

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES

England & Wales · Charity number 1036497

Details

Status Registered

Legal form Charitable company

Company number [02917631](#)

Registered 1994-04-14

Register [View on the Charity Commission register](#)

Contact

Address Denman House
60 Queen Street
Horsham
West Sussex
RH13 5AD

Phone 01403 470812

Email yvonneprice@wsfwi.co.uk

Website www.wsfwi.co.uk

Activities

Objects: TO FURTHER THE PURPOSE OF THE WOMEN'S INSTITUTE MOVEMENT IN THE COUNTY OF WEST SUSSEX AND ELSEWHERE

Activities: Meetings, lectures and events.

Classification

- **How:** Makes Grants To Individuals, Provides Services, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** IN PRACTICE WEST SUSSEX
- Hampshire
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£138,187	£110,101	-	-
2024-03-31	£94,803	£108,211	-	-
2023-03-31	£678,000	£112,000	£909,000	1
2022-03-31	£64,579	£79,903	-	-
2021-03-31	£129,335	£138,346	-	-

Trustees

Name	Role	Appointed
Bridget Julie Kearns		2023-10-01
Deborah Ruse		2022-04-08
Fiona O'Leary		2023-01-09
Karen James		2023-10-01
Pamela Frances Tedder		2023-10-01
Rosemary Hunter		2023-10-01
Rosemary Jane Williams		2022-04-08
YVONNE EUNICE PRICE		

Accounts



West Sussex

Annual Report

1st April 2024 to 31st March 2025

FEDERATION CHAIR'S REPORT

We commenced this financial year by welcoming the builders into Queen Street and as their work progressed, we realised what a fantastic space they were creating for us. In October we were honoured to have descendants of Lady Denman to open and help us celebrate the new West Sussex Federation HQ: Denman House in Horsham. Other guests were Jeryl Stone and Melissa Green, respectively the National WI Chair and National WI Chief Executive. It was also wonderful to have the current President and Secretary of our oldest WI, Singleton and East Dean with us. Many WIs have been for a visit, something we welcome, and many more members are now using the space for coffee mornings, workshops and meetings.

In May we filled two coaches with members to go to the last in-person National Annual Meeting for 3 years at the Albert Hall. What an amazing day; excellent speakers delivering thought-provoking messages rounded off with Jerusalem; spine tingling!

In July we welcomed Charlotte Barker as our newly appointed Federation Secretary to work alongside Karen James, the federation bookkeeper; what a team they make!

Throughout the year we have helped other women's organisations in West Sussex, first by helping raise awareness of My Sister's House with bunting and post box toppers prior to them benefiting from the proceeds of the Magnolia Cup at the Goodwood Races. The £200,000 they received will be a lifeline for their work with women. This year we also held our first vigils in Horsham, Chichester and Hassocks as part of our commitment to raise awareness to end violence against women and girls. The federation and many WIs have supported Safe in Sussex during the year and especially during December. Denman House was decorated with orange flowers for the 16 days of activism against gender-based violence.

Sadly, we have seen some WIs go into suspension, but conversely, we have also welcomed new members and opened three new WIs. Most members from suspended WIs have found a new home in an alternative WI.

The Events Team continued to put on splendid occasions including our first literary lunch for years; excellent walks at our two "WI" woods at Slindon and Bramber Beeches, where we installed a new entrance gate and bench, made by members with the Help of In Her Hands, a not-for-profit organisation in Steyning who aim to help women learn carpentry skills.

We enjoyed our regular summer quizzes, a wonderful array of crafts at the South of England Autumn Show, Carols in the setting of Boxgrove Priory, and not forgetting our Annual Meeting held at the Capitol Theatre in Horsham where we were educated about the NSPCC by Georgina, Duchess of Norfolk, enthralled by Libby Drew giving us information about rewilding on the Knepp Estate and thoroughly entertained by "Diddy" David Hamilton with his account of life as a DJ.

Once again West Sussex members pulled out all the stops during March by hanging up knicker bunting to highlight the subtle causes of Ovarian cancer, well done!

As a federation we now have a wonderful new building in which to meet, our finances are sound, and we have a new staff team which is making a tremendous impact and

providing help and assistance to all our WIs.

It just remains for me to thank the staff, Board Trustees, advisers and all the officers and members of the federation for helping to make this a very successful and memorable year.

Federation Chair, Erika Brichta

MEMBERSHIP

Membership figures for 2024/2025: **3587** showing a small drop of 41 from the previous year. Many members from the previous year's suspensions were able to continue their membership in nearby WIs.

WI Suspensions 1st April 2024 – 31st March 2025:

Angmering Village, Bognor Regis Afternoon, Felpham Village, Fishbourne and Tangmere Swifts.

WI Formations 1st April 2024 – 31st March 2025

East Grinstead Bluebells (subsequently renamed East Grinstead Night Owls), Hapstead Jam Tarts and Rumboldswyke.

BOARD OF TRUSTEES

The Board of Trustees met 10 times using Zoom and face-to-face meetings. Following the closure of our Federation Annual Meeting on 21st October 2024, the federation board of trustees were elected as follows: Erika Brichta, Bridget Kearns, Ros Williams, Yvonne Price, Karen James, Rosemary Hunter, Fiona O'Leary, Deb Ruse, Pam Tedder and Jane Hazell.

The following trustees were elected as Federation Officers for 2024/2025:

Federation Chairman: Erika Brichta

Federation Treasurer: Yvonne Price

Federation Vice Chairmen: Bridget Kearns and Ros Williams

105th FEDERATION ANNUAL MEETING

The meeting was held in Horsham with Erika Brichta, Federation Chair, hosting the WSFWI 105th Annual Meeting which took place on Monday 21st October 2024, at the Capitol Theatre in Horsham.

Following a rousing rendition of Jerusalem, brilliantly accompanied on the piano by Ferring Downs member Sandra France, the business section of the meeting commenced with a special welcome to all and by introducing the Board of Trustees, Advisers, and invited guests. The Chair proposed the record of the last Federation Annual Meeting be taken as read. This was passed by the delegates. The Chair proposed the adoption of the standing orders; also passed by the delegates.

The Chair then proposed that the stewards, Charlotte Barker and Karen James, (federation staff), should act as tellers if needed. The delegates agreed the adoption of the Annual Report. Yvonne Price, Federation Treasurer presented the report for the financial year ending 31st March 2025. The adoption of the accounts was proposed and seconded. It was also proposed and agreed by the delegates that Jones Avens Ltd, Chartered Accountants, would remain as auditors for the year

2024/2025. Federation announcements and awards, including WIs celebrating special birthdays were celebrated. The 300 Club winners were announced. The West Sussex News Photography Competition winner for 2025/26, Hazel Bockh a member of Horsham Normandy WI, was congratulated for being the overall winner.

In her report Erika explained to members that the past year had been exceptionally busy, feeling like a whirlwind of activity. A significant portion of this time was dedicated to Denman House's refurbishment and keeping the federation running without a federation secretary. A highlight was the first face-to-face annual meeting, which had included an unexpected but thoroughly enjoyed dance performance on stage. A major undertaking had been the clearing of North Lodge (the federation's home since 1947) from April 2023 until 5th January 2024. This had involved open house days for selling costume wardrobe items, a garage sale, archiving WI memorabilia, and donating kitchen equipment to charities and schools. The bench from North Lodge was even moved to a local churchyard. The move was deemed the right decision due to the extensive work needed on the old building and the desire to find a more accessible location for all members. Sales days were held in November, January, and February at the new HQ in Horsham to find "good homes" for the remaining costume wardrobe items, ensuring nothing had gone into landfill. Despite the cold in the empty building, these events had provided valuable contacts. Throughout the year, various teams had been active: The Events Team had organised splendid events, including a fantastic display of crafts at the South of England Autumn Show. The Sport and Leisure Team had put on a variety of events. The Public Affairs Team had focused on raising awareness of resolutions and campaigns. In March, West Sussex members once again had participated in the "knicker bunting" initiative to raise awareness of ovarian cancer. The report concluded with heartfelt thanks to the fellow officers, federation trustees, adviser team, and staff members for their hard work and support of the federation and its members.

Dozens of WIs donated baskets to be sold. They looked fabulous, were very varied and colourful. The generosity, thought and creativity were very much appreciated.

We were delighted to feature three distinguished speakers who shared insights from their diverse fields.

Libby Drew, Director of the Knepp Wildland Foundation, captivated the audience with her presentation on the **Knepp Rewilding Project**. She discussed the transformative work being undertaken at the Knepp Estate in West Sussex, where traditional farming land has been allowed to return to a wilder state. Libby highlighted how this rewilding initiative has led to a remarkable comeback of biodiversity, including rare species, and how the lessons learned at Knepp are being used to inspire and inform nature recovery efforts across Sussex and beyond, particularly through projects like "Weald to Waves." Her talk underscored the potential for nature to bounce back when given the opportunity, offering a message of hope for environmental restoration.

Georgina, Duchess of Norfolk, spoke passionately about her extensive work with the **NSPCC (National Society for the Prevention of Cruelty to Children)**. As a patron of the NSPCC South and Mid Sussex branch, the Duchess shared her commitment to safeguarding children and preventing child abuse. Her involvement extends to various charitable endeavours, and her address shed light on the vital services the NSPCC provides, the challenges they face, and the importance of community support in protecting vulnerable children. Her dedication to this crucial cause resonated with

the audience, emphasising the impact of charitable work on societal well-being and resulted in a staggering collection for the NSPCC of £550.

Veteran broadcaster David Hamilton, affectionately known as "Diddy David Hamilton," took attendees on a nostalgic journey through his illustrious career in broadcasting. Spanning over six decades, Hamilton's career has seen him host thousands of radio and television shows, from his early days on British Forces Network to BBC Radio 1, Radio 2, and ITV, and more recently, Boom Radio. He shared anecdotes and insights from his time interviewing music legends like The Beatles and hosting iconic shows such as "Top of the Pops." His talk offered a fascinating glimpse into the evolution of radio and television, filled with personal stories, humour, and reflections on the enduring power of connection through the airwaves.

To conclude a thoroughly engaging day, the raffle was drawn, with delighted members winning some truly fabulous prizes. The proceedings then drew to a fitting close as Sandra France expertly led everyone in a rousing rendition of the National Anthem, bringing the day to a memorable end.

Federation Secretary, Charlotte Barker

TEAM REPORTS FOR THE YEAR 1 APRIL 2024 - 31 MARCH 2025

EVENTS TEAM

What a fantastic year it has been for the Events team! We have successfully orchestrated some truly memorable occasions.

The Literary Lunch at Barnham was blessed with glorious weather, allowing us to enjoy Pimms on the terrace in the sunshine before indulging in a delightful meal, and listening to author Lesley Thomson. Our ever-popular Annual Quiz nights brought much joy, laughter, and delicious refreshments to all venues. A big thank you to all the members who contributed their wonderful creations to the South of England Show. Our exceptional display of creativity and crafting generated significant interest among visitors and truly showcased the spirit of the WI. Carols at Boxgrove Priory in December was a heartwarming and well-attended event, starting the festive season for us all. International Women's Day was a resounding success, featuring three inspirational speakers and the presentation of well-deserved awards to WI members for their invaluable contributions both within and beyond our organisation.

Looking ahead to next year, we are now in the planning stages and warmly invite any members interested in joining our enthusiastic team or sharing their innovative event ideas to get in touch. Finally, heartfelt thanks go to the entire Events team – Erika Brichta, Yvonne Price, Bridget Kearnes, Rosemary Hunter, Karen James, Jan Marsden, Fiona O'Leary and Deb Ruse – for their dedication and hard work throughout the year.

Chair: Ros Williams

MEMBERSHIP & TRAINING TEAM

The Membership & Training team continues to work alongside the trustees to stay in touch and support all our WIs. The updated online WI training has now been completed by several members of the team, including trustees and adviser helpers but the team numbers have not increased. WIs experienced problems with the high

street banks, with many community or club accounts closing and WIs forced to pay bank charges. NFWI were aware and work has been ongoing to help and support them.

The WIs were reallocated Advisers following new Adviser appointments, and when any new WIs were formed. Yvonne Bee and Marita Watteau still support the team but have stepped back from having a large group of WIs, and Erika Brichta has joined us allowing the reallocation to even out the workload. We have worked with WIs and committees with their Annual Meetings and on many other occasions. Sue Carter made the decision to retire as an Adviser after her sabbatical, and we wish her well for the future.

NFWI continues to offer Advisers ad-hoc online meeting opportunities to share best practice and concerns, and to network with Advisers in other federations. Janet Melvin stepped back from the Federation MCS role, and Yvonne Bee has taken over with Fiona O'Leary as a deputy.

Yvonne Price continued as M&T Team Leader, and the team endeavours to recruit members to attend the meetings to see what we do and hopefully complete online training. Our meetings have returned predominantly face-to-face at our new Federation Office and have been fully supported by our new Federation secretary, Charlotte Barker, who as a WI President has contributed to our team. We continued to offer online access.

The team continued to use both Face to Face and Zoom for training and information sessions, and we reviewed the WI/Adviser groups on a regular basis to reflect our workload, encouraging all the Advisers to keep in touch and offer advice and support. All WIs have been visited by either an Adviser or a Board Trustee to offer support, and to answer queries and offer advice on any issues.

Online Resolution sessions were held, and member delegates were again able to represent their WIs by attending the NFWI Annual Meeting at the Royal Albert Hall in-person and online. A full day of Speakers Interviewing sessions was held successfully in September with over 60 members attending.

WIs were well supported for their Annual Meetings in February and March, and we have greatly valued the work of our trustee and bookkeeper, Karen James, in offering guidance and advice to WI treasurers, and to trustee Jane Hazell for bringing the Independent Financial Examiners together to offer updates and support them in their work with the WIs. The M&T team are always open to ideas to explore new locations for WIs and to look at different models for WI membership.

I want to thank all the team for their support and hard work throughout the year.

Team: Yvonne Bee, Erika Brichta, Chris Hodges, Jacky Barugh, Sue Midgeley, Fiona O'Leary, Marita Watteau, Yvonne Price, Jane Hazell and Karen James for their financial guidance for the team and the WIs.

Chair: Yvonne Price

PUBLIC AFFAIRS TEAM

A heartfelt thank you to our amazing **Public Affairs Team**! Your enthusiasm, ideas, and dedication are the backbone of everything we do. Our Zoom meetings—held four times a year—are full of energy, creativity, and laughter. If you have ever thought about getting involved, we would love to welcome new members to our friendly group.

1. Bramber Beeches Project

Thanks to funds donated by a former member, we purchased a lovely **planter for Denman House**, after a seat was previously installed in their memory at the WI woods at Bramber Beeches. We are currently raising funds for bird and bat boxes to be installed there.

2. Violence Against Women and Girls (VAWG) Campaign

We marked this important campaign by holding **vigils in Chichester, Hassocks, and Horsham**. Members created striking **orange flowers**, which were used in the vigils and later displayed at Denman House—a powerful symbol of solidarity. Flowers were also displayed by Hapstead Jam Tarts in Ardingly and Rusti Belles WI held a fund-raising fair.

3. International Women's Day 2025

We celebrated IWD on **Saturday, 8 March** at **Brighton Road Baptist Church**. The day featured inspiring talks from **Linda Schneider, Michael Wynn-Jones, and Kim Brinkworth**, and we shone a spotlight on **eight amazing WI members** who make a difference in their communities.

4. River Action Campaign

During the **WI Week of River Action**, members across our region got involved by **testing water quality** and submitting the results to **Earthwatch**—a real example of local action contributing to national efforts.

5. Show the Love Campaign – February 2025

This campaign sparked fantastic creativity and outreach across our groups:

- **Sullington Windmills** created a green-themed display at Denman House
- **Chichester** teamed up with Rumboldswyke WI to run a market stall
- **Chichester's Green Hub** featured **crocheted green hearts** in their display
- Members also sent **handmade cards to local MPs** to show their love for the planet

6. Ovarian Cancer Awareness – Knicker Bunting Campaign

This bold and creative campaign raised awareness in fun and meaningful ways: Storrington was yet again covered with knicker bunting and displays were up around the county raising awareness. Hassocks WI also collected **148 pairs of knickers** which were collected and donated to **Safe in Sussex** and **Days for Girls**.

Your Public Affairs Team: Jacky Barugh, Erika Brichta, Geraldine Dandridge, Maureen O'Grady, Marita Watteau

Chair: Pam Tedder

FINANCE TEAM

Following the relocation of our Federation Office and the completion of the refurbishment, the decision was made to form the WSWFI Finance Team. Previously this had not been in place formally, although discussion on financial issues was routinely discussed by officers and the trustees.

The team was formed to include all aspects of the Federation finances, and comprised the following members:

Erika Brichta – Federation Chair

Yvonne Price – Federation Treasurer

Karen James – Federation Trustee and Bookkeeper, with WI treasurer experience.

Jane Hazell – Federation Trustee, & Independent Financial Examiner, with WI treasurer experience.

The team has met on a regular basis, with an agenda to include, but not limited to: federation finances - current bank balances, income streams including subscription

payments update, saving accounts, insurance and auditing. The meetings have been in advance of each board meeting to enable the most up to date information to be given to the trustees, and this has proved to be extremely valuable.

Denman House expenditure, events income and expenditure, and any other aspect of finance.

Chair: Yvonne Price

FEDERATION HOLIDAYS

Castle Howard – November 20th to 23rd 2024

41 members of various WIs travelled by coach to Yorkshire to experience Castle Howard's magnificent and magical Alice in Wonderland themed display followed by a visit to York, one of Britain's most festive cities with its renowned Christmas Market,

Both the outward and homeward journey was broken by a stop in Stamford, where further shopping opportunities were explored!

The weather was seasonally crisp but at least the snow was only on the fields!

Organising federation holidays has shown us that most of the members who expressed interest require single rooms. As these can be in short supply in most hotels or command a high single supplement. These rooms are all fully serviced with ensuite facilities and are conveniently based close to city centres, giving access to places of interest. We will be looking into a Denman college style break.

Rosemary Hunter

SAFEGUARDING REPORT

This year marks the introduction of the Federation Safeguarding Officer role within the WSFWI. This new position underscores our commitment to creating and maintaining a safe and supportive environment for all our members.

Importance of Safeguarding

Safeguarding is of paramount importance because it:

- Protects vulnerable individuals from harm.
- Ensures that all activities are conducted in a safe and responsible manner.
- Promotes a culture of respect and dignity.
- Maintains the integrity and reputation of the WSFWI.
- Complies with legal and ethical obligations.

The Federation Safeguarding Officer will work to ensure that safeguarding policies and procedures are in place, are understood, and are followed. They will also be a point of contact for any safeguarding concerns.

In addition to safeguarding individuals, the WSFWI is committed to robust data protection practices. All personal information collected and processed in relation to safeguarding concerns, or any other aspect of our operations, will be handled in strict accordance with relevant data protection legislation, such as the General Data Protection Regulation (GDPR). This includes ensuring data is collected fairly and lawfully, used only for specified purposes, kept secure, accurate, and up-to-date, and

retained for no longer than necessary. Our commitment to data protection reinforces our dedication to maintaining trust and respecting the privacy of all our members.

Contact Information: Members can contact the Federation Safeguarding Officer by emailing federationsafeguardingofficer@wsfwi.co.uk

Deb Ruse

STRATEGY AND POLICIES UPDATE

Strategy:

West Sussex Federation of Women's Institutes has an established Strategy, aligned to that of the National Federation and reflective of the aims and objectives of our membership.

Having a clear and agreed strategy is essential for any organisation to ensure that it maintains focus and devotes all its resources and energy to doing the right things for its members.

Our strategy was reviewed and updated in 2024 and the board of trustees spent time reviewing each element of the four pillars – Bold and Inspiring, Growing and Relevant, Inclusive and, Flexible. The outcome of this review was a series of agreed objectives against which key actions have been set and owners from the Board of Trustees assigned.

Actions are reviewed at each board meeting to ensure that we are making progress towards our objectives and to ensure that all our activity is aligned to our strategic goals, and we are not distracted by non-added value activities.

Key achievements in 2024 included opening new WIs, setting up and promoting a carers fund to enable fewer mobile members to attend events and building our relationship with local organisations and media such as BBC Sussex.

We are anticipating the new Strategy that will be issued by the National Federation this year and are ready to review our strategic pillars and objectives to ensure we remain aligned.

Policy:

In the past year we undertook a comprehensive review of our internal policies to ensure continued alignment with the National Federation: evolving regulatory standards, and the values that guide our organisation. This review resulted in some updates to the policies that we have listed on our Federation Website.

We have reordered the presentation of the policies to ensure that they are easier to access for our members. Our practice is to use National Federation Policies where they are appropriate, although some we have tailored to meet our Federation needs. We have more recently issued a new Carers Fund policy which can be accessed to fund additional tickets for members with mobility challenges to attend events and a new Ticketing Policy.

Looking ahead, we will continue to monitor legal developments, National Federation policy updates and member feedback to ensure our policies remain responsive, relevant, and responsible.

Bridget Kearns, Vice Chair

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

DETAILED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	<u>31 March 2025</u>		<u>31 March 2024</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Income				
Membership		43,607		41,397
Sales of Publications and Merchandise	3,904		6,714	
Less: Cost of sales	<u>(293)</u>		<u>(4,106)</u>	
		3,611		2,608
Investment Income				
Interest on COIF Accounts	<u>16,100</u>		<u>15,875</u>	
		16,100		15,875
Donations and legacies	25,910		1,560	
Less expended	<u>(4,907)</u>	21,003	<u>(1,470)</u>	90
Profit from Sub Committees				
AGM costs	266		30	
Art and Craft	260		451	
Bulbs and Flowers	247		340	
Combined Arts	149		215	
Carols Event	1,411		-	
Castle Howard Trip	738		-	
County Events	7,846		1,432	
Membership Support	239		(26)	
New W's	(663)		(617)	
North Lodge Management	-		2,611	
Environment & Public Affairs	-		(10)	
South of England Show	538		502	
Sport and Leisure	<u>(41)</u>		<u>113</u>	
		10,990		5,041
Running costs				
Salaries	(16,495)		(36,821)	
Bookkeeping costs	(10,128)		(4,330)	
Office Expenses (Power, phone, cleaning & sundries)	(5,467)		(10,209)	
Repairs and Maintenance	(8,913)		(5,408)	
Rates	(3,060)		(1,646)	
Printing	(8,647)		(3,837)	
Postage, stationery & advertising	(4,280)		(5,759)	
WI Advisors Expenses	(462)		(286)	
Conferences and courses	(3,274)		(500)	
Insurance	(4,282)		(3,275)	
Bank Charges	(299)		(436)	
Fraudulent transaction	-		(2,908)	
Interest on taxation	-		(64)	
Depreciation	<u>(5,444)</u>		<u>(2,951)</u>	
		(70,751)		(78,432)
300 Club Subscriptions	2,840		3,355	
Less Cost of Prizes and Expenses	<u>(2,555)</u>		<u>(2,185)</u>	
		285		1,170
Rent Received	-		4,350	
Less Expenses (Flat repairs + commission)	<u>-</u>		<u>(522)</u>	
		-		3,828
Other Income		16,942		4,734
Governance Costs				
Accountancy	(6,747)		(6,012)	
Legal and Professional	(68)		-	
Trustees Expenses	<u>(3,705)</u>		<u>(3,707)</u>	
National Council Meeting Expenses		(10,520)		(9,719)
Gain/(Loss) on Investment				
Net operating surplus / (deficit) for the year		<u><u>31,267</u></u>		<u><u>(13,408)</u></u>

Charity registration number 1036497

Company registration number 2917631 (England and Wales)

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs Yvonne Price Mrs E Brichta (Chairman) Mrs R Williams Mrs D Ruse Mrs F O'Leary Ms K James Ms P F Tedder Ms B J Kearns Ms J Hazell
Secretary	Mrs Y Price
Charity number	1036497
Company number	2917631
Registered office	60 Queen Street Horsham West Sussex RH13 5AD
Independent examiner	Claire Norwood BSc FCA ATII Carpenter Box Piper House 4 Dukes Court Bognor Road Chichester West Sussex PO19 8FX
Bankers	Barclays Bank plc 74/75 East Street Chichester West Sussex PO19 1HT

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

CONTENTS

	Page
Trustees' report	1 - 2
Independent examiner's report	3
Statement of financial activities	4 - 5
Summary income and expenditure account	6
Balance sheet	7 - 8
Notes to the financial statements	9 - 23

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their annual report and financial statements for the year ended 31 March 2025.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the company's governing document, Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Objectives and activities

The main purpose of the Women's Institute organisation are:

a) 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;

b) 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;

c) to advance health for the public benefit;

d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

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

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the company should undertake.

