

STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

(A Company limited by guarantee not having a share capital)

Company Number 4714026

Charity Number 1097974



STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
A REGISTERED CHARITY (NUMBER : 1097974)
COMPANY NUMBER 4714026

TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

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Reference and Administrative Information

The Financial Statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2019) - Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Directors and trustees

Trustees	B Podmore	<i>Resigned 06 August 2025</i>
	H R Mancey	
	A H Newman	
	R Dyche	
	V Conner	
	K Sulway	
	J Moorby	
	J Morrison	
	Dr M Cooke	
	S M Roden	
	R Greaves	<i>Appointed 29 January 2025</i>
	E J Goodwin	<i>Appointed 29 January 2025</i>

Company Secretary	B Podmore A H Newman	<i>Resigned 06 August 2025</i> <i>Appointed 06 August 2025</i>
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Bankers Lloyds Bank
5 Market Square
Stafford
ST16 2JL

STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
A REGISTERED CHARITY (NUMBER : 1097974)
COMPANY NUMBER 4714026

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Objectives and Activities

The main purposes of the WI organisation are:

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

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

We welcome all women regardless of personal background, faith or personal circumstances, and we believe this philosophy of openness to all enriches everyone through the sharing of skills, aptitudes and life experiences.

Public Benefit

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

Achievements and Performance

SFWI members continue to provide hundreds of knitted items for premature babies in local hospitals.

SFWI continues to showcase The WI to our membership and the community through the WI marquee at the Staffordshire County Show.

SFWI members provide many knitted trauma teddies which benefits vulnerable children.

In March 2025, The Staffordshire Federation of Women's Institutes received an award from The High Sheriff of Staffordshire, Julia Mitchell, in recognition of great and valuable service to the community.

SFWI continues to support Staffordshire Women's Aid and their Candlelit vigil to mark the International Day for the Elimination of Violence Against Women and Girls.

SFWI supported Women's Aid Refuge and local foodbanks with donations of Dental Hygiene products during the year.

STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
A REGISTERED CHARITY (NUMBER : 1097974)
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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Chair's Report

As of 31st March 2025 there are 97 WIs and 3,225 members in Staffordshire Federation of Women's Institutes (SFWI).

5 WIs were suspended (this means closed, but not permanently until 3 years are up, giving chance to reform in the same area). They were Blithfield WI, Boney Hay and Chase Terrace WI, Kings Bromley WI, Marchington WI and Oulton WI (this was due to inability to recruit to the officer roles).

At the Federation we employ an Administrator and an Accounts Clerk, both part time. We employ a cleaner who attends on a fortnightly basis.

The Cornerstone (the Federation building and land) is owned by Staffordshire Federation of Women's Institutes. We have attracted some charitable donations, volunteer contributions and have paid for some work for the maintenance of the building and land. It is our aim to keep this building in good working condition.

As each contract for services in the building comes up, we are taking an opportunity to review the costs and benefits.

In January 2025, Mrs Helen Mancey was re-elected as Federation Chairman, Mrs Verity Conner was re-elected as Vice Chairman, and Mrs Janet Moorby was re-elected as Vice Chairman. Mrs Beryl Podmore was re-elected as Treasurer.

The other Trustees are Helen Newman, Karen Sulway, Rose Dyche, and Jocelyn Morrison, Dr Mary Cooke and Sue Roden.

Elizabeth Goodwin and Rachel Greaves were elected as Trustees.

There are 6 Sub-Committees in SFWI. They are Craft Art and Design, Education and Public Affairs, County Show, Leisure and Pleasure, Events and Member Support. All the committees put on sessions, visits and events that fall in with The WI charitable objects and purposes, throughout the year.

Meetings are held at The Cornerstone, but many are held virtually to reduce travel costs. Some meetings are hybrid, a mix of face to face and virtual.

Smaller craft events and training sessions are held at The Cornerstone, reducing hire costs of other venues.

"Here comes Spring" and "Its Christmas" are the 2 biggest events at Staffordshire Showground and are very popular now attracting over 500 members. These 2 events have no business. We changed to this format based on member comments. There are stalls selling food and crafts and high-profile speakers.

The Staffordshire County Show in May remains as a showcase and advert to the public for SFWI. A preview evening is held the evening before for early bird viewing of the competitions and displays created by the County Show committee. This attracts a big footfall, giving opportunity for the public to rest a while whilst taking refreshments.

The input and work from committees is to be applauded as we have ongoing amazing educational events for our members.

