

Charity number: 1185965

North Yorkshire East County Federation of Women's Institute

Trustees' report and financial statements

for the year ended 31 October 2021

THE BARKER PARTNERSHIP

Chartered Accountants and Statutory Auditors

Thirsk

North Yorkshire East County Federation of Women's Institute

Contents

	Page
Legal and administrative information	1
Trustees report	2 - 9
Independent examiners' report	10
Statement of financial activities	11
Balance sheet	12
Notes to the financial statements	13 - 21

North Yorkshire East County Federation of Women's Institute

Legal and administrative information

Charity number	1185965																												
Registered office	WI House, Front Street Norby Thirsk North Yorkshire YO7 1BG																												
Trustees	<table><tr><td>Jennie Potter</td><td>Chairman and Assistant Treasurer (resigned 28 April 2021)</td></tr><tr><td>Sarah McFarlane</td><td>Chairman and Assistant Treasurer (from 28 April 2021)</td></tr><tr><td>Marigold Wilkinson</td><td>Treasurer (from 28 April 2021)</td></tr><tr><td>Jean Williams</td><td>Vice Chairman</td></tr><tr><td>Frances Langley</td><td>Vice Chairman</td></tr><tr><td>Caroline Barron</td><td>(resigned 28 April 2021)</td></tr><tr><td>Linda Cariss</td><td></td></tr><tr><td>Gill Cressey</td><td></td></tr><tr><td>Jan Oddy</td><td></td></tr><tr><td>Lindsay Gee</td><td></td></tr><tr><td>Margaret Ellison</td><td></td></tr><tr><td>Helen Lane</td><td>(appointed 29 April 2021)</td></tr><tr><td>Rachael Black</td><td>(appointed 29 April 2021)</td></tr><tr><td>Jane Brown</td><td>(appointed 29 April 2021, resigned 1 August 2021)</td></tr></table>	Jennie Potter	Chairman and Assistant Treasurer (resigned 28 April 2021)	Sarah McFarlane	Chairman and Assistant Treasurer (from 28 April 2021)	Marigold Wilkinson	Treasurer (from 28 April 2021)	Jean Williams	Vice Chairman	Frances Langley	Vice Chairman	Caroline Barron	(resigned 28 April 2021)	Linda Cariss		Gill Cressey		Jan Oddy		Lindsay Gee		Margaret Ellison		Helen Lane	(appointed 29 April 2021)	Rachael Black	(appointed 29 April 2021)	Jane Brown	(appointed 29 April 2021, resigned 1 August 2021)
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Jane Brown	(appointed 29 April 2021, resigned 1 August 2021)																												
Independent Examiners	Mr W G Pearson FCA FCCA The Barker Partnership Chartered Accountants & Statutory Auditors 17 Central Buildings Market Place Thirsk North Yorkshire YO7 1HD																												
Bankers	Yorkshire Bank 116 High Street Northallerton North Yorkshire DL7 8QW																												

North Yorkshire East County Federation of Women's Institute

Report of the trustees for the year ended 31 October 2021

The trustees present their report and the financial statements for the year ended 31 October 2021. The trustees who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Governing document

The Federation is an association of Women's Institutes and is formed with a constitution as laid down for County Federations from time to time by the National Federation of Women's Institutes.

Appointment of trustees

The trustees are elected every two years. One third may be co-opted. The Federation's constitution governs the appointment of trustees.

Trustee induction and training

All new trustees receive information packs from the charity and from its governing body, the National Federation of Women's Institutes. The packs include details of their formal responsibilities as trustees together with guidance as to how they should organise and control events, courses and other fund raising activities.

Organisation

The trustees delegate the day to day running of the Federation to its Federation Secretary and Financial Secretary. The two office staff receive assistance when necessary from the Federation's Chair, Treasurer, WI Advisors and the trustees.

Risk review

Trustees actively review the major risks that the charity faces on a regular basis and believe that maintaining reserves at current levels combined with an annual review of controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

Sub committees

The operation of the Federation's sub-committees is entirely dependent on the voluntary efforts provided by the individual committee members.

Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the Federation are to further the purpose of the Women's Institute movement both here in North Yorkshire East and elsewhere. These are to advance the education of women in citizenship, in public affairs - both national and international in music, drama and other cultural subjects. They also aim to improve and develop conditions in rural life, give instruction and training in all branches of home economics, handicrafts, health and social welfare and agriculture.

The policy of the Federation is to raise funds and organise courses, lectures and events to achieve these objectives.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

The trustees oversee the planned activities of the sub-committees of which there are three. Events, Public Affairs & International and Membership & Training. These each provide a large number of workshops and activities in their respective areas of interest and collectively made a positive impact on both members and local communities which has added to the Federation's desire to improve education and citizenship among its members.

North Yorkshire East County Federation of Women's Institute

Report of the trustees for the year ended 31 October 2021

Achievements and performance

Chairman's report - Sarah McFarlane

With the on-going presence of Covid 19, it has been another long and challenging year for everyone. The Board of Trustees continued to hold meetings via Zoom until we were finally allowed to meet face to face in August. Our Federation Spring Council Meeting at the end of April was purely a business meeting which we held on Zoom, and which was attended by delegates from most of our WIs. We continued to arrange Zoom speakers and craft sessions for our members until the end of May, when lockdown restrictions started to be relaxed and we could hold meetings of up to 30 people out of doors.

At the start of the year, we unfortunately lost two Board of Trustee members, both of whom left for personal reasons, but we were delighted to welcome three new members, one of whom has sadly had to step down following a house move to another part of the country. The Board has changed its meeting patterns and now holds some evening meetings on Zoom - it is difficult to have evening meetings face to face because of the geography of our Federation, as members from the extremities of the county would find themselves having to travel home quite late at night often on lonely country roads, which is not ideal, especially in winter. But finding an evening to suit everyone has proved difficult, as we need to avoid clashing with Board members' own WI meetings. It is hoped that by changing meeting times, more members will be encouraged to think about joining the Board in the future, so that it is a much better representation of the membership than at present.

In the middle of May, we unfortunately said goodbye to Laurence Anderson, our Federation Secretary, who was taking up a full-time post in York. As the staff were on flexible furlough, we were unable to take on a new member of staff and it wasn't until the end of our year, that the recruitment process could start. We are hopeful that a new member of staff will be with us by the start of 2022.

The NFWI Annual Meeting, which was due to take place in June at the Royal Albert Hall, having been cancelled in 2020, was live-streamed from RSA House in London, whilst Federation representatives, delegates, advisers and observers tuned in from home. The meeting did allow us to listen to three excellent speakers and to take part in the resolution process, as well as engaging with others via chat rooms, but it certainly did not fully compensate for the lack of an in-person meeting. We now have a new National Chairman, Ann Jones, who will no doubt stamp her own mark on the role and to whom we wish every success.

Within our Federation, membership levels took a slight drop as a result of the pandemic, and it is hoped that many of the lapsed members will re-join in the coming year. It has been sad to say goodbye to a few WIs but several WIs have increased their numbers, which is an excellent achievement during such strange and difficult times. We are conscious of the fact that we need to attract new members to the party and with the future being very much technology driven, we know that we need to have a vibrant presence on the internet. To that end we are working on having a new Federation website at some point in 2022.

The year ended on something of a high note as we were able to hold our Autumn Council Meeting in person at the very end of October. It was wonderful to meet up with people from all over the Federation and we had two excellent speakers both of whom brought tears to our eyes - to quote one member's summing up of the day, "the morning brought tears of emotion and the afternoon saw tears of laughter".

I should like to thank the rest of the Board of Trustees and the sub-Committees for their work and support throughout the year, but I want to give especial thanks to Shirley Nicholls, for the incredible job she has done in the office to keep everything running smoothly and for the support she has given to me, personally, since I became Chairman.