Achievements and performance

Significant activities and achievements against objectives

Members have benefitted from workshops on a wide range of arts and crafts. Specialists and members have informed and discussed topics of both national and international concern. The members' wellbeing was encouraged with many opportunities to take part in sporting and leisure activities and music. New members are coming to the WI to learn traditional crafts and cookery.

Financial review

We have an overall surplus this year of £31,267 (2024: £(13,408) deficit, which includes £13,637 (2024: £961) relating to the release of suspended WI funds over 3 years old.

Reserves policy

It is the policy of the company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the company's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Major risks

The trustees have assessed the major risks to which the company is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Structure, governance and management

The company is a company limited by guarantee. The company is registered as a charity. The company is governed by the articles and memorandum of association. The schedule of company information sets out further details.

The charity is governed by a Board of Trustees of not fewer than eight and not more than fifteen members which shall meet not less than six times a year.

Trustees are appointed by the Federation Annual Meeting to hold office for a period of two years. Retiring trustees may be re-elected and new trustees may be appointed following the procedure laid down in the company's articles of association.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs Yvonne Price

Mrs L D Boardman

(Resigned 15 May 2025)

Mrs E Brichta (Chairman)

Mrs R Williams

Mrs D Ruse

Mrs F O'Leary

Ms K James

Ms P F Tedder

Ms B J Kearns

Ms J Hazell

Recruitment and appointment of trustees

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Organisational structure

A County Federation is an association of Women's Institutes.

The Federation is a member of the National Federation of Women's Institutes. It is entitled to appoint Federation representatives to The National Federation and is bound by the Constitution of the National Federation.

The memorandum and articles of association grant wide powers of investment to the trustees.

Asset cover for funds

The notes to the accounts set out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

The trustees' report was approved by the Board of Trustees.



Mrs E Brichta (Chairman)

Trustee

Date: 14 July 2025

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

I report to the trustees on my examination of the financial statements of The West Sussex County Federation of Women's Institutes (Limited By Guarantee) (the company) for the year ended 31 March 2025.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements 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 the company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

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



Claire Norwood BSc FCA ATII

Carpenter Box
Piper House
4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Dated: 24/7/25

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2025

Current financial year		Unrestricted funds general	Unrestricted funds designated	Restricted funds	Endowment funds	Total	Total
Notes		2025 £	2025 £	2025 £	2025 £	2025 £	2024 £
<u>Income and endowments from:</u>							
Donations and legacies	3	5,724	-	19,000	-	24,724	1,340
Charitable activities	4	79,697	-	-	-	79,697	61,790
Other ancillary trading activities	5	3,904	-	-	-	3,904	6,714
Investments	6	12,520	400	-	3,181	16,101	20,225
Other income	7	16,942	-	-	-	16,942	4,734
Total income and endowments		118,787	400	19,000	3,181	141,368	94,803
<u>Expenditure on:</u>							
Raising funds							
Ancillary trading costs	8	293	-	-	-	293	4,106
Total expenditure		293	-	-	-	293	4,106
<u>Charitable activities</u>							
Membership and county activities	9	105,951	-	3,742	-	109,693	100,697
Total charitable expenditure		105,951	-	3,742	-	109,693	100,697
Other	13	115	-	-	-	115	3,408
Total expenditure		106,359	-	3,742	-	110,101	108,211
Net incoming/(outgoing) resources before transfers		12,428	400	15,258	3,181	31,267	(13,408)
Gross transfers between funds		13,285	(13,285)	-	-	-	-
Net movement in funds		25,713	(12,885)	15,258	3,181	31,267	(13,408)
Fund balances at 1 April 2024		805,917	12,901	14,776	62,331	895,925	909,333
Fund balances at 31 March 2025		831,630	16	30,034	65,512	927,192	895,925

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Prior financial year

		Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
	Notes					
<u>Income and endowments from:</u>						
Donations and legacies	3	1,340	-	-	-	1,340
Charitable activities	4	61,790	-	-	-	61,790
Other ancillary trading activities	5	6,714	-	-	-	6,714
Investments	6	16,792	598	-	2,835	20,225
Other income	7	4,734	-	-	-	4,734
Total income and endowments		91,370	598	-	2,835	94,803
<u>Expenditure on:</u>						
Raising funds						
Ancillary trading costs	8	4,106	-	-	-	4,106
Charitable activities						
Membership and county activities	9	99,291	129	1,277	-	100,697
Total charitable expenditure		99,291	129	1,277	-	100,697
Other	13	2,908	-	-	500	3,408
Total expenditure		106,305	129	1,277	500	108,211
Net incoming/(outgoing) resources before transfers		(14,935)	469	(1,277)	2,335	(13,408)
Gross transfers between funds		(129)	129	-	-	-
Net movement in funds		(15,064)	598	(1,277)	2,335	(13,408)
Fund balances at 1 April 2023		820,981	12,303	16,053	59,996	909,333
Fund balances at 31 March 2024		805,917	12,901	14,776	62,331	895,925

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2025**

	All income funds	
	2025	2024
	£	£
Gross income	138,187	91,968
Total expenditure from income funds	110,101	107,711
Net income/(expenditure) for the year	<u>28,086</u>	<u>(15,743)</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	15		733,339		419,827
Current assets					
Debtors	16	5,427		7,741	
Cash at bank and in hand		410,392		695,771	
		415,819		703,512	
Creditors: amounts falling due within one year	17	(221,966)		(227,414)	
Net current assets			193,853		476,098
Total assets less current liabilities			927,192		895,925
Capital funds					
<u>Endowment funds</u>					
General endowment funds		65,512		62,331	
		65,512		62,331	
Permanent endowment		-		-	
Expendable endowment		65,512		62,331	
	18		65,512		62,331
Income funds					
Restricted funds	19		30,034		14,776
<u>Unrestricted funds</u>					
Designated funds:					
Other designated funds		16		12,901	
		16		12,901	
General unrestricted funds		831,630		805,917	
			831,646		818,818
			927,192		895,925

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2025

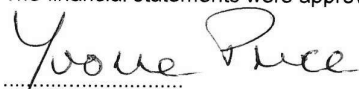
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 14/7/2025



.....
Mrs Yvonne Price
Trustee

Company registration number 2917631

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

The West Sussex County Federation of Women's Institutes (Limited By Guarantee) is a private company limited by guarantee incorporated in England and Wales. The registered office is 60 Queen Street, Horsham, West Sussex, RH13 5AD. The charity number is 1036497.

1.1 Accounting convention

The financial statements have been prepared in accordance with the company's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The company is a Public Benefit Entity as defined by FRS 102.

The company has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the company.

1.4 Income

Income is recognised when the company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are credited as income in the year in which they are receivable. Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipt have been complied with. Where donor imposed restrictions apply to the timing of related expenditure as a pre-condition for its use, the grant is treated as deferred income until those restrictions are met.

Income relating to memberships, newsletters and events are recognised in the period in which it relates and in which the service or goods are provided or the event takes place. Deferred income is then released to income in the reporting period in which the performance related or other conditions that limit recognition are met.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Costs have been allocated under different headings. Costs of publications and merchandise have been allocated to raising funds to be matched against the income from sales of publications and merchandise.

Costs relating to sub committee expenses, 300 plus club expenses and bursaries and donations have been allocated to charitable activities undertaken directly.

Costs relating to accountancy, bookkeeping, trustees' travel, courses and conferences have been allocated to governance costs. All other costs have been allocated to support costs. Both governance costs and support costs are allocated to the charitable activity of the company.

Expenditure includes any VAT which cannot be fully recovered and is reported as irrecoverable VAT in the accounts. The charity deregistered from VAT in the year and therefore all costs going forward will be reported on a gross basis.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	Nil
Fixtures, fittings & equipment	20% reducing balance
Computers	20% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Land and buildings are shown in the accounts at 31 March 1993 value with the additions of any improvements since that date.

Depreciation on the building is not provided on the basis of immateriality.

1.7 Impairment of fixed assets

At each reporting end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/ expenditure for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.9 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Key sources of estimation uncertainty

Depreciation

The annual depreciation charge is sensitive to changes in the estimated useful lives and residual value of the assets. The residual values are re-assessed annually and amended where necessary.

3 Donations and legacies

	Unrestricted funds general	Restricted funds	Total Unrestricted funds general	
	2025	2025	2025	2024
	£	£	£	£
Donations and gifts	5,724	19,000	24,724	1,340
	<u>5,724</u>	<u>19,000</u>	<u>24,724</u>	<u>1,340</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Membership & county activities		
Membership income	43,607	41,395
Income from Sub Committees	33,250	17,040
300 Plus Club income	2,840	3,355
	<u>79,697</u>	<u>61,790</u>

5 Income from other trading activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Sales of publications and merchandise	<u>3,904</u>	<u>6,714</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

6	Income from investments	Unrestricted funds				Unrestricted Endowment funds				Total			
		general	designated	2025	£	general	designated	2024	£	2025	£	2024	£
	Rental income	-	-	-	-	-	-	-	-	-	-	-	-
	Interest receivable	12,520	400	3,181	16,101	12,442	598	2,835	15,875	16,101	2,835	20,225	4,350
		<u>12,520</u>	<u>400</u>	<u>3,181</u>	<u>16,101</u>	<u>12,442</u>	<u>598</u>	<u>2,835</u>	<u>15,875</u>	<u>16,101</u>	<u>2,835</u>	<u>20,225</u>	<u>4,350</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

7 Other income

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Other income	16,942	4,734

8 Expenditure on raising funds

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Ancillary trading costs		
Costs of publications and merchandise	293	4,106

9 Expenditure on charitable activities

	Membership & county activities 2025 £	Membership & county activities 2024 £
Direct costs		
Subcommittee expenses	22,260	11,999
300 Plus Club expenses	6,276	3,435
	28,536	15,434
Share of support and governance costs (see note 10)		
Support	57,235	71,214
Governance	23,922	14,049
	109,693	100,697
Analysis by fund		
Unrestricted funds - general	105,951	99,291
Unrestricted funds - designated	-	129
Restricted funds	3,742	1,277
	109,693	100,697

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

10 Support costs allocated to activities

	Membership & county activities	Total
	2025	2024
	£	£
Staff costs	16,495	36,821
Depreciation	5,444	2,951
Office costs	15,966	11,036
Premises and repairs	17,378	19,416
Other	1,952	990
Governance	23,922	14,049
	<u>81,157</u>	<u>85,263</u>
	2025	2024
	£	£
Governance costs comprise:		
Bookkeeping	10,128	4,330
Accountancy	6,747	6,012
Courses and conferences	3,342	-
Trustees travelling	3,705	3,707
	<u>23,922</u>	<u>14,049</u>

The trustees consider that all support and governance costs should be allocated to the charitable activities of the charity.

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but 12 of them were reimbursed a total of £3,705 for travelling expenses and Annual National Council meeting expenses (2024- 12 were reimbursed £3,707).

12 Employees

The average monthly number of employees during the year was:

	2025	2024
	Number	Number
Administration	<u>1</u>	<u>1</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

12 Employees **(Continued)**

Employment costs	2025	2024
	£	£
Wages and salaries	16,200	36,730
Other pension costs	295	91
	<u>16,495</u>	<u>36,821</u>

There were no employees whose annual remuneration was more than £60,000.

13 Other

	Unrestricted funds general 2025 £	Unrestricted funds general 2024 £	Endowment funds 2024 £	Total 2024 £
Other expenditure	115	2,908	500	3,408
	<u>115</u>	<u>2,908</u>	<u>500</u>	<u>3,408</u>

14 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

15 Tangible fixed assets

	Land and buildings	Fixtures, fittings & equipment	Computers	Total
	£	£	£	£
Cost				
At 1 April 2024	408,024	22,143	11,692	441,859
Additions	303,541	10,903	4,512	318,956
	<u>711,565</u>	<u>33,046</u>	<u>16,204</u>	<u>760,815</u>
At 31 March 2025				
Depreciation and impairment				
At 1 April 2024	-	11,961	10,071	22,032
Depreciation charged in the year	-	4,217	1,227	5,444
	<u>-</u>	<u>16,178</u>	<u>11,298</u>	<u>27,476</u>
At 31 March 2025				
Carrying amount				
At 31 March 2025	711,565	16,868	4,906	733,339
	<u>711,565</u>	<u>16,868</u>	<u>4,906</u>	<u>733,339</u>
At 31 March 2024	408,024	10,182	1,621	419,827
	<u>408,024</u>	<u>10,182</u>	<u>1,621</u>	<u>419,827</u>

A new property was purchased at 60 Queen Street, Horsham for £378,717 in the year ended 31 March 2023. The property is undergoing renovation before it can be used by the charity as a headquarters and this was completed in May 2025. Improvements of £332,848 have been made up to the year ended 31 March 2025.

16 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Trade debtors	509	2,153
Other debtors	1,360	1,798
Prepayments and accrued income	3,558	3,790
	<u>5,427</u>	<u>7,741</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

17 Creditors: amounts falling due within one year

	2025	2024
	£	£
Other taxation and social security	150	2,365
Payments received on account	201,506	215,105
Trade creditors	-	947
Other creditors	12,179	653
Accruals and deferred income	8,131	8,344
	<u>221,966</u>	<u>227,414</u>

18 Endowment funds

	At 1 April 2024	Incoming resources	Resources expended	At 31 March 2025
	£	£	£	£
Expendable endowments				
Betty Merritt	55,086	2,944	-	58,030
"Give a Carer a Break"	7,245	237	-	7,482
	<u>62,331</u>	<u>3,181</u>	<u>-</u>	<u>65,512</u>

Previous year:

	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
Expendable endowments				
Betty Merritt	53,026	2,560	(500)	55,086
"Give a Carer a Break"	6,970	275	-	7,245
	<u>59,996</u>	<u>2,835</u>	<u>(500)</u>	<u>62,331</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

19 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
Bramber Beeches	63	-	-	63
Centenary fund for office equipment	284	-	-	284
Denman Maintenance Fund	1,283	-	-	1,283
Awards For All	105	-	(21)	84
£1 Denman Bursary Draw	2,297	-	-	2,297
Marketing Initiative	486	-	-	486
Midhurst WI sponsorship	2,750	-	(2,750)	-
Midhurst WI Centenary Bursary	7,508	-	(971)	6,537
Kingscote WI for lift at Queen St	-	19,000	-	19,000
	<u>14,776</u>	<u>19,000</u>	<u>(3,742)</u>	<u>30,034</u>

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Bramber Beeches	63	-	-	63
Centenary fund for office equipment	284	-	-	284
Denman Maintenance Fund	1,283	-	-	1,283
Awards For All	132	-	(27)	105
£1 Denman Bursary Draw	2,297	-	-	2,297
Marketing Initiative	486	-	-	486
Midhurst WI sponsorship	4,000	-	(1,250)	2,750
Midhurst WI Centenary Bursary	7,508	-	-	7,508
	<u>16,053</u>	<u>-</u>	<u>(1,277)</u>	<u>14,776</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

19 Restricted funds

(Continued)

Bramber Beeches Fund represents a donation for the upkeep of trees at Bramber.

The Maintenance Fund represents donations received for the West Sussex Room at Denman College.

The Denman Bursary Draw comprises donations received for Denman course fees and expenses.

The Awards for All fund was established upon receipt of a grant for the purchase of computer equipment to be used for presentations, conferences and meetings.

The Centenary Grant was awarded to help promote the WI, to recruit new members and open new WIs. The Federation has attended various village and town open days to facilitate this.

The Marketing Initiative represents funding given to promote the WI.

The Midhurst WI sponsorship is to support changes to the administration of the West Sussex News.

The Midhurst Centenary Bursary is to support education.

The Kingscote WI donation is for the provision of a lift at Denman House Queen Street.

20 Unrestricted funds - designated

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2025 £
	12,901	400	-	(13,285)	16
	<u>12,901</u>	<u>400</u>	<u>-</u>	<u>(13,285)</u>	<u>16</u>
Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
	12,303	598	(129)	129	12,901
	<u>12,303</u>	<u>598</u>	<u>(129)</u>	<u>129</u>	<u>12,901</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

21 Analysis of net assets between funds

	Unrestricted funds general 2025 £	Unrestricted funds designated 2025 £	Restricted funds 2025 £	Endowment funds 2025 £	Total 2025 £
Fund balances at 31 March 2025 are represented by:					
Tangible assets	714,339	-	19,000	-	733,339
Current assets/(liabilities)	117,291	16	11,034	65,512	193,853
	<u>831,630</u>	<u>16</u>	<u>30,034</u>	<u>65,512</u>	<u>927,192</u>
	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
Fund balances at 31 March 2024 are represented by:					
Tangible assets	419,827	-	-	-	419,827
Current assets/(liabilities)	386,090	12,901	14,776	62,331	476,098
	<u>805,917</u>	<u>12,901</u>	<u>14,776</u>	<u>62,331</u>	<u>895,925</u>

Charity registration number 1036497

Company registration number 2917631 (England and Wales)

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs Yvonne Price Mrs E Brichta (Chairman) Mrs R Williams Mrs D Ruse Mrs F O'Leary Ms K James Ms P F Tedder Ms B J Kearns Ms J Hazell
Secretary	Mrs Y Price
Charity number	1036497
Company number	2917631
Registered office	60 Queen Street Horsham West Sussex RH13 5AD
Independent examiner	Claire Norwood BSc FCA ATII Carpenter Box Piper House 4 Dukes Court Bognor Road Chichester West Sussex PO19 8FX
Bankers	Barclays Bank plc 74/75 East Street Chichester West Sussex PO19 1HT

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

CONTENTS

	Page
Trustees' report	1 - 2
Independent examiner's report	3
Statement of financial activities	4 - 5
Summary income and expenditure account	6
Balance sheet	7 - 8
Notes to the financial statements	9 - 23

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their annual report and financial statements for the year ended 31 March 2025.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the company's governing document, Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Objectives and activities

The main purpose of the Women's Institute organisation are:

a) 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;

b) 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;

c) to advance health for the public benefit;

d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

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

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the company should undertake.

Achievements and performance

Significant activities and achievements against objectives

Members have benefitted from workshops on a wide range of arts and crafts. Specialists and members have informed and discussed topics of both national and international concern. The members' wellbeing was encouraged with many opportunities to take part in sporting and leisure activities and music. New members are coming to the WI to learn traditional crafts and cookery.

Financial review

We have an overall surplus this year of £31,267 (2024: £(13,408) deficit, which includes £13,637 (2024: £961) relating to the release of suspended WI funds over 3 years old.

Reserves policy

It is the policy of the company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the company's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Major risks

The trustees have assessed the major risks to which the company is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Structure, governance and management

The company is a company limited by guarantee. The company is registered as a charity. The company is governed by the articles and memorandum of association. The schedule of company information sets out further details.

The charity is governed by a Board of Trustees of not fewer than eight and not more than fifteen members which shall meet not less than six times a year.

Trustees are appointed by the Federation Annual Meeting to hold office for a period of two years. Retiring trustees may be re-elected and new trustees may be appointed following the procedure laid down in the company's articles of association.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs Yvonne Price

Mrs L D Boardman

(Resigned 15 May 2025)

Mrs E Brichta (Chairman)

Mrs R Williams

Mrs D Ruse

Mrs F O'Leary

Ms K James

Ms P F Tedder

Ms B J Kearns

Ms J Hazell

Recruitment and appointment of trustees

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Organisational structure

A County Federation is an association of Women's Institutes.

The Federation is a member of the National Federation of Women's Institutes. It is entitled to appoint Federation representatives to The National Federation and is bound by the Constitution of the National Federation.

The memorandum and articles of association grant wide powers of investment to the trustees.

Asset cover for funds

The notes to the accounts set out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

The trustees' report was approved by the Board of Trustees.



Mrs E Brichta (Chairman)

Trustee

Date: 14 July 2025

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

I report to the trustees on my examination of the financial statements of The West Sussex County Federation of Women's Institutes (Limited By Guarantee) (the company) for the year ended 31 March 2025.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements 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 the company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

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



Claire Norwood BSc FCA ATII

Carpenter Box
Piper House
4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Dated: 24/7/25

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2025

Current financial year		Unrestricted funds general	Unrestricted funds designated	Restricted funds	Endowment funds	Total	Total
	Notes	2025 £	2025 £	2025 £	2025 £	2025 £	2024 £
<u>Income and endowments from:</u>							
Donations and legacies	3	5,724	-	19,000	-	24,724	1,340
Charitable activities	4	79,697	-	-	-	79,697	61,790
Other ancillary trading activities	5	3,904	-	-	-	3,904	6,714
Investments	6	12,520	400	-	3,181	16,101	20,225
Other income	7	16,942	-	-	-	16,942	4,734
Total income and endowments		118,787	400	19,000	3,181	141,368	94,803
<u>Expenditure on:</u>							
Raising funds							
Ancillary trading costs	8	293	-	-	-	293	4,106
Total expenditure		293	-	-	-	293	4,106
<u>Charitable activities</u>							
Membership and county activities	9	105,951	-	3,742	-	109,693	100,697
Total charitable expenditure		105,951	-	3,742	-	109,693	100,697
Other	13	115	-	-	-	115	3,408
Total expenditure		106,359	-	3,742	-	110,101	108,211
Net incoming/(outgoing) resources before transfers		12,428	400	15,258	3,181	31,267	(13,408)
Gross transfers between funds		13,285	(13,285)	-	-	-	-
Net movement in funds		25,713	(12,885)	15,258	3,181	31,267	(13,408)
Fund balances at 1 April 2024		805,917	12,901	14,776	62,331	895,925	909,333
Fund balances at 31 March 2025		831,630	16	30,034	65,512	927,192	895,925

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Prior financial year

		Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
	Notes					
<u>Income and endowments from:</u>						
Donations and legacies	3	1,340	-	-	-	1,340
Charitable activities	4	61,790	-	-	-	61,790
Other ancillary trading activities	5	6,714	-	-	-	6,714
Investments	6	16,792	598	-	2,835	20,225
Other income	7	4,734	-	-	-	4,734
Total income and endowments		91,370	598	-	2,835	94,803
<u>Expenditure on:</u>						
Raising funds						
Ancillary trading costs	8	4,106	-	-	-	4,106
Charitable activities						
Membership and county activities	9	99,291	129	1,277	-	100,697
Total charitable expenditure		99,291	129	1,277	-	100,697
Other	13	2,908	-	-	500	3,408
Total expenditure		106,305	129	1,277	500	108,211
Net incoming/(outgoing) resources before transfers		(14,935)	469	(1,277)	2,335	(13,408)
Gross transfers between funds		(129)	129	-	-	-
Net movement in funds		(15,064)	598	(1,277)	2,335	(13,408)
Fund balances at 1 April 2023		820,981	12,303	16,053	59,996	909,333
Fund balances at 31 March 2024		805,917	12,901	14,776	62,331	895,925

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2025**

	All income funds	
	2025	2024
	£	£
Gross income	138,187	91,968
Total expenditure from income funds	110,101	107,711
Net income/(expenditure) for the year	<u>28,086</u>	<u>(15,743)</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	15		733,339		419,827
Current assets					
Debtors	16	5,427		7,741	
Cash at bank and in hand		410,392		695,771	
		415,819		703,512	
Creditors: amounts falling due within one year	17	(221,966)		(227,414)	
Net current assets			193,853		476,098
Total assets less current liabilities			927,192		895,925
Capital funds					
<u>Endowment funds</u>					
General endowment funds		65,512		62,331	
		65,512		62,331	
Permanent endowment		-		-	
Expendable endowment		65,512		62,331	
	18		65,512		62,331
Income funds					
Restricted funds	19		30,034		14,776
<u>Unrestricted funds</u>					
Designated funds:					
Other designated funds		16		12,901	
		16		12,901	
General unrestricted funds		831,630		805,917	
			831,646		818,818
			927,192		895,925

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2025

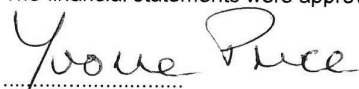
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 14/7/2025



Mrs Yvonne Price
Trustee

Company registration number 2917631

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

The West Sussex County Federation of Women's Institutes (Limited By Guarantee) is a private company limited by guarantee incorporated in England and Wales. The registered office is 60 Queen Street, Horsham, West Sussex, RH13 5AD. The charity number is 1036497.

1.1 Accounting convention

The financial statements have been prepared in accordance with the company's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The company is a Public Benefit Entity as defined by FRS 102.

The company has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the company.

