

HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES

England & Wales · Charity number 1056051

Details

Other names	H F W I
Status	Registered
Legal form	Charitable company
Company number	03190540
Registered	1996-06-11
Register	View on the Charity Commission register

Contact

Address	Herefordshire Federation Of Women's Institutes WI House 90 St Owens Street Hereford HR1 2QD
Phone	01432272268
Email	fedsec.hfwie@gmail.com
Website	www.thewi.org.uk

Activities

Objects: TO FURTHER THE PURPOSE OF THE WOMEN'S INSTITUTE MOVEMENT IN HEREFORDSHIRE AND ELSEWHERE

Activities: The Herefordshire Federation of Women's Institutes was formed in 1920 and has its office and headquarters in its own property, WI House, in Hereford. Committee meetings and some classes are held there. The office is run by the Federation Secretary with the Federation Book-Keeper and Federation Administrator who are paid employees of the Federation and by its members.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** Elderly/old People, Other Charities Or Voluntary Bodies, Other Defined Groups

Geography

- **Area of benefit:** COUNTY OF HEREFORDSHIRE
- Herefordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£55,892	£69,136	-	-
2023-12-31	£56,044	£67,948	-	-
2022-12-31	£56,038	£70,196	-	-
2021-12-31	£35,682	£41,681	-	-
2020-12-31	£53,122	£51,655	-	-

Trustees

Name	Role	Appointed
Maureen Jane Voogd	Chair	2025-10-16
Anne Stapleton		2025-08-19
Georgina Voogd		2024-02-20
Jaquelynn Anne Woodhouse		2016-04-12
MARGARET ELAINE SIMCOCK		2017-09-14
VERONICA MADGEN		2010-04-27

HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1056051

Accounts

Company registration number: 03190540

Charity registration number: 1056051

Herefordshire Federation of Women's Institutes

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2024

Independent Accountancy Limited
Coldmoor Farm
Putley
Ledbury
Herefordshire
HR82RD

Herefordshire Federation of Women's Institutes

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Herefordshire Federation of Women's Institutes

Reference and Administrative Details

Charity Registration Number	1056051
Company Registration Number	03190540
Registered Office	WI House 90 St Owens Street Hereford HR1 2QD
Independent Examiner	Independent Accountancy Limited Coldmoor Farm Putley Ledbury Herefordshire HR8 2RD

Herefordshire Federation of Women's Institutes

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 December 2024.

Objectives and activities

Fundraising disclosures

During the year the main fundraiser was the stand at The Royal Three Counties Show, serving food and beverages.

Public benefit

The principle activity is the furtherance of the Women's Institute movement in Herefordshire.

During the year there were 44 Women's Institutes, with 1053 members.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	J Woodhouse
	S Walker
	M Simcock
	M Voogd
	V Madgen
	G Voogd

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance. Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

Herefordshire Federation of Women's Institutes

Trustees' Report

Statement of trustees' responsibilities

The trustees (who are also the directors of Herefordshire Federation of Women's Institutes for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

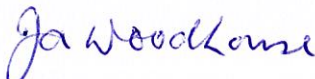
The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 23/09/2025 and signed on its behalf by:



J Woodhouse
Trustee



Margaret Simcock
Trustee

Herefordshire Federation of Women's Institutes

Independent Examiner's Report to the trustees of Herefordshire Federation of Women's Institutes ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2024.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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



Kirsten Exton FCCA
CPAA

Coldmoor Farm
Putley
Ledbury
Herefordshire
HR8 2RD

Date: 23/09/2025

Herefordshire Federation of Women's Institutes

Statement of Financial Activities for the Year Ended 31 December 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
Income and Endowments from:				
Donations and legacies	3	58	-	58
Charitable activities	4	51,773	-	51,773
Other trading activities	5	1,009	-	1,009
Other income		<u>3,052</u>	-	<u>3,052</u>
Total income		<u>56,044</u>	-	<u>56,044</u>
Expenditure on:				
Raising funds		(1,748)	-	(1,748)
Charitable activities	6	<u>(67,388)</u>	-	<u>(67,388)</u>
Total expenditure		<u>(69,136)</u>	-	<u>(69,136)</u>
Net expenditure		<u>(13,244)</u>	-	<u>(13,244)</u>
Net movement in funds		(13,244)		
Reconciliation of funds				
Total funds brought forward		<u>115,234</u>	<u>8,486</u>	<u>123,720</u>
Total funds carried forward	13	<u>101,990</u>	<u>8,486</u>	<u>110,476</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Income and Endowments from:				
Donations and legacies	3	110	-	110
Charitable activities	4	52,680	-	52,680
Other trading activities	5	2,294	-	2,294
Other income		<u>1,024</u>	-	<u>1,024</u>
Total income		<u>56,108</u>	-	<u>56,108</u>
Expenditure on:				
Raising funds		(2,807)	-	(2,807)
Charitable activities	6	<u>(61,991)</u>	<u>3,150</u>	<u>(65,141)</u>
Total expenditure		<u>(64,798)</u>	<u>3,150</u>	<u>(67,948)</u>
Net expenditure		<u>(8,794)</u>	<u>(3,150)</u>	<u>(11,840)</u>
Net movement in funds		(8,794)	(3,150)	(11,840)
Reconciliation of funds				
Total funds brought forward		<u>123,988</u>	<u>11,636</u>	<u>135,624</u>

The notes on pages 9 to 15 form an integral part of these financial statements.

Herefordshire Federation of Women's Institutes

**Statement of Financial Activities for the Year Ended 31 December 2024
(Including Income and Expenditure Account and Statement of Total
Recognised Gains and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Total funds carried forward	13	<u>115,234</u>	<u>8,486</u>	<u>123,720</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 13.

The notes on pages 9 to 15 form an integral part of these financial statements.

Herefordshire Federation of Women's Institutes

**(Registration number: 03190540)
Balance Sheet as at 31 December 2024**

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	9	85,728	86,222
Current assets			
Stocks	10	253	253
Debtors	11	-	150
Cash at bank and in hand		<u>29,133</u>	<u>42,182</u>
		29,386	42,585
Creditors: Amounts falling due within one year	12	<u>(4,638)</u>	<u>(5,087)</u>
Net current assets		<u>24,748</u>	<u>37,498</u>
Net assets		<u><u>110,476</u></u>	<u><u>123,720</u></u>
Funds of the charity:			
Restricted income funds			
Restricted funds		8,486	8,486
Unrestricted income funds			
Unrestricted funds		<u>101,990</u>	<u>115,234</u>
Total funds	13	<u><u>110,476</u></u>	<u><u>123,720</u></u>

For the financial year ending 31 December 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

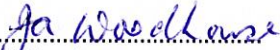
- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.


The notes on pages 9 to 15 form an integral part of these financial statements.

Herefordshire Federation of Women's Institutes

**(Registration number: 03190540)
Balance Sheet as at 31 December 2024**

The financial statements on pages 5 to 15 were approved by the trustees, and authorised for issue on 23/09/25 and signed on their behalf by:


.....
A Woodhouse
Trustee


.....
Margaret Simcock
Trustee

Herefordshire Federation of Women's Institutes

Notes to the Financial Statements for the Year Ended 31 December 2024

1 Charity status

The charity is limited by guarantee, incorporated in England & Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

WI House
90 St Owens Street
Hereford
HR1 2QD

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Herefordshire Federation of Women's Institutes meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Herefordshire Federation of Women's Institutes

Notes to the Financial Statements for the Year Ended 31 December 2024

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Herefordshire Federation of Women's Institutes

Notes to the Financial Statements for the Year Ended 31 December 2024

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures & Fittings	15% reducing Balance

Investment properties

WI House was valued during 2017, with a vacant possession value of £190,000. It has not been valued since that date, nor revalued within the accounts.