North Yorkshire East County Federation of Women's Institute

Report of the trustees for the year ended 31 October 2021

Treasurer's report - Marigold Wilkinson

We have had another strange year for everything in WI including all the aspects of our finances. The effects of the pandemic have made it a disastrous year for fundraising by any of our committees. Our investments dropped dramatically but in recent months however there has been a small movement upwards which will hopefully continue. During the year our Federation Secretary left and as she had been unable to take her annual leave, due to being furloughed, we paid her a large amount in lieu. It was decided to increase the salaries paid to our Financial Secretary and the incoming Federation Secretary.

At each Board of Trustees meeting, either by zoom or latterly in person, members were kept up to date on all our finances. Each time a renewal for our insurances, telephone/internet agreements, etc., comes into the office our hardworking Financial Secretary scrutinises every detail and usually manages a better deal for the WI either by a reduction of the annual fee or by paying the original fee but with added items or coverage.

The improvements to WI House planned to take place in 2020/2021 have been carried forward and hopefully will be carried out in 2021/2022. After a Risk Assessment was completed, it showed that we need to make alterations regarding our storage of Archives. This will involve the cost of new shelving. We are hopeful that in the year 2021/2022 committees will be able to fundraise in their usual way making it possible that the year will end with a healthy balance.

In conclusion I would like to express grateful thanks to our Financial Secretary for all the extra work she has undertaken in the very unusual circumstances we have been experiencing throughout this year.

Events - Frances Langley

The Events Sub-committee currently has nine members, including the Craft and Home Economics Co-ordinator and the Rambles Co-ordinator. It organises events across the Federation from large lunches and talks to small workshops, which develop and extend the individual skills of members. As part of her role the Craft and Home Economics co-ordinator has visited two WIs.

At the time of the shut down in March 2020 there was no way of knowing how long it would be before events could take place again, and in the latter months of 2020 a series of Zoom talks and demonstrations were planned, starting in January 2021. These did not attract large numbers but were enjoyed by those members that attended.

In May 2021 the Events Sub-committee resumed meetings, the first three by Zoom and then from September in WI House. We were eager to start planning events for the future but there were obvious problems in re-starting. We did not know what would be allowed in the way of numbers or what social distancing rules and recommendations might remain. Furthermore, we did not know how our members would feel about throwing off the isolation resulting from Covid restrictions and venturing out. The full answer to this question remains to be seen. However, we decided to start with two outdoor events, a ramble, and a croquet taster day. These were well supported and enjoyed by members. Workshops on making Fabric Workboxes, Mosaics and Fused Glass have all drawn good numbers. Our first large event is a Christmas lunch, and we are busy planning a variety of different events for 2022.

We welcome observers to our meetings and are always interested in recruiting new committee members.

North Yorkshire East County Federation of Women's Institute

Report of the trustees for the year ended 31 October 2021

Membership and training - Janice Whiteford

It was always going to be difficult for WIs to open after closing for so long. Most WIs managed very well to get their heads around the ever-changing regulations. The Advisers managed to visit all WIs they were asked to. WIs have been able to hold their Annual Meetings and have realised that following last year have sent out all the necessary reports by email beforehand and so have been able to have "More Fun less Business", so Annual Meetings have not been the long business meetings they used to be.

Unfortunately, we had to suspend two more WIs and a couple held on by their fingertips but are now doing well. On a positive note we have another member, Anne Potts from Dringhouses WI, beginning her Adviser training in January 2022.

Our committee were not able to put on any workshops for you but are resuming in 2022.

The Digital Team

Digital technology has been a lifeline to most people during the pandemic and some WIs are still meeting this way, for them it keeps members together, and some WIs have been very inventive with their meetings, holding quizzes, competitions, and speakers. Members have taken part in Denman at Home events, demonstrations, etc., WI Wanderers events and talks and have really enjoyed all they have joined in with.

The Independent Financial Examiners

Our small team of IFEs are working hard to oversee the financial records of WIs and provide help to our treasurers.

We have had an IFE training course in East Yorkshire which two new members attended. If you feel that this is something you could do, please contact the office.

Archives

We are in the process of collating closed WI archives into special boxes which can be permanently deposited at the Borthwick Archive Centre in York for safe keeping.

