

WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES

CHARITABLE INCORPORATED ORGANISATION

ANNUAL REPORTS AND ACCOUNTS

31 MARCH 2025

WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES C.I.O.

CHARITY INFORMATION

Trustees	Susan Postlethwaite Sue Gill Glynis Forknall Anita Dudley Ruth McCartney Anne Bloxham Claire Whitehead-Wall Tracey Lucas Jane Allen	Chair Treasurer Vice Chair Vice Chair
Charity number	1185351	
Address	Federation House 1 Corunna Court Corunna Road Warwick CV34 5HQ	
Independent Examiners	Azets Audit Service 3Mc Middlemarch Business Park Siskin Drive COVENTRY Warwickshire CV3 4FJ	
Bankers	The Co-operative Bank PO Box 250 Delf House Skelmersdale WN8 6WT	

WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES C.I.O.

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WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES C.I.O.

Trustees Report

The Trustees present their report and accounts for the year ended 31 March 2025.

Structure, Government and Management

The Federation is constituted and governed under the Constitution and Rules for County Federations as laid down by the National Federation. The principal activity of the Charity is to further the purpose of the Women's Institute movement in Warwickshire and elsewhere.

The Warwickshire Federation of Women's Institutes exists for the benefit of 83 WIs within Warwickshire and is a member of the National Federation of Women's Institutes. It offers to these WIs a mixture of events fulfilling the Values and Objects within the Constitution to educate women.

Method of Recruiting and Appointing Trustees

The management of the charity is the responsibility of the Board of Trustees who are elected biennially and co-opted under the terms of the Trust Deed. Any member of a WI belonging to the Federation is eligible to stand for election to the Board.

Public Benefit

The trustees are satisfied that the charity's objects meet the public benefit purposes for the advancement of community development. The trustees confirm that they have taken into account the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Risk Management

The Board of Trustees recognise their responsibility to address the potential risks which Warwickshire Federation may encounter. An annual review and Risk Assessment is carried out by the Federation Officers and agreed by the Board of Trustees. The major risks, in particular those relating to the operations and finances of the Trust, have been identified and the Trustees are satisfied with the overall level of risk and that systems are in place to manage or pre-empt those risks. The Federation also ensures that a Risk Assessment is undertaken for individual events and regularly reviews possible risks.

Warwickshire Federation of Women's Institutes Annual Review

What a good year we have had!

Our membership stands at over 2900 and we opened two new WIs: Hanslei Harriots in Ansley, and Styvechale in Coventry. We went into a working relationship with the Relate shop in Warwick, started our own WI Lottery, and built on our connections with rugby clubs across the county. In the office, Katie and Kath have done a sterling job supporting members, streamlining processes, and working with trustees in both running the organization and in fundraising.

Fundraising this year came in many guises, from providing teas at Wren Hall and at the Adventure Biker Event at Ragley Hall, through Gift Aid to the amazing efforts of many of you in the Chair's Challenge. This challenge to use ten pounds from Federation to kick start fundraising in your local communities led to some very innovative ideas – including a fashion show at Wishaw and a wine walk held by the Blue Belles. In the end, Harbury won the challenge by holding several events to build the funds. Well done to you all and thank you – Federation's share of your fundraising was a whopping £5000!

Our trustees included a talk on Coventry's True Crime to the by now standard agenda of the Grand Day Out, the quiz and of course, talks from the fabulous Lesley Smith.

Our Public Affairs team added trips to the cutting edge recycling centre at Sherbourne in Coventry and to a state of the art dairy farm at Shilton to our popular Serious Science talks. On the campaigning side, members were joined by Chair Sue Postlethwaite and National Chair Jeryl Stone in a demonstration for clean water at Coventry Rail Station.

As well as sell out workshops on making the most of your sewing machine and needle-felting, the Creative Affairs team held an extremely successful "Dabble Day" where members could learn to make up to six Christmassy items in one day. This went down a storm and is likely to become an annual event!

In addition to the treasure hunt, darts tournament (won by Stockton) and the annual Christmas shopping trip, the Leisure Affairs team, ran a preserves competition and a crystallization demonstration. Their trip to Bridgnorth and David Austin Roses saw some lovely blooms being loaded on to the coach for the return journey (and some rose plants!).

Aside from opening two new WIs, our Membership and Promotion team ran training courses for new and existing treasurers, and also on the Member Communication System (MCS).

Our Warwickshire WI magazine goes from strength to strength with 8 copies a year, 4 hard copy and 4 digital with new features and regular columns. Thank you to those WIs who continue to share news of their meetings and events – they make very interesting reading!

Lastly but not least, our Annual Federation Meeting saw us meet in Stratford-on-Avon. We welcomed Annabel Croft as our principal guest speaker and also had a surprising and informative presentation (with wetsuit-donning demonstration!) from the Lowland Search and Rescue team. Our Public Affairs team also presented on the work they have done - and continue to do - on our campaign No More Violence Against Women. The Lane Cup was awarded to Harbury for the best flower arrangement in a tea cup.