Stock

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities. Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Herefordshire Federation of Women's Institutes

Notes to the Financial Statements for the Year Ended 31 December 2024

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

3 Income from donations and legacies

	Unrestricted funds General £	Total funds £
Donations and legacies;		
Donations from companies, trusts and similar proceeds	<u>58</u>	<u>58</u>
Total for 2024	<u>58</u>	<u>58</u>
Total for 2023	<u>110</u>	<u>110</u>

4 Income from charitable activities

Herefordshire Federation of Women's Institutes

Notes to the Financial Statements for the Year Ended 31 December 2024

	Unrestricted funds General £	Total funds £
Affiliation fees & branch charges	13,903	13,913
WI Events	22,910	22,910
National Federation dues	14,960	14,960
Total for 2024	51,773	51,773
Total for 2023	52,616	52,616

5 Income from other trading activities

	Unrestricted funds General £	Total funds £
Trading income; Sales of goods and services	1,009	1,009
Total for 2024	1,009	1,009
Total for 2023	2,069	2,069

6 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total funds £
National Federation dues		14,960	-	14,960
Allocated support costs		50,035	-	50,035
Governance costs		2,393	-	2,393
Total 2024		67,388	-	67,388
Total 2023		61,991	-	65,141

Herefordshire Federation of Women's Institutes

Notes to the Financial Statements for the Year Ended 31 December 2024

**Total
expenditure
£**

7 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

£1,413 (2023: £2,057) of expenses were reimbursed to during the year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

8 Taxation

The charity is a registered charity and is therefore exempt from taxation.

9 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 January 2024	91,718	21,269	112,987
At 31 December 2024	91,718	21,269	112,987
Depreciation			
At 1 January 2024	8,789	17,976	26,765
Charge for the year	-	494	494
At 31 December 2024	8,789	18,470	27,259
Net book value			
At 31 December 2024	82,929	2,799	85,728
At 31 December 2023	82,929	3,293	86,222

10 Stock

	2023 £	2022 £
Stocks	253	253

Herefordshire Federation of Women's Institutes

Notes to the Financial Statements for the Year Ended 31 December 2024

11 Debtors

	2023 £	2022 £
Prepayments	0	150

12 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	92	96
Other taxation and social security	654	926
Other creditors	2,912	2,605
Accruals	980	1,460
	4,638	5,087

13 Funds

	Balance at 1 January 2024 £	Incoming resources £	Resources expended £	Balance at 31 December 2024 £
Unrestricted funds				
General	115,234	55,892	(69,136)	101,990
Restricted funds	8,486	-	-	8,486
Total funds	123,720	55,892	(69,136)	110,476
	Balance at 1 January 2023 £	Incoming resources £	Resources expended £	Balance at 31 December 2023 £
Unrestricted funds				
General	123,988	56,064	(67,948)	115,234
Restricted funds	11,636	-	-	8,486
Total funds	149,782	56,038	(70,196)	123,720

Herefordshire Federation of Women's Institutes

Statement of Financial Activities by fund for the Year Ended 31 December 2024

Unrestricted Funds

	Total Unrestricted Funds 2024 £	Total Unrestricted Funds 2023 £
Income and Endowments from:		
Donations and legacies	58	110
Charitable activities	51,773	52,680
Other trading activities	1,009	2,294
Other income	<u>3,052</u>	<u>1,024</u>
Total income	<u>55,892</u>	<u>56,108</u>
Expenditure on:		
Raising funds	(1,748)	(2,807)
Charitable activities	<u>(67,388)</u>	<u>(61,991)</u>
Total expenditure	<u>(69,136)</u>	<u>(64,798)</u>
Net expenditure	<u>(13,244)</u>	<u>(8,690)</u>
Net movement in funds	(13,244)	(8,690)
Reconciliation of funds		
Total funds brought forward	<u>115,234</u>	<u>123,988</u>
Total funds carried forward	<u>101,990</u>	<u>115,235</u>

Herefordshire Federation of Women's Institutes

Statement of Financial Activities by fund for the Year Ended 31 December 2024

Restricted Funds

	Total Restricted Funds 2023 £	Total Restricted Funds 2024 £
Income and Endowments from:		
Expenditure on:		
Charitable activities	<u>(3,150)</u>	<u>-</u>
Total expenditure	<u>(3,150)</u>	<u>-</u>
Net expenditure	(3,150)	-
Reconciliation of funds		
Total funds brought forward	<u>11,636</u>	<u>8,486</u>
Total funds carried forward	<u>8,486</u>	<u>8,486</u>

Herefordshire Federation of Women's Institutes

Detailed Statement of Financial Activities for the Year Ended 31 December 2024

	Total 2024 £	Total 2023 £
Income and Endowments from:		
Donations and legacies (analysed below)	58	110
Charitable activities (analysed below)	51,773	52,680
Other trading activities (analysed below)	1,009	2,294
Other income (analysed below)	3,052	1,024
Total income	<u>55,892</u>	<u>56,108</u>
Expenditure on:		
Raising funds (analysed below)	(1,748)	(2,807)
Charitable activities (analysed below)	<u>(67,388)</u>	<u>(65,141)</u>
Total expenditure	<u>(69,136)</u>	<u>(67,948)</u>
Net expenditure	<u>(13,244)</u>	<u>(11,840)</u>
Net movement in funds	(13,244)	(11,840)
Reconciliation of funds		
Total funds brought forward	<u>123,720</u>	<u>135,624</u>
Total funds carried forward	<u><u>110,476</u></u>	<u><u>123,720</u></u>

Herefordshire Federation of Women's Institutes

Detailed Statement of Financial Activities for the Year Ended 31 December 2024

	Total 2024 £	Total 2023 £
<i>Donations and legacies</i>		
Appeals and donations	58	110
	58	110
<i>Charitable activities</i>		
Subscriptions	13,903	12,740
National Federation dues	14,960	15,119
Fundraising and events	22,910	24,821
	51,773	52,680
<i>Other trading activities</i>		
Sales of purchased goods	1,009	2,294
	1,009	2,294
<i>Other income</i>		
Other income	3,052	1,024
	3,052	1,024
<i>Raising funds</i>		
Purchases - publications	(1,748)	(2,807)
	(1,748)	(2,807)
<i>Charitable activities</i>		
Other fundraising costs	-	-
National Federation dues	(14,960)	(13,093)
Wages and salaries	(21,811)	(21,320)
Rates	(211)	(172)
Light, heat and power	(3,846)	(1,240)
Insurance	(2,048)	(1,715)
Event expenses	(15,683)	(15,127)
Repairs and maintenance	-	-
Repairs and renewals	(790)	(451)
Telephone and fax	(1,288)	(809)
Office expenses	-	(801)
Computer software and maintenance costs	(1,380)	(1,320)
Printing, postage and stationery	(2,182)	(1,850)
Trade subscriptions	(89)	(89)
Charitable donations	-	-
Sundry expenses	(36)	(67)
Cleaning	(153)	(143)
Advertising & promotion	-	-

This page does not form part of the statutory financial statements.

Herefordshire Federation of Women's Institutes

Detailed Statement of Financial Activities for the Year Ended 31
December 2024

	Total 2024 £	Total 2023 £
Bank charges	(113)	(153)
Depreciation of fixtures and fittings	(494)	(581)
Accountancy fees	(980)	(1,003)
Trustees expenses	<u>(1,413)</u>	<u>(2,057)</u>
	<u>(67,388)</u>	<u>(65,141)</u>

HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1056051

Accounts

Company registration number: 03190540

Charity registration number: 1056051

Herefordshire Federation of Women's Institutes

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2023

Independent Accountancy Limited
Coldmoor Farm
Putley
Ledbury
Herefordshire
HR8 2RD

Herefordshire Federation of Women's Institutes

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Herefordshire Federation of Women's Institutes

Reference and Administrative Details

Charity Registration Number 1056051

Company Registration Number 03190540

Registered Office WI House
90 St Owens Street
Hereford
HR1 2QD

Independent Examiner Independent Accountancy Limited
Coldmoor Farm
Putley
Ledbury
Herefordshire
HR8 2RD

Herefordshire Federation of Women's Institutes

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 December 2023.

Objectives and activities

Fundraising disclosures

During the year the main fundraiser was the stand at The Royal Three Counties Show, serving food and beverages.

Public benefit

The principle activity is the furtherance of the Women's Institute movement in Herefordshire.