1.4 Income

Income is recognised when the company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are credited as income in the year in which they are receivable. Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipt have been complied with. Where donor imposed restrictions apply to the timing of related expenditure as a pre-condition for its use, the grant is treated as deferred income until those restrictions are met.

Income relating to memberships, newsletters and events are recognised in the period in which it relates and in which the service or goods are provided or the event takes place. Deferred income is then released to income in the reporting period in which the performance related or other conditions that limit recognition are met.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Costs have been allocated under different headings. Costs of publications and merchandise have been allocated to raising funds to be matched against the income from sales of publications and merchandise.

Costs relating to sub committee expenses, 300 plus club expenses and bursaries and donations have been allocated to charitable activities undertaken directly.

Costs relating to accountancy, bookkeeping, trustees' travel, courses and conferences have been allocated to governance costs. All other costs have been allocated to support costs. Both governance costs and support costs are allocated to the charitable activity of the company.

Expenditure includes any VAT which cannot be fully recovered and is reported as irrecoverable VAT in the accounts. The charity deregistered from VAT in the year and therefore all costs going forward will be reported on a gross basis.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	Nil
Fixtures, fittings & equipment	20% reducing balance
Computers	20% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Land and buildings are shown in the accounts at 31 March 1993 value with the additions of any improvements since that date.

Depreciation on the building is not provided on the basis of immateriality.

1.7 Impairment of fixed assets

At each reporting end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/ expenditure for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.9 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Key sources of estimation uncertainty

Depreciation

The annual depreciation charge is sensitive to changes in the estimated useful lives and residual value of the assets. The residual values are re-assessed annually and amended where necessary.

3 Donations and legacies

	Unrestricted funds general	Restricted funds	Total Unrestricted funds general	
	2025	2025	2025	2024
	£	£	£	£
Donations and gifts	5,724	19,000	24,724	1,340
	<u>5,724</u>	<u>19,000</u>	<u>24,724</u>	<u>1,340</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Membership & county activities		
Membership income	43,607	41,395
Income from Sub Committees	33,250	17,040
300 Plus Club income	2,840	3,355
	<u>79,697</u>	<u>61,790</u>

5 Income from other trading activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Sales of publications and merchandise	<u>3,904</u>	<u>6,714</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

6	Income from investments	Unrestricted funds				Unrestricted Endowment funds				Total			
		general	designated	2025	£	general	designated	2025	£	2025	£	2024	£
	Rental income	-	-	-	-	-	-	-	-	-	-	-	-
	Interest receivable	12,520	400	3,181	16,101	4,350	598	2,835	15,875	12,442	2,835	4,350	15,875
		<u>12,520</u>	<u>400</u>	<u>3,181</u>	<u>16,101</u>	<u>16,792</u>	<u>598</u>	<u>2,835</u>	<u>20,225</u>	<u>16,101</u>	<u>2,835</u>	<u>20,225</u>	<u>20,225</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

7 Other income

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Other income	16,942	4,734

8 Expenditure on raising funds

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Ancillary trading costs		
Costs of publications and merchandise	293	4,106

9 Expenditure on charitable activities

	Membership & county activities 2025 £	Membership & county activities 2024 £
Direct costs		
Subcommittee expenses	22,260	11,999
300 Plus Club expenses	6,276	3,435
	28,536	15,434
Share of support and governance costs (see note 10)		
Support	57,235	71,214
Governance	23,922	14,049
	109,693	100,697
Analysis by fund		
Unrestricted funds - general	105,951	99,291
Unrestricted funds - designated	-	129
Restricted funds	3,742	1,277
	109,693	100,697

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

10 Support costs allocated to activities

	Membership & county activities	Total
	2025	2024
	£	£
Staff costs	16,495	36,821
Depreciation	5,444	2,951
Office costs	15,966	11,036
Premises and repairs	17,378	19,416
Other	1,952	990
Governance	23,922	14,049
	<u>81,157</u>	<u>85,263</u>
	2025	2024
	£	£
Governance costs comprise:		
Bookkeeping	10,128	4,330
Accountancy	6,747	6,012
Courses and conferences	3,342	-
Trustees travelling	3,705	3,707
	<u>23,922</u>	<u>14,049</u>

The trustees consider that all support and governance costs should be allocated to the charitable activities of the charity.

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but 12 of them were reimbursed a total of £3,705 for travelling expenses and Annual National Council meeting expenses (2024- 12 were reimbursed £3,707).

12 Employees

The average monthly number of employees during the year was:

	2025	2024
	Number	Number
Administration	<u>1</u>	<u>1</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025**

12 Employees		(Continued)	
Employment costs		2025	2024
		£	£
Wages and salaries		16,200	36,730
Other pension costs		295	91
		<u>16,495</u>	<u>36,821</u>

There were no employees whose annual remuneration was more than £60,000.

	Unrestricted	Unrestricted	Endowment	Total
	funds	funds	funds	
	general	general		
	2025	2024	2024	2024
	£	£	£	£
Other expenditure	115	2,908	500	3,408
	<u>115</u>	<u>2,908</u>	<u>500</u>	<u>3,408</u>

14 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

15 Tangible fixed assets

	Land and buildings	Fixtures, fittings & equipment	Computers	Total
	£	£	£	£
Cost				
At 1 April 2024	408,024	22,143	11,692	441,859
Additions	303,541	10,903	4,512	318,956
	<u>711,565</u>	<u>33,046</u>	<u>16,204</u>	<u>760,815</u>
At 31 March 2025				
Depreciation and impairment				
At 1 April 2024	-	11,961	10,071	22,032
Depreciation charged in the year	-	4,217	1,227	5,444
	<u>-</u>	<u>16,178</u>	<u>11,298</u>	<u>27,476</u>
At 31 March 2025				
Carrying amount				
At 31 March 2025	<u>711,565</u>	<u>16,868</u>	<u>4,906</u>	<u>733,339</u>
At 31 March 2024	<u>408,024</u>	<u>10,182</u>	<u>1,621</u>	<u>419,827</u>

A new property was purchased at 60 Queen Street, Horsham for £378,717 in the year ended 31 March 2023. The property is undergoing renovation before it can be used by the charity as a headquarters and this was completed in May 2025. Improvements of £332,848 have been made up to the year ended 31 March 2025.

16 Debtors

	2025	2024
	£	£
Amounts falling due within one year:		
Trade debtors	509	2,153
Other debtors	1,360	1,798
Prepayments and accrued income	3,558	3,790
	<u>5,427</u>	<u>7,741</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

17 Creditors: amounts falling due within one year

	2025	2024
	£	£
Other taxation and social security	150	2,365
Payments received on account	201,506	215,105
Trade creditors	-	947
Other creditors	12,179	653
Accruals and deferred income	8,131	8,344
	<u>221,966</u>	<u>227,414</u>

18 Endowment funds

	At 1 April 2024	Incoming resources	Resources expended	At 31 March 2025
	£	£	£	£
Expendable endowments				
Betty Merritt	55,086	2,944	-	58,030
"Give a Carer a Break"	7,245	237	-	7,482
	<u>62,331</u>	<u>3,181</u>	<u>-</u>	<u>65,512</u>

Previous year:

	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
Expendable endowments				
Betty Merritt	53,026	2,560	(500)	55,086
"Give a Carer a Break"	6,970	275	-	7,245
	<u>59,996</u>	<u>2,835</u>	<u>(500)</u>	<u>62,331</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

19 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024 £	Incoming resources £	Resources expended £	At 31 March 2025 £
Bramber Beeches	63	-	-	63
Centenary fund for office equipment	284	-	-	284
Denman Maintenance Fund	1,283	-	-	1,283
Awards For All	105	-	(21)	84
£1 Denman Bursary Draw	2,297	-	-	2,297
Marketing Initiative	486	-	-	486
Midhurst WI sponsorship	2,750	-	(2,750)	-
Midhurst WI Centenary Bursary	7,508	-	(971)	6,537
Kingscote WI for lift at Queen St	-	19,000	-	19,000
	<u>14,776</u>	<u>19,000</u>	<u>(3,742)</u>	<u>30,034</u>

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Bramber Beeches	63	-	-	63
Centenary fund for office equipment	284	-	-	284
Denman Maintenance Fund	1,283	-	-	1,283
Awards For All	132	-	(27)	105
£1 Denman Bursary Draw	2,297	-	-	2,297
Marketing Initiative	486	-	-	486
Midhurst WI sponsorship	4,000	-	(1,250)	2,750
Midhurst WI Centenary Bursary	7,508	-	-	7,508
	<u>16,053</u>	<u>-</u>	<u>(1,277)</u>	<u>14,776</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

19 Restricted funds

(Continued)

Bramber Beeches Fund represents a donation for the upkeep of trees at Bramber.

The Maintenance Fund represents donations received for the West Sussex Room at Denman College.

The Denman Bursary Draw comprises donations received for Denman course fees and expenses.

The Awards for All fund was established upon receipt of a grant for the purchase of computer equipment to be used for presentations, conferences and meetings.

The Centenary Grant was awarded to help promote the WI, to recruit new members and open new WIs. The Federation has attended various village and town open days to facilitate this.

The Marketing Initiative represents funding given to promote the WI.

The Midhurst WI sponsorship is to support changes to the administration of the West Sussex News.

The Midhurst Centenary Bursary is to support education.

The Kingscote WI donation is for the provision of a lift at Denman House Queen Street.

20 Unrestricted funds - designated

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2025 £
	12,901	400	-	(13,285)	16
	<u>12,901</u>	<u>400</u>	<u>-</u>	<u>(13,285)</u>	<u>16</u>
Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
	12,303	598	(129)	129	12,901
	<u>12,303</u>	<u>598</u>	<u>(129)</u>	<u>129</u>	<u>12,901</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

21 Analysis of net assets between funds

	Unrestricted funds general 2025 £	Unrestricted funds designated 2025 £	Restricted funds 2025 £	Endowment funds 2025 £	Total 2025 £
Fund balances at 31 March 2025 are represented by:					
Tangible assets	714,339	-	19,000	-	733,339
Current assets/(liabilities)	117,291	16	11,034	65,512	193,853
	<u>831,630</u>	<u>16</u>	<u>30,034</u>	<u>65,512</u>	<u>927,192</u>
	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
Fund balances at 31 March 2024 are represented by:					
Tangible assets	419,827	-	-	-	419,827
Current assets/(liabilities)	386,090	12,901	14,776	62,331	476,098
	<u>805,917</u>	<u>12,901</u>	<u>14,776</u>	<u>62,331</u>	<u>895,925</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1036497

Accounts



| West Sussex

Annual Report

1st April 2023 to 31st March 2024

FEDERATION CHAIR'S REPORT

The twelve months covered by this report have been the busiest for me since I retired! It was a whirlwind of meetings and decisions regarding the refurbishment of Denman House whilst keeping the federation going in the absence of a federation secretary.

I experienced my first face to face annual meeting and what a super day that was. It was so lovely to see all those smiling faces. I wasn't quite expecting to be dancing on the stage that day, but thoroughly enjoyed it, nonetheless.

From April until we finally moved out of North Lodge on 5th January 2024, the Board of Trustees worked hard to sort out all the possessions that had been accumulated since 1947. We had open house days where we invited people to come and buy items from the costume wardrobe, we had a sale of all the contents of the garage. We sorted through and archived box upon box of items of WI memorabilia and paperwork. We donated kitchen equipment to charities and schools. The bench from the front of the house was relocated to the church yard in Sidlesham.

As Yvonne Price and I locked up on that January afternoon (we were both filthy and exhausted!), we knew that we had made the right decision, it was the right time to move. So much work needed to be undertaken, and the building was no longer fit for purpose. A new chapter was starting for our federation and that is always an exciting time. We all have fond memories of North Lodge, I first attended meetings there in the late 1980s but the opportunity to find a building that would be accessible to all our members (and not be on a dangerous roundabout) was too good to miss.

Through November, January and February Pam Tedder and I held sales days at our new HQ in Horsham to make sure that the remaining items of the costume wardrobe all went to good homes. Nothing went into land fill. It was jolly cold in the empty building, but we made the most of it and made lots of connections with people who dropped in.

The office furniture and remaining federation possession went into store in Horsham, and we carried on business working from our homes and meeting on Zoom. The WSN distribution centre was established in Lesley Boardman's dining room!

Throughout the year the Events Team put on some splendid events including the reinvigorated South of England Autumn Show with a fantastic display of members' crafts. The Sport and Leisure Team worked hard to put on a variety of events, and I thank them for their efforts and our Public Affairs Team focused on what we can do to raise awareness of our resolutions and campaigns.

Once again West Sussex members pulled out all the stops during March by hanging up knicker bunting to highlight the subtle causes of Ovarian cancer, well done!

My unreserved thanks go to my fellow officers, Federation Trustees, the adviser team and our staff members all of whom work very hard to support the federation and our members

Federation Chair, Erika Brichta

MEMBERSHIP

Membership figures for 2023/2024: **3608**

WI Suspensions 1st April 2023 – 31st March 2024:

Lindfield Morning, Ferring, Middleton-on-Sea, Barns Green & Itchingfield, Steyning Downland, (May) Boxgrove, Lavant, Sompting Seadown, Seal Island – to merge with Selsey, (August)

WI Formations 1st April 2023 – 31st March 2024

The Witterings, Worthing Seagals, (June), Pease Pottage Pioneers, (October)

BOARD OF TRUSTEES

The Board of Trustees met 10 times using Zoom and face to face meetings. Following the close of our Federation Annual Meeting on 19th October 2023, the federation board of trustees were elected as follows: Erika Brichta, Lesley Boardman, Jane Hazell, Karen James, Rosemary Hunter, Bridget Kearns, Fiona O’Leary, Yvonne Price, Deb Ruse, Pam Tedder and Ros Williams. (Jackie Pearce was ultimately unable to take up her position as a Trustee.)

The following trustees were elected as federation Officers for 2023/2024:

Federation Chairman: Erika Brichta

Federation Treasurer: Yvonne Price

Federation Vice Chairmen: Lesley Boardman and Ros Williams

104th FEDERATION ANNUAL MEETING

The meeting was held in Horsham with Erika Brichta, Federation Chair, hosting the WFSWI 104th Annual Meeting which took place on Thursday 19th October 2023, at the Capitol Theatre in Horsham.

Following a rousing rendition of Jerusalem, brilliantly accompanied on the piano by Ferring Downs member Sandra France, the business section of the meeting commenced with a special welcome to all and by introducing the Board of Trustees, Advisers, and invited guests. The Chair then proposed the record of the last Federation Annual Meeting be taken as read. This was passed by the delegates. The Chair then proposed the adoption of the standing orders; also passed by the delegates.

The Chair then proposed the stewards, Linda Bone and Jane Timpson, (federation staff), should act as tellers if needed. The delegates then agreed the adoption of the Annual Report. Yvonne Price, Federation Treasurer presented the report for the financial year ending 31st March 2022. The adoption of the accounts was proposed and seconded. It was also proposed and agreed by the delegates that Jones Avens Ltd, Chartered Accountants, would remain as auditors for the year 2023/2024. Federation announcements and awards, including WIs celebrating special birthdays were celebrated. The 300 Club winners were announced. The Calendar Competition winner for the WFSWI 2023 Calendar, Angela Reynolds a member of West Chiltington WI, was congratulated for being the overall Calendar Competition winner.

In her report Erika explained to members that our association with North Lodge as our HQ would come to an end at the beginning of 2024 and that work was underway

to take forward refurbishment plans for the building the federation had purchased in Horsham. She also explained that the Board of Trustees would all be working from home for the foreseeable future and hoped that the service to members would not suffer. Erika thanked members for their tremendous effort during March to highlight the need for awareness of the subtle signs of ovarian cancer by hanging out their knicker bunting in more places than ever. Thanks, and gifts were given to the staff at North Lodge who were taking redundancy rather than move to our new premises.

Dozens of WIs donated baskets to be sold. They looked fabulous, were very varied and colourful. The generosity, thought and creativity were very much appreciated.

We were fortunate to have two such accommodating speakers in Elly Griffiths, author and Ann Jones our National Chair as our speakers as 2 weeks before the event Ann Jones asked to be able to speak in the afternoon to attend an online NFWI morning meeting. Elly Griffiths kindly agreed to swap, and the programme was rejigged; crisis averted!

Elly gave us a wonderful account of how she started her writing career with insights into how she approaches each book. It was also amusing to hear that her real name Domenica De Rosa was thought to be too romantic for a crime writer so her non de plume became Elly Griffiths.

Elly's publisher permitted Steyning Bookshop to have copies of her latest Brighton mysteries book for members to buy, even before the author had seen it herself and prior to the publication date! Elly signed books in the lunch break, she stayed longer than planned and enjoyed talking with members.

Ann's talk covered her long association with the WI which commenced when she got married and was told by her mother-in-law that she must join! Not a decision she has ever regretted though and from her farm in Wales she has travelled far and wide across England, Wales and the Islands loving meeting WI members and hearing all about their exploits.

We were then joined by Leila Tasher a singer who got us all on our feet dancing to Abba among other hits. Leila also helped us raise the roof when singing the National Anthem, played by Sandra on the piano. It was wonderful to see so many members leaving the theatre with smiles on their faces, a truly lovely WI day out.

WS Board of Trustees

TEAM REPORTS FOR THE YEAR 1 APRIL 2023 - 31 MARCH 2024

EVENTS TEAM

We were able to attend the Federation Annual Meeting in person at the Capitol Theatre Horsham, it was lovely catching up with other members and friends. We all enjoyed the event, with excellent speakers and concluded with singing and dancing to the best of Abba; we all went home with a smile on our face.

Two events were held in theatres in the north and south of the county; Chequer Mead, Theatre, East Grinstead and the Atrium, Worthing. We were so lucky to have such interesting speakers ranging from local authors, a puppeteer, an astronomer and a very talented designer making regency costumes entirely from paper.

Members travelled to London for the NFWI; it was an emotional meeting as it was the last time we would be meeting at the Royal Albert Hall for many years.

The Literary Lunch and the walks during the Summer were all well attended.

The Federation Quizzes were held at three different venues across the federation. This is always a popular event and great fun.

The South of England Autumn Show was a huge success with 150 entries from both East and West Sussex. This showcases the WI for the crafts and talented members have which is always enjoyed and appreciated by the visitors who attend.

We are looking forward to staging a variety of events at Denman House.

Huge thanks go to all the team for their hard work.

Chair: Ros Williams

MEMBERSHIP & TRAINING TEAM

The Membership & Training team has worked hard alongside the trustees to stay in touch and help our all our WIs, but sadly several WIs have suspended during the 23-24 membership year. Chris Hodges and Jacky Barugh completed their Adviser training and were appointed in May 2023. The WIs were reallocated following their appointment to even out the numbers for each Adviser. We have worked with WIs and committees with their Annual Meetings and on many other occasions.

Fiona Edgington moved to Cornwall, and we wished her success in her new life, where she hopes to continue as an Adviser for the Cornwall Federation.

The review of the Adviser training undertaken by NFWI was completed and a new online training session is now offered, with support and “grassroots” training and experience offered by the federation, with the intention of being more accessible to members. Fiona O’Leary has completed the online training, with Sue Midgley and our Federation Chair Erika Brichta also having completed the training.

Fiona had already helped Yvonne Bee to form a new WI in Pease Pottage – The Pease Pottage Pioneers in October 2023, and Chris and Jacky formed Worthing Seagals and Witterings WIs in June 2023. West Hoathly WI, who had previously suspended were reformed to enable a celebration of their centenary before merging with Sharpthorne WI. When WIs suspended during the year, their members were encouraged to join nearby WIs.

Yvonne Price continued as M&T Team Leader, and the team hopes to gain more members to see what we do and hopefully take on the new online training. Our meetings have been held as a hybrid to offer flexibility, and we will return to face-to-face meetings in our new premises, while continuing to offer online access. We continue to use both Face to Face and Zoom for training and information sessions. We review the WI/Adviser groups on a regular basis to reflect our newer Advisers, and we keep in touch and offer advice and support.

Online Resolution sessions were held, and member delegates were again able to represent their WIs by attending the NFWI Annual Meeting in Cardiff at the St David's Hall, in-person and online. All WIs have had a visit from either an Adviser or a member of the trustees to offer support, and to answer queries and offer advice on any issues. A full day of Speakers Interviewing sessions was held successfully in 2023 after a long break.

WIs coped well with adjusting to the change in their Annual Meeting months to February and March. The M&T team are always open to ideas to explore new locations for WIs and to look at different models for WI membership.

I want to thank all the team for their support and hard work throughout the year.

Team: Yvonne Bee, Sue Carter, (On sabbatical), Chris Hodges, Jacky Barugh, Sue Midgeley, Fiona O'Leary, Marita Watteau, Yvonne Price.

Chair: Yvonne Price

PUBLIC AFFAIRS TEAM

I want to extend a huge thank you to the Public Affairs Team for their support, ideas, and knowledge—they've made a big difference to me as a new Trustee! We meet four times a year on Zoom, and our meetings are lively and fun. We'd love to welcome new members.

This year, we have worked on several important projects. One of our key focuses is the upkeep of Bramber Beeches, a beautiful woodland on the West Sussex Downs. With help from In Her Hands, an all-women woodworking group, we installed a new bench made from timber felled during the 1987 hurricane. The bench was funded by a bequest from a former member, and we celebrated its installation with a lovely picnic.

We have also been raising awareness for ovarian cancer by hanging "knicker" bunting across the county — in libraries, parks, shops, and pubs. These displays provide vital information about when and where to seek help.

WI members participated in Outfall Safari Training with the Arun & Rother Rivers Trust (ARRT), learning how to spot and monitor pollution in our rivers. This ties in with our 2023 resolution to fight for cleaner rivers for people and wildlife.

One of our biggest priorities has been tackling violence against women. Several of us attended a NFWI event in London, where we learned about the shocking rise in violence and how we can help. We've met with Sussex Police and Crime Commissioner Katy Bourne, who has been a great support to our campaign.

We have also supported My Sister's House, a charity for women at risk of abuse, by

yarn-bombing Chichester and decorating train stations along the South Coast with bunting to raise awareness.

Looking ahead, we are planning a vigil in Horsham to mark the 16 Days of Activism in November. We will keep raising awareness and working towards real change.

Our Team: Jacky Barugh, Erika Brichta, Geraldine Dandridge, Maureen O'Grady, Yvonne Price and Marita Watteau.

Chair: Pam Tedder

SPORT & LEISURE TEAM

The Sport and Leisure Team have endeavoured to provide a varied programme this year but only the Shuffleboard evening, a Mix and Match Table Tennis event and Ten Pin Bowling received sufficient support to go ahead. Each event made a small profit and were enjoyed by those attending.

The Team has reluctantly decided that future events will be offered through the Events Team. Team members will share their experience and expertise if requested. Thanks go to Christine Warren, Margaret Roberts, Anita Hambling and Sally Clay for their hard work over many years which has provided many hours of enjoyment for West Sussex WI members.

Jan Marsden organised two walks for federation members. The first to Slindon Woods to revisit the site where we celebrated the WI centenary by planting one hundred oak saplings. The second walk was to Bramber Beeches on the South Downs. There a new bench has been installed for members to take a few minutes to enjoy the view.

Walking Netball groups meet regularly both in the north and south of the federation and take part in tournaments.

