



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st December 2022 Period start date To 30th November 2023 Period end date

Charity name: Huntingdon and Peterborough Federation of Women's Institutes

Charity registration number:1178059

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<ul style="list-style-type: none">• To advance the education of women and girls for the public benefit in all areas.• To promote sustainable development for the public benefit. To advance health for the public benefit.• To advance citizenship for the public benefit by the promotion of civic responsibility and volunteering
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none">• Members have been offered educational opportunities both face-to-face and via Zoom, to build new skills and to take part in a wider variety of activities.• Members have been able to campaign on issues that matter to them and to their communities.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<ul style="list-style-type: none">• The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We have adapted to a new way of operating, providing educational opportunities and support both face-to-face and via Zoom.</p> <p>Our monthly newsletter has continued to be produced both physically and online.</p> <p>The new fully virtual WI continues to provide a service for those that cannot attend a meeting in person.</p> <p>We have continued to campaign on a range of issues from modern slavery, to climate change, mental health and violence against women.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Funds have been used to carry out property refurbishments that had been delayed due to Covid-19. Reserves are held to cover 6 months running costs.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to cover 6 months running costs.
Amount of reserves held	Para 1.22	£30,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The trustees continue to look at best practice to ensure the long-term future of the Federation. There is a need to find new ways to raise income.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution and rules for County Federations of WI's
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected bi-annually by a vote. Any member of a county WI is eligible to be elected or co-opted. Candidates must be nominated by a trustee or by a WI.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Huntingdon and Peterborough Federation of Women's Institutes
Other name the charity uses	
Registered charity number	1178059
Charity's principal address	6a Walden Road Huntingdon Cambridgeshire PE29 3AZ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Phyllis Brookes	Federation Chairman		
2	Zena Betts	Federation Treasurer	April 2023-present	
3	Maria Pidoux			
4	Karen Prestage			
5	Jean Jefferies			
6	Carol Gibbins			
7	Marie Archer			
8	Carole Lovell		Appointed 28 th June 2023	
9	Ruth Nicholls		Appointed 18 th June 2023	
10	Sally Dalley	Federation Treasurer	Resigned April 2023	
11	Chrissie Jennings		Resigned April 2023	
12	Jacqueline Svensson			
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

REGISTERED CHARITY NO. 1178059

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES (CIO)**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th NOVEMBER 2023**

**Kinnaird Hill
Chartered Certified Accountants
Brunel House
1 Archers Court
HUNTINGDON
PE29 6XG**

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES (CIO)**

**STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 30th NOVEMBER 2023**

C O N T E N T S

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**INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES
OF HUNTINGDON AND PETERBOROUGH FEDERATION OF WOMEN'S INSTITUTES (CIO)**

I report on the accounts of the Federation for the year ended 30th November 2023 which are set out on pages 2 to 8.

Respective Responsibilities of Trustees and Examiner

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- 1 examine the accounts under section 145 of the 2011 Act,
- 2 follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- 3 state whether any particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the 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 the trustees concerning any such matters.

The procedures undertaken do not provide all the 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 the matters set out in the statement below.

Independent Examiner's 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 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting recordshave 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.



N E Hutchcraft
Chartered Certified Accountant

Date: 14 May 2024

Kinnaird Hill
Chartered Certified Accountant
Brunel House
1 Archers Court
HUNTINGDON
Cambs PE29 6XG

HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES (CIO)

STATEMENT OF ACCOUNTS FOR YEAR ENDED 30th NOVEMBER 2023

RECEIPTS AND PAYMENTS ACCOUNT (UNRESTRICTED FUNDS)