Newsletter - Margaret Ellison

The Federation newsletter continues to be an important communication tool allowing information to be passed to WIs within our Federation keeping them up to date with events, workshops and other relevant issues. Our Federation is large, and the newsletter allows individual WIs to see what others are doing in our area.

During the Covid 19 pandemic a mini newsletter was sent out electronically. Many members, who have resumed sending interesting articles about their WI's events, have welcomed the return to our printed version. Copies continue to be provided free for each member. An electronic copy continues to be sent to each WI, either to the secretary or the nominated member from whom members may request a copy to be sent to their computer. The Federation website has a copy of all our newsletters, both current and past editions.

North Yorkshire East County Federation of Women's Institute

Report of the trustees for the year ended 31 October 2021

Public Affairs and International - Lindsay Gee

We too had to become less active during lockdown. But we resumed meetings in June 2020 thanks to Zoom and started meeting again in person this September. Sarah kept everyone informed with her monthly PA articles in the online newsletters.

We rang out the Federation year with a session on dementia planning and support - which also dealt with later-life planning in general. A highlight was our well-received International Day on Nepal. We have lots of good things in the pipeline, for your interest and entertainment - such as the Science of the Cream Tea in July. We're honouring International Women's Day in March with a lunch which will be addressed by a mumpreneur, talking about her business.

There will also be a session on the early detection of ovarian cancer which, of course, is acting on a new national campaign. I'd like to encourage everyone to consider the several current campaigns, to see whether your WI might act on one of them. Details in WI Life.

Resolutions Co-ordinator- Glenis Wedzicha

Throughout the Pandemic, the Resolutions "Bus" has trundled on, albeit virtually. We had our first virtual NFWI Annual Meeting in 2021. The Resolution to Raise Awareness of the Early Diagnosis of Ovarian Cancer was passed by an overwhelming majority of delegates. However, the Pandemic was still biting hard. No face-to-face meetings could be held therefore this most crucial issue could not be debated by members. However, in April 2022 we shall hold an event with a research scientist, and a clinician and I hope to explore the plans laid out in the NFWI Campaign pack. As I write this report, the 2022 Short List of resolutions is available for debate. The "Bus" travels at speed but we shall keep up. It is what the WI was founded to do.

Climate Ambassador: Glenis Wedzicha

At the start of my year in office, I began writing a monthly article in the Federation "mini-newsletter" called The A to Z of Climate Change. The subject is vast, and I felt this was the best way of tackling it comprehensibly. Now we are having face to face meetings, a proper Autumn Council Meeting, and a normal-sized newsletter, we can plan strategically. In May 2022 I have engaged our local Member of Parliament to attend an evening when we shall discuss and debate where we go beyond COP26. I hope to engage up to two other speakers: one with an environmental bias, the other with a knowledge of agriculture. The latter will need to change in a future where farmland may be at a premium and dairy and arable compete for space.

At the start of this year, I became a member of the Yorkshire and Humber Climate Commission and am a member of the Panel on Climate Resilience in Communities. Our fifty-point Action Plan was put together by members of the Panel throughout several meetings and launched this year in conjunction with the Yorkshire Post Newspaper at the Royal Armouries in Leeds. During meetings I was able to emphasise the role of the WI in future discussions and actions on Climate Change and how our members can influence public thought on a variety of issues.

North Yorkshire East County Federation of Women's Institute

Report of the trustees for the year ended 31 October 2021

Science Co-ordinator - Glenis Wedzicha

The onset of the Pandemic caused a shut-down on all science visits, trips, and events. However, once the monthly "mini newsletter" was launched by the Federation, I began writing my Science by Number column, digressing from time to time to produce articles of import such as the PCR (Polymerase Chain Reaction) Test for Covid 19, the importance of the Corona virus Booster vaccination as revealed by research in Israel, and research into early diagnosis of Ovarian Cancer. In the pipeline for 2022 is an evening on the latter subject with a research scientist from the University of Hull.

I have also arranged (July 2022) a repeat of the favourite "Science of the Cream Tea" in the Conservatory at Scampston. Cream Tea with strawberries is included, and access to the outstanding Walled Garden can be enjoyed at leisure. June brings a combined Science/ Climate event: we visit Met Office, University of Reading followed by RHS Wisley and finally the Millennium Seed Bank, administered by Kew and housed at Wakehurst. Finally, there is a novel event related to Forensic Science (September).

