes

Contents of the Financial Statements for the Year Ended 31 October 2025

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The Surrey Federation of Women's Institutes

Report of the Trustees for the Year Ended 31 October 2025

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 2025. 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

Policies and Objectives

The charitable objectives for which the charity was established are stated in the governing documents to be:

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

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

Activities for achieving objectives

In pursuance of the overall goals of its charitable objectives, the Federation's principal activity is enabling women in Surrey. In practice, this means that through the work of its Trustees, sub-committees, member WIs, volunteers and other supporters, the Federation:

- encourages women in Surrey to become individual members of their local WI;
- assists and advises on the setting up of new WIs in regions of Surrey not already adequately covered by a suitable WI;
- encourages members to take part in interests ranging over public affairs, sport, leisure, the arts, music, science, cookery, crafts and gardening;
- tries to introduce members to new activities and special interest groups;

Main activities undertaken to further the charity's purposes for public benefit

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and in planning our future activities. In particular they consider how planned activities will contribute to the aims and objectives of the WI.

ACHIEVEMENTS AND PERFORMANCE

Review of activities

Indicators, Milestones and Benchmarks

The Trustees measure the success of the Federation in 'enabling women' by monitoring:

- The number of WIs in Surrey and the rate of formation of new ones;
- The number of members in the Federation;
- The number of members attending the Annual Council Meeting and the Autumn Federation Meeting;
- The numbers attending the many other smaller meetings and events which the subcommittees run each year;

Report of the Trustees for the Year Ended 31 October 2025

ACHIEVEMENTS AND PERFORMANCE

Grant Making Policy

The Federation does not give grants as a means of fulfilling its charitable objectives.

The Federation previously gave bursaries in the form of Denman College vouchers and a Surrey at Denman weekend bursary. Following the closure of Denman College the Denman Trust has been created. The Federation plan to claim grants from the Denman Trust to provide courses for Surrey members at a reduced rate and make bursaries available from our Federation.

The Federation will consider requests for bursaries from WI members.

Relationships with Related Parties and Representation on Other Bodies

The work of the Surrey Federation is integrally linked to that of the National Federation of WIs and to the work of the WIs in Surrey. All WIs in Surrey are separate legal entities, having their own charitable status. The Surrey Federation is independent from the National Federation. Two Surrey Federation officers attend the National Federation Council meetings each year, so we are a fully participating member of the National Federation.

Activities and Events

Impact of Activities and Events

The Federation has about 150 member WIs. This year we have been able to form 1 new WIs but there have been several closures. There are approximately 6,700 members in the Surrey Federation, a slightly lower number than last year.

Some Surrey WI members have taken advantage of the opportunities to participate in activities and in events throughout the year. The range of courses, events and activities is shown by the examples given in the organisation structure section for each team.

FINANCIAL REVIEW

Going concern

The trustees have adopted the going concern basis when preparing these financial statements. The company has adequate resources to continue in operational existence for the foreseeable future due to the cash on deposit and investments held.

Reserves policy

The Federation requires sufficient unrestricted reserves to be held to allow it to continue its work in connection with the promotion of the interests of women (as specified in the Constitution) for a period of at least a year.

Federation surplus funds may be invested in accordance with the Investment Policy in order to provide additional income to the Federation. The Federation is required to retain reserves sufficient to be able to run the Federation for at least a year in the event that no other income is forthcoming, taking into account any cost saving that can be made in the event of this change in income stream. The Federation will keep at least three months of normal expenditure in instant access bank accounts. Funds above this level may be invested in term deposits (where the maximum loss in event of early withdrawal is the interest payable at the end of the term), or in stocks and shares via Quilter Cheviot.

The reserves held, including investments, at the year end will allow the current level of expenditure to continue for several years.

Federation reserves include monies received from WIs suspended during the year under review and funds designated for specific purpose as detailed in the notes to the accounts.

Report of the Trustees for the Year Ended 31 October 2025

FINANCIAL REVIEW

Material investments policy

The Trustees are empowered to invest the funds of the Federation at such a time and in such a manner as they see fit within the limits of applicable laws and regulations in the United Kingdom.

Quilter Cheviot invest such funds as the Trustees decide. The Federation has an ethical approach to investments and will not invest in the tobacco, pornography, gambling or armaments industries, but otherwise Quilter Cheviot can invest using their experience. In order to minimise the risk but secure income the funds can be invested in both fixed interest securities and in equities. An investment manager from Quilter Cheviot visits the Trustees regularly to discuss the portfolio and provides interim written reports to enable the Trustees to review the overall investment strategy.

PLANS FOR FUTURE PERIODS

In November 2023 the Board of Trustees reviewed and adopted the Federation Strategic plan, which is to be reviewed annually.

This included:

- The Federation aims for 2023 to 2025, of increasing membership numbers, providing educational activities for Surrey WI members, while making a small loss or breaking even each financial year;
- Setting 29 future outcomes for the three years, including additional trustee training and support, visits to each WI and a review of types of events and workshops held as promotion of our digital activities;
- Plans for recruitment of team and Board of Trustees members;
- Allocating objectives for implementation to Teams and Federation Appointments with timescales.

The plan is reviewed regularly.

FUNDS HELD AS CUSTODIAN

Although the charity maintains restricted funds to deal with incoming resources that are earmarked for a particular purpose by donors, sponsors and other funders, the Federation does not currently hold, and the trustees do not anticipate that it will in the future hold, any funds as Custodian for any third party, other than on a temporary basis, for example, while a WI establishes banking arrangements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

Status and History

The Federation is a registered charity and a company limited by guarantee, not having share capital. Every member undertakes to contribute an amount not exceeding £1 to the assets of the charity in the event of the charity being wound up during the period of membership, or within one year thereafter.

The Federation was formed in 1918 to independently assist The National Federation of Women's Institutes of England, Wales, Jersey, Guernsey and The Isle of Man (the National Federation), itself a charitable company, to support and advise any Women's Institute (WI) throughout the county of Surrey.

The Federation was incorporated on 15 July 1993 and became a registered charity on 8 October 1993.

The Federation is governed by the rules and regulations set down in its constitution, which is incorporated within its company Memorandum and Articles of Association originally dated 15 July 1993 was last updated in June 2025 and adopted by the Federation in July 2025.

Report of the Trustees for the Year Ended 31 October 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure and decision making

The overall strategic direction of the charity is determined by the Trustees, who:

- are responsible for the overall running of the Federation;
- ensure that its activities are within the objectives of the Federation;
- ensure that its activities cover all its aims and interests;
- make policy decisions;
- develop plans which are carried out in conjunction with the Federation's subcommittees;
- regularly review the overall programme and service it provides, to members; and
- appoint annually the various subcommittees members and Federation appointees.

The Trustees are responsible for carrying out the policies of the National Federation as agreed by the national membership at general meetings of the National Federation. The Trustees are also responsible for implementing the decisions made by the members of the Federation at annual council meetings of the Surrey Federation.

The Trustee Team meets nine times a year, with the annual cycle starting immediately after the Annual Council Meeting in March. The Council of the Surrey Federation comprises the Trustees and a representative from each of the Surrey Federation Women's Institutes (WIs) and is organised by the Trustee Team.

The Federation currently has five sub-teams, which are responsible for the majority of the charity's work each year:

- Skills, Activities, and Learning Team
- Membership Support Team
- Resolutions and Campaign Team
- Equality, Diversity, and Inclusion Team
- E & O show committee

There are also self funding groups and special interest groups:

- Crafty Ladies
- Camera Group
- Surrey Serenaders

Our main publication is Surrey WI News published every month.

Report of the Trustees for the Year Ended 31 October 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

1. Federation Overview

Co- Chairs Report - 1 November 2024 to 31 October 2025

Governance:

We participated in the revision of the Constitution of WIs set by the changes approved at the National Annual General Meeting on 4-6-25. The Companies Act Meeting was held prior to the National AGM.
Surrey Federation held the Adoption Meeting of the new Constitution on 7-7-25. This was necessary because Surrey Federation, like many Charities, is a Company Limited by Guarantee and therefore must comply with the Companies Act formalities. We sent information to all our WIs inviting them to either send a delegate or grant a Proxy vote prior to this meeting.

The new Constitution was duly adopted.

We have used the Strategic Plan for Surrey Federation to develop our organisation into one that encourages our members to enrich their lives by inspiring them to take an active role in their community, learn new skills and widen their horizons.

The newly formed Skills Activities and Learning Team (known as SALT) has enhanced this objective by running a wide variety of courses. They have started to build a relationship with an organisation which distributes food to Food Banks and offers courses to teach cooking skills. Through this team we have engaged with a Nationally supported "Let's Dance" initiative, to encourage fitness, with our members and potential members.

Our Membership Support Team, (known as MST) have been actively looking at the growth areas in Surrey, to see if there is potential to open new WIs. In 2024/25 2 WI has been opened.

Sadly, due to falling numbers, frailty of age and an inability to retain and recruit committee members, there have been several suspensions.

However, we notice that WIs have extended their hand of friendship and offered enlargement to mutual benefit of both the existing WI and the suspended WI.

The Resolution and Campaigns Team (known as RACT) have used the Strategic Plan to measure their increasing involvement with informing our members of new Campaigns, how to craft a new resolution as well as taking on a greater involvement in developing an understanding of the role of a Delegate to our WIs.

This team has also provided members to scrutineer the long list of proposed Resolutions.

We said farewell to our Surrey WI News editor as she wishes to enjoy a new lifestyle. We welcomed a new Editor, who comes from a background of journalism and is now able to bring fresh ideas to this magazine.
She leads an enthusiastic team of proofreaders under the guidance of one of our newer Trustees.
We continue to deliver Surrey WI News, to all our members who have an email account, on the 1st of the month. We also print copies for our members, who like to hold a magazine but lack a printer. We charge for the paper, ink and postage. This has reduced from 500 to around 300 copies a month.

We have also employed a new member of staff - the Digital Administrator. This role encompasses the role of Webmaster, to improve our social media presence, help our WIs understand the 365, we use.

Report of the Trustees for the Year Ended 31 October 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

We held our Annual Council Meeting as a hybrid meeting, following the deficit we made in the previous year. We invited the WIs who would have a certificate on achieving age related milestones. Some came.

Other WIs formed Watch parties.

Unfortunately, this was not as smooth as the normal Zoom call. The technology had a 'gremlin' day, and members could not get in as usual. We learnt a lot.

Our Trustee's have all completed their Trustee Training as well as other Training courses offered by National Federation, such as, Conflict Resolution, Safeguarding and the new Advisers Course.

We, continue to invite our members to observe and contribute to the Trustee Team meeting and the committee meeting, this we hope will enable them to understand how the Federation is run, and maybe volunteer to serve.

Our number of Trustee's is appropriate, but succession planning is always on our minds, with the need to replenish.

The Equality, Diversity and Inclusion Team is taking longer to become effective, but due to the dedication of founder members we have great hopes.
We took our gazebo to the Pride @ Surrey event held at Stoke Park in Guildford. This event was very successful, many members came to share their memories of their family's involvement with WI, and how can they join? A carnival like festival.

However, we report success 'growing' our Climate Ambassador's Team. They have participated in Marches, lobbying your MP at Westminster, as well as monitoring the cleanliness of our streams and rivers. We have had window displays in shopping areas to inform the general public about our climate concerns, plastic free picnics etc.

Cranleigh Show, saw us show casing the variety of skills one can learn through membership of the WI, whilst introducing children to decorating plant pots and then planting a small plant. This area seems to be a growth area, and we had many enquiries about WIs in the area.

Edenbridge & Oxted Show, saw us again showing the range of skills we have and how when entered in a Show we can be so competitive. The foot fall was steady allowing us to engage with many people.

The 110th Anniversary of National Federation of WIs was celebrated by Parading our Banners in Guildford. We also had a stall to showcase the History of the various WIs in Surrey.

We had a self-funded holiday in Bristol for a larger group of our members who responded to staying in Student Halls during the balloon Festival so positively, good team building, this may be repeated next year.

The framework of the Strategic Plan has proved to be invaluable in guiding our Trustees and Chairs of Committees to achieve the stability and growth of Surrey Federation of WIs.

STRUCTURE, GOVERNANCE AND MANAGEMENT

2. Surrey Federation Sub-Teams

Skills, Activities and Learning Team (SALT)
The Skills, Activities and Learning Team has organised a wide range of events for Surrey WI members.

They hosted a Christmas Bread workshop at Richard Challenor School where attendees learned to make Cinnamon Buns, Festive Japanese Milk Bread, and Traditional Loaf-making for a fun and welcoming session. Louise led two successful cheese workshops, allowing participants to bring home delicious samples.

Auditions were also held, resulting in a strong lineup of new speakers featured in the yearbook. Members enjoyed a lively afternoon tea at Ripley Village Hall, which included talks from three antiques experts. In addition, members and friends had a tasty lunch at Glenmore House, followed by an engaging talk by author Karen Swan.

Team members ran both zips and flower arranging workshops at Federation office, helping members develop new skills to share with others.

Creative workshops at Ripley Village Hall gave members the chance to design tealight holders and glass wave pieces using glass fusing techniques, resulting in many beautiful creations.

The Camera Club continues to meet regularly at various locations around the Federation, where members enjoy photography and camaraderie, all organised by a dedicated team member.

None of these activities would happen without the commitment, time, and hard work of the SALT team, whose efforts are greatly valued.

Member Support Team (MST)
The MST is responsible for the welfare and development of the WIs in the Surrey Federation. SFWI has five WI Advisers, trained by NFWI who are reappointed annually by the Federation, and recently retired Advisers and other WI members who give valued support. The team has nine members in total. 2 WIs were suspended this year due mainly to being unable to find committee members. However, 2 WIs have been formed during this period. MST members are also attached to Groups within the Federation. They have been actively involved in 18 Group committee meetings, meetings and social events, in person or virtual. They have also attended 7 Prison WI meetings

Members of the team have collectively made 67 visits to WIs to offer support, advice and
encouragement and pre-formation meetings. They have attended 21 Annual Meetings at the request of the WIs, to offer support and help them conduct the business of the meeting. Annual meetings made easy workshops accounted for 6 attendances by members of the team and between them they

Have attended 7 courses to further their knowledge and skills, plus supported 11 zoom members general discussions. There have been 20 attendances 6 at county shows and promotional events.

Resolutions and Campaigns Team (RACT)
Resolutions and Campaigns Team has continued to meet its objective of encouraging awareness of, and involvement in, WI campaigns. One of the ways we do this is with monthly articles in SWIN which have covered a wide range of topics including encouraging volunteering, environmental concerns, International Women's Day and ending gender-based violence.

STRUCTURE, GOVERNANCE AND MANAGEMENT

We have also spread awareness of the resolution process, working with the Membership team to run two workshops on Resolutions which again proved popular. After the national Annual Meeting, we worked with other Surrey teams to spread information about the new Campaign "Bystanders can be Lifesavers" and the importance of learning about CPR.

The team works closely with our Climate Advocate and Resolutions co-ordinator and have looked at ways to reduce our climate footprint, including holding some meetings by zoom. We have been pleased to welcome WI members to our most recent zoom meeting and are hopeful that we have gained new team members as a result.
We are looking forward to a new year of campaigning and encouraging others to take part.

Equality, Diversity and Inclusion Team (EDI)

Surrey Federation have continued to monitor activities and events put on by and within the Federation to ensure that where possible, we have events throughout the year that will cater for all of our members if they wish to attend.

This has included varying the time and venue for workshops and aiming for a variety of price ranges.
We ran crafting workshops, open to all members, to create 'give away' things at Pride in Surrey. This created a safe space for productive conversations to take place to aid our overall inclusive approach to the LGBTQIA+ community. We undertook a thorough risk assessment prior to our attendance at Pride in Surrey and had a good time supporting this local event.

We began to create a 'Black Lives Matter' banner for the Federation and reached out to various groups within the black community for advice and feedback. It was suggested that it was not authentic and needed to be created by members who identify within that community so the project is on hold, and we will look for members to help with this.

The E & O Show 2025

The show theme was 'A Year in the Life of ---' Entries were again slow to arrive as in 2024 for this show on the August Bank Holiday weekend at the Edenbridge & Oxted Agricultural Show. However with a lot of reminding and arm twisting of members the large marquee we were allocated was filled with a marvellous array of top quality crafts and cookery and hands on demonstrations and activities.

The weather for the set up days were dry and warm. The 2 show days were hot and it was a full time job keeping all the volunteer stewards and helpers hydrated as the temperature in the marquee soared and everyone's energy levels plummeted. Some members of the public just found it too hot to spend time viewing our show. The yummy brownies for sale on the Country Market cake stall quickly turned into drinking chocolate!!.

Six judges spent 5 hours each judging all the exhibits - what a task. They were overwhelmed with the skills, talents and attention to detail achieved by all the exhibitors.

We were delighted to welcome St John Ambulance to join us to promote the WI campaign that 'Bystanders can be Life Savers'. They ran regular demonstrations re giving CPR and using a defibrillator, educating us and the public.
It was so encouraging to have WIs participating from across Surrey including some of the London WIs and more exhibitors entered the show for the first time, some of whom also volunteered as stewards.

The children's activities were a great hit.

We were delighted to have Oxted Country Markets joined us again, selling their popular home made, hand crafted and home grown products. They make a substantial financial contribution to financing the event.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Sadly we didn't this year receive an Agricultural Show award but as far as the Surrey Fed WI E & O Committee are concerned this was a great show enjoyed and appreciated by exhibitors and public alike and showcased what the WI is all about.

3. Surrey Federation Roles

The Federation Archivist has worked tirelessly to sort and store donations from WIs.

The Yearbook is now an on-line publication... The Yearbook holds a great deal of information on SFWI as well as the Speaker information. We held two successful Auditions in the year for new Speakers who have been added to the publication.

4. Communications and Publicity and the Public Face of the Surrey Federation

A full year we have had publicity wise putting ourselves out there for both National and Surrey events

Nationally we went to Happy Place Festival where we spoke to women from all over the country telling them about our Surrey WI's

In Surrey this year we have had a few big events that have brought in newspaper and local advertising of our WIs , white ribbon orange flower campaign, Let's Dance, Pride, E & O show, Cranleigh show, banner parade. Each of these have led us to connect with the public and our members

Our biggest event for fundraising this year had to be Bristol a great weekend where 65 of our members came together for a Balloon filled weekend of high jinks and fun.

5. Interest Groups

The Camera Group meet regularly at various venues around the Federation and enjoys taking lovely photos as well as the friendship of the group, this is organised and lead by a team member. Crafty Ladies meet at SFWI Office six times a year where members share ideas. Everyone is welcome to come along with their craft work. The Surrey Serenaders held regular rehearsals and put on a few concerts.

Recruitment

While visiting WIs the members of the Trustee Team and WI Advisers try to identify suitable candidates who have potential for the role of trustee to join one of the subcommittees, and be nominated to serve on the Board of Trustees.

Succession planning is in place. Suitable candidates are invited to shadow Board of Trustee meetings before being asked whether they wish to join. The Federation Secretary, the Chairman, or the Vice Chairmen will discuss the role of Trustee with the candidate to ensure that she fully understands the implications of becoming a Trustee before she accepts a nomination to join the Board or is co-opted.

Appointment and Election

Members of the Board are elected on a bi-annual basis and if there are more than the fifteen candidates nominated, then there would be a ballot of all the Surrey WIs.

Report of the Trustees for the Year Ended 31 October 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and Training

New Trustees are given copies of:

- The Charity Commission document CC3, The Essential Trustee covering what you need to know and what you need to do as a Board of Trustees member;
- Federation Terms of Reference and Standing Orders;
- Federation Policies;
- Articles of Association for NFWI and SFWI;
- Constitutions and Rules for WIs.

Trustee training is provided by the National Federation and any other identified training is covered by outside organisations or suitably qualified personnel.

Risk and Corporate Governance Matters

The Trustees are generally risk adverse and are therefore concerned about any potential risks which might occur and seek to minimise the Federation's exposure to risk in all cases. The Chairman and Treasurer, on behalf of the Trustee Team, carried out a risk assessment for the Federation this document was approved by the board in early 2020 to be reviewed annually. The risk assessment is regularly reviewed and updated. The risk areas considered included health and safely in the office, Financial risk, Governance risk, Operation risk and external risks.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02836301 (England and Wales)

Registered Charity number
1026988

Registered office
6 Paris Parklands
Railton Road
Guildford
Surrey
GU2 9JX

The Surrey Federation of Women's Institutes

Report of the Trustees for the Year Ended 31 October 2025

Trustees

A Leach	
J Mulryan	
S Landgraf	(resigned 20/01/2025)
D Playle	(resigned 29/03/2025)
A Thomas	
J Arthur	
J Jenner	
A Robertson	
R Williams	(resigned 29/03/2025)
C Grove	
D Brittle	
Georgina Wagner	(appointed 03/03/2025)

Company Secretary
K Whitehead

Independent Examiner
Bennewith 2018 Limited
t/a A J Bennewith & Co
Upper Ground Floor
18 Farnham Road
Guildford
Surrey
GU1 4XA

Investment manager
Quilter Cheviot
1 Kingsway
London
WC2B 6AN

Approved by order of the board of trustees on 19 January 2026 and signed on its behalf by:

A Robertson - Trustee

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

Independent examiner's report to the trustees of The Surrey Federation of Women's Institutes ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 October 2025.

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.

A J Bennewith FCA,FCPA, FFA, FFTA, FIPA, DChA, FRSA

Bennewith 2018 Limited
t/a A J Bennewith & Co
Upper Ground Floor
18 Farnham Road
Guildford
Surrey
GU1 4XA

Date: .....

The Surrey Federation of Women's Institutes

Statement of Financial Activities for the Year Ended 31 October 2025

	Notes	Unrestricted funds £	Restricted funds £	31.10.25 Total funds £	31.10.24 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	1,564	1,325	2,889	13,972
Charitable activities					
Courses and training		13,442	-	13,442	15,271
Membership subscriptions		79,568	70	79,638	77,374
Newsletter and publications		5,932	-	5,932	5,963
Federation meetings		1,006	-	1,006	6,789
Other trading activities	3	20,145	6,900	27,045	6,681
Investment income	4	30,543	-	30,543	31,447
Other income		4,200	-	4,200	4,399
Total		156,400	8,295	164,695	161,896
EXPENDITURE ON					
Raising funds		16,273	6,615	22,888	6,514
Charitable activities					
Courses and training		13,511	-	13,511	16,174
Newsletter and publications		7,997	-	7,997	7,988
Federation meetings		1,031	-	1,031	9,024
Support costs		118,117	-	118,117	121,989
Governance		6,179	-	6,179	7,195
Other charitable expenditure		981	141	1,122	5,989
Total		164,089	6,756	170,845	174,873
Net gains on investments		35,858	-	35,858	24,636
NET INCOME		28,169	1,539	29,708	11,659
Transfers between funds	15	9,493	(9,493)	-	-
Net movement in funds		37,662	(7,954)	29,708	11,659
RECONCILIATION OF FUNDS					
Total funds brought forward		1,063,166	28,068	1,091,234	1,079,575
TOTAL FUNDS CARRIED FORWARD		1,100,828	20,114	1,120,942	1,091,234

The notes form part of these financial statements

Balance Sheet
31 October 2025

	Notes	Unrestricted funds £	Restricted funds £	31.10.25 Total funds £	31.10.24 Total funds £
FIXED ASSETS					
Tangible assets	10	318,013	-	318,013	326,162
Investments	11	610,560	-	610,560	575,755
		928,573	-	928,573	901,917
CURRENT ASSETS					
Stocks	12	857	-	857	793
Debtors	13	30,722	-	30,722	25,598
Cash at bank and in hand		163,179	20,114	183,293	182,616
		194,758	20,114	214,872	209,007
CREDITORS					
Amounts falling due within one year	14	(22,503)	-	(22,503)	(19,690)
NET CURRENT ASSETS		172,255	20,114	192,369	189,317
TOTAL ASSETS LESS CURRENT LIABILITIES		1,100,828	20,114	1,120,942	1,091,234
NET ASSETS		1,100,828	20,114	1,120,942	1,091,234
FUNDS	15				
Unrestricted funds				1,100,828	1,063,166
Restricted funds				20,114	28,068
TOTAL FUNDS				1,120,942	1,091,234

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 October 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 October 2025 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

continued...

Balance Sheet - continued
31 October 2025

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:

.....
A Robertson - Trustee

The notes form part of these financial statements

Notes to the Financial Statements for the Year Ended 31 October 2025

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.

Critical accounting judgements and key sources of estimation uncertainty

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

In the opinion of the Trustees there are no significant estimates or areas of judgement that would have a material impact on the financial statements.

Company status

The company is a private company limited by guarantee incorporated in England and Wales. The address of the registered office is disclosed on page 10. The members of the company are the Trustees named on page 10. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

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.

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

Tangible fixed assets

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

Freehold property	-	Straight line over 50 years
Office equipment	-	Straight line over 5 years
Fixtures and fittings	-	Straight line over 10 years

Stocks

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

Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2025

1. ACCOUNTING POLICIES - continued

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.

Operating leases
Rentals under operating leases are charged to the Statement of Financial Activities incorporating income and expenditure account on a straight line basis over the lease term.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Investments
The charitable company's investments are included in the balance sheet at their market value. The gains or losses arising upon their annual revaluation are included in the statement of financial activities.

Going concern
After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis when preparing the financial statements.

2. DONATIONS AND LEGACIES

	31.10.25	31.10.24
	£	£
Donations	2,889	3,972
Legacies	-	10,000
	2,889	13,972

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2025

3. OTHER TRADING ACTIVITIES

	31.10.25	31.10.24
	£	£
Fundraising events	26,769	6,411
Shop income	276	270
	27,045	6,681

4. INVESTMENT INCOME

	31.10.25	31.10.24
	£	£
Income from investments held on a recognised stock exchange - UK	25,806	26,470
Bank interest receivable	4,737	4,977
	30,543	31,447

5. SUPPORT COSTS

	Finance	Other	Governance costs	Totals
	£	£	£	£
Support costs	1,649	116,468	-	118,117
Governance	-	-	6,179	6,179
Other charitable expenditure	-	168	-	168
	1,649	116,636	6,179	124,464

Support costs, included in the above, are as follows:

	Support costs	Governance	Other charitable expenditure	31.10.25 Total activities	31.10.24 Total activities
	£	£	£	£	£
Bank charges	1,649	-	-	1,649	2,140
Wages	69,778	-	-	69,778	70,052
Social security	-	-	-	-	846
Pensions	1,278	-	-	1,278	1,276
Operating leases - plant and machinery	1,027	-	-	1,027	1,185
Property expenses	11,594	-	-	11,594	10,730
Insurance	5,504	-	-	5,504	5,895
Other professional fees	8,498	-	-	8,498	7,058
Telephone	4,813	-	-	4,813	4,154
Printing, postage and stationery	3,308	-	-	3,308	5,642
Carried forward	107,449	-	-	107,449	108,978

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2025

5. SUPPORT COSTS - continued

	Support costs	Governance	Other charitable expenditure	31.10.25 Total activities	31.10.24 Total activities
	£	£	£	£	£
Brought forward	107,449	-	-	107,449	108,978
Other administrative expenses	896	-	168	1,064	1,485
Federation meeting costs	-	-	-	-	79
Legal fees	1,622	-	-	1,622	3,139
Depreciation of tangible fixed assets	8,150	-	-	8,150	8,308
Board of Trustees	-	2,729	-	2,729	3,905
Examination and accountancy	-	3,360	-	3,360	3,290
Training	-	90	-	90	120
	118,117	6,179	168	124,464	129,304

6. NET INCOME/(EXPENDITURE)

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

	31.10.25	31.10.24
	£	£
Depreciation - owned assets	8,149	8,308
Other operating leases	1,027	1,185
Pension costs	1,278	1,276
Independent examiner's fee	2,800	2,800

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 October 2025 nor for the year ended 31 October 2024.

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2025

7. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

During the year, the Trustees received reimbursement of expenses of £4,645 (2024: £5,382).