Chair: Lesley Boardman

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

DETAILED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	31 March 2024		31 March 2023	
	£	£	£	£
Income				
Membership		41,397		39,299
Sales of Publications and Merchandise	6,714		6,476	
Less: Cost of sales	<u>(4,106)</u>		<u>(4,592)</u>	
		2,608		1,884
Investment Income				
Interest on COIF Accounts	<u>15,875</u>		<u>4,209</u>	
		15,875		4,209
Donations and legacies	1,560		12,000	
Less expended	<u>(1,470)</u>		<u>(492)</u>	
		90		11,508
Profit on disposal freehold property		-		585,871
Profit from Sub Committees				
AGM/Federation meetings costs	30		(5,275)	
Art and Craft	451		124	
Bulbs and Flowers	340		325	
Combined Arts	215		90	
Cookery & gardening	-		(69)	
County Events	1,432		1,499	
Membership Support	(26)		113	
New WI's	(617)		(148)	
North Lodge Management	2,611		(598)	
Environment & Public Affairs	(10)		(139)	
South of England Show	502		72	
Sport and Leisure	<u>113</u>		<u>(173)</u>	
		5,041		(4,179)
Running costs				
Salaries	(36,821)		(28,965)	
Bookkeeping costs	(4,330)		(2,812)	
Office Expenses (Power, phone, cleaning & sundries)	(10,209)		(11,131)	
Repairs and Maintenance	(5,408)		(12,782)	
Rates	(1,646)		(1,033)	
Printing	(3,837)		(5,011)	
Postage, stationery & advertising	(5,759)		(6,052)	
WI Advisors Expenses	(286)		(175)	
Conferences and courses	(500)		(1,274)	
Insurance	(3,275)		(4,145)	
Bank Charges	(436)		(502)	
Fraudulent transaction	(2,908)		-	
Interest on taxation	(64)		(58)	
Depreciation	<u>(2,951)</u>		<u>(731)</u>	
		(78,432)		(74,670)
300 Club Subscriptions	3,355		3,370	
Less Cost of Prizes and Expenses	<u>(2,185)</u>		<u>(2,050)</u>	
		1,170		1,320
Rent Received	4,350		8,700	
Less Expenses (if lat repairs + commission)	<u>(522)</u>		<u>(1,044)</u>	
		3,828		7,656
Other Income		4,734		2,335
Governance Costs				
Accountancy	(6,012)		(6,048)	
Legal and Professional				
Trustees Expenses	<u>(3,707)</u>		<u>(2,384)</u>	
National Council Meeting Expenses				
		(9,719)		(8,432)
Net operating (deficit) /surplus for the year		<u>(13,408)</u>		<u>566,802</u>

Charity registration number 1036497

Company registration number 2917631 (England and Wales)

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs Yvonne Price	
	Mrs L D Boardman	
	Mrs E Brichta (Chairman)	
	Mrs R Williams	
	Mrs D Ruse	
	Mrs F O'Leary	
	Ms K James	(Appointed 1 March 2024)
	Ms P F Tedder	(Appointed 1 February 2024)
	Ms B J Kearns	(Appointed 1 February 2024)
	Ms J Hazell	(Appointed 1 February 2024)
Secretary	Mrs Y Price	
Charity number	1036497	
Company number	2917631	
Registered office	60 Queen Street Horsham West Sussex RH13 5AD	
Independent examiner	Claire Norwood BSc FCA ATII Carpenter Box Piper House 4 Dukes Court Bognor Road Chichester West Sussex PO19 8FX	
Bankers	Barclays Bank plc 74/75 East Street Chichester West Sussex PO19 1HT	

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

CONTENTS

	Page
Trustees' report	1 - 3
Independent examiner's report	4
Statement of financial activities	5 - 6
Summary income and expenditure account	7
Balance sheet	8 - 9
Notes to the financial statements	10 - 24

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the company's governing document, Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Objectives and activities

The main purpose of the Women's Institute organisation are:

- a) 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;
- b) 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;
- c) to advance health for the public benefit;
- d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

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

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the company should undertake.

Achievements and performance

Significant activities and achievements against objectives

Members have benefitted from workshops on a wide range of arts and crafts. Specialists and members have informed and discussed topics of both national and international concern. The members' wellbeing was encouraged with many opportunities to take part in sporting and leisure activities and music. New members are coming to the WI to learn traditional crafts and cookery.

Financial review

We have an overall deficit this year of £(13,408) (2023: £566,802 surplus, which includes £961 (2023: £72) relating to the release of suspended WI funds over 3 years old. The deficit of £(13,408) is made up of £nil profit on disposal of North Lodge (2023: £585,871) and a deficit on charitable activities of £13,408) 2023: £(19,069).

Reserves policy

It is the policy of the company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the company's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Major risks

The trustees have assessed the major risks to which the company is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Structure, governance and management

The company is a company limited by guarantee. The company is registered as a charity. The company is governed by the articles and memorandum of association. The schedule of company information sets out further details.

The charity is governed by a Board of Trustees of not fewer than eight and not more than fifteen members which shall meet not less than six times a year.

Trustees are appointed by the Federation Annual Meeting to hold office for a period of two years. Retiring trustees may be re-elected and new trustees may be appointed following the procedure laid down in the company's articles of association.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs Yvonne Price	
Mrs L D Boardman	
Mrs E Brichta (Chairman)	
Mrs G Cole	(Resigned 1 February 2024)
Mrs K Yates	(Resigned 1 February 2024)
Mrs S Carter	(Resigned 1 February 2024)
Mrs F Edgington	(Resigned 1 February 2024)
Mrs R Williams	
Mrs D Ruse	
Mrs F O'Leary	
Ms K James	(Appointed 1 March 2024)
Ms P F Tedder	(Appointed 1 February 2024)
Ms B J Kearns	(Appointed 1 February 2024)
Ms J Hazell	(Appointed 1 February 2024)

Recruitment and appointment of trustees

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Organisational structure

A County Federation is an association of Women's Institutes.

The Federation is a member of the National Federation of Women's Institutes. It is entitled to appoint Federation representatives to The National Federation and is bound by the Constitution of the National Federation.

The memorandum and articles of association grant wide powers of investment to the trustees.

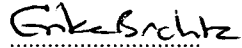
Asset cover for funds

The notes to the accounts set out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

The trustees' report was approved by the Board of Trustees.



Mrs E Brichta (Chairman)
Trustee

Date: 22/9/2024

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

I report to the trustees on my examination of the financial statements of The West Sussex County Federation of Women's Institutes (Limited By Guarantee) (the company) for the year ended 31 March 2024.

Responsibilities and basis of report

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

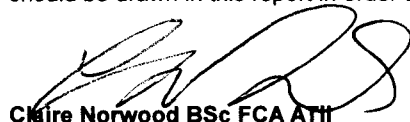
Having satisfied myself that the financial statements of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's financial statements carried out under section 145 of the Charities Act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

Independent examiner's statement

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

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



Claire Norwood BSc FCA ATT

Carpenter Box
Piper House
4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Dated: 4/9/24

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2024

Current financial year

		Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £	Total 2023 £
	Notes						
<u>Income and endowments from:</u>							
Donations and legacies	3	1,340	-	-	-	1,340	12,000
Charitable activities	4	61,790	-	-	-	61,790	59,431
Other ancillary trading activities	5	6,714	-	-	-	6,714	6,476
Investments	6	16,792	598	-	2,835	20,225	12,909
Other income	7	4,734	-	-	-	4,734	588,206
Total income and endowments		91,370	598	-	2,835	94,803	679,022
<u>Expenditure on:</u>							
Raising funds							
Ancillary trading costs	8	4,106	-	-	-	4,106	4,592
Total charitable expenditure		4,106	-	-	-	4,106	4,592
<u>Charitable activities</u>							
Membership and county activities	9	99,291	129	1,277	-	100,697	107,094
Total charitable expenditure		99,291	129	1,277	-	100,697	107,094
Other	13	2,908	-	-	500	3,408	534
Total expenditure		106,305	129	1,277	500	108,211	112,220
Net (outgoing)/incoming resources before transfers		(14,935)	469	(1,277)	2,335	(13,408)	566,802
Gross transfers between funds		(129)	129	-	-	-	-
Net movement in funds		(15,064)	598	(1,277)	2,335	(13,408)	566,802
Fund balances at 1 April 2023		820,981	12,303	16,053	59,996	909,333	342,531
Fund balances at 31 March 2024		805,917	12,901	14,776	62,331	895,925	909,333

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Prior financial year

		Unrestricted funds general	Unrestricted funds designated	Restricted funds	Endowment funds	Total
	Notes	2023 £	2023 £	2023 £	2023 £	2023 £
Income and endowments from:						
Donations and legacies	3	-	-	12,000	-	12,000
Charitable activities	4	59,431	-	-	-	59,431
Other ancillary trading activities	5	6,476	-	-	-	6,476
Investments	6	11,679	214	-	1,016	12,909
Other income	7	588,206	-	-	-	588,206
Total income and endowments		665,792	214	12,000	1,016	679,022
Expenditure on:						
Raising funds						
Ancillary trading costs	8	4,592	-	-	-	4,592
Total expenditure		4,592	-	-	-	4,592
Charitable activities						
Membership and county activities	9	96,127	10,442	525	-	107,094
Total charitable expenditure		96,127	10,442	525	-	107,094
Other	13	-	-	-	534	534
Total expenditure		96,127	10,442	525	534	107,094
Net (outgoing)/incoming resources before transfers		565,073	(10,228)	11,475	482	566,802
Gross transfers between funds		(10,442)	10,442	-	-	-
Net movement in funds		554,631	214	11,475	482	566,802
Fund balances at 1 April 2022		266,350	12,089	4,578	59,514	342,531
Fund balances at 31 March 2023		820,981	12,303	16,053	59,996	909,333

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024**

	All income funds	
	2024	2023
	£	£
Gross income	91,968	678,006
Total expenditure from income funds	107,711	111,686
Net (expenditure)/income for the year	(15,743)	566,320

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	15		419,827		381,644
Current assets					
Stocks	16	-		1,027	
Debtors	17	7,741		6,341	
Cash at bank and in hand		695,771		745,702	
		<u>703,512</u>		<u>753,070</u>	
Creditors: amounts falling due within one year	18	<u>(227,414)</u>		<u>(225,381)</u>	
Net current assets			476,098		527,689
Total assets less current liabilities			<u>895,925</u>		<u>909,333</u>
Capital funds					
<u>Endowment funds</u>					
General endowment funds		62,331		59,996	
		<u>62,331</u>		<u>59,996</u>	
Permanent endowment		-		-	
Expendable endowment		<u>62,331</u>		<u>59,996</u>	
	19		62,331		59,996
Income funds					
Restricted funds	20		14,776		16,053
<u>Unrestricted funds</u>					
Designated funds:					
Other designated funds		12,901		12,089	
		<u>12,901</u>		<u>12,303</u>	
General unrestricted funds		<u>805,917</u>		<u>820,981</u>	
			818,818		833,284
			<u>895,925</u>		<u>909,333</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2024

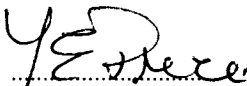
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 22/8/24



Mrs Yvonne Price

Trustee

Company registration number 2917631

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

The West Sussex County Federation of Women's Institutes (Limited By Guarantee) is a private company limited by guarantee incorporated in England and Wales. The registered office is 60 Queen Street, Horsham, West Sussex, RH13 5AD. The charity number is 1036497.

1.1 Accounting convention

The financial statements have been prepared in accordance with the company's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The company is a Public Benefit Entity as defined by FRS 102.

The company has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the company.

1.4 Income

Income is recognised when the company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are credited as income in the year in which they are receivable. Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipt have been complied with. Where donor imposed restrictions apply to the timing of related expenditure as a pre-condition for its use, the grant is treated as deferred income until those restrictions are met.

Income relating to memberships, newsletters and events are recognised in the period in which it relates and in which the service or goods are provided or the event takes place. Deferred income is then released to income in the reporting period in which the performance related or other conditions that limit recognition are met.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Costs have been allocated under different headings. Costs of publications and merchandise have been allocated to raising funds to be matched against the income from sales of publications and merchandise.

Costs relating to sub committee expenses, 300 plus club expenses and bursaries and donations have been allocated to charitable activities undertaken directly.

Costs relating to accountancy, bookkeeping, trustees' travel, courses and conferences have been allocated to governance costs. All other costs have been allocated to support costs. Both governance costs and support costs are allocated to the charitable activity of the company.

Expenditure includes any VAT which cannot be fully recovered and is reported as irrecoverable VAT in the accounts. The charity deregistered from VAT in the year and therefore all costs going forward will be reported on a gross basis.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	Nil
Fixtures, fittings & equipment	20% reducing balance
Computers	20% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Land and buildings are shown in the accounts at 31 March 1993 value with the additions of any improvements since that date.

Depreciation on the building is not provided on the basis of immateriality.

1.7 Impairment of fixed assets

At each reporting end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/ expenditure for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.10 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Key sources of estimation uncertainty

Depreciation

The annual depreciation charge is sensitive to changes in the estimated useful lives and residual value of the assets. The residual values are re-assessed annually and amended where necessary.

3 Donations and legacies

	Unrestricted funds general	Restricted funds
	2024	2023
	£	£
Donations and gifts	1,340	8,000
Sponsorships which are in substance donations	-	4,000
	<u>1,340</u>	<u>12,000</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Membership & county activities		
Membership income	41,395	39,299
Income from Sub Committees	17,040	16,762
300 Plus Club income	3,355	3,370
	<u>61,790</u>	<u>59,431</u>

5 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Sales of publications and merchandise	<u>6,714</u>	<u>6,476</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

6 Income from investments

	Unrestricted funds			Unrestricted Endowment funds			Unrestricted funds			Total		
	general			designated			general			2024		
	2024			2024			2023			2023		
	£			£			£			£		
Rental income	4,350	-	-	-	-	-	8,700	-	-	8,700	-	8,700
Interest receivable	12,442	598	2,835	2,835	214	214	2,979	1,016	1,016	4,209	1,016	4,209
	16,792	598	2,835	2,835	214	214	11,679	1,016	1,016	12,909	1,016	12,909

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

7 Other income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Net gain on disposal of tangible fixed assets	-	585,871
Other income	4,734	2,335
	<u>4,734</u>	<u>2,335</u>

8 Expenditure on raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Ancillary trading costs		
Costs of publications and merchandise	4,106	4,592
	<u>4,106</u>	<u>4,592</u>

9 Expenditure on charitable activities

	Membership & county activities 2024 £	Membership & county activities 2023 £
Direct costs		
Subcommittee expenses	11,999	20,940
300 Plus Club expenses	3,435	2,542
	<u>15,434</u>	<u>23,482</u>
Share of support and governance costs (see note 10)		
Support	71,214	71,628
Governance	14,049	11,984
	<u>100,697</u>	<u>107,094</u>
Analysis by fund		
Unrestricted funds - general	99,291	96,127
Unrestricted funds - designated	129	10,442
Restricted funds	1,277	525
	<u>100,697</u>	<u>107,094</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

10 Support costs allocated to activities

	Membership & county activities	Total
	2024	2023
	£	£
Staff costs	36,821	28,965
Depreciation	2,951	731
Office costs	11,036	12,329
Premises and repairs	19,416	28,371
Other	990	1,232
Governance	14,049	11,984
	<u>85,263</u>	<u>83,612</u>
	2024	2023
	£	£
Governance costs comprise:		
Bookkeeping	4,330	2,812
Accountancy	6,012	6,048
Courses and conferences	-	740
Trustees travelling	3,707	2,384
	<u>14,049</u>	<u>11,984</u>

The trustees consider that all support and governance costs should be allocated to the charitable activities of the charity.

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but 12 of them were reimbursed a total of £3,707 for travelling expenses and Annual National Council meeting expenses (2023- 12 were reimbursed £2,384).

12 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Administration	<u>1</u>	<u>1</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

12 Employees (Continued)

Employment costs	2024 £	2023 £
Wages and salaries	36,730	28,492
Other pension costs	91	473
	<u>36,821</u>	<u>28,965</u>

A part time staff member was also employed in addition to the disclosure above, to help with the day to day administration work of the charity. All employees were made redundant following the sale of North Lodge.

There were no employees whose annual remuneration was more than £60,000.

13 Other

	Unrestricted funds general 2024 £	Endowment funds 2024 £	Total 2024 £	Endowment funds 2023 £
Other expenditure	2,908	500	3,408	534
	<u>2,908</u>	<u>500</u>	<u>3,408</u>	<u>534</u>

14 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

15 Tangible fixed assets

	Land and buildings	Fixtures, fittings & equipment	Computers	Total
	£	£	£	£
Cost				
At 1 April 2023	378,717	10,316	11,692	400,725
Additions	29,307	11,827	-	41,134
At 31 March 2024	408,024	22,143	11,692	441,859
Depreciation and impairment				
At 1 April 2023	-	9,415	9,666	19,081
Depreciation charged in the year	-	2,546	405	2,951
At 31 March 2024	-	11,961	10,071	22,032
Carrying amount				
At 31 March 2024	408,024	10,182	1,621	419,827
At 31 March 2023	378,717	901	2,026	381,644

North Lodge, Northgate, Chichester, West Sussex was purchased from West Sussex County Federation of Women's Institute House Limited on 22 June 1995 for a sum of £27,636. There was an informal valuation in 1993, the Institute's Surveyor valued the property at £130,000. Since that date improvements were carried out increasing the value to £157,096. The property was sold in the year ended 31 March 2023 for £742,967 and a new property purchased at 60 Queen Street, Horsham for £378,717. The property in Horsham is undergoing renovation before it can be used by the charity as a headquarters and this was not complete at the year end. Improvements of £29,307 were made in the year ended 31 March 2024.

16 Stocks

	2024 £	2023 £
Finished goods and goods for resale	-	1,027

17 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	2,153	2,245
Other debtors	1,798	260
Prepayments and accrued income	3,790	3,836
	7,741	6,341

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

18 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	2,365	836
Payments received on account	215,105	209,628
Trade creditors	947	5,440
Other creditors	653	2,197
Accruals and deferred income	8,344	7,280
	<u>227,414</u>	<u>225,381</u>

19 Endowment funds

	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
Expendable endowments				
Betty Merritt	53,026	2,560	(500)	55,086
"Give a Carer a Break"	6,970	275	-	7,245
	<u>59,996</u>	<u>2,835</u>	<u>(500)</u>	<u>62,331</u>
 Previous year:	 At 1 April 2022	 Incoming resources	 Resources expended	 At 31 March 2023
	£	£	£	£
Expendable endowments				
Betty Merritt	52,642	918	(534)	53,026
"Give a Carer a Break"	6,872	98	-	6,970
	<u>59,514</u>	<u>1,016</u>	<u>(534)</u>	<u>59,996</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

20 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Bramber Beeches	63	-	-	63
Centenary fund for office equipment	284	-	-	284
Denman Maintenance Fund	1,283	-	-	1,283
Awards For All	132	-	(27)	105
£1 Denman Bursary Draw	2,297	-	-	2,297
Marketing Initiative	486	-	-	486
Midhurst WI sponsorship	4,000	-	(1,250)	2,750
Midhurst WI Centenary Bursary	7,508	-	-	7,508
	<u>16,053</u>	<u>-</u>	<u>(1,277)</u>	<u>14,776</u>
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Bramber Beeches	63	-	-	63
Centenary fund for office equipment	284	-	-	284
Denman Maintenance Fund	1,283	-	-	1,283
Awards For All	165	-	(33)	132
£1 Denman Bursary Draw	2,297	-	-	2,297
Marketing Initiative	486	-	-	486
Midhurst WI sponsorship	-	4,000	-	4,000
Midhurst WI Centenary Bursary	-	8,000	(492)	7,508
	<u>4,578</u>	<u>12,000</u>	<u>(525)</u>	<u>16,053</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

20 Restricted funds

(Continued)

Bramber Beeches Fund represents a donation for the upkeep of trees at Bramber.

The Maintenance Fund represents donations received for the West Sussex Room at Denman College.

The Denman Bursary Draw comprises donations received for Denman course fees and expenses.

The Awards for All fund was established upon receipt of a grant for the purchase of computer equipment to be used for presentations, conferences and meetings.

The Centenary Grant was awarded to help promote the WI, to recruit new members and open new WIs. The Federation has attended various village and town open days to facilitate this.

The Marketing Initiative represents funding given to promote the WI.

The Midhurst WI sponsorship is to support changes to the administration of the West Sussex News.

The Midhurst Centenary Bursary is to support education.

21 Unrestricted funds - designated

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
	12,303	598	(129)	129	12,901
	<u>12,303</u>	<u>598</u>	<u>(129)</u>	<u>129</u>	<u>12,901</u>
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2023 £
	12,089	214	(10,442)	10,442	12,303
	<u>12,089</u>	<u>214</u>	<u>(10,442)</u>	<u>10,442</u>	<u>12,303</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

22 Analysis of net assets between funds

	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
Fund balances at 31 March 2024 are represented by:					
Tangible assets	419,827	-	-	-	419,827
Current assets/(liabilities)	386,090	12,901	14,776	62,331	476,098
	<u>805,917</u>	<u>12,901</u>	<u>14,776</u>	<u>62,331</u>	<u>895,925</u>
	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total 2023 £
Fund balances at 31 March 2023 are represented by:					
Tangible assets	381,644	-	-	-	381,644
Current assets/(liabilities)	439,337	12,303	16,053	59,996	527,689
	<u>820,981</u>	<u>12,303</u>	<u>16,053</u>	<u>59,996</u>	<u>909,333</u>

23 Fraudulent transaction

A request for payment was made to the accounts department for £5,815.44, which looked to be from the Chairman Erica Brichta, however the email address was not that of the Chairman. This was authorised for payment by the Trustees, but was subsequently found to be a fraudulent transaction. Barclays Bank were contacted and they agreed to refund 50% of this, so the cost to the charity was £2,907.72.

Charity registration number 1036497

Company registration number 2917631 (England and Wales)

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs Yvonne Price	
	Mrs L D Boardman	
	Mrs E Brichta (Chairman)	
	Mrs R Williams	
	Mrs D Ruse	
	Mrs F O'Leary	
	Ms K James	(Appointed 1 March 2024)
	Ms P F Tedder	(Appointed 1 February 2024)
	Ms B J Kearns	(Appointed 1 February 2024)
	Ms J Hazell	(Appointed 1 February 2024)
Secretary	Mrs Y Price	
Charity number	1036497	
Company number	2917631	
Registered office	60 Queen Street Horsham West Sussex RH13 5AD	
Independent examiner	Claire Norwood BSc FCA ATII Carpenter Box Piper House 4 Dukes Court Bognor Road Chichester West Sussex PO19 8FX	
Bankers	Barclays Bank plc 74/75 East Street Chichester West Sussex PO19 1HT	

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

CONTENTS

	Page
Trustees' report	1 - 3
Independent examiner's report	4
Statement of financial activities	5 - 6
Summary income and expenditure account	7
Balance sheet	8 - 9
Notes to the financial statements	10 - 24

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the company's governing document, Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Objectives and activities

The main purpose of the Women's Institute organisation are:

- a) 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;
- b) 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;
- c) to advance health for the public benefit;
- d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

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

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the company should undertake.

Achievements and performance

Significant activities and achievements against objectives

Members have benefitted from workshops on a wide range of arts and crafts. Specialists and members have informed and discussed topics of both national and international concern. The members' wellbeing was encouraged with many opportunities to take part in sporting and leisure activities and music. New members are coming to the WI to learn traditional crafts and cookery.

Financial review

We have an overall deficit this year of £(13,408) (2023: £566,802 surplus, which includes £961 (2023: £72) relating to the release of suspended WI funds over 3 years old. The deficit of £(13,408) is made up of £nil profit on disposal of North Lodge (2023: £585,871) and a deficit on charitable activities of £13,408) 2023: £(19,069).

Reserves policy

It is the policy of the company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the company's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Major risks

The trustees have assessed the major risks to which the company is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Structure, governance and management

The company is a company limited by guarantee. The company is registered as a charity. The company is governed by the articles and memorandum of association. The schedule of company information sets out further details.

The charity is governed by a Board of Trustees of not fewer than eight and not more than fifteen members which shall meet not less than six times a year.

Trustees are appointed by the Federation Annual Meeting to hold office for a period of two years. Retiring trustees may be re-elected and new trustees may be appointed following the procedure laid down in the company's articles of association.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs Yvonne Price	
Mrs L D Boardman	
Mrs E Brichta (Chairman)	
Mrs G Cole	(Resigned 1 February 2024)
Mrs K Yates	(Resigned 1 February 2024)
Mrs S Carter	(Resigned 1 February 2024)
Mrs F Edgington	(Resigned 1 February 2024)
Mrs R Williams	
Mrs D Ruse	
Mrs F O'Leary	
Ms K James	(Appointed 1 March 2024)
Ms P F Tedder	(Appointed 1 February 2024)
Ms B J Kearns	(Appointed 1 February 2024)
Ms J Hazell	(Appointed 1 February 2024)

Recruitment and appointment of trustees

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Organisational structure

A County Federation is an association of Women's Institutes.

The Federation is a member of the National Federation of Women's Institutes. It is entitled to appoint Federation representatives to The National Federation and is bound by the Constitution of the National Federation.

The memorandum and articles of association grant wide powers of investment to the trustees.

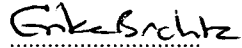
Asset cover for funds

The notes to the accounts set out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

The trustees' report was approved by the Board of Trustees.



Mrs E Brichta (Chairman)
Trustee

Date: 22/9/2024

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

I report to the trustees on my examination of the financial statements of The West Sussex County Federation of Women's Institutes (Limited By Guarantee) (the company) for the year ended 31 March 2024.

