

**THE TYNE AND WEAR SOUTH  
FEDERATION OF WOMENS INSTITUTES**

**REPORT and FINANCIAL STATEMENTS**

**YEAR ENDED 31 DECEMBER 2020**

<b>CHARITY NUMBER</b>	<b>1099003</b>
<b>COMPANY NUMBER</b>	<b>4650948</b>

# **THE TYNE AND WEAR SOUTH FEDERATION OF WOMENS INSTITUTES**

## **LEGAL & ADMINISTRATIVE INFORMATION**

### **Status**

The organisation is a charitable company limited by guarantee, incorporated on 29 January 2003 and registered as a charity on 15 August 2003.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, the members of the Management Committee are elected at the AGM to serve a period of 2 years subject to ratification at each AGM.

### **Management Committee**

<b>M Carter</b>	<b>Chairwoman</b>
<b>J Russell</b>	<b>Vice Chairwoman</b>
<b>E Wright</b>	<b>Vice Chairwoman</b>
<b>C Espie</b>	<b>Treasurer</b>
<b>M Burland</b>	
<b>L Kennedy</b>	
<b>D Phippen</b>	
<b>T Rowell</b>	
<b>K Watson</b>	
<b>M Fullerton</b>	
<b>E Clark</b>	
<b>M Johnson</b>	
<b>K English</b>	

### **Company Secretary**

**J Inglis**

### **Registered office and operation address**

**Inverness Road Jarrow Tyne & Wear NE32 4AQ**

### **Independent Examiners**

**D C Smallbone & Co 3a Blue Sky Way Hebburn Tyne & Wear NE31 2EQ**

### **Bankers**

**LLoyds TSB 54 Fawcett St Sunderland Tyne & Wear SR1 1SF**  
**Northern Rock 43 Fawcett St Sunderland Tyne & Wear SR1 1SA**

### **Solicitors**

**Peter Dunn & Co 20 Atheneum Street Sunderland SR1 1DH**

# **THE TYNE AND WEAR SOUTH FEDERATION OF WOMENS INSTITUTES**

## **REPORT OF THE MANAGEMENT COMMITTEE YEAR ENDED 31 DECEMBER 2020**

### **GENERAL**

The organisation is a charitable company limited by guarantee, incorporated on 29 January 2003 and registered as a charity on 15 August 2003.

### **ACTIVITIES**

The aims and objectives have been met in response to the global objectives of the National Federation of Womens Institutes.

### **RESULTS**

The charity had a deficit of funds of £4,474 for the year of reporting.

### **FUTURE STRATEGY**

The charity will continue to observe, adhere and implement the aims and objectives of the National Federation.

### **RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE**

Company law requires the management committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- select suitable accounting policies and then apply them consistently;

- make judgements and estimates that are reasonable and prudent, and

- prepare the financial statements on a going concern basis unless it is appropriate to assume that the company will continue on that basis.

The management committee is responsible for maintaining accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. the management committee is 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 TYNE AND WEAR SOUTH  
FEDERATION OF WOMENS INSTITUTES**

**REPORT OF THE MANAGEMENT COMMITTEE CONTINUED  
YEAR ENDED 31 DECEMBER 2020**

**INDEPENDENT EXAMINERS**

**D C Smallbone & Co were appointed as the charitable company's independent examiners.**

**The report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with special provisions of part 15 of the Companies Act 2006 relating to small entities.**

**Approved by the management committee on**

**and signed on its behalf by:**

A handwritten signature in cursive script, appearing to read 'J. Inglis', written in dark ink.

**J Inglis**

**Company Secretary**

# D C SMALLBONE & CO

## ACCOUNTING & COMMERCIAL CONSULTANCY

### INDEPENDENT EXAMINERS REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF THE TYNE AND WEAR SOUTH FEDERATION OF WOMENS INSTITUTES

We report on the financial statements for the Charity for the year ended 31  
December 2020 set out on pages 1 to 6.

Respective responsibilities of committee and examiners.

The charity's trustees are responsible for the preparation of the accounts. The  
charity's trustees consider that an audit is not required for this year under section  
43 ( 2 ) of the Charities Act 1993 ( the 1993 Act ) as amended by the Charities Act  
2006 and that an independent examination is needed.