8. STAFF COSTS

	31.10.25	31.10.24
	£	£
Wages and salaries	69,778	70,052
Social security costs	-	846
Other pension costs	1,278	1,276
	71,056	72,174

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

	31.10.25	31.10.24
Administrative staff	3	4

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

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	11,288	2,684	13,972
Charitable activities			
Courses and training	15,271	-	15,271
Membership subscriptions	77,294	80	77,374
Newsletter and publications	5,963	-	5,963
Federation meetings	6,789	-	6,789
Other trading activities	270	6,411	6,681
Investment income	31,447	-	31,447
Other income	4,399	-	4,399
Total	152,721	9,175	161,896
EXPENDITURE ON			
Raising funds	230	6,284	6,514
Charitable activities			
Courses and training	16,054	120	16,174
Newsletter and publications	7,988	-	7,988
Federation meetings	9,024	-	9,024

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2025

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Support costs	121,989	-	121,989
Governance	7,195	-	7,195
Other charitable expenditure	4,299	1,690	5,989
Total	166,779	8,094	174,873
Net gains on investments	24,636	-	24,636
NET INCOME	10,578	1,081	11,659
Transfers between funds	3,042	(3,042)	-
Net movement in funds	13,620	(1,961)	11,659
RECONCILIATION OF FUNDS			
Total funds brought forward	1,049,546	30,029	1,079,575
TOTAL FUNDS CARRIED FORWARD	1,063,166	28,068	1,091,234

10. TANGIBLE FIXED ASSETS

	Freehold property £	Office equipment £	Fixtures and fittings £	Totals £
COST				
At 1 November 2024 and 31 October 2025	429,002	9,244	31,114	469,360
DEPRECIATION				
At 1 November 2024	111,962	7,337	23,899	143,198
Charge for year	5,720	1,244	1,185	8,149
At 31 October 2025	117,682	8,581	25,084	151,347
NET BOOK VALUE				
At 31 October 2025	311,320	663	6,030	318,013
At 31 October 2024	317,040	1,907	7,215	326,162

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2025

11. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 November 2024	575,755
Additions	39,070
Disposals	(40,123)
Revaluations	35,858
At 31 October 2025	610,560
NET BOOK VALUE	
At 31 October 2025	610,560
At 31 October 2024	575,755

There were no investment assets outside the UK. Individual holdings representing more than 5% of the market value at the balance sheet date are:

	31 October 2025 £	31 October 2024 £
M&G Corporate Bond	50,119	49,309
AXA Investments	38,886	38,498
Pimco Global Advisers	35,790	34,980
Unilever	22,945	-
Shell Plc	42,713	38,678
Mercantile Investment Tst Plc	-	30,225
	190,453	189,690

Cost or valuation at 31 October 2025 is represented by:

	Listed investments £
Valuation in 2025	610,560

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2025

11. FIXED ASSET INVESTMENTS - continued

If the fixed asset investments had not been revalued they would have been included at the following historical cost:

	31.10.25	31.10.24
	£	£
Cost	524,859	519,007

The fixed asset investments were valued on an open market basis on 31 October 2025 by Quilter Cheviot.

12. STOCKS

	31.10.25	31.10.24
	£	£
Goods for resale	857	793

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.10.25	31.10.24
	£	£
Trade debtors	101	59
Other debtors	19,126	20,009
Prepayments	11,495	5,530
	30,722	25,598

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.10.25	31.10.24
	£	£
Trade creditors	2,585	1,476
Other creditors	19,918	18,214
	22,503	19,690

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2025

15. MOVEMENT IN FUNDS

	At 1.11.24 £	Net movement in funds £	Transfers between funds £	At 31.10.25 £
Unrestricted funds				
General fund	1,032,496	30,587	(1,000)	1,062,083
Friendship Fund	17,549	(1,386)	9,493	25,656
Training Fund	12,324	(1,032)	1,000	12,292
General Bursary	797	-	-	797
	1,063,166	28,169	9,493	1,100,828
Restricted funds				
Friendship Fund	14,378	1,324	(9,993)	5,709
Cranleigh Show	353	(141)	-	212
Surrey Serenaders	685	633	-	1,318
Crafty Ladies	621	70	-	691
Camera club	91	-	-	91
Denman Bursary	6,815	-	-	6,815
Joy Morgan Bursary	3,333	-	-	3,333
Edenbridge and Oxted Show	1,792	(347)	500	1,945
	28,068	1,539	(9,493)	20,114
TOTAL FUNDS	1,091,234	29,708	-	1,120,942

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	155,924	(161,195)	35,858	30,587
Friendship Fund	388	(1,774)	-	(1,386)
Training Fund	88	(1,120)	-	(1,032)
	156,400	(164,089)	35,858	28,169
Restricted funds				
Friendship Fund	1,324	-	-	1,324
Cranleigh Show	-	(141)	-	(141)
Surrey Serenaders	3,628	(2,995)	-	633
Crafty Ladies	70	-	-	70
Edenbridge and Oxted Show	3,273	(3,620)	-	(347)
	8,295	(6,756)	-	1,539
TOTAL FUNDS	164,695	(170,845)	35,858	29,708

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2025

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.11.23 £	Net movement in funds £	Transfers between funds £	At 31.10.24 £
Unrestricted funds				
General fund	1,018,643	14,775	(922)	1,032,496
Promotion Fund	1,078	-	(1,078)	-
Friendship Fund	18,375	(3,868)	3,042	17,549
Training Fund	10,332	(8)	2,000	12,324
General Bursary	1,118	(321)	-	797
	1,049,546	10,578	3,042	1,063,166
Restricted funds				
Let's cook	1,363	(1,363)	-	-
Friendship Fund	15,236	2,684	(3,542)	14,378
Cranleigh Show	680	(327)	-	353
Surrey Serenaders	557	128	-	685
Crafty Ladies	541	80	-	621
Camera club	91	-	-	91
General Bursary	120	(120)	-	-
Denman Bursary	6,815	-	-	6,815
Joy Morgan Bursary	3,333	-	-	3,333
Edenbridge and Oxted Show	1,293	(1)	500	1,792
	30,029	1,081	(3,042)	28,068
TOTAL FUNDS	1,079,575	11,659	-	1,091,234

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2025

15. 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	152,305	(162,166)	24,636	14,775
Friendship Fund	300	(4,168)	-	(3,868)
Training Fund	117	(125)	-	(8)
General Bursary	(1)	(320)	-	(321)
	152,721	(166,779)	24,636	10,578
Restricted funds				
Let's cook	-	(1,363)	-	(1,363)
Friendship Fund	2,684	-	-	2,684
Cranleigh Show	-	(327)	-	(327)
Surrey Serenaders	3,331	(3,203)	-	128
Crafty Ladies	80	-	-	80
General Bursary	-	(120)	-	(120)
Edenbridge and Oxted Show	3,080	(3,081)	-	(1)
	9,175	(8,094)	-	1,081
TOTAL FUNDS	161,896	(174,873)	24,636	11,659

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2025

15. MOVEMENT IN FUNDS - continued

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

	At 1.11.23 £	Net movement in funds £	Transfers between funds £	At 31.10.25 £
Unrestricted funds				
General fund	1,018,643	45,362	(1,922)	1,062,083
Promotion Fund	1,078	-	(1,078)	-
Friendship Fund	18,375	(5,254)	12,535	25,656
Training Fund	10,332	(1,040)	3,000	12,292
General Bursary	1,118	(321)	-	797
	1,049,546	38,747	12,535	1,100,828
Restricted funds				
Let's cook	1,363	(1,363)	-	-
Friendship Fund	15,236	4,008	(13,535)	5,709
Cranleigh Show	680	(468)	-	212
Surrey Serenaders	557	761	-	1,318
Crafty Ladies	541	150	-	691
Camera club	91	-	-	91
General Bursary	120	(120)	-	-
Denman Bursary	6,815	-	-	6,815
Joy Morgan Bursary	3,333	-	-	3,333
Edenbridge and Oxted Show	1,293	(348)	1,000	1,945
	30,029	2,620	(12,535)	20,114
TOTAL FUNDS	1,079,575	41,367	-	1,120,942

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2025

15. 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	308,229	(323,361)	60,494	45,362
Friendship Fund	688	(5,942)	-	(5,254)
Training Fund	205	(1,245)	-	(1,040)
General Bursary	(1)	(320)	-	(321)
	309,121	(330,868)	60,494	38,747
Restricted funds				
Let's cook	-	(1,363)	-	(1,363)
Friendship Fund	4,008	-	-	4,008
Cranleigh Show	-	(468)	-	(468)
Surrey Serenaders	6,959	(6,198)	-	761
Crafty Ladies	150	-	-	150
General Bursary	-	(120)	-	(120)
Edenbridge and Oxted Show	6,353	(6,701)	-	(348)
	17,470	(14,850)	-	2,620
TOTAL FUNDS	326,591	(345,718)	60,494	41,367

Restricted funds

During the year the "Let's Cook" funds were all transferred to Foodwise TLC Ltd in Woking who offer similar training to the National Food Standards Agency "Let's Cook" courses. All the physical items that were purchased with "Let's Cook" money were also passed to Foodwise TLC Ltd in the year.

The Restricted Friendship Fund holds closing funds from suspended Surrey WIs. These funds are available for return to the WI should it reform. After three years the funds are transferred to the Designated Friendship Fund.

Cranleigh Show is the balance of funds raised from past involvement with the annual show. The funds are held for use by the committee at shows.This year we had an involvement in the show as it is recommenced after Covid 19.

Surrey Serenaders is a self funding group. Members pay to attend fortnightly practice sessions and the group raises funds by hosting concerts. Funds are used to pay for costs involved in practice sessions and concerts.

Crafty Ladies is a self funding group. Funds are raised by asking attendees to pay a fee for each session they attend and the group use the funds to pay for tutor when sufficient funds are held.

The Camera Group can ask members for a fee which is then used to pay for speakers and excess funds are held for their use.

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2025

15. MOVEMENT IN FUNDS - continued

Joyce Beryl Morgan left a £10,000 legacy to Denman College for members from Surrey, Lancashire and Hampshire to cover fees and/or travelling in expenses of student attending courses at Denman College to be known as the Joy Morgan Bursary. Due to the closure of Denman College the Executors have agreed to the bursary being used for a wider range of courses. The terms agreed are "Courses, that, in the spirit of Denman and the friendships made there, allows WI members to learn new skills or explore new topics as a group. This bursary can be used to cover course or tutor fees and travelling expenses".

Denman Bursary is funds that were donated to the Federation specially to cover members attending courses at Denman College. The college closed in 2020 and NFWI have used the proceeds from the sale of the building to set up the Denman Trust. The Federation are still awaiting confirmation from NFWI as to exactly what we are allowed to use the funds for.

General Bursaries are funds that have been donated to the Federation to use for education purposes, not limited to Denman courses.

Edenbridge and Oxted show is the fund to enable the promotion of the WI at the agricultural show. The committee raises money by hosting quizzes and from competition entries to pay for the stand at eth show and prizes for competitions.

Designated funds

This Friendship Fund holds gifts from members, WIs and the remaining reserves from suspended WIs and it is available to help the formation of new WIs by paying for some of their start up costs and to help financially struggling WIs. The fund is also used to promote the WI at local shows and at any other event the Trustee Team feel will attract new interest and membership.

The Training Fund was set up using a legacy to enable the Federation to pay for the training of new Trustees, sub-team members, including Advisers and WI committees. This is now funded by an annual transfer from the unrestricted funds.

The Promotion Fund - The Board of trustees have widened the use of the designated friendship fund this year to allow for a wider range of cost to be paid from it, so all WI promotion is now paid from the friendship fund. The balance brought forward on the promotion fund has been transferred back to the unrestricted reserve.

General Bursaries are funds that have been donated to the Federation to use for any purpose. The trustees have put the money aside to enable bursaries to be given for a wide range of courses and not restrict bursaries to WI or Denman trust organised courses.

Transfers between funds

During the year £9,993 was transferred from the Restricted Friendship Fund to the Designated Friendship Fund. These are closing funds from suspended WI's which have not reformed within three years. In accordance with the Friendship Fund's policy the funds are transferred to designated funds at this point.

The other transfers were mainly moving funds between unrestricted funds that had been designated by the Trustees for various purposes and general funds. A total of £500 was also transferred from the Designated Friendship Fund to the Edenbridge and Oxted Show Restricted Fund.

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2025

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 October 2025.

Detailed Statement of Financial Activities for the Year Ended 31 October 2025

	31.10.25 £	31.10.24 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	2,889	3,972
Legacies	-	10,000
	2,889	13,972
Other trading activities		
Fundraising events	26,769	6,411
Shop income	276	270
	27,045	6,681
Investment income		
Income from investments held on a recognised stock exchange - UK	25,806	26,470
Bank interest receivable	4,737	4,977
	30,543	31,447
Charitable activities		
Membership subscriptions	79,638	77,374
Surrey WI News	4,122	3,074
Courses and training	13,442	15,271
Yearbook	1,810	2,889
Federation meetings	1,006	6,789
	100,018	105,397
Other income		
Other income	4,200	4,399
Total incoming resources	164,695	161,896
EXPENDITURE		
Other trading activities		
Purchases	199	230
Events	22,689	6,284
	22,888	6,514

Detailed Statement of Financial Activities for the Year Ended 31 October 2025

	31.10.25 £	31.10.24 £
Other trading activities		
Charitable activities		
Federation meetings costs	1,031	9,024
Courses and training	13,511	16,054
Surrey WI News	7,997	7,988
Travelling	141	327
Other expenses	358	4,299
Public relations	55	-
Grants to institutions	400	1,363
	23,493	39,055
Support costs		
Finance		
Bank charges	1,649	2,140
Other		
Wages	69,778	70,052
Social security	-	846
Pensions	1,278	1,276
Operating leases - plant and machinery	1,027	1,185
Property expenses	11,594	10,730
Insurance	5,504	5,895
Other professional fees	8,498	7,058
Telephone	4,813	4,154
Printing, postage and stationery	3,308	5,642
Other administrative expenses	1,064	1,485
Federation meeting costs	-	79
Legal fees	1,622	3,139
Freehold property depreciation	5,720	5,720
Office equipment depreciation	1,245	1,381
Fixtures and fittings depreciation	1,185	1,207
	116,636	119,849
Governance costs		
Board of Trustees	2,729	3,905
Examination and accountancy	3,360	3,290
Training	90	120
	6,179	7,315
Total resources expended	170,845	174,873
Net expenditure before gains and losses	(6,150)	(12,977)

Detailed Statement of Financial Activities for the Year Ended 31 October 2025

	31.10.25	31.10.24
	£	£
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	35,858	24,636
Net income	29,708	11,659

THE SURREY FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1026988

Accounts

Surrey Federation of Women's Institutes

31st October 2024 Annual Report Including Financial Review

Surrey Federation of WIs
6 Paris, Parklands, Railton Road, Guildford,
Surrey, GU2 9JX
01483 233230 info@surreyfedwi.org.uk
www.surreyfedwi.org.uk

TRUSTEES 1 NOVEMBER 2023 to 31 OCTOBER 2024

TRUSTEES

Jill Arthur	St Johns WI (appointed VC 18 March 2024)
Dorinda Brittle	Weybridge WI / Surrey Vixens Virtual WI / Addlestone WI (Appointed 18 March 2024
Hilary Brooks	Walton on Thames WI (resigned 18 March 2024)
Christine Grove	Winterdown WI (appointed 18 March 2024)
Jan Jenner	Maple Village WI/Surrey Vixens Virtual WI
Sheena Landgraf	Caterham Hill WI
Angie Leach	Streatham WI/Surrey Vixens Virtual WI
Jill Mulryan	Old Coulsdon WI
Debbie Playle	Old Coulsdon Cupcakes WI (stepped back as VC 18 March 2024)
Ann Robertson	Sanderstead Village WI
Ann Thomas	Warlingham Evening WI
Ruth Williams	Stoneleigh WI/Cuddington WI/Ewell Court WI
Shirley Wood	Shalford WI (resigned 1 January 2024)

FEDERATION SECRETARY
Karen Whitehead

Co-CHAIRS
Angie Leach
Jill Mulryan

VICE CHAIRS

Debbie Playle	until 18 March 2024
Ann Thomas	
Jill Arthur	from 18 March 2024
Jan Jenner	from 18 March 2024
Hilary Brooks	until 18 March 2024

TREASURER
Sheena Landgraf

Annual Report of The Surrey Federation of Women's Institutes

1. Federation Overview

Co- Chairs Report - 1 November 2023 to 31 October 2024

We started this period by finalising the transfer of the Surrey WI News' printing and publishing to the Federation Office. We are grateful to the Editor. This change responded to the basis on which the publisher produced the Magazine for Surrey. We felt unable to meet these financial changes.

We also reviewed the changes to the composition of our sub-committees. We are very grateful to one of our Trustees, who assumed the Chair of both Home Economics and Events, Leisure, and Fundraising until the Annual Council Meeting 2024. After that a decision was made to amalgamate these two committees under one Chair. To celebrate this merge, they choose a new title reflect the changed role: Skills, Activities and Learning Team (SALT).

The Membership sub-committee also changed its name to the Member Support Team (MST). They cover the needs of about 150 WIs composed of nearly 6,800 members, with only five advisers and the same number of helpers. We grieved for the loss of an Adviser in December.

The Trustees became the Trustee Team rather than the Board of Trustees, but the brief remained the same: to provide good governance in line with the Charity Commissioners' rules and support new initiatives in line with our organisation's aims and objectives.

We aim to communicate with our members by offering events and courses that reinforce their skills and knowledge while they enjoy the company of friends. Be prudent and conscious of financial limitations.

We have extended learning to companies that can offer a range of activities through their workshops, which we can not do without Denman College's facilities. So we began a partnership with Gordon Ramsay Academy for Cookery courses. We are also offering glassblowing and silver workshops. These can be booked directly as an individual to a WI Day or via Group Bookings.

We are beginning to develop a partnership with ATG, which can offer reductions on Group bookings for a theatre production they are putting on.

You took us by surprise with your enthusiasm for Surrey WI News. In addition to ensuring every member receives the magazine online on the same day, we are also printing up to 500 copies each month at the Federation Office. A team of volunteers comes in to 'bundle' these ready to send to members.

We made the painful decision to cancel the Autumn Federation Meeting in October 2024. The lack of interest from the members meant we sold too few tickets to make it a viable event. We cancelled to preserve our deposit.

Our Annual Council Meeting was successful, but again, low numbers meant we were unable to make a profit. Next year, we will follow the National Federation's lead and conduct our first post – covid Annual Council Meeting via Zoom.

All our Trustee Team have completed their Trustee Training, as well as other online courses offered by the National Federation of WI, such as Conflict Resolution and adviser training. We

continue to ask our members to consider joining the Trustee Team. Our number of Trustees is appropriate, but succession planning is always in our minds, with the need for replenishment.

We are saddened by the suspension of WIs who are thriving but unable to continue due to the lack of members willing to take on the Officer roles.

The Equality, Diversity and Inclusion Team has highly engaged members and is seeking like-minded members to join it.

We also have a very enthusiastic Climate Advocate who wishes to expand the group. We have Climate Ambassadors embedded in WIs. Maybe they would like to join the Group.

One area of success is Surrey Federation's attendance at our Agricultural Shows and Pride Show. The Edenbridge and Oxted Show Committee worked hard to run a successful Quiz and Supper night, to raise money for our presence at the Annual show held over the August Bank Holiday weekend. There were more entries than ever to the various classes.

We took our Climate Advocate and her information with us to the newly re-started (after Covid-19) Cranleigh Show. We engaged to many women and their Families. We may return in 2025.

We took our gazebo on its first outing to Pride@Guildford. Such a joyful day, vibrant and fun and enjoyment for all. Many enquiries about local WIs, but also what could men do to support us! We were visited by the Mayor of Guildford and the organiser of Pride UK.

We awarded two grants and a Bursary this year. We are waiting on the completion of their various activities for report which will be shared in Surrey WI News.

In conclusion, we have worked within the framework of our strategic plan towards the strategic aims of the Federation.

2. Surrey Federation Sub-Teams and Working Groups

Skills, Activities and Learning Team (SALT)

During the year we combined the Home Economics, Craft and Gardening Committee and Events, Leisure and Fundraising Committee into a new team. The team have provided a wide variety of events for Surrey WI members to attend.

Two successful Auditions were held with a good selection of new speakers now added to the yearbook. Members visited the Headquarters of the Air Ambulance in Redhill, and it was fascinating to see the work they undertake. A Christmas Cruising trip to London was very festive and enjoyed by all who attended.

The Annual Supper Quiz was held at Worplesdon where team members produced tasty food for everyone to enjoy. We hosted a talk on Turner Paintings and those attending enjoyed a soup lunch provided by team members. Members and friends had a delicious lunch at Glenmore house, followed by a lively talk by author Cecily Blench.

Team members hosted a chutney making workshop and members took home some delightful samples, they also taught an autumn harvest session where members gain skills in using seasonal produce. Our cheese tutor taught a course where members made delicious cheeses. We are grateful to Richard Challoner School for hosting these. Members have attended workshops at the

Chocolate School in Mayford, as well as a delightful Christmas Ideas Demonstration evening at the Gordon Ramsay Academy, Woking.

Members learnt to use their sewing machines, attended a Stump work embroidery course where they produced some delightful ladies and also had the opportunity to make some Fabergé strawberries on another workshop. These workshops were tutored by a team member.

Member Support Team (MST)

The MST is responsible for the welfare and development of the WIs in the Surrey Federation. SFWI has five WI Advisers, trained by NFWI who are reappointed annually by the Federation. They are given valued support by recently retired Advisers and other WI members. The team has nine members in total. Seven WIs were suspended this year mainly due to being unable to find committee members. Two new WIs were formed during this period.

MST members are also attached to groups within the Federation. They have been actively involved in 19 group meetings, social events and committee meetings, in person or virtual.

Team members collectively made 81 visits to WIs to offer support, advice and encouragement. They attended 42 Annual Meetings at the request of the WIs, to offer Support and help them conduct the business of the meeting. Annual meetings made easy workshops accounted for seven attendances by members of the team and between them they attended 10 courses to further their knowledge and skills. There were 15 attendances at county shows and promotional events.

Resolutions and Campaigns Team (RACT)

RACT, formerly Public Affairs, continues to meet regularly and aims to encourage awareness of, and involvement in, WI campaigns. This year there have been regular articles in SWIN on a wide range of topics including fair trade, environmental concerns, diversity, mental health and ending gender-based violence.

The team also mounted displays on neurodiversity at the Annual Council Meeting in March 2024. The display materials have also been used by WIs in their local areas. The display on Dental Health Matters at the Edenbridge and Oxted (E&O) show attracted very favourable comments.

The team works closely with our Climate Advocate and Resolutions co-ordinator and joined with the MST to present two successful Resolution Meetings.

For the 2024 NFWI AGM, the team proposed a resolution on the recycling of blister packs which unfortunately was not short listed. We tried again for 2025 with a resolution on graduated driving licences, which also was not short listed.

An active team that met monthly, other than December, our task is to make the resolutions and campaigns real, reasonable and above all achievable. We have concentrated on bringing national and local WI matters to the attention of members via an article in SWIN each month and a display at each of the SFWI major meetings.

The Climate Change representative is part of our team. We work with her on projects, including making a plastic monster used in the E&O show this year, where it attracted a great deal of attention. This was the embryo for the monster she is producing for a theatre company.

Equality, Diversity and Inclusion Team (EDI)

This year has focused again on ensuring, where possible, that we look to future members and ways they will engage with us and the needs of all our current members. We have continued to use and develop our digital communication, whilst sending hard copies of information to those that need it. We have supported all NFWI policies regarding EDI and supported WIs and Members when this has been challenging. We have booked speakers for the upcoming Annual Council meeting 2025 to support the SFWI understanding of EDI.

3. Surrey Federation Roles

The Federation Archivist has worked tirelessly to sort and store donations from WIs. She is to promote displays of WI's artifacts around the County and at the Surrey History Centre to commemorate WI Day.

The Yearbook saw its last edition as a paper document this year. The Yearbook holds a great deal of information on SFWI as well as the Speaker information. We held two successful Auditions in the year for new Speakers who have been added to the publication. The 2025 edition will be available electronically.

4. Communications and Publicity and the Public Face of the Surrey Federation

Social Media Our social media presence has continued to grow in the past year, and it has been encouraging to have more interaction with members, WI, other Federations and outside organizations.

Surrey WI News (SWIN) has continued to be a major source of information and articles for our WIs. We had made the difficult decision to cease the publication of SWIN its hard copy format from December 2023. January 2024 saw the first online edition of SWIN. Providing a member has an email address registered on the NFWIs Membership Communication System this will appear in inboxes at 9am on the first of every month. The Federation office have been sending out photocopies when ordered by WIs or individuals so all will still be able to access SWIN.

Edenbridge and Oxted Agricultural Show (E&O)

Entries were slow to arrive for the Federation Show at the August Bank Holiday E&O Show but the week before the deadline there was an avalanche of entries.

The problem then was where to put 220 entries, compared to the 160 that we staged and displayed in 2023. The E&O Committee came up with innovative ways to achieve this.

Set up day on the Friday was bright and warm but with very strong winds presenting a few Health & Safety challenges as various obstacles flew around the showground. Saturday, judging day, it poured with rain with the seams of the large marquee trying to surrender to the pressure of water. Exhibitors arrived in the tent trying hard to ensure their precious exhibits were kept dry even if this meant they did not.

Five judges spent six hours each judging all the exhibits - what a task. They were overwhelmed with the skills, talents and attention to detail achieved by all the exhibitors.

We were delighted to obtain sponsorship from the Gordon Ramsey Academy in Woking for our preserve classes. The 49 jars of preserves were judged at the Academy by two of their Chefs prior to the show.

It was so encouraging to have WIs participating from across Surrey including some of the London WIs. More exhibitors entered the show for the first time, some of whom also volunteered as stewards.

The weather for the two show days was perfect. The footfall of visitors to our marquee was continuous and their interest in and support for the WI and all it stands for and achieves so tangible.

The children's activities were a great hit – 'find the pollinators' and 'colour a tooth fairy' with prizes of stickers and bamboo toothbrushes.

Oxted Country Markets joined us again, selling their popular homemade, hand crafted and home-grown products and made a substantial financial contribution to the event.

Sadly, we did not this year receive an Agricultural Show award but as far as the E&O Committee are concerned this was the best show ever.

5. Interest Groups

The **Camera Group** meet regularly at various venues around the Federation and enjoys taking lovely photos as well as the friendship of the group, this is organised and lead by a team member. **Crafty Ladies** meet at SFWI Office six times a year where members share ideas. Everyone is welcome to come along with their craft work. The **Surrey Serenaders** held regular rehearsals and put on a few concerts.

Angie Leach and Jill Mulryan

Co-Chairs, The Surrey Federation of Women's Institutes

FINANCIAL REVIEW OF THE SURREY FEDERATION of WOMEN'S INSTITUTES

November 2023 to 31 October 2024

The documents that follow this report are:
i - Extracts from the Statement of Financial Activities and Balance Sheet within the full Statutory Financial Statements for the year ended 31st October 2024;
ii - Comparison of the actual figures for the year to 31 October 2024 against the budget, as it was presented at the ACM in March 2024, without any designated and restricted funds;
iii - Budget for the year to 31 October 2025.

The Statutory Financial Statements include within them the income and expenditure of our main fund as well as all the restricted and designated funds. Restricted and designated funds are those where the money has been put aside for a specific purpose e.g. the friendship fund, where the money can only be used for the assistance of WIs and cannot be used for the day-to-day running of the Federation. The budget includes only the main fund income and expenditure.

Our overall income for the year was lower than the previous year. Our income from our core income stream of membership subscriptions increased by 2.5% this year. This year we received a £10,000 legacy. Courses and training income increased by £8K but other trading activities decreased by £13K. The change in both to these follows the creation of the Skills, Activities and Learning team from the Home Economics and Events, Leisure and Fundraising committees. The new team concentrated on putting on more frequent but smaller teaching courses and less on the high cost but low margin trips.

Total expenditure decreased from that incurred last year. The main reason for this is the decrease I staffing costs following an office reorganisation in February and the reduced costs sending out the new style Surrey WI News .

The value of the investments held by the Federation increased in value by 2% in the year despite us withdrawing capital of £10,000 during year. Our investments paid £800 more in dividends in this year than in the previous year. Due to increased interest rates we received about £2,500 more bank interest.

The total Federation Funds show an increase of £13,620 from the funds held last year, which would have been a decrease of £11,016, without the gains on investments. This less than the £21,659 deficit last year, but would have been almost exactly the same if we had not received the £10,000 legacy.

The budget for 2024/25 has been prepared based the results for the year ended 31st October 2024, and the Board of Trustees plan for the coming year. Each sub-team saw and agreed their budget before the overall Federation budget was presented to the Trustee team. The biggest unknown is still the number of members that will renew their membership, which are our biggest source of income. During this year many WIs have seen increases in membership and our overall membership is very similar to the year before despite several suspended WIs, so the budget reflects the hope our membership has seen an end to the serious decreases.

Sheena Landgraf
Treasurer, The Surrey Federation of Women's Institutes

i Financial Statements for the year ended 31 October 2024

The Financial Statements, which comprise the Statement of Financial Activities, Balance Sheet and associated notes have been prepared in accordance with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015). The Financial Statements have been independently examined by Bennewith 2018 Limited trading as A J Bennewith & Co.

