

Summary Annual Report

2020

**Suffolk West Federation of Women's Institutes
Federation Offices: Unit 11, Park Farm Business Centre,
Fornham St Genevieve, Bury St Edmunds, Suffolk IP28 6TS**

Tel: 01284 336645

email: office.swfwi@gmail.com

Registered Charity Number 1179294

Annual Report

Trustees during 2019 -2020

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Julie Higgins	Chairman		SWFWI WIs
2	Jill Gooch	Vice Chairman		SWFWI WIs
3	Rachel Thomas			SWFWI WIs
4	Brenda Last	Treasurer		SWFWI WIs
5	Sue Beavan			SWFWI WIs
6	Margaret Brackenbury	Vice Chairman		SWFWI WIs
7	Janet Brown			SWFWI WIs
8	Linda Gridley			SWFWI WIs
9	Joyce Haiselden		Until April 2020	SWFWI WIs
	June Bryant		From May 2020	SWFWI WIs
10	Yvonne King			SWFWI WIs
11	Rae Stapleton			SWFWI WIs
12	Maggie Glavin			SWFWI WIs

Governance

The Federation has a constitution approved by the National Federation of Women's Institutes and by the Charity Commission. The managing trustees are voted for every two (2) years by the WIs of the Federation. They take office after the end of that year's annual meeting.

Additional governance issues

Trustees attend formal Trustee training provided by NFWI. They are also expected to work through the e-learning Trustee Training Module provided by NFWI on the WI Training website.

Staff

The Federation employs two part time members of staff: Federation Secretary Rachel Hows and Finance Assistant Rachel Sparks.

Objects of the WI

The objects of the Federation are to further the purposes of the Women's Institute movement in West Suffolk.

The main purposes of the Women's Institute organisation are:

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

Achievements

The main achievement during the period of this annual report was celebrating the centenary of the federation and keeping the organisation together during the pandemic lockdown.

Summary of the main activities of the organisation

It became evident by early summer that we would not be able to hold many of our planned Centenary events due to imposed restrictions due to COVID-19, a situation which also brought about the demise of our Federation magazine, The WI News. We felt that we had to find a publication to replace this loss and came up with a fortnightly office based online newsletter entitled The Hive. This has up to date information and notices together with short write ups from our WIs and our sub committees. This has proved extremely popular with members. As the months went on, we decided to hold talks on Zoom for our members which started in September 2020. These have encompassed a myriad of subjects including Jane Austen, Leonardo da Vinci, Stem Cells, crafting various items such as Christmas Wreaths and paper flowers, the music of Bach and the life of a Pantomime Dame, our Christmas offering has attracted 100+ members with our Night In With The London Welsh Rugby Club Choir. The only actual Centenary event we held was a highly successful lunch with speaker Captain William Wells in March 2020.

We feel our greatest achievement is keeping in touch with our members and keeping the interest in our Centenary which hopefully we can celebrate it fully in 2021.

Financial Review

Reserves Policy

The Federation holds reserves for several reasons.

1. To cover cash flow situations where for instance the subscriptions which provide a substantial part of the income are only received in March/ April to cover the whole year.
2. To cover for unforeseen emergency or unexpected needs.
3. Cover for unforeseen day to day operational costs such as employing temporary staff to cover long term sick absence.
4. To meet planned commitments that cannot be met from future income alone.
5. To support the office costs following the sale of owned premises and the rental of current premises, with a view that new premises may be purchased in future.

The proceeds from the sale of the Federation's own property are held as reserves but split to give both access and income. The larger part has been invested through a stockbroker which offers inflation proofing income and increase in values combined with a low to medium risk, the remainder split between instant access accounts and short notice accounts which pay more interest. The Reserves policy will be reviewed annually.

Being a particularly financially challenging year, the profit and loss account shows a deficit of £9371, which, disappointingly but unsurprisingly, is an increase in the deficit from the previous year. The loss of the income from the printed WI News and our fundraising events due to the pandemic has partially been offset by the one-off grant of £10,000 from the government. Our expenses have not been much reduced by the lockdown as the part time staff were not furloughed due to ongoing work on the newsletters and refunds on events. The deficit can be met from our Virgin savings account and will not affect our investment policy. Our investments continued to perform relatively well during the stock market upheavals and ended with a reduction of £18547, a 4.4% reduction. Unfortunately, our membership numbers and hence subscriptions have fallen slightly. However, we hope to open at least one new WI next year and undertake a recruitment campaign once restrictions on meetings are lifted. As ever the board of trustees continue their efforts to reduce costs wherever possible but this last year has been difficult.

