

Suffolk West Federation of Women's Institutes

Charity No. 1179294

Trustees Report

Trustee name	Office (if any)
Maggie Glavin	Chairman
Sue Archer	Treasurer
Helen Lindfield	Vice Chairman
Anne Ling	Vice Chairman
Julie Higgins	
Linda Gridley	
June Bryant	
Shirley Rogers	
Yvonne King	
Tina Walker	

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.

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 consider our greatest achievements are supporting the interests of our members and giving opportunities for activities both new and established. Our Trustees work hard to run fun and educational events at Federation level and offer support to WI committees in running their own WI's ensuring the continuation of enjoying the friendship in so many ways that the WI is known for.

Our staff have had mandatory training and a fire risk assessment.

Our Members Advisory Committee (Mac) Joined Public Relations (PR) committee joined to become Members Support Team (MST), as the 2 groups of committee members were the same the aims crossed over.

Public Affairs Committee have been successful in sourcing knowledgeable and entertaining speakers to support the National Resolutions so that members can be knowledgeable when casting their votes for the resolutions to go forward.

Summary of the main activities of the organisation

Our annual meeting in April was well received by members although not all tickets were sold. We are hoping that after such good feedback we will sell more tickets next year. The speakers were Chris Bales from Suffolk & Norfolk Police talking about cyber security. Many members said this was the most useful part of the meeting stimulating discussion and food for thought in their personal life.

Yum Yum Fudge spoke about their processes and being a small local factory in nearby Woolpit, they welcomed visiting groups. Many WI's had already run visits but the tastings were well received and the fudge stall was very busy during the lunch break.

Our afternoon speaker was Becky Jago, a newsreader from ITV Norwich who gave an entertaining talk about her life, her career experience and the backroom work in a news room.

During the year we ran a Quiz night with fish & chip supper which was very popular. The monthly Soup & Natter continues to be popular for between 15 and 20 members. Other activities included a Science day, Meet the Author Kate Sawyer, Strawberry tea and games evening, paddleboarding, various crafts such as glass fusing, Jigsaw challenge, Kurling, paper crafts as well as regular activities of Mahjong, ten pin bowling, walks, Craft & Chat mornings.

Outings to Holkham Hall at Christmas, Cromer End of the Year Show, Barnsdale gardens also took place and were over-subscribed.

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 to give both access and income. Our capital has been invested through Barratt & Cooke of Norwich, an established stockbroker specialising in community and charity investments, with the intention of having inflation proofed income and increase in values combined with a low to medium risk. Due the Federation making losses on our accounts in the last few years the income from the investments has been used for the running of the federation, whereas previously this had been added to the capital.

The accounts show a deficit of £21,684.38. Considerations are being made regarding the next 5 years including office space and staffing. Increased electric charges are not capped in the way domestic fuel has been and we are on a grid within the business park of our office so cannot take advantage of the charity discount. Our investments continued to perform well and recovered all of the reduction of the previous year.

The Reserves Policy and Investment Policy are reviewed annually. Our membership is around 1100 and only 43 WI's, about two thirds of the number 5 years ago which seems to be a common trend in most areas. The effect is that the Federation's income from subscriptions and there are fewer members to attend events. Some events were cancelled due to lack of numbers.

The MST committee have worked towards improving our visibility by attending local events and in particular the Christmas Light Up evening, talking to people, and this paid off when another WI opened in July. Their aim is to target a couple more villages in the coming year.

The Board and staff have looked at ways to reduce costs wherever possible and increase income and will continue to do so. A Strategy Group is to be formed in late 2024 to consider the future 5 years of the offices, how they are used and staffing. The current lease is due for renewal in May 2026 and decisions have to be made 6 months ahead of that date.

The Federation is also making enquiries regarding Employment Practices Liability to protect the Board, WI's committees and all volunteers against personal liabilities. We have cover for Personal Liability and Business Liability, but some WI's members who are considering standing on the committee have asked if there is legal protection for them. We hope that this will reassure prospective committee members, volunteers and their families that their homes etc are not at risk.

We look forward to the next year being more financially successful. A Strategy Group will be formed to focus on the next 5 years, looking at costs, membership, and promotion. Covid changed the world and

we have to look to the future in a different way. The Board have been constantly reviewing the finances but this group will look specifically at the office space, how it is used, how the office is run and other aspects.

Suffolk West Federation of Women's Institute

Charity No: 1179294

Accounts

Year End 30th September 2024

Suffolk West Federation of Women's Institutes
Year ended 30th September 2024
Income & Expenditure

Income	2024	2023
Federation	23,762.00	33,037.00
Suspended Institutes	3,255.00	
Dividend & Interest	13,692.00	12,677.00
Grant/Gift Aid	-	986.00
Creative Leisure Activities	658.00	1,455.00
Members Advisory Committee	802.00	590.00
Event Committee	12,690.00	10,300.00
Public Affairs	437.00	275.00
PR & Media	-	2,470.00
Sport	2,032.00	1,667.00
Catering Committee	1,633.00	1,642.00
	<u>58,961.00</u>	<u>65,099.00</u>

Expenditure

Federation	67,265.00	74,311.00
Board Of Trustees	812.00	989.00
Creative Leisure Activities	363.00	791.00
Members Advisory Committee	997.00	1,182.00
Event Committee	8,431.00	7,435.00
Public Affairs	376.00	173.00
PR & Media	603.00	2,212.00
Sports & Leisure	1,300.00	445.00
Catering Committee	498.00	407.00
Choir	-	-
	<u>80,645.00</u>	<u>87,945.00</u>

Surplus/(deficit) for the year	<u>(21,684.00)</u>	<u>(22,846.00)</u>
--------------------------------	---------------------------	---------------------------

Suffolk West Federation of Women's Institutes
Year ended 30th September 2024
Balance Sheet

Assets	2024	2023
Office Equipment	897.00	1,055.00
Chairmans Brooch	240.00	240.00
Trade Debtors	20.00	42.00
Bank Current Account	8,094.00	18,725.00
Float	80.00	80.00
Barratt Cooke	423,385.00	404,426.00
Pre-payment of Expenditure	1,153.00	650.00
Accrual of Income	3,508.00	3,613.00
	437,377.00	428,831.00

Liabilities

Trade Creditors	26.00	682.00
Suspended Institutes Funds	3,900.00	6,435.00
NFWI Affiliation Fees	-	222.00
ACWW	-	78.00
Other Creditor - Women Inspired	843.00	-
Accrual of Expenditure	956.00	850.00
Prepayment of Income	1,430.00	2,617.00
	7,155.00	10,884.00
Total assets less liabilities	430,222.00	417,947.00

Capital & Reserves

Accumulated Funds	414,841.00	414,841.00
Surplus (Deficit)	3,106.00	21,024.00
Denman College Fund	-	-
Investment Movement	33,959.00	4,928.00
Profit & Loss	(21,684.00)	(22,846.00)
	430,222.00	417,947.00



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Suffolk West Federation of Women's Institutes		
30/09/2024	Charity no (if any)	1179294
Set out on pages		

On accounts for the year
ended

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30/09/2024**.

Responsibilities and basis of report

As the charity's trustees, 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Gabrielle Hammond

Date:

31/01/2025

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

IER

Only complete if the examiner needs to highlight material 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.