Extract from Statement of Financial Activities for the year to 31 October 2024

		31.10.24		31.10.23
	Unrestricted funds	**Restricted funds**	**Total funds**	**Total funds**
	£	£	£	£
INCOME				
Donations and legacies	11,288	2,684	13,972	3,774
Courses and training	15,271	-	15,271	7,876
Membership subscriptions	77,294	80	77,374	75,363
Newsletter and publications	5,963	-	5,963	18,627
Federation meetings	6,789	-	6,789	7,673
Other trading activities	270	6,411	6,681	19,290
Investment income	31,447	-	31,447	28,093
Other income	4,399	-	4,399	5,305
Total	152,721	9,175	161,896	166,001
EXPENDITURE				
Raising funds	230	6,284	6,514	17,235
Courses and training	16,054	120	16,174	9,655
Newsletter and publications	7,988	-	7,988	12,128
Federation meetings	9,024	-	9,024	8,191
Support costs	121,989	-	121,989	128,097
Governance	7,195	-	7,195	6,165
Other charitable expenditure	4,299	1,690	5,989	6,189
Total	166,779	8,094	174,873	187,660
Net gains/(losses) on investments	24,636	-	24,636	(15,318)
NET INCOME/(EXPENDITURE)	10,578	1,081	11,659	(36,977)
Transfers between funds	3,042	(3,042)	-	-
Net movement in funds	13,620	(1,961)	11,659	(36,977)
RECONCILIATION OF FUNDS				
Total funds brought forward	1,049,546	30,029	1,079,575	1,116,552
TOTAL FUNDS CARRIED FORWARD	1,063,166	28,068	1,091,234	1,079,575

Balance Sheet as at 31 October 2024

	Unrestricted funds	31.10.24 Restricted funds	Total funds	31.10.23 Total funds
	£	£	£	£
FIXED ASSETS				
Tangible assets	326,162	-	326,162	333,358
Investments	575,755	-	575,755	564,898
	901,917	-	901,917	898,256
CURRENT ASSETS				
Stocks	793	-	793	962
Debtors	25,598	-	25,598	28,502
Cash at bank and in hand	154,548	28,068	182,616	192,414
	180,939	28,068	209,007	221,878
CREDITORS				
Amounts falling due within one year	(19,690)	-	(19,690)	(40,559)
NET CURRENT ASSETS	161,249	28,068	189,317	181,319
TOTAL ASSETS LESS CURRENT LIABILITIES	1,063,166	28,068	1,091,234	1,079,575
NET ASSETS	1,063,166	28,068	1,091,234	1,079,575
FUNDS				
Unrestricted funds			1,063,166	1,049,546
Restricted funds			28,068	30,029
TOTAL FUNDS			1,091,234	1,079,575

The full statutory Financial Statements, including the Independent Examiners report, Trustees' report, Directors' declaration, and the notes are available on request from the federation office at 6 Paris, Parklands, Railton Road, Guildford, GU2 9JX, and will be filed at Companies House.

ii Actual/Budget Comparison for the year to 31 October 2024

	Actual 2023/24 £	Budget 2023/24 £		**Actual 2023/24 £**	Budget 2023/24 £
Income			**Expenditure**		
Charitable activities			**Charitable activities**		
Membership subscriptions (Budget 6,700 members @£11.30)	77,294	75,700	Digital including office 365	1,727	2,000
Surrey WI News	(4,915)	-	Promotions	65	-
Yearbook	2,889	1,800	Resolution and Campaigns team	137	1,150
Skills, Activities and Learning team	1,549	4,500	Equality, Diversity and Inclusion team	29	50
Treasurer workshops	(173)	100			
Member Support team	(1,359)	(1,350)	**Governance costs**		
Federation meetings	(2,510)	(3,000)	Trustee team	3,930	4,100
			National meetings	110	50
Donations and legacies			Accountancy	3,290	3,200
NFWI raffle income	900	800	Funding Advisers to National meeting	-	100
Legacies	10,000	-			
Donations	91	-	**Support costs**		
			Bank charges	2,140	1,800
Other trading activities			Wages and staff costs	72,335	86,200
Shop income	270	-	Rates and water rates	3,393	3,600
			Heat and light	3,711	5,000
Investment income			Business insurance	1,702	2,700
Investment Income	26,486	24,000	Other property expenses	5,058	5,000
Bank interest	4,977	1,500	Other professional fees	8,470	7,500
			Photocopier lease	1,185	1,000
Other income	1,440	1,000	Telephone	4,153	4,800
			Postage	2,253	3,500
			Printing and stationery	3,389	3,000
			Other administrative costs	1,210	4,000
			Training and promotion fund transfers	922	2,000
			Depreciation	8,308	8,300
Total income	116,939	105,050	**Total expenditure**	127,517	149,050
			Surplus income over expenditure	(10,578)	(44,000)

iii Budget for the year ended 31 October 2025

	£		£
Income		**Expenditure**	
Charitable activities		**Charitable activities**	
Membership subscription, 6,600 members @£11.80	77,880	Equality, Diversity and Inclusion team	50
Yearbook	1,200	Resolution and Campaigns team	830
Skills, Activities and Learning team	1,050	Digital including office 365	2,000
		Member support team	1,700
Donations and legacies		Federation meetings	500
NFWI raffle income	800	Surrey WI News	1,200
Donations	-	Treasurer workshops	-
		Governance costs	
Other trading activities		Trustee team	4,250
Shop income	-	National council meeting	50
		Accountancy	3,500
Investment income			
Income from investments	24,000	**Support costs**	
Bank interest	2,500	Bank charges	2,000
		Wages and staff costs	64,500
Other income	750	Rates and water rates	3,600
		Heat and light	4,000
		Business insurance	3,000
		Other property expenses	5,000
		Other professional fees	7,500
		Photocopier lease	1,200
		Telephone	4,800
		Postage	2,000
		Printing and stationery	3,000
		Other administrative costs	3,000
		Training fund transfer	1,000
		Depreciation	6,500
Total income	108,180	**Total expenditure**	125,180
		Excess expenditure over income	(17,000)

THE SURREY FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1026988

Accounts

REGISTERED COMPANY NUMBER: 02836301 (England and Wales)
REGISTERED CHARITY NUMBER: 1026988

Report of the Trustees and

Unaudited Financial Statements

for the Year Ended 31 October 2023

for

The Surrey Federation of Women's Institutes

Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

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Statement of Financial Activities	12
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Notes to the Financial Statements	15 to 29
Detailed Statement of Financial Activities	30 to 32

The Surrey Federation of Women's 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

Policies and Objectives

The charitable objectives for which the charity was established are stated in the governing documents to be:

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

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

Activities for achieving objectives

In pursuance of the overall goals of its charitable objectives, the Federation's principal activity is enabling women in Surrey. In practice, this means that through the work of its Trustees, sub-committees, member WIs, volunteers and other supporters, the Federation:

- encourages women in Surrey to become individual members of their local WI;
- assists and advises on the setting up of new WIs in regions of Surrey not already adequately covered by a suitable WI;
- encourages members to take part in interests ranging over public affairs, sport, leisure, the arts, music, science, cookery, crafts and gardening;
- tries to introduce members to new activities and special interest groups;

Main activities undertaken to further the charity's purposes for public benefit

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and in planning our future activities. In particular they consider how planned activities will contribute to the aims and objectives of the WI.

Report of the Trustees for the Year Ended 31 October 2023

ACHIEVEMENT AND PERFORMANCE

Review of activities

Indicators, Milestones and Benchmarks

The Trustees measure the success of the Federation in 'enabling women' by monitoring:

- The number of WIs in Surrey and the rate of formation of new ones;
- The number of members in the Federation;
- The number of members attending the Annual Council Meeting and the Autumn Federation Meeting;
- The numbers attending the many other smaller meetings and events which the subcommittees run each year;

Grant Making Policy

The Federation does not give grants as a means of fulfilling its charitable objectives.

The Federation previously gave bursaries in the form of Denman College vouchers and a Surrey at Denman weekend bursary. Following the closure of Denman College the Denman Trust is being created by the National Federation which will run courses and for which we will be able to award bursaries.

The trustees also consider grants for other training courses.

Relationships with Related Parties and Representation on Other Bodies

The work of the Surrey Federation is integrally linked to that of the National Federation of WIs and to the work of the WIs in Surrey. All WIs in Surrey are separate legal entities, having their own charitable status. The Surrey Federation is independent from the National Federation. Two Surrey Federation officers attend the National Federation Council meeting each year, so we are a fully participating member of the National Federation.

Activities and Events

Impact of Activities and Events

The Federation has about 150 member WIs. This year we have been able to form 2 new WIs and reformed 1 WI but there have been several closures. There are approximately 7,000 members in the Surrey Federation, a slightly lower number than last year.

Some Surrey WI members have taken advantage of the opportunities to participate in activities and in events throughout the year. The range of courses, events and activities is shown by the examples given in the organisation structure section for each sub-committee.

FINANCIAL REVIEW

Going concern

The trustees have adopted the going concern basis when preparing these financial statements. The company has adequate resources to continue in operational existence for the foreseeable future due to the cash on deposit and investments held.

Report of the Trustees for the Year Ended 31 October 2023

FINANCIAL REVIEW

Reserves policy

The Federation requires sufficient unrestricted reserves to be held to allow it to continue its work in connection with the promotion of the interests of women (as specified in the Constitution) for a period of at least a year.

Federation surplus funds may be invested in accordance with the Investment Policy in order to provide additional income to the Federation. The Federation is required to retain reserves sufficient to be able to run the Federation for at least a year in the event that no other income is forthcoming, taking into account any cost saving that can be made in the event of this change in income stream. The Federation will keep at least three months of normal expenditure in instant access bank accounts. Funds above this level may be invested in term deposits (where the maximum loss in event of early withdrawal is the interest payable at the end of the term), or in stocks and shares via Quilter Cheviot.

The reserves held, including investments, at the year end will allow the current level of expenditure to continue for several years.

Federation reserves include monies received from WIs suspended during the year under review and funds designated for specific purpose as detailed in the notes to the accounts. The Federation's free reserves at 31 October 2023 amounted to £120,387 (31 October 2022: £134,164).

Material investments policy

The Trustees are empowered to invest the funds of the Federation at such a time and in such a manner as they see fit within the limits of applicable laws and regulations in the United Kingdom.

Quilter Cheviot invest such funds as the Trustees decide. The Federation has an ethical approach to investments and will not invest in the tobacco, pornography, gambling or armaments industries, but otherwise Quilter Cheviot can invest using their experience. In order to minimise the risk but secure income the funds can be invested in both fixed interest securities and in equities. An investment manager from Quilter Cheviot visits the Trustees regularly to discuss the portfolio and provides interim written reports to enable the Trustees to review the overall investment strategy.

PLANS FOR FUTURE PERIODS

In Autumn 2022 the Board of Trustee reviewed and adopted the Federation Management plan, which is to be reviewed annually.

This included:

- The Federation aims for 2022 to 2024, of increasing membership numbers, providing educational activities for Surrey WI members, while making a small loss or breaking even each financial year;
- Setting 20 future outcomes for the three years, including additional trustee training and support, visits to each WI and a review of types of events and workshops held as promotion of our digital activities;
- Plans for recruitment of sub-committee and Board of Trustee members;
- Allocating objectives for implementation to Committees and Federation Appointments with timescales.

FUNDS HELD AS CUSTODIAN

Although the charity maintains restricted funds to deal with incoming resources that are earmarked for a particular purpose by donors, sponsors and other funders, the Federation does not currently hold, and the trustees do not anticipate that it will in the future hold, any funds as Custodian for any third party, other than on a temporary basis, for example, while a WI establishes banking arrangements.

Report of the Trustees for the Year Ended 31 October 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

Status and History

The Federation is a registered charity and a company limited by guarantee, not having share capital. Every member undertakes to contribute an amount not exceeding £1 to the assets of the charity in the event of the charity being wound up during the period of membership, or within one year thereafter.

The Federation was formed in 1918 to independently assist The National Federation of Women's Institutes of England, Wales, Jersey, Guernsey and The Isle of Man (the National Federation), itself a charitable company, to support and advise any Women's Institute (WI) throughout the county of Surrey.

The Federation was incorporated on 15 July 1993 and became a registered charity on 8 October 1993.

The Federation is governed by the rules and regulations set down in its constitution, which is incorporated within its company Memorandum and Articles of Association originally dated 15 July 1993 was last updated in March 2021 and adopted by the Federation in March 2021.

Organisational structure and decision making

The overall strategic direction of the charity is determined by the Trustees, who:

- are responsible for the overall running of the Federation;
- ensure that its activities are within the objectives of the Federation;
- ensure that its activities cover all its aims and interests;
- make policy decisions;
- develop plans which are carried out in conjunction with the Federation's subcommittees;
- regularly review the overall programme and service it provides, to members; and
- appoint annually the various subcommittees members and Federation appointees.

The Trustees are responsible for carrying out the policies of the National Federation as agreed by the national membership at general meetings of the National Federation. The Trustees are also responsible for implementing the decisions made by the members of the Federation at annual council meetings of the Surrey Federation.

The Board of Trustees meets nine times a year, with the annual cycle starting immediately after the Annual Council Meeting in March. The Council of the Surrey Federation comprises the Trustees and a representative from each of the Surrey Federation Women's Institutes (WIs) and is organised by the Board of Trustees.

The Federation currently has four sub-committees, which are responsible for the majority of the charity's work each year:

- Events, Leisure and Fundraising
- Home Economics, Craft and Gardening
- Membership
- Public affairs

There are also self funding groups and special interest groups:

- Crafty Ladies
- Camera Group
- Surrey Serenaders

Our main publication is the Surrey WI News published every month.

Report of the Trustees for the Year Ended 31 October 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

1. Federation Overview

Co- Chairs Report 1-11-22 to 31-10- 23

Angie and I were so proud to be elected by the Board of Trustee's to be your first co-chairs of The Surrey Federation of Women's Institutes (SFWI).

Angie has also been elected to the Board of The National Federation of Women's Institutes of England, Wales, Jersey, Guernsey and the Isle of Man (NFWI).

We would like to express on your behalf thanks to our predecessor Carol Gartrell, for all the work she undertook throughout the Covid period and the year following to keep our Federation going. She will be a hard act to follow. We have noted that members have preferred to participate with activities locally and with their own WI's. This has led to a reduction of members attending events and activities organised by the sub-committees of the SFWI. Some were cancelled due to low numbers. However, the entries to the E&O Show were the highest ever and an extra coach was organised for "Cruising into Christmas", so great was the demand. We have listened to your feedback requesting alternative venues be considered, we will be holding the next Autumn Federation Meeting (AFM24) at Bourne Hall in Ewell.

As we move forward, as an outward facing Board, we have been inviting members to come forward to visit our sub-committee meetings and the Board to see what we do. Although the numbers of visitors have been low it has been a productive exercise. We have welcomed their ideas and suggestions to refresh our thinking. The number of Trustees is sufficient to meet the Articles of Association criteria, but we are mindful to maintain succession planning. Good governance must be a priority to maintain the viability of both SFWI and the individual WI's.

The Board have continued the radical revision of all aspects of the work we undertake on your behalf to meet our aims and objectives. All our Trustees including the recently appointed, have completed the mandatory Trustee Training and one has completed the Safeguarding module. Changes to our Terms of Reference and Policies allow the Board to initiate changes to our committees and their names to reflect their functionality. With the help of our Digital Administrator, we are gaining skills and confidence to work with 365.

We thank all our Trustees who have contributed so much to the growth of our Federation but will be standing down following the Annual Council Meeting. Thanks are also given to the members who have volunteered their time and expertise to the running of sub-committees but have stood down during the year.

2. Federation Sub-Committees and Working Groups

Events, Leisure, and Fundraising Sub-Committee (ELF)

A very busy year for the Events Leisure and Fundraising Sub Committee. Our events for the last year have been; a Christmas buffet party at Glenmore house; providing the Raffle at the ACM at Dorking Halls in March; a supper Quiz entertained members, friends and family in April; In June we organised five guided walks in London with a royal theme to celebrate the coronation of King Charles III; In July we had our annual taster day at Surbiton Croquet Club; September saw us eating again at the Literary Lunch with author A J Pearce entertaining us with her story of how she started to write her books; and the last event of this year was the speaker auditions, a great event to get a chance to vote for speakers to go into the yearbook.

Please keep an eye on Surrey WI News and the SFWI Website to see what is happening in Events. If you have any ideas for future events, please let the office know.

Report of the Trustees for the Year Ended 31 October 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Home Economics, Craft and Gardening Sub-Committee's (HE)

The year started in October with the rearranged Making Music Event at Merrist Wood College and the day was filled with lovely hand bell ringing and percussion music. Everyone had a lovely day with fun and laughter, as well as lots of noise. In February we held an activity craft day at Effingham, lots of skills were shared by the tutors and members had the opportunity to make a variety of crafts, including a gift box, quilling, rag rug sampler, felt needle case and peppermint creams. Members enjoyed a delicious lunch prepared by the committee.

In April we returned to Merrist Wood College where members were taught how to make a very pretty mosaic swaying droplet for their gardens. So many lovely, coloured droplets were produced. Also in April, at Richard Challenor School on the first of two cheese courses, members made a selection of cheeses including Camembert. Members took home lovely cheeses to enjoy. In June we enjoyed a flower arranging demonstration at the Tythe Barn, Little Bookham. A colourful selection of arrangements were made by the tutor and were raffled. Members enjoyed a cream tea to finish the afternoon, prepared by committee members. A lovely venue, beautiful arrangements and friendships made. The second cheese making day was held in September again at Richard Challenor School, where member were taught how to make Cheddar Cheese and a three-cheese bread. Members took home the cheese to mature and the bread to share and everyone enjoyed a lovely lunch prepared by one of the committee.

The Membership Sub-Committee (MsC)

The MsC is responsible for the welfare and development of the WIs in the Surrey Federation. SFWI has six WI Advisers, trained by NFWI who are reappointed annually by the Federation, and recently retired Advisers and other WI members who give valued support. Five WIs were suspended due mainly to being unable to find committee members. MsC members are also attached to Groups within the Federation. They have been actively involved in Group committee meetings, meetings and social events, in person or virtual.

No formal WI committee training has taken place this year, but regular monthly free 'drop-in' Zoom sessions have been held for any WI member to attend and receive any support and guidance. An In Person and virtual 'Annual Meetings Made Easy' workshop took place to support WI Committees. Resolution briefing meetings were held both in person and virtual. The MsC arranged for a Federation Representative to visit almost all WIs between November 2022 and January 2023 to raise awareness of how we keep in touch with members and to answer questions. We attended numerous WI committee meetings, mainly in person but some via video conferencing. We represented the SFWI at the E&O Show and contacted many prospective members to signpost suitable WIs.

The Public Affairs Sub-committee (PA).

An active committee that meets monthly other than December. Our task is to make the resolutions and campaigns real, reasonable and above all achievable. We have concentrated on bringing national and local WI matters to the attention of members by an article in SWIN each month and a display at each of the SFWI major meetings.

The Climate Change representative is part of our committee. We work with her on projects, including making a plastic monster used in the Edenbridge and Oxted show this year, where it attracted a great deal of attention. This was the embryo for the monster she is producing for a theatre company.

Financially our costs have been travelling to meetings, which is why we always have a hybrid link.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Equality, Diversity and Inclusion (EDI)

This year has focused again on ensuring, where possible, that we look to future members and ways they will engage with us and the needs of all of our current members. We have continued to use and develop our digital communication, whilst sending hard copies of information to those that need it. We have supported all NFWI policies regarding EDI and supported WIs and Members when this has been challenging. We have booked speakers for the upcoming ACM24 to support the SFWI understanding of EDI.

3. Surrey Federation Roles

The Federation Archivist has worked tirelessly to sort and store donations from WIs. She is to promote displays of WI's artifacts around the County and at the Surrey History Centre to commemorate WI Day.

The Federation ACWW Representative used Surrey WI News to share news about ACWW outlining the changes to that organisation. The ACWW is requesting individual WI members who have an interest in the work of this sister charity to become co-ordinators. This will allow them to benefit from training from ACWW, so will be totally up to date. Members of SFWI, have contributed over £625, to ACWW via Recycling for Good Causes.

The Federation Climate Advocate has been meeting with Climate Ambassador's recently via video conferencing to share ideas, and discuss what the various groups throughout the County are involved in. They have attended the NFWI Climate Conference at Westminster, to hear first-hand from cross party Climate activists within parliament. There are regular articles in Surrey News to pass on information and encourage involvement. They are actively seeking new members.

The Yearbook has been successfully edited this year. The Yearbook holds a great deal of information on SFWI as well as the Speaker information. We held very successful Auditions in the year for new Speakers who have been added to the publication. Our thanks to the retiring editor for making it such a success.

4. Communications and Publicity and the Public Face of the Surrey Federation

Social Media Love it or loathe it, social media continues to lead the way for instant access to news and views. As a Federation we strive to keep up with current trends and methods to engage with our members, and to publicise our events and causes, along with those of other likeminded outside organizations. It has been gratifying to see more of our WIs now have a social media presence.

Surrey WI News (SWIN) has continued to be a major source of information and articles for our WIs. Many WIs have continued to submit reports which enable the sharing of ideas as well as celebrating WI success stories. Sadly, the editor passed away in March 2023 and the Federation were tasked with sourcing a successor. This has proved a very difficult task but thankfully for our members, the Federation Digital Administrator has been able to work extra hours (in the short term) to enable the smooth running of this valuable resource. Members have continued to submit articles and three volunteer proofreaders have ensured accuracy. Just before the year end we had to make the difficult decision to cease the publication of SWIN its current format. January 2024 will see the first online only edition of SWIN. The Federation office will send out photocopies when requested by WIs so all will still be able to access SWIN.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Edenbridge and Oxted Agricultural Show (E&O) The theme for the show was 'Beautiful Britain'. With very few entries notified at the beginning of July it was looking as if we would have to cancel the show but then suddenly the entries started to arrive and arrive - over 160 - the most we've ever had. What a display they made and all of an incredible standard which took a total of 14 hours to judge. The Judges were overwhelmed with the skills, talents, attention to detail and patience, individuals and teams so obviously had. It was so encouraging to have WIs participating from across Surrey and not just those local to the Show venue and individuals who had never entered a show before. The individual who won the Best in Show Award was a first-time exhibitor.

The weather for the 2-day Show was almost perfect. The footfall of visitors to our marquee was continuous and their support for the WI and all it stands for and achieves, so tangible.

The Plastic Monster created by the Public Affairs Committee made its debut and attracted much attention and debate and a demonstration of recycling through rag rugging brought back many memories for some and enthralled others. This and a display of hedge laying and the opportunity for children to learn by doing leaf rubbing contributed to the overall theme of Beautiful Britain and the WI various campaigns to keep it so.

Oxted Country Markets joined us again, selling their popular homemade, hand crafted and home-grown products and made a substantial financial contribution to the event.

It was encouraging to have enthusiastic and willing individuals taking up the stewarding opportunities and to have most Trustees participating.

The event was brought to a surprise and rewarding conclusion when we were presented with the Diana Barnato Walker Trophy for the Best Exhibit in Non-Agricultural Displays & Stands in the whole show, with the Show President giving a detailed summary of the value of and many achievements of the WI over many years and its impact now and ensuring it's future in the Community.

This was such a prestigious award for the Surrey Federation and an accolade to everyone who participated in our Show in some way. The E & O Show is one the largest in the British Isles and has been in existence for over 180 years.

Finally, thanks must go the E & O Committee - a team of seven who work tirelessly and enthusiastically from one year to another raising funds to be at this Show and putting together the whole show and having the stamina to see it through to its end each year. What a team!!

Receiving the Diana Barnato Walker award was unbelievably appropriate as Diana was a pioneering British Aviator who became one of the first women pilots of the Air Transport Auxiliary, flying 80 types of aircraft and delivering 260 spitfires in WWII. In 1963 she became the first British woman to break the sound barrier.

5. Interest Groups

The **Camera Group** met regularly throughout the year as visit arranged to places around Surrey and members are always welcome to join each visit. **Crafty Ladies** meet at SFWI Office six times a year where members share ideas, and everyone is welcome to come along with their craft work. The **Surrey Serenaders** held regular rehearsals.

Recruitment

While visiting WIs the members of the Board of Trustees and WI Advisers try to identify suitable candidates who have potential for the role of trustee to join one of the subcommittees, and be nominated to serve on the Board of Trustees.

Succession planning is in place. Suitable candidates are invited to shadow Board of Trustee meetings before being asked whether they wish to join. The Federation Secretary, the Chairman, or the Vice Chairmen will discuss the role of Trustee with the candidate to ensure that she fully understands the implications of becoming a Trustee before she accepts a nomination to join the Board or is co-opted.

Report of the Trustees for the Year Ended 31 October 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Appointment and Election

Members of the Board are elected on a bi-annual basis and if there are more than the fifteen candidates nominated, then there would be a ballot of all the Surrey WIs.

Induction and Training

New Trustees are given copies of:

- The Charity Commission document CC3, The Essential Trustee covering what you need to know and what you need to do as a Board of Trustees member;
- Federation Terms of Reference and Standing Orders;
- Federation Policies;
- Articles of Association for NFWI and SFWI;
- Constitutions and Rules for WIs.

Trustee training is provided by the National Federation and any other identified training is covered by outside organisations or suitably qualified personnel.

Risk and Corporate Governance Matters

The Trustees are generally risk adverse and are therefore concerned about any potential risks which might occur and seek to minimise the Federation's exposure to risk in all cases. The Chairman and Treasurer, on behalf of the Board of Trustees, carried out a risk assessment for the Federation this document was approved by the board in early 2020 to be reviewed annually. In November 2022 the Treasurer and another Trustee reviewed and updated the risk assessment and this was approved by the Trustees in December 2022. The risk areas considered included health and safely in the office, Financial risk, Governance risk, Operation risk and external risks.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02836301 (England and Wales)

Registered Charity number
1026988

Registered office
6 Paris Parklands
Railton Road
Guildford
Surrey
GU2 9JX

Report of the Trustees for the Year Ended 31 October 2023

Trustees
A Leach
J Mulryan
S Landgraf
D Playle
H Brooks
A Thomas
J Arthur
J Jenner
A Robertson
R Williams
J S Wood

Company Secretary
K Whitehead

Independent Examiner
Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Investment manager
Quilter Cheviot
1 Kingsway
London
WC2B 6AN

Approved by order of the board of trustees on 18 March 2024 and signed on its behalf by:

A Leach - Trustee

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

Independent examiner's report to the trustees of The Surrey Federation of Women's Institutes ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 October 2023.

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

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

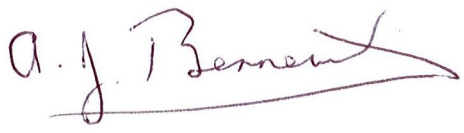
Independent examiner's statement
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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

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

A J Bennewith FCA,FCPA, FFA, FFTA, FIPA, DChA, FRSA

Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU



Date: 4 April 2024

Statement of Financial Activities for the Year Ended 31 October 2023

	Notes	Unrestricted funds £	Restricted funds £	31.10.23 Total funds £	31.10.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	1,352	2,422	3,774	14,248
Charitable activities					
Courses and training		7,876	-	7,876	4,134
Membership subscriptions		75,283	80	75,363	74,584
Newsletter and publications		18,627	-	18,627	18,576
Federation meetings		7,673	-	7,673	7,283
Other trading activities	3	11,047	8,243	19,290	19,811
Investment income	4	28,093	-	28,093	26,075
Other income		5,305	-	5,305	6,614
Total		155,256	10,745	166,001	171,325
EXPENDITURE ON					
Raising funds		8,629	8,606	17,235	18,831
Charitable activities					
Courses and training		9,655	-	9,655	5,303
Newsletter and publications		12,128	-	12,128	12,319
Federation meetings		8,191	-	8,191	13,533
Support costs		128,146	-	128,146	117,210
Governance		6,165	-	6,165	6,073
Other charitable expenditure		6,140	-	6,140	4,036
Total		179,054	8,606	187,660	177,305
Net gains/(losses) on investments		(15,318)	-	(15,318)	(70,687)
NET INCOME/(EXPENDITURE)		(39,116)	2,139	(36,977)	(76,667)
Transfers between funds	15	983	(983)	-	-
Net movement in funds		(38,133)	1,156	(36,977)	(76,667)
RECONCILIATION OF FUNDS					
Total funds brought forward		1,087,679	28,873	1,116,552	1,193,219
TOTAL FUNDS CARRIED FORWARD		1,049,546	30,029	1,079,575	1,116,552

The notes form part of these financial statements

Balance Sheet
31 October 2023

	Notes	Unrestricted funds £	Restricted funds £	31.10.23 Total funds £	31.10.22 Total funds £
FIXED ASSETS					
Tangible assets	10	333,358	-	333,358	338,115
Investments	11	564,898	-	564,898	580,216
		898,256	-	898,256	918,331
CURRENT ASSETS					
Stocks	12	962	-	962	1,659
Debtors	13	28,502	-	28,502	26,498
Cash at bank and in hand		162,385	30,029	192,414	196,023
		191,849	30,029	221,878	224,180
CREDITORS					
Amounts falling due within one year	14	(40,559)	-	(40,559)	(25,959)
NET CURRENT ASSETS		151,290	30,029	181,319	198,221
TOTAL ASSETS LESS CURRENT LIABILITIES		1,049,546	30,029	1,079,575	1,116,552
NET ASSETS		1,049,546	30,029	1,079,575	1,116,552
FUNDS	15				
Unrestricted funds				1,049,546	1,087,679
Restricted funds				30,029	28,873
TOTAL FUNDS				1,079,575	1,116,552

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

continued...