During the year there were 48 Women's Institutes, with 1127 members.,

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	J Woodhouse
	A Lord
	S Walker
	Margaret Simcock
	C Watkins
	M Voogd
	V Madgen
	G Voogd (appointed 20 February 2024)

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance. Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

Herefordshire Federation of Women's Institutes

Trustees' Report

Statement of trustees' responsibilities

The trustees (who are also the directors of Herefordshire Federation of Women's Institutes for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.


The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

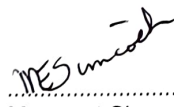
The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 18/6/2024 and signed on its behalf by:


.....
J Woodhouse
Trustee


.....
Margaret Simcock
Trustee

Herefordshire Federation of Women's Institutes

Independent Examiner's Report to the trustees of Herefordshire Federation of Women's Institutes ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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



Kirsten Exton
CPAA

Coldmoor Farm
Putley
Ledbury
Herefordshire
HR8 2RD

Date: 18/06/2024

Herefordshire Federation of Women's Institutes

Statement of Financial Activities for the Year Ended 31 December 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Income and Endowments from:				
Donations and legacies	3	110	-	110
Charitable activities	4	52,616	-	52,616
Other trading activities	5	2,294	-	2,294
Other income		1,024	-	1,024
Total income		<u>56,044</u>	<u>-</u>	<u>56,044</u>
Expenditure on:				
Raising funds		(2,807)	-	(2,807)
Charitable activities	6	<u>(61,991)</u>	<u>(3,150)</u>	<u>(65,141)</u>
Total expenditure		<u>(64,798)</u>	<u>(3,150)</u>	<u>(67,948)</u>
Net expenditure		<u>(8,754)</u>	<u>(3,150)</u>	<u>(11,904)</u>
Net movement in funds		(8,754)	(3,150)	(11,904)
Reconciliation of funds				
Total funds brought forward		<u>123,988</u>	<u>11,636</u>	<u>135,624</u>
Total funds carried forward	13	<u>115,234</u>	<u>8,486</u>	<u>123,720</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income and Endowments from:				
Donations and legacies	3	1,615	-	1,615
Charitable activities	4	51,976	-	51,976
Other trading activities	5	2,069	-	2,069
Other income		378	-	378
Total income		<u>56,038</u>	<u>-</u>	<u>56,038</u>
Expenditure on:				
Raising funds		(2,244)	-	(2,244)
Charitable activities	6	<u>(67,952)</u>	<u>-</u>	<u>(67,952)</u>
Total expenditure		<u>(70,196)</u>	<u>-</u>	<u>(70,196)</u>
Net expenditure		<u>(14,158)</u>	<u>-</u>	<u>(14,158)</u>
Net movement in funds		(14,158)	-	(14,158)
Reconciliation of funds				
Total funds brought forward		<u>138,146</u>	<u>11,636</u>	<u>149,782</u>

The notes on pages 9 to 15 form an integral part of these financial statements.

Herefordshire Federation of Women's Institutes

Statement of Financial Activities for the Year Ended 31 December 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Total funds carried forward	13	<u>123,988</u>	<u>11,636</u>	<u>135,624</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 13.

The notes on pages 9 to 15 form an integral part of these financial statements.

Herefordshire Federation of Women's Institutes

(Registration number: 03190540)
Balance Sheet as at 31 December 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	9	86,222	86,803
Current assets			
Stocks	10	253	1,076
Debtors	11	150	108
Cash at bank and in hand		<u>42,182</u>	<u>55,462</u>
		42,585	56,646
Creditors: Amounts falling due within one year	12	<u>(5,087)</u>	<u>(7,825)</u>
Net current assets		<u>37,498</u>	<u>48,821</u>
Net assets		<u>123,720</u>	<u>135,624</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		8,486	11,636
Unrestricted income funds			
Unrestricted funds		<u>115,234</u>	<u>123,988</u>
Total funds	13	<u>123,720</u>	<u>135,624</u>

For the financial year ending 31 December 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

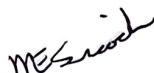
The notes on pages 9 to 15 form an integral part of these financial statements.

Herefordshire Federation of Women's Institutes

**(Registration number: 03190540)
Balance Sheet as at 31 December 2023**

The financial statements on pages 5 to 15 were approved by the trustees, and authorised for issue on 18.6.2024 and signed on their behalf by:


.....
J Woodhouse
Trustee


.....
Margaret Simcock
Trustee

The notes on pages 9 to 15 form an integral part of these financial statements.

Herefordshire Federation of Women's Institutes

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

1 Charity status

The charity is limited by guarantee, incorporated in , and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £Nil towards the assets of the charity in the event of liquidation.

The address of its registered office is:

WI House
90 St Owens Street
Hereford
HR1 2QD

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Herefordshire Federation of Women's Institutes meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Herefordshire Federation of Women's Institutes

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

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Herefordshire Federation of Women's Institutes

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

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures & Fittings	15% reducing Balance

Investment properties

WI House was valued during 2017, with a vacant possession value of £190,000. It has not been valued since that date, nor revalued within the accounts.

Stock

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Herefordshire Federation of Women's Institutes

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

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

3 Income from donations and legacies

	Unrestricted funds General £	Total funds £
Donations and legacies;		
Donations from companies, trusts and similar proceeds	110	110
Total for 2023	<u>110</u>	<u>110</u>
Total for 2022	<u>1,615</u>	<u>1,615</u>

4 Income from charitable activities

Herefordshire Federation of Women's Institutes

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

	Unrestricted funds General £	Total funds £
Affiliation fees & branch charges	12,740	12,740
WI Events	24,757	24,757
National Federation dues	15,119	15,119
Total for 2023	52,616	52,616
Total for 2022	51,976	51,976

5 Income from other trading activities

	Unrestricted funds General £	Total funds £
Trading income;		
Sales of goods and services	2,294	2,294
Total for 2023	2,294	2,294
Total for 2022	2,069	2,069

6 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total funds £
National Federation dues		13,093	-	13,093
Allocated support costs		45,838	3,150	48,988
Governance costs		3,060	-	3,060
Total for 2023		61,991	3,150	65,141
Total for 2022		67,952	-	67,952

Herefordshire Federation of Women's Institutes

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

**Total
expenditure
£**

7 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

£2,057 (2022: £2,320) of expenses were reimbursed to during the year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

8 Taxation

The charity is a registered charity and is therefore exempt from taxation.

9 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 January 2023	91,718	21,269	112,987
At 31 December 2023	91,718	21,269	112,987
Depreciation			
At 1 January 2023	8,789	17,395	26,184
Charge for the year	-	581	581
At 31 December 2023	8,789	17,976	26,765
Net book value			
At 31 December 2023	82,929	3,293	86,222
At 31 December 2022	82,929	3,874	86,803

10 Stock

	2023 £	2022 £
Stocks	253	1,076

Herefordshire Federation of Women's Institutes

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

11 Debtors

	2023 £	2022 £
Prepayments	150	108

12 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	96	349
Other taxation and social security	926	877
Other creditors	2,605	3,304
Accruals	1,460	3,295
	5,087	7,825

13 Funds

	Balance at 1 January 2023 £	Incoming resources £	Resources expended £	Balance at 31 December 2023 £
Unrestricted funds				
General	123,988	56,044	(64,798)	115,234
Restricted funds	11,636	-	(3,150)	8,486
Total funds	135,624	56,044	(67,948)	123,720
	Balance at 1 January 2022 £	Incoming resources £	Resources expended £	Balance at 31 December 2022 £
Unrestricted funds				
General	138,146	56,038	(70,196)	123,988
Restricted funds	11,636	-	-	11,636
Total funds	149,782	56,038	(70,196)	135,624

HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1056051

Accounts

Company registration number: 03190540

Charity registration number: 1056051

Herefordshire Federation of Women's Institutes

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 December 2022

Independent Accountancy Limited
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Herefordshire
HR8 2RD

Herefordshire Federation of Women's Institutes

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Herefordshire Federation of Women's Institutes

Reference and Administrative Details

Charity Registration Number	1056051
Company Registration Number	03190540
Registered Office	WI House 90 St Owens Street Hereford HR1 2QD
Independent Examiner	Independent Accountancy Limited Coldmoor Farm Putley Ledbury Herefordshire HR8 2RD

Herefordshire Federation of Women's Institutes

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 December 2022.