RECEIPTS	2023 £	2022 £
NFWI Activities:		
Federation Affiliation Fees	17,678.03	15,460.15
National Affiliation Fees:	15,489.22	18,297.73
	<u>33,167.25</u>	<u>33,757.88</u>
Stationery	215.28	331.63
Diaries	294.88	385.00
Pooling of Fares	1,202.75	816.00
Raffle Ticket Sales	297.70	253.61
	<u>2,010.61</u>	<u>1,786.24</u>
Committee Activities:		
Membership	-	-
Activities	7,327.66	8,031.63
Public Affairs	11,819.20	4,224.22
Annual Federation Day	3,178.80	2,351.25
Executive/Trustees	2,346.38	1,231.67
	<u>24,672.04</u>	<u>15,838.77</u>
Office and Administration		
Public Liability Insurance	996.25	1,004.80
Photocopier and Postage	791.59	877.65
Newsletter and Adverts	2,285.60	1,684.03
Year Book Income	207.73	192.00
Zoom Meetings		125.00
	<u>4,281.17</u>	<u>3,883.48</u>
Other Income		
AGM	1,961.00	4,091.01
Job Retention Scheme grant	-	-
HDC Grant	-	2,667.00
Gift Aid	293.32	658.68
Income from lapsed WI	336.00	440.75
WI Shop	256.28	407.31
Opening New WI's	656.00	819.06
Miscellaneous Income	-	-
	<u>3,504.60</u>	<u>9,083.81</u>
Investment Income:		
Bank Interest	561.92	37.01
TOTAL RECEIPTS	<u>68,197.59</u>	<u>64,387.19</u>
Total receipts as above	68,197.59	64,387.19
Total payments as per page 3	- 73,619.39	- 62,602.69
Net receipts/(payments)	- 5,421.80	1,784.50
Transactions on behalf of restricted funds	- 10,199.59	- 3,316.72
Prior year cash movement (not reported)		
Lapsed funds deposits received (2021/2020)		5,182.20
Fixed asset additions payments (2021/2020)		- 2,109.84
Opening WI Holding account cash movements (2021/2020)		- 165.10
Balance of cash funds b/fwd	104,809.08	103,434.04
Balance of cash funds c/fwd	<u>89,187.69</u>	<u>104,809.08</u>

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES (CIO)**

**STATEMENT OF ACCOUNTS FOR YEAR ENDED 30th NOVEMBER 2023
RECEIPTS AND PAYMENTS ACCOUNT (UNRESTRICTED FUNDS)**

	2023 £	2022 £
PAYMENTS		
NFWI Activities:		
National Affiliation Fees	<u>17,919.80</u>	<u>18,297.71</u>
Stationery	162.00	126.25
Diaries	630.00	-
Lady Denman Cup	-	-
Raffle Tickets	-	-
Pooling of Fares	1,648.00	32.00
	<u>2,440.00</u>	<u>158.25</u>
Committee Activities		
Membership	260.40	254.40
Activities	2,656.30	4,999.73
Public Affairs	7,115.61	2,418.31
Annual Federation Day	4,515.74	1,134.52
Executive / Trustees	2,648.48	1,954.73
	<u>17,196.53</u>	<u>10,761.69</u>
Office and Administration		
Public Liability Insurance	824.25	809.21
Premises Insurance	1,285.98	1,151.28
Repairs, Renewals and Cleaning	1,074.77	614.09
Employees	21,702.77	20,021.85
Photocopier and postage	2,567.12	2,651.52
Printing and Stationery	242.52	120.10
Additions to Office Equipment	-	-
Zoom Meetings	31.18	197.08
Telephone and Website/Hosting	875.22	790.27
Professional Fees	-	-
Licences	-	-
Bank Charges	-	-
Accountancy Fees	2,210.40	2,040.00
	<u>30,814.21</u>	<u>28,395.40</u>
Other Expenditure		
Fixed asset additions	252.00	-
AGM	2,360.00	4,035.10
Newsletter & Adverts	1,800.00	-
Opening WI Holding fund	548.00	819.80
Charitable Donations	280.00	-
Miscellaneous	8.85	134.74
	<u>5,248.85</u>	<u>4,989.64</u>
TOTAL PAYMENTS	<u><u>73,619.39</u></u>	<u><u>62,602.69</u></u>