Balance Sheet - 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 18 March 2024 and were signed on its behalf by:

S Landgraf - Trustee

The notes form part of these financial statements

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.

Critical accounting judgements and key sources of estimation uncertainty

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

In the opinion of the Trustees there are no significant estimates or areas of judgement that would have a material impact on the financial statements.

Company status

The company is a private company limited by guarantee incorporated in England and Wales. The address of the registered office is disclosed on page 10. The members of the company are the Trustees named on page 10. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

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	- Straight line over 50 years
Office equipment	- Straight line over 5 years
Fixtures and fittings	- Straight line over 10 years

Stocks

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

Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

continued...

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

1. ACCOUNTING POLICIES - continued

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.

Operating leases
Rentals under operating leases are charged to the Statement of Financial Activities incorporating income and expenditure account on a straight line basis over the lease term.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Investments
The charitable company's investments are included in the balance sheet at their market value. The gains or losses arising upon their annual revaluation are included in the statement of financial activities.

Going concern
After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis when preparing the financial statements.

2. DONATIONS AND LEGACIES

	31.10.23	31.10.22
	£	£
Donations	3,774	10,915
Legacies	-	3,333
	3,774	14,248

continued...

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

3. OTHER TRADING ACTIVITIES

	31.10.23	31.10.22
	£	£
Fundraising events	18,785	19,313
Shop income	505	498
	19,290	19,811

4. INVESTMENT INCOME

	31.10.23	31.10.22
	£	£
Income from investments held on a recognised stock exchange - UK	25,671	25,597
Bank interest receivable	2,422	478
	28,093	26,075

5. SUPPORT COSTS

	Finance	Other	Governance costs	Totals
	£	£	£	£
Support costs	1,977	124,891	-	126,868
Governance	-	-	6,165	6,165
	1,977	124,891	6,165	133,033

Support costs, included in the above, are as follows:

	Support costs	Governance	31.10.23 Total activities	31.10.22 Total activities
	£	£	£	£
Bank charges	1,977	-	1,977	1,561
Wages	77,760	-	77,760	66,898
Social security	156	-	156	71
Pensions	1,477	-	1,477	1,159
Operating leases - plant and machinery	983	-	983	983
Property expenses	9,947	-	9,947	12,669
Insurance	5,778	-	5,778	5,385
Other professional fees	7,455	-	7,455	7,199
Telephone	3,560	-	3,560	4,122
Printing, postage and stationery	5,554	-	5,554	5,006
Other administrative expenses	1,933	-	1,933	2,253
Legal fees	1,565	-	1,565	1,571
Depreciation of tangible fixed assets	8,723	-	8,723	8,333
Board of Trustees	-	2,865	2,865	2,993
Carried forward	126,868	2,865	129,733	120,203

continued...

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

5. SUPPORT COSTS - continued

	Support costs	Governance	31.10.23 Total activities	31.10.22 Total activities
	£	£	£	£
Brought forward	126,868	2,865	129,733	120,203
Accountancy	-	3,300	3,300	3,080
	126,868	6,165	133,033	123,283

6. NET INCOME/(EXPENDITURE)

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

	31.10.23	31.10.22
	£	£
Depreciation - owned assets	8,723	8,332
Other operating leases	983	983
Pension costs	1,477	1,159

7. 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, the Trustees received reimbursement of expenses of £5,554 (2022: £5,347).

8. STAFF COSTS

	31.10.23	31.10.22
	£	£
Wages and salaries	77,760	66,898
Social security costs	156	71
Other pension costs	1,477	1,159
	79,393	68,128

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

	31.10.23	31.10.22
Administrative staff	4	4

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

continued...

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

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	2,488	11,760	14,248
Charitable activities			
Courses and training	4,134	-	4,134
Membership subscriptions	74,524	60	74,584
Newsletter and publications	18,576	-	18,576
Federation meetings	7,283	-	7,283
Other trading activities	16,648	3,163	19,811
Investment income	26,075	-	26,075
Other income	6,614	-	6,614
Total	156,342	14,983	171,325
EXPENDITURE ON			
Raising funds	14,495	4,336	18,831
Charitable activities			
Courses and training	5,303	-	5,303
Newsletter and publications	12,319	-	12,319
Federation meetings	13,533	-	13,533
Support costs	117,210	-	117,210
Governance	6,073	-	6,073
Other charitable expenditure	4,036	-	4,036
Total	172,969	4,336	177,305
Net gains/(losses) on investments	(70,687)	-	(70,687)
NET INCOME/(EXPENDITURE)	(87,314)	10,647	(76,667)
Transfers between funds	(3,971)	3,971	-
Net movement in funds	(91,285)	14,618	(76,667)
RECONCILIATION OF FUNDS			
Total funds brought forward	1,178,964	14,255	1,193,219
TOTAL FUNDS CARRIED FORWARD	1,087,679	28,873	1,116,552

continued...

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

10. TANGIBLE FIXED ASSETS

	Freehold property £	Office equipment £	Fixtures and fittings £	Totals £
COST				
At 1 November 2022	429,848	14,824	27,866	472,538
Additions	-	853	3,113	3,966
Disposals	(846)	(5,280)	-	(6,126)
At 31 October 2023	429,002	10,397	30,979	470,378
DEPRECIATION				
At 1 November 2022	101,368	10,722	22,333	134,423
Charge for year	5,720	1,885	1,118	8,723
Eliminated on disposal	(846)	(5,280)	-	(6,126)
At 31 October 2023	106,242	7,327	23,451	137,020
NET BOOK VALUE				
At 31 October 2023	322,760	3,070	7,528	333,358
At 31 October 2022	328,480	4,102	5,533	338,115

11. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 November 2022	580,216
Revaluations	(15,318)
At 31 October 2023	564,898
NET BOOK VALUE	
At 31 October 2023	564,898
At 31 October 2022	580,216

There were no investment assets outside the UK. Individual holdings representing more than 5% of the market value at the balance sheet date are:

	31 October 2023 £	31 October 2022 £
M&G Corporate Bond	46,955	47,007
AXA Investments	36,550	37,177
Pimco Global Advisers	32,250	32,400

continued...

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

11. FIXED ASSET INVESTMENTS - continued

Unilever	29,168	29,809
	144,923	146,393

Cost or valuation at 31 October 2023 is represented by:

	Listed investments
	£
Valuation in 2023	564,898

If the fixed asset investments had not been revalued they would have been included at the following historical cost:

	31.10.23	31.10.22
	£	£
Cost	525,639	525,639

The fixed asset investments were valued on an open market basis on 31 October 2023 by Quilter Cheviot.

12. STOCKS

	31.10.23	31.10.22
	£	£
Goods for resale	962	1,659

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.10.23	31.10.22
	£	£
Trade debtors	829	3,458
Other debtors	19,852	15,828
Prepayments	7,821	7,212
	28,502	26,498

continued...

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

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.10.23	31.10.22
	£	£
Trade creditors	1,610	780
Other creditors	38,949	25,179
	40,559	25,959

15. MOVEMENT IN FUNDS

	At 1.11.22	Net movement in funds	Transfers between funds	At 31.10.23
	£	£	£	£
Unrestricted funds				
General fund	1,052,499	(31,856)	(2,000)	1,018,643
Promotion Fund	1,078	-	-	1,078
Friendship Fund	23,340	(5,948)	983	18,375
Training Fund	9,644	(1,312)	2,000	10,332
General Bursary	1,118	-	-	1,118
	1,087,679	(39,116)	983	1,049,546
Restricted funds				
Let's cook	1,363	-	-	1,363
Friendship Fund	15,018	1,701	(1,483)	15,236
Cranleigh Show	680	-	-	680
Surrey Serenaders	1,096	(539)	-	557
Crafty Ladies	461	80	-	541
Camera club	91	-	-	91
General Bursary	16	104	-	120
Denman Bursary	6,815	-	-	6,815
Joy Morgan Bursary	3,333	-	-	3,333
Edenbridge and Oxted Show	-	793	500	1,293
	28,873	2,139	(983)	30,029
TOTAL FUNDS	1,116,552	(36,977)	-	1,079,575

continued...

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

15. MOVEMENT IN FUNDS - continued

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	154,815	(171,353)	(15,318)	(31,856)
Friendship Fund	-	(5,948)	-	(5,948)
Training Fund	441	(1,753)	-	(1,312)
	155,256	(179,054)	(15,318)	(39,116)
Restricted funds				
Friendship Fund	1,701	-	-	1,701
Surrey Serenaders	4,102	(4,641)	-	(539)
Crafty Ladies	80	-	-	80
General Bursary	104	-	-	104
Edenbridge and Oxted Show	4,758	(3,965)	-	793
	10,745	(8,606)	-	2,139
TOTAL FUNDS	166,001	(187,660)	(15,318)	(36,977)

continued...

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

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.11.21 £	Net movement in funds £	Transfers between funds £	At 31.10.22 £
Unrestricted funds				
General fund	1,127,490	(87,464)	12,473	1,052,499
Denman College - Surrey Room	1,994	-	(1,994)	-
IT Fund	6,372	-	(6,372)	-
Denman ACM £1 Draw	1,773	-	(1,773)	-
Promotion Fund	1,168	(90)	-	1,078
Friendship Fund	21,242	(702)	2,800	23,340
Eileen Bowler Legacy	16	-	(16)	-
Maintenance fund	6,106	-	(6,106)	-
Training Fund	7,410	234	2,000	9,644
Bursary Fund	5,393	-	(5,393)	-
General Bursary	-	708	410	1,118
	1,178,964	(87,314)	(3,971)	1,087,679
Restricted funds				
Let's cook	1,363	-	-	1,363
Friendship Fund	9,391	8,427	(2,800)	15,018
Cranleigh Show	680	-	-	680
Surrey Serenaders	2,269	(1,173)	-	1,096
Crafty Ladies	401	60	-	461
Camera club	91	-	-	91
3C Science group	60	-	(60)	-
General Bursary	-	-	16	16
Denman Bursary	-	-	6,815	6,815
Joy Morgan Bursary	-	3,333	-	3,333
	14,255	10,647	3,971	28,873
TOTAL FUNDS	1,193,219	(76,667)	-	1,116,552

continued...

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

15. 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	154,142	(170,919)	(70,687)	(87,464)
Promotion Fund	-	(90)	-	(90)
Friendship Fund	1,123	(1,825)	-	(702)
Training Fund	369	(135)	-	234
General Bursary	708	-	-	708
	156,342	(172,969)	(70,687)	(87,314)
Restricted funds				
Friendship Fund	8,427	-	-	8,427
Surrey Serenaders	3,163	(4,336)	-	(1,173)
Crafty Ladies	60	-	-	60
Joy Morgan Bursary	3,333	-	-	3,333
	14,983	(4,336)	-	10,647
TOTAL FUNDS	171,325	(177,305)	(70,687)	(76,667)

continued...

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

15. MOVEMENT IN FUNDS - continued

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	1,127,490	(119,320)	10,473	1,018,643
Denman College - Surrey Room	1,994	-	(1,994)	-
IT Fund	6,372	-	(6,372)	-
Denman ACM £1 Draw	1,773	-	(1,773)	-
Promotion Fund	1,168	(90)	-	1,078
Friendship Fund	21,242	(6,650)	3,783	18,375
Eileen Bowler Legacy	16	-	(16)	-
Maintenance fund	6,106	-	(6,106)	-
Training Fund	7,410	(1,078)	4,000	10,332
Bursary Fund	5,393	-	(5,393)	-
General Bursary	-	708	410	1,118
	1,178,964	(126,430)	(2,988)	1,049,546
Restricted funds				
Let's cook	1,363	-	-	1,363
Friendship Fund	9,391	10,128	(4,283)	15,236
Cranleigh Show	680	-	-	680
Surrey Serenaders	2,269	(1,712)	-	557
Crafty Ladies	401	140	-	541
Camera club	91	-	-	91
3C Science group	60	-	(60)	-
General Bursary	-	104	16	120
Denman Bursary	-	-	6,815	6,815
Joy Morgan Bursary	-	3,333	-	3,333
Edenbridge and Oxted Show	-	793	500	1,293
	14,255	12,786	2,988	30,029
TOTAL FUNDS	1,193,219	(113,644)	-	1,079,575

continued...

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

15. 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	308,957	(342,272)	(86,005)	(119,320)
Promotion Fund	-	(90)	-	(90)
Friendship Fund	1,123	(7,773)	-	(6,650)
Training Fund	810	(1,888)	-	(1,078)
General Bursary	708	-	-	708
	311,598	(352,023)	(86,005)	(126,430)
Restricted funds				
Friendship Fund	10,128	-	-	10,128
Surrey Serenaders	7,265	(8,977)	-	(1,712)
Crafty Ladies	140	-	-	140
General Bursary	104	-	-	104
Joy Morgan Bursary	3,333	-	-	3,333
Edenbridge and Oxted Show	4,758	(3,965)	-	793
	25,728	(12,942)	-	12,786
TOTAL FUNDS	337,326	(364,965)	(86,005)	(113,644)

Restricted funds

The "Let's cook" Fund is funding from the National Food Standards Agency to enable running of "Let's cook" courses. As there courses cannot be run now the money will be sent to Foodwise TLC Ltd in Woking who provide similar training.

The Restricted Friendship Fund holds closing funds from suspended Surrey WIs. These funds are available for return to the WI should it reform. After three years the funds are transferred to the Designated Friendship Fund.

Cranleigh Show is the balance of funds raised from past involvement with the annual show. The funds are held for use by the committee at shows in future years.

Surrey Serenaders is a self funding group. Members pay to attend fortnightly practice sessions and the group raises funds by hosting concerts. Funds are used to pay for costs involved in practice sessions and concerts.

Crafty Ladies is a self funding group. Funds are raised by asking attendees to pay a fee for each session they attend and the group use the funds to pay for tutor when sufficient funds are held.

The Camera club can ask member for a fees with is then used to pay for speakers and excess funds are held for their use.

continued...

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

15. MOVEMENT IN FUNDS - continued

3C Science group raises fund by charging for attendance at presentations and the funds are used to pay for speakers and hall hire. The group suspended in the year and the remaining funds were transferred to the bursary fund.

Joy Morgan Bursary - Joyce Beryl Morgan left a £10,000 legacy to Denman College for members from Surrey, Lancashire and Hampshire to cover fees and/or travelling expenses of student attending courses at Denman College to be known as the Joy Morgan Bursary. Due to the closure of Denman College the Executors proposed that the legacy be split between the three counties to cover the fees and/or travelling expenses of students attending Denman Trust courses.

Denman Bursary is funds that were donated to the Federation specially to cover members attending courses at Denman College. The college closed in 2020 and NFWI are using the proceeds from the sale of the building to set up the Denman Trust. These funds will be used for bursaries for courses run by the Denman Trust. Once all legal processes are completed by NFWI.

General Bursaries are funds that have been donated to the Federation to use for education purposes, not limited to Denman courses.

Edenbridge and Oxted show is the fund to enable the promotion of the WI at the agricultural show. The committee raises money by hosting quizzes and from competition entries to pay for the stand at eth show and prizes for competitions.

Designated funds

This Friendship Fund holds gifts from members, WIs and the remaining reserves from suspended WIs and it is available to help the formation of new WIs by paying for some of their start up costs and to help financially struggling WIs.

The Training Fund was set up using a legacy to enable the Federation to pay for the training of new Trustees, sub-committee members and WI Advisers. This is now funded by an annual transfer from the unrestricted funds.

The Maintenance Fund set up using a legacy to enable the Federation to maintain the Federation Headquarters property to an acceptable standard. This was transferred back to unrestricted funds in 2022 as the cost of maintaining the building will be funded from unrestricted funds.

The IT Fund was set up using a legacy to cover the cost of maintaining the IT equipment in an up to date state and to provide for any equipment replacements. This was transferred back to unrestricted funds in 2022 as IT equipment will be purchased from unrestricted funds.

The Promotion Fund was set up using a legacy to cover the cost of promoting the WI with the objective to recruit more members, including the costs of the County Show. This is now funded as needed by an annual transfer from the unrestricted funds.

The Eileen Bowler Legacy funds the judging costs for the Eileen Bowler cup, which was awarded annually. The legacy has now been used so no further competitions will be held.

The Denman £1 dip enabled several bursaries to be given each year following a £1 dip at the Annual Council Meeting. This was funded by the rebate from the Surrey at Denman weekend and the £1 paid by each entrant in the draw. These funds have been transferred to the Denman Bursary restricted fund.

continued...

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

15. MOVEMENT IN FUNDS - continued

The Surrey room at Denman College received £200 each year which was allocated from the Surrey at Denman Weekend rebate to allow the room to be maintained to a high standard. As the college has closed the funds were transferred back to the unrestricted funds in 2022.

General Bursaries are funds that have been donated to the Federation to use for any purpose. The trustees have put the money aside to enable bursaries to be given for a wide range of courses and not restrict bursaries to Denman Trust courses.

Transfers between funds

During the year £1,483 was transferred from the Restricted Friendship Fund to the Designated Friendship Fund. These are closing funds from suspended WI's which have not reformed within three years. In accordance with the Friendship Fund's policy the funds are transferred to designated funds at this point.

16. RELATED PARTY DISCLOSURES

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

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

	31.10.23 £	31.10.22 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	3,774	10,915
Legacies	-	3,333
	3,774	14,248
Other trading activities		
Fundraising events	18,785	19,313
Shop income	505	498
	19,290	19,811
Investment income		
Income from investments held on a recognised stock exchange - UK	25,671	25,597
Bank interest receivable	2,422	478
	28,093	26,075
Charitable activities		
Membership subscriptions	75,363	74,584
Surrey WI News	15,395	15,363
Courses and training	7,876	4,134
Yearbook	3,232	3,213
Federation meetings	7,673	7,283
	109,539	104,577
Other income		
Other income	5,305	6,614
Total incoming resources	166,001	171,325
EXPENDITURE		
Other trading activities		
Purchases	395	792
Events	16,840	18,039
	17,235	18,831

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

	31.10.23 £	31.10.22 £
Other trading activities		
Charitable activities		
Federation meetings costs	8,191	13,533
Courses and training	9,655	5,303
Surrey WI News	12,128	12,319
Other expenses	6,500	4,036
Public relations	918	-
	37,392	35,191
Support costs		
Finance		
Bank charges	1,977	1,561
Other		
Wages	77,760	66,898
Social security	156	71
Pensions	1,477	1,159
Operating leases - plant and machinery	983	983
Property expenses	9,947	12,669
Insurance	5,778	5,385
Other professional fees	7,455	7,199
Telephone	3,560	4,122
Printing, postage and stationery	5,554	5,006
Other administrative expenses	1,933	2,253
Legal fees	1,565	1,571
Freehold property depreciation	5,720	5,720
Office equipment depreciation	1,885	1,806
Fixtures and fittings depreciation	1,118	807
	124,891	115,649
Governance costs		
Board of Trustees	2,865	2,993
Accountancy	3,300	3,080
	6,165	6,073
Total resources expended	187,660	177,305
Net expenditure before gains and losses	(21,659)	(5,980)
Realised recognised gains and losses		
Carried forward	(21,659)	(5,980)

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

	31.10.23 £	31.10.22 £
Realised recognised gains and losses		
Brought forward	(21,659)	(5,980)
Realised gains/(losses) on fixed asset investments	(15,318)	(70,687)
Net expenditure	(36,977)	(76,667)

THE SURREY FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1026988

Accounts

REGISTERED COMPANY NUMBER: 02836301 (England and Wales)
REGISTERED CHARITY NUMBER: 1026988

Report of the Trustees and

Unaudited Financial Statements

for the Year Ended 31 October 2022

for

Surrey Federation of Women's Institutes

Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Surrey Federation of Women's Institutes

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Surrey Federation of Women's Institutes

Report of the Trustees
for the Year Ended 31 October 2022

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

OBJECTIVES AND ACTIVITIES

Policies and Objectives

The charitable objectives for which the charity was established are stated in the governing documents to be:

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

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

Activities for achieving objectives

In pursuance of the overall goals of its charitable objectives, the Federation's principal activity is enabling women in Surrey. In practice, this means that through the work of its Trustees, sub-committees, member WIs, volunteers and other supporters, the Federation:

- encourages women in Surrey to become individual members of their local WI;
- assists and advises on the setting up of new WIs in regions of Surrey not already adequately covered by a suitable WI;
- encourages members to take part in interests ranging over public affairs, sport, leisure, the arts, music, science, cookery, crafts and gardening;
- tries to introduce members to new activities and special interest groups;

Main activities undertaken to further the charity's purposes for public benefit

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and in planning our future activities. In particular they consider how planned activities will contribute to the aims and objectives of the WI.

Report of the Trustees
for the Year Ended 31 October 2022

ACHIEVEMENT AND PERFORMANCE
Review of activities
Indicators, Milestones and Benchmarks

The Trustees measure the success of the Federation in 'enabling women' by monitoring:

- The number of WIs in Surrey and the rate of formation of new ones;
- The number of members in the Federation;
- The number of members attending the Annual Council Meeting and the Autumn Federation Meeting;
- The numbers attending the many other smaller meetings and events which the subcommittees run each year;

Grant Making Policy
The Federation does not give grants as a means of fulfilling its charitable objectives.

The Federation gave bursaries in the form of Denman College vouchers and a Surrey at Denman weekend bursary. Following the closure of Denman College the Denman Trust is being created which will run courses and for which we will be able to award bursaries.

The trustees also consider grants for other training courses.

Relationships with Related Parties and Representation on Other Bodies
The work of the Surrey Federation is integrally linked to that of the National Federation of WIs and to the work of the WIs in Surrey. All WIs in Surrey are separate legal entities, having their own charitable status. The Surrey Federation is independent from the National Federation. Two Surrey Federation officers attend the National Federation Council meeting each year, so we are a fully participating member of the National Federation.

Activities and Events
Impact of Activities and Events

The Federation has about 160 member WIs. This year we have been able to form 2 new WIs and reformed 1 WI but there have been several closures. There are approximately 7,150 members in the Surrey Federation, a slightly lower number than last year.

Some Surrey WI members have taken advantage of the opportunities to participate in activities and in events throughout the year but this was still limited due to Covid-19. The range of courses, events and activities is shown by the examples given in the organisation structure section for each sub-committee.

FINANCIAL REVIEW
Going concern
The trustees have adopted the going concern basis when preparing these financial statements. The company has adequate resources to continue in operational existence for the foreseeable future due to the cash on deposit and investments held.

Report of the Trustees
for the Year Ended 31 October 2022

FINANCIAL REVIEW

Reserves policy

The Federation requires sufficient unrestricted reserves to be held to allow it to continue its work in connection with the promotion of the interests of women (as specified in the Constitution) for a period of at least a year.

Federation surplus funds may be invested in accordance with the Investment Policy in order to provide additional income to the Federation. The Federation is required to retain reserves sufficient to be able to run the Federation for at least a year in the event that no other income is forthcoming, taking into account any cost saving that can be made in the event of this change in income stream. The Federation will keep at least three months of normal expenditure in instant access bank accounts. Funds above this level may be invested in term deposits (where the maximum loss in event of early withdrawal is the interest payable at the end of the term), or in stocks and shares via Quilter Cheviot.

The reserves held, including investments, at the year end will allow the current level of expenditure to continue for several years.

Federation reserves include monies received from WIs suspended during the year under review and funds designated for specific purpose as detailed in the notes to the accounts. The Federation's free reserves at 31 October 2022 amounted to £134,164 (31 October 2021: £164,453).

Material investments policy

The Trustees are empowered to invest the funds of the Federation at such a time and in such a manner as they see fit within the limits of applicable laws and regulations in the United Kingdom.

Quilter Cheviot invest such funds as the Trustees decide. The Federation has an ethical approach to investments and will not invest in the tobacco, pornography, gambling or armaments industries, but otherwise Quilter Cheviot can invest using their experience. In order to minimise the risk but secure income the funds can be invested in both fixed interest securities and in equities. An investment manager from Quilter Cheviot visits the Trustees regularly to discuss the portfolio and provides interim written reports to enable the Trustees to review the overall investment strategy.

PLANS FOR FUTURE PERIODS

In April 2019 the Board of Trustee reviewed and adopted the Federation Management plan, which was to be reviewed annually. Due to covid-19 the plan was reviewed in Spring 2021 but we have been unable to progress with some of the future plans. In Autumn 2022 a full review of the plan was undertaken.

This included:

- The Federation aims for 2022 to 2024, of increasing membership numbers, providing educational activities for Surrey WI members, while making a small loss or breaking even each financial year;
- Setting 20 future outcomes for the three years, including additional trustee training and support, visits to each WI and a review of types of events and workshops held as promotion of our digital activities;
- Plans for recruitment of sub-committee and Board of Trustee members;
- Allocating objectives for implementation to Committees and Federation Appointments with timescales.

FUNDS HELD AS CUSTODIAN

Although the charity maintains restricted funds to deal with incoming resources that are earmarked for a particular purpose by donors, sponsors and other funders, the Federation does not currently hold, and the trustees do not anticipate that it will in the future hold, any funds as Custodian for any third party, other than on a temporary basis, for example, while a WI establishes banking arrangements.

Report of the Trustees
for the Year Ended 31 October 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

Status and History

The Federation is a registered charity and a company limited by guarantee, not having share capital. Every member undertakes to contribute an amount not exceeding £1 to the assets of the charity in the event of the charity being wound up during the period of membership, or within one year thereafter.

The Federation was formed in 1918 to independently assist The National Federation of Women's Institutes of England, Wales, Jersey, Guernsey and The Isle of Man (the National Federation), itself a charitable company, to support and advise any Women's Institute (WI) throughout the county of Surrey.

The Federation was incorporated on 15 July 1993 and became a registered charity on 8 October 1993.

The Federation is governed by the rules and regulations set down in its constitution, which is incorporated within its company Memorandum and Articles of Association originally dated 15 July 1993 was last updated in March 2021 and adopted by the Federation in March 2021.

Organisational structure and decision making

The overall strategic direction of the charity is determined by the Trustees, who:

- are responsible for the overall running of the Federation;
- ensure that its activities are within the objectives of the Federation;
- ensure that its activities cover all its aims and interests;
- make policy decisions;
- develop plans which are carried out in conjunction with the Federation's subcommittees;
- regularly review the overall programme and service it provides, to members; and
- appoint annually the various subcommittees members and Federation appointees.

The Trustees are responsible for carrying out the policies of the National Federation as agreed by the national membership at general meetings of the National Federation. The Trustees are also responsible for implementing the decisions made by the members of the Federation at annual council meetings of the Surrey Federation.

The Board of Trustees meets nine times a year, with the annual cycle starting immediately after the Annual Council Meeting in March. The Council of the Surrey Federation comprises the Trustees and a representative from each of the Surrey Federation Women's Institutes (WIs) and is organised by the Board of Trustees.

The Federation currently has four sub-committees, which are responsible for the majority of the charity's work each year:

- Events, Leisure and Fundraising
- Home Economics, Craft and Gardening
- Membership
- Public affairs

There are also self funding groups and special interest groups:

- Crafty Ladies
- Camera Group
- Surrey Serenaders

Our main publication is the Surrey WI News published every month.

Report of the Trustees
for the Year Ended 31 October 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT
1. Federation Overview

The decline of Covid-19 in late 2021 heralded the return of the Surrey Federation of WIs (SFWI) to relative normality, with face-to-face board and sub-committee meetings, a programme of events scheduled from late 2021 onwards, both live and via video-conferencing, and a return to the office full-time for the Federation staff team.

With the Federation finances in very good standing at the beginning of the financial year due to prudent management, and with an extremely successful Autumn Federation Meeting (AFM) under the belt, the new year was full of promise. It has turned out to be a year of both achievements and disappointments.

The budget had been based on a predicted reduction in membership numbers. However the loss of existing members was balanced, in the main, by the enrolment of new members, the result being that the number of members was higher than forecast, a total of 7,152 and with 350 dual members as compared with the previous year of 7,200 with 350 dual members, a minimal fall of less than 50. Whilst the number of WIs in the Federation reduced by 3 from 162 to 159, many members of suspended WIs migrated to other WIs.

Although the retreat of Covid-19 has had a positive effect on the Federation, the invasion of Ukraine by Russia has had a significant negative impact on all aspects of the Federation's plans, particularly the value of its investments.

As the year progressed it became increasingly obvious that the participation of members in all aspects of the Federation's activities was greatly reduced. Member attendance at workshops, events and the Annual Council Meeting (ACM) and AFM was substantially down on pre-Covid-19 levels, and many, formerly popular events, had to be cancelled because of insufficient numbers, whether they be face-to-face or virtual.