Stationery - Linda Cariss

All stationery items, including North Yorkshire East badges and pens are available to order directly from the office at WI House. At present, orders for stationery are being posted out and the additional cost for postage charged accordingly. Due to the Covid 19 epidemic the planned Centenary Event which was to have been held in September 2020 was unfortunately cancelled. We therefore have several hessian bags and eco travel mugs still available to purchase from the Office. The number of diaries ordered by our members for 2022 has greatly reduced and only the exact number required for our members plus a small amount spare was ordered from National.

North Yorkshire East County Federation of Women's Institute

Report of the trustees for the year ended 31 October 2021

Financial review

Investment policy

The aim of our investment policy is to maximise the income received on our reserves. The Board of Trustees are conscious of the fact that investment carries a risk, but they will minimise that as much as possible. They will ensure that sufficient funds are available to ensure the smooth operation of the Federation, and will not invest any monies which are required for that purpose.

Investment decisions will normally be made by the Board of Trustees, on the recommendation of the Office & Finance Sub Committee, but if guidance is required then professional advice will be sought.

The Office & Finance Sub Committee will review the position regarding investments regularly and, if changes are necessary, will report that fact to the Board of Trustees for approval.

Reserves policy

The charity requires reserves to allow it to continue work to promote the interests of women in accordance with the charity's objects in the event of unforeseen disruption to its income streams. The charity's reserves policy is reviewed by the board annually.

Free reserves are calculated as total reserves less any restricted funds, fixed assets or designated funds.

The trustees' policy is to hold sufficient free reserves:

- a) to meet its working capital requirements, particularly given that the majority of membership subscriptions is received in April/ May each year; and
- b) to protect continuity of the charity's activities and services by holding sufficient funds to mitigate the impact of risks: the amount required being based on the trustees risk review and assessed in relation to the cost of covering each risk and the likelihood of that risk occurring.

Our cash reserves currently stand at £203,797 of which £69,390 is designated as Doris Wilkinson funds which we are only able to use for the purposes specified by the trustees.

We should retain sufficient free reserves to cover six months expenditure. In the accounts for 2020/21 our expenditure was approximately £67,000. We therefore should retain at least £33,500 as free reserves.

However, we should bear in mind that we budgeted for a substantial loss this year and, despite the figures so far looking better than anticipated we do not know what will happen in the next six months.

NOTES

Restricted funds are monies given, collected or donated for a specific purpose which is stated by the donor.

Designated funds are monies set aside from the general funds by the trustees for a specific purpose.

North Yorkshire East County Federation of Women's Institute

Report of the trustees for the year ended 31 October 2021

Statement of trustees' responsibilities

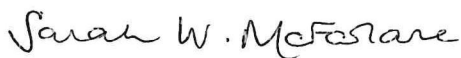
The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board



Mrs Sarah McFarlane
Federation Chairman

1 February 2022

North Yorkshire East County Federation of Women's Institute

Independent examiner's report to the trustees on the unaudited financial statements of North Yorkshire East County Federation of Women's Institute.

I report on the accounts of North Yorkshire East County Federation of Women's Institute for the year ended 31 October 2021 set out on pages 2 to 21.

Respective responsibilities of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the Act) does not apply, and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act;
- and to state whether particular matters have come to my attention.


Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act, have not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr W G Pearson FCA FCCA

The Barker Partnership
Chartered Accountants & Statutory Auditors
17 Central Buildings
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Thirsk
North Yorkshire
YO7 1HD

