

## Summary Annual Report

# 2022

**Suffolk West Federation of Women's Institutes (CIO)**  
**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](mailto:office.swfwi@gmail.com)**

**Registered Charity Number 1179294**

# Annual Report

## Trustees during 2021 -2022

	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	Brenda Last	Treasurer		SWFWI WIs
4	Margaret Brackenbury	Vice Chairman		SWFWI WIs
5	Maggie Glavin	Vice Chairman		SWFWI WIs
6	Janet Brown		Until July 2022	SWFWI WIs
7	Linda Gridley			SWFWI WIs
8	June Bryant			SWFWI WIs
9	Yvonne King			SWFWI WIs
10	Rae Stapleton		Until April 2022	SWFWI WIs
10	Tina Walker		From April 2022	SWFWI WIs
11	Helen Lindfield			SWFWI WIs
12	Anne Ling		From April 2022	SWFWI WIs
13	Glenn Abbassi		to April 2022	SWFWI WIs
13	Sally Waterson		From April 2022	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

Federation Officers attend formal training provided by NFWI. All trustees are obliged to undertake online training delivered as part of NFWI's commitment to working in partnership with federations to provide additional support and guidance throughout the national federation.

### 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**

We still consider our greatest achievements are keeping up the interest of our members in our work and events at Federation and encouraging them to keep their own WIs going, having fun and enjoying the friendship that the WI is famous for.

## **Summary of the main activities of the organisation**

Finally we celebrated our belated centenary this year only two years late. We held our very successful Annual Meeting at Culford with all the usual reports and two excellent speakers, Sandy Ruddock from Scarlett and Mustard and Paul Martin, the well known antiques expert. The Hive continued but has changed now to a single publication each month going out by email and with printed copies for those who request them. We have a committee working on a new style website and collaborating on this with students from the University of Suffolk. The PR team has been working hard to recruit new members and will be running a stall at the Bury St Edmunds Christmas lights switch on evening again.

A coach load of members also went to the National annual meeting in Liverpool in June.

We have held a number of interesting events including Shakespeare in the Park again, and another visit to the Guildhall. Also a visit to the National Arboretum and to Sandringham craft fair. A number of workshops were also run including needle felting, Christmas wall hanging, wreath making and flower arranging. Several sports activities were organised including paddleboarding, Nordic walking and various walks.

Unfortunately several events had to be cancelled as we did not get sufficient interest. It has been a slow process getting members back out and joining in events after the lockdown. Hopefully next year will see further improvements.

We look forward to 2023 when we will hold our annual meeting at Culford School, another outdoor event at Park Farm, coach trips and a visit to Cardiff for the National Annual Meeting

## **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 was reviewed this year and the board decided not to continue to reinvest our dividends but to pay them into our bank account until our financial position improves.

This has been another challenging year financially with some fund raising events having to be cancelled with lack of support. Our lunch with speaker which was on track to make a profit also had to be postponed following the death of Queen Elizabeth II and will now take place in November 2022. The profit and loss account unsurprisingly shows a deficit of £26585, which is an increase on the previous year's deficit, partially due to less government grants and to increased salaries and premises costs. The federation annual meeting was more expensive than normal as we had more expensive speakers held over from our cancelled centenary meeting in 2020. The decision was also made to write off the cost of the unsold centenary merchandise which increased the deficit by over £2000. The deficit can be met from our Virgin savings account, but this is probably the last year this will be possible. Any future losses will have to come from our investments. Our investments continued to perform fairly well but were impacted by the market turmoil in September following the mini budget and immediately before our end of year valuations. Our membership numbers and hence subscriptions have remained steady, but we are working to get back to our pre pandemic numbers. As ever the board of trustees continue their efforts to reduce costs wherever possible and increase income.