The Federation believed that it was important to invest in members and therefore both the ACM and AFM returned to Dorking Halls with a full programme of excellent speakers, including Sally Varah (Varah Foundation), Patricia Wiltshire (Forensic Biologist), Sabrina Cohen-Hatton (Firefighter) Nina Barough (Walk the Walk Founder), Lindsey Barrell (Burlesque Bombshells) and A. J. Clark (Yeoman Warder). These events were very much appreciated and enjoyed by the audience, but the attendance figures were very poor. As a consequence, whilst the ACM 2023 will continue to be a live event, the AFM 2023 has been cancelled and plans are afoot for a radical new Autumn event in 2024 which will take into account the needs of all WI members based on feedback from online questionnaires and future visits by a trustee or adviser to every WI in the Federation.

Not only has attendance being disappointing but there has been a significant fall in members taking on roles on committees and as officers in their own WIs, Federation committee chairmanships and trustee appointments. The latter became critical just prior to the ACM 2021 when, with only a week to go, because of the unexpected resignation of some trustees, the Federation crept dangerously close to the minimum number of trustees required to meet its Articles of Association despite great efforts in succession planning. Additionally, in the absence of a trustee accepting a nomination as Federation Chairman, the incumbent Chairman Carol Gartrell, who had reached the end of her three-year term, very reluctantly took on a fourth year. Subsequently the Federation was successful in recruiting three new trustees which returned it to a workable, but still quite a small number.

Report of the Trustees
for the Year Ended 31 October 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Board of Trustees is currently in the process of a radical revision of all aspects of its work. As a first step trustees, both experienced and new, completed the NFWI's Trustee Training programme. The Federation's Management plan has been thoroughly overhauled and a set of twenty outcomes have been formulated and prioritised, with designated leads and time frames identified. Some outcomes have already been achieved or are in process. Significant amongst those that are well underway include an Office 365 training programme for WIs led by a recently appointed digital administrator. Also underway is a Human Resources review, its aim, to streamline the work of the office and consequently to reduce the workload of trustees to make these and other voluntary roles more attractive to members in future. An overhaul of the sub-committee structure and the workshop and events programmes has also started. A Public Affairs Sub-committee, with a complimentary Climate Advocate and an Equality, Diversity and Inclusion working group have been established and a Publicity Officer appointed.

The Federation has also been proactive in supporting interest groups and in particular offered Surrey Serenaders a substantial bursary to enable them to rebuild their skills and repertoire and to return to performing, an activity that had inevitably been halted by Covid. The Federation has also been on the receiving end of the great generosity of a former member. It has been in receipt of a bursary from the estate of the late Joy Morgan, who was an extremely active member of the WI, for which the Federation are most grateful.

2. Federation Sub-Committees and Working Groups

The **Events, Leisure, and Fundraising Sub-Committee (ELF)** is responsible for promoting and encouraging member participation in a wide range of educational opportunities, leisure activities and coach excursions and runs a raffle at the ACM and the AFM to raise funds for the Federation.

Initially the committee confined itself to presenting talks via video conferencing. These included 'Jail Tales - Memoirs of a Lady Prison Governor', 'Life in Number 10', 'Women who went to War Disguised as Men', Burlesque, Me and the WI, 'Flying Experiences of a Female Drone Pilot', and 'Butlins Holiday Camps, The Rise and Fall of an Empire'.

In December of 2021, members were finally able to enjoy a coach trip to The Brick Lane Music Hall. Further live events followed including 'Time for Tea', an Annual Supper Quiz, City of London's Secret Gardens walks, a Croquet session, a Literary Lunch with Gill Thompson and a Mah Jong Refresher-day. It also arranged Speaker Auditions at Betchworth, the first for several years, with the successful speakers being listed in the SFWI Yearbook.

The **Home Economics, Craft and Gardening Sub-Committee's (HE)** year started with a Cheese Making Workshop delivered by Louise Talbot. Further successful workshops have included a Christmas Craft-day, Cake Decorating, Crochet Courses, a Drop Spindle Spinning Day at NT Dapdune Wharf and a Day Making Music at Merrist Wood College. It is significant that, due to the demise of Denman College, the HE committee has located two new venues at which to run its workshops. This year marked the final time that the Eileen Bowler Competition would run as funding from the legacy has finally run out. There were two schedules designed to celebrate the Platinum Jubilee of the late HM Queen Elizabeth II, "Queen for the Day" and a "Platinum Jubilee Card for Her Majesty".

The **Membership Sub-Committee (MsC)** is responsible for the welfare and development of the WIs in the Surrey Federation. It has nine WI Advisers, trained by NFWI who are reappointed annually by the Federation, and recently retired Advisers who give valued support. The formation of new WIs is a key part of a WI Adviser's work. Three WIs - Fairlands, Stoneleigh Sparrows and Kingston were formed, whilst six WIs were suspended due mainly to being unable to find committee members. MsC members are also attached to Groups within the Federation. They have been actively involved in Group committee meetings, meetings and social events, in person or virtual.

Report of the Trustees
for the Year Ended 31 October 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

A variety of training sessions for committee members were held via video conferencing as this was preferred by members, whereas Resolution briefing meetings were held both in person and virtual. Over thirty-five WI Annual Meetings and numerous WI committee meetings were attended by MsC members, mainly in person but some via video conferencing. In addition, monthly Adviser chats on various topics were presented, alternating between daytime and evening to ensure all members could attend at least bimonthly. 'Annual Meetings Made Easy' information sessions were also offered to all WI committees which took place via video conferencing at the members' request.

The **Public Affairs Sub-committee (PA)** was formally convened in June 2022. A Chairman and Vice-chairman were elected. Four trustees are now members of the sub-committee. The primary aim of the PA committee is to make NFWI campaigns and resolutions relevant to our wider Surrey WI members and the public, for example, a display at Dorking Halls was aimed at 'items you did not know you could recycle' such as coat hangers and blister packs. The 'See the Signs' campaign on recognising the symptoms of Ovarian Cancer has been promoted and members have been encouraged to mount laminated posters on the back of pub lic convenience doors.

The **Equality, Diversity and Inclusion (EDI)** agenda, centred around the NFWI policy, which has been developed and disseminated across the Federation. This involved assessing current practice, with a plan to monitor practice going forward to ensure that the Federation upholds the policy and principles it stands for. A talk from Ali Angus, a British woman 'The Planet, The Church and Me' about her life and work, presented via video conferencing, was well received. We have worked to produce paperwork in hard copy form for those WIs that require it. The Federation is also developing a network of Digital Ambassadors to help members engage with technology within their WI and to enhance their life-style choices and aid inclusion.

3. Federation Roles

The **Federation Archivist** has collected the archives of WIs that have suspended over the last three years and has deposit them at the Surrey History Centre. The archive has also received some fascinating scrapbooks that were shared with members at the AFM.

The Federation's **Associated Country Women of the World (ACWW)** representative used Surrey WI News (SWIN) as its chief vehicle for the dissemination of information, outlining the changes to the structure of ACWW and new ways of funding grassroot development projects, designed in partnership with local women. Members of the SFWI contributed £625.10 through donations of preloved items at the ACM and AFM. This is in addition to individual WI fundraising events and subscriptions. Some WIs have invited the ACWW representative as a speaker to their meeting to disseminate the work of the organisation and the WIs relationship with it.

The Climate Crisis is high on SFWI's agenda. Talks were presented by the **Climate Advocate** to two WIs and more are booked, disappointingly a subdued response so far. Federation member volunteers supported a WI stall at the launch of 'Circular Dorking' in September alongside other local groups supporting a Climate agenda and were inspired by working alongside such organisations equally concerned about the future. The beautiful and thought-provoking 'Coat of Hopes' was shared with members at the AFM, raising the climate agenda in a unique way.

The production of the 2023 **Yearbook** ran smoothly. The editor worked remotely from home using office 365, with office and adviser support. The Yearbook was scheduled to be printed and delivered to the office in early December. All the speakers contacted renewed their entries, bar three, and an audition event resulted in seven successful speakers joining the 2023 Yearbook, despite the list of prospective speakers being very low.

Report of the Trustees
for the Year Ended 31 October 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

4. Communications and Publicity and the Public Face of the Federation

Social Media remained ever important, as the Federation continued to strive to be forward-thinking. Regularly posts were made on all three main platforms, engaging with SFWI WIs, other Federations and their WIs and NFWI, as well as outside organisations that share the Federation's aims and interests. Social media was used to advertise Federation events and to shine the spotlight on some of the great achievements of WIs and members, with the aim of showcasing what a great organisation the WI is, as per the directive from NFWI Chair Ann Jones. It has been most encouraging to note the Federation's engagement and its following has increased substantially over this period.

Surrey WI News (SWIN) continued to develop during the year. There were some ground-breaking front covers - a page of climate change posters designed by artists world-wide, a list of the names of women murdered since Sarah Everard, for which the publishers donated the advertising space on the front cover to a message of support for the violence against women campaign , and those focusing on the death of HM Queen Elizabeth II.
SWIN was congratulated on the Unofficial WI Facebook page for its article dealing with Denman's sale, the history of the Marcham estate and revealing the name and background of its new owner. The series on bees was also much appreciated.

A welcome trend was an increase in offbeat news stories from WIs, for example, locating a 'lost' WI banner in New Zealand. Developing the information contained in brief posts on Facebook also resulted in some informative news items for the magazine. An advertisement placed by a TV antiques expert resulted in a fascinating article about some of the 'treasures' she had uncovered in Surrey.

Allowing free rein for WI reports to be submitted on all manner of subjects has paid off. Useful recommendations for places to visit and crafts to try have been forthcoming. Some readers say the WI reports are now the first thing they turn to in the magazine. The editor aims to publish all reports.

Due to Covid-19, 2021 was the first opportunity since 2019 to have a presence at the **Edenbridge and Oxted Show**, the only Agricultural Show in Surrey that took place in the year. The show committee were invited to share space in the popular Flower Show and Trade Stands tent. Surrey Country Markets were also able to join in, making a much-needed contribution to funds, their crafts, preserves and baking being as popular as ever. Having a combined tent was a good call for all concerned as together one large show was created. It was also pleasing to have many competition entries from members who had loyally supported the show and very encouraging to have a significant number of entries from first timers. A series of a workshops and demonstrations also enabled interested visitors to rest a while, learn a new craft and take home their creations. The footfall was continuous, the weather perfect, the talents and skills displayed in all the exhibits amazing and the public support and interest in the WI as strong as ever.

5. Interest Groups

The **Camera Group** met regularly throughout the year visiting a variety of outside venues. **Crafty Ladies** have met on alternate months throughout the year to share skills and learn new ones. The **Surrey Serenaders**, having re-formed in September 2021, have returned to regular rehearsals, appearing at a variety of events including performing the finale of the AFM 2022.

Recruitment

While visiting WIs the members of the Board of Trustees and WI Advisers try to identify suitable candidates who have potential for the role of trustee to join one of the subcommittees. After serving some time on a sub-committee a member may be nominated to serve on the Board of Trustees.

Report of the Trustees
for the Year Ended 31 October 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Succession planning is in place. Suitable candidates are invited to shadow Board of Trustee meetings before being asked whether they wish to join. The Federation Company Secretary, the Chairman, or the Vice Chairmen will discuss the role of Trustee with the candidate to ensure that she fully understands the implications of becoming a Trustee before she accepts a nomination to join the Board or is co-opted.

Appointment and Election

Members of the Board are elected on a bi-annual basis and if there are more than the fifteen candidates nominated, then there would be a ballot of all the Surrey WIs.

Induction and Training

New Trustees are given copies of:

- The Charity Commission document CC3, The Essential Trustee covering what you need to know and what you need to do as a Board of Trustees member;
- Federation Terms of Reference and Standing Orders;
- Federation Policies;
- Articles of Association for NFWI and SFWI;
- Constitutions and Rules for WIs.

Trustee training is provided by the National Federation and any other identified training is covered by outside organisations or suitably qualified personnel.

Risk and Corporate Governance Matters

The Trustees are generally risk adverse and are therefore concerned about any potential risks which might occur and seek to minimise the Federation's exposure to risk in all cases. The Chairman and Treasurer, on behalf of the Board of Trustees, carried out a risk assessment for the Federation this document was approved by the board in early 2020 to be reviewed annually. In November 2022 the Treasurer and another Trustee reviewed and updated the risk assessment and this was approved by the Trustees in December 2022. The risk areas considered included health and safely in the office, Financial risk, Governance risk, Operation risk and external risks.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02836301 (England and Wales)

Registered Charity number
1026988

Registered office
6 Paris Parklands
Railton Road
Guildford
Surrey
GU2 9JX

Report of the Trustees
for the Year Ended 31 October 2022

Trustees
C Gartrell
S Landgraf
A Leach
D Playle
H Brooks
J Mulryan
R Williams
C Butterfield (appointed 21.3.22)
J Jenner (appointed 10.5.22)
A Robertson (appointed 4.7.22)
A Thomas (appointed 21.3.22)
J S Wood (appointed 4.7.22)
B Dominy (resigned 21.3.22)
M T James (resigned 21.3.22)
M Mitchell (resigned 8.8.22)
R Warburton (resigned 21.3.22)

Company Secretary
K Whitehead

Independent Examiner
Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Investment manager
Quilter Cheviot
1 Kingsway
London
WC2B 6AN

Approved by order of the board of trustees on 9th Jan 2023 and signed on its behalf by:

Carol A. Gartrell

C Gartrell - Trustee

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

Independent examiner's report to the trustees of Surrey Federation of Women's Institutes ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 October 2022.

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

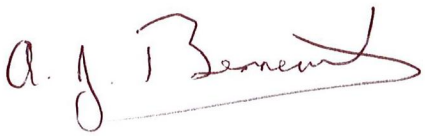
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act').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

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

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

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

A J Bennewith
Institute of Chartered Accountants in England and Wales
Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU



Date: 12 April 2023

Statement of Financial Activities for the Year Ended 31 October 2022

	Notes	Unrestricted funds £	Restricted funds £	31.10.22 Total funds £	31.10.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	2,488	11,760	14,248	14,452
Charitable activities					
Courses and training		4,134	-	4,134	2,701
Membership subscriptions		74,524	60	74,584	71,795
Newsletter and publications		18,576	-	18,576	9,907
Federation meetings		7,283	-	7,283	9,471
Other trading activities	3	16,648	3,163	19,811	12,120
Investment income	4	26,075	-	26,075	22,749
Other income		6,614	-	6,614	5,750
Total		156,342	14,983	171,325	148,945
EXPENDITURE ON					
Raising funds		14,495	4,336	18,831	9,730
Charitable activities					
Courses and training		5,303	-	5,303	2,900
Newsletter and publications		12,319	-	12,319	5,114
Federation meetings		13,533	-	13,533	8,743
Support costs		117,210	-	117,210	101,593
Governance		6,073	-	6,073	5,328
Other charitable expenditure		4,036	-	4,036	1,247
Total		172,969	4,336	177,305	134,655
Net gains/(losses) on investments		(70,687)	-	(70,687)	67,634
NET INCOME/(EXPENDITURE)		(87,314)	10,647	(76,667)	81,924
Transfers between funds	15	(3,971)	3,971	-	-
Net movement in funds		(91,285)	14,618	(76,667)	81,924
RECONCILIATION OF FUNDS					
Total funds brought forward		1,178,964	14,255	1,193,219	1,111,295
TOTAL FUNDS CARRIED FORWARD		1,087,679	28,873	1,116,552	1,193,219

The notes form part of these financial statements

Balance Sheet
31 October 2022

	Notes	Unrestricted funds £	Restricted funds £	31.10.22 Total funds £	31.10.21 Total funds £
FIXED ASSETS					
Tangible assets	10	338,115	-	338,115	345,492
Investments	11	580,216	-	580,216	615,725
		918,331	-	918,331	961,217
CURRENT ASSETS					
Stocks	12	1,659	-	1,659	1,843
Debtors	13	26,498	-	26,498	37,382
Cash at bank and in hand		167,150	28,873	196,023	230,181
		195,307	28,873	224,180	269,406
CREDITORS					
Amounts falling due within one year	14	(25,959)	-	(25,959)	(37,404)
NET CURRENT ASSETS		169,348	28,873	198,221	232,002
TOTAL ASSETS LESS CURRENT LIABILITIES		1,087,679	28,873	1,116,552	1,193,219
NET ASSETS		1,087,679	28,873	1,116,552	1,193,219
FUNDS	15				
Unrestricted funds				1,087,679	1,178,964
Restricted funds				28,873	14,255
TOTAL FUNDS				1,116,552	1,193,219

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

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

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

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

The notes form part of these financial statements

continued...

Balance Sheet - continued
31 October 2022

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 9th June 2023 and were signed on its behalf by:

S Landgraf - Trustee

The notes form part of these financial statements

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

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

Critical accounting judgements and key sources of estimation uncertainty

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

In the opinion of the Trustees there are no significant estimates or areas of judgement that would have a material impact on the financial statements.

Company status

The company is a private company limited by guarantee incorporated in England and Wales. The address of the registered office is disclosed on page 10. The members of the company are the Trustees named on page 10. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

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	- Straight line over 50 years
Office equipment	- Straight line over 5 years
Fixtures and fittings	- Straight line over 10 years

Stocks

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

Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

Taxation

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

continued...

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

1. ACCOUNTING POLICIES - continued

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

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

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

Operating leases
Rentals under operating leases are charged to the Statement of Financial Activities incorporating income and expenditure account on a straight line basis over the lease term.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Investments
The charitable company's investments are included in the balance sheet at their market value. The gains or losses arising upon their annual revaluation are included in the statement of financial activities.

Going concern
After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis when preparing the financial statements.

2. DONATIONS AND LEGACIES

	31.10.22	31.10.21
	£	£
Donations	10,915	6,991
Legacies	3,333	-
Grants	-	7,461
	14,248	14,452

Grants received, included in the above, are as follows:

	31.10.22	31.10.21
	£	£
Furlough grant	-	7,461

continued...

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

3. OTHER TRADING ACTIVITIES

	31.10.22	31.10.21
	£	£
Fundraising events	19,313	11,348
Shop income	498	772
	19,811	12,120

4. INVESTMENT INCOME

	31.10.22	31.10.21
	£	£
Income from investments held on a recognised stock exchange - UK	25,597	22,304
Bank interest receivable	478	445
	26,075	22,749

5. SUPPORT COSTS

	Finance	Other	Governance costs	Totals
	£	£	£	£
Support costs	1,561	115,649	-	117,210
Governance	-	-	6,073	6,073
	1,561	115,649	6,073	123,283

Support costs, included in the above, are as follows:

	Support costs	Governance	31.10.22 Total activities	31.10.21 Total activities
	£	£	£	£
Bank charges	1,561	-	1,561	843
Wages	66,898	-	66,898	53,101
Social security	71	-	71	49
Pensions	1,159	-	1,159	928
Operating leases - plant and machinery	983	-	983	983
Property expenses	12,669	-	12,669	9,542
Insurance	5,385	-	5,385	3,924
Other professional fees	7,199	-	7,199	10,770
Telephone	4,122	-	4,122	3,818
Printing, postage and stationery	5,006	-	5,006	4,882
Other administrative expenses	2,253	-	2,253	2,338
Legal fees	1,571	-	1,571	1,436
Depreciation of tangible fixed assets	8,333	-	8,333	8,281
Board of Trustees	-	2,993	2,993	2,153
Accountancy	-	3,080	3,080	2,840
Carried forward	117,210	6,073	123,283	105,888

continued...

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

5. SUPPORT COSTS - continued

	Support costs	Governance	31.10.22 Total activities	31.10.21 Total activities
	£	£	£	£
Brought forward	117,210	6,073	123,283	105,888
Training	-	-	-	335
	117,210	6,073	123,283	106,223

6. NET INCOME/(EXPENDITURE)

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

	31.10.22	31.10.21
	£	£
Depreciation - owned assets	8,332	8,281
Other operating leases	983	983
Pension costs	1,159	928

7. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

During the year, the Trustees received reimbursement of expenses of £5,347 (2021: £1,814).

8. STAFF COSTS

	31.10.22	31.10.21
	£	£
Wages and salaries	66,898	53,101
Social security costs	71	49
Other pension costs	1,159	928
	68,128	54,078

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

	31.10.22	31.10.21
Administrative staff	4	3

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

continued...

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

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	9,345	5,107	14,452
Charitable activities			
Courses and training	2,461	240	2,701
Membership subscriptions	71,795	-	71,795
Newsletter and publications	9,907	-	9,907
Federation meetings	9,471	-	9,471
Other trading activities	12,120	-	12,120
Investment income	22,749	-	22,749
Other income	5,750	-	5,750
Total	143,598	5,347	148,945
EXPENDITURE ON			
Raising funds	9,730	-	9,730
Charitable activities			
Courses and training	2,554	346	2,900
Newsletter and publications	5,114	-	5,114
Federation meetings	8,743	-	8,743
Support costs	101,593	-	101,593
Governance	5,328	-	5,328
Other charitable expenditure	1,247	-	1,247
Total	134,309	346	134,655
Net gains on investments	67,634	-	67,634
NET INCOME	76,923	5,001	81,924
Transfers between funds	(1,441)	1,441	-
Net movement in funds	75,482	6,442	81,924
RECONCILIATION OF FUNDS			
Total funds brought forward	1,103,482	7,813	1,111,295
TOTAL FUNDS CARRIED FORWARD	1,178,964	14,255	1,193,219

continued...

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

10. TANGIBLE FIXED ASSETS

	Freehold property £	Office equipment £	Fixtures and fittings £	Totals £
COST				
At 1 November 2021	429,848	13,869	27,866	471,583
Additions	-	955	-	955
At 31 October 2022	429,848	14,824	27,866	472,538
DEPRECIATION				
At 1 November 2021	95,648	8,916	21,527	126,091
Charge for year	5,720	1,806	806	8,332
At 31 October 2022	101,368	10,722	22,333	134,423
NET BOOK VALUE				
At 31 October 2022	328,480	4,102	5,533	338,115
At 31 October 2021	334,200	4,953	6,339	345,492

11. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 November 2021	615,725
Additions	48,314
Disposals	(8,708)
Revaluations	(75,115)
At 31 October 2022	580,216
NET BOOK VALUE	
At 31 October 2022	580,216
At 31 October 2021	615,725

There were no investment assets outside the UK. Individual holdings representing more than 5% of the market value at the balance sheet date are:

	31 October 2022 £	31 October 2021 £
M&G Corporate Bond	47,007	58,608
AXA Investments	37,177	40,956
Pimco Global Advisers	32,400	41,160
Unilever	29,809	-

continued...

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

11. FIXED ASSET INVESTMENTS - continued

Mercantile Investment Trust	-	34,515
	146,393	175,239

Cost or valuation at 31 October 2022 is represented by:

	Listed investments
	£
Valuation in 2022	580,216

If the fixed asset investments had not been revalued they would have been included at the following historical cost:

	31.10.22	31.10.21
	£	£
Cost	525,639	487,972

The fixed asset investments were valued on an open market basis on 31 October 2022 by Quilter Cheviot.

12. STOCKS

	31.10.22	31.10.21
	£	£
Goods for resale	1,659	1,843

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.10.22	31.10.21
	£	£
Trade debtors	3,458	8,250
Other debtors	15,828	16,712
Prepayments	7,212	12,420
	26,498	37,382

continued...

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

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.10.22	31.10.21
	£	£
Trade creditors	780	2,075
Other creditors	25,179	35,313
Accruals and deferred income	-	16
	25,959	37,404

15. MOVEMENT IN FUNDS

	At 1.11.21	Net movement in funds	Transfers between funds	At 31.10.22
	£	£	£	£
Unrestricted funds				
General fund	1,127,490	(87,464)	12,473	1,052,499
Denman College - Surrey Room	1,994	-	(1,994)	-
IT Fund	6,372	-	(6,372)	-
Denman ACM £1 Draw	1,773	-	(1,773)	-
Promotion Fund	1,168	(90)	-	1,078
Friendship Fund	21,242	(702)	2,800	23,340
Eileen Bowler Legacy	16	-	(16)	-
Maintenance fund	6,106	-	(6,106)	-
Training Fund	7,410	234	2,000	9,644
Bursary Fund	5,393	-	(5,393)	-
General Bursary	-	708	410	1,118
	1,178,964	(87,314)	(3,971)	1,087,679
Restricted funds				
Let's cook	1,363	-	-	1,363
Friendship Fund	9,391	8,427	(2,800)	15,018
Cranleigh Show	680	-	-	680
Surrey Serenaders	2,269	(1,173)	-	1,096
Crafty Ladies	401	60	-	461
Camera club	91	-	-	91
3C Science group	60	-	(60)	-
General Bursary	-	-	16	16
Denman Bursary	-	-	6,815	6,815
Joy Morgan Bursary	-	3,333	-	3,333
	14,255	10,647	3,971	28,873
TOTAL FUNDS	1,193,219	(76,667)	-	1,116,552

continued...

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

15. MOVEMENT IN FUNDS - continued

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	154,142	(170,919)	(70,687)	(87,464)
Promotion Fund	-	(90)	-	(90)
Friendship Fund	1,123	(1,825)	-	(702)
Training Fund	369	(135)	-	234
General Bursary	708	-	-	708
	156,342	(172,969)	(70,687)	(87,314)
Restricted funds				
Friendship Fund	8,427	-	-	8,427
Surrey Serenaders	3,163	(4,336)	-	(1,173)
Crafty Ladies	60	-	-	60
Joy Morgan Bursary	3,333	-	-	3,333
	14,983	(4,336)	-	10,647
TOTAL FUNDS	171,325	(177,305)	(70,687)	(76,667)

continued...

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

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.11.20 £	Net movement in funds £	Transfers between funds £	At 31.10.21 £
Unrestricted funds				
General fund	1,058,454	77,144	(8,107)	1,127,491
Denman College - Surrey Room	1,994	-	-	1,994
IT Fund	6,049	(177)	500	6,372
Denman ACM £1 Draw	1,773	-	-	1,773
Promotion Fund	1,150	18	-	1,168
Friendship Fund	18,776	300	2,166	21,242
Eileen Bowler Legacy	27	(11)	-	16
Maintenance fund	5,106	-	1,000	6,106
Training Fund	4,760	(351)	3,000	7,409
Bursary Fund	5,393	-	-	5,393
	1,103,482	76,923	(1,441)	1,178,964
Restricted funds				
Let's cook	1,363	-	-	1,363
Friendship Fund	6,450	5,107	(2,166)	9,391
Cranleigh Show	-	-	680	680
Surrey Serenaders	-	(26)	2,295	2,269
Crafty Ladies	-	-	401	401
Camera club	-	-	91	91
3C Science group	-	(80)	140	60
	7,813	5,001	1,441	14,255
TOTAL FUNDS	1,111,295	81,924	-	1,193,219

continued...

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

15. 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	142,909	(133,399)	67,634	77,144
IT Fund	-	(177)	-	(177)
Promotion Fund	-	18	-	18
Friendship Fund	689	(389)	-	300
Eileen Bowler Legacy	-	(11)	-	(11)
Training Fund	-	(351)	-	(351)
	143,598	(134,309)	67,634	76,923
Restricted funds				
Friendship Fund	5,107	-	-	5,107
Surrey Serenaders	240	(266)	-	(26)
3C Science group	-	(80)	-	(80)
	5,347	(346)	-	5,001
TOTAL FUNDS	148,945	(134,655)	67,634	81,924

continued...

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

15. MOVEMENT IN FUNDS - continued

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

	At 1.11.20 £	Net movement in funds £	Transfers between funds £	At 31.10.22 £
Unrestricted funds				
General fund	1,058,454	(10,320)	4,366	1,052,500
Denman College - Surrey Room	1,994	-	(1,994)	-
IT Fund	6,049	(177)	(5,872)	-
Denman ACM £1 Draw	1,773	-	(1,773)	-
Promotion Fund	1,150	(72)	-	1,078
Friendship Fund	18,776	(402)	4,966	23,340
Eileen Bowler Legacy	27	(11)	(16)	-
Maintenance fund	5,106	-	(5,106)	-
Training Fund	4,760	(117)	5,000	9,643
Bursary Fund	5,393	-	(5,393)	-
General Bursary	-	708	410	1,118
	1,103,482	(10,391)	(5,412)	1,087,679
Restricted funds				
Let's cook	1,363	-	-	1,363
Friendship Fund	6,450	13,534	(4,966)	15,018
Cranleigh Show	-	-	680	680
Surrey Serenaders	-	(1,199)	2,295	1,096
Crafty Ladies	-	60	401	461
Camera club	-	-	91	91
3C Science group	-	(80)	80	-
General Bursary	-	-	16	16
Denman Bursary	-	-	6,815	6,815
Joy Morgan Bursary	-	3,333	-	3,333
	7,813	15,648	5,412	28,873
TOTAL FUNDS	1,111,295	5,257	-	1,116,552

continued...