It is our responsibility to:

Examine the accounts under section 43 of the 1993 Act as amended  
to follow the procedures laid down in the general Directions given by the  
Charity Commission ( under section 43(7)(b) of the 1993 Act, and  
to state whether particular matters have come to my attention.

#### Basis of Opinion

We conducted our examination in accordance with the General Direction for  
Independent Examination issued by the Charity Commissioners. The 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 of explanations from the  
trustees concerning any such matters. The procedures undertaken do not provide all  
evidence that would be required in an audit, and consequently no opinion is given  
as to whether the accounts present a "true and fair" view and the report is limited  
to those matters set out in the statement below.

#### Examiners Statement

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

1. which gives us reasonable cause to believe that in any material respect  
the requirements:
  - to keep accounting records in accordance with section 41 of the Act;
  - to prepare accounts which accord with the accounting records and  
comply with the accounting requirements of the 1993 Acthave not been met; or
2. to which, in our opinion, attention should be drawn in order to enable a proper  
understanding of the accounts to be reached.

*DC Smallbone*

D C Smallbone  
Reporting Accountant

28 February 2020

3a BLUE SKY WAY MONKTON BUSINESS PARK HEBBURN TYNE & WEAR NE31 2EQ  
TELEPHONE (091) 4312314 Mobile 07903759377 EMAIL Info@dongsmallbone.co.uk

D C Smallbone MBA L Smallbone Consultant M G Archbold FCA

**THE TYNE AND WEAR SOUTH FEDERATION OF WOMENS INSTITUTES**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 DECEMBER 2020**

	Note	Restricted Funds £	Unrestricted Funds £	2020 Total Funds £	2019 Total Funds £
<b>Incoming Resources</b>					
General charitable income in activities to further the charity's objects	2	0	34,382	34,382	48,393
<b>Total Incoming Resources</b>		<b>0</b>	<b>34,382</b>	<b>34,382</b>	<b>48,393</b>
<b>Resources Expended</b>					
General charitable expenditure in activities to further the charity's objects	3	0	38,856	38,856	49,871
<b>Total Resources Expended</b>		<b>0</b>	<b>38,856</b>	<b>38,856</b>	<b>49,871</b>
<b>Net Movement in Funds</b>		<b>0</b>	<b>(4,474)</b>	<b>(4,474)</b>	<b>(1,478)</b>
<b>Brought forward</b>		<b>0</b>	<b>47,605</b>	<b>47,605</b>	<b>49,083</b>
<b>Total funds at 31 December 2020</b>	<b>7</b>	<b>0</b>	<b>43,131</b>	<b>43,131</b>	<b>47,605</b>

**THE TYNE AND WEAR SOUTH FEDERATION OF WOMENS INSTITUTES**

**BALANCE SHEET**

**AT 31 DECEMBER 2020**

	Note	Restricted Funds £	Unrestricted Funds £	2020 Total Funds £	2019 Total Funds £
<b>Fixed Assets</b>					
Tangible Fixed Assets	4	0	212	212	212
<b>Current Assets</b>					
Stock		0	150	150	150
Debtors	5	0	211	211	208
Cash at bank & in hand		0	43,333	43,333	49,427
		0	43,694	43,694	49,785
<b>Liabilities: falling due in one year</b>	6	0	775	775	2,392
<b>Net Current Assets</b>		0	42,919	42,919	47,393
<b>Net Assets</b>		0	43,131	43,131	47,605
<b>Funds</b>	7	0	43,131	43,131	47,605
		0	43,131	43,131	47,605

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within part 15 of the Companies Act 2006.

- a. For the year ended 31 December 2019 the company was entitled to the exemption from audit under section 477 of the Companies Act 2006.
- b. No notice has been deposited pursuant to section 476, requiring an audit of these financial statements under the requirement of the Companies Act 2006.
- c. The committee acknowledge their responsibilities for:
  1. Ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006.
  2. Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year in accordance with the requirements of section 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as is applicable to the company.
- d. These accounts have been prepared in accordance with the micro-entity provisions and have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the Management Committee on

and signed on its behalf of by:



M Carter - Director & Chairwoman

# THE TYNE AND WEAR SOUTH FEDERATION OF WOMENS INSTITUTES

## NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2020

### 1. Accounting Policies

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities, The Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.