**Suffolk West Federation of Women's Institutes (CIO)****Income and Expenditure for the year ended 30th September 2022**

<b><u>Income</u></b>	<b><u>2022</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>	<b><u>2021</u></b>
Members subscriptions	13343.64		13021.02	
Dividends and Interest	13538.78		13328.29	
Grants	0.00		2078.25	
Recharges for photocopying, insurance, etc	1844.65		1397.59	
<b>Park Farm</b>		<b>28727.07</b>		<b>29825.15</b>
Fundraising events	0.00		0.00	
Federation & National meeting	9192.84		273.41	
Sales of WI News, bulbs, pens, diaries etc	1318.81		1698.59	
Training, Donations, NFWI & Golden ticket draws	902.60		258.06	
Centenary events	0.00		0.00	
<b>Federation Board of Trustees</b>		<b>11414.25</b>		<b>2230.06</b>
<b>Creative Leisure</b>		<b>1385.00</b>		<b>26.00</b>
<b>Members Advisory Committee</b>		<b>430.00</b>		<b>0.00</b>
<b>Events</b>		<b>9265.12</b>		<b>5090.25</b>
<b>Public Affairs</b>		<b>0.00</b>		<b>0.00</b>
<b>PR &amp; Media</b>		<b>0.00</b>		<b>0.00</b>
<b>Sports</b>		<b>1746.00</b>		<b>88.00</b>
<b>Catering</b>		<b>839.00</b>		<b>0.00</b>
<b>Choir</b>		<b>102.00</b>		<b>0.00</b>
<b>Total Income</b>		<b>53908.44</b>		<b>37259.46</b>
<b><u>Expenditure</u></b>				
Staffing including cleaners	26589.34		24810.50	
Office rent , Council tax, electricity & repairs	21276.14		21999.19	
Supplies, photocopier, postage, etc	4158.34		2800.38	
Bookkeeping & Audit, Depreciation	1067.33		1247.74	
<b>Park Farm</b>		<b>53091.15</b>		<b>50857.81</b>
Fundraising events				
Federation & National meetings	13114.76		577.14	
Cost of Sales, Golden ticket prizes, other minor costs	3914.18		2206.25	
Public relations	53.18		0.00	
Travel expenses, zoom, picture licences, gifts	809.33		89.88	
<b>Federation Board of Trustees</b>		<b>17891.45</b>		<b>2873.27</b>
<b>Creative Leisure</b>		<b>327.80</b>		<b>25.00</b>
<b>Members Advisory Committee</b>		<b>619.14</b>		<b>209.41</b>
<b>Events</b>		<b>7145.65</b>		<b>3490.26</b>
<b>Public Affairs</b>		<b>103.30</b>		<b>135.00</b>
<b>PR &amp; Media</b>		<b>14.00</b>		<b>0.00</b>
<b>Sports</b>		<b>982.00</b>		<b>20.00</b>
<b>Catering</b>		<b>247.50</b>		<b>0.00</b>
<b>Choir</b>		<b>72.00</b>		<b>80.00</b>
<b>Total Expenditure</b>		<b>80493.99</b>		<b>57690.75</b>
<b>Profit/ (Loss)</b>		<b>-26585.55</b>		<b>-20431.29</b>

**Suffolk West Federation of Women's Institutes (CIO)**  
**Balance Sheet for the year ended 30th September 2022**

<b><u>Fixed Assets</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Kitchen equipment	502.98	406.74
Office Equipment	2003.51	2357.08
Chairman's Brooch	240.00	240.00

**Current Assets**

Trade Debtors	64.00	
Prepayment of expenditure	3434.95	5767.20
Accrual of Income	4046.46	4664.57
Bank Current account	10533.62	15270.75
Barratt & Cooke Investment	419498.00	461088.00
Virgin Money Account	11292.52	21271.31
Stocks	0.00	3056.29
Floats	80.00	80.00
	<u>451696.04</u>	<u>514201.94</u>

**Liabilities**

Trade Creditors	212.81	497.00
Suspended Institutes fund	7931.48	4725.09
NFWI affiliation fees	54.44	
Pooling of fares	0.00	0.00
Accrual of expenditure	842.71	700.00
Prepayment of Income	6392.30	3842.00
Suspense a/c		
	<u>15433.74</u>	<u>9764.09</u>
	<u>436262.30</u>	<u>504437.85</u>

**Capital & Reserves**

Accumulated Fund	414841.38	414841.38
Surplus/deficit of funds	89199.81	75476.55
Denman College Room fund	396.66	396.66
Investment revaluation	-41590.00	34154.55
Profit & Loss account	-26585.55	-20431.29
Previous year's adjustment		
	<u>436262.30</u>	<u>504437.85</u>