



| West Sussex

Annual Report

1st April 2023 to 31st March 2024

FEDERATION CHAIR'S REPORT

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

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

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

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

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

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

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

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

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

Federation Chair, Erika Brichta

MEMBERSHIP

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

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

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

WI Formations 1st April 2023 – 31st March 2024

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

BOARD OF TRUSTEES

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

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

Federation Chairman: Erika Brichta

Federation Treasurer: Yvonne Price

Federation Vice Chairmen: Lesley Boardman and Ros Williams

104th FEDERATION ANNUAL MEETING

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

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

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

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

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

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

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

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

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

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

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

WS Board of Trustees

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

EVENTS TEAM

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

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

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

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

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

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

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

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

Chair: Ros Williams

MEMBERSHIP & TRAINING TEAM

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

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

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

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

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

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

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

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

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

Chair: Yvonne Price

PUBLIC AFFAIRS TEAM

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

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

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

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

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

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

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

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

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

Chair: Pam Tedder

SPORT & LEISURE TEAM

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

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

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

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

Chair: Lesley Boardman

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

DETAILED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

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

Charity registration number 1036497

Company registration number 2917631 (England and Wales)

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

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

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

LEGAL AND ADMINISTRATIVE INFORMATION

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

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

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

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

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

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

Objectives and activities

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

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

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

Public benefit

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

Achievements and performance

Significant activities and achievements against objectives

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

Financial review

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

Reserves policy

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

Major risks

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

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

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

Structure, governance and management

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

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

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

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

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

Recruitment and appointment of trustees

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

Organisational structure

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

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

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

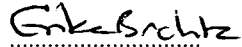
Asset cover for funds

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

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

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

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



Mrs E Brichta (Chairman)
Trustee

Date: 22/9/2024

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

INDEPENDENT EXAMINER'S REPORT

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

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

Responsibilities and basis of report

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

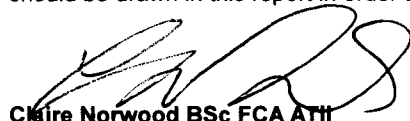
Having satisfied myself that the financial statements of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's financial statements carried out under section 145 of the Charities Act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

Independent examiner's statement

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

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

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



Claire Norwood BSc FCA ATT

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

Dated: 4/9/24

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

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2024

Current financial year

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

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

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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

Prior financial year

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

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

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

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

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

BALANCE SHEET

AS AT 31 MARCH 2024

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

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

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2024

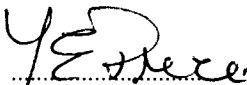
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

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

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

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

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



Mrs Yvonne Price

Trustee

Company registration number 2917631

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

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

1 Accounting policies

Charity information

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

1.1 Accounting convention

The financial statements have been prepared in accordance with the company's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The company is a Public Benefit Entity as defined by FRS 102.

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

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

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

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

1.2 Going concern

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

1.3 Charitable funds

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

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

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

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

1.4 Income

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

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

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

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

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

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

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

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

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

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

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

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

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

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

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

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

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

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

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

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

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

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

1.7 Impairment of fixed assets

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

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

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

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

1.8 Stocks

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

1.9 Cash and cash equivalents

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

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.10 Financial instruments

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

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

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

Basic financial assets

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

Impairment of financial assets

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

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

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

Basic financial liabilities

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

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

Derecognition of financial liabilities

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

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

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

1 Accounting policies

(Continued)

1.11 Employee benefits

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

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

1.12 Retirement benefits

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

2 Critical accounting estimates and judgements

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

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

Key sources of estimation uncertainty

Depreciation

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

3 Donations and legacies

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

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

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

4 Income from charitable activities

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

5 Income from other trading activities

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

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

6 Income from investments

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

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

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

7 Other income

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

8 Expenditure on raising funds

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

9 Expenditure on charitable activities

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

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

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

10 Support costs allocated to activities

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

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

11 Trustees

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

12 Employees

The average monthly number of employees during the year was:

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

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

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

12 Employees (Continued)

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

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

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

13 Other

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

14 Taxation

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

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

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

15 Tangible fixed assets

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

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

16 Stocks

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

17 Debtors

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

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

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

18 Creditors: amounts falling due within one year

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

19 Endowment funds

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

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

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

20 Restricted funds

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

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

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

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

20 Restricted funds

(Continued)

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

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

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

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

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

The Marketing Initiative represents funding given to promote the WI.