Objectives and activities

Fundraising disclosures

During the year the main fundraiser was the stand at The Royal Three Counties Show, serving food and beverages.

Public benefit

The principle activity is the furtherance of the Women's Institute movement in Herefordshire.

During the year there were 46 Women's Institutes, with 1113 members.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	J Woodhouse
	A Lord
	S Walker
	Margaret Simcock
	C Watkins
	M Voogd
	V Madgen

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

Herefordshire Federation of Women's Institutes

Trustees' Report

Statement of trustees' responsibilities

The trustees (who are also the directors of Herefordshire Federation of Women's Institutes for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

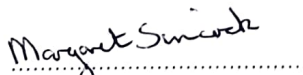
The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 8/8/2023 and signed on its behalf by:


J. Woodhouse
Trustee


Margaret Simcock
Trustee

Herefordshire Federation of Women's Institutes

Independent Examiner's Report to the trustees of Herefordshire Federation of Women's Institutes ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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


Kirsten Exton FCCA
CPAA

Coldmoor Farm
Putley
Ledbury
Herefordshire
HR8 2RD

Date: 5/8/2023

Herefordshire Federation of Women's Institutes

Statement of Financial Activities for the Year Ended 31 December 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income and Endowments from:				
Donations and legacies	3	1,615	-	1,615
Charitable activities	4	51,976	-	51,976
Other trading activities	5	2,069	-	2,069
Other income		378	-	378
Total income		<u>56,038</u>	<u>-</u>	<u>56,038</u>
Expenditure on:				
Raising funds		(2,244)	-	(2,244)
Charitable activities	6	<u>(67,952)</u>	<u>-</u>	<u>(67,952)</u>
Total expenditure		<u>(70,196)</u>	<u>-</u>	<u>(70,196)</u>
Net expenditure		<u>(14,158)</u>	<u>-</u>	<u>(14,158)</u>
Net movement in funds		(14,158)	-	(14,158)
Reconciliation of funds				
Total funds brought forward		<u>138,146</u>	<u>11,636</u>	<u>149,782</u>
Total funds carried forward	13	<u>123,988</u>	<u>11,636</u>	<u>135,624</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income and Endowments from:				
Donations and legacies	3	6,198	-	6,198
Charitable activities	4	27,392	-	27,392
Other trading activities	5	1,683	-	1,683
Other income		410	-	410
Total income		<u>35,683</u>	<u>-</u>	<u>35,683</u>
Expenditure on:				
Raising funds		(1,991)	-	(1,991)
Charitable activities	6	<u>(39,690)</u>	<u>-</u>	<u>(39,690)</u>
Total expenditure		<u>(41,681)</u>	<u>-</u>	<u>(41,681)</u>
Net expenditure		<u>(5,998)</u>	<u>-</u>	<u>(5,998)</u>
Net movement in funds		(5,998)	-	(5,998)
Reconciliation of funds				
Total funds brought forward		<u>144,144</u>	<u>11,636</u>	<u>155,780</u>

The notes on pages 9 to 16 form an integral part of these financial statements.

Herefordshire Federation of Women's Institutes

Statement of Financial Activities for the Year Ended 31 December 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Total funds carried forward	13	<u>138,146</u>	<u>11,636</u>	<u>149,782</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 13.

Herefordshire Federation of Women's Institutes

(Registration number: 03190540)
Balance Sheet as at 31 December 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	9	86,803	87,487
Current assets			
Stocks	10	1,076	178
Debtors	11	108	743
Cash at bank and in hand		<u>55,462</u>	<u>65,879</u>
		56,646	66,800
Creditors: Amounts falling due within one year	12	<u>(7,825)</u>	<u>(4,505)</u>
Net current assets		<u>48,821</u>	<u>62,295</u>
Net assets		<u>135,624</u>	<u>149,782</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		11,636	11,636
Unrestricted income funds			
Unrestricted funds		<u>123,988</u>	<u>138,146</u>
Total funds	13	<u>135,624</u>	<u>149,782</u>

For the financial year ending 31 December 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The notes on pages 9 to 16 form an integral part of these financial statements.

Herefordshire Federation of Women's Institutes

(Registration number: 03190540)

Balance Sheet as at 31 December 2022

The financial statements on pages 5 to 16 were approved by the trustees, and authorised for issue on and signed on their behalf by:

Ja Woodhouse
.....
Woodhouse
Trustee

Margaret Simcock
.....
Margaret Simcock
Trustee

The notes on pages 9 to 16 form an integral part of these financial statements.

Herefordshire Federation of Women's Institutes

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

1 Charity status

The charity is limited by guarantee, incorporated in , and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £Nil towards the assets of the charity in the event of liquidation.

The address of its registered office is:

WI House
90 St Owens Street
Hereford
HR1 2QD

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Herefordshire Federation of Women's Institutes meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Herefordshire Federation of Women's Institutes

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

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Herefordshire Federation of Women's Institutes

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

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures & Fittings	15% reducing Balance

Investment properties

WI House was valued during 2017, with a vacant possession value of £190,000. It has not been valued since that date, nor revalued within the accounts.

Stock

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Herefordshire Federation of Women's Institutes

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

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Herefordshire Federation of Women's Institutes

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

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

3 Income from donations and legacies

	Unrestricted funds General £	Total funds £
Donations and legacies;		
Donations from companies, trusts and similar proceeds	1,615	1,615
Total for 2022	1,615	1,615
Total for 2021	6,198	6,198

4 Income from charitable activities

	Unrestricted funds General £	Total funds £
Affiliation fees & branch charges	15,208	15,208
WI Events	22,549	22,549
National Federation dues	14,219	14,219
Total for 2022	51,976	51,976
Total for 2021	27,392	27,392

5 Income from other trading activities

	Unrestricted funds General £	Total funds £
Trading income;		
Sales of goods and services	2,069	2,069
Total for 2022	2,069	2,069
Total for 2021	1,683	1,683

Herefordshire Federation of Women's Institutes

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

6 Expenditure on charitable activities

	Note	Unrestricted funds General £	Total funds £
WI Events		25	25
National Federation dues		16,246	16,246
Allocated support costs		48,406	48,406
Governance costs		3,275	3,275
Total for 2022		<u>67,952</u>	<u>67,952</u>
Total for 2021		<u>39,690</u>	<u>39,690</u>

Herefordshire Federation of Women's Institutes

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

**Total
expenditure
£**

7 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

received remuneration of £Nil (2021: £Nil) and £2,320 (2021: £Nil) of expenses were reimbursed to during the year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

8 Taxation

The charity is a registered charity and is therefore exempt from taxation.