1 February 2022

North Yorkshire East County Federation of Women's Institute

Statement of financial activities

For the year ended 31 October 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Income and endowments from:					
Donations and legacies	2	25,824	-	25,824	27,262
Other trading activities	3	9,606	-	9,606	14,485
Investments	4	5,705	-	5,705	6,247
Charitable activities	5	11,967	2,344	14,311	34,851
Other incoming resources	6	25,775	-	25,775	18,326
Total		<u>78,877</u>	<u>2,344</u>	<u>81,221</u>	<u>101,171</u>
Expenditure on:					
Raising funds	7	17,007	-	17,007	21,352
Charitable activities	8	49,972	-	49,972	61,706
Total		<u>66,979</u>	<u>-</u>	<u>66,979</u>	<u>83,058</u>
		11,898	2,344	14,242	18,113
Other recognised gains and losses					
Gains/(Losses) on investment assets		11,399	-	11,399	(19,164)
Net movement in funds		<u>23,297</u>	<u>2,344</u>	<u>25,641</u>	<u>(1,051)</u>
Total funds brought forward		<u>385,894</u>	<u>1,083</u>	<u>386,977</u>	<u>388,028</u>
Total funds carried forward		<u>409,191</u>	<u>3,427</u>	<u>412,618</u>	<u>386,977</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 13 to 21 form an integral part of these financial statements.

North Yorkshire East County Federation of Women's Institute

Balance sheet as at 31 October 2021

	Notes	£	2021 £	£	2020 £
Fixed assets					
Tangible assets	12		216,683		219,583
Current assets					
Stocks		1,799		1,841	
Debtors	13	255		235	
Investments	14	151,574		105,176	
Cash at bank and in hand		52,223		62,730	
		<u>205,851</u>		<u>169,982</u>	
Creditors: amounts falling due within one year	15	<u>(9,917)</u>		<u>(2,588)</u>	
Net current assets			<u>195,934</u>		<u>167,394</u>
Net assets			<u>412,617</u>		<u>386,977</u>
Funds	16				
Restricted income funds			<u>3,427</u>		<u>1,083</u>
Unrestricted income funds:					
Unrestricted income funds			278,816		252,620
Revaluation reserve			130,374		133,274
Total unrestricted income funds			<u>409,190</u>		<u>385,894</u>
Total funds			<u>412,617</u>		<u>386,977</u>

The financial statements were approved by the trustees on 1 February 2022 and signed on its behalf by



Mrs Marigold Wilkinson
Federation Treasurer

The notes on pages 13 to 21 form an integral part of these financial statements.

North Yorkshire East County Federation of Women's Institute

Notes to financial statements for the year ended 31 October 2021

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with 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 2015) and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the entity.

1.2. Cashflow

The charity has taken advantage of the exemption in FRS102 from the requirement to produce a cashflow statement because it is a small charity.

1.3. Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by either the charity or the donor.

1.4. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Grants and donations are only included in the statement of financial activities when the charity has unconditional entitlement to the resources.

Incoming resources from tax reclaims are included in the statement of financial activities at the same time as the gift to which they relate.

Income from investments is included in the year in which it is receivable.

North Yorkshire East County Federation of Women's Institute

Notes to financial statements for the year ended 31 October 2021

1.5. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Support costs include central function and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

1.6. Tangible fixed assets and depreciation

These are capitalised if they can be used for more than one year and cost at least £1,000. They are valued at cost, or if gifted, at the value to the charity on receipt.

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

Office fixtures and fittings	-	On a straight line basis over five to ten years
Photocopier	-	On a straight line basis over five to ten years
Chairman's Badge	-	No depreciation charge is made

Freehold property

The charity's freehold property has been revalued to its estimated open market value (£245,000 - 2011). The surplus on cost (£85,626) has been transferred to a revaluation reserve. Depreciation is charged to reduce the value of the property to a residual value, estimated at £100,000 over 50 years. This depreciation is deducted from the revaluation reserve in the balance sheet.

1.7. Investments

Current asset investments are revalued at the balance sheet date and the gain or loss taken to the statement of financial activities.

1.8. Stock

Stock is valued at the lower of cost and net realisable value.

1.9. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

1.10. Grants paid

In accordance with the objects of the charity, grants are paid in the form of support funds or bursaries to various individuals in order to further the purpose of the Women's Institute movement and to advance the education of countrywomen and detailed within charitable expenditure.