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

The Midhurst Centenary Bursary is to support education.

21 Unrestricted funds - designated

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

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

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

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

22 Analysis of net assets between funds

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

23 Fraudulent transaction

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

Charity registration number 1036497

Company registration number 2917631 (England and Wales)

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

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

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

LEGAL AND ADMINISTRATIVE INFORMATION

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

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

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Summary income and expenditure account	7
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THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES (LIMITED BY GUARANTEE)

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

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

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

Objectives and activities

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

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

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

Public benefit

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

Achievements and performance

Significant activities and achievements against objectives

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

Financial review

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

Reserves policy

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

Major risks

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

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

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

Structure, governance and management

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

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

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

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

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

Recruitment and appointment of trustees

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

Organisational structure

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

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

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

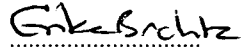
Asset cover for funds

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

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

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

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



Mrs E Brichta (Chairman)
Trustee

Date: 22/9/2024

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

INDEPENDENT EXAMINER'S REPORT

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

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

Responsibilities and basis of report

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

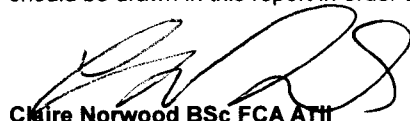
Having satisfied myself that the financial statements of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's financial statements carried out under section 145 of the Charities Act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

Independent examiner's statement

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

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

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



Claire Norwood BSc FCA ATT

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

Dated: 4/9/24

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

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2024

Current financial year

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

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

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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

Prior financial year

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

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

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

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

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

BALANCE SHEET

AS AT 31 MARCH 2024

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

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

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2024

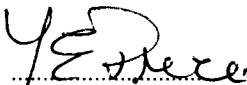
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

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

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

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

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



Mrs Yvonne Price

Trustee

Company registration number 2917631

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

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

1 Accounting policies

Charity information

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

1.1 Accounting convention

The financial statements have been prepared in accordance with the company's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The company is a Public Benefit Entity as defined by FRS 102.

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

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

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

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

1.2 Going concern

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

1.3 Charitable funds

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

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

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

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

1.4 Income

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

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

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

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

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

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

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

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

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

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

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

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

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

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

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

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

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

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

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

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

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

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

1.7 Impairment of fixed assets

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

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

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

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

1.8 Stocks

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

1.9 Cash and cash equivalents

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

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.10 Financial instruments

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

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

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

Basic financial assets

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

Impairment of financial assets

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

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

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

Basic financial liabilities

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

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

Derecognition of financial liabilities

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

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

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

1 Accounting policies

(Continued)

1.11 Employee benefits

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

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

1.12 Retirement benefits

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

2 Critical accounting estimates and judgements

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

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

Key sources of estimation uncertainty

Depreciation

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

3 Donations and legacies

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

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

4 Income from charitable activities

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

5 Income from other trading activities

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

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

6 Income from investments

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

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

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

7 Other income

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

8 Expenditure on raising funds

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

9 Expenditure on charitable activities

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

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

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

10 Support costs allocated to activities

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

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

11 Trustees

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

12 Employees

The average monthly number of employees during the year was:

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

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

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

12 Employees (Continued)

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

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

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

13 Other

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

14 Taxation

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

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

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

15 Tangible fixed assets

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

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

16 Stocks

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

17 Debtors

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

**THE WEST SUSSEX COUNTY FEDERATION OF WOMEN'S INSTITUTES
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**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024**

18 Creditors: amounts falling due within one year

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

19 Endowment funds

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

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

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

20 Restricted funds

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

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

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

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

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

20 Restricted funds

(Continued)

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

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

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

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

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

The Marketing Initiative represents funding given to promote the WI.

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

The Midhurst Centenary Bursary is to support education.

21 Unrestricted funds - designated

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

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

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

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

22 Analysis of net assets between funds

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

23 Fraudulent transaction

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