9 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost			
At 1 January 2022	91,718	21,269	112,987
At 31 December 2022	91,718	21,269	112,987
Depreciation			
At 1 January 2022	8,789	16,711	25,500
Charge for the year	-	684	684
At 31 December 2022	8,789	17,395	26,184
Net book value			
At 31 December 2022	82,929	3,874	86,803
At 31 December 2021	82,929	4,558	87,487

10 Stock

	2022 £	2021 £
Stocks	1,076	178

Herefordshire Federation of Women's Institutes

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

11 Debtors

	2022 £	2021 £
Trade debtors	-	122
Prepayments	108	621
	108	743

12 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	349	-
Other taxation and social security	877	747
Other creditors	3,304	2,693
Accruals	3,295	1,065
	7,825	4,505

13 Funds

	Balance at 1 January 2022 £	Incoming resources £	Resources expended £	Balance at 31 December 2022 £
Unrestricted funds				
General	138,146	56,038	(70,196)	123,988
Restricted funds	11,636	-	-	11,636
Total funds	149,782	56,038	(70,196)	135,624
	Balance at 1 January 2021 £	Incoming resources £	Resources expended £	Balance at 31 December 2021 £
Unrestricted funds				
General	144,144	35,683	(41,681)	138,146
Restricted funds	11,636	-	-	11,636
Total funds	155,780	35,683	(41,681)	149,782

Herefordshire Federation of Women's Institutes

Statement of Financial Activities by fund for the Year Ended 31 December 2022

Unrestricted Funds

	Total Unrestricted Funds 2022 £	Total Unrestricted Funds 2021 £
Income and Endowments from:		
Donations and legacies	1,615	6,198
Charitable activities	51,976	27,392
Other trading activities	2,069	1,683
Other income	378	410
Total income	<u>56,038</u>	<u>35,683</u>
Expenditure on:		
Raising funds	(2,244)	(1,991)
Charitable activities	<u>(67,952)</u>	<u>(39,690)</u>
Total expenditure	<u>(70,196)</u>	<u>(41,681)</u>
Net expenditure	<u>(14,158)</u>	<u>(5,998)</u>
Net movement in funds	(14,158)	(5,998)
Reconciliation of funds		
Total funds brought forward	<u>138,146</u>	<u>144,144</u>
Total funds carried forward	<u><u>123,988</u></u>	<u><u>138,146</u></u>

Herefordshire Federation of Women's Institutes

Statement of Financial Activities by fund for the Year Ended 31 December 2022

Restricted Funds

	Total Restricted Funds 2022 £	Total Restricted Funds 2021 £
Income and Endowments from:		
Expenditure on:		
Net income/(expenditure)	-	-
Reconciliation of funds		
Total funds brought forward	<u>11,636</u>	<u>11,636</u>
Total funds carried forward	<u>11,636</u>	<u>11,636</u>

Herefordshire Federation of Women's Institutes

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

	Total 2022 £	Total 2021 £
Income and Endowments from:		
Donations and legacies (analysed below)	1,615	6,198
Charitable activities (analysed below)	51,976	27,392
Other trading activities (analysed below)	2,069	1,683
Other income (analysed below)	378	410
Total income	<u>56,038</u>	<u>35,683</u>
Expenditure on:		
Raising funds (analysed below)	(2,244)	(1,991)
Charitable activities (analysed below)	<u>(67,952)</u>	<u>(39,690)</u>
Total expenditure	<u>(70,196)</u>	<u>(41,681)</u>
Net expenditure	<u>(14,158)</u>	<u>(5,998)</u>
Net movement in funds	(14,158)	(5,998)
Reconciliation of funds		
Total funds brought forward	<u>149,782</u>	<u>155,780</u>
Total funds carried forward	<u><u>135,624</u></u>	<u><u>149,782</u></u>

Herefordshire Federation of Women's Institutes

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

	Total 2022 £	Total 2021 £
Donations and legacies		
Appeals and donations	1,615	136
UK Government grants	-	6,062
	1,615	6,198
Charitable activities		
Subscriptions	15,208	14,297
National Federation dues	14,219	12,257
Fundraising and events	22,549	838
	51,976	27,392
Other trading activities		
Sales of purchased goods	2,069	1,683
	2,069	1,683
Other income		
Other income	378	410
	378	410
Raising funds		
Purchases - publications	(2,244)	(1,991)
	(2,244)	(1,991)
Charitable activities		
Other fundraising costs	(25)	(115)
National Federation dues	(16,246)	(12,257)
Wages and salaries	(23,563)	(18,872)
Rates	(137)	(181)
Light, heat and power	(1,438)	(1,332)
Insurance	(1,490)	(1,387)
Event expenses	(14,265)	-
Repairs and renewals	(754)	(320)
Telephone and fax	(639)	(150)
Office expenses	(802)	(801)
Computer software and maintenance costs	(1,134)	(375)
Printing, postage and stationery	(1,674)	(933)
Trade subscriptions	(25)	(410)
Charitable donations	(40)	-
Sundry expenses	(299)	(78)
Cleaning	(208)	(150)
Advertising & promotion	(1,117)	-

This page does not form part of the statutory financial statements.

Herefordshire Federation of Women's Institutes

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

	Total 2022 £	Total 2021 £
Bank charges	(137)	(92)
Depreciation of fixtures and fittings	(684)	(804)
Accountancy fees	(955)	(963)
Legal and professional fees	-	(470)
Trustees expenses	<u>(2,320)</u>	<u>-</u>
	<u><u>(67,952)</u></u>	<u><u>(39,690)</u></u>

HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1056051

Accounts

Registration number: 03190540

Herefordshire Federation of Women's Institutes

(A company limited by guarantee)

Annual Report and Unaudited Financial Statements

for the Year Ended 31 December 2021

Herefordshire Federation of Women's Institutes

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Herefordshire Federation of Women's Institutes

Company Information

Chairman

Margaret Simcock

Registered office

WI House
90 St Owens Street
Hereford
HR1 2QD

Independent Examiner

Kirsten Exton
Coldmoor Farm
Putley
Ledbury
Herefordshire
HR8 2RD

Herefordshire Federation of Women's Institutes

Report of the Trustees for the Year Ended 31 December 2021

The Trustees present their report and the financial statements for the year ended 31 December 2021.

Trustees

The trustees who held office during the year were as follows:

Margaret Simcock - Chair

P Lemin (resigned 20 April 2021)

Roz Simcock (resigned 2 March 2022)

V Madgen

C Watkins

S Walker

M Voogd

J Woodhouse - Treasurer

J Edwards (resigned 7 February 2022)

A Lord

Financial instruments

Principal Activity

The principal activity of the company and the object of the charity, as stated in the Memorandum and Articles of Association, is the furtherance of the Women's Institute movement in Herefordshire.

During the year, the federation had 51 Women's Institutes, with 1013 members.

Company Status

The company is a registered charity, limited by guarantee and does not have share capital. Each member guarantees the debts and liabilities of the company up to an amount not exceeding £1.

Public Benefit

The trustees have complied with the duty in section 17 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission.

Risk

The trustees have assessed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the company and are satisfied that systems are in place to mitigate exposure to major risks.

Reserves

Free reserves available for use by the Charity are deemed to be those that are readily available, less restricted funds whose use is restricted for particular purposes.

The calculation of free reserves excludes property and other fixed assets that continue to be used by the Charity in the day to day operation, and in particular the buildings used by the Charity.

As a matter of policy, the Trustees regularly review the value of reserves required to be held in investments, cash and cash equivalents not restricted to or designed for any particular purpose. The trustees believe that a General Reserve of equivalent to a minimum of six months normal expenditure is needed to provide adequate working capital, to create a buffer in the event of a sudden reduction in income or an increase in necessary expenditure.

The Property and Equipment Fund represents the net book value of fixed assets, which have been purchased with unrestricted funds. This reserve is locked into the value of those assets and can only be released if all or part of those assets are sold.

Annual reports

The Trustees are responsible for preparing the Annual Reports and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law the Directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the surplus or deficit of the Company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards has been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to the Independent Examiner


The Trustees have taken steps that they ought to have taken in order to make themselves aware of any relevant information and to establish that the Company's examiner is aware of that information. The Trustees confirm that there is no relevant information that they know of and of which they know the examiner is unaware.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on 20 June 2022 and signed on its behalf by:


.....
Margaret Simcock
Chairman


.....
Jacquelyn Woodhouse
Treasurer

**Independent Examiners Report to the Board of Trustees on the Preparation of the
Unaudited Statutory Accounts of
Herefordshire Federation of Women's Institutes
for the Year Ended 31 December 2021**

Independent examiner's report to the trustees of Herefordshire Federation of Women's Institutes ('the Company') I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2021.