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

15. 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	297,051	(304,318)	(3,053)	(10,320)
IT Fund	-	(177)	-	(177)
Promotion Fund	-	(72)	-	(72)
Friendship Fund	1,812	(2,214)	-	(402)
Eileen Bowler Legacy	-	(11)	-	(11)
Training Fund	369	(486)	-	(117)
General Bursary	708	-	-	708
	299,940	(307,278)	(3,053)	(10,391)
Restricted funds				
Friendship Fund	13,534	-	-	13,534
Surrey Serenaders	3,403	(4,602)	-	(1,199)
Crafty Ladies	60	-	-	60
3C Science group	-	(80)	-	(80)
Joy Morgan Bursary	3,333	-	-	3,333
	20,330	(4,682)	-	15,648
TOTAL FUNDS	320,270	(311,960)	(3,053)	5,257

Restricted funds

The "Let's cook" Fund is funding from the National Federation of WI's to enable running of "Let's cook" courses and if not used for this purpose has to be returned to NFWI.

The Restricted Friendship Fund holds closing funds from suspended Surrey WIs. These funds are available for return to the WI should it reform. After three years the funds are transferred to the Designated Friendship Fund.

Cranleigh Show is the balance of funds raised from past involvement with the annual show. The funds are held for use by the committee at shows in future years.

Surrey Serenaders is a self funding group. Members pay to attend fortnightly practice sessions and the group raises funds by hosting concerts. Funds are used to pay for costs involved in practice sessions and concerts.

Crafty Ladies is a self funding group. Funds are raised by asking attendees to pay a fee for each session they attend and the group use the funds to pay for tutor when sufficient funds are held.

The Camera club can ask member for a fees with is then used to pay for speakers and excess funds are held for their use.

continued...

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

15. MOVEMENT IN FUNDS - continued

3C Science group raises fund by charging for attendance at presentations and the funds are used to pay for speakers and hall hire. The group suspended in the year and the remaining funds were transferred to the bursary fund.

Joy Morgan Bursary - Joyce Beryl Morgan left a £10,000 legacy to Denman College for members from Surrey, Lancashire and Hampshire to cover fees and/or travelling expenses of student attending courses at Denman College to be known as the Joy Morgan Bursary. Due to the closure of Denman College the Executors proposed that the legacy be split between the three counties to cover the fees and/or travelling expenses of students attending Denman Trust courses.

Denman Bursary is funds that were donated to the Federation specially to cover members attending courses at Denman College. The college closed in 2020 and NFWI are using the proceeds from the sale of the building to set up the Denman Trust. These funds will be used for bursaries for courses run by the Denman Trust.

General Bursaries are funds that have been donated to the Federation to use for education purposes, not limited to Denman courses.

Designated funds

This Friendship Fund holds gifts from members, WIs and the remaining reserves from suspended WIs and it is available to help the formation of new WIs by paying for some of their start up costs and to help financially struggling WIs.

The Training Fund was set up using a legacy to enable the Federation to pay for the training of new Trustees, sub-committee members and WI Advisers. This is now funded by an annual transfer from the unrestricted funds.

The Maintenance Fund set up using a legacy to enable the Federation to maintain the Federation Headquarters property to an acceptable standard. This has been transferred back to unrestricted funds as the cost of maintaining the building will be funded from unrestricted funds.

The IT Fund was set up using a legacy to cover the cost of maintaining the IT equipment in an up to date state and to provide for any equipment replacements. This has been transferred back to unrestricted funds as IT equipment will be purchased from unrestricted funds.

The Promotion Fund was set up using a legacy to cover the cost of promoting the WI with the objective to recruit more members, including the costs of the County Show. This is now funded by an annual transfer from the unrestricted funds.

The Eileen Bowler Legacy funds the judging costs for the Eileen Bowler cup, which was awarded annually. The legacy has now been used so no further competitions will be held.

The Denman £1 dip enabled several bursaries to be given each year following a £1 dip at the Annual Council Meeting. This was funded by the rebate from the Surrey at Denman weekend and the £1 paid by each entrant in the draw. These funds have been transferred to the Denman Bursary restricted fund.

The Surrey room at Denman College received £200 each year which was allocated from the Surrey at Denman Weekend rebate to allow the room to be maintained to a high standard. As the college has closed the funds have been transferred back to the unrestricted funds.

continued...

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

15. MOVEMENT IN FUNDS - continued

General Bursaries are funds that have been donated to the Federation to use for any purpose. The trustees have put the money aside to enable bursaries to be given for a wide range of courses and not restrict bursaries to Denman Trust courses.

Transfers between funds

During the year £2,800 was transferred from the Restricted Friendship Fund to the Designated Friendship Fund. These are closing funds from suspended WI's which have not reformed within three years. In accordance with the Friendship Fund's policy the funds are transferred to designated funds at this point.

16. RELATED PARTY DISCLOSURES

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

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

	31.10.22 £	31.10.21 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	10,915	6,991
Legacies	3,333	-
Grants	-	7,461
	14,248	14,452
Other trading activities		
Fundraising events	19,313	11,348
Shop income	498	772
	19,811	12,120
Investment income		
Income from investments held on a recognised stock exchange - UK	25,597	22,304
Bank interest receivable	478	445
	26,075	22,749
Charitable activities		
Membership subscriptions	74,584	71,795
Surrey WI News	15,363	6,880
Courses and training	4,134	2,701
Yearbook	3,213	3,027
Federation meetings	7,283	9,471
	104,577	93,874
Other income		
Other income	6,614	5,750
Total incoming resources	171,325	148,945
EXPENDITURE		
Other trading activities		
Purchases	792	607
Events	18,039	9,123
	18,831	9,730

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

	31.10.22 £	31.10.21 £
Other trading activities		
Charitable activities		
Federation meetings costs	13,533	8,743
Courses and training	5,303	3,580
Surrey WI News	12,319	5,114
Other expenses	4,036	1,265
	35,191	18,702
Support costs		
Finance		
Bank charges	1,561	843
Other		
Wages	66,898	53,101
Social security	71	49
Pensions	1,159	928
Operating leases - plant and machinery	983	983
Property expenses	12,669	9,542
Insurance	5,385	3,924
Other professional fees	7,199	10,770
Telephone	4,122	3,818
Printing, postage and stationery	5,006	4,882
Other administrative expenses	2,253	2,338
Legal fees	1,571	1,436
Freehold property depreciation	5,720	5,720
Office equipment depreciation	1,806	1,754
Fixtures and fittings depreciation	807	807
	115,649	100,052
Governance costs		
Board of Trustees	2,993	2,153
Accountancy	3,080	2,840
Training	-	335
	6,073	5,328
Total resources expended	177,305	134,655
Net (expenditure)/income before gains and losses	(5,980)	14,290
Realised recognised gains and losses		
Carried forward	(5,980)	14,290

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

	31.10.22	31.10.21
	£	£
Realised recognised gains and losses		
Brought forward	(5,980)	14,290
Realised gains/(losses) on fixed asset investments	(70,687)	67,634
Net (expenditure)/income	(76,667)	81,924

THE SURREY FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1026988

Accounts

REGISTERED COMPANY NUMBER: 02836301 (England and Wales)
REGISTERED CHARITY NUMBER: 1026988

Report of the Trustees and

Unaudited Financial Statements

for the Year Ended 31 October 2021

for

Surrey Federation of Women's Institutes

Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

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Surrey Federation of Women's 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

Policies and Objectives

The charitable objectives for which the charity was established are stated in the governing documents to be:

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

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

Activities for achieving objectives

In pursuance of the overall goals of its charitable objectives, the Federation's principal activity is enabling women in Surrey. In practice, this means that through the work of its Trustees, sub-committees, member WIs, volunteers and other supporters, the Federation:

- encourages women in Surrey to become individual members of their local WI;
- assists and advises on the setting up of new WIs in regions of Surrey not already adequately covered by a suitable WI;
- encourages members to take part in interests ranging over public affairs, sport, leisure, the arts, music, science, cookery, crafts and gardening;
- tries to introduce members to new activities and special interest groups;

Main activities undertaken to further the charity's purposes for public benefit

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and in planning our future activities. In particular they consider how planned activities will contribute to the aims and objectives of the WI.

ACHIEVEMENT AND PERFORMANCE

Review of activities

Indicators, Milestones and Benchmarks

The Trustees measure the success of the Federation in 'enabling women' by monitoring:

- The number of WIs in Surrey and the rate of formation of new ones;
- The number of members in the Federation;
- The number of members attending the Annual Council Meeting and the Autumn Federation Meeting;
- The numbers attending the many other smaller meetings and events which the subcommittees run each year;

Report of the Trustees
for the Year Ended 31 October 2021

ACHIEVEMENT AND PERFORMANCE

Grant Making Policy

The Federation does not give grants as a means of fulfilling its charitable objectives.

The Federation gave bursaries in the form of Denman College vouchers and a Surrey at Denman weekend bursary. As Denman College has now closed we are awaiting legal advice on how we can give educational bursaries in the future.

Relationships with Related Parties and Representation on Other Bodies

The work of the Surrey Federation is integrally linked to that of the National Federation of WIs and to the work of the WIs in Surrey. All WIs in Surrey are separate legal entities, having their own charitable status. The Surrey Federation is independent from the National Federation. Two Surrey Federation officers attend the National Federation Council meeting each year, so we are a fully participating member of the National Federation.

Activities and Events

Impact of Activities and Events

The Federation has about 160 member WIs. This year we have been able to form 2 new WIs but there have been a several closures. There are approximately 7,200 members in the Surrey Federation, a slightly lower number than last year.

Some Surrey WI members have taken advantage of the opportunities to participate in activities and in events throughout the year but this was severely limited due to Covid-19. The range of courses, events and activities is shown by the examples given in the organisation structure section for each sub-committee.

FINANCIAL REVIEW

Going concern

The trustees have adopted the going concern basis when preparing these financial statements. The company has adequate resources to continue in operational existence for the foreseeable future due to the cash on deposit and investments held.

Reserves policy

The Federation requires sufficient unrestricted reserves to be held to allow it to continue its work in connection with the promotion of the interests of women (as specified in the Constitution) for a period of at least a year.

Federation surplus funds may be invested in accordance with the Investment Policy in order to provide additional income to the Federation. The Federation is required to retain reserves sufficient to be able to run the Federation for at least a year in the event that no other income is forthcoming, taking into account any cost saving that can be made in the event of this change in income stream. The Federation will keep at least three months of normal expenditure in instant access bank accounts. Funds above this level may be invested in term deposits (where the maximum loss in event of early withdrawal is the interest payable at the end of the term), or in stocks and shares via Quilter Cheviot.

The reserves held, including investments, at the year end will allow the current level of expenditure to continue for several years.

Federation reserves include monies received from WIs suspended during the year under review and funds designated for specific purpose as detailed in the notes to the accounts. The Federation's free reserves at 31 October 2021 amounted to £164,453 (31 October 2020: £152,208).

Report of the Trustees
for the Year Ended 31 October 2021

FINANCIAL REVIEW
Material investments policy

The Trustees are empowered to invest the funds of the Federation at such a time and in such a manner as they see fit within the limits of applicable laws and regulations in the United Kingdom.

Quilter Cheviot invest such funds as the Trustees decide. The Federation has an ethical approach to investments and will not invest in the tobacco, pornography, gambling or armaments industries, but otherwise Quilter Cheviot can invest using their experience. In order to minimise the risk but secure income the funds can be invested in both fixed interest securities and in equities. An investment manager from Quilter Cheviot visits the Trustees regularly to discuss the portfolio and provides interim written reports to enable the Trustees to review the overall investment strategy.

PLANS FOR FUTURE PERIODS

In April 2019 the Board of Trustee reviewed and adopted the Federation Management plan, which was to be reviewed annually. Due to covid-19 the plan was reviewed in Spring 2021 but we have been unable to progress with some of the future plans.

This included:

- The Federation aims for 2019 to 2022, of increasing membership numbers, providing educational activities for Surrey WI members, while making a small loss or breaking even each financial year;
- Setting 13 objectives for the three years, of which developing a new Federation logo and a new Federation website have already been fulfilled;
- Plans for recruitment of sub-committee and Board of Trustee members;
- Allocating objectives for implementation to Committees and Federation Appointments with timescales.

FUNDS HELD AS CUSTODIAN

Although the charity maintains restricted funds to deal with incoming resources that are earmarked for a particular purpose by donors, sponsors and other funders, the Federation does not currently hold, and the trustees do not anticipate that it will in the future hold, any funds as Custodian for any third party, other than on a temporary basis, for example, while a WI establishes banking arrangements.

STRUCTURE, GOVERNANCE AND MANAGEMENT
Constitution

Status and History

The Federation is a registered charity and a company limited by guarantee, not having share capital. Every member undertakes to contribute an amount not exceeding £1 to the assets of the charity in the event of the charity being wound up during the period of membership, or within one year thereafter.

The Federation was formed in 1918 to independently assist The National Federation of Women's Institutes of England, Wales, Jersey, Guernsey and The Isle of Man (the National Federation), itself a charitable company, to support and advise any Women's Institute (WI) throughout the county of Surrey.

The Federation was incorporated on 15 July 1993 and became a registered charity on 8 October 1993.

The Federation is governed by the rules and regulations set down in its constitution, which is incorporated within its company Memorandum and Articles of Association originally dated 15 July 1993 and last updated in June 2013 and adopted by the Federation in March 2014.

Report of the Trustees
for the Year Ended 31 October 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure and decision making

The overall strategic direction of the charity is determined by the Trustees, who:

- are responsible for the overall running of the Federation;
- ensure that its activities are within the objectives of the Federation;
- ensure that its activities cover all its aims and interests;
- make policy decisions;
- develop plans which are carried out in conjunction with the Federation's subcommittees;
- regularly review the overall programme and service it provides, to members; and
- appoint annually the various subcommittees members and Federation appointees.

The Trustees are responsible for carrying out the policies of the National Federation as agreed by the national membership at general meetings of the National Federation. The Trustees are also responsible for implementing the decisions made by the members of the Federation at annual council meetings of the Surrey Federation.

The Board of Trustees meets nine times a year, with the annual cycle starting immediately after the Annual Council Meeting in March. The Council of the Surrey Federation comprises the Trustees and a representative from each of the Surrey Federation Women's Institutes (WIs) and is organised by the Board of Trustees.

The Federation currently has three sub-committees, which are responsible for the majority of the charity's work each year:

- Events, Leisure and Fundraising
- Home Economics, Craft and Gardening
- Membership

There are also self funding groups and special interest groups:

- Crafty Ladies
- Camera Club
- Surrey Serenaders

Our main publication is the Surrey WI News published every month.

Report of the Trustees
for the Year Ended 31 October 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Despite all the challenges and restrictions that the Covid-19 Pandemic has inflicted on the UK, and indeed the world, the Federation weathered the storm and enjoyed a successful year, both in what it was able to deliver to its members, and in the management of its finances.

Although there was relative optimism in relation to the Pandemic in Autumn 2020, in early November, the country was plunged into lockdown. Despite a short respite, as Christmas approached the country went into a deeper lockdown on December 20th, with restrictions in some form or other in place until July 2021. An additional challenge was the government's naming of the WI as one of the organisations that must not meet, despite others being permitted to do so. This meant that the Federation was unable to deliver any face-to-face activities until August 2021. This review therefore describes these two discrete periods, pre and post the lifting of restrictions.

With restrictions firmly in place and for some considerable time the Board set about the planning and delivery of the Federation's governance and activities online. This included the Board of Trustees and Sub-Committee meetings, and a programme of talks and workshops, the latter being made available by video conferencing, not only to SFWI members, but also to WI members across the country.

November 2020 marked the appointment of a new Federation Secretary, Karen Whitehead, following a review of staffing. Jeanie Wharrier as Federation Administrator and Katie Price as bookkeeper completed the team which was reduced in both number of personnel and contracted hours but fit for purpose. Covid-19 restrictions meant that staff worked predominantly from home, when their services were required, but were drafted onto flexible furlough so that the Federation could take full advantage of the government subsidy of their pay. The staff were phased back into work during the year as the amount of work increased, and back to work full time as the Job Retention scheme ended at the end of September 2021. To correspond with their return to work the Federation signed up to an Employee Support service contract, provided by, and complementing the HR services of Bright HR already in place.

With Federation business conducted online via video conferencing, it was necessary to take all governance decisions remotely. In line and in conjunction with National Federation of WIs (NFWI), SFWI proceeded to change its constitution to enable it to conduct all governance online, to ensure that its constitution was in line with Companies Act and Charity Commission requirements. This process was achieved under the umbrella of NFWI. Revised Articles of Association were approved for NFWI, and subsequently for SFWI and the Federation's WIs at an Extraordinary General Meeting (EGM) on 30th March 2021, with one day to spare.

Throughout this period the Federation was advised by NFWI with regard to all matters constitutional. It also offered training for the Federation Chairman and Treasurer, Chair of Membership and Advisers. The ongoing updating of skills for current Advisers and the training of new Advisers did much to boost the capacity of the Federation's Adviser team whose focus, at this time, was primarily to engage with and support the Federation's WIs and its members.

With the announcement of the closure of Dorking Halls until further notice, the venue of the Annual Council Meeting (ACM), constitutionally required, plans were put in place to hold the ACM on 25th March 2021 virtually. This decision was based on the guidance issued by the NFWI lawyers to ensure that governance procedures were in line with the Charity Commission emergency requirements in place at that time. The business of the day was followed by a talk presented by Lynne Stubbings, Chair of NFWI and Joanna Foat who spoke about the Lumberjills. This was an extremely successful event that was viewed by an audience of over 500 members.

The membership year, having been extended by 3 months with National Council of WIs agreement to 31st March 2021, meant that the renewal of membership was rescheduled for 1st April 2021. Subscriptions were collected, but over a rather more extended period than usual, due to the complexity of collecting monies when personal contact was discouraged and WIs were forbidden from meeting in person.

Report of the Trustees
for the Year Ended 31 October 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

With the relaxation of restrictions and the re-opening of Dorking Halls the Federation was able to hold their Autumn Federation Meeting (AFM) in October, the first in two years. The event, to which around 600 members attended, enjoyed talks by Alieda Moore - 'Colour Brave, not Colour Blind' and Amanda Owen, the 'Yorkshire Shepherdess' and performances by the Bell Ringing team 'Duo Decimus', and vocalists from the Orpheus College. The Federation and 4 members of the SFWI Prison WIs support team were also honoured by an award from Her Majesty's Lord Lieutenant of Surrey, Mr. Michael More-Molyneux, in gratitude for their contribution to the community in forming three Surrey prison WIs.

As of 31st October 2021, the number of WIs in Surrey stood at 162, and with a membership of circa 7,200 plus 350 dual members. There was a reduction in the number of WIs of 5 and a reduction in Federation membership of circa 9.7%. Given the continuing restrictions however and the inability of WIs to meet in person, this is a positive outcome and falls well within the forecast fall in membership of 12%.

Federation Sub-Committees and Working Groups

The **Events, Leisure and Fundraising Sub-Committee** is responsible for promoting and encouraging member participation in a wide range of educational opportunities and leisure activities, some of which simultaneously raise funds for the Federation including a raffle at the AFM. With Covid restrictions in place, live events provisionally booked were cancelled. The decision was therefore made to offer virtual events to the members via video conferencing. The committee sourced virtual speakers and presented around 20 online events until 'live' events could be resumed. These proved very successful! Topics included two 'Great British Bake-Off' contestants, a 'Great British Sewing Bee' contestant, Lynda La Plante, Art workshops based on various mediums, history and travel. In August 2021 the first 'live' event was delivered - A Croquet Taster Day at Surbiton Croquet Club, and in September a Literary Lunch at Glenmore House in Surbiton with Adele Parks.

The **Home Economics, Craft and Gardening Sub-Committee** delivered a wide variety of online talks including a tour of the Hannah Peschar Sculpture Garden and talks on Hedgehogs and on Bees. Workshops where members were invited to work alongside the artist online proved popular. These included Calligraphy, Crafting a Christmas Door Wreath, Textile Work and a yarn challenge. When face-to-face engagement was permitted, a successful programme of live workshops was presented, including Willow Basket Making and Vegetarian Cookery. The committee has also been instrumental in identifying new locations to hold Federation events and workshops, namely Merrist Wood and Dapdune Wharf, both in Guildford, following the demise of Denman College. It also initiated a federation bursary for a Forest School Assistant level 2 training that was awarded to as SFWI member.

The **Membership Sub-Committee** is responsible for the welfare and development of the WIs in the Surrey Federation. It currently consists of 9 WI Advisers, trained by NFWI and who are reappointed annually by the Federation, together with recently retired Advisers that offer valued support.

The formation of new WIs is a key part of a WI Adviser's work. Surrey Vixens Virtual WI opened during lockdown and Advisers have recently opened Warlingham Village WI. The Advisers have suspended 5 WIs this year, due in the main to Covid. All Membership sub-committee members are attached to Groups within the Federation and have been actively involved in Group committee meetings, Group meetings and social events where possible, using technology as required. Virtual individual committee workshops have also been held, as have virtual Resolution Briefing Meetings.

Membership sub-committee members have attended over 45 WI Annual Meetings and many WI committee meetings during 2020/21, all by video conferencing. In addition, many virtual meetings offering video conferencing skills training and monthly Adviser chats have been held on various topics, alternating between daytime and evening to ensure all members can attend bimonthly. Both an 'in person' and a virtual 'Annual Meetings Made Easy' event was held for all WI committee members to attend.

The **Digital Working Group** replaced the Communications and Publicity Committee to better reflect the evolved remit of the Group: to publicise and promote the wide range of educational opportunities and events offered, encourage more members to take part in them and keep them up to date with what's going on using the digital world. In addition, the Group focusses on large-scale projects, when required.

Report of the Trustees
for the Year Ended 31 October 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Over the last year, maintaining the Federation's digital presence has been more crucial than ever as the Federation Office and volunteers, WI committees and members were unable to meet in person, and relied increasingly on the online world. The Group provided guidance and produced videos to help members familiarise themselves with video conferencing. They assisted Federation committees to get online so that physical events became virtual and gave members the opportunity to enjoy events arranged by the Federation. The Group also maintained the website and ensured that it was updated so that members could book events online, and committees were able to find the guidance and forms they needed to help run their WIs during this challenging time.

The Group reinvigorated the Microsoft Office 365 project, which had been put on hold when lockdown commenced. The system has offered dedicated WI email addresses to WI committees, secure space in the Cloud and access to Teams to facilitate online meetings. Office 365 has been rolled out to Federation volunteers and will be rolled out to all WIs, accomplishing everything it attempted to achieve.

The **Resolutions and Campaigns Working Party** formed in October 2021.The aim is to address the apparent gaps between Resolutions, NFWI campaigns and members, with the object to show the value of a campaign and how it affects everyone, also to promote the sustainable writing of new resolutions to be submitted to NFWI in a timely manner. Given that there seems to be a gap between the publishing of a campaign and our members, ways are being sought to bring these closer. Given that resolutions often seem unconnected with our members the Group have sought to make the process more vibrant. Working in partnership with Membership and Group Convenors it will be possible to get closer to the issues surrounding what to some seem the impenetrable fog of public affairs.

Federation Roles

Opportunities to share items from the **Federation Archive** have been limited, with the exception of the AFM, however archives of suspended WIs have been catalogued and some have been delivered to the Surrey History Centre during breaks in lockdowns as appropriate.

Interest in all aspects of the **Associated Country Women of the World** (ACWW) has been maintained by monthly articles in Surrey WI News. To enable members to be informed of developments, the outcomes of video conference sessions have been disseminated to members. Likewise, attendance at ACWW Representative Supporters Group has been informative, particularly with a service review addressing the relationship between ACWW and NFWI to enhance closer working relationships. Members demonstrated their commitment to ACWW at the AFM by their generous donations that raise money for projects.

The role of the **Climate Advocate** provides the opportunity to encourage members to be aware of what is happening to the health of our world. It is not a cheerful message but there is still hope. Monthly articles have been published in SWIN covering a range of climate related topics from oil drilling in Surrey to peat free compost. Members have been encouraged to write to their MPs, support the Climate and Environment Emergency Bill, discouraging pesticide use or wasting food. Talks on Climate Change have been delivered to WIs and have been positively received. 'Great Big Green Week' provided the opportunity to join the Climate hub in Leatherhead which was set up in the Life-Long Learning Shop. WIs enjoyed meeting the public and demonstrating their skills in the September sunshine outside the shop. A table at the AFM enabled the Climate message to be shared with members.

The production of the 2022 **Yearbook** ran smoothly, working remotely from home using Office 365 to contact the office, speakers and WI contributors. Everyone involved has been very cooperative and the Yearbook was printed and delivered to the office in early December.

Some twenty speakers decided not to renew and those that have mostly offer both face-to-face and video conferencing. As no auditions could take place, few new speakers have been able to join the Yearbook.

Communications and Publicity

Following a review of publicity and communications the **Publicity Officer** presented a series of recommendations to the Board for possible implementation. The creation of a Surrey Federation E-News, an email newsletter that covers the latest Federation and national news for SFWI members was implemented. The newsletter is currently sent out to around 300 members from over 85 different WI's, with new members and groups signing up every month.

Report of the Trustees
for the Year Ended 31 October 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

The aim of **Social Media** is to promote the Federation as one which is current, relevant and forward thinking. With this objective in mind, a significant amount of work has been done to increase the Federation's Social Media presence via Facebook, Twitter and Instagram and to grow overall engagement. The Federation has also initiated several campaigns, including 'Tuesday Tips', giving useful online tips, 'Frequently Asked Questions' and 'Sustainable Christmas'. Alongside this, many Federation events have been advertised. There has also been engagement with NFWI, and other relevant outside organization campaigns.

Surrey WI News, having been made available to all members online, free of charge, went back into print from the June 2021 edition. From September 2021 the magazine was increased to 24 pages on a regular basis. The additional editorial pages have enabled the accommodation of a series of articles contributed by WI members and a well-known speaker on gardening, climate change and bees. Where possible news from the NFWI is also included. Around 3,500 hard copies are sold and distributed to members on a monthly basis.

Interest Groups

The **Camera Group** met monthly via video conferencing to share photographs taken during exercise walks, and to learn photography techniques. From April the group were able to meet outside. Visits included Hurst Park, Farnham Woods, Bookham Common, Wisley Gardens, Priory Park, the Sculpture Garden and Dapdune Wharf. The **Crafty Ladies** group meetings have been held via video conferencing, with a return to face-to- face meetings from September 2021. The **3 Counties Science Group** ceased to exist in January 2021, after presenting a thought-provoking series of lectures over previous months. The **Surrey Serenaders** choir was unable to meet during lockdown but reformed in September 2021 with seed corn funding from the Federation.

Method of Recruitment, Appointment, Election, Induction and Training of Trustees

The Board of Trustees is made up of a minimum of eight and can be up to fifteen elected members. In addition, if necessary, up to five further members may be co-opted to the Board.

Recruitment

While visiting WIs the members of the Board of Trustees and WI Advisers try to identify suitable candidates who have potential for the role of trustee to join one of the subcommittees. After serving some time on a sub-committee a member may be nominated to serve on the Board of Trustees.

Succession planning is in place. Suitable candidates are invited to shadow Board of Trustee meetings before being asked whether they wish to join. The Federation Company Secretary, the Chairman, or the Vice Chairmen will discuss the role of Trustee with the candidate to ensure that she fully understands the implications of becoming a Trustee before she accepts a nomination to join the Board or is co-opted.

Appointment and Election

Members of the Board are elected on a bi-annual basis and if there are more than the fifteen candidates nominated, then there would be a ballot of all the Surrey WIs.

Induction and Training

New Trustees are given copies of:

- The Charity Commission document CC3, The Essential Trustee covering what you need to know and what you need to do as a Board of Trustees member;
- Federation Terms of Reference and Standing Orders;
- Federation Policies;
- Articles of Association for NFWI and SFWI;
- Constitutions and Rules for WIs.

Report of the Trustees
for the Year Ended 31 October 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Trustee training is provided by the National Federation and any other identified training is covered by outside organisations or suitably qualified personnel.

Risk and Corporate Governance Matters

The Trustees are generally risk adverse and are therefore concerned about any potential risks which might occur and seek to minimise the Federation's exposure to risk in all cases. The Chairman and Treasurer, on behalf of the Board of Trustees, carried out a risk assessment for the Federation this document was approved by the board in early 2020. In November 2021 the Treasurer and another Trustee reviewed and updated the assessment and this was approved by the Trustees in December 2021. The risk areas considered included health and safely in the office, Financial risk, Governance risk, Operation risk and external risks.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02836301 (England and Wales)

Registered Charity number
1026988

Registered office
6 Paris Parklands
Railton Road
Guildford
Surrey
GU2 9JX

Trustees
J A Broome (resigned 4.3.21)
C Butterfield (resigned 4.4.21)
B Dominy
C Gartrell
M T James
S Landgraf
A Leach
M Mitchell
D Playle
H Brooks
J Mulryan
R Warburton
R Williams (appointed 19.1.21)

Company Secretary
K Whitehead

Independent Examiner
Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Report of the Trustees
for the Year Ended 31 October 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Investment manager

Quilter Cheviot
1 Kingsway
London
WC2B 6AN

Approved by order of the board of trustees on .....17th January 2022..... and signed on its behalf by:

.....Carol A Gartrell.....

C Gartrell - Trustee

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

Independent examiner's report to the trustees of Surrey Federation of Women's Institutes ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 October 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.