North Yorkshire East County Federation of Women's Institute

Notes to financial statements for the year ended 31 October 2021

2. Donations and legacies

	Unrestricted funds £	2021 Total £	2020 Total £
Membership fees	25,769	25,769	27,022
Donations	55	55	240
	<u>25,824</u>	<u>25,824</u>	<u>27,262</u>

3. Other trading activities

	Unrestricted funds £	2021 Total £	2020 Total £
Rent received	5,100	5,100	5,160
Bulbs	1,619	1,619	672
Institute insurance	1,994	1,994	2,843
Fund raising events and activities	893	893	5,810
	<u>9,606</u>	<u>9,606</u>	<u>14,485</u>

4. Investments

	Unrestricted funds £	2021 Total £	2020 Total £
Interest and dividends received	5,705	5,705	6,247
	<u>5,705</u>	<u>5,705</u>	<u>6,247</u>

5. Charitable activities

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Membership and training	-	-	-	370
Federation income	1,085	2,344	3,429	14,144
Publications and stationery	850	-	850	537
Public affairs	230	-	230	2,578
National events	7,615	-	7,615	10,257
Newsletter	-	-	-	264
Council meetings	2,187	-	2,187	6,701
	<u>11,967</u>	<u>2,344</u>	<u>14,311</u>	<u>34,851</u>

North Yorkshire East County Federation of Women's Institute

Notes to financial statements for the year ended 31 October 2021

6. Other incoming resources

	Unrestricted funds £	2021 Total £	2020 Total £
Government grant - Covid	17,669	17,669	10,000
Government grant - job retention scheme	8,106	8,106	8,326
	<u>25,775</u>	<u>25,775</u>	<u>18,326</u>

7. Raising funds

	Unrestricted funds £	2021 Total £	2020 Total £
Bulb costs	1,295	1,295	534
Institute insurance costs	1,731	1,731	1,744
Fundraising events and activities	508	508	4,428
Governance and support costs	13,473	13,473	14,646
	<u>17,007</u>	<u>17,007</u>	<u>21,352</u>

8. Charitable activities

	Unrestricted funds £	2021 Total £	2020 Total £
Membership and training costs	268	268	430
Federation costs	10,829	10,829	10,596
Publicity and stationery costs	693	693	473
Public affairs costs	84	84	2,004
Newsletter costs	3,498	3,498	2,470
National event costs	7,022	7,022	11,037
Council meeting costs	3,282	3,282	7,055
Bursaries	-	-	580
Governance and support costs	24,296	24,296	27,061
	<u>49,972</u>	<u>49,972</u>	<u>61,706</u>

North Yorkshire East County Federation of Women's Institute

Notes to financial statements for the year ended 31 October 2021

9. Analysis of governance and support costs

	Raising funds £	Charitable activities £	2021 Total £	2020 Total £
<u>Governance costs</u>				
Trustees expenses	178	414	592	1,147
Accountancy and payroll fees	108	252	360	360
Independent examiners costs	356	832	1,188	1,320
<u>Support costs</u>				
Staff costs	8,058	12,640	20,698	23,673
Premises	1,310	3,929	5,239	8,136
Communication and information technology	373	869	1,242	966
Other office expenses	2,220	3,330	5,550	3,205
Depreciation and impairment	870	2,030	2,900	2,900
	<u>13,473</u>	<u>24,296</u>	<u>37,769</u>	<u>41,707</u>

North Yorkshire East County Federation of Women's Institute

Notes to financial statements for the year ended 31 October 2021

10. Employees

Employment costs	2021 £	2020 £
Wages and salaries	20,145	22,983
Pension costs	553	690
	<u>20,698</u>	<u>23,673</u>

No employee received emoluments of more than £60,000 (2020 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2021 Number	2020 Number
Employees	2	2
Trustees	11	12
	<u>13</u>	<u>14</u>

During the year 6 trustees (2020 - 8) were paid general expenses, including travel. The aggregate amount paid was £592 (2020 - £1,147).

Neither the trustees nor any person connected with them received any remuneration during the year (2020 - £nil).