Responsibilities and basis of report

As the trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act'). Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- The accounting records were not kept in accordance with section 130 of the Charities Act or
- The accounts did not accord with the accounting records or
- The accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I confirm that there are no matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



.....
Kirsten Exton
Exton Accountants Limited
Coldmoor Farm
Putley
Ledbury
Herefordshire
HR8 2RD
20 June 2022

Herefordshire Federation of Women's Institutes

Statement of Financial Activities for the Year Ended 31 December 2021

Income	Note	Unrestricted funds		Restricted income funds		Total funds		Prior year funds	
		£	2021	£	2021	£	2021	£	2020
Income and endowments from:	A								
Donations and legacies		136	0	136				233	
Charitable activities		29,484	0	29,484				42,889	
Other		6,062	0	6,062				10,000	
Total		35,682	0	35,682				53,122	
Expenditure on:	B								
Raising funds		2,106	0	2,106				2,008	
Charitable activities		12,257	0	12,257				16,571	
Other - Denman College		0	0	0				7,825	
Personnel		18,872	0	18,872				12,933	
Premises		3,220	0	3,220				4,074	
Administration		5,226	0	5,226				8,244	
Total		41,681	0	41,681				51,655	

Net income/(expenditure) before tax for the reporting period

Tax payable 0 0 0 -5,999 0 0 0 0 1,467 0

Net income/(expenditure) after tax

before investment gains/(losses) -5,999 0 -5,999 0 -5,999 1,467

Net movement in funds

-5,999 0 -5,999 1,467

Reconciliation of funds:

Total funds brought forward 144,144 11,636 155,780 154,313

Total funds carried forward

138,145 11,636 149,781 155,780

Herefordshire Federation of Women's Institutes

(Registration number: 03190540)

Balance Sheet as at 31 December 2021

	2021 £	2020 £
Fixed assets		
Tangible assets	87,487	85,531
Current assets		
Stocks	178	195
Debtors	743	814
Cash at bank and in hand	65,879	74,512
	66,800	75,521
Creditors: Amounts falling due within one year	(4,506)	(5,272)
	<u>62,294</u>	<u>70,249</u>
Net current assets	149,781	155,780
Net assets		
Funds of the Charity		
Restricted Fund	11,636	11,636
General Fund	138,145	144,144
	<u>149,781</u>	<u>155,780</u>

For the financial year ending 31 December 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The notes on pages 12 to 17 form an integral part of these financial statements.

Herefordshire Federation of Women's Institutes


(Registration number: 03190540)

Balance Sheet as at 31 December 2021

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS102 SORP. Approved and authorised by the Board on 20 June 2022 and signed on its behalf by:


.....

Margaret Simcock
Chairman


.....
Jacquelyn Woodhouse
Treasurer

Herefordshire Federation of Women's Institutes

(Registration number: 03190540)

Statement of Changes in Reserves for the Year Ended 31 December 2021

	Restricted Reserves £	Unrestricted Reserves £	Total £
At 1 January 2021	11,636	144,144	155,780
Deficit for the year	-	(5,999)	(5,999)
Total comprehensive income	-	(5,999)	(5,999)
At 31 December 2021	11,636	138,145	149,781
	Restricted Reserves £	Unrestricted Reserves £	Total £
At 1 January 2020	11,636	142,677	154,313
Surplus for the year	-	1,467	1,467
Total comprehensive income	-	1,467	1,467
At 31 December 2020	11,636	144,144	155,780

The notes on pages 12 to 17 form an integral part of these financial statements.

Herefordshire Federation of Women's Institutes
Notes to the Financial Statements for the Year Ended 31 December 2021

Note

	2021	2020
	£	£
A		
Incoming Resources		
Affiliation fees & branch charges	14,297	15,365
Donations & grants	136	233
Publications & sales	1,682	1,405
Fund raising & events	838	824
Denman College	-	5,950
National Federation dues	12,257	16,571
Coronavirus Job Retention Scheme Grant	6,062	-
Sundry income	410	688
National Lottery Community Fund	-	10,000
Centenary Fund	-	229
Suspended WI	-	1,857
	35,682	53,122
	2021	2020
	£	£
B		
Expenditure		
Resources Expended		
National Federation	12,257	16,571
Fund raising & events	115	1,053
Publications & sales	1,991	955
Denman College	-	7,825
	14,363	26,404
	2021	2020
	£	£
Personnel		
Wages and salaries	18,872	12,933
	181	165
Premises		
Rates	1,332	1,077
Light, heat and power	1,387	2,631
Insurance	320	201
Repairs and maintenance	3,220	4,074
	149	419
Administration		
Telephone	802	802
Photocopier	374	657
Computer consumables	934	2,180
Printing, postage and stationery	410	1,618
Trustees' expenses	77	767
Sundry expenses	151	246
Cleaning	963	1,016
Accountancy fees	470	-
Legal and professional fees	92	79
Bank charges	804	460
Depreciation of fixtures and fittings (owned)	5,226	8,244
	8,244	8,244

Herefordshire Federation of Women's Institutes

(Registration number: 03190540)

Notes to the financial statement of the Year Ended 31 December 2021

1 General information

The company is a company limited by guarantee incorporated in England & Wales.

The address of its registered office is:

WI House
90 St Owens Street
Hereford
HR1 2QD

These financial statements were authorised for issue by the Board on 20 June 2022.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

These financial statements were prepared in accordance with Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Statement of Recommended Practise (SORP) for Charities.

Basis of preparation

These financial statements have been prepared using the historical cost convention except that as disclosed in the accounting policies certain items are shown at fair value.

Revenue recognition

Turnover comprises the fair value of the consideration received or receivable for the sale of goods and provision of services in the ordinary course of the Company's activities. Turnover is shown net of sales/value added tax, returns, rebates and discounts and after eliminating sales within the company.

The Company recognises revenue when:

The amount of revenue can be reliably measured;
it is probable that future economic benefits will flow to the entity;
and specific criteria have been met for each of the Company's activities.

Tangible assets

Tangible assets is stated in the statement of financial position at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

Depreciation

Depreciation is charged so as to write off the cost of assets, other than land and properties under construction over their estimated useful lives, as follows:

Asset class	Depreciation method and rate
Fixture & fittings	15% reducing balance

Herefordshire Federation of Women's Institutes

(Registration number: 03190540)

Notes to the financial statement of the Year Ended 31 December 2021

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the Company will not be able to collect all amounts due according to the original terms of the receivables.

Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost is determined using the first-in, first-out (FIFO) method.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the Company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

3 Operating deficit

Arrived at after charging/(crediting)

	2021 £	2020 £
Depreciation expense	804	460

4 Staff costs

The aggregate payroll costs (including directors' remuneration) were as follows:

	2021 £	2020 £
Wages and salaries	18,872	12,933

The average number of persons employed by the company (including directors) during the year, analysed by category was as follows:

Herefordshire Federation of Women's Institutes

(Registration number: 03190540)

Notes to the financial statement of the Year Ended 31 December 2021

	2021 No.	2020 No.
Administration and support	3	3

The salaries are shown gross, however during the year £6,062 was received in respect of the Coronavirus Job Retention Scheme Grant. This is shown separately in the detailed Profit and Loss account.

5 Tangible assets

	Land and buildings £	Furniture, fittings and equipment £	Total £
Cost or valuation			
At 1 January 2021	91,718	18,509	110,227
Additions	-	2,760	2,760
At 31 December 2021	91,718	21,269	112,987
Depreciation			
At 1 January 2021	8,789	15,907	24,696
Charge for the year	-	804	804
At 31 December 2021	8,789	16,711	25,500
Carrying amount			
At 31 December 2021	82,929	4,558	87,487
At 31 December 2020	82,929	2,602	85,531

6 Investment properties

WI House was valued during 2017 with a vacant possession valuation of £190,000. It has not been valued since that date.

Herefordshire Federation of Women's Institutes

(Registration number: 03190540)

Notes to the financial statement of the Year Ended 31 December 2021

7 Stocks

	2021 £	2020 £
Other inventories	178	195

8 Debtors

	2021 £	2020 £
Trade debtors	122	814
Prepayments	621	-
Total current trade and other debtors	743	814

9 Creditors

	Note	2021 £	2020 £
Due within one year			
Trade creditors		-	1,229
Social security and other taxes		747	-
Suspended WI's		2,694	3,027
Accrued expenses		1,065	1,016
		4,506	5,272

Herefordshire Federation of Women's Institutes
(Registration number: 03190540)

Notes to the financial statement of the Year Ended 31 December 2021

Suspended W.I.'s

1. Bishops Wood WI had previously been suspended but reformed in 2021. A reimbursement of £806 was made during the year.
2. Ballingham & District WI was suspended during the year and the funds of £511 were transferred into a suspense account for three years.
3. Huntington WI was suspended during the year and funds of £775 were transferred into a suspense account for three years.
4. Munsley WI was suspended in 2020, however the funds and assets are yet to be transferred.

HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES

England & Wales - Charity number 1056051

Accounts

HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES

(INCORPORATED AS A COMPANY LIMITED BY GUARANTEE AND NOT HAVING SHARE CAPITAL)

REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020.

HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES

(INCORPORATED AS A COMPANY LIMITED BY GUARANTEE AND NOT HAVING SHARE CAPITAL)

INDEX TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020.

Registered Number : 03190540 (England and Wales)

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<u>Statement of Financial Activities</u>	6
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HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES

(INCORPORATED AS A COMPANY LIMITED BY GUARANTEE AND NOT HAVING SHARE CAPITAL)

INDEX TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020.

Registered Number : 03190540 (England and Wales)

TRUSTEES : as at 31st December 2020	M.E. Simcock (Chair) R. G. Simcock (Treasurer) P.Lemin V.E. Madgen S. J. Walker J.A. Woodhouse M.J. Voogd
REGISTERED OFFICE :	W.I. House 90 St. Owen Street Hereford HR1 2QD
CHARITY NUMBER :	1056051
REGISTERED NUMBER :	03190540 (England and Wales)
INDEPENDENT EXAMINERS:	Bowdler & Co. Accountants and Auditors 28 Burgess Street Leominster Herefordshire HR6 8DE
SOLICITOR :	Beaumonts Offa Street Hereford HR1 2LL
BANKERS:	Lloyds Bank City Centre Leeds Nat. West Bishopsgate London

HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES

(Incorporated as a company limited by guarantee and not having a share capital)

REPORT OF THE TRUSTEES

For the year ended 31st December 2020.

The Trustees present their report with the Financial Statements of the Company for the year ended 31st December 2020.

PRINCIPAL ACTIVITY AND LEGAL AND ADMINISTRATIVE DETAILS

The principal activity of the Company and the object of the charity as stated in the Memorandum and Articles of Association is the furtherance of the Women's Institute movement in Herefordshire.

The full name of the Charity is Herefordshire Federation of Women's Institutes. Its Charity Registration Number is 1056051. It is a Limited Company by guarantee, number 03190540 and is governed by its Memorandum and Articles of Association.

During the year, the Federation had 57 Women's Institutes (WIs) with 1401 members.

TRUSTEES

The names of the trustees who served in the year to 31st December 2020 are given below. The governing body is the Council, which consists of the Chairman, Officers and elected members.

The Trustees who served during the year under review were:

M.E. Simcock (Chair)

R.G. Simcock (Treasurer)

V.J. Lewis (Resigned 15th July 2020)

P. Lemin

V.E. Madgen

C.J. Symonds (Resigned 15th July 2020)

S.J. Walker

J.A. Woodhouse

M.J. Voogd (Appointed 10th March 2020)

COMPANY STATUS

The Company is a Registered Charity, limited by Guarantee and does not have a share capital. Each member guarantees the debts and liabilities of the company up to an amount not exceeding £1. A full list of members is available upon request at the Registered Office.

REPORT OF THE TRUSTEES - Continued

PUBLIC BENEFIT

The Trustees have complied with the duty in section 4 of the 2006 Charities Act to have due regard to guidance published by the Charity Commission.

RISK MANAGEMENT

The Trustees have assessed the major risks to which the Charity is exposed, in particular those related to the Operations and Finances of the Company and are satisfied that systems are in place to mitigate exposure to the major risks.

RESERVES

Free reserves available for use by the Charity are deemed to be those that are readily realisable, less funds whose use is restricted or designated for particular purposes. Thus the calculation of Free Reserves excludes property and other fixed assets that continue to be used in the day-to-day operation of the Charity and in particular the buildings used by the Charity.

As a matter of policy, the Trustees regularly review the value of the reserves required to be held in investments, cash and cash equivalents not restricted to or designated for any particular purpose. Ideally the Trustees believe that a General Reserve equivalent to a minimum of six months normal expenditure is needed to provide adequate working capital, to create a buffer in the event of a sudden reduction in income or an increase in necessary expenditure.

The Property and Equipment Fund represents the net book value of fixed assets, which have been purchased with unrestricted funds. This reserve is locked into the value of those assets and can only be released if all or part of the assets are sold.

SMALL COMPANY RULES

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2005 applicable to Companies subject to the Small Companies Regime.

FINANCIAL REVIEW (Chair of Trustees Report 2020)

February 2020 marked the Centenary of HFWI with a dedicated service of Evening Prayers at Hereford Cathedral on a very stormy day, when many parts of there County suffered severe flooding. March saw the country go into lockdown to control the spread of Covid-19, so the plans made for the Garden Party in June were cancelled.

I took over as Chair of HFWI in July 2020. The zoom contract had been set up but only used for one Trustees' meeting. Institutes were doing whatever they could to stay connected with their Members, many of whom live in quite isolated places. The Newsletter became an email copy and all communication to Members was either by telephone or by email through the individual WI's Secretaries. Prior to July there had been no applications for Grants. A £10,000 Grant was later secured from the Lottery Fund. Two Trustees left the Board in July,

To help to keep all Members of the WI connected a series of free events, via zoom, was provided by the Federation. These proved to be very popular. The range was wide, from resolution information where Members from 18 Federations took part, a Climate Change event, the Christmas Concert, an over-subscribed presentation on the Covid-19 vaccination, to information on Honey Bees and Medical work in the Philippines and to many much lighter presentations. A weekly Craft and Chat group was set up, which attracts Members from all over the Country. Throughout the last months of 2020 well over a thousand WI Members have joined in these events.

Advisors and Trustees have held meetings to exchange views and information with Members as well as individual WI's using the Federation zoom to hold their meetings. The Trustees also used zoom to hold their meetings. Many more events have been arranged for the coming months.

Although 2020 has been a most difficult and challenging year, as a Federation, we have remained connected with Members mainly through the outstanding efforts of the three Advisors and the Secretaries of the WI's

Signed on behalf of the Trustees



Chair
M.E. Simcock

Date 27/04/21



Treasurer
R.G. Simcock

HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES

(INCORPORATED AS A COMPANY LIMITED BY GUARANTEE AND NOT HAVING SHARE CAPITAL)

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT.
FOR THE YEAR ENDED 31ST DECEMBER 2020.**

<u>Total</u>	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u>	
<u>2019</u>				<u>2020</u>	
<u>INCOMING RESOURCES</u>					
17,491		15,365		15,365	
757		233		233	
3,851		1,405		1,405	
4,001		824		824	
12,272		5,950		5,950	
7		-		-	
17,227		16,571		16,571	
186		688		688	
17,028		-		-	
1388		-	229	229	
-		10,000		10,000	
813	(f)	1,857		1,857	
<u>£75,021</u>		<u>£52,893</u>	<u>£229</u>	<u>£53,122</u>	
<u>RESOURCES EXPENDED</u>					
17,227		16,571		16,571	
1,157		1,053		1,053	
3,700		955		955	
9,644		7,825		7,825	
554		-		-	
6,537		-		-	
1,264		-		-	
1,648	(a)	1,689		1,689	
11,473	(b)	10,629		10,629	
13,852	(c)	12,933		12,933	
<u>£67,056</u>		<u>£51,655</u>	<u>-</u>	<u>£51,655</u>	
7,965		1,238	229	1,467	
146,348	1st January 2020	Funds brought forward	142,906	11,407	154,313
<u>£154,313</u>	31st December 2020	Funds carried forward	<u>£144,144</u>	<u>£11,636</u>	<u>£155,780</u>

The notes on pages 8-10 form part of these Accounts.

HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES

(INCORPORATED AS A COMPANY LIMITED BY GUARANTEE AND NOT HAVING SHARE CAPITAL)

BALANCE SHEET AS 31ST DECEMBER 2020.