A J Bennewith FCA
Institute of Chartered Accountants in England and Wales
Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Date: 24 March 2022

Statement of Financial Activities
for the Year Ended 31 October 2021

	Notes	Unrestricted funds £	Restricted funds £	31.10.21 Total funds £	31.10.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	9,345	5,107	14,452	28,567
Charitable activities					
Courses and training		2,461	240	2,701	5,554
Membership subscriptions		71,795	-	71,795	79,522
Newsletter and publications		9,907	-	9,907	18,152
Federation meetings		9,471	-	9,471	-
Other trading activities	3	12,120	-	12,120	16,439
Investment income	4	22,749	-	22,749	24,936
Other income		5,750	-	5,750	3,078
Total		143,598	5,347	148,945	176,248
EXPENDITURE ON					
Raising funds		9,730	-	9,730	13,530
Charitable activities					
Courses and training		2,554	346	2,900	3,309
Newsletter and publications		5,114	-	5,114	5,791
Federation meetings		8,743	-	8,743	3,318
Support costs		101,593	-	101,593	119,362
Governance		5,328	-	5,328	7,611
Other charitable expenditure		1,247	-	1,247	553
Total		134,309	346	134,655	153,474
Net gains/(losses) on investments		67,634	-	67,634	(83,470)
NET INCOME/(EXPENDITURE)		76,923	5,001	81,924	(60,696)
Transfers between funds	15	(1,441)	1,441	-	-
Net movement in funds		75,482	6,442	81,924	(60,696)
RECONCILIATION OF FUNDS					
Total funds brought forward		1,103,482	7,813	1,111,295	1,171,991
TOTAL FUNDS CARRIED FORWARD		1,178,964	14,255	1,193,219	1,111,295

The notes form part of these financial statements

Balance Sheet
31 October 2021

	Notes	Unrestricted funds £	Restricted funds £	31.10.21 Total funds £	31.10.20 Total funds £
FIXED ASSETS					
Tangible assets	10	345,492	-	345,492	349,577
Investments	11	615,725	-	615,725	548,554
		961,217	-	961,217	898,131
CURRENT ASSETS					
Stocks	12	1,843	-	1,843	2,263
Debtors	13	37,382	-	37,382	26,355
Cash at bank and in hand		215,926	14,255	230,181	205,051
		255,151	14,255	269,406	233,669
CREDITORS					
Amounts falling due within one year	14	(37,404)	-	(37,404)	(20,505)
NET CURRENT ASSETS		217,747	14,255	232,002	213,164
TOTAL ASSETS LESS CURRENT LIABILITIES		1,178,964	14,255	1,193,219	1,111,295
NET ASSETS		1,178,964	14,255	1,193,219	1,111,295
FUNDS	15				
Unrestricted funds				1,178,964	1,103,482
Restricted funds				14,255	7,813
TOTAL FUNDS				1,193,219	1,111,295

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.

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

continued...

Balance Sheet - continued
31 October 2021

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 17th January 2022 and were signed on its behalf by:

.....
S Landgraf - Trustee

The notes form part of these financial statements

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.

Critical accounting judgements and key sources of estimation uncertainty

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

In the opinion of the Trustees there are no significant estimates or areas of judgement that would have a material impact on the financial statements.

Company status

The company is a private company limited by guarantee incorporated in England and Wales. The address of the registered office is disclosed on page 7. The members of the company are the Trustees named on page 9. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

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	-	Straight line over 50 years
Office equipment	-	Straight line over 5 years
Fixtures and fittings	-	Straight line over 10 years

Stocks

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

Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

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.

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2021

1. ACCOUNTING POLICIES - continued

Fund accounting

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.

Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities incorporating income and expenditure account on a straight line basis over the lease term.

Pension costs and other post-retirement benefits

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

Investments

The charitable company's investments are included in the balance sheet at their market value. The gains or losses arising upon their annual revaluation are included in the statement of financial activities.

Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis when preparing the financial statements.

2. DONATIONS AND LEGACIES

	31.10.21	31.10.20
	£	£
Donations	6,991	5,184
Grants	7,461	23,383
	14,452	28,567

Grants received, included in the above, are as follows:

	31.10.21	31.10.20
	£	£
Furlough grant	7,461	23,383

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2021

3. OTHER TRADING ACTIVITIES

	31.10.21	31.10.20
	£	£
Fundraising events	11,348	15,913
Shop income	772	526
	12,120	16,439

4. INVESTMENT INCOME

	31.10.21	31.10.20
	£	£
Income from investments held on a recognised stock exchange - UK	22,304	24,044
Bank interest receivable	445	892
	22,749	24,936

5. SUPPORT COSTS

	Finance	Other	Governance costs	Totals
	£	£	£	£
Support costs	843	100,052	-	100,895
Governance	-	-	5,328	5,328
	843	100,052	5,328	106,223

Support costs, included in the above, are as follows:

	Support costs	Governance	31.10.21 Total activities	31.10.20 Total activities
	£	£	£	£
Bank charges	843	-	843	1,262
Wages	53,101	-	53,101	74,531
Social security	49	-	49	917
Pensions	928	-	928	1,011
Operating leases - plant and machinery	983	-	983	715
Property expenses	9,542	-	9,542	9,985
Insurance	3,924	-	3,924	3,342
Other professional fees	10,770	-	10,770	8,751
Telephone	3,818	-	3,818	3,451
Printing, postage and stationery	4,882	-	4,882	5,481
Other administrative expenses	2,338	-	2,338	2,339
Legal fees	1,436	-	1,436	-
Depreciation of tangible fixed assets	8,281	-	8,281	7,577
Board of Trustees	-	2,153	2,153	1,432
Accountancy	-	2,840	2,840	3,485
Training	-	335	335	2,694
	100,895	5,328	106,223	126,973

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2021

6. NET INCOME/(EXPENDITURE)

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

	31.10.21	31.10.20
	£	£
Depreciation - owned assets	8,281	7,577
Other operating leases	983	715
Pension costs	928	1,011

7. 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, the Trustees received reimbursement of expenses of £1,814 (2020: £3,365).

8. STAFF COSTS

	31.10.21	31.10.20
	£	£
Wages and salaries	53,101	74,531
Social security costs	49	917
Other pension costs	928	1,011
	54,078	76,459

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

	31.10.21	31.10.20
Administrative staff	3	5

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

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	27,084	1,483	28,567
Charitable activities			
Courses and training	5,554	-	5,554
Membership subscriptions	79,522	-	79,522
Newsletter and publications	18,152	-	18,152
Other trading activities	16,439	-	16,439
Investment income	24,936	-	24,936
Other income	3,078	-	3,078
Total	174,765	1,483	176,248

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2021

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
EXPENDITURE ON			
Raising funds	13,530	-	13,530
Charitable activities			
Courses and training	3,309	-	3,309
Newsletter and publications	5,791	-	5,791
Federation meetings	3,318	-	3,318
Support costs	119,362	-	119,362
Governance	7,611	-	7,611
Other charitable expenditure	261	292	553
Total	153,182	292	153,474
Net gains/(losses) on investments	(83,470)	-	(83,470)
NET INCOME/(EXPENDITURE)	(61,887)	1,191	(60,696)
Transfers between funds	1,827	(1,827)	-
Net movement in funds	(60,060)	(636)	(60,696)
RECONCILIATION OF FUNDS			
Total funds brought forward	1,163,542	8,449	1,171,991
TOTAL FUNDS CARRIED FORWARD	1,103,482	7,813	1,111,295

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2021

10. TANGIBLE FIXED ASSETS

	Freehold property £	Office equipment £	Fixtures and fittings £	Totals £
COST				
At 1 November 2020	429,848	9,673	27,866	467,387
Additions	-	4,196	-	4,196
At 31 October 2021	429,848	13,869	27,866	471,583
DEPRECIATION				
At 1 November 2020	89,928	7,162	20,720	117,810
Charge for year	5,720	1,754	807	8,281
At 31 October 2021	95,648	8,916	21,527	126,091
NET BOOK VALUE				
At 31 October 2021	334,200	4,953	6,339	345,492
At 31 October 2020	339,920	2,511	7,146	349,577

11. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 November 2020	548,554
Revaluations	67,171
At 31 October 2021	615,725
NET BOOK VALUE	
At 31 October 2021	615,725
At 31 October 2020	548,554

There were no investment assets outside the UK. Individual holdings representing more than 5% of the market value at the balance sheet date are:

	31 October 2021 £	31 October 2020 £
M&G Corporate Bond	58,608	59,178
AXA Investments	40,956	40,762
Pimco Global Advisers	41,160	41,760
Mercantile Investment Trust	34,515	-
Unilever	-	33,030
Royal London	-	28,740
Vanguard	-	28,935
	175,239	232,405

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2021

11. FIXED ASSET INVESTMENTS - continued

Cost or valuation at 31 October 2021 is represented by:

	Listed investments £
Valuation in 2021	615,725

12. STOCKS

	31.10.21 £	31.10.20 £
Goods for resale	1,843	2,263

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.10.21 £	31.10.20 £
Trade debtors	8,250	342
Other debtors	16,712	17,563
Prepayments	12,420	8,450
	37,382	26,355

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.10.21 £	31.10.20 £
Trade creditors	2,075	1,730
Other creditors	35,313	18,775
Accruals and deferred income	16	-
	37,404	20,505

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2021

15. MOVEMENT IN FUNDS

	At 1.11.20 £	Net movement in funds £	Transfers between funds £	At 31.10.21 £
Unrestricted funds				
General fund	1,058,454	77,144	(8,107)	1,127,491
Denman College - Surrey Room	1,994	-	-	1,994
IT Fund	6,049	(177)	500	6,372
Denman ACM £1 Draw	1,773	-	-	1,773
Promotion Fund	1,150	18	-	1,168
Friendship Fund	18,776	300	2,166	21,242
Eileen Bowler Legacy	27	(11)	-	16
Maintenance fund	5,106	-	1,000	6,106
Training Fund	4,760	(351)	3,000	7,409
Bursary Fund	5,393	-	-	5,393
	1,103,482	76,923	(1,441)	1,178,964
Restricted funds				
Let's cook	1,363	-	-	1,363
Friendship Fund	6,450	5,107	(2,166)	9,391
Cranleigh Show	-	-	680	680
Surrey Serenaders	-	(26)	2,295	2,269
Crafty Ladies	-	-	401	401
Camera club	-	-	91	91
3C Science group	-	(80)	140	60
	7,813	5,001	1,441	14,255
TOTAL FUNDS	1,111,295	81,924	-	1,193,219

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	142,909	(133,399)	67,634	77,144
IT Fund	-	(177)	-	(177)
Promotion Fund	-	18	-	18
Friendship Fund	689	(389)	-	300
Eileen Bowler Legacy	-	(11)	-	(11)
Training Fund	-	(351)	-	(351)
	143,598	(134,309)	67,634	76,923
Restricted funds				
Friendship Fund	5,107	-	-	5,107
Surrey Serenaders	240	(266)	-	(26)
3C Science group	-	(80)	-	(80)
	5,347	(346)	-	5,001
TOTAL FUNDS	148,945	(134,655)	67,634	81,924

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2021

15. 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	1,129,214	(58,652)	(12,108)	1,058,454
Denman College - Surrey Room	2,057	(63)	-	1,994
IT Fund	570	(21)	5,500	6,049
Denman ACM £1 Draw	1,665	-	108	1,773
Promotion Fund	688	(38)	500	1,150
Friendship Fund	15,700	1,249	1,827	18,776
Eileen Bowler Legacy	63	(36)	-	27
Maintenance fund	5,738	(1,632)	1,000	5,106
Training Fund	2,454	(2,694)	5,000	4,760
Bursary Fund	5,393	-	-	5,393
	1,163,542	(61,887)	1,827	1,103,482
Restricted funds				
Let's cook	1,655	(292)	-	1,363
Friendship Fund	6,794	1,483	(1,827)	6,450
	8,449	1,191	(1,827)	7,813
TOTAL FUNDS	1,171,991	(60,696)	-	1,111,295

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	173,495	(148,677)	(83,470)	(58,652)
Denman College - Surrey Room	-	(63)	-	(63)
IT Fund	-	(21)	-	(21)
Promotion Fund	-	(38)	-	(38)
Friendship Fund	1,270	(21)	-	1,249
Eileen Bowler Legacy	-	(36)	-	(36)
Maintenance fund	-	(1,632)	-	(1,632)
Training Fund	-	(2,694)	-	(2,694)
	174,765	(153,182)	(83,470)	(61,887)
Restricted funds				
Let's cook	-	(292)	-	(292)
Friendship Fund	1,483	-	-	1,483
	1,483	(292)	-	1,191
TOTAL FUNDS	176,248	(153,474)	(83,470)	(60,696)

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2021

15. MOVEMENT IN FUNDS - continued

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	1,129,214	18,492	(20,215)	1,127,491
Denman College - Surrey Room	2,057	(63)	-	1,994
IT Fund	570	(198)	6,000	6,372
Denman ACM £1 Draw	1,665	-	108	1,773
Promotion Fund	688	(20)	500	1,168
Friendship Fund	15,700	1,549	3,993	21,242
Eileen Bowler Legacy	63	(47)	-	16
Maintenance fund	5,738	(1,632)	2,000	6,106
Training Fund	2,454	(3,045)	8,000	7,409
Bursary Fund	5,393	-	-	5,393
	1,163,542	15,036	386	1,178,964
Restricted funds				
Let's cook	1,655	(292)	-	1,363
Friendship Fund	6,794	6,590	(3,993)	9,391
Cranleigh Show	-	-	680	680
Surrey Serenaders	-	(26)	2,295	2,269
Crafty Ladies	-	-	401	401
Camera club	-	-	91	91
3C Science group	-	(80)	140	60
	8,449	6,192	(386)	14,255
TOTAL FUNDS	1,171,991	21,228	-	1,193,219

continued...

Notes to the Financial Statements - continued for the Year Ended 31 October 2021

15. 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	316,404	(282,076)	(15,836)	18,492
Denman College - Surrey Room	-	(63)	-	(63)
IT Fund	-	(198)	-	(198)
Promotion Fund	-	(20)	-	(20)
Friendship Fund	1,959	(410)	-	1,549
Eileen Bowler Legacy	-	(47)	-	(47)
Maintenance fund	-	(1,632)	-	(1,632)
Training Fund	-	(3,045)	-	(3,045)
	318,363	(287,491)	(15,836)	15,036
Restricted funds				
Let's cook	-	(292)	-	(292)
Friendship Fund	6,590	-	-	6,590
Surrey Serenaders	240	(266)	-	(26)
3C Science group	-	(80)	-	(80)
	6,830	(638)	-	6,192
TOTAL FUNDS	325,193	(288,129)	(15,836)	21,228

Restricted funds

The "Let's cook" Fund is funding from the National Federation of WI's to enable running of "Let's cook" courses and if not used for this purpose has to be returned to NFWI.

The Restricted Friendship Fund holds closing funds from suspended Surrey WIs. These funds are available for return to the WI should it reform. After three years the funds are transferred to the Designated Friendship Fund.

Cranleigh Show is the balance of funds raised from past involvement with the annual show. The funds are held for use by the committee at shows in future years.

Surrey Serenaders is a self funding group. Members pay to attend fortnightly practice sessions and the group raises funds by hosting concerts. Funds are used to pay for costs involved in practice sessions and concerts.

Crafty Ladies is a self funding group. Funds are raised by asking attendees to pay a fee for each session they attend and the group use the funds to pay for tutor when sufficient funds are held.

The Camera club can ask member for a fees with is then used to pay for speakers and excess funds are held for their use.

3C Science group raises fund by charging for attendance at presentations and the funds are used to pay for speakers and hall hire

continued...

Notes to the Financial Statements - continued
for the Year Ended 31 October 2021

15. MOVEMENT IN FUNDS - continued

Designated funds

This Friendship Fund holds gifts from members, WIs and the remaining reserves from suspended WIs and it is available to help the formation of new WIs by paying for some of their start up costs and to help financially struggling WIs.

The Training Fund was set up using the proceeds of sale of investments to enable the Federation to pay for the training of new Trustees, sub-committee members and WI Advisers. This is now funded by an annual transfer from the unrestricted funds.

The Maintenance Fund set up using the proceeds of sale of investments to enable the Federation to maintain the Federation Headquarters property to an acceptable standard. This is now funded by an annual transfer from the unrestricted funds.

The IT Fund was set up using a legacy to cover the cost of maintaining the IT equipment in an up to date state and to provide for any equipment replacements. This is now funded by an annual transfer from the unrestricted funds.

The Promotion Fund was set up using a legacy to cover the cost of promoting the WI with the objective to recruit more members, including the costs of the County Show. This is now funded by an annual transfer from the unrestricted funds.

The Eileen Bowler Legacy funds the judging costs for the Eileen Bowler cup, which is awarded annually.

Bursary funds arise from legacies and were used to award bursaries at Denman to members via a free draw at the Autumn Federation meeting.

The Denman £1 dip enabled several bursaries to be given each year following a £1 dip at the Annual Council Meeting. This was funded by the rebate from the Surrey at Denman weekend and the £1 paid by each entrant in the draw.

The Surrey room at Denman College received £200 each year which was allocated from the Surrey at Denman Weekend rebate to allow the room to be maintained to a high standard.

Denman College ceased trading as a residential college during 2020. We are awaiting legal advice from National Federation of WI's as to how to use the various Denman Funds held. Once we have received that advice the funds will be reclassified as required, but all have been left unchanged in these accounts.

Transfers between funds

During the year £3,933 was transferred from the Restricted Friendship Fund to the Designated Friendship Fund. These are closing funds from suspended WI's which have not reformed within three years. In accordance with the Friendship Fund's policy the funds are transferred to designated funds at this point.

16. RELATED PARTY DISCLOSURES

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

continued...

Surrey Federation of Women's Institutes

Detailed Statement of Financial Activities for the Year Ended 31 October 2021

	31.10.21 £	31.10.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	6,991	5,184
Grants	7,461	23,383
	14,452	28,567
Other trading activities		
Fundraising events	11,348	15,913
Shop income	772	526
	12,120	16,439
Investment income		
Income from investments held on a recognised stock exchange - UK	22,304	24,044
Bank interest receivable	445	892
	22,749	24,936
Charitable activities		
Membership subscriptions	71,795	79,522
Surrey WI News	6,880	14,619
Courses and training	2,701	5,554
Yearbook	3,027	3,533
Federation meetings	9,471	-
	93,874	103,228
Other income		
Other income	5,750	3,078
Total incoming resources	148,945	176,248
EXPENDITURE		
Other trading activities		
Purchases	607	1,098
Events	9,123	12,432
	9,730	13,530
Charitable activities		
Federation meetings costs	8,743	3,318
Courses and training	3,580	3,309
Carried forward	12,323	6,627

Detailed Statement of Financial Activities for the Year Ended 31 October 2021

	31.10.21 £	31.10.20 £
Charitable activities		
Brought forward	12,323	6,627
Surrey WI News	5,114	5,791
Other expenses	1,265	553
	18,702	12,971
Support costs		
Finance		
Bank charges	843	1,262
Other		
Wages	53,101	74,531
Social security	49	917
Pensions	928	1,011
Operating leases - plant and machinery	983	715
Property expenses	9,542	9,985
Insurance	3,924	3,342
Other professional fees	10,770	8,751
Telephone	3,818	3,451
Printing, postage and stationery	4,882	5,481
Other administrative expenses	2,338	2,339
Legal fees	1,436	-
Freehold property depreciation	5,720	5,720
Office equipment depreciation	1,754	958
Fixtures and fittings depreciation	807	899
	100,052	118,100
Governance costs		
Board of Trustees	2,153	1,432
Accountancy	2,840	3,485
Training	335	2,694
	5,328	7,611
Total resources expended	134,655	153,474
Net income before gains and losses	14,290	22,774
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	67,634	(83,470)
Net income/(expenditure)	81,924	(60,696)

THE SURREY FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1026988

Accounts

REGISTERED COMPANY NUMBER: 02836301 (England and Wales)
REGISTERED CHARITY NUMBER: 1026988

Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 October 2020 for Surrey Federation of Women's Institutes

Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Surrey Federation of Women's Institutes

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Surrey Federation of Women's Institutes

Report of the Trustees
for the Year Ended 31 October 2020

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 2020. 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 2015).

OBJECTIVES AND ACTIVITIES

Policies and Objectives

The charitable objectives for which the charity was established are stated in the governing documents to be:

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

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

Activities for achieving objectives

In pursuance of the overall goals of its charitable objectives, the Federation's principal activity is enabling women in Surrey. In practice, this means that through the work of its Trustees, sub-committees, member WIs, volunteers and other supporters, the Federation:

- encourages women in Surrey to become individual members of their local WI;
- assists and advises on the setting up of new WIs in regions of Surrey not already adequately covered by a suitable WI;
- encourages members to take part in interests ranging over public affairs, sport, leisure, the arts, music, science, cookery, crafts and gardening;
- tries to introduce members to new activities and special interest groups;

Main activities undertaken to further the charity's purposes for public benefit

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and in planning our future activities. In particular they consider how planned activities will contribute to the aims and objectives of the WI.

Report of the Trustees
for the Year Ended 31 October 2020

ACHIEVEMENT AND PERFORMANCE
Review of activities
Indicators, Milestones and Benchmarks

The Trustees measure the success of the Federation in 'enabling women' by monitoring:

- The number of WIs in Surrey and the rate of formation of new ones;
- The number of members in the Federation;
- The number of members attending the Annual Council Meeting and the Autumn Federation Meeting;
- The numbers attending the many other smaller meetings and events which the subcommittees run each year;

Grant Making Policy
The Federation does not give grants as a means of fulfilling its charitable objectives.

The Federation gave bursaries in the form of Denman College vouchers and a Surrey at Denman weekend bursary. As Denman College has now closed we are awaiting legal advice on how we can give educational bursaries in the future.

Relationships with Related Parties and Representation on Other Bodies
The work of the Surrey Federation is integrally linked to that of the National Federation of WIs and to the work of the WIs in Surrey. All WIs in Surrey are separate legal entities, having their own charitable status. The Surrey Federation is independent from the National Federation. Two Surrey Federation officers attend the National Federation Council meeting each year, so we are a fully participating member of the National Federation.

Activities and Events
Impact of Activities and Events

The Federation has 167 member WIs. This year we have been unable to form new WIs but there have been a few closures. There are approximately 8,000 members in the Surrey Federation, a slightly lower number than last year.

Many Surrey WI members have taken advantage of the opportunities to participate in activities and in events throughout the year. The range of courses, events and activities is shown by the examples given in the organisation structure section for each sub-committee.

A number of members attended courses at Denman College with the Surrey taster in March being one of the last events held at Denman before it was forced to close due to covid-19.

FINANCIAL REVIEW
Going concern
The trustees have adopted the going concern basis when preparing these financial statements. The company has adequate resources to continue in operational existence for the foreseeable future due to the cash on deposit and investments held.

Report of the Trustees
for the Year Ended 31 October 2020

FINANCIAL REVIEW

Reserves policy

The Federation requires sufficient unrestricted reserves to be held to allow it to continue its work in connection with the promotion of the interests of women (as specified in the Constitution) for a period of at least a year.

Federation surplus funds may be invested in accordance with the Investment Policy in order to provide additional income to the Federation. The Federation is required to retain reserves sufficient to be able to run the Federation for at least a year in the event that no other income is forthcoming, taking into account any cost saving that can be made in the event of this change in income stream. The Federation will keep at least three months of normal expenditure in instant access bank accounts. Funds above this level may be invested in term deposits (where the maximum loss in event of early withdrawal is the interest payable at the end of the term), or in stocks and shares via Quilter Cheviot.

The reserves held, including investments, at the year end will allow the current level of expenditure to continue for several years.

Federation reserves include monies received from WIs suspended during the year under review and funds designated for specific purpose as detailed in the notes to the accounts. The Federation's free reserves at 31 October 2020 amounted to £152,208 (31 October 2019: £155,770).

Material investments policy

The Trustees are empowered to invest the funds of the Federation at such a time and in such a manner as they see fit within the limits of applicable laws and regulations in the United Kingdom.

Quilter Cheviot invest such funds as the Trustees decide. The Federation has an ethical approach to investments and will not invest in the tobacco, pornography, gambling or armaments industries, but otherwise Quilter Cheviot can invest using their experience. In order to minimise the risk but secure income the funds can be invested in both fixed interest securities and in equities. An investment manager from Quilter Cheviot visits the Trustees regularly to discuss the portfolio and provides interim written reports to enable the Trustees to review the overall investment strategy.

PLANS FOR FUTURE PERIODS

In April 2019 the Board of Trustee reviewed and adopted the Federation Management plan, which was to be reviewed annually. Due to covid-19 the plan was reviewed in 2020 but we have been unable to progress with future plans.

This included:

- The Federation aims for 2019 to 2022, of increasing membership numbers, providing educational activities for Surrey WI members, while making a small loss or breaking even each financial year;
- Setting 13 objectives for the three years, of which developing a new Federation logo and a new Federation website have already been fulfilled;
- Plans for recruitment of sub-committee and Board of Trustee members;
- Allocating objectives for implementation to Committees and Federation Appointments with timescales.

FUNDS HELD AS CUSTODIAN

Although the charity maintains restricted funds to deal with incoming resources that are earmarked for a particular purpose by donors, sponsors and other funders, the Federation does not currently hold, and the trustees do not anticipate that it will in the future hold, any funds as Custodian for any third party, other than on a temporary basis, for example, while a WI establishes banking arrangements.

Report of the Trustees
for the Year Ended 31 October 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

Status and History

The Federation is a registered charity and a company limited by guarantee, not having share capital. Every member undertakes to contribute an amount not exceeding £1 to the assets of the charity in the event of the charity being wound up during the period of membership, or within one year thereafter.

The Federation was formed in 1918 to independently assist The National Federation of Women's Institutes of England, Wales, Jersey, Guernsey and The Isle of Man (the National Federation), itself a charitable company, to support and advise any Women's Institute (WI) throughout the county of Surrey.

The Federation was incorporated on 15 July 1993 and became a registered charity on 8 October 1993.

The Federation is governed by the rules and regulations set down in its constitution, which is incorporated within its company Memorandum and Articles of Association originally dated 15 July 1993 and last updated in June 2013 and adopted by the Federation in March 2014.

Organisational structure and decision making

The overall strategic direction of the charity is determined by the Trustees, who:

- are responsible for the overall running of the Federation;
- ensure that its activities are within the objectives of the Federation;
- ensure that its activities cover all its aims and interests;
- make policy decisions;
- develop plans which are carried out in conjunction with the Federation's subcommittees;
- regularly review the overall programme and service it provides, to members; and
- appoint annually the various subcommittees members and Federation appointees.

The Trustees are responsible for carrying out the policies of the National Federation as agreed by the national membership at general meetings of the National Federation. The Trustees are also responsible for implementing the decisions made by the members of the Federation at annual council meetings of the Surrey Federation.

The Board of Trustees meets ten times a year, with the annual cycle starting immediately after the Annual Council Meeting in March. The Council of the Surrey Federation comprises the Trustees and a representative from each of the Surrey Federation Women's Institutes (WIs) and is organised by the Board of Trustees.

The Federation currently has four sub-committees, which are responsible for the majority of the charity's work each year:

- Events, Leisure and Fundraising
- Home Economics, Craft and Gardening
- Membership
- Digital

There are also self funding groups and special interest groups:

- Crafty Ladies
- Camera Club
- Surrey Serenaders

Our main publication is the Surrey WI News published every month.

Report of the Trustees
for the Year Ended 31 October 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

This year fell into two discrete periods, pre-and post-16th March 2020, the date that Notice had been given for the Federation's Annual Council Meeting.

The year got off to a buoyant start with a Christmas Craft Day attended by 80 members. This was followed by a variety of pre-Christmas events that included a successful Literary Lunch, Speaker Auditions and a Christmas trip to Greenwich with a river cruise, dinner and tour of the lights. Members also participated enthusiastically in cookery and craft workshops, Surrey Serenaders rehearsals, Camera Club visits to outdoor venues, 3Cs Science Groups talks and a Crafty Ladies beading demonstration.

In January 2020 an exciting and full programme of events was announced. This included a variety of very well received craft and cookery workshops, Blue Badge guided London City Walks, a 3Cs Science Group talk, Camera Club and the much appreciated Committee Training and Treasurer workshops. In addition to these Committee and Interest Group events, three large scale events were scheduled, the Annual Council (ACM) and Autumn Federation meetings (AFM) at Dorking Halls, and the Chairman's event - Afternoon Tea with Ivor Novello, at the Menuhin Hall, which was to be the highlight of the summer. Proceeds of the latter were expected to add significantly to the income of the Federation. This significant and varied programme of events demonstrated that the federation was very much meeting its objects.

Rumblings of Covid-19 in Wuhan, China in late January, did not initially appear to have relevance to Federation plans and all was set for a varied and exciting ACM, with keynote speakers, displays and committee tables to complement the agenda of the day. On 15th March, and in the light of the announcement of a pandemic by the World Health Organisation on 12th March, it was reluctantly decided that, in the best interest of the health and well-being of the 700 plus members and guests who were due to attend the ACM in a packed auditorium, the event would have to be cancelled.

