

Summary Annual Report

2022-23

**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.org.uk

Registered Charity Number 1179294

Annual Report

Trustees during 2022 -2023

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Maggie Glavin	Chairman		SWFWI WIs
2	Jill Gooch	Vice Chairman		SWFWI WIs
3	Helen Lindfield	Vice Chairman		SWFWI WIs
	Margaret Brackenbury	Vice Chairman		
4	Sue Archer	Treasurer		SWFWI WIs
5	Yvonne King			SWFWI WIs
6	Anne Ling			SWFWI WIs
7	Linda Gridley			SWFWI WIs
8	June Bryant			SWFWI WIs
10	Tina Walker			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

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

We held our Annual Meeting at Culford School with all the usual reports and guest speakers who were Julian Norton of The Yorkshire Vet program and Ben Cross, a nurseryman from Brighton specialising in Alstroemeria. The Hive, our on line news letter, continued but has changed now to a single publication each month going out by email and with printed copies for those who request them. The new style website was passed over to our committee and although it still has some work to be done, it is looking more up to date. The Public Relations and Media team has been working hard to recruit new members, attending local shows and markets and a new WI may be formed to include the new Marham Park area of Bury St Edmunds.

We have held a number of interesting events including a lunch with guest speaker and historian Jonathan Foyle, 2 Cream tea events to celebrate the Coronation of King Charles, coach trip to Cromer end of Pier show, Thursford Christmas Spectacular, local walks, whist teas, chickenfoot drafts, indoor kurling, craft mornings and full days events.

Our Bridge afternoons ended due to lack of support. This had been a good source of income but most people had gone on line or joined other groups because the WI group held off returning due to Covid fears. Monthly events like Soup & Natter, Mahjong and Craft & Chat continue to be popular.

Unfortunately Music in the Park had to be cancelled as the performers had double booked and some events had to be cancelled due to lack of interest. Members have been slow to come back to supporting the federation events even though we have tried to put on events which the board consider would be of interest and advertised in the Hive, Facebook and Eventbrite.

We look forward to 2023-24 when we will hold our annual meeting at Thurston Community College, run a quiz, arrange some coach trips and have some smaller craft and sports events. The National Annual Meeting will be at The Royal Albert Hall in 2024.

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 specialises in charity's funds and aims to provide, as far as possible, inflation proofing income and increase in values combined with a low to medium risk. The Reserves policy, which was reviewed last year, has seen the interest and dividends paid into our current account until our financial position improves. This has proved helpful as the federation would not have had sufficient funds for the year.

This has been another challenging year financially with some fund-raising events having to be cancelled with lack of support. The profit and loss account unsurprisingly shows a deficit of £22,846.00, which is slightly less than the previous year's deficit. Cost increases were mainly due to increased electric costs, increased salaries and general cost of living increases. There was no increase in our rent at the midway point of the contract which was a relief but the lease ends in May 2026 so decisions will need to be made and options considered for after that time.

Any losses are met from our investments which have performed well but as inflation has been around 10% and our income from investments around 3% we can only hope that inflation will go down, especially fuel prices. As a business there is not price cap on our charges.

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 Institute

Charity No: 1179294

Accounts

Year End 30th September 2023

Suffolk West Federation of Women's Institutes

Year ended 30th September 2023

Balance Sheet

	2023	2022
Assets		
Kitchen Equipment	-	503.00
Office Equipment	1,055.00	2,003.00
Chairmans Brooch	240.00	240.00
Trade Debtors	42.00	64.00
Bank Current Account	18,725.00	10,534.00
Float	80.00	80.00
Virgin Money	-	11,293.00
Barratt Cooke	404,426.00	419,498.00
Pre-payment of Expenditure	650.00	3,435.00
Accrual of Income	3,613.00	4,046.00
	428,831.00	451,696.00
Liabilites		
Trade Creditors	682.00	213.00
Suspended Institutes Funds	6,435.00	7,931.00
NFWI Affiliation Fees	222.00	54.00
ACWW	78.00	-
Accrual of Expenditure	850.00	843.00
Prepayment of Income	2,617.00	6,392.00
	10,884.00	15,433.00
Total assets less liabilities	417,947.00	436,263.00
Capital & Reserves		
Accumulated Funds	414,841.00	414,841.00
Surplus (Deficit)	21,024.00	89,200.00
Denman College Fund	-	397.00
Investment Movement	4,928.00	(41,590.00)
Profit & Loss	(22,846.00)	(26,585.00)
	417,947.00	436,263.00

Suffolk West Federation of Women's Institutes
Year ended 30th September 2023
Income & Expenditure

Income	2023	2022
Federation	33,037.00	26,602.00
Dividend & Interest	12,677.00	13,539.00
Grant/Gift Aid	986.00	-
Creative Leisure Activities	1,455.00	1,385.00
Members Advisory Committee	590.00	430.00
Event Committee	10,300.00	9,265.00
Public Affairs	275.00	-
PR & Media	2,470.00	-
Sports & Leisure	1,667.00	1,746.00
Catering Committee	1,642.00	839.00
Choir	-	102.00
	<u>65,099.00</u>	<u>53,908.00</u>

Expenditure		
Federation	74,311.00	70,355.00
Board Of Trustees	989.00	627.00
Creative Leisure Activities	791.00	328.00
Members Advisory Committee	1,182.00	619.00
Event Committee	7,435.00	7,145.00
Public Affairs	173.00	103.00
PR & Media	2,212.00	14.00
Sports & Leisure	445.00	982.00
Catering Committee	407.00	248.00
Choir	-	72.00
	<u>87,945.00</u>	<u>80,493.00</u>
Surplus/(deficit) for the year	<u>(22,846.00)</u>	<u>(26,585.00)</u>



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

30/09/2023

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 / 2023

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:

Gabby Hammond

Date:

13/02/2024

Name:

GABBY HAMMOND

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

FCCA

Address:

HAMMOND FOLD & CO LTD, UNIT 6

CHURCH FARM, CHURCH ROAD, BARROW

BURY ST EDMUNDS IP29 5AX

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.