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES (CIO)**

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 30th NOVEMBER 2023

RECEIPTS AND PAYMENTS ACCOUNTS (RESTRICTED FUNDS)

	2023	2022
	£	£
PROPERTY FUND		
RECEIPTS		
Donations: Car Park	4,311.20	3,442.09
Legacy - Fabric Fund		5,000.00
Hire of Hall	5,835.34	3,739.31
200 Club	1,243.58	938.36
Security	-	-
	<u>11,390.12</u>	<u>13,119.76</u>
PAYMENTS		
200 Club		
Rates	465.00	395.00
Light & Heat	282.36	342.02
Maintenance	3,468.12	1,949.01
Security Expenses	17,306.23	13,742.45
Committee Expenses	68.00	8.00
	<u>21,589.71</u>	<u>16,436.48</u>
Total receipts as above	11,390.12	13,119.76
Total payments as above	- 21,589.71	- 16,436.48
Net receipts/(payments)	- 10,199.59	- 3,316.72
Transacted through general cash funds	10,199.59	3,316.72
Balance of cash funds c/fwd	<u>-</u>	<u>-</u>

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES (CIO)**

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 30th NOVEMBER 2023

RECEIPTS AND PAYMENTS ACCOUNTS (RESTRICTED FUNDS)

	2023 £	2022 £
PROPERTY FUND		
RECEIPTS		
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 Total receipts as above	 11,390.12	 13,119.76
Total payments as above	- 21,589.71	- 16,436.48
Net receipts/(payments)	- 10,199.59	- 3,316.72
Transacted through general cash funds	10,199.59	3,316.72
Balance of cash funds c/fwd	<u>-</u>	<u>-</u>

HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES (CIO)

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 30th NOVEMBER 2023

STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD

		2023 Unrestricted funds £	2023 Restricted funds £	2023 Designated funds £	2023 Total funds £	2022 Total funds £
FIXED ASSETS						
Tangible fixed assets	note 2	402,526.40			402,526.40	403,010.58
CURRENT ASSETS						
Cash funds						
Cash at Bank:						
Current Account		3,199.43			3,199.43	19,382.74
Investment Account		85,988.26			85,988.26	85,426.34
Cash in Hand					-	-
Restricted cash funds held in general accounts		89,187.69				
Designated cash funds held in general accounts		(56,063.12)	56,063.12			
		(2,423.98)		2,423.98		
		30,700.59	56,063.12	2,423.98	89,187.69	104,809.08
Other monetary assets	86,763.71					
Stock:						
Books and publications		219.52			219.52	163.52
Stationery and badges						
Debtors					-	-
		219.52			219.52	163.52
TOTAL ASSETS		433,446.51	56,063.12	2,423.98	491,933.61	507,983.18
LIABILITIES						
Creditors and accruals						
Lapsed Institute funds		5,441.96			5,441.96	5,412.47
TOTAL LIABILITIES		5,441.96			5,441.96	5,412.47
NET ASSETS		428,004.55	56,063.12	2,423.98	486,491.65	502,570.71
ANALYSIS OF FUNDS						
General unrestricted funds		118,004.55			118,004.55	123,992.02
Land & Buildings Revaluation		310,000.00			310,000.00	310,000.00
Property fund			55,364.59		55,364.59	65,564.18
Opening of New WI's				1,026.16	1,026.16	918.16
Educational Fund			698.53	1,144.55	1,843.08	1,843.08
Lottery Grant Awards for All					-	-
Shows & Exhibitions				253.27	253.27	253.27
		428,004.55	56,063.12	2,423.98	486,491.65	502,570.71

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES (CIO)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th NOVEMBER 2023**

1 ACCOUNTING POLICIES:

Basis of preparation of financial statements

The financial statements have been prepared under the receipts and payments basis, with a supporting statement of assets and liabilities.
Huntingdon & Peterborough Federation of Women's Institute, Charity registration number 229014, registered to become a Charitable Incorporated Organisation registration number 1178059 on 23rd April 2018, continuing with the same work.