Governance became a critical issue. In the absence of guidance from NFWI and their legal representatives, because of the suddenness of the situation, and in order to meet the requirements of the Charity Commission and the Articles of Association of the Surrey County Federation of Women's Institutes (SFWI), the business of the ACM was conducted by the Federation Secretary between the 16th and 17th March via email. The Standing Orders, Minutes of the ACM 2019, Chairman and Treasurer's reports and the appointment of the Independent Examiner and Financial Adviser were approved by the members, trustees appointed, and the Federation Chairman, Treasurer and officers were elected.

In response to the Prime Minister's announcement on 23rd March of a lockdown, all federation staff were required to work from home, and subsequently, as a result of the Government Coronavirus Job Retention Scheme (JRS), staff were furloughed in a rolling programme from 30th March as work became unavailable. The Federation Chairman, took on the work of the office staff with significant support from the Federation Treasurer, both in addition to their elected roles. From this point on governance became a key focus. Over subsequent weeks all face-to-face events were cancelled.

A further significant loss of income is as a direct result of the Surrey WI News not being printed since April. However, an online version, made freely available, became a lifeline to members. With no restrictions on size, it documented all aspects of the SFWI during the pandemic, and helped to bind the federation together, especially for older members where digital communications were not readily accessible. As we lived through an historic period it became increasingly important to record the ingenious ways that WIs coped and the huge contribution they made during lockdown to dealing with the crisis and supporting their communities. The Federation's Social media presence has had an equivalent and successful role in communicating to those members who prefer the digital modes of communication.

One of the first casualties of Covid-19 was the 73-year old Denman Residential College. The Federation enjoyed a one-night experience weekend from 7th to 8th March. This was not only the last time members would visit Denman, but would be the last ever federation visit, as Denman was to close its doors, initially in late March 2020, and subsequently, in Summer 2020 forever.

Report of the Trustees
for the Year Ended 31 October 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

The next casualties were the Summer Shows. The Surrey County, Cranleigh and Edenbridge and Oxted Shows were all cancelled by their organisers in quick succession. This put SFWI at a significant disadvantage as these events provide a fruitful environment for publicity and recruitment through their competitions, displays and engagement with the public. All have schedules transferred to 2021.

The Board of Trustees meetings were initially held by email, and subsequently by via video conferencing. Despite taking advantage of the JRS, the federation finances were continually challenged by the impact of the pandemic, despite the prudent nature of the financial management. Very few further economies were available. By July it became increasingly evident that face-to-face WI activities were unlikely to resume in 2020. The Board of Trustees, on the advice of the officers, validated by the management accounts to 31st May 2020, a revised budget for the year to 31st October 2020 and a provisional budget for the year to 31st October 2021, and in the light of in excess of 50% of expenditure being spent on staff salaries, it was agreed that a restructuring of the office staffing was necessary. Subsequent staff resignations have resulted in a staffing reduction, from three to two full time equivalents, a reduction of one third. The federation continued to take advantage of the flexible furlough of the JRS and staff were assigned work only to undertake specific tasks, to protect federation finances. This has done much to offset the significant projected loss due to Covid-19. To support the federation through this difficult time, the services of Peninsula, a company providing Human Resources, Employment Law, Health and Safety Advice and Insurance Indemnity, were employed. Their advice underpinned, validated, and indemnified the many decisions that were taken.

The Committees and Interest Groups had to cancel all their face-to-face events post lockdown. They however energetically investigated alternative forms of engagement with members, with video conferencing becoming the key tool. The adoption of which was led by the Membership Committee, who were extremely successful in this regard. Events, Leisure and Fundraising (ELF) and Home Economics (HE) followed suit and presented an exciting program of online events and workshops including London City and Farm to Fork Tours and Drawing and Willow Workshops. To support WI Presidents, Secretaries and Treasurers during the crisis a series of Annual Meetings Made Easy and Treasurer Workshops were also presented.

It was harder for groups such as Crafty Ladies, Camera Club and the Surrey Serenaders to adopt video conferencing, as it did not lend itself to the types of activity and modes of interaction of these groups. This has been a particular issue for Surrey Serenaders whose future is currently in the balance. The 3Cs Science and the East Surrey Science Groups continued their series of talks via video conferencing. Similarly a Denman education programme, delivered online, emerged in the form of 'Denman at Home'.

The Office 365 project, which would have significantly facilitated access to and circulation of information, had unfortunately to be put on hold until such time as the staff can return from furlough and work in the office. The production of the 2021 Yearbook continued unhindered, although produced through socially distanced communications. It will have a small but important new addition to the speakers listing, advising members which speakers use Zoom or other online platforms.

The final event of the year was to be the AFM, which was one of the key income generators of the year. With the venue still closed and mixing of households not allowed there was no alternative but to cancel. The deposits paid have been transferred to future events and speakers have been put on hold until large scale face-to-face events can resume.

Despite all that Covid-19 has thrown at the federation, because of its prudent management , and because of the efforts of all involved to engage the members, the Federation is in very good shape and ready and waiting for its return to a non-Covid world.

The majority of the day to day management of the Federation is dealt with by the Office on behalf of the Trustees. The Office is run by the Federation Secretary, K Whitehead. The Federation Secretary is assisted by a federation administrator. The Federation bookkeeper, maintains the financial records and prepares the draft accounts. The payroll is subcontracted out to Andrew F Wye Limited, Chartered Accountants. The Office is the centre of communications with the members, administration of the Annual Council Meeting and other Federation meetings and events.

Report of the Trustees
for the Year Ended 31 October 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Method of Recruitment, Appointment, Election, Induction and Training of Trustees

The Board of Trustees is made up of a minimum of eight and can be up to fifteen elected members. In addition, if necessary, up to five further members may be co-opted to the Board.

Recruitment

While visiting WIs the members of the Board of Trustees and WI Advisers try to identify suitable candidates who have potential for the role of trustee to join one of the subcommittees. After serving some time on a sub-committee a member may be nominated to serve on the Board of Trustees.

Succession planning is in place. Suitable candidates are invited to shadow Board of Trustee meetings before being asked whether they wish to join. The Federation Company Secretary, the Chairman, or the Vice Chairmen will discuss the role of Trustee with the candidate to ensure that she fully understands the implications of becoming a Trustee before she accepts a nomination to join the Board or is co-opted.

Appointment and Election

Members of the Board are elected on a bi-annual basis and if there are more than the fifteen candidates nominated, then there would be a ballot of all the Surrey WIs.

Induction and Training

New Trustees are given copies of:

- The Charity Commission document CC3, The Essential Trustee covering what you need to know and what you need to do as a Board of Trustees member;
- Federation Terms of Reference and Standing Orders;
- Federation Policies;
- Articles of Association for NFWI and SFWI;
- Constitutions and Rules for WIs.

Trustee training is provided by the National Federation and any other identified training is covered by outside organisations or suitably qualified personnel.

Risk and Corporate Governance Matters

The Trustees are generally risk adverse and are therefore concerned about any potential risks which might occur and seek to minimise the Federation's exposure to risk in all cases. The Chairman and Treasurer, on behalf of the Board of Trustees, carried out a risk assessment for the Federation this document was approved by the board in early 2020. In October 2020 the Treasurer and another Trustee reviewed and updated the assessment and this was approved by the Trustees in November 2020. The risk areas considered included health and safely in the office, Financial risk, Governance risk, Operation risk and external risks.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02836301 (England and Wales)

Registered Charity number
1026988

Report of the Trustees
for the Year Ended 31 October 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Registered office
6 Paris Parklands
Railton Road
Guildford
Surrey
GU2 9JX

Trustees

J A Broome	
C Butterfield	
B Dominy	
C Gartrell	
M T James	
S Landgraf	
A Leach	
M Mitchell	
D Playle	
P Whiffin	- resigned 26.9.20
T J Cox	- resigned 1.11.19
H Brooks	- appointed 16.3.20
J Mulryan	- appointed 16.3.20
R Warburton	- appointed 16.3.20

Company Secretary
K Whitehead

Independent examiner
Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Investment manager
Quilter Cheviot
1 Kingsway
London
WC2B 6AN

Approved by order of the board of trustees on 18 January 2021 and signed on its behalf by:

Carol A. Gartrell

C Gartrell - Trustee

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

Independent examiner's report to the trustees of Surrey Federation of Women's Institutes ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 October 2020.

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

Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

A. J. Bennewith

Date: 16 February 2021

Surrey Federation of Women's Institutes

Statement of Financial Activities
for the Year Ended 31 October 2020

	Notes	Unrestricted funds £	Restricted funds £	31.10.20 Total funds £	31.10.19 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	27,084	1,483	28,567	10,805
Charitable activities					
Courses and training		5,554	-	5,554	11,643
Membership subscriptions		79,522	-	79,522	82,323
Newsletter and publications		18,152	-	18,152	26,660
Federation meetings		-	-	-	14,634
Other trading activities	3	16,439	-	16,439	17,343
Investment income	4	24,936	-	24,936	28,555
Other income		3,078	-	3,078	7,276
Total		174,765	1,483	176,248	199,239
EXPENDITURE ON					
Raising funds		13,530	-	13,530	12,588
Charitable activities					
Courses and training		3,309	-	3,309	12,427
Newsletter and publications		5,791	-	5,791	15,402
Federation meetings		3,318	-	3,318	15,298
Support costs		119,362	-	119,362	124,661
Governance		7,611	-	7,611	6,836
Other charitable expenditure		261	292	553	2,599
Total		153,182	292	153,474	189,811
Net gains/(losses) on investments		(83,470)	-	(83,470)	23,620
NET INCOME/(EXPENDITURE)		(61,887)	1,191	(60,696)	33,048
Transfers between funds	15	1,827	(1,827)	-	-
Net movement in funds		(60,060)	(636)	(60,696)	33,048
RECONCILIATION OF FUNDS					
Total funds brought forward		1,163,542	8,449	1,171,991	1,138,943
TOTAL FUNDS CARRIED FORWARD		1,103,482	7,813	1,111,295	1,171,991

The notes form part of these financial statements

Balance Sheet
At 31 October 2020

	Notes	Unrestricted funds £	Restricted funds £	31.10.20 Total funds £	31.10.19 Total funds £
FIXED ASSETS					
Tangible assets	10	349,577	-	349,577	348,634
Investments	11	548,554	-	548,554	633,259
		898,131	-	898,131	981,893
CURRENT ASSETS					
Stocks	12	2,263	-	2,263	2,186
Debtors	13	26,355	-	26,355	25,289
Cash at bank and in hand		197,236	7,813	205,049	203,512
		225,854	7,813	233,667	230,987
CREDITORS					
Amounts falling due within one year	14	(20,503)	-	(20,503)	(40,889)
NET CURRENT ASSETS		205,351	7,813	213,164	190,098
TOTAL ASSETS LESS CURRENT LIABILITIES		1,103,482	7,813	1,111,295	1,171,991
NET ASSETS		1,103,482	7,813	1,111,295	1,171,991
FUNDS	15				
Unrestricted funds				1,103,482	1,163,542
Restricted funds				7,813	8,449
TOTAL FUNDS				1,111,295	1,171,991

The notes form part of these financial statements

continued...

Balance Sheet - continued
At 31 October 2020

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 October 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 October 2020 in accordance with Section 476 of the Companies Act 2006.

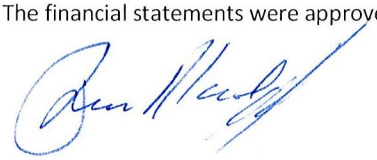
The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

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

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

The financial statements were approved by the Board of Trustees on 18 January 2021 and were signed on its behalf by:



S Landgraf -Trustee

The notes form part of these financial statements

Notes to the Financial Statements for the Year Ended 31 October 2020

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 2015)', 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.

Critical accounting judgements and key sources of estimation uncertainty

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

In the opinion of the Trustees there are no significant estimates or areas of judgement that would have a material impact on the financial statements.

Company status

The company is a private company limited by guarantee incorporated in England and Wales. The address of the registered office is disclosed on page 7. The members of the company are the Trustees named on page 8. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

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	- Straight line over 50 years
Office equipment	- Straight line over 5 years
Fixtures and fittings	- Straight line over 10 years

Stocks

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

Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

Taxation

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

Notes to the Financial Statements - continued for the Year Ended 31 October 2020

1. ACCOUNTING POLICIES - continued

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

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

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

Operating leases
Rentals under operating leases are charged to the Statement of Financial Activities incorporating income and expenditure account on a straight line basis over the lease term.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Investments
The charitable company's investments are included in the balance sheet at their market value. The gains or losses arising upon their annual revaluation are included in the statement of financial activities.

Going concern
After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis when preparing the financial statements.

2. DONATIONS AND LEGACIES

	31.10.20	31.10.19
	£	£
Donations	5,184	10,805
Grants	23,383	-
	28,567	10,805

Grants received, included in the above, are as follows:

	31.10.20	31.10.19
	£	£
Furlough grant	23,383	-

3. OTHER TRADING ACTIVITIES

	31.10.20	31.10.19
	£	£
Fundraising events	15,913	14,385
Shop income	526	2,958
	16,439	17,343

Notes to the Financial Statements - continued for the Year Ended 31 October 2020

4. INVESTMENT INCOME

	31.10.20	31.10.19
	£	£
Income from investments held on a recognised stock exchange - UK	24,044	28,219
Bank interest receivable	892	336
	24,936	28,555

5. SUPPORT COSTS

	Finance	Other	Governance costs	Totals
	£	£	£	£
Support costs	1,262	118,100	-	119,362
Governance	-	-	7,611	7,611
	1,262	118,100	7,611	126,973

Support costs, included in the above, are as follows:

	Support costs	Governance	31.10.20 Total activities	31.10.19 Total activities
	£	£	£	£
Bank charges	1,262	-	1,262	1,610
Wages	74,531	-	74,531	66,685
Social security	917	-	917	251
Pensions	1,011	-	1,011	776
Operating leases - plant and machinery	715	-	715	1,501
Property expenses	9,985	-	9,985	10,377
Insurance	3,342	-	3,342	5,010
Other professional fees	8,751	-	8,751	13,238
Telephone	3,451	-	3,451	4,176
Printing, postage and stationery	5,481	-	5,481	6,556
Other administrative expenses	2,339	-	2,339	4,643
Depreciation of tangible fixed assets	7,577	-	7,577	7,512
Loss on sale of tangible fixed assets	-	-	-	2,326
Board of Trustees	-	1,432	1,432	3,420
Accountancy	-	3,485	3,485	2,756
Training	-	2,694	2,694	-
	119,362	7,611	126,973	130,837

Notes to the Financial Statements - continued
for the Year Ended 31 October 2020

6. NET INCOME/(EXPENDITURE)

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

	31.10.20	31.10.19
	£	£
Depreciation - owned assets	7,577	7,512
Other operating leases	715	1,501
Deficit on disposal of fixed asset	-	2,326
Pension costs	1,011	776

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 October 2020 nor for the year ended 31 October 2019 .

Trustees' expenses

During the year, the Trustees received reimbursement of expenses of £3,365 (2019: £9,956).

8. STAFF COSTS

	31.10.20	31.10.19
	£	£
Wages and salaries	74,531	66,685
Social security costs	917	251
Other pension costs	1,011	776
	76,459	67,712

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

	31.10.20	31.10.19
Administrative staff	5	5

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

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	10,805	-	10,805
Charitable activities			
Courses and training	11,643	-	11,643
Membership subscriptions	82,323	-	82,323
Newsletter and publications	26,660	-	26,660
Carried forward	120,626	-	120,626

Notes to the Financial Statements - continued for the Year Ended 31 October 2020

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities			
Brought forward	120,626	-	120,626
Federation meetings	14,634	-	14,634
Other trading activities	17,343	-	17,343
Investment income	28,555	-	28,555
Other income	4,475	2,801	7,276
Total	196,438	2,801	199,239
EXPENDITURE ON			
Raising funds	12,588	-	12,588
Charitable activities			
Courses and training	12,427	-	12,427
Newsletter and publications	15,402	-	15,402
Federation meetings	15,298	-	15,298
Support costs	124,661	-	124,661
Governance	6,836	-	6,836
Other charitable expenditure	1,984	615	2,599
Total	189,196	615	189,811
Net gains/(losses) on investments	23,620	-	23,620
NET INCOME/(EXPENDITURE)	30,862	2,186	33,048
Transfers between funds	1,946	(1,946)	-
Net movement in funds	32,808	240	33,048
RECONCILIATION OF FUNDS			
Total funds brought forward	1,130,734	8,209	1,138,943
TOTAL FUNDS CARRIED FORWARD	1,163,542	8,449	1,171,991

Notes to the Financial Statements - continued for the Year Ended 31 October 2020

10. TANGIBLE FIXED ASSETS

	Freehold property £	Office equipment £	Fixtures and fittings £	Totals £
COST				
At 1 November 2019	429,848	8,993	20,026	458,867
Additions	-	680	7,840	8,520
At 31 October 2020	429,848	9,673	27,866	467,387
DEPRECIATION				
At 1 November 2019	84,208	6,204	19,821	110,233
Charge for year	5,720	958	899	7,577
At 31 October 2020	89,928	7,162	20,720	117,810
NET BOOK VALUE				
At 31 October 2020	339,920	2,511	7,146	349,577
At 31 October 2019	345,640	2,789	205	348,634

11. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 November 2019	633,259
Additions	58,141
Disposals	(83,347)
Revaluations	(59,499)
At 31 October 2020	548,554
NET BOOK VALUE	
At 31 October 2020	548,554
At 31 October 2019	633,259

There were no investment assets outside the UK.

Individual holdings representing more than 5% of the market value at the balance sheet date are:

	31 October 2020 £	31 October 2019 £

Notes to the Financial Statements - continued
for the Year Ended 31 October 2020

11. FIXED ASSET INVESTMENTS - continued

M&G Corporate Bond	59,178	58,590
AXA Investments	40,762	41,976
Pimco Global Advisers	41,760	42,120
Royal Dutch Shell	-	38,475
Unilever	33,030	34,669
Royal London	28,740	-
Vanguard	28,935	-
3.75% Treasury Stock 2020	-	38,997
	232,405	254,827

12. STOCKS

	31.10.20	31.10.19
	£	£
Goods for resale	2,263	2,186

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.10.20	31.10.19
	£	£
Trade debtors	342	2,305
Other debtors	17,563	14,994
Prepayments	8,450	7,990
	26,355	25,289

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.10.20	31.10.19
	£	£
Trade creditors	1,730	5,940
Other creditors	18,773	34,949
	20,503	40,889

Notes to the Financial Statements - continued for the Year Ended 31 October 2020

15. MOVEMENT IN FUNDS

	At 1.11.19 £	Net movement in funds £	Transfers between funds £	At 31.10.20 £
Unrestricted funds				
General fund	1,129,214	(58,652)	(12,108)	1,058,454
Denman College - Surrey Room	2,057	(63)	-	1,994
IT Fund	570	(21)	5,500	6,049
Denman ACM £1 Draw	1,665	-	108	1,773
Promotion Fund	688	(38)	500	1,150
Friendship Fund	15,700	1,249	1,827	18,776
Eileen Bowler Legacy	63	(36)	-	27
Maintenance fund	5,738	(1,632)	1,000	5,106
Training Fund	2,454	(2,694)	5,000	4,760
Bursary Fund	5,393	-	-	5,393
	1,163,542	(61,887)	1,827	1,103,482
Restricted funds				
Let's cook	1,655	(292)	-	1,363
Friendship Fund	6,794	1,483	(1,827)	6,450
	8,449	1,191	(1,827)	7,813
TOTAL FUNDS	1,171,991	(60,696)	-	1,111,295

Notes to the Financial Statements - continued for the Year Ended 31 October 2020

15. MOVEMENT IN FUNDS - continued

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	173,495	(148,677)	(83,470)	(58,652)
Denman College - Surrey Room	-	(63)	-	(63)
Promotion Fund	-	(38)	-	(38)
Friendship Fund	1,270	(21)	-	1,249
IT Fund	-	(21)	-	(21)
Eileen Bowler Legacy	-	(36)	-	(36)
Maintenance fund	-	(1,632)	-	(1,632)
Training Fund	-	(2,694)	-	(2,694)
	174,765	(153,182)	(83,470)	(61,887)
Restricted funds				
Friendship Fund	1,483	-	-	1,483
Let's cook	-	(292)	-	(292)
	1,483	(292)	-	1,191
TOTAL FUNDS	176,248	(153,474)	(83,470)	(60,696)

Notes to the Financial Statements - continued
for the Year Ended 31 October 2020

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.11.18 £	Net movement in funds £	Transfers between funds £	At 31.10.19 £
Unrestricted Funds				
General fund	1,104,259	28,065	(3,110)	1,129,214
Denman College - Surrey Room	1,911	146	-	2,057
IT Fund	1,000	(680)	250	570
Denman ACM £1 Draw	1,617	(252)	300	1,665
Promotion Fund	425	(237)	500	688
Friendship Fund	7,740	6,014	1,946	15,700
Eileen Bowler Legacy	127	(64)	-	63
Maintenance fund	5,738	-	-	5,738
Training Fund	1,114	(660)	2,000	2,454
Bursary Fund	6,803	(1,470)	60	5,393
	1,130,734	30,862	1,946	1,163,542
Restricted Funds				
Let's cook	1,655	-	-	1,655
Friendship Fund	6,554	2,186	(1,946)	6,794
	8,209	2,186	(1,946)	8,449
TOTAL FUNDS	1,138,943	33,048	-	1,171,991

Notes to the Financial Statements - continued for the Year Ended 31 October 2020

15. 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	185,851	(181,406)	23,620	28,065
Denman College - Surrey Room	200	(54)	-	146
Denman ACM £1 Draw	2,448	(2,700)	-	(252)
Promotion Fund	1,515	(1,752)	-	(237)
Friendship Fund	6,424	(410)	-	6,014
IT Fund	-	(680)	-	(680)
Eileen Bowler Legacy	-	(64)	-	(64)
Training Fund	-	(660)	-	(660)
Bursary Fund	-	(1,470)	-	(1,470)
	196,438	(189,196)	23,620	30,862
Restricted funds				
Friendship Fund	2,801	(615)	-	2,186
TOTAL FUNDS	199,239	(189,811)	23,620	33,048

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

	At 1.11.18 £	Net movement in funds £	Transfers between funds £	At 31.10.20 £
Unrestricted funds				
General fund	1,104,259	(30,587)	(15,218)	1,058,454
Denman College - Surrey Room	1,911	83	-	1,994
IT Fund	1,000	(701)	5,750	6,049
Denman ACM £1 Draw	1,617	(252)	408	1,773
Promotion Fund	425	(275)	1,000	1,150
Friendship Fund	7,740	7,263	3,773	18,776
Eileen Bowler Legacy	127	(100)	-	27
Maintenance fund	5,738	(1,632)	1,000	5,106
Training Fund	1,114	(3,354)	7,000	4,760
Bursary Fund	6,803	(1,470)	60	5,393
Restricted funds				
Let's cook	1,655	(292)	-	1,363
Friendship Fund	6,554	3,669	(3,773)	6,450
	8,209	3,377	(3,773)	7,813
TOTAL FUNDS	1,138,943	(27,648)	-	1,111,295

Notes to the Financial Statements - continued
for the Year Ended 31 October 2020

15. 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	359,346	(330,083)	(59,850)	(30,587)
Denman College - Surrey Room	200	(117)	-	83
Denman ACM £1 Draw	2,448	(2,700)	-	(252)
Promotion Fund	1,515	(1,790)	-	(275)
Friendship Fund	7,694	(431)	-	7,263
IT Fund	-	(701)	-	(701)
Eileen Bowler Legacy	-	(100)	-	(100)
Maintenance fund	-	(1,632)	-	(1,632)
Training Fund	-	(3,354)	-	(3,354)
Bursary Fund	-	(1,470)	-	(1,470)
	371,203	(342,378)	(59,850)	(31,025)
Restricted funds				
Friendship Fund	4,284	(615)	-	3,669
Let's cook	-	(292)	-	(292)
	4,284	(907)	-	3,377
TOTAL FUNDS	375,487	(343,285)	(59,850)	(27,648)

Notes to the Financial Statements - continued
for the Year Ended 31 October 2020

15. MOVEMENT IN FUNDS - continued

Restricted funds

The "Let's cook" Fund is funding from the National Federation of WI's to enable running of "Let's cook" courses and if not used for this purpose has to be returned to NFWI. Further courses are being planned for 2021.

The Restricted Friendship Fund holds closing funds from suspended Surrey WIs. These funds are available for return to the WI should it reform. After three years the funds are transferred to the Designated Friendship Fund.

Designated funds

This Friendship Fund holds gifts from members, WIs and the remaining reserves from suspended WIs and it is available to help the formation of new WIs by paying for some of their start up costs and to help financially struggling WIs.

The Training Fund was set up using the proceeds of sale of investments to enable the Federation to pay for the training of new Trustees, sub-committee members and WI Advisers. This is now funded by an annual transfer from the unrestricted funds.

The Maintenance Fund set up using the proceeds of sale of investments to enable the Federation to maintain the Federation Headquarters property to an acceptable standard. This is now funded by an annual transfer from the unrestricted funds.

The IT Fund was set up using a legacy to cover the cost of maintaining the IT equipment in an up to date state and to provide for any equipment replacements. This is now funded by an annual transfer from the unrestricted funds.

The Promotion Fund was set up using a legacy to cover the cost of promoting the WI with the objective to recruit more members, including the costs of the County Show. This is now funded by an annual transfer from the unrestricted funds.

The Eileen Bowler Legacy funds the judging costs for the Eileen Bowler cup, which is awarded annually.

Bursary funds have arisen from legacies and are used to award bursaries to members via a free draw at the Autumn Federation meeting. There is also an additional bursary awarded for a basic course at Surrey at Denman each year which is funded by part of our investment income, arising from investments funded by a legacy.

The Denman £1 dip enables several bursaries to be given each year following a £1 dip at the Annual Council Meeting. This is funded by the rebate from the Surrey at Denman weekend and the £1 paid by each entrant in the draw.

The Surrey room at Denman College receives £200 each year which is allocated from the Surrey at Denman Weekend rebate to allow the room to be maintained to a high standard.

Denman College ceased trading as a residential college during the year. We are awaiting legal advice from National Federation of WI's as to how to use the various Denman Funds held. Once we have received that advice the funds will be reclassified as required, but all have been left unchanged in these accounts.

Notes to the Financial Statements - continued for the Year Ended 31 October 2020

15. MOVEMENT IN FUNDS - continued

Transfers between funds

During the year £1,827 was transferred from the Restricted Friendship Fund to the Designated Friendship Fund. These are closing funds from suspended WI's which have not reformed within three years. In accordance with the Friendship Fund's policy the funds are transferred to designated at this point.

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 October 2020.

Detailed Statement of Financial Activities for the Year Ended 31 October 2020

	31.10.20 £	31.10.19 £
Charitable activities		
Federation meetings costs	3,318	15,298
Courses and training	3,309	13,087
Surrey WI News	5,791	15,340
Yearbook	-	62
Other expenses	553	2,599
	12,971	46,386
Support costs		
Finance		
Bank charges	1,262	1,610
Other		
Wages	74,531	66,685
Social security	917	251
Pensions	1,011	776
Operating leases - plant and machinery	715	1,501
Property expenses	9,985	10,377
Insurance	3,342	5,010
Other professional fees	8,751	13,238
Telephone	3,451	4,176
Printing, postage and stationery	5,481	6,556
Other administrative expenses	2,339	4,643
Freehold property depreciation	5,720	5,720
Office equipment depreciation	958	1,490
Fixtures and fittings depreciation	899	302
Loss on sale of tangible fixed assets	-	2,326
	118,100	123,051
Governance costs		
Board of Trustees	1,432	3,420
Accountancy	3,485	2,756
Training	2,694	-
	7,611	6,176
Total resources expended	153,474	189,811
Net income before gains and losses	22,774	9,428
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	(83,470)	23,620
Net (expenditure)/income	(60,696)	33,048

Detailed Statement of Financial Activities for the Year Ended 31 October 2020

	31.10.20 £	31.10.19 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	5,184	10,805
Grants	23,383	-
	28,567	10,805
Other trading activities		
Fundraising events	15,913	14,385
Shop income	526	2,958
	16,439	17,343
Investment income		
Income from investments held on a recognised stock exchange - UK	24,044	28,219
Bank interest receivable	892	336
	24,936	28,555
Charitable activities		
Membership subscriptions	79,522	82,323
Surrey WI News	14,619	22,472
Courses and training	5,554	11,643
Yearbook	3,533	4,188
Federation meetings	-	14,634
	103,228	135,260
Other income		
Other income	3,078	7,276
Total incoming resources	176,248	199,239
EXPENDITURE		
Other trading activities		
Purchases	1,098	2,112
Events	12,432	10,476
	13,530	12,588