Responsibilities and basis of report

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

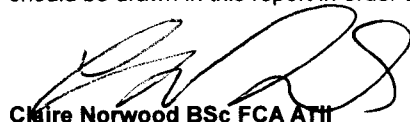
Having satisfied myself that the financial statements of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's financial statements carried out under section 145 of the Charities Act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

Independent examiner's statement

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

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



Claire Norwood BSc FCA ATII

Carpenter Box
Piper House
4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Dated: 4/9/24

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2024

Current financial year

		Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £	Total 2023 £
	Notes						
<u>Income and endowments from:</u>							
Donations and legacies	3	1,340	-	-	-	1,340	12,000
Charitable activities	4	61,790	-	-	-	61,790	59,431
Other ancillary trading activities	5	6,714	-	-	-	6,714	6,476
Investments	6	16,792	598	-	2,835	20,225	12,909
Other income	7	4,734	-	-	-	4,734	588,206
Total income and endowments		91,370	598	-	2,835	94,803	679,022
<u>Expenditure on:</u>							
Raising funds							
Ancillary trading costs	8	4,106	-	-	-	4,106	4,592
Total charitable expenditure		4,106	-	-	-	4,106	4,592
<u>Charitable activities</u>							
Membership and county activities	9	99,291	129	1,277	-	100,697	107,094
Total charitable expenditure		99,291	129	1,277	-	100,697	107,094
Other	13	2,908	-	-	500	3,408	534
Total expenditure		106,305	129	1,277	500	108,211	112,220
Net (outgoing)/incoming resources before transfers		(14,935)	469	(1,277)	2,335	(13,408)	566,802
Gross transfers between funds		(129)	129	-	-	-	-
Net movement in funds		(15,064)	598	(1,277)	2,335	(13,408)	566,802
Fund balances at 1 April 2023		820,981	12,303	16,053	59,996	909,333	342,531
Fund balances at 31 March 2024		805,917	12,901	14,776	62,331	895,925	909,333

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Prior financial year

		Unrestricted funds general	Unrestricted funds designated	Restricted funds	Endowment funds	Total
	Notes	2023 £	2023 £	2023 £	2023 £	2023 £
Income and endowments from:						
Donations and legacies	3	-	-	12,000	-	12,000
Charitable activities	4	59,431	-	-	-	59,431
Other ancillary trading activities	5	6,476	-	-	-	6,476
Investments	6	11,679	214	-	1,016	12,909
Other income	7	588,206	-	-	-	588,206
Total income and endowments		665,792	214	12,000	1,016	679,022
Expenditure on:						
Raising funds						
Ancillary trading costs	8	4,592	-	-	-	4,592
Total expenditure		4,592	-	-	-	4,592
Charitable activities						
Membership and county activities	9	96,127	10,442	525	-	107,094
Total charitable expenditure		96,127	10,442	525	-	107,094
Other	13	-	-	-	534	534
Total expenditure		96,127	10,442	525	534	107,094
Net (outgoing)/incoming resources before transfers		565,073	(10,228)	11,475	482	566,802
Gross transfers between funds		(10,442)	10,442	-	-	-
Net movement in funds		554,631	214	11,475	482	566,802
Fund balances at 1 April 2022		266,350	12,089	4,578	59,514	342,531
Fund balances at 31 March 2023		820,981	12,303	16,053	59,996	909,333

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024**

	All income funds	
	2024	2023
	£	£
Gross income	91,968	678,006
Total expenditure from income funds	107,711	111,686
Net (expenditure)/income for the year	(15,743)	566,320

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	15		419,827		381,644
Current assets					
Stocks	16	-		1,027	
Debtors	17	7,741		6,341	
Cash at bank and in hand		695,771		745,702	
		<u>703,512</u>		<u>753,070</u>	
Creditors: amounts falling due within one year	18	<u>(227,414)</u>		<u>(225,381)</u>	
Net current assets			476,098		527,689
Total assets less current liabilities			<u>895,925</u>		<u>909,333</u>
Capital funds					
<u>Endowment funds</u>					
General endowment funds		62,331		59,996	
		<u>62,331</u>		<u>59,996</u>	
Permanent endowment		-		-	
Expendable endowment		<u>62,331</u>		<u>59,996</u>	
	19		62,331		59,996
Income funds					
Restricted funds	20		14,776		16,053
<u>Unrestricted funds</u>					
Designated funds:					
Other designated funds		12,901		12,089	
		<u>12,901</u>		<u>12,303</u>	
General unrestricted funds		<u>805,917</u>		<u>820,981</u>	
			818,818		833,284
			<u>895,925</u>		<u>909,333</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2024

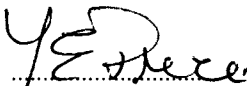
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 22/8/24



Mrs Yvonne Price

Trustee

Company registration number 2917631

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

The West Sussex County Federation of Women's Institutes (Limited By Guarantee) is a private company limited by guarantee incorporated in England and Wales. The registered office is 60 Queen Street, Horsham, West Sussex, RH13 5AD. The charity number is 1036497.

1.1 Accounting convention

The financial statements have been prepared in accordance with the company's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The company is a Public Benefit Entity as defined by FRS 102.

The company has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the company.

1.4 Income

Income is recognised when the company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are credited as income in the year in which they are receivable. Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipt have been complied with. Where donor imposed restrictions apply to the timing of related expenditure as a pre-condition for its use, the grant is treated as deferred income until those restrictions are met.

Income relating to memberships, newsletters and events are recognised in the period in which it relates and in which the service or goods are provided or the event takes place. Deferred income is then released to income in the reporting period in which the performance related or other conditions that limit recognition are met.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Costs have been allocated under different headings. Costs of publications and merchandise have been allocated to raising funds to be matched against the income from sales of publications and merchandise.

Costs relating to sub committee expenses, 300 plus club expenses and bursaries and donations have been allocated to charitable activities undertaken directly.

Costs relating to accountancy, bookkeeping, trustees' travel, courses and conferences have been allocated to governance costs. All other costs have been allocated to support costs. Both governance costs and support costs are allocated to the charitable activity of the company.

Expenditure includes any VAT which cannot be fully recovered and is reported as irrecoverable VAT in the accounts. The charity deregistered from VAT in the year and therefore all costs going forward will be reported on a gross basis.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	Nil
Fixtures, fittings & equipment	20% reducing balance
Computers	20% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Land and buildings are shown in the accounts at 31 March 1993 value with the additions of any improvements since that date.

Depreciation on the building is not provided on the basis of immateriality.

1.7 Impairment of fixed assets

At each reporting end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/ expenditure for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.10 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Key sources of estimation uncertainty

Depreciation

The annual depreciation charge is sensitive to changes in the estimated useful lives and residual value of the assets. The residual values are re-assessed annually and amended where necessary.

3 Donations and legacies

	Unrestricted funds general	Restricted funds
	2024	2023
	£	£
Donations and gifts	1,340	8,000
Sponsorships which are in substance donations	-	4,000
	<u>1,340</u>	<u>12,000</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Membership & county activities		
Membership income	41,395	39,299
Income from Sub Committees	17,040	16,762
300 Plus Club income	3,355	3,370
	<u>61,790</u>	<u>59,431</u>

5 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Sales of publications and merchandise	<u>6,714</u>	<u>6,476</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

6 Income from investments

	Unrestricted Unrestricted Endowment			Total			Unrestricted Unrestricted Endowment			Total		
	funds	funds	funds	2024	2024	2024	general	designated	funds	2023	2023	2023
	£	£	£	£	£	£	£	£	£	£	£	£
Rental income	4,350	-	-	4,350	8,700	-	-	-	-	8,700	-	8,700
Interest receivable	12,442	598	2,835	15,875	2,979	214	1,016	1,016	4,209	4,209	1,016	4,209
	<u>16,792</u>	<u>598</u>	<u>2,835</u>	<u>20,225</u>	<u>11,679</u>	<u>214</u>	<u>1,016</u>	<u>1,016</u>	<u>12,909</u>	<u>12,909</u>	<u>1,016</u>	<u>12,909</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

7 Other income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Net gain on disposal of tangible fixed assets	-	585,871
Other income	4,734	2,335
	<u>4,734</u>	<u>2,335</u>

8 Expenditure on raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Ancillary trading costs		
Costs of publications and merchandise	4,106	4,592
	<u>4,106</u>	<u>4,592</u>

9 Expenditure on charitable activities

	Membership & county activities 2024 £	Membership & county activities 2023 £
Direct costs		
Subcommittee expenses	11,999	20,940
300 Plus Club expenses	3,435	2,542
	<u>15,434</u>	<u>23,482</u>
Share of support and governance costs (see note 10)		
Support	71,214	71,628
Governance	14,049	11,984
	<u>100,697</u>	<u>107,094</u>
Analysis by fund		
Unrestricted funds - general	99,291	96,127
Unrestricted funds - designated	129	10,442
Restricted funds	1,277	525
	<u>100,697</u>	<u>107,094</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

10 Support costs allocated to activities

	Membership & county activities	Total
	2024	2023
	£	£
Staff costs	36,821	28,965
Depreciation	2,951	731
Office costs	11,036	12,329
Premises and repairs	19,416	28,371
Other	990	1,232
Governance	14,049	11,984
	<u>85,263</u>	<u>83,612</u>
	2024	2023
	£	£
Governance costs comprise:		
Bookkeeping	4,330	2,812
Accountancy	6,012	6,048
Courses and conferences	-	740
Trustees travelling	3,707	2,384
	<u>14,049</u>	<u>11,984</u>

The trustees consider that all support and governance costs should be allocated to the charitable activities of the charity.

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but 12 of them were reimbursed a total of £3,707 for travelling expenses and Annual National Council meeting expenses (2023- 12 were reimbursed £2,384).

12 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Administration	<u>1</u>	<u>1</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

12 Employees (Continued)

Employment costs	2024 £	2023 £
Wages and salaries	36,730	28,492
Other pension costs	91	473
	<u>36,821</u>	<u>28,965</u>

A part time staff member was also employed in addition to the disclosure above, to help with the day to day administration work of the charity. All employees were made redundant following the sale of North Lodge.

There were no employees whose annual remuneration was more than £60,000.

13 Other

	Unrestricted funds general 2024 £	Endowment funds 2024 £	Total 2024 £	Endowment funds 2023 £
Other expenditure	2,908	500	3,408	534
	<u>2,908</u>	<u>500</u>	<u>3,408</u>	<u>534</u>

14 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

15 Tangible fixed assets

	Land and buildings	Fixtures, fittings & equipment	Computers	Total
	£	£	£	£
Cost				
At 1 April 2023	378,717	10,316	11,692	400,725
Additions	29,307	11,827	-	41,134
At 31 March 2024	408,024	22,143	11,692	441,859
Depreciation and impairment				
At 1 April 2023	-	9,415	9,666	19,081
Depreciation charged in the year	-	2,546	405	2,951
At 31 March 2024	-	11,961	10,071	22,032
Carrying amount				
At 31 March 2024	408,024	10,182	1,621	419,827
At 31 March 2023	378,717	901	2,026	381,644

North Lodge, Northgate, Chichester, West Sussex was purchased from West Sussex County Federation of Women's Institute House Limited on 22 June 1995 for a sum of £27,636. There was an informal valuation in 1993, the Institute's Surveyor valued the property at £130,000. Since that date improvements were carried out increasing the value to £157,096. The property was sold in the year ended 31 March 2023 for £742,967 and a new property purchased at 60 Queen Street, Horsham for £378,717. The property in Horsham is undergoing renovation before it can be used by the charity as a headquarters and this was not complete at the year end. Improvements of £29,307 were made in the year ended 31 March 2024.

16 Stocks

	2024 £	2023 £
Finished goods and goods for resale	-	1,027

17 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	2,153	2,245
Other debtors	1,798	260
Prepayments and accrued income	3,790	3,836
	7,741	6,341

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

18 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	2,365	836
Payments received on account	215,105	209,628
Trade creditors	947	5,440
Other creditors	653	2,197
Accruals and deferred income	8,344	7,280
	<u>227,414</u>	<u>225,381</u>

19 Endowment funds

	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
Expendable endowments				
Betty Merritt	53,026	2,560	(500)	55,086
"Give a Carer a Break"	6,970	275	-	7,245
	<u>59,996</u>	<u>2,835</u>	<u>(500)</u>	<u>62,331</u>
 Previous year:	 At 1 April 2022	 Incoming resources	 Resources expended	 At 31 March 2023
	£	£	£	£
Expendable endowments				
Betty Merritt	52,642	918	(534)	53,026
"Give a Carer a Break"	6,872	98	-	6,970
	<u>59,514</u>	<u>1,016</u>	<u>(534)</u>	<u>59,996</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

20 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Bramber Beeches	63	-	-	63
Centenary fund for office equipment	284	-	-	284
Denman Maintenance Fund	1,283	-	-	1,283
Awards For All	132	-	(27)	105
£1 Denman Bursary Draw	2,297	-	-	2,297
Marketing Initiative	486	-	-	486
Midhurst WI sponsorship	4,000	-	(1,250)	2,750
Midhurst WI Centenary Bursary	7,508	-	-	7,508
	<u>16,053</u>	<u>-</u>	<u>(1,277)</u>	<u>14,776</u>
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Bramber Beeches	63	-	-	63
Centenary fund for office equipment	284	-	-	284
Denman Maintenance Fund	1,283	-	-	1,283
Awards For All	165	-	(33)	132
£1 Denman Bursary Draw	2,297	-	-	2,297
Marketing Initiative	486	-	-	486
Midhurst WI sponsorship	-	4,000	-	4,000
Midhurst WI Centenary Bursary	-	8,000	(492)	7,508
	<u>4,578</u>	<u>12,000</u>	<u>(525)</u>	<u>16,053</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

20 Restricted funds

(Continued)

Bramber Beeches Fund represents a donation for the upkeep of trees at Bramber.

The Maintenance Fund represents donations received for the West Sussex Room at Denman College.

The Denman Bursary Draw comprises donations received for Denman course fees and expenses.

The Awards for All fund was established upon receipt of a grant for the purchase of computer equipment to be used for presentations, conferences and meetings.

The Centenary Grant was awarded to help promote the WI, to recruit new members and open new WIs. The Federation has attended various village and town open days to facilitate this.

The Marketing Initiative represents funding given to promote the WI.

The Midhurst WI sponsorship is to support changes to the administration of the West Sussex News.

The Midhurst Centenary Bursary is to support education.

21 Unrestricted funds - designated

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
	12,303	598	(129)	129	12,901
	<u>12,303</u>	<u>598</u>	<u>(129)</u>	<u>129</u>	<u>12,901</u>
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2023 £
	12,089	214	(10,442)	10,442	12,303
	<u>12,089</u>	<u>214</u>	<u>(10,442)</u>	<u>10,442</u>	<u>12,303</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

22 Analysis of net assets between funds

	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
Fund balances at 31 March 2024 are represented by:					
Tangible assets	419,827	-	-	-	419,827
Current assets/(liabilities)	386,090	12,901	14,776	62,331	476,098
	<u>805,917</u>	<u>12,901</u>	<u>14,776</u>	<u>62,331</u>	<u>895,925</u>
	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total 2023 £
Fund balances at 31 March 2023 are represented by:					
Tangible assets	381,644	-	-	-	381,644
Current assets/(liabilities)	439,337	12,303	16,053	59,996	527,689
	<u>820,981</u>	<u>12,303</u>	<u>16,053</u>	<u>59,996</u>	<u>909,333</u>

23 Fraudulent transaction

A request for payment was made to the accounts department for £5,815.44, which looked to be from the Chairman Erica Brichta, however the email address was not that of the Chairman. This was authorised for payment by the Trustees, but was subsequently found to be a fraudulent transaction. Barclays Bank were contacted and they agreed to refund 50% of this, so the cost to the charity was £2,907.72.

Accounts



| West Sussex

Annual Report

1st April 2022 to 31st March 2023

FEDERATION CHAIR'S REPORT

By Erika Brichta

It has been a very busy year, both for me and the federation team. Personally, I loved every minute of it! Between the end of October 2022 and the end of March 2023 I managed to visit 19 WIs bringing the total visited since October 2021 to 61. I did not make it easy on myself as I was out of the country visiting family for two of those months.

I absolutely loved visiting our WIs and was made to feel very welcome. It is wonderful that each WI has its own identity, no two being the same but all linked by the WI ethos.

I have met inspiring women, courageous women, funny women, talented women and kind and caring women and together they make West Sussex Federation of WIs so very special and a wonderful organisation to belong to.

I took on a challenge in March to raise awareness of the signs of Ovarian Cancer and to walk 100 km (about 62.14 mi) raising money for ovarian action cancer research.

Our campaign was to hang knicker bunting across the federation during the month of March and to produce an information card giving details of the subtle signs of ovarian cancer. The campaign attracted much attention and publicity, certainly in my own village, Storrington, you could barely turn a corner without seeing a pair of knickers. That was mainly due to the fantastic support of Angela Reynolds and her band of seamstresses from West Chiltington WI.

A total of £2871.75 was raised for the Ovarian Cancer charity so thank you to all those WIs and individuals who supported me in my challenge. I hope we can rehang the bunting next March and maybe encourage more WIs to take part.

In my last report I asked members to introduce a friend to the WI. Every day we receive requests via the NFWI website for information about how women can join the WI. Do approach the woman who has just moved near you and tell her about the WI. It can be very daunting to turn up at a meeting when you don't know anyone, so a personal invitation can be very special and appreciated.

My unreserved thanks go to my fellow officers, federation trustees, the adviser team and our staff members all of whom work very hard to support the federation and our members

Federation Chair, Erika Brichta

MEMBERSHIP

1 April 2022–31 March 2023 total = 3418

WI suspensions: Barns Green & Itchingfield, Boxgrove, Ferring, Fishbourne WI, Seal Island WI (enlarged with Selsey WI),

Middleton, Sompting Seadown, Steyning Downland,

New WIs: Billingshurst Beck, Wildings VWI, Witterings, Worthing Seagals

BOARD OF TRUSTEES

The Board of Trustees met eleven times by hybrid meetings, at North Lodge and via Zoom. At the board meeting after the close of the FAM, on the 20th of October 2022 officers were elected as follows: Federation Chair – Erika Brichta. Federation Vice Chair, Lesley Boardman. Federation Vice Chair, Karen Yates.

Hon Federation Treasurer: Yvonne Price.

Trustees: Sue Carter, Gwen Cole, Fiona Edgington, Deb Ruse and Ros Williams. During the year Fiona O’Leary was co-opted as a trustee.

103rd FEDERATION ANNUAL MEETING

The meeting was held via Zoom from North Lodge. Erika Brichta (Federation Chair) hosted the meeting.

The 103rd Federation Annual Meeting took place by Zoom on Thursday 20th October 2022. A special welcome began by introducing the Board of Trustees and Federation Advisers. Sally Brown, Federation Secretary was introduced. No tellers were appointed for the meeting as the intention was for voting to be taken by Zoom poll.

The Chairman proposed the record of the last Federation Annual Meeting be taken as read. This was passed by the delegates. The Chairman then proposed the adoption of the standing orders, also passed by the delegates. The delegates then agreed the adoption of the Annual Report. Yvonne Price presented the report for the financial year, ending 31st March 2022. The adoption of the accounts was proposed by Helen Twine of Washington WI and seconded by Jane Farrow from East Grinstead Meridian WI. It was also proposed and agreed by the delegates that Jones Avens Ltd, Chartered Accountants, remain as auditors for the year 2021/2022. Federation announcements and awards, including WIs celebrating special birthdays were celebrated. The 300 Club winners were announced.

The Calendar Competition winner for the WSFWI 2023 calendar was Sue Novis, member of Horsham North Heath WI. Sue was congratulated for being the overall Calendar Competition winner. Al Menzies was thanked for co-ordinating the competition and overseeing the production of the federation calendar.

Guest Speaker, Dr Charlotte Hopkins was welcomed to the meeting and gave a very interesting talk entitled ‘Being a Woman in Medicine’ which members enjoyed. A Q & A session followed. Closing speeches and thanks concluded the 103rd West Sussex Federation Annual Meeting.

Sally Brown

Federation Secretary & WSFWI Permanent Officer

TEAM REPORTS FOR THE YEAR 1 APRIL 2022 - 31 MARCH 2023

EVENTS TEAM

The Events Team met monthly on Zoom to plan events for WSFWI. The Events Team coordinates all WSFWI events as some of the other Teams were included into this team during Covid.

In April 2022 there was a walk for ACWW around Arundel, organised by Jan Marsden. S&L organised New Age Kurling, the Events Team organised a Photography walk with Bluebells in Slindon Woods.

The Woodland Adventure Day was postponed. The numbers on the walks were low, but enjoyed by all that took part.

In May there was another ACWW walk around Bramber with Jan; the money raised was sent to ACWW, S&L organised Scrabble Doubles and Membership and Training held online IT workshops. These events were well received by the members that attended.

In June some members attended the NFWI AM in Liverpool, and some joined online.

Jan Marsden organised Sussex Day, a three-speaker event with a ploughman's lunch using the cheeses from High Weald Dairy where the third speaker came from. The other speakers were from the National Park talking about Dark Skies and a local historian whose subject was Sussex myths and folklore. It was a busy and interesting day.

In July, Jan also organised a successful Ocean Day event, this took place on a very warm day. It was a really informative and interesting event.

In August the Quiz was held in person for the first time since 2019. After running the quiz for a number of years Judy Wilson handed over its running to Jan Marsden and Karen Yates and took a well-earned rest. We were supported by Carol Smith and various members of Judy's team and some new helpers too. A couple of WIs provided refreshments.

There were only two venues as the one in Burgess Hill had become too expensive to book. The turn-out was good and members seemed to enjoy being together.

The weather was warm, which allowed the rooms to be well ventilated. In the evening Sue Carter ran an online version.

Jan Marsden and Lesley Boardman organised a walk from Pulborough to Wiggonholt Common.

In September the Faberdashery and Cream Tea was due to take place on the 16th, WI Day, however due to the mourning period for HM The Queen it was postponed until October 7th, when some of the wardrobe items from North Lodge were sold along with members' donations and a cream tea was enjoyed.

In October, the WSWFI Annual meeting took place virtually, Dr Charlotte Hopkins, Interim Chief Medical Officer, University Hospitals Sussex NHS Foundation Trust was the speaker.

In November an event entitled Not the Annual meeting was held at the Chequer Mead theatre in East Grinstead. This event had a flower demonstration with the arrangements being raffled afterwards. The second speaker was Ruth Rogers who spoke about being a Warhorse puppeteer. There was another raffle, a selection of sales tables and the baskets that are traditionally sold at the AM. WI members were very inventive and generous with these baskets and the timing meant a lot were purchased for Christmas presents. The whole team were involved in organising this event which was well supported Yvonne Price stepped in as host as Federation Chair, Erika Brichta was unwell.

In December a tree was planted outside the Village Hall in Singleton and East Dean, this was in honour of the Queen's Jubilee Canopy and was sourced by Lesley Boardman after much consideration about its appeal in different seasons. There is a plaque at the base.

The Combined Arts Team held the Carols, the venue was moved from Chichester cathedral to St Michael's and All Angels, Lancing due to low bookings and the high costs of the cathedral. The music and readings were a great start to the festive period. The choir was in good voice.

Tea and Jubilee cakes were served in the adjacent hall. These are special cakes made by special people in a bakery in Thakeham.

In January we had booked Felicity Jennings to do an online Craft-along, but bookings were too low to cover costs and the event was cancelled.

In February, S&L held a Table Tennis Tournament at Fittleworth.

In March, we celebrated International Women's Day on the 8th, at Tangmere. We had 4 Inspiring Speakers and Erika Brichta presented 10 Inspirational West Sussex Women with a Certificate and flowers. Due to overnight snow, not everyone was able to attend so some certificates were presented at WI meetings.

Chair: Karen Yates

MEMBERSHIP & TRAINING TEAM

The Membership & Training team has continued to support our WIs, but sadly several WIs have suspended during the 22-23 membership year. Melanie Careless retired as an Adviser in December 2022 after many years' service. Chris Hodges and Jacky Barugh started their adviser training in September 2022, which will complete in April 2023, with appointment in May 2023. Both Chris and Jacky have accompanied other advisers to various meetings to widen their experience and have been instrumental in the setting up of the two new WIs in Worthing and Wittering.

Yvonne Price continued as M&T Team Leader, and the team have been joined by Fiona O'Leary from Scaynes Hill WI as a prospective Adviser. Our meetings are planned as hybrid to offer flexibility and we continue to use Zoom for both meetings and for training and information sessions. The adviser groups have been reallocated to reflect our newer Advisers, and we keep in touch and offer advice and support.