12. Tangible fixed assets	Freehold property £	Office fixtures & fittings £	Photo- copier £	Chairman's Badge £	Total £
Cost					
At 1 November 2020 and At 31 October 2021	<u>245,000</u>	<u>20,476</u>	<u>1,295</u>	<u>683</u>	<u>267,454</u>
Depreciation					
At 1 November 2020	26,100	20,476	1,295	-	47,871
Charge for the year	2,900	-	-	-	2,900
At 31 October 2021	<u>29,000</u>	<u>20,476</u>	<u>1,295</u>	<u>-</u>	<u>50,771</u>
Net book values					
At 31 October 2021	<u>216,000</u>	<u>-</u>	<u>-</u>	<u>683</u>	<u>216,683</u>
At 31 October 2020	<u>218,900</u>	<u>-</u>	<u>-</u>	<u>683</u>	<u>219,583</u>

North Yorkshire East County Federation of Women's Institute

Notes to financial statements for the year ended 31 October 2021

13. Debtors

	2021 £	2020 £
Trade debtors	255	235

14. Current asset investments

	2021 £	2020 £
Unlisted investments	151,574	105,176

15. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	2,153	367
Other taxes and social security	52	40
Accruals and deferred income	7,712	2,181
	9,917	2,588

16. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 October 2021 as represented by:			
Tangible fixed assets	216,683	-	216,683
Investment assets	151,574	-	151,574
Current assets	50,850	3,427	54,277
Current liabilities	(9,917)	-	(9,917)
	409,190	3,427	412,617

North Yorkshire East County Federation of Women's Institute

Notes to financial statements for the year ended 31 October 2021

17. Unrestricted funds

	At 1 November 2020	Incoming resources	Outgoing resources	Transfers	Gains and losses	At 31 October 2021
	£	£	£	£	£	£
General funds	192,768	75,423	(66,979)	2,900	4,850	208,962
Doris Wilkinson fund	59,388	3,453	-	-	6,549	69,390
WI support fund	464	-	-	-	-	464
Revaluation reserve	133,274	-	-	(2,900)	-	130,374
	<u>385,894</u>	<u>78,876</u>	<u>(66,979)</u>	<u>-</u>	<u>11,399</u>	<u>409,190</u>

Purposes of unrestricted funds

Designated funds held

Doris Wilkinson fund

The Doris Wilkinson fund relates to the balance of the legacy received from the estate of Doris Wilkinson which was designated for the benefit of the members by the executive committee. One half of the income from the fund is to be utilized to provide annual bursaries to assist members in visiting Denman college and the rest is to be utilised to improve the facilities available to members.

WI support fund

The WI support fund relates to amounts received into the charity's general funds from the Held fund. This fund will be subject to a maximum value at any one time of £700. In addition, on other occasions, further amounts will be raised to augment the Held fund receipts towards this fund. The fund is to enable the federation to provide monetary support to individual WI branches in financial difficulties.

Revaluation reserve

In 2011 the charity's freehold property was revalued at £245,000 (previous valuation £250,000 in 2003). The historic cost of the property is £85,626 and a revaluation reserve fund has been created to account for the unrealised gain resulting from revaluations. This fund is unrestricted but unavailable for charitable use and depreciation is charged against this fund in full.

18. Restricted funds

	At 1 November 2020	Incoming resources	At 31 October 2021
	£	£	£
Held fund	<u>1,083</u>	<u>2,344</u>	<u>3,427</u>

Purposes of restricted funds

Held fund

The Held fund relates to the transfer of any remaining balances on hand when individual WI branches are closed. The funds are held for a period of three years, during which time, if the WI branch is re-opened the fund are returned. If this is not the case, on the expiration of the three year periods, the funds are transferred to the charity's general funds. The balance on the Held Fund is kept in a separate bank account.

North Yorkshire East County Federation of Women's Institute

Notes to financial statements for the year ended 31 October 2021

19. Connected charities

The charity is connected to its governing body, The National Federation of Women's Institutes whose offices are situated at 104 New Kings Road, London, SW6 4LY. The National Federation is responsible for creating the national policies of the Women's Institute which it implements through its 70 county federations. The charity is also a member of the ACWW.