Early events were well supported and raised funds to help with the Federation costs but those of March onwards were cancelled. I hope next year the postponed centenary events and the relief at meeting again will encourage more members to participate in federation events in addition to their own WI events.

Suffolk West Federation of Women's Institutes

Income and Expenditure for the year ended 30th September 2020

<u>Income</u>	<u>2020</u>	<u>2020</u>	<u>2019</u>	<u>2019</u>
Members subscriptions	16,153		17,459	
Dividends and Interest	11,946		14,279	
Grants	10,000		0	
Recharges for photocopying, insurance, etc	1,773		2,235	
Park Farm		39,872		33,973
Fundraising events	3,359		9,096	
Federation & National meeting	80		14,157	
Sales of WI News, bulbs, pens, diaries etc	-851		5,751	
Training, Donations, NFWI & Golden ticket draws	870		1,200	
Centenary events	8,336			
Federation Board of Trustees		11,794		30,204
Creative Leisure		194		6,013
Members Advisory Committee		147		2,257
Combined Arts		1,163		12,401
Public Affairs		0		4,240
Science & Technology		0		136
Sports		1,494		4,441
Catering		611		2,471
Choir		180		1,109
Total Income		55,455		97,245
<u>Expenditure</u>				
Staffing including cleaners	24,175		23,332	
Office rent, Council tax, electricity & repairs	21,494		20,982	
Supplies, photocopier, postage, etc	3,756		4,738	
Bookkeeping & Audit, Depreciation	1,436		3,152	
Park Farm		50,861		52,204
Fundraising events	2,998		8,059	
Federation & National meetings	630		15,586	
Cost of Sales, Golden ticket prizes, other minor costs	674		1,981	
Denman visit, room refurbishment, training	1,370		250	
Incorporation costs	0		1,538	
Centenary events	6,720		0	
Federation Board of Trustees		12,392		27,414
Creative Arts		245		4,131
Members Advisory Committee		180		2,983
Combined Arts		400		10,751
Public Affairs		114		2,562
Science & Technology		0		14
Sports		141		557
Catering		210		1,146
Choir		283		551
Total Expenditure		64,826		102,313
Profit/ (Loss)		-9,371		-5,068

Suffolk West Federation of Women's Institutes
Balance Sheet for the year ended 30th September 2020

<u>Fixed Assets</u>	<u>2020</u>	<u>2019</u>
Kitchen equipment	478	563
Office Equipment	2,773	2,647
Chairman's Brooch	240	240
Trade Debtors	138	2,601
Prepayment of expenditure	4,334	8,209
Accrual of Income	0	0
Bank Current account	1,800	11,630
Barratt & Cooke Investment	423,031	430,133
Virgin Money Account	56,186	70,684
Stocks	4,521	0
Floats	80	80
	<u>493,581</u>	<u>526,787</u>

Liabilities

Trade Creditors	432	424
Suspended Institutes fund	565	164
NFWI affiliation fees	0	214
Pooling of fares	0	0
Accrual of expenditure	1,870	600
Prepayment of Income	0	6,753
	<u>2,867</u>	<u>8,155</u>
	<u>490,714</u>	<u>518,632</u>

Capital & Reserves

Accumulated Fund	414,841	414,841
Surplus/deficit of funds	103,394	97,413
Denman College Room fund	397	396
Investment revaluation	-18,547	11,050
Profit & Loss account	-9,371	-5,068
Previous year's adjustment		
	<u>490,714</u>	<u>518,632</u>

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**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Suffolk West Federation Of Women's Institutes

**On accounts for the year
ended**

30/09/2020

**Charity no
(if any)** 1179294

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30/09/2020**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

Gabriele Hammond

Date:

11/02/2021

Name:

GABRIELLE HAMMOND

**Relevant professional
qualification(s) or body
(if any):**

FCCA

Address:

Hammond Ford & Co

Unit 6, Church Farm, Barrow

Bury St Edmunds IP29 5AX