#### a. Tangible fixed assets

As the wear and tear on fixed assets is considerable the depreciation of the assets is revised annually in order to write assets off over their estimated lives.

#### b. Stock and work in progress

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

### 2. Incoming resources

	Restricted Funds £	Unrestricted Funds £	2020 Total Funds £	2019 Total Funds £
Affiliation Fees &, Pool Fares		23,252	23,252	28,318
Bank Interest Received		173	173	263
Postage & Telephone		369	369	455
Insurance		1,084	1,084	0
<b>Sub total</b>	<b>0</b>	<b>24,878</b>	<b>24,878</b>	<b>29,036</b>
Calendars & Diaries		61	61	302
Stationery & Books		27	27	131
Crafts, Arts & Leisure, Executive & Organisation, Home Economics		5,984	5,984	13,747
<b>Sub total</b>	<b>0</b>	<b>6,072</b>	<b>6,072</b>	<b>14,180</b>
NFWI AGM		1,692	1,692	3,395
Raffle & Sundries		143	143	192
Spring Council		870	870	0
Newsletter		518	518	865
Training Fund & Donations		0	0	343
Memorial Fund		50	50	382
Miscellaneous		159	159	0
<b>Sub total</b>	<b>0</b>	<b>3,432</b>	<b>3,432</b>	<b>5,177</b>
<b>Total</b>	<b>0</b>	<b>34,382</b>	<b>34,382</b>	<b>48,393</b>



**THE TYNE AND WEAR SOUTH FEDERATION OF WOMENS INSTITUTES**

**NOTES TO THE ACCOUNTS CONTINUED**

**YEAR ENDED 31 DECEMBER 2020**

	<b>Restricted Funds £</b>	<b>Unrestricted Funds £</b>	<b>2020 Total Funds £</b>	<b>2019 Total Funds £</b>
<b>3. Resources expended</b>				
Affiliation Fees, Pool Fares		12,639	12,639	13,252
Insurance		730	730	748
Telephone/internet		1,443	1,443	1,651
Rent & utilities		3,120	3,120	3,008
<b>Sub total</b>	<b>0</b>	<b>17,932</b>	<b>17,932</b>	<b>18,659</b>
Calendars & Diaries		50	50	383
Stationery Books Photocopy		1,405	1,405	3,060
Crafts, Arts & Leisure, Executive & Organisation, Home Economics		9,363	9,363	13,139
<b>Sub total</b>	<b>0</b>	<b>10,818</b>	<b>10,818</b>	<b>16,582</b>
NFWI AGM		762	762	5,587
Salary & Wages		7,953	7,953	7,610
Spring Council		480	480	0
Crafts into Schools		148	148	295
Newsletter		0	0	375
<b>Sub total</b>	<b>0</b>	<b>9,343</b>	<b>9,343</b>	<b>13,867</b>
Accountancy Fees		750	750	750
Profession & Legal fees		13	13	13
<b>Total</b>	<b>0</b>	<b>38,856</b>	<b>38,856</b>	<b>49,871</b>

**THE TYNE AND WEAR SOUTH FEDERATION OF WOMENS INSTITUTES**

**NOTES TO THE ACCOUNTS CONTINUED**

**YEAR ENDED 31 DECEMBER 2020**

**4. Tangible Fixed Assets**

	2020 £	2019 £
	Fixtures & Fittings £	Total £
At 01 January 2020	4,494	4,494
Additions	0	0
At 31 December 2020	<u>4,494</u>	<u>4,494</u>
Accumulated Depreciation		
At 01 January 2020	4,282	4,282
Charge for year		
At 31 December 2020	<u>4,282</u>	<u>4,282</u>
Net Book Value		
At 31 December 2020	<u>212</u>	<u>212</u>

	2020 £	2019 £
<b>5. Debtors</b>		
Prepayments	211	734
	<u>211</u>	<u>734</u>

	2,020 £	2,019 £
<b>6. Liabilities: Amounts falling due within one year</b>		
Accruals	25	788
Prepaid events	0	1,123
	<u>25</u>	<u>1,911</u>

	2020 £	2019 £
<b>7. Funds</b>		
Balance as at 01 January 2020	47,605	49,083
Movement in funds for the period	(4,474)	(1,478)
Balance as at 31 December 2020	43,131	47,605