

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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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	Affiliation Fees/Branch Charges		15,365		15,365
757	Donations/Grants		233		233
3,851	Publications and Sales		1,405		1,405
4,001	Fund Raising and Events		824		824
12,272	Denman College		5,950		5,950
7	Denman College (Hereford Room)		-		-
17,227	National Federation dues		16,571		16,571
186	Sundry Income		688		688
17,028	Royal Three Counties Show - Funds raised		-		-
1388	Centenary Fund		-	229	229
-	National Lottery Community Fund		10,000		10,000
813	Suspended Wl.	(f)	1,857		1,857
<u>£75,021</u>	TOTAL INCOMING RESOURCES		<u>£52,893</u>	<u>£229</u>	<u>£53,122</u>
	<u>RESOURCES EXPENDED</u>				
17,227	National Federation		16,571		16,571
1,157	Fund Raising and Events		1,053		1,053
3,700	Publications and Sales		955		955
9,644	Denman College		7,825		7,825
554	Denman College (Hereford Room)		-		-
6,537	Royal Three Counties Show - Fundraising Costs		-		-
1,264	Centenary Fund		-		-
1,648	Premises	(a)	1,689		1,689
11,473	Overheads	(b)	10,629		10,629
13,852	Personnel	(c)	12,933		12,933
<u>£67,056</u>	TOTAL RESOURCES EXPENDED		<u>£51,655</u>	<u>-</u>	<u>£51,655</u>
7,965	NET INCOMING RESOURCES FOR THE YEAR		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.

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

<u>2019</u>			<u>Notes</u>	<u>2020</u>
<u>£</u>	<u>£</u>			<u>£</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		
<u>(4,527)</u>	68,322	within one year	(e)	<u>(5,272)</u>
		<u>Net Current Assets</u>		
	<u><u>£154,313</u></u>	<u>Total Assets less Current Liabilities</u>		<u><u>£155,780</u></u>
		<u>Reserves</u>		
	142,906	General Fund		144,144
	<u>11,407</u>	Restricted Fund	(h)	<u>11,636</u>
	£154,313			£155,780

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

MES mod

Trustee:

[Handwritten signature]

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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
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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

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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

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

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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

Herefordshire

HR6 8DE