Online Resolution sessions were held, and member delegates were again able to represent their WIs by attending the NFWI Annual Meeting in Cardiff in-person and online. Online "Coffee & Chat" sessions have been held every couple of months to answer queries and to offer advice on a particular topic. A full day of Speakers Interviewing sessions was held successfully in 2023 after a long break. The WIs coped well with the change in their Annual Meeting months to February and March, and this will continue. The M&T team are keen to explore new locations for WIs and to look at different models for WI membership.

Team: Yvonne Bee, Sue Carter, Fiona Edgington, Chris Hodges, Jacky Barugh, Sue Midgeley, Fiona O'Leary.

Chair: Yvonne Price

SPORT & LEISURE TEAM

The Sport and Leisure team have continued to offer activities to members throughout the year. Members' participation has been slow to build after Covid restrictions were lifted and some activities have not gone ahead due to low numbers which make them financially unviable. These have mainly been Scrabble and board games and we are hopeful that WIs are offering these to members within their groups. It has been suggested that WIs form geographically based leagues to encourage more socialising.

Table Tennis, New Age Kurling and Petanque have gone ahead. The reintroduction of the original booking system alongside Eventbrite has had positive results and we look forward to increased numbers at future events.

Our small team of five share lots of experience and skills to support our programme and it would be sad for the federation to lose their expertise. Fittleworth Village Hall have been very supportive in accepting that our bookings have required last-minute alterations and we thank them for their understanding. We look forward to offering members opportunities at future events and thank you for your support.

Chair: Lesley Boardman

Digital, Media and Public Relations Team

January 2022 – March 2023

The Federation Digital, Media and Public Relations (DMPR) Team had its first online meeting in January 2022, with Sue Carter as DMPR Team Leader. The DMPR terms of reference brought together all of the functions of the federation that fit under this broad banner, including Data Protection, Microsoft 365, email accounts for federation and WI business, West Sussex News Newsletter, social media, Website, digital tools for ticketing and online meetings, Public Relations and promoting the WI, and necessary support and policies underpinning all of these. The DMPR team has met quarterly online via Zoom since forming and has members from across West Sussex – including WI members with a self-confessed lack of expert knowledge, essential to keep the work of DMPR grounded!

The first few meetings focused on the 'urgent and important', undertaking an audit to ensure that the federation is compliant with all recommended good practice for digital and data security, has a named Data Protection Officer, and has policies in place such as Privacy Notice and Digital Policy. Early priority was also to promote the benefits of free digital tools for WIs such as a Federation Microsoft 365 account and email address. As new WIs are formed in West Sussex, they are each provided with a Federation Microsoft 365 and email account and the number of WIs with a dedicated Federation Microsoft 365 and email account has now reached 17, with many other WIs having a dedicated email account through Gmail. Rollout of federation email accounts to more WIs is continuing at a steady pace but is slowed by the limited capacity of the small number of federation volunteers able to use their general digital and work experience to support WIs with implementation and queries, and it is hoped that more dedicated and professional IT support can be commissioned by the Federation in the future.

The Media and Public Relations elements of the DMPR remit will be focused on next, so that we use every opportunity to increase the public profile and awareness of the WI in West Sussex through engaging proactively with online, print, radio and even TV media. The federation currently has a Facebook Community Page, and ideally in future would like to consider other social media such as Instagram to ensure that the WI has a profile and reach to as wide a range of women in West Sussex as possible, but needs a larger group of social media volunteers able to post engaging content about our West Sussex WI activities on a regular basis. If you are interested in any aspect of DMPR, social media or a federation email account please contact the Federation Secretary who will pass on your details, we would love to hear from you.

Chair: Sue Carter

Public Affairs Report

I would like to say a big thank to the Team. For their support, knowledge and ideas over the past year. Our meetings are always educational and fun.

We cover many topics, such as the upkeep and sustainability of maintaining Bramber Beeches which incorporates the maintenance of the site. Bramber Beeches is situated on the West Sussex Downs and is a beautiful, wooded area planted for walks. Bramber Beeches has been maintained by the WI for some years. The Public Affairs Team discussed how to promote the woodland and try and encourage WIs to visit and form a working party to help maintain the site.

Our Resolution on Ovarian Cancer and how it could be promoted was discussed. It was suggested that 'knicker bunting' be made and on the other reverse side of the bunting used promote cervical screening. This culminated in knicker bunting being displayed all over West Sussex.

International Women's Day was held on the 8th March with the theme being 'Break the Bias'. In the morning our speakers were all WI members. Sara Mayheads, former Military Police Officer spoke to us about her experience working at Roussillon Barracks in Chichester. Zoe Mann told us about the trials and tribulations encountered whilst trekking to the summit of Mount Kilimanjaro and Nicky Amos Chair of NFWI Public Affairs Committee inspired us to challenge ourselves and to identify resolutions that we could take forward. In the afternoon we were treated to a spectacular trip through the universe with Jane Green a Fellow of the Royal Astronomical Society.

Our Team consists of: Geraldine Dandridge, Jacky Barugh, Erika Brichta, Angela Honeywood, Maureen O'Grady and Yvonne Price.

Chair: Fiona Edgington

Associated County Women of the World

West Sussex Federation has continued its membership with Associated Country Women of the World and WIs, and their members, raise funds directly for ACWW. A federation Walk the World event was held at Arundel.

ACWW rebranded as Rural Women in Action and revitalised its structure in 2022 to manage its service better and have a broader impact on the women it helps.

Pennies for Friendship and Women Empowerment Funds, funding individual projects of choice, ended. Funds are now allocated by ACWW for projects within the remit Education and Community Development, and Smart Agriculture. In addition, funds are used to enable partnership working and making sure the voice of rural women is heard within key relevant organisations and governments.

The ACWW representative vacancy remains open. ACWW launched an additional Member society and ACWW link role, which provides better communication and training: ACWW Coordinators. This role is vacant and WI members interested should contact our federation Chair.

WALKING NETBALL IN WEST SUSSEX

England Netball have been supporting the programme since 2018 and continue to do so although, because of numbers creating a hub of say 3 or 4 WI's is the option that will give longevity to a group.

Once accepted with a possible venue in mind, and most importantly a WN host, who will be trained by England Netball over the course of a day, the kit will then be delivered by the West Sussex England Netball representative, on the agreed start date, and the group will be up and running. We currently have 5 WI groups running in West Sussex although there are many other independent groups running in the County at local leisure centres as popularity continues to grow. Three WI groups have taken part in Walking Netball Festivals over the last year which are great fun.

For more information and videos look under sport and wellbeing on My WI website.

Karen Ward

WN Ambassador

wardkaren523@gmail.com

NORTH LODGE

On 24th December 2022 North Lodge was sold and 60 Queen Street in Horsham was purchased. Work is on-going with plans to convert this former upholsterer into our new HQ.

Produced in July 2023

Charity registration number 1036497

Company registration number 2917631 (England and Wales)

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs Y Price	
	Mrs L D Boardman	
	Mrs E Brichta (Chairman)	
	Mrs G Cole	
	Mrs K Yates	
	Mrs S Carter	
	Mrs F Edgington	
	Mrs R Williams	(Appointed 30 January 2023)
	Mrs D Ruse	(Appointed 30 January 2023)
	Mrs F O'Leary	(Appointed 30 January 2023)
Secretary	Mrs Y Price	
Charity number	1036497	
Company number	2917631	
Registered office	North Lodge Northgate Chichester West Sussex PO19 1BJ	
Independent examiner	Claire Norwood BSc FCAATII Jones Avens Limited Piper House 4 Dukes Court Bognor Road Chichester West Sussex PO19 8FX	
Bankers	Barclays Bank plc 74/75 East Street Chichester West Sussex PO19 1HT	

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

CONTENTS

	Page
Trustees' report	1 - 2
Independent examiner's report	3
Statement of financial activities	4 - 5
Summary income and expenditure account	6
Balance sheet	7 - 8
Notes to the financial statements	9 - 24

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the company's governing document, Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Objectives and activities

The main purpose of the Women's Institute organisation are:

- a) 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;
- b) 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;
- c) to advance health for the public benefit;
- d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

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

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the company should undertake.

Achievements and performance

Members have benefitted from workshops on a wide range of arts and crafts. Specialists and members have informed and discussed topics of both national and international concern. The members' wellbeing was encouraged with many opportunities to take part in sporting and leisure activities and music. New members are coming to the WI to learn traditional crafts and cookery.

Financial review

We have an overall surplus this year of £566,802 (2022: £(15,300) deficit), which includes £72 (2022: £1,880) relating to the release of suspended WI funds over 3 years old. The profit of £566,802 is made up of £585,871 profit on disposal of North Lodge and a deficit on charitable activities of £(19,069) 2022: £(15,300).

It is the policy of the company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the company's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the company is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Structure, governance and management

The company is a company limited by guarantee. The company is registered as a charity. The company is governed by the articles and memorandum of association. The schedule of company information sets out further details.

The charity is governed by a Board of Trustees of not fewer than eight and not more than fifteen members which shall meet not less than six times a year.

Trustees are appointed by the Federation Annual Meeting to hold office for a period of two years. Retiring trustees may be re-elected and new trustees may be appointed following the procedure laid down in the company's articles of association.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs Y Price

Mrs L D Boardman

Mrs E Brichta (Chairman)

Mrs G Cole

Mrs K Yates

Mrs S Carter

Mrs F Edgington

Mrs J Ault

(Resigned 30 June 2022)

Mrs M Ambler

(Appointed 4 July 2022 and resigned 5 September 2022)

Mrs R Williams

(Appointed 30 January 2023)

Mrs D Ruse

(Appointed 30 January 2023)

Mrs F O'Leary

(Appointed 30 January 2023)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

A County Federation is an association of Women's Institutes.

The Federation is a member of the National Federation of Women's Institutes. It is entitled to appoint Federation representatives to The National Federation and is bound by the Constitution of the National Federation.

The memorandum and articles of association grant wide powers of investment to the trustees.

Asset cover for funds

The notes to the accounts set out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

The trustees' report was approved by the Board of Trustees.



Mrs E Brichta (Chairman)

Trustee

Date: 8 September 2022

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

I report to the trustees on my examination of the financial statements of The West Sussex County Federation of Women's Institutes (Limited By Guarantee) (the company) for the year ended 31 March 2023.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements 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 the company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

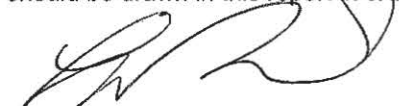
Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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



Claire Norwood BSc FCA ATII

Jones Avens Limited
Piper House 4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Dated: 14/9/23

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2023

Current financial year

		Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total 2023 £	Total 2022 £
Notes							
Income and endowments from:							
Donations and legacies	3	-	-	12,000	-	12,000	-
Charitable activities	4	59,431	-	-	-	59,431	48,571
Other ancillary trading activities	5	6,476	-	-	-	6,476	4,514
Investments	6	11,679	214	-	1,016	12,909	8,802
Other income	7	588,206	-	-	-	588,206	2,716
Total income and endowments		665,792	214	12,000	1,016	679,022	64,603
Expenditure on:							
<u>Raising funds</u>							
Ancillary trading costs	8	4,592	-	-	-	4,592	9,502
<u>Charitable activities</u>							
Membership and county activities	9	96,127	10,442	525	-	107,094	70,401
Total charitable expenditure		96,127	10,442	525	-	107,094	70,401
Other	13	-	-	-	534	534	-
Total expenditure		100,719	10,442	525	534	112,220	79,903
Net incoming/(outgoing) resources before transfers		565,073	(10,228)	11,475	482	566,802	(15,300)
Gross transfers between funds		(10,442)	10,442	-	-	-	-
Net movement in funds		554,631	214	11,475	482	566,802	(15,300)
Fund balances at 1 April 2022		266,350	12,089	4,578	59,514	342,531	357,831
Fund balances at 31 March 2023		820,981	12,303	16,053	59,996	909,333	342,531

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

Prior financial year

		Unrestricted funds general	Unrestricted funds designated	Restricted funds	Endowment funds	Total
	Notes	2022 £	2022 £	2022 £	2022 £	2022 £
Income and endowments from:						
Charitable activities	4	48,571	-	-	-	48,571
Other ancillary trading activities	5	4,514	-	-	-	4,514
Investments	6	8,773	5	-	24	8,802
Other income	7	2,716	-	-	-	2,716
Total income and endowments		64,574	5	-	24	64,603
Expenditure on:						
<u>Raising funds</u>						
Ancillary trading costs	8	9,502	-	-	-	9,502
<u>Charitable activities</u>						
Membership and county activities	9	69,399	960	42	-	70,401
Total charitable expenditure		69,399	960	42	-	70,401
Total expenditure		78,901	960	42	-	79,903
Net incoming/(outgoing) resources before transfers		(14,327)	(955)	(42)	24	(15,300)
Gross transfers between funds		(961)	961	-	-	-
Net movement in funds		(15,288)	6	(42)	24	(15,300)
Fund balances at 1 April 2021		281,638	12,083	4,620	59,490	357,831
Fund balances at 31 March 2022		266,350	12,089	4,578	59,514	342,531

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023**

	All income funds	
	2023	2022
	£	£
Gross income	678,006	64,579
Total expenditure from income funds	111,686	79,903
Net income/(expenditure) for the year	<u>566,320</u>	<u>(15,324)</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	15		381,644		160,754
Current assets					
Stocks	16	1,027		1,242	
Debtors	17	6,341		7,023	
Cash at bank and in hand		745,702		200,008	
		<u>753,070</u>		<u>208,273</u>	
Creditors: amounts falling due within one year	18	<u>(225,381)</u>		<u>(26,496)</u>	
Net current assets			527,689		181,777
Total assets less current liabilities			<u>909,333</u>		<u>342,531</u>
Capital funds					
<u>Endowment funds</u>					
General endowment funds		59,996		59,514	
		<u>59,996</u>		<u>59,514</u>	
Permanent endowment		-		-	
Expendable endowment		<u>59,996</u>		<u>59,514</u>	
	19		59,996		59,514
Income funds					
Restricted funds	20		16,053		4,578
<u>Unrestricted funds</u>					
Designated funds:					
Other designated funds		12,303		12,089	
	21	<u>12,303</u>		<u>12,089</u>	
General unrestricted funds		<u>820,981</u>		<u>266,350</u>	
			833,284		278,439
			<u>909,333</u>		<u>342,531</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2023

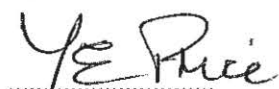
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The director acknowledges her responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 2/9/2023



Mrs Y Price
Trustee

Company registration number 2917631

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

The West Sussex County Federation of Women's Institutes (Limited By Guarantee) is a private company limited by guarantee incorporated in England and Wales. The registered office is North Lodge, Northgate, Chichester, West Sussex, PO19 1BJ. The charity number is 1036497.

1.1 Accounting convention

The financial statements have been prepared in accordance with the company's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The company is a Public Benefit Entity as defined by FRS 102.

The company has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the company.

1.4 Income

Income is recognised when the company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are credited as income in the year in which they are receivable. Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipt have been complied with. Where donor imposed restrictions apply to the timing of related expenditure as a pre-condition for its use, the grant is treated as deferred income until those restrictions are met.

Income relating to memberships, newsletters and events are recognised in the period in which it relates and in which the service or goods are provided or the event takes place. Deferred income is then released to income in the reporting period in which the performance related or other conditions that limit recognition are met.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Costs have been allocated under different headings. Costs of publications and merchandise have been allocated to raising funds to be matched against the income from sales of publications and merchandise.

Costs relating to sub committee expenses, 300 plus club expenses and bursaries and donations have been allocated to charitable activities undertaken directly.

Costs relating to accountancy, bookkeeping, trustees' travel, courses and conferences have been allocated to governance costs. All other costs have been allocated to support costs. Both governance costs and support costs are allocated to the charitable activity of the company.

Expenditure includes any VAT which cannot be fully recovered and is reported as irrecoverable VAT in the accounts. The charity deregistered from VAT in the year and therefore all costs going forward will be reported on a gross basis.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	Nil
Fixtures, fittings & equipment	20% reducing balance
Computers	20% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Land and buildings are shown in the accounts at 31 March 1993 value with the additions of any improvements since that date.

Depreciation on the building is not provided on the basis of immateriality.

1.7 Impairment of fixed assets

At each reporting end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/ (expenditure for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease).

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.10 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Key sources of estimation uncertainty

Depreciation

The annual depreciation charge is sensitive to changes in the estimated useful lives and residual value of the assets. The residual values are re-assessed annually and amended where necessary.

3 Donations and legacies

	Restricted funds	Total
	2023 £	2022 £
Donations and gifts	8,000	-
Sponsorships which are in substance donations	4,000	-
	<u>12,000</u>	<u>-</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

	2023 £	2022 £
Membership income	39,299	39,223
Income from Sub Committees	16,762	5,528
300 Plus Club income	3,370	3,820
	<u>59,431</u>	<u>48,571</u>

5 Other ancillary trading activities

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Sales of publications and merchandise	<u>6,476</u>	<u>4,514</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

6 Investments

	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Endowment funds 2023 £	Total 2023 £	Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Endowment funds 2022 £	Total 2022 £
Rental income	8,700	-	-	8,700	8,700	-	-	8,700
Interest receivable	2,979	214	1,016	4,209	73	5	24	102
	<u>11,679</u>	<u>214</u>	<u>1,016</u>	<u>12,909</u>	<u>8,773</u>	<u>5</u>	<u>24</u>	<u>8,802</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

7 Other income

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Net gain on disposal of tangible fixed assets	585,871	-
Other income	2,335	2,716
	<u>588,206</u>	<u>2,716</u>

8 Raising funds

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Ancillary trading costs	4,592	9,502
Costs of publications and merchandise	4,592	9,502
	<u>4,592</u>	<u>9,502</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

9 Charitable activities

	Membership and county activities 2023 £	Membership and county activities 2022 £
Subcommittee expenses	20,940	5,026
300 Plus Club expenses	2,542	2,515
	<u>23,482</u>	<u>7,541</u>
Share of support costs (see note 10)	71,628	54,244
Share of governance costs (see note 10)	11,984	8,616
	<u>107,094</u>	<u>70,401</u>
Analysis by fund		
Unrestricted funds - general	96,127	69,399
Unrestricted funds - designated	10,442	960
Restricted funds	525	42
	<u>107,094</u>	<u>70,401</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

10 Support costs

	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Staff costs	28,965	-	28,965	25,709	-	25,709
Depreciation	731	-	731	914	-	914
Office costs	12,329	-	12,329	9,805	-	9,805
Premises and repairs	28,371	-	28,371	16,608	-	16,608
Other	1,232	-	1,232	1,208	-	1,208
Bookkeeping costs	-	2,812	2,812	-	2,150	2,150
Accountancy	-	6,048	6,048	-	4,908	4,908
Courses and conferences	-	740	740	-	-	-
Trustees' travelling	-	2,384	2,384	-	1,558	1,558
	<u>71,628</u>	<u>11,984</u>	<u>83,612</u>	<u>54,244</u>	<u>8,616</u>	<u>62,860</u>
Analysed between						
Charitable activities	<u>71,628</u>	<u>11,984</u>	<u>83,612</u>	<u>54,244</u>	<u>8,616</u>	<u>62,860</u>

The trustees consider that all support and governance costs should be allocated to the charitable activities of the charity.

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but 12 of them were reimbursed a total of £2,384 for travelling expenses and Annual National Council meeting expenses (2022- 12 were reimbursed £1,558).

12 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Administration	<u>1</u>	<u>1</u>
Employment costs	2023 £	2022 £
Wages and salaries	28,492	25,309
Other pension costs	473	400
	<u>28,965</u>	<u>25,709</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

12 Employees

(Continued)

A part time staff member was also employed in addition to the disclosure above, to help with the day to day administration work of the charity.

There were no employees whose annual remuneration was more than £60,000.

13 Other

	Endowment funds	Total
	2023 £	2022 £
Other expenditure	534	-
	<u>534</u>	<u>-</u>

14 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

15 Tangible fixed assets

	Land and buildings	Fixtures, fittings & equipment	Computers	Total
	£	£	£	£
Cost				
At 1 April 2022	157,096	10,316	11,692	179,104
Additions	378,717	-	-	378,717
Disposals	(157,096)	-	-	(157,096)
	<u>378,717</u>	<u>10,316</u>	<u>11,692</u>	<u>400,725</u>
At 31 March 2023				
	<u>378,717</u>	<u>10,316</u>	<u>11,692</u>	<u>400,725</u>
Depreciation and impairment				
At 1 April 2022	-	9,190	9,160	18,350
Depreciation charged in the year	-	225	506	731
	<u>-</u>	<u>9,415</u>	<u>9,666</u>	<u>19,081</u>
At 31 March 2023				
	<u>-</u>	<u>9,415</u>	<u>9,666</u>	<u>19,081</u>
Carrying amount				
At 31 March 2023	<u>378,717</u>	<u>901</u>	<u>2,026</u>	<u>381,644</u>
At 31 March 2022	<u>157,096</u>	<u>1,126</u>	<u>2,532</u>	<u>160,754</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

15 Tangible fixed assets

(Continued)

North Lodge, Northgate, Chichester, West Sussex was purchased from West Sussex County Federation of Women's Institute House Limited on 22 June 1995 for a sum of £27,636. There was an informal valuation in 1993, the Institute's Surveyor valued the property at £130,000. Since that date improvements were carried out increasing the value to £157,096. The property was sold in the year for £742,967 and a new property purchased at 60 Queen Street, Horsham for £378,717. The property in Horsham requires renovating before it can be used by the charity as a headquarters and they are remaining in the North Lodge premises as tenants until work has been completed.

16 Stocks

	2023 £	2022 £
Finished goods and goods for resale	1,027	1,242

17 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	2,245	2,004
Other debtors	260	420
Prepayments and accrued income	3,836	4,599
	<u>6,341</u>	<u>7,023</u>

18 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	836	602
Payments received on account	209,628	15,182
Trade creditors	5,440	2,378
Other creditors	2,197	2,405
Accruals and deferred income	7,280	5,929
	<u>225,381</u>	<u>26,496</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

19 Endowment funds

	Movement in funds		Movement in funds			
	Balance at 1 April 2021	Incoming resources	Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 31 March 2023
	£	£	£	£	£	£
Expendable endowments						
Betty Merritt	52,620	22	52,642	918	(534)	53,026
"Give a Carer a Break"	6,870	2	6,872	98	-	6,970
	<u>59,490</u>	<u>24</u>	<u>59,514</u>	<u>1,016</u>	<u>(534)</u>	<u>59,996</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

20 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2021	Resources expended	Balance at 1 April 2022	Movement in funds		Balance at 31 March 2023
	£	£	£	Incoming resources	Resources expended	£
Bramber Beeches	63	-	63	-	-	63
Centenary fund for office equipment	284	-	284	-	-	284
Denman Maintenance Fund	1,283	-	1,283	-	-	1,283
Awards For All	207	(42)	165	-	(33)	132
£1 Denman Bursary Draw	2,297	-	2,297	-	-	2,297
Marketing Initiative	486	-	486	-	-	486
Midhurst WI sponsorship	-	-	-	4,000	-	4,000
Midhurst WI Centenary Bursary	-	-	-	8,000	(492)	7,508
	<u>4,620</u>	<u>(42)</u>	<u>4,578</u>	<u>12,000</u>	<u>(525)</u>	<u>16,053</u>

Bramber Beeches Fund represents a donation for the upkeep of trees at Bramber.

The Maintenance Fund represents donations received for the West Sussex Room at Denman College.

The Denman Bursary Draw comprises donations received for Denman course fees and expenses.

The Awards for All fund was established upon receipt of a grant for the purchase of computer equipment to be used for presentations, conferences and meetings.

The Centenary Grant was awarded to help promote the WI, to recruit new members and open new WIs. The Federation has attended various village and town open days to facilitate this.

The Marketing Initiative represents funding given to promote the WI.

The Midhurst WI sponsorship is to support changes to the administration of the West Sussex News.