Depreciation

Freehold property is included in the statement of assets and liabilities and has been revalued at the request of the trustees by Barker Storey Matthews on 10th June 2015
The Executive committee requested the freehold property value be increased in 2016 to the fair value valuation assuming residential development.
Other tangible fixed assets were revalued by the trustees as at 31st December 2000. Depreciation has been calculated to write off this valuation over the remaining expected useful lives using the following rates:

Freehold property	-	No depreciation
Furniture	-	15% on reducing balance basis
Equipment	-	25% on reducing balance basis
Catering equipment	-	20% on reducing balance basis

Stocks

Stocks have been valued by the trustees at the lower of cost and net realisable value.

Restricted funds

Separate funds have been maintained in respect of the following:

Property Fund	Maintained for the funding of repairs and renovation to the freehold property.
Education Fund	Maintained for Educational purposes

Designated Funds

Separate funds have been designated in respect of the following:

Opening of New WI's
Lapsed WI's
Shows & Exhibitions
Education Fund

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES (CIO)**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30th NOVEMBER 2023**

2 TANGIBLE FIXED ASSETS

	Freehold Property	Furniture	Equipment	Catering Equipment	Total
Cost or valuation					
At 1 December 2022	400,000.00	3,902.77	12,401.43	5,037.73	421,341.93
Additions	-	-	186.00	66.00	252.00
Revaluations	-	-	-	-	-
Disposals	-	-	-	-	-
At 30 November 2023	<u>400,000.00</u>	<u>3,902.77</u>	<u>12,587.43</u>	<u>5,103.73</u>	<u>421,593.93</u>
Depreciation					
At 1 December 2022	-	3,732.62	10,118.01	4,480.72	18,331.35
Charge for year	-	25.52	592.10	118.56	736.18
Revaluations	-	-	-	-	-
Elimination on disposals	-	-	-	-	-
At 30 November 2023	<u>-</u>	<u>3,758.14</u>	<u>10,710.11</u>	<u>4,599.28</u>	<u>19,067.53</u>
Net Book Value					
At 30 November 2023	<u>400,000.00</u>	<u>144.63</u>	<u>1,877.32</u>	<u>504.45</u>	<u>402,526.40</u>
At 30 November 2022	<u>400,000.00</u>	<u>170.15</u>	<u>2,283.42</u>	<u>557.01</u>	<u>403,010.58</u>

Freehold property comprises of land and buildings which were revalued by Barker Storey Matthews, local property valuers, on 10th June 2015. As at 30th November 2016, the trustees uplifted the valuation to reflect the market value on the basis that planning permission would be granted for residential development.

3 Related Party Note

The receipts and payments in relation to executives and trustees is disclosed on page 2-3 of receipts and payments account.

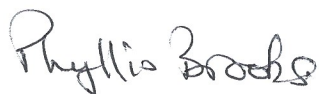
**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES (CIO)**

TRUSTEES' APPROVAL TO THE FINANCIAL STATEMENTS

The Trustees confirm their approval to the Statement of Accounts for the year ended 30th November 2023 forming pages 2 to 7 of these financial statements.

On behalf of the trustees:

**P Brooks
Chairman**

A handwritten signature in cursive script, appearing to read 'Phyllis Brooks', written in dark ink.

**Zena Betts
Treasurer**

Date: 3 April 2024

**INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES
OF HUNTINGDON AND PETERBOROUGH FEDERATION OF WOMEN'S INSTITUTES (CIO)**

I report on the accounts of the Federation for the year ended 30th November 2023 which are set out on pages 2 to 8.

Respective Responsibilities of Trustees and Examiner

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- 1 examine the accounts under section 145 of the 2011 Act,
- 2 follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- 3 state whether any particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the 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 the trustees concerning any such matters. The procedures undertaken do not provide all the 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 the matters set out in the statement below.

Independent Examiner's 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 130 of the 2011 Act; and
(b) to prepare accounts which accord with the accounting records
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.



N E Hutchcraft
Chartered Certified Accountant

Date: 14 May 2024

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