We took part in a Christmas Tree Festival at St Mary's Collegiate Church in Stafford. Members donated toothpaste and we received donations of toothbrushes. We decorated the tree in line with the current NFWI Campaign Dental Health Matters. These items were donated to members of the Public giving us an opportunity to promote the WI in Staffordshire.

The Member Support Committee is comprised of 5 WI Advisers and 2 WI Adviser Assistants. The online WI Adviser training is now up and running. We have an SFWI mentorship programme to accompany this training.

continued overleaf....

**STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
A REGISTERED CHARITY (NUMBER : 1097974)
COMPANY NUMBER 4714026**

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Chair's Report - continued

The WI Advisers provide support and advice to all the WIs and can open or suspend WIs as part of their role. This committee puts on workshop style events to enhance the skills of WI officers (Presidents, Secretaries and Treasurers,) these have been well received and attended.

A resolutions meeting was held in November to debate the new resolutions in line with The WI campaign activities. This year 1 resolution from a Staffordshire WI reached the national final short list but was not successful to go forward for action. Staffordshire WIs and members remain active and keen with campaigning.

Sue Roden the Resolutions officer supports the resolution process as well as The Member Support Committee and Trustees.

The NFWI WI Learning hub continues to be popular. This provides lifelong learning for all members. We are committed to promoting this to our members as a benefit of their membership. A business plan has been prepared to apply for a Denman Grant for face-to-face learning when the application date is open.

We produce a monthly News Bulletin. This is sent out via e mail, then for WIs to circulate to all members in a way that is acceptable to them.

We have a commitment to Social Media and place posts on Facebook and Instagram.

Helen Newman was appointed to the role of Federation Safeguarding Officer, and this has relevance and importance in society and The WI today.

Members continue to produce a huge amount of Premature Baby Clothes and Trauma Teddies for vulnerable children which help to make a difference.

Recruitment and retention of Trustees, WI Advisers, committee members and WI Members remains on our agenda. We always consider equality, diversity, and inclusion with this.

The Time for Change agenda is an ongoing and important focus for us. We are ensuring we actively look to the future for SFWI to remain relevant for modern women.

We promote the benefits of being a WI member. Also, inspiring women by providing friendships, providing educational resources, campaigning opportunities, in their WIs, whilst making positive impacts on our communities.

Helen Mancey

Chair

**STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
A REGISTERED CHARITY (NUMBER : 1097974)
COMPANY NUMBER 4714026**

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Financial Review

Reserves Policy

The present level of funding is adequate to support the work of the charity for the medium term, and the Trustees consider the financial position of the charity to be satisfactory. The Trustees have adopted a reserve policy which should ensure that unrestricted funds, not invested in tangible fixed assets, are maintained at 6 months running costs, which they consider adequate to ensure that the charity is able to meet all current known future liabilities. The reserve policy will be reviewed annually.

Transactions and Financial Position

During the year the charity made a surplus of £8,416 in relation to its charitable activities.

The overall position for the year was a surplus of £11,174 due to a gain in investments value of £2,759.

Plans for Future Periods

- To undertake a variety of activities to bring members together, strengthen the organisation, and raise awareness of the WI's achievements and influence
- To gain and retain members by continuing to promote membership and to promote a positive modern and diverse image of the organisation
- To encourage WI members to adopt healthier, more sustainable lifestyles, and to encourage participation in leisure, science and combined arts activities
- To encourage members to attend courses arranged by the Federation.
- To provide funding to ensure that members who are already identified as trainers attend refresher courses to ensure their knowledge and skill level is maintained
- To provide training and support to Trustees to support them in their roles
- Continued funding for external and internal maintenance of Cornerstone, applying for relevant grants that might be available
- To regularly monitor all bank accounts and investment portfolios to ensure that best returns are achieved

Structure, Governance and Management

All Trustees give their time freely, however a honorarium was agreed to be paid to both the Chairman and the Company Secretary this year, amounting to £700 each.

Staffordshire County Federation of Women's Institutes Limited is a company limited by guarantee, company number 4714026 and not having share capital it is governed by its Memorandum and Articles of Association. It is registered with the Charity Commission under charity number 1097974.

STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
A REGISTERED CHARITY (NUMBER : 1097974)
COMPANY NUMBER 4714026

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Board of Trustees

Role of Trustees

The role of the Board of Trustees is to manage the affairs of the Federation. The Trustees are the charity trustees of the Federation as defined in the Charities Act 2011.