The Midhurst Centenary Bursary is to support education.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

21 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds					
	Balance at 1 April 2021	Transfers	Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 31 March 2023
	£	£	£	£	£	£
Designated fund	12,083	6	12,089	214	(10,442)	12,303
	<u>12,083</u>	<u>6</u>	<u>12,089</u>	<u>214</u>	<u>(10,442)</u>	<u>12,303</u>
	<u>12,083</u>	<u>6</u>	<u>12,089</u>	<u>214</u>	<u>(10,442)</u>	<u>12,303</u>

The transfer from unrestricted fund to designated fund is to reflect the actual balance left in the bank account at the year end.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

22 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total
	2023	2023	2023	2023	2023	2022	2022	2022	2022
	£	£	£	£	£	£	£	£	£
Fund balances at 31 March 2023 are represented by:									
Tangible assets	381,644	-	-	-	381,644	160,754	-	-	160,754
Current assets/(liabilities)	439,337	12,303	16,053	59,996	527,689	105,596	12,089	4,578	181,777
	<u>820,981</u>	<u>12,303</u>	<u>16,053</u>	<u>59,996</u>	<u>909,333</u>	<u>266,350</u>	<u>12,089</u>	<u>4,578</u>	<u>342,531</u>

Charity registration number 1036497

Company registration number 2917631 (England and Wales)

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs Y Price	
	Mrs L D Boardman	
	Mrs E Brichta (Chairman)	
	Mrs G Cole	
	Mrs K Yates	
	Mrs S Carter	
	Mrs F Edgington	
	Mrs R Williams	(Appointed 30 January 2023)
	Mrs D Ruse	(Appointed 30 January 2023)
	Mrs F O'Leary	(Appointed 30 January 2023)
Secretary	Mrs Y Price	
Charity number	1036497	
Company number	2917631	
Registered office	North Lodge Northgate Chichester West Sussex PO19 1BJ	
Independent examiner	Claire Norwood BSc FCAATII Jones Avens Limited Piper House 4 Dukes Court Bognor Road Chichester West Sussex PO19 8FX	
Bankers	Barclays Bank plc 74/75 East Street Chichester West Sussex PO19 1HT	

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

CONTENTS

	Page
Trustees' report	1 - 2
Independent examiner's report	3
Statement of financial activities	4 - 5
Summary income and expenditure account	6
Balance sheet	7 - 8
Notes to the financial statements	9 - 24

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the company's governing document, Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Objectives and activities

The main purpose of the Women's Institute organisation are:

- a) 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;
- b) 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;
- c) to advance health for the public benefit;
- d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

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

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the company should undertake.

Achievements and performance

Members have benefitted from workshops on a wide range of arts and crafts. Specialists and members have informed and discussed topics of both national and international concern. The members' wellbeing was encouraged with many opportunities to take part in sporting and leisure activities and music. New members are coming to the WI to learn traditional crafts and cookery.

Financial review

We have an overall surplus this year of £566,802 (2022: £(15,300) deficit), which includes £72 (2022: £1,880) relating to the release of suspended WI funds over 3 years old. The profit of £566,802 is made up of £585,871 profit on disposal of North Lodge and a deficit on charitable activities of £(19,069) 2022: £(15,300).

It is the policy of the company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the company's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the company is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Structure, governance and management

The company is a company limited by guarantee. The company is registered as a charity. The company is governed by the articles and memorandum of association. The schedule of company information sets out further details.

The charity is governed by a Board of Trustees of not fewer than eight and not more than fifteen members which shall meet not less than six times a year.

Trustees are appointed by the Federation Annual Meeting to hold office for a period of two years. Retiring trustees may be re-elected and new trustees may be appointed following the procedure laid down in the company's articles of association.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs Y Price

Mrs L D Boardman

Mrs E Brichta (Chairman)

Mrs G Cole

Mrs K Yates

Mrs S Carter

Mrs F Edgington

Mrs J Ault

(Resigned 30 June 2022)

Mrs M Ambler

(Appointed 4 July 2022 and resigned 5 September 2022)

Mrs R Williams

(Appointed 30 January 2023)

Mrs D Ruse

(Appointed 30 January 2023)

Mrs F O'Leary

(Appointed 30 January 2023)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

A County Federation is an association of Women's Institutes.

The Federation is a member of the National Federation of Women's Institutes. It is entitled to appoint Federation representatives to The National Federation and is bound by the Constitution of the National Federation.

The memorandum and articles of association grant wide powers of investment to the trustees.

Asset cover for funds

The notes to the accounts set out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

The trustees' report was approved by the Board of Trustees.



Mrs E Brichta (Chairman)

Trustee

Date: 8 September 2022

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

I report to the trustees on my examination of the financial statements of The West Sussex County Federation of Women's Institutes (Limited By Guarantee) (the company) for the year ended 31 March 2023.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements 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 the company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

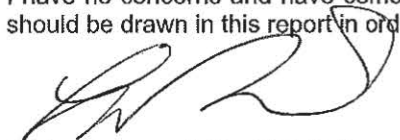
Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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



Claire Norwood BSc FCA ATII

Jones Avens Limited
Piper House 4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Dated: 14/9/23

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2023

Current financial year

		Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total 2023 £	Total 2022 £
Notes							
Income and endowments from:							
Donations and legacies	3	-	-	12,000	-	12,000	-
Charitable activities	4	59,431	-	-	-	59,431	48,571
Other ancillary trading activities	5	6,476	-	-	-	6,476	4,514
Investments	6	11,679	214	-	1,016	12,909	8,802
Other income	7	588,206	-	-	-	588,206	2,716
Total income and endowments		665,792	214	12,000	1,016	679,022	64,603
Expenditure on:							
<u>Raising funds</u>							
Ancillary trading costs	8	4,592	-	-	-	4,592	9,502
<u>Charitable activities</u>							
Membership and county activities	9	96,127	10,442	525	-	107,094	70,401
Total charitable expenditure		96,127	10,442	525	-	107,094	70,401
Other	13	-	-	-	534	534	-
Total expenditure		100,719	10,442	525	534	112,220	79,903
Net incoming/(outgoing) resources before transfers		565,073	(10,228)	11,475	482	566,802	(15,300)
Gross transfers between funds		(10,442)	10,442	-	-	-	-
Net movement in funds		554,631	214	11,475	482	566,802	(15,300)
Fund balances at 1 April 2022		266,350	12,089	4,578	59,514	342,531	357,831
Fund balances at 31 March 2023		820,981	12,303	16,053	59,996	909,333	342,531

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

Prior financial year

		Unrestricted funds general	Unrestricted funds designated	Restricted funds	Endowment funds	Total
	Notes	2022 £	2022 £	2022 £	2022 £	2022 £
Income and endowments from:						
Charitable activities	4	48,571	-	-	-	48,571
Other ancillary trading activities	5	4,514	-	-	-	4,514
Investments	6	8,773	5	-	24	8,802
Other income	7	2,716	-	-	-	2,716
Total income and endowments		64,574	5	-	24	64,603
Expenditure on:						
<u>Raising funds</u>						
Ancillary trading costs	8	9,502	-	-	-	9,502
<u>Charitable activities</u>						
Membership and county activities	9	69,399	960	42	-	70,401
Total charitable expenditure		69,399	960	42	-	70,401
Total expenditure		78,901	960	42	-	79,903
Net incoming/(outgoing) resources before transfers		(14,327)	(955)	(42)	24	(15,300)
Gross transfers between funds		(961)	961	-	-	-
Net movement in funds		(15,288)	6	(42)	24	(15,300)
Fund balances at 1 April 2021		281,638	12,083	4,620	59,490	357,831
Fund balances at 31 March 2022		266,350	12,089	4,578	59,514	342,531

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023**

	All income funds	
	2023	2022
	£	£
Gross income	678,006	64,579
Total expenditure from income funds	111,686	79,903
Net income/(expenditure) for the year	566,320	(15,324)

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	15		381,644		160,754
Current assets					
Stocks	16	1,027		1,242	
Debtors	17	6,341		7,023	
Cash at bank and in hand		745,702		200,008	
		<u>753,070</u>		<u>208,273</u>	
Creditors: amounts falling due within one year	18	<u>(225,381)</u>		<u>(26,496)</u>	
Net current assets			527,689		181,777
Total assets less current liabilities			<u>909,333</u>		<u>342,531</u>
Capital funds					
<u>Endowment funds</u>					
General endowment funds		59,996		59,514	
		<u>59,996</u>		<u>59,514</u>	
Permanent endowment		-		-	
Expendable endowment		<u>59,996</u>		<u>59,514</u>	
	19		59,996		59,514
Income funds					
Restricted funds	20		16,053		4,578
<u>Unrestricted funds</u>					
Designated funds:					
Other designated funds		12,303		12,089	
	21	<u>12,303</u>		<u>12,089</u>	
General unrestricted funds		<u>820,981</u>		<u>266,350</u>	
			833,284		278,439
			<u>909,333</u>		<u>342,531</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2023

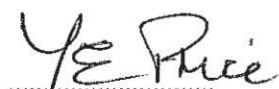
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The director acknowledges her responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 2/9/2023



Mrs Y Price
Trustee

Company registration number 2917631

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

The West Sussex County Federation of Women's Institutes (Limited By Guarantee) is a private company limited by guarantee incorporated in England and Wales. The registered office is North Lodge, Northgate, Chichester, West Sussex, PO19 1BJ. The charity number is 1036497.

1.1 Accounting convention

The financial statements have been prepared in accordance with the company's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The company is a Public Benefit Entity as defined by FRS 102.

The company has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the company.

1.4 Income

Income is recognised when the company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are credited as income in the year in which they are receivable. Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipt have been complied with. Where donor imposed restrictions apply to the timing of related expenditure as a pre-condition for its use, the grant is treated as deferred income until those restrictions are met.

Income relating to memberships, newsletters and events are recognised in the period in which it relates and in which the service or goods are provided or the event takes place. Deferred income is then released to income in the reporting period in which the performance related or other conditions that limit recognition are met.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Costs have been allocated under different headings. Costs of publications and merchandise have been allocated to raising funds to be matched against the income from sales of publications and merchandise.

Costs relating to sub committee expenses, 300 plus club expenses and bursaries and donations have been allocated to charitable activities undertaken directly.

Costs relating to accountancy, bookkeeping, trustees' travel, courses and conferences have been allocated to governance costs. All other costs have been allocated to support costs. Both governance costs and support costs are allocated to the charitable activity of the company.

Expenditure includes any VAT which cannot be fully recovered and is reported as irrecoverable VAT in the accounts. The charity deregistered from VAT in the year and therefore all costs going forward will be reported on a gross basis.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	Nil
Fixtures, fittings & equipment	20% reducing balance
Computers	20% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Land and buildings are shown in the accounts at 31 March 1993 value with the additions of any improvements since that date.

Depreciation on the building is not provided on the basis of immateriality.

1.7 Impairment of fixed assets

At each reporting end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/ (expenditure for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.10 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Key sources of estimation uncertainty

Depreciation

The annual depreciation charge is sensitive to changes in the estimated useful lives and residual value of the assets. The residual values are re-assessed annually and amended where necessary.

3 Donations and legacies

	Restricted funds	Total
	2023 £	2022 £
Donations and gifts	8,000	-
Sponsorships which are in substance donations	4,000	-
	<u>12,000</u>	<u>-</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

	2023 £	2022 £
Membership income	39,299	39,223
Income from Sub Committees	16,762	5,528
300 Plus Club income	3,370	3,820
	<u>59,431</u>	<u>48,571</u>

5 Other ancillary trading activities

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Sales of publications and merchandise	<u>6,476</u>	<u>4,514</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

6 Investments

	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Endowment funds 2023 £	Total 2023 £	Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Endowment funds 2022 £	Total 2022 £
Rental income	8,700	-	-	8,700	8,700	-	-	8,700
Interest receivable	2,979	214	1,016	4,209	73	5	24	102
	<u>11,679</u>	<u>214</u>	<u>1,016</u>	<u>12,909</u>	<u>8,773</u>	<u>5</u>	<u>24</u>	<u>8,802</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

7 Other income

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Net gain on disposal of tangible fixed assets	585,871	-
Other income	2,335	2,716
	<u>588,206</u>	<u>2,716</u>

8 Raising funds

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Ancillary trading costs	4,592	9,502
Costs of publications and merchandise	4,592	9,502
	<u>4,592</u>	<u>9,502</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

9 Charitable activities

	Membership and county activities 2023 £	Membership and county activities 2022 £
Subcommittee expenses	20,940	5,026
300 Plus Club expenses	2,542	2,515
	<u>23,482</u>	<u>7,541</u>
Share of support costs (see note 10)	71,628	54,244
Share of governance costs (see note 10)	11,984	8,616
	<u>107,094</u>	<u>70,401</u>
Analysis by fund		
Unrestricted funds - general	96,127	69,399
Unrestricted funds - designated	10,442	960
Restricted funds	525	42
	<u>107,094</u>	<u>70,401</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

10 Support costs

	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Staff costs	28,965	-	28,965	25,709	-	25,709
Depreciation	731	-	731	914	-	914
Office costs	12,329	-	12,329	9,805	-	9,805
Premises and repairs	28,371	-	28,371	16,608	-	16,608
Other	1,232	-	1,232	1,208	-	1,208
Bookkeeping costs	-	2,812	2,812	-	2,150	2,150
Accountancy	-	6,048	6,048	-	4,908	4,908
Courses and conferences	-	740	740	-	-	-
Trustees' travelling	-	2,384	2,384	-	1,558	1,558
	<u>71,628</u>	<u>11,984</u>	<u>83,612</u>	<u>54,244</u>	<u>8,616</u>	<u>62,860</u>
Analysed between						
Charitable activities	<u>71,628</u>	<u>11,984</u>	<u>83,612</u>	<u>54,244</u>	<u>8,616</u>	<u>62,860</u>

The trustees consider that all support and governance costs should be allocated to the charitable activities of the charity.

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but 12 of them were reimbursed a total of £2,384 for travelling expenses and Annual National Council meeting expenses (2022- 12 were reimbursed £1,558).

12 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Administration	<u>1</u>	<u>1</u>
Employment costs	2023 £	2022 £
Wages and salaries	28,492	25,309
Other pension costs	473	400
	<u>28,965</u>	<u>25,709</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

12 Employees

(Continued)

A part time staff member was also employed in addition to the disclosure above, to help with the day to day administration work of the charity.

There were no employees whose annual remuneration was more than £60,000.

13 Other

	Endowment funds	Total
	2023 £	2022 £
Other expenditure	534	-
	<u>534</u>	<u>-</u>

14 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

15 Tangible fixed assets

	Land and buildings	Fixtures, fittings & equipment	Computers	Total
	£	£	£	£
Cost				
At 1 April 2022	157,096	10,316	11,692	179,104
Additions	378,717	-	-	378,717
Disposals	(157,096)	-	-	(157,096)
	<u>378,717</u>	<u>10,316</u>	<u>11,692</u>	<u>400,725</u>
At 31 March 2023				
	<u>378,717</u>	<u>10,316</u>	<u>11,692</u>	<u>400,725</u>
Depreciation and impairment				
At 1 April 2022	-	9,190	9,160	18,350
Depreciation charged in the year	-	225	506	731
	<u>-</u>	<u>9,415</u>	<u>9,666</u>	<u>19,081</u>
At 31 March 2023				
	<u>-</u>	<u>9,415</u>	<u>9,666</u>	<u>19,081</u>
Carrying amount				
At 31 March 2023	<u>378,717</u>	<u>901</u>	<u>2,026</u>	<u>381,644</u>
At 31 March 2022	<u>157,096</u>	<u>1,126</u>	<u>2,532</u>	<u>160,754</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

15 Tangible fixed assets

(Continued)

North Lodge, Northgate, Chichester, West Sussex was purchased from West Sussex County Federation of Women's Institute House Limited on 22 June 1995 for a sum of £27,636. There was an informal valuation in 1993, the Institute's Surveyor valued the property at £130,000. Since that date improvements were carried out increasing the value to £157,096. The property was sold in the year for £742,967 and a new property purchased at 60 Queen Street, Horsham for £378,717. The property in Horsham requires renovating before it can be used by the charity as a headquarters and they are remaining in the North Lodge premises as tenants until work has been completed.

16 Stocks

	2023 £	2022 £
Finished goods and goods for resale	1,027	1,242

17 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	2,245	2,004
Other debtors	260	420
Prepayments and accrued income	3,836	4,599
	6,341	7,023

18 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	836	602
Payments received on account	209,628	15,182
Trade creditors	5,440	2,378
Other creditors	2,197	2,405
Accruals and deferred income	7,280	5,929
	225,381	26,496

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

19 Endowment funds

	Movement in funds		Movement in funds			
	Balance at 1 April 2021	Incoming resources	Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 31 March 2023
	£	£	£	£	£	£
Expendable endowments						
Betty Merritt	52,620	22	52,642	918	(534)	53,026
"Give a Carer a Break"	6,870	2	6,872	98	-	6,970
	<u>59,490</u>	<u>24</u>	<u>59,514</u>	<u>1,016</u>	<u>(534)</u>	<u>59,996</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

20 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2021	Resources expended	Balance at 1 April 2022	Movement in funds		Balance at 31 March 2023
	£	£	£	Incoming resources	Resources expended	£
Bramber Beeches	63	-	63	-	-	63
Centenary fund for office equipment	284	-	284	-	-	284
Denman Maintenance Fund	1,283	-	1,283	-	-	1,283
Awards For All	207	(42)	165	-	(33)	132
£1 Denman Bursary Draw	2,297	-	2,297	-	-	2,297
Marketing Initiative	486	-	486	-	-	486
Midhurst WI sponsorship	-	-	-	4,000	-	4,000
Midhurst WI Centenary Bursary	-	-	-	8,000	(492)	7,508
	<u>4,620</u>	<u>(42)</u>	<u>4,578</u>	<u>12,000</u>	<u>(525)</u>	<u>16,053</u>

Bramber Beeches Fund represents a donation for the upkeep of trees at Bramber.

The Maintenance Fund represents donations received for the West Sussex Room at Denman College.

The Denman Bursary Draw comprises donations received for Denman course fees and expenses.

The Awards for All fund was established upon receipt of a grant for the purchase of computer equipment to be used for presentations, conferences and meetings.

The Centenary Grant was awarded to help promote the WI, to recruit new members and open new WIs. The Federation has attended various village and town open days to facilitate this.

The Marketing Initiative represents funding given to promote the WI.

The Midhurst WI sponsorship is to support changes to the administration of the West Sussex News.

The Midhurst Centenary Bursary is to support education.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

21 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds					
	Balance at 1 April 2021	Transfers	Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 31 March 2023
	£	£	£	£	£	£
Designated fund	12,083	6	12,089	214	(10,442)	12,303
	<u>12,083</u>	<u>6</u>	<u>12,089</u>	<u>214</u>	<u>(10,442)</u>	<u>12,303</u>
	<u><u>12,083</u></u>	<u><u>6</u></u>	<u><u>12,089</u></u>	<u><u>214</u></u>	<u><u>(10,442)</u></u>	<u><u>12,303</u></u>

The transfer from unrestricted fund to designated fund is to reflect the actual balance left in the bank account at the year end.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

22 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total
	2023	2023	2023	2023	2023	2022	2022	2022	2022
	£	£	£	£	£	£	£	£	£
Fund balances at 31 March 2023 are represented by:									
Tangible assets	381,644	-	-	-	381,644	160,754	-	-	160,754
Current assets/(liabilities)	439,337	12,303	16,053	59,996	527,689	105,596	12,089	4,578	181,777
	<u>820,981</u>	<u>12,303</u>	<u>16,053</u>	<u>59,996</u>	<u>909,333</u>	<u>266,350</u>	<u>12,089</u>	<u>4,578</u>	<u>342,531</u>

Accounts

Charity registration number 1036497

Company registration number 2917631 (England and Wales)

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs Y Price Mrs L D Boardman Mrs E Brichta (Chairman) Mrs G Cole Mrs K Yates Mrs S Carter Mrs F Edgington Mrs J Ault
Company secretary	Mrs J Melvin
Charity number	1036497
Company number	2917631
Registered office	North Lodge Northgate Chichester West Sussex PO19 1BJ
Independent examiner	Claire Norwood BSc FCA ATII Jones Avens Limited Piper House 4 Dukes Court Bognor Road Chichester West Sussex PO19 8FX
Bankers	Barclays Bank plc 74/75 East Street Chichester West Sussex PO19 1HT

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

CONTENTS

	Page
Trustees' report	1 - 2
Independent examiner's report	3
Statement of financial activities	4
Summary income and expenditure account	5
Balance sheet	6
Notes to the financial statements	7 - 19

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their annual report and financial statements for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the company's governing document, Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Objectives and activities

The main purpose of the Women's Institute organisation are:

- a) 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;
- b) 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;
- c) to advance health for the public benefit;
- d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

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

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the company should undertake.

Achievements and performance

Due to Coronavirus Covid 19 events have been unable to take place this year.

Financial review

We have an overall deficit this year of £(15,300) (2021: £(9,670) deficit), which includes £1,880 (2021: £Nil) relating to the release of suspended WI funds over 3 years old. Due to Coronavirus Covid 19 there was no charge for the newsletter.

It is the policy of the company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the company's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the company is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

Structure, governance and management

The company is a company limited by guarantee. The company is registered as a charity. The company is governed by the articles and memorandum of association. The schedule of company information sets out further details.

The charity is governed by a Board of Trustees of not fewer than eight and not more than fifteen members which shall meet not less than six times a year.

Trustees are appointed by the Federation Annual Meeting to hold office for a period of two years. Retiring trustees may be re-elected and new trustees may be appointed following the procedure laid down in the company's articles of association.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs Y Price	
Mrs J Marsden	(Resigned 21 October 2021)
Mrs L D Boardman	
Mrs M Gregory	(Resigned 21 October 2021)
Mrs Y Bee	(Resigned 21 October 2021)
Mrs E Brichta (Chairman)	(Appointed 21 October 2021)
Mrs G Cole	
Mrs K Yates	
Mrs S Carter	
Mrs F Edgington	(Appointed 21 October 2021)
Mrs J Ault	(Appointed 21 October 2021)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

A County Federation is an association of Women's Institutes.

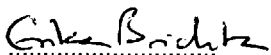
The Federation is a member of the National Federation of Women's Institutes. It is entitled to appoint Federation representatives to The National Federation and is bound by the Constitution of the National Federation.

The memorandum and articles of association grant wide powers of investment to the trustees.

Asset cover for funds

The notes to the accounts set out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

The trustees' report was approved by the Board of Trustees.



Mrs E Brichta (Chairman)

Trustee

Dated: 13/1/2022

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

I report to the trustees on my examination of the financial statements of The West Sussex County Federation of Women's Institutes (Limited By Guarantee) (the company) for the year ended 31 March 2022.

Responsibilities and basis of report

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

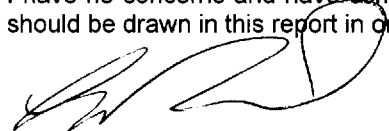
Having satisfied myself that the financial statements of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's financial statements carried out under section 145 of the Charities Act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

Independent examiner's statement

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

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



Claire Norwood BSc FCA ATII

Jones Avens Limited
Piper House 4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Dated: 30/4/22

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Endowment funds 2022 £	Total 2022 £	Total 2021 £
	Notes						
<u>Income and endowments from:</u>							
Donations and legacies	3	-	-	-	-	-	50
Charitable activities	4	48,571	-	-	-	48,571	44,124
Other ancillary trading activities	5	4,514	-	-	-	4,514	5,224
Investments	6	8,773	5	-	24	8,802	8,979
Other income	7	2,716	-	-	-	2,716	451
Total income and endowments		64,574	5	-	24	64,603	58,828
<u>Expenditure on:</u>							
<u>Raising funds</u>							
Ancillary trading costs	8	9,502	-	-	-	9,502	8,922
<u>Charitable activities</u>							
Membership and county activities	9	69,399	960	42	-	70,401	59,576
Total charitable expenditure		69,399	960	42	-	70,401	59,576
Total resources expended		78,901	960	42	-	79,903	68,498
Net (outgoing)/incoming resources before transfers		(14,327)	(955)	(42)	24	(15,300)	(9,670)
Gross transfers between funds		(961)	961	-	-	-	-
Net movement in funds		(15,288)	6	(42)	24	(15,300)	(9,670)
Fund balances at 1 April 2021		281,638	12,083	4,620	59,490	357,831	367,501
Fund balances at 31 March 2022		266,350	12,089	4,578	59,514	342,531	357,831

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022**

	All income funds	
	2022	2021
	£	£
Gross income	64,579	58,760
Total expenditure from income funds	79,903	68,498
Net expenditure for the year	(15,324)	(9,738)

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	13		160,754		160,997
Current assets					
Stocks	15	1,242		3,266	
Debtors	16	7,023		7,977	
Cash at bank and in hand		200,008		199,286	
		<u>208,273</u>		<u>210,529</u>	
Creditors: amounts falling due within one year	17	<u>(26,496)</u>		<u>(13,695)</u>	
Net current assets			181,777		196,834
Total assets less current liabilities			<u>342,531</u>		<u>357,831</u>
Capital funds					
Endowment funds	18	59,514		59,490	
Income funds					
Restricted funds	19		4,578		4,620
<u>Unrestricted funds</u>					
Designated funds	20	12,089		12,083	
General unrestricted funds		<u>266,350</u>		<u>281,638</u>	
			<u>278,439</u>		<u>293,721</u>
			<u>342,531</u>		<u>357,831</u>

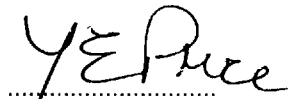
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The director acknowledges her responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 4/11/2022



Mrs Y Price

Trustee

Company registration number 2917631

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Company information

The West Sussex County Federation of Women's Institutes (Limited By Guarantee) is a private company limited by guarantee incorporated in England and Wales. The registered office is North Lodge, Northgate, Chichester, West Sussex, PO19 1BJ. The charity number is 1036497.