Well done to all of you for the part you play in making this the successful organization it is. Thank you - and here's to next year.

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WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES C.I.O.
Trustees Report (continued)

RESULTS FOR THE YEAR

The Trustees consider that the results for the year and the financial position to be acceptable.

CHARITABLE STATUS

As stated previously the Federation became a Charitably Incorporated Organisation (CIO) in September 2019.

Charity No: 1185351

CREDITORS

It is the Federation's policy to pay all creditors in accordance with their terms and conditions.

Trustees Report (continued)

RESERVES POLICY

The Trustees review annually the amount of free reserves held by the Federation. These should be adequate to cover working capital and a contingency for unforeseen costs. At the balance sheet date the Charity had reserves of £385,616 (2024 £378,737).

INVESTMENT POLICY

The Charity's investments are managed by professional fund managers who have delegated authority to purchase and sell investments when recommended by the Office and Finance committee and approved by the Trustees. The charity aims to achieve the best financial return within an acceptable level of risk. The investment objective is to protect assets from inflation and maintain income in real terms. Investments may be held in a diverse range of assets classes.

Trustees	Susan Postlethwaite	Chair	
	Angela Struthers	Treasurer	- Resigned
	Sue Gill	28/09/2024	
		Treasurer	- Appointed
		28/09/2024	
	Veronica Chapman	Vice Chair	- Resigned
		28/09/2024	
	Glynis Forknall	Vice Chair	
	Anita Dudley	Vice Chair	- Appointed
		28/09/2024	
	Julia Baker	Resigned	28/09/2024
	Ruth McCartney		
	Anne Bloxham		
	Claire Whitehead-Wall		
	Tracey Lucas	Appointed	28/09/2024
	Jane Allen	Appointed	28/09/2024

On behalf of the board of Trustees

.....
Trustee Susan Postlethwaite - Chair
Vice Chair

.....
Trustee Anita Dudley -

.....
Trustee Glynis Forknall - Vice Chair
Treasurer

.....
Trustee Sue Gill -

WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES C.I.O.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

I report to the trustees on my examination of the financial statements of Warwickshire Federation of Women's Institutes (the charity) for the year ended 31 March 2025.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Christy Commission under section 145(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect.

1. Accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. The financial statements do not accord with those records; or
3. The financial statements do 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 to proper understanding of the financial statements to be reached.

Robert Anderson FCA
 Azets Audit Services
 3McMiddlemarch Business Park
 Siskin Drive
 COVENTRY
 Warwickshire CV3 4FJ

Date

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WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES C.I.O.

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

	£	2025 £	£	2024 £
<u>Unrestricted Funds</u>				
<u>Incoming resources</u>				
Net Affiliation Fees		31,716		35,430
Annual Federation Assessment		3,569		2,911
Investment Income (gross)		4,251		2,216
Grants and Donations		151		52
Trustee Events		37,105		15,463
Creative Activities		2,090		3,075
Leisure Activities		6,067		3,887
Membership and Promotion		906		1,845
Public Affairs		1,984		1,622
Warwickshire News		2,643		3,234
Adverts and Enclosures		155		50
Diaries		600		532
Stationery and Fancy Goods		884		817
Gift Aid		1,109		1,042
		<u>93,230</u>		<u>72,176</u>
		=====		=====
		=		=

WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES C.I.O.STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2025

Resources expended	2025	2024
Wages and Salaries	19,333	14,895
Tax and National Insurance	1,858	24
Rates and Water	2,495	4,055
Electricity	1,855	1,594
Office Equipment and Maintenance	3,528	3,574
Licences	190	
Web Site	315	2,294
Printing and Stationery	1,226	842
Postage and Telephone	2,513	1,747
Building Maintenance and Repair	6,683	5,444
Donation	-	150
Trustee Events	19,333	9,390
Creative Activities	1,289	1,634
Leisure Activities	2,935	1,768
Membership and Promotion	732	861
Public Affairs	2,831	1,372
Warwickshire News	960	1,350
Stationery and Fancy Goods	664	421
Diaries	551	399
	<hr/>	<hr/>
	(69,291)	(51,814)
Management and administration	(15,664)	(16,210)
	<hr/>	<hr/>
Net incoming resources	8,275	4,152

Gains/(Losses) on investment assets	(1,396)	5,715
	<hr/>	<hr/>
Net movement in funds	6,879	9,867
	=====	=====
	=	===

WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES C.I.O.