Number of Trustees

Unless otherwise decided by resolution, the Board of Trustees shall consist of at least eight and not more than fifteen persons. The elected Trustees may co-opt additional members (up to one third of their own number) to hold office until the next election.

Appointment of Trustees

Trustees are elected biennially. The election process starts with the Federation issuing nomination papers. Any WI or a current Trustee can nominate someone to stand for the Board of Trustees. To be eligible the nominee must be a fully paid up member, not a member of the Board of Trustees of another Federation, not be a salaried employee of the Federation, and not an undischarged bankrupt. More information can be found in the Trustee Eligibility & Responsibility Document.

If there are fewer nominations than places on the Board of Trustees then all nominees are deemed to be elected. If there are more nominations than there are places then there has to be an election.

The names of the new Board are announced the day after the Annual Council Meeting. The new Board takes office following the election.

All new Trustees are provided with appropriate training so as to have sufficient understanding of the nature of the charity, to enable them to carry out their duties as a trustee with full awareness of their responsibility to comply with Charity Commission legislation. Further training is provided to both new and existing trustees when appropriate.

Any person who has served as a member of the SFWI Board of Trustees for two years, is eligible to stand for election as an Officer of the Federation.

Term of office

Elected Trustees shall normally hold office for a period of two years.

Subject to any bye-laws of the Federation restricting eligibility, a Trustee who retires at an Annual General Meeting may, if willing to act, be re-elected. If she is not re-elected, she will retain office until the formal announcement of the election results.

The SFWI Chair, Honorary Treasurer and other officers are elected annually by the Trustees from among their number.

Risk Management

During the year to 31 March 2025 the Trustees assessed the strategic, operational and financial risks to which the charity is exposed, and are satisfied that systems are in place to mitigate the exposure to the major risks identified. An annual risk review will be carried out in future.

Limited Liability

The liability of the members of the Federation is limited. Every member of the Federation undertakes to contribute a sum, not exceeding £1 to the assets of the Federation if it is wound up during their membership, or within one year afterwards, for payment of the debts and liabilities of the Federation contracted before the time when membership ceased, for the costs, charges and expenses of winding-up the Federation, and for the adjustment of the rights of the contributories among themselves.

STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
A REGISTERED CHARITY (NUMBER : 1097974)
COMPANY NUMBER 4714026

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

Trustees Responsibilities in Relation to the Financial Statements

The Trustees who are also Directors of Staffordshire County Federation of Women's Institutes Limited, for the purposes of company law, are responsible for the preparation of the Trustees' Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare Financial Statements for each financial year, which 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 the income and expenditure, of the charitable company for the year. In preparing these Financial Statements, the Trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgements and estimates that are reasonable and prudent;
- d) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the Charity and enables them to ensure that the Financial Statements comply with the Companies Act 2006 and the Charities Act 2011.

The Trustees are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small Company Provisions

This report has been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the Trustees on 2 SEPT 25 and signed on its behalf by:

H R Mancey - Chair and Trustee

A H Newman - Company Secretary and Trustee

STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
A REGISTERED CHARITY (NUMBER : 1097974)
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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAFFORDSHIRE COUNTY
 FEDERATION OF WOMEN'S INSTITUTES LIMITED FOR THE YEAR ENDED 31 MARCH 2025**

We report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees (who are also the Directors of the Company 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 ourselves that the accounts of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, we report in respect of our 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

We can confirm that no matters have come to my attention in connection with the examination giving me reasonable cause to believe that in any material respect:

1. accounting records were not kept in respect of Staffordshire County Federation of Women's Institutes as required by section 386 of the 2006 Act; or
2. the accounts do not accord with these 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)].

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

C P Archer

Independent Examiner on behalf of
 Winton Bath Group
 Chartered Certified Accountants
 6 Farranti Court
 Staffordshire Technology Park
 Stafford
 Staffordshire
 ST18 0LQ