1.1 Accounting convention

The financial statements have been prepared in accordance with the company's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The company is a Public Benefit Entity as defined by FRS 102.

The company has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the company.

1.4 Incoming resources

Income is recognised when the company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are credited as income in the year in which they are receivable. Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipt have been complied with. Where donor imposed restrictions apply to the timing of related expenditure as a pre-condition for its use, the grant is treated as deferred income until those restrictions are met.

Income relating to memberships, newsletters and events are recognised in the period in which it relates and in which the service or goods are provided or the event takes place. Deferred income is then released to income in the reporting period in which the performance related or other conditions that limit recognition are met.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Costs have been allocated under different headings. Costs of publications and merchandise have been allocated to raising funds to be matched against the income from sales of publications and merchandise.

Costs relating to sub committee expenses, 300 plus club expenses and bursaries and donations have been allocated to charitable activities undertaken directly.

Costs relating to accountancy, bookkeeping, trustees' travel, courses and conferences have been allocated to governance costs. All other costs have been allocated to support costs. Both governance costs and support costs are allocated to the charitable activity of the company.

Expenditure includes any VAT which cannot be fully recovered and is reported as irrecoverable VAT in the accounts. The charity deregistered from VAT in the year and therefore all costs going forward will be reported on a gross basis.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	Nil
Fixtures, fittings & equipment	20% reducing balance
Computers	20% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

Land and buildings are shown in the accounts at 31 March 1993 value with the additions of any improvements since that date.

Depreciation on the building is not provided on the basis of immateriality.

1.7 Impairment of fixed assets

At each reporting end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/ (expenditure for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.10 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies (Continued)

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Key sources of estimation uncertainty

Depreciation

The annual depreciation charge is sensitive to changes in the estimated useful lives and residual value of the assets. The residual values are re-assessed annually and amended where necessary.

3 Donations and legacies

	Total	Restricted funds
	2022	2021
	£	£
Donations and gifts	-	50

4 Charitable activities

	2022	2021	County activities	Total
	£	£	2021	2021
	£	£	£	£
Membership income	39,223	34,271	-	34,271
Income from Sub Committees	5,528	4,863	-	4,863
300 Plus Club income	3,820	4,940	50	4,990
	<u>48,571</u>	<u>44,074</u>	<u>50</u>	<u>44,124</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

5 Other ancillary trading activities

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Sales of publications and merchandise	4,514	5,224
	<u> </u>	<u> </u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

7 Other income

	Unrestricted funds general 2022 £	Total 2021 £
Other income	2,716	451

8 Raising funds

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
<u>Ancillary trading costs</u>		
Costs of publications and merchandise	9,502	8,922
	<u>9,502</u>	<u>8,922</u>

9 Charitable activities

	Membership and county activities 2022 £	Membership and county activities 2021 £
Subcommittee expenses	5,026	3,313
300 Plus Club expenses	2,515	2,200
	<u>7,541</u>	<u>5,513</u>
Share of support costs (see note 10)	54,244	47,338
Share of governance costs (see note 10)	8,616	6,725
	<u>70,401</u>	<u>59,576</u>
Analysis by fund		
Unrestricted funds - general	69,399	59,019
Unrestricted funds - designated	960	245
Restricted funds	42	312
	<u>70,401</u>	<u>59,576</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

10 Support costs

	Support costs	Governance costs	2022	2021	Basis of allocation
	£	£	£	£	
Staff costs	25,709	-	25,709	24,794	See below
Depreciation	914	-	914	976	
Office costs	9,805	-	9,805	7,670	
Premises and repairs	16,608	-	16,608	12,698	
Other	1,208	-	1,208	1,200	
Bookkeeping costs	-	2,150	2,150	1,153	
Accountancy	-	4,908	4,908	5,400	
Trustees' travelling	-	1,558	1,558	172	
	<u>54,244</u>	<u>8,616</u>	<u>62,860</u>	<u>54,063</u>	
Analysed between					
Charitable activities	<u>54,244</u>	<u>8,616</u>	<u>62,860</u>	<u>54,063</u>	

The trustees consider that all support and governance costs should be allocated to the charitable activities of the charity.

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but 12 of them were reimbursed a total of £1,558 for travelling expenses and Annual National Council meeting expenses (2021- 12 were reimbursed £172).

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

12 Employees

Number of employees

	2022 Number	2021 Number
Administration	1	1

Employment costs

	2022 £	2021 £
Wages and salaries	25,309	24,406
Other pension costs	400	388
	25,709	24,794

A part time staff member was also employed in addition to the disclosure above, to help with the day to day administration work of the charity.

There were no employees whose annual remuneration was £60,000 or more.

13 Tangible fixed assets

	Land and buildings £	Fixtures, fittings & equipment £	Computers £	Total £
Cost				
At 1 April 2021	157,096	10,316	11,021	178,433
Additions	-	-	671	671
At 31 March 2022	157,096	10,316	11,692	179,104
Depreciation and impairment				
At 1 April 2021	-	8,909	8,527	17,436
Depreciation charged in the year	-	281	633	914
At 31 March 2022	-	9,190	9,160	18,350
Carrying amount				
At 31 March 2022	157,096	1,126	2,532	160,754
At 31 March 2021	157,096	1,407	2,494	160,997

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

13 Tangible fixed assets

(Continued)

North Lodge, Northgate, Chichester, West Sussex was purchased from West Sussex County Federation of Womens Institute House Limited on 22 June 1995 for a sum of £27,636. There was an informal valuation in 1993, the Institute's Surveyor valued the property at £130,000. Since that date improvements were carried out increasing the value to £157,096.

The North Lodge property is used by the charity itself and although a small area is let in order to generate rental income for the charity, the trustees consider that this element is immaterial to the property as a whole and cannot be measured at fair value reliably without undue cost or effort. Therefore the property has been categorised within property, plant and equipment.

14 Financial Instruments	2022 £	2021 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	2,424	3,532
	<u> </u>	<u> </u>
Carrying amount of financial liabilities		
Measured at amortised cost	25,894	13,695
	<u> </u>	<u> </u>
15 Stocks		
	2022 £	2021 £
Finished goods and goods for resale	1,242	3,266
	<u> </u>	<u> </u>
16 Debtors		
	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	2,004	3,102
Other debtors	420	430
Prepayments and accrued income	4,599	4,445
	<u> </u>	<u> </u>
	7,023	7,977
	<u> </u>	<u> </u>
17 Creditors: amounts falling due within one year		
	2022 £	2021 £
Other taxation and social security	602	-
Payments received on account	15,182	2,918
Trade creditors	2,378	4,210
Other creditors	2,405	873
Accruals and deferred income	5,929	5,694
	<u> </u>	<u> </u>
	26,496	13,695
	<u> </u>	<u> </u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

18 Endowment funds

	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	Investments gains/losses	Balance at 31 March 2022
Expendable endowments						
Betty Merritt	52,620	22	-	-	-	52,642
"Give a Carer a Break"	6,870	2	-	-	-	6,872
	<u>59,490</u>	<u>24</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>59,514</u>

19 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2021	Movement in funds		Balance at 31 March 2022
	£	Incoming resources £	Resources expended £	£
Bramber Beeches	63	-	-	63
Centenary fund for office equipment	284	-	-	284
Denman Maintenance Fund	1,283	-	-	1,283
Awards For All	207	-	(42)	165
£1 Denman Bursary Draw	2,297	-	-	2,297
Marketing Initiative	486	-	-	486
	<u>4,620</u>	<u>-</u>	<u>(42)</u>	<u>4,578</u>

Bramber Beeches Fund represents a donation for the upkeep of trees at Bramber.

The Maintenance Fund represents donations received for the West Sussex Room at Denman College.

The Denman Bursary Draw comprises donations received for Denman course fees and expenses.

The Awards for All fund was established upon receipt of a grant for the purchase of computer equipment to be used for presentations, conferences and meetings.

The Centenary Grant was awarded to help promote the WI, to recruit new members and open new WIs. The Federation has attended various village and town open days to facilitate this.

The Marketing Initiative represents funding given to promote the WI.

20 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

The transfer from unrestricted fund to designated fund is to reflect the actual balance left in the bank account at the year end.

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

21 Analysis of net assets between funds

	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Endowment funds 2022 £	Total 2022 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	160,754	-	-	-	160,754	160,997
Current assets/(liabilities)	105,596	12,089	4,578	59,514	181,777	196,834
	<u>266,350</u>	<u>12,089</u>	<u>4,578</u>	<u>59,514</u>	<u>342,531</u>	<u>357,831</u>

Accounts

Charity Registration No. 1036497

Company Registration No. 2917631 (England and Wales)

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs Y Price (Chairman) Mrs J Marsden Mrs L D Boardman Mrs M Gregory Mrs Y Bee Mrs E Brichta Mrs G Cole Mrs K Yates Mrs S Carter
Company secretary	Mrs M Gregory
Charity number	1036497
Company number	2917631
Registered office	North Lodge Northgate Chichester West Sussex PO19 1BJ
Independent examiner	Claire Norwood BSc FCA ATII Jones Avens Limited Piper House 4 Dukes Court Bognor Road Chichester West Sussex PO19 8FX
Bankers	Barclays Bank plc 74/75 East Street Chichester West Sussex PO19 1HT

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

CONTENTS

	Page
Trustees' report	1 - 2
Independent examiner's report	3
Statement of financial activities	4
Summary income and expenditure account	5
Balance sheet	6
Notes to the financial statements	7 - 21

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and financial statements for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the company's governing document, Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Objectives and activities

The main purpose of the Women's Institute organisation are:

- a) 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;
- b) 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;
- c) to advance health for the public benefit;
- d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

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

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the company should undertake.

Achievements and performance

Due to Coronavirus Covid 19 events have been unable to take place this year.

Financial review

We have an overall deficit this year of £(9,670) (2020: £(25,704) deficit), which includes £Nil (2020: £Nil) relating to the release of suspended WI funds over 3 years old. Due to Coronavirus Covid 19 there was no charge for the newsletter and subscriptions were extended by a further 3 months and will now expire on the 31 March each year.

It is the policy of the company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the company's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees has assessed the major risks to which the company is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

Structure, governance and management

The company is a company limited by guarantee. The company is registered as a charity. The company is governed by the articles and memorandum of association. The schedule of company information sets out further details.

The charity is governed by a Board of Trustees of not fewer than eight and not more than fifteen members which shall meet not less than six times a year.

Trustees are appointed by the Federation Annual Meeting to hold office for a period of two years. Retiring trustees may be re-elected and new trustees may be appointed following the procedure laid down in the company's articles of association.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs Y Price (Chairman)

Mrs J Marsden

Mrs E A Parry (Resigned 24 October 2020)

Mrs C A Potter (Resigned 24 October 2020)

Mrs L D Boardman

Mrs M Gregory

Mrs Y Bee

Mrs E Brichta

Mrs G Cole

Mrs K Yates

Mrs S Carter

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

A County Federation is an association of Women's Institutes.

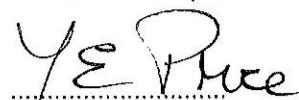
The Federation is a member of the National Federation of Women's Institutes. It is entitled to appoint Federation representatives to The National Federation and is bound by the Constitution of the National Federation.

The memorandum and articles of association grant wide powers of investment to the trustees.

Asset cover for funds

The notes to the accounts set out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

The trustees' report was approved by the Board of Trustees.



Mrs Y Price (Chairman)

Trustee

Dated: 6/10/2021

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

I report to the trustees on my examination of the financial statements of The West Sussex County Federation of Women's Institutes (Limited By Guarantee) (the company) for the year ended 31 March 2021.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements 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 the company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

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



Claire Norwood BSc FCAATII

Jones Avens Limited
Piper House 4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Dated: 7/10/21

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total 2021 £	Total 2020 £
	Notes						
Income and endowments from:							
Donations and legacies	3	-	-	50	-	50	354
Charitable activities	4	44,124	-	-	-	44,124	98,880
Other ancillary trading activities	5	5,224	-	-	-	5,224	18,632
Investments	6	8,897	14	-	68	8,979	9,973
Other income	7	451	-	-	-	451	1,496
Total income and endowments		58,696	14	50	68	58,828	129,335
Expenditure on:							
<u>Raising funds</u>							
Ancillary trading costs	8	8,922	-	-	-	8,922	16,693
<u>Charitable activities</u>							
Membership and county activities	9	59,019	245	312	-	59,576	138,346
Total charitable expenditure		59,019	245	312	-	59,576	138,346
Total resources expended		67,941	245	312	-	68,498	155,039
Net (outgoing)/ incoming resources before transfers		(9,245)	(231)	(262)	68	(9,670)	(25,704)
Gross transfers between funds		(245)	245	-	-	-	-
Net movement in funds		(9,490)	14	(262)	68	(9,670)	(25,704)
Fund balances at 1 April 2020		291,128	12,069	4,881	59,423	367,501	393,204
Fund balances at 31 March 2021		281,638	12,083	4,619	59,491	357,831	367,501

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

SUMMARY INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	All income funds	
	2021	2020
	£	£
Gross income	58,760	128,986
Total expenditure from income funds	68,498	155,039
Net expenditure for the year	(9,738)	(26,053)

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

BALANCE SHEET

AS AT 31 MARCH 2021

		2021	2020
Fixed assets			
Tangible assets	13	160,997	160,395
Current assets			
Stocks	15	3,266	4,291
Debtors	16	7,977	15,364
Cash at bank and in hand		199,286	218,753
		<u>210,529</u>	<u>238,408</u>
Creditors: amounts falling due within one year	17	<u>(13,695)</u>	<u>(31,302)</u>
Net current assets		196,834	207,106
Total assets less current liabilities		<u>357,831</u>	<u>367,501</u>
Capital funds			
Endowment funds	19	59,491	59,423
Income funds			
Restricted funds	20	4,619	4,881
<u>Unrestricted funds</u>			
Designated funds	21	12,083	12,069
General unrestricted funds		<u>281,638</u>	<u>291,128</u>
		293,721	303,197
		<u>357,831</u>	<u>367,501</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The director acknowledges her responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

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

The financial statements were approved by the Trustees on 6/4/21.


Mrs M Gregory
Trustee

Company Registration No. 2917631

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Company information

The West Sussex County Federation of Women's Institutes (Limited By Guarantee) is a private company limited by guarantee incorporated in England and Wales. The registered office is North Lodge, Northgate, Chichester, West Sussex, PO19 1BJ. The charity number is 1036497.

1.1 Accounting convention

The financial statements have been prepared in accordance with the company's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The company is a Public Benefit Entity as defined by FRS 102.

The company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the company.

1.4 Incoming resources

Income is recognised when the company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Cash donations are recognised on receipt. Other donations are recognised once the company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are credited as income in the year in which they are receivable. Grants received for specific purposes are accounted for as restricted funds. Grants are not recognised as receivable until all conditions for receipt have been complied with. Where donor imposed restrictions apply to the timing of related expenditure as a pre-condition for its use, the grant is treated as deferred income until those restrictions are met.

Income relating to memberships, newsletters and events are recognised in the period in which it relates and in which the service or goods are provided or the event takes place. Deferred income is then released to income in the reporting period in which the performance related or other conditions that limit recognition are met.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Resources expended

Costs have been allocated under different headings. Costs of publications and merchandise have been allocated to raising funds to be matched against the income from sales of publications and merchandise.

Costs relating to sub committee expenses, 300 plus club expenses and bursaries and donations have been allocated to charitable activities undertaken directly.

Costs relating to accountancy, bookkeeping, trustees' travel, courses and conferences have been allocated to governance costs. All other costs have been allocated to support costs. Both governance costs and support costs are allocated to the charitable activity of the company.

Expenditure includes any VAT which cannot be fully recovered and is reported as irrecoverable VAT in the accounts. The charity deregistered from VAT in the year and therefore all costs going forward will be reported on a gross basis.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	Nil
Fixtures, fittings & equipment	20% reducing balance
Computers	20% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Land and buildings are shown in the accounts at 31 March 1993 value with the additions of any improvements since that date.

Depreciation on the building is not provided on the basis of immateriality.

1.7 Impairment of fixed assets

At each reporting end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/ (expenditure for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

2 Critical accounting estimates and judgements

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Key sources of estimation uncertainty

Depreciation

The annual depreciation charge is sensitive to changes in the estimated useful lives and residual value of the assets. The residual values are re-assessed annually and amended where necessary.

3 Donations and legacies

	Restricted funds	Restricted funds
	2021	2020
	£	£
Donations and gifts	50	354

4 Charitable activities

	2021	County activities 2021	Total 2021	2020
	£	£	£	£
Membership income	34,271	-	34,271	42,326
Income from Sub Committees	4,863	-	4,863	51,364
300 Plus Club income	4,940	50	4,990	5,190
	<u>44,074</u>	<u>50</u>	<u>44,124</u>	<u>98,880</u>

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

5 Other ancillary trading activities

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Sales of publications and merchandise	5,224	18,632

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

6 Investments

	Unrestricted funds			Unrestricted Endowment funds			Total			Unrestricted funds			Endowment funds			Total		
	2021	£	2021	2021	£	2021	2021	£	2021	2020	£	2020	2020	£	2020	2020	£	2020
Rental income	8,700		-	-		8,700	8,700		8,700	8,700		-	-		8,700			8,700
Interest receivable	197		14	68		279	850		279	850		74	349		1,273			1,273
	8,897		14	68		8,979	9,550		8,979	9,550		74	349		9,973			9,973

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
(LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Other income

	Unrestricted funds general 2021 £	Total 2020 £
Other income	451	1,496

8 Raising funds

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
<u>Ancillary trading costs</u>		
Costs of publications and merchandise	8,922	16,693
	<u>8,922</u>	<u>16,693</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

9 Charitable activities

	Membership and county activities 2021 £	Membership and county activities 2020 £
Bursaries and donations	-	52
Subcommittee expenses	3,313	48,851
300 Plus Club expenses	2,200	2,420
Repairs and maintenance	-	12,922
	<u>5,513</u>	<u>64,245</u>
Share of support costs (see note 10)	47,338	61,647
Share of governance costs (see note 10)	6,725	12,454
	<u>59,576</u>	<u>138,346</u>
Analysis by fund		
Unrestricted funds - general	59,019	122,859
Unrestricted funds - designated	245	15,422
Restricted funds	312	65
	<u>59,576</u>	<u>138,346</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

10 Support costs

	Support costs	Governance costs	2021	2020	Basis of allocation
	£	£	£	£	
Staff costs	24,794	-	24,794	24,981	See below
Depreciation	976	-	976	824	
Office costs	7,670	-	7,670	15,892	
Premises and repairs	12,698	-	12,698	17,876	
Other	1,200	-	1,200	2,074	
Bookkeeping costs	-	1,153	1,153	2,479	
Accountancy	-	5,400	5,400	4,980	
Courses and conferences	-	-	-	750	
Trustees' travelling	-	172	172	4,245	
	<u>47,338</u>	<u>6,725</u>	<u>54,063</u>	<u>74,101</u>	
Analysed between					
Charitable activities	<u>47,338</u>	<u>6,725</u>	<u>54,063</u>	<u>74,101</u>	

The trustees consider that all support and governance costs should be allocated to the charitable activities of the charity.

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but 12 of them were reimbursed a total of £nil for travelling expenses and Annual National Council meeting expenses (2020- 12 were reimbursed £4,245).

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

12 Employees

Number of employees

	2021 Number	2020 Number
Administration	1	1

Employment costs

	2021 £	2020 £
Wages and salaries	24,406	24,604
Other pension costs	388	377
	<u>24,794</u>	<u>24,981</u>

A part time staff member was also employed in addition to the disclosure above, to help with the day to day administration work of the charity.

There were no employees whose annual remuneration was £60,000 or more.

13 Tangible fixed assets

	Land and buildings £	Fixtures, fittings & equipment £	Computers £	Total £
Cost				
At 1 April 2020	157,096	9,555	10,204	176,855
Additions	-	761	817	1,578
At 31 March 2021	<u>157,096</u>	<u>10,316</u>	<u>11,021</u>	<u>178,433</u>
Depreciation and impairment				
At 1 April 2020	-	8,557	7,903	16,460
Depreciation charged in the year	-	352	624	976
At 31 March 2021	<u>-</u>	<u>8,909</u>	<u>8,527</u>	<u>17,436</u>
Carrying amount				
At 31 March 2021	<u>157,096</u>	<u>1,407</u>	<u>2,494</u>	<u>160,997</u>
At 31 March 2020	<u>157,096</u>	<u>998</u>	<u>2,301</u>	<u>160,395</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

13 Tangible fixed assets

(Continued)

North Lodge, Northgate, Chichester, West Sussex was purchased from West Sussex County Federation of Womens Institute House Limited on 22 June 1995 for a sum of £27,636. There was an informal valuation in 1993, the Institute's Surveyor valued the property at £130,000. Since that date improvements were carried out increasing the value to £157,096.

The North Lodge property is used by the charity itself and although a small area is let in order to generate rental income for the charity, the trustees consider that this element is immaterial to the property as a whole and cannot be measured at fair value reliably without undue cost or effort. Therefore the property has been categorised within property, plant and equipment.

14 Financial instruments	2021 £	2020 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	3,532	9,574
	<u> </u>	<u> </u>
Carrying amount of financial liabilities		
Measured at amortised cost	13,695	22,450
	<u> </u>	<u> </u>
15 Stocks	2021 £	2020 £
Finished goods and goods for resale	3,266	4,291
	<u> </u>	<u> </u>
16 Debtors	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	3,102	9,054
Other debtors	430	520
Prepayments and accrued income	4,445	5,790
	<u>7,977</u>	<u>15,364</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

17 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Other taxation and social security		-	888
Deferred income	18	-	7,964
Payments received on account		2,918	1,952
Trade creditors		4,210	5,121
Other creditors		873	9,965
Accruals and deferred income		5,694	5,412
		<u>13,695</u>	<u>31,302</u>

18 Deferred income

	2021 £	2020 £
Other deferred income	-	7,964
	<u>-</u>	<u>7,964</u>

19 Endowment funds

	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Investments gains/losses	Balance at 31 March 2021
Expendable endowments						
Betty Merritt	52,559	61	-	-	-	52,620
"Give a Carer a Break"	6,864	7	-	-	-	6,871
	<u>59,423</u>	<u>68</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>59,491</u>

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

20 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2020	Movement in funds		Balance at 31 March 2021
	£	Incoming resources £	Resources expended £	£
Bramber Beeches	63	-	-	63
Centenary fund for office equipment	284	-	-	284
Denman Maintenance Fund	1,542	-	(260)	1,282
Awards For All	259	-	(52)	207
£1 Denman Bursary Draw	2,247	50	-	2,297
Marketing Initiative	486	-	-	486
	<u>4,881</u>	<u>50</u>	<u>(312)</u>	<u>4,619</u>

Bramber Beeches Fund represents a donation for the upkeep of trees at Bramber.

The Maintenance Fund represents donations received for the West Sussex Room at Denman College.

The Denman Bursary Draw comprises donations received for Denman course fees and expenses.

The Awards for All fund was established upon receipt of a grant for the purchase of computer equipment to be used for presentations, conferences and meetings.

The Centenary Grant was awarded to help promote the WI, to recruit new members and open new WIs. The Federation has attended various village and town open days to facilitate this.

The Marketing Initiative represents funding given to promote the WI.

21 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

The transfer from unrestricted fund to designated fund is to reflect the actual balance left in the bank account at the year end.

THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

22 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total	Total
	2021	2021	2021	2021	2021	2020
	£	£	£	£	£	£
Fund balances at 31 March 2021 are represented by:						
Tangible assets	160,997	-	-	-	160,997	160,395
Current assets/ (liabilities)	120,641	12,083	4,619	59,491	196,834	207,106
	<u>281,638</u>	<u>12,083</u>	<u>4,619</u>	<u>59,491</u>	<u>357,831</u>	<u>367,501</u>