



| 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)

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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.

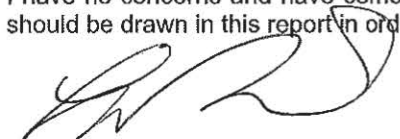
Independent examiner's statement

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	(225,381)		(26,496)	
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 31 March 2023 £
	Balance at 1 April 2021 £	Transfers £	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	
Designated fund	12,083	6	12,089	214	(10,442)	10,442	12,303
	<u>12,083</u>	<u>6</u>	<u>12,089</u>	<u>214</u>	<u>(10,442)</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>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>

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)

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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.

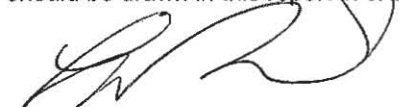
Independent examiner's statement

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 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Endowment funds 2022 £	Total 2022 £
	Notes					
<u>Income and endowments from:</u>						
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
<u>Expenditure on:</u>						
<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 31 March 2023
	Balance at 1 April 2021	Transfers	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£	£	£
Designated fund	12,083	6	12,089	214	(10,442)	10,442	12,303
	<u>12,083</u>	<u>6</u>	<u>12,089</u>	<u>214</u>	<u>(10,442)</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>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>