Date: 09 September 2025

STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
A REGISTERED CHARITY (NUMBER : 1097974)
COMPANY NUMBER 4714026

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
INCOME FROM:					
Donations and Legacies					
Donations		-	-	-	-
Charitable activities					
Affiliation fees		38,961	-	38,961	37,305
Board of Trustees	14	2,601	-	2,601	1,386
Sub-committees		35,312	-	35,312	28,013
		<u>76,874</u>	<u>-</u>	<u>76,874</u>	<u>66,704</u>
Other trading activities					
Fund raising events		1,768	-	1,768	3,101
Charitable trading activities		2,292	-	2,292	2,334
		<u>4,059</u>	<u>-</u>	<u>4,059</u>	<u>5,435</u>
Investments					
Return on investments		2,234	-	2,234	2,003
Interest receivable		603	359	962	1,647
		<u>2,837</u>	<u>359</u>	<u>3,196</u>	<u>3,650</u>
Other income					
Insurance		3,739	-	3,739	2,932
		<u>3,739</u>	<u>-</u>	<u>3,739</u>	<u>2,932</u>
TOTAL INCOME		<u>87,509</u>	<u>359</u>	<u>87,868</u>	<u>78,721</u>
EXPENDITURE ON:					
Raising funds					
Fundraising and appeals		825	-	825	1,229
Investment agents commission		923	-	923	867
Trading materials		1,568	-	1,568	1,514
		<u>3,316</u>	<u>-</u>	<u>3,315</u>	<u>3,610</u>
Charitable activities					
Board of Trustees	14	815	-	815	466
Support costs	13	55,615	-	55,615	57,659
Sub-committees:					
Craft, Art and Design		719	-	719	1,266
Education & Public Affairs		2,260	-	2,260	45
Events Committee		13,998	-	13,998	13,549
Member Support		149	-	149	240
Leisure & Pleasure		803	-	803	180
County Show		1,777	-	1,777	1,191
		<u>76,136</u>	<u>-</u>	<u>76,136</u>	<u>74,596</u>
Affiliation fees		-	-	-	-
Total Expenditure		<u>79,453</u>	<u>-</u>	<u>79,452</u>	<u>78,207</u>
Net Income/ (expenditure) and net movement in funds before gains and losses in investments		<u>8,057</u>	<u>359</u>	<u>8,416</u>	<u>514</u>
(Loss) / Gain on Investments		2,759	-	2,759	4,619
NET INCOME / (EXPENDITURE) BEFORE TRANSFERS		<u>10,815</u>	<u>359</u>	<u>11,175</u>	<u>5,133</u>
Transfers between funds		-	-	-	-
NET MOVEMENT IN FUNDS		<u>10,815</u>	<u>359</u>	<u>11,175</u>	<u>5,133</u>
RECONCILIATION OF FUNDS					
Fund balances brought forward		235,983	15,435	251,418	246,285
FUND BALANCES CARRIED FORWARD		<u>246,798</u>	<u>15,794</u>	<u>262,592</u>	<u>251,418</u>

The notes on pages 11 to 14 form part of these accounts

STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
A REGISTERED CHARITY (NUMBER : 1097974)
COMPANY NUMBER 4714026

BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
FIXED ASSETS					
Tangible assets	2	117,189	-	117,189	117,597
Investments	3	100,222	10,171	110,393	106,265
		<u>217,411</u>	<u>10,171</u>	<u>227,582</u>	<u>223,862</u>
CURRENT ASSETS					
Investments		9,842	-	9,842	9,744
Trading materials in hand		348	-	348	500
Prepayments and accrued income		10,715	-	10,715	5,847
Other taxes and social security		-	-	-	-
Cash at Bank		39,414	5,623	45,037	39,585
Petty Cash		105	-	105	100
		<u>60,424</u>	<u>5,623</u>	<u>66,047</u>	<u>55,776</u>
CREDITORS					
Amounts falling due within one year	7	31,037	-	31,037	28,220
		<u>29,387</u>	<u>5,623</u>	<u>35,010</u>	<u>27,556</u>
NET CURRENT ASSETS					
		<u>246,798</u>	<u>15,794</u>	<u>262,592</u>	<u>251,418</u>
TOTAL ASSETS					
REPRESENTED BY:					
Income Funds:					
Accumulated funds	8	246,798	-	246,798	235,983
Restricted funds:					
Bursary funds		-	15,794	15,794	15,435
		<u>246,798</u>	<u>15,794</u>	<u>262,592</u>	<u>251,418</u>

For the financial year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees responsibilities:

- (a) 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
- (b) The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the trustees on 12 SEPT 25 and were signed on its behalf by:



A H Newman - Company Secretary and Trustee

H R Mancey - Chair and Trustee



The notes on pages 11 to 15 form part of these accounts

STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
A REGISTERED CHARITY (NUMBER : 1097974)
COMPANY NUMBER 4714026

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

1 ACCOUNTING POLICIES

Basis of Accounting

The accounts (Financial Statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The Financial Statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

Fund Accounting

Restricted Funds Represents funds set aside for the Bursaries

Unrestricted Funds Represents accumulated income which is expendable at the discretion of the trustees in the furtherance of the objectives of the charity. Such funds may be held in order to finance both working capital and capital investment.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or valuation less depreciation.