SCHEDULE TO THE STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

	2025	2024
	£	£
Management and administration		
Insurance	3,855	3,935
Accountancy	4,736	4,865
Depreciation on leasehold property	5,434	5,434
Depreciation on office equipment	1,639	1,976
	<u>15,665</u>	<u>16,210</u>
	=====	=====
		=

BALANCE SHEET
AS AT 31 MARCH 2025

	Note	2025	2024
	s		
		£	£
Fixed assets			
Tangible assets	2	159,863	166,936
Investments	3	59,463	60,859
		<u>219,326</u>	<u>227,795</u>
Current assets			
Stock:			
Stationery		262	409
Fancy Goods		977	1,012
Cookery Books		-	242
Centenary Brooches		-	2,335
Centenary Celebration Items		-	291
Other Debtors		11,296	12,251
Current Account No. 1		14,393	28,722
Current Account No: 2		42,686	18,051
Charity 2-year Bond		25,000	25,000
Building Fund		33,720	32,906
Shawbrook Bank		56,452	56,122
Cash in Hand		653	755
		<u>185,439</u>	<u>178,096</u>
Creditors: amounts falling due			
within one year	6	(19,149)	(27,154)
Net current assets		<u>166,290</u>	<u>150,942</u>
Total assets less current liabilities		<u>385,616</u>	<u>378,737</u>
		=====	=====
		=	=
Funds of the charity			
Total funds	7	351,896	345,831
Designated funds		33,720	32,906
		<u>385,616</u>	<u>378,737</u>
		=====	=====
		=	=

The financial statements were approved by the trustees on

.....
Trustee Susan Postlethwaite - Chair
Vice Chair

.....
Trustee Anita Dudley -

.....

.....

WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES C.I.O.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

1. Accounting policies

Charity information

Warwickshire Federation of Women's Institutes is a charitable incorporated organisation (CIO) registered in England and Wales. The registered office is Federation House, 1 Corunna Court, Corunna Road, Warwick, CV34 5HQ.

The charity was registered with the Charity Commission on the 19 September 1993 and converted to CIO in September 2019 when the assets and liabilities of Warwickshire Federation of Women's Institute were transferred to the CIO.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's (governing document), the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved the following Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES C.I.O.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised when received.

1.5 Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be

required and the amount of the obligation can be measured reliably.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost of valuation, net of depreciation and any impairment losses. Any minor purchases of furniture or equipment are written off to the Statement of Financial Activities and no further depreciation will be provided.

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WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES C.I.O.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	Over 50 years
Office Equipment	Over 4 years

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Charges in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

A subsidiary is an entity controlled by the charity. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank

overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on the net basis or to realise the asset and settle the liability simultaneously.

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WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES C.I.O.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

Basis financial assets

Basic financial assets, which includes debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations

from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised with the charity's contractual obligations expire or are discharged or cancelled.

WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES C.I.O.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

2. Tangible fixed assets

	Office Equipment £	Land and Buildings £	Total £
Cost			
At 1 April 2024	12,453	271,715	284,168
At 31 March 2025	12,453	271,715	284,168
	=====	=====	=====
		=	==
Depreciation			
At 1 April 2024	10,814	106,418	117,231
Charge for the year	1,639	5,434	7,073
At 31 March 2025	12,453	111,852	124,304
	=====	=====	=====
			==
Net book value			
At 31 March 2025		159,863	159,863
	=====	=====	=====

At 31 March 2024	1,639	165,297	166,936
	=====	=====	=====
			=====

3. Investments

	2025	2024
Market value as at 1 April 2024	60,859	55,144
(Losses)/Gains in year	(1,396)	5,715
Market value as at 31 March 2025	<u>59,463</u>	<u>60,859</u>
	=====	=====
		=
Historical cost as at 31 March 2025	55,919	55,919
The Investments are listed	=====	=====
		=

4. Staff and trustee's remuneration

No employee earned more than £60,000 - Trustees remuneration nil
(2024 - nil) - Trustees expenses nil (2024 - nil)

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WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES C.I.O.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

5. Employees

Number of Employees

	2025 Number	2024 Number
Administration	2	2
	=====	=====
Employment costs	2025	2024
Wages and salaries	19,333	14,895
Social security costs	1,858	24
	<u>21,191</u>	<u>14,919</u>
	=====	=====

6. Creditors

	2025	2024
Other Creditors	19,149	27,154
	<u>19,149</u>	<u>27,154</u>
	=====	=====

=

7. Analysis of net assets between funds

	Unrestric ted Fund	Designa ted Fund	Total Funds 2025	Total Funds 2024
Investments	59,463	-	59,463	60,859
Fixed Assets	159,863	-	159,863	166,936
Current Assets	151,719	33,720	185,439	178,096
Current liabilities	(19,149)	-	(19,149)	(27,154)
	<u>351,896</u>	<u>33,720</u>	<u>385,616</u>	<u>378,737</u>
	=====	=====	=====	=====
	=	=	=	=

The Designated fund represents funds set aside to cover the cost of building repairs.

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WARWICKSHIRE FEDERATION OF WOMEN'S INSTITUTES C.I.O.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

8. Movements in funds

	2025 £	2024 £
Total funds		
Balance as at 31 March	378,737	368,870
Net movement in funds	6,879	9,867
	<u>385,616</u>	<u>378,737</u>
	=====	=====

9. Related party transaction

There were no disclosable related party transactions (2024 - none).

10. Independent examiner

The amount of fees paid to the independent examiner £2,450 (2024 - £2,400).

11. Funds on behalf of other

As of 31/03/2025 the charity held fund of £7,402 (2024 - £13,310) for suspended WI's