<u>2019</u>			<u>Notes</u>	<u>2020</u>	
£	£			£	£
		<u>Fixed Assets</u>			
	85,991	Tangible Assets	(g)		85,531
		<u>Current assets</u>			
907		Stocks		195	
2,089		Debtors	(d)	814	
<u>69,853</u>		Cash at Bank and in Hand		<u>74,512</u>	
72,849				75,521	
		<u>Creditors</u>			
		Amounts falling due			
		within one year	(e)	<u>(5,272)</u>	70,249
<u>(4,527)</u>	68,322				
		<u>Net Current Assets</u>			
		<u>Total Assets less Current Liabilities</u>			<u>£155,780</u>
	<u>£154,313</u>				
		<u>Reserves</u>			
	142,906	General Fund			144,144
	<u>11,407</u>	Restricted Fund	(h)		<u>11,636</u>
	<u>£154,313</u>				<u>£155,780</u>

The notes on pages 8 to 10 form part of these accounts.

The Trustees are satisfied that the Company is entitled to Exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that members have not required the Company to obtain an Audit in accordance with S.476 of the Act. The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and preparation of Accounts.

The Accounts have been prepared in accordance with provisions in Part 15 of the Companies Act 2006 applicable to Companies subject to the Small Companies Regime.

The Financial Statements were approved on *20th April 2020* and signed by :-

Trustee:  M.E. Simcock (Chair)

Trustee:  R.G. Simcock (Treasurer)

HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES

(INCORPORATED AS A COMPANY LIMITED BY GUARANTEE AND NOT HAVING SHARE CAPITAL)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020.

1 Format of Accounts

The Financial Statements have been prepared under the Historical Cost Convention, as modified by the revaluation of certain fixed assets, and in accordance with the Statement of Recommended Practice (SORP) for Charities and the Financial Reporting Standard for Smaller Entities (effective January 2015).

2 Accounting Policies

The principal accounting policies adopted in the preparation of the Financial Statements are set out below and have remained unchanged from the previous year and have also been consistently applied within the same accounts.

Restricted Funds

These are funds for which the donor has specifically restricted the purpose for which they can be used.

General Funds

General Funds are expendable at the discretion of the Trustees in furtherance of the objects of the charity.

Allocation of Income to Funds

All income is allocated to the General Fund unless otherwise restricted by the donor or specifically designated by the Trustees.

Income from Operations and Investments

This is credited to income in accordance with the accruals concept.

Tangible Fixed assets

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

Fixtures and Fittings	15% reducing balance basis
-----------------------	----------------------------

Taxation

The Trust is a Registered Charity and is not liable for any Income, Capital Gains or Corporation taxes on its current activities.

Stocks

Stocks are stated at the lower of cost or net realisable value.

HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES

(INCORPORATED AS A COMPANY LIMITED BY GUARANTEE AND NOT HAVING SHARE CAPITAL)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020.

	<u>2020</u>	<u>2019</u>
a) Premises		
Light and Heat	1,077	970
Maintenance	201	251
Cleaning	246	299
Rates	165	128
	<u>£1,689</u>	<u>£1,648</u>
b) Overheads		
Advertising	-	256
Accountancy fees	1,016	1,016
Trustees' Expenses	1,618	1,971
Photocopier	802	1,039
Computer consumables	657	664
Postage and Stationery	2,180	2,390
Insurance	2,631	1,919
Telephone	419	362
Miscellaneous	767	861
Depreciation	460	540
Bank Charges	79	455
	<u>£10,629</u>	<u>£11,473</u>
c) Total Resources Expended include		
Staff costs: Salaries	<u>£13,702</u>	<u>£13,852</u>
2020 Salaries £13,702, less Job Retention Scheme £796 =	<u>£12,933</u>	
The average number of employees during year, amounted to three	<u>3</u>	<u>3</u>
There were no employees whose emoluments exceeded £50,000 during the year.		
Travel Expenses , 2020 £286 (2019 : £1,971) were paid to Trustees and W.I. Advisors		
d) Debtors : Amount falling due within one year		
Trade Debtors	814	889
Payments in Advance - Room deposits	-	1,200
	<u>£814</u>	<u>£2,089</u>
e) Creditors : Amounts falling due within one year		
Suspended W.I.'s	3,027	2,456
Accruals	1,016	1,016
Trade Creditors	1,229	985
Receipts in Advance	-	70
	<u>£5,272</u>	<u>£4,527</u>

f) **Suspended W.I.'s**

a) Eaton Bishop W.I. was suspended in 2017 and it's funds were transferred at that date to Herefordshire Federation in a Suspense Account. It transpires that this W.I. has not reformed within the specified three year period following suspension, and therefore its funds have been acquired by Herefordshire Federation, in the amount of £1,285.96

b) Bishopswood, Bromyard, Dinedor/Holme Lacy and Pembridge W.I.'s were suspended in 2020. (Total Funds of £1857.21 were transferred to Herefordshire Federation in a suspense account for three years).

c) Bishopswood W.I. reformed in early 2021.

d) Munsley & District W.I. was suspended in 2020, however due to circumstances, its funds have not yet been transferred to Herefordshire Federation.

HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES

(INCORPORATED AS A COMPANY LIMITED BY GUARANTEE AND NOT HAVING SHARE CAPITAL)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020.

(g) **Tangible Fixed Assets (used in direct furtherance of the Charity's activities).**

	<u>Land and Buildings</u>	<u>Fixtures & Equipment</u>	<u>Total</u>
Cost or Valuation	91,718	18,509	110,227
at 1st January 2020			
Additions	-	-	-
at 31st December 2020	<u>£91,718</u>	<u>£18,509</u>	<u>£110,227</u>
 Depreciation			
at 1st January 2020	8,789	15,447	24,236
Charge for the year	-	460	460
at 31st December 2020	<u>£8,789</u>	<u>£15,907</u>	<u>£24,696</u>
 Net Book Value			
at 31st December 2020	<u>£82,929</u>	<u>£2,602</u>	<u>£85,531</u>
at 31st December 2019	<u>£82,929</u>	<u>£3,062</u>	<u>£85,991</u>

W.I. House

The Property was valued professionally during 2017 with a vacant possession valuation of £190,000.

(h) **Restricted Finds**

	<u>2019</u>	<u>Income</u>	<u>Expenditure</u>	<u>2020</u>
	£	£	£	£
W.I. House Contingency	9,438			9,438
Refurbishment of Hereford Room at Denman House	413			413
Centenary Fund	1,556	229		1,785
	<u>11,407</u>	<u>229</u>	<u>-</u>	<u>11,636</u>

HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES
(INCORPORATED AS A COMPANY LIMITED BY GUARANTEE AND NOT HAVING SHARE CAPITAL)

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES ON THE UNAUDITED ACCOUNTS OF
HEREFORDSHIRE FEDERATION OF WOMEN'S INSTITUTES.

I report on the Accounts of the Company for the year ended 31st December 2020 set out on pages 6 to 10.

Respective responsibilities of Trustees and Examiner.

The Trustees (who are also Directors of the Company for the purposes of Company Law) are responsible for the preparation of the Accounts. The Trustees consider that an audit is not required for this year under Section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an Independent Examination is required.

Having satisfied myself that the Charity is not subject to audit under Company Law and is eligible for Independent Examination, it is my responsibility to:

- a) examine the accounts under section 145 of the 2011 Act.
- b) to follow the procedures laid down in general directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act ; and
- c) to state whether particular matters have come to my attention.

Basis of Independent Examiners Report

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required when conducting an Audit and consequently now opinion is given as to whether the Accounts represent a "true and fair view" and the report is limited to those matters set out in the Statement below.

Independent Examiners Statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements;
 - a) to keep accounting records in accordance with section 386 of the Companies Act 2006:
and
 - b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice:
Accounting and Reporting by Charities.

have not been met or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



R.T. Bowdler I.C.P.A. (Fellow) C.P.A.A.

Accountant and Independent Examiner

Date

20th April 2021

Bowdler and Company,

28 Burgess Street

Leominster

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