Depreciation is provided at rates calculated to write off the cost of fixed assets less their estimated residual value, over their expected useful lives on the following bases:-

Office Equipment - 15% and 25% reducing balance basis

Freehold Property - 2% straight line basis - The cost less the residual value is depreciated over the useful life of the property. The residual value equates to cost and therefore there is no depreciable amount and no charge.

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Support costs being costs which assist the work of the charity and are therefore shown under charitable activity expenditure. See note 13 for breakdown of support costs.

On 5 January 2011 the WI deregistered for VAT.

Incoming Resources

All incoming resources are included in the SOFA when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donation of Assets

Gifts of tangible assets are included in these accounts at an estimated valuation which approximates to cost. Donations are included in the income and expenditure account as such, and in the balance sheet under the appropriate headings.

Investments

Investments are a form of basic financial instrument are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

Stock

Stock has been valued at the lower of cost and Net Realisable Value and measured on an average cost basis

Debtors

Debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
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COMPANY NUMBER 4714026

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

Impairment of non-financial assets

At each reporting date non-financial assets not carried at fair value, like tangible fixed assets, are reviewed to determine whether there is an indication that an asset may be impaired. If there is an indication of possible impairment, the recoverable amount of any asset or group of related assets, which is the higher of value in use and the fair value less cost to sell, is estimated and compared with its carrying amount. If the recoverable amount is lower, the carrying amount of the asset is reduced to its recoverable amount and an impairment loss is recognised immediately in the statement of financial position.

Stock is also assessed for impairment at each reporting date. The carrying amount of each item of stock, or group of similar items, is compared with its selling price less costs to complete and sell. If an item of stock or group of similar items is impaired, its carrying amount is reduced to selling price less costs to complete and sell, and an impairment loss is recognised immediately in the statement of financial activities.

If an impairment loss is subsequently reversed, the carrying amount of the asset or group of related assets is increased to the revised estimate of its recoverable amount, but not to exceed the amount that would have been determined had no impairment loss been recognised for the asset or group of related assets in prior periods. A reversal of an impairment loss is recognised immediately in the statement of financial activities.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the SOFA in the period to which they relate.

Bursaries

Bursaries are paid out of restricted funds reserved for this purpose.

2 TANGIBLE FIXED ASSETS

	Freehold Property £	Office Equipment £	Total £
Cost or valuation			
At 1 April 2024	115,000	5,980	120,980
Additions	-	-	-
Disposals	-	-	-
At 31 March 2025	<u>115,000</u>	<u>5,980</u>	<u>120,980</u>
Depreciation			
At 1 April 2024	-	3,382	3,382
Charge for the year	-	409	409
Eliminated on disposal	-	-	-
At 31 March 2025	<u>-</u>	<u>3,791</u>	<u>3,791</u>
Net Book Value			
At 31 March 2025	<u>115,000</u>	<u>2,189</u>	<u>117,189</u>
At 31 March 2024	<u>115,000</u>	<u>2,598</u>	<u>117,598</u>

The trustees believe the value of freehold property is greater than £115,000 (2024: £115,000). On this basis the freehold property has not been revalued.

STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
A REGISTERED CHARITY (NUMBER : 1097974)
COMPANY NUMBER 4714026

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

3 FIXED ASSET INVESTMENTS

	2025		2024	
	Unrestricted Funds	Restricted Funds	Unrestricted Funds	Restricted Funds
Unit Trust & Listed Investments				
Market value at 31 March 2024	96,149	10,171	89,401	10,064
<u>Add:</u> Additions to investments at cost	-	-	-	-
<u>Less:</u> Disposals at carrying value	-	-	-	-
<u>Add:</u> Interest received	4	-	994	52
<u>Add:</u> Dividends received	2,234	-	2,002	-
<u>Less:</u> Investor charges	(923)	-	(867)	-
<u>Less:</u> Net Gain/(loss) on revaluation	2,759	-	4,619	-
	<u>100,222</u>	<u>10,171</u>	<u>96,149</u>	<u>10,115</u>
Market Value at 31 March 2025				
	-	-	-	-
Cash held for reinvestment (including dividends & interest received)				
	<u>100,222</u>	<u>10,171</u>	<u>96,149</u>	<u>10,115</u>
Total Value at 31 March 2025				

4 CLASSIFICATION OF PORTFOLIO

	2025		2024	
	Unrestricted Funds %	Restricted Funds %	Unrestricted Funds %	Restricted Funds %
UK Loan Stock	-	10	-	10
Unit Trusts	100	-	100	-
Income Bonds	-	90	-	90
	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>

5 EMPLOYEES REMUNERATION

	2025 £	2024 £
Gross Salary	27,425	25,476
Pension contributions	824	816
Employers NI	-	-
	<u>28,249</u>	<u>26,292</u>

No employee earned £60,000 pa or more.

The average number of paid staff for the year was 2. (2024: 2).

STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
A REGISTERED CHARITY (NUMBER : 1097974)
COMPANY NUMBER 4714026

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

6 TRUSTEES REMUNERATION AND EXPENSES

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any trustee or to any person or persons known to be connected with any of them.

There has been re-imbursement of expenses to 10 trustees during the year totalling £3,288 (2024: £3,524) which relates to accommodation and travel.

During the year there was an honararium paid to the Chairman and the Company Secretary, who were both trustees. They both received £700 each during the year.

7 CREDITORS

	2025 £	2024 £
Reserved Income	19,947	18,308
PAYE	168	-
Accruals	4,032	3,233
Other creditors	6,890	6,679
	<u>31,037</u>	<u>28,220</u>

Income has been reserved where monies have been received in advance of events that are due to take place after the year end. The corresponding costs have been prepaid and are included in debtors.

FUNDS

	2025 Total £	Unrestricted Funds Accumulated Funds £	Restricted Funds Bursary Funds £	2024 Total £
Income	87,868	87,509	359	78,721
Indirect Expenditure	3,315	3,315	-	3,610
	<u>84,553</u>	<u>84,193</u>	<u>359</u>	<u>75,111</u>
Opening Value of Funds	251,418	235,983	15,435	246,285
Transfer from general fund	-	-	-	-
Adjustment in respect of previous years	-	-	-	-
Gains / (losses) on Investment assets	-	-	-	-
Realised	2,759	2,759	-	4,619
Unrealised	2,759	2,759	-	4,619
	<u>76,136</u>	<u>76,136</u>	<u>-</u>	<u>74,596</u>
Charitable Expenditure	76,136	76,136	-	74,596
Management and administration	-	-	-	-
	<u>76,136</u>	<u>76,136</u>	<u>-</u>	<u>74,596</u>
Closing Value of Funds	<u>262,593</u>	<u>246,798</u>	<u>15,794</u>	<u>251,418</u>

The Restricted Funds are there solely for providing bursaries. Applications are reviewed and bursaries are provided purely at the discretion of the Trustees of Staffordshire County Federation of Women's Institutes.

STAFFORDSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES
A REGISTERED CHARITY (NUMBER : 1097974)
COMPANY NUMBER 4714026

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

9 NET INCOMING RESOURCES

	2025 £	2024 £
Net incoming resources for the year are stated after charging:		
Independent examiners fee	<u>3,000</u>	<u>3,000</u>
Depreciation of tangible fixed assets:		
Owned assets	<u>409</u>	<u>384</u>

10 TAXATION

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

11 CONTROLLING INTEREST

The Charity is under the control of the Trustees.

12 OPERATING LEASE COMMITMENTS

	2025 £	2024 £
Lease commitments committed to be paid within 1 year	930	2,065
Lease commitments committed to be paid within 1-5 years	2,746	163
	<u>3,676</u>	<u>2,228</u>

13 SUPPORT COSTS

Support cost	2025 Charitable Activities	2024 Charitable Activities
Wages	28,249	26,292
Trustee & Sub-Committee Expenses	4,688	5,331
Information Technology	3,697	4,612
Property expenses	4,096	8,183
General office expenditure	10,531	8,389
Bank charges	1,354	1,497
Independent Examination	3,000	3,000
	<u>55,614</u>	<u>57,305</u>

14 BOARD OF TRUSTEES

Expenditure		BOARD OF TRUSTEES	Income	
2025	2024		2025	2024
		Closed WI's	1,361	
162	-	Speaker Book	750	780
98	146	Membership Awards	148	313
-	80	Annual Meetings	65	-
361	240	Carol Service	267	293
194	-	Christmas Tree Festival 2024	10	-
<u>815</u>	<u>466</u>		<u>2,601</u>	<u>1,386</u>