

Charity number: 1185965

North Yorkshire East County Federation of Women's Institute

Trustees' report and financial statements

for the year ended 31 October 2022

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 - 8
Independent examiners' report	9
Statement of financial activities	10
Balance sheet	11
Notes to the financial statements	12 - 20

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>Sarah McFarlane</td><td>Chairman and Assistant Treasurer</td></tr><tr><td>Marigold Wilkinson</td><td>Treasurer (to end of September 2022)</td></tr><tr><td>Jean Williams</td><td>Treasurer (from October 2022) and Vice Chairman</td></tr><tr><td>Frances Langley</td><td>Vice Chairman</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></td></tr><tr><td>Rachael Black</td><td></td></tr></table>	Sarah McFarlane	Chairman and Assistant Treasurer	Marigold Wilkinson	Treasurer (to end of September 2022)	Jean Williams	Treasurer (from October 2022) and Vice Chairman	Frances Langley	Vice Chairman	Linda Cariss		Gill Cressey		Jan Oddy		Lindsay Gee		Margaret Ellison		Helen Lane		Rachael Black	
Sarah McFarlane	Chairman and Assistant Treasurer																						
Marigold Wilkinson	Treasurer (to end of September 2022)																						
Jean Williams	Treasurer (from October 2022) and Vice Chairman																						
Frances Langley	Vice Chairman																						
Linda Cariss																							
Gill Cressey																							
Jan Oddy																							
Lindsay Gee																							
Margaret Ellison																							
Helen Lane																							
Rachael Black																							
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	Virgin Money 35 High Row Darlington DL3 7QT																						

North Yorkshire East County Federation of Women's Institute

Report of the trustees for the year ended 31 October 2022

The trustees present their report and the financial statements for the year ended 31 October 2022. 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 three sub-committees, Events, Current Affairs 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 2022

Achievements and performance

Chairman's report - Sarah McFarlane

We have now started to accept that Covid is not going away anytime soon which meant that, as the year progressed, more and more WIs started to open up again and members began to sign up for Federation Events. As WI members we are all encouraged to pursue a wide range of interests, and our sub-committees worked very hard throughout the year to ensure that we had a full and varied programme of activities, catering for as many different tastes as possible. Our two Council Meetings were very well attended and all our speakers gave us an amazing amount of food for thought as well as being entertaining. We started 2022 with three lunches in different parts of the Federation but with the same speaker at them all; these were also well supported and gave us a very positive start to the year.

We unfortunately lost members as a result of Covid, but I am pleased to be able to report that membership levels increased as the year progressed. This year we sadly lost Newton on Ouse WI, although I am delighted to say that most of the members joined neighbouring WIs. It is a concern that closures of WIs are often linked to the lack of people wishing to be on the committee - none of the jobs is wildly onerous and all can be shared so that no one person has to do all the work. The Board and our Membership & Training Committee have been working together to see what we can do to attract new and lapsed members to our wonderful organisation; reviewing what we do and why we do things in a particular way to ensure that we are relevant in today's world.

At the back end of the year, Marigold Wilkinson died. We lost not only a member of the Board and our Federation Treasurer, but also one of our main craft organisers, a tutor and a very good friend to many. Marigold gave a huge amount of time and energy to the WI and she will be sorely missed by us all.

We are looking forward to the launch of our new website, a development which we have been working on for much of the year. It will always be a work in progress as we add new elements, events and photographs to the site but hopefully we have ironed out the snags and made the correct decisions as to what we want.

In July, we were delighted to welcome Laurence Anderson back as our Federation Secretary. Laurence and our Financial Secretary, Shirley Nicholls, make a great team and I should like to thank them for all the help and support they have given to me. I should also like to thank the rest of the Board of Trustees and the sub-committees for their work and support throughout the year.

North Yorkshire East County Federation of Women's Institute

Report of the trustees for the year ended 31 October 2022

Treasurer's report - Jean Williams

This has been a difficult year on many fronts. Sadly, Marigold Wilkinson, our Federation Treasurer, died very suddenly at the end of September and two of our Trustees, Jean Williams and Linda Cariss, agreed to caretake the role until the next Spring Council Meeting.

Unfortunately, in spite of a huge number of very successful events, we are looking at a substantial loss for the year, driven mainly by the fact that our investments plummeted in value as a result of the situation in Ukraine and the volatility of the UK economy. We have continued to make improvements to the flat and this year we upgraded the bathroom, which was well past its "sell by" date, and installed a better fire detection system, which will alert the tenant to a fire in WI House. There has also been the added expenditure associated with developing the new website, which is due to be launched early in the new year. Expenditure has been carefully monitored and in order to keep costs down, the Board and sub-committees have adopted a hybrid calendar with only half the meetings being held in person, the other half held virtually. High inflation has meant that many costs have spiralled upwards, including paper and postage, and it was against this background that the unpalatable decision was made to re-introduce a charge for newsletters, as the cost had become unsustainable. We have continued to award substantial bursaries to members wishing to go on courses and have also awarded small amounts for members to attend Federation events or workshops.

Membership levels declined during the pandemic, but they are now on the increase. This, coupled with an anticipated recovery in the value of our investments should help towards overturning this year's loss, although it is appreciated that there are still some very notable challenges facing the UK economy which will impact on us all. Our thanks go to Shirley Nicholls, our Financial Secretary, for the way she has managed our finances and negotiated excellent deals with our suppliers.

Events - Frances Langley

At this time last year, it was difficult to predict how ready our members would be to come out to Events. However, it has proved easier than we feared to attract members to our lunches and workshops, and we have had many successful events.

There have been workshops covering such topics as Willow Weaving, Chocolate Making, Bookbinding, Creative Writing, Lavender Wreath Making, Beginner's Beading and many more. Taster sessions have included Archery, Golf, Paddle Boarding, Japanese Drumming and Clay Pigeon Shooting. A visit to the Himalayan Gardens proved popular as did a visit to the York Theatre Royal Costume Warehouse and a day spent at Tennants Auction House. Other big events were the Murder Mystery evening and our wonderful day of Plants and Flowers with Jonathan Moseley, Sarah Hopps and Martin Fish. We try to cater for as wide a range of interests as possible. Coming next year will be a holiday to Kent, as well as many more workshops, lunches and several rambles.

The Events Sub-committee currently has eight members. Sadly, one of our members Marigold Wilkinson, the Home Economics Co-ordinator, died in September. She worked very hard on behalf of the Events committee and is very much missed. This has reduced our committee membership and we need new people to help plan and provide a range of experiences for WI members. Have you thought about joining a committee. Why not give it a go? We welcome observers to our meetings, so come and see what we do.

Thanks go to the hardworking committee members and to the membership who have supported so many events

IFEs Report

Although small in number, we continue to examine WI books each year. Some challenges this year have been closure of banks, and therefore, paying in of cash. Bank charges are another headache that WIs face. We are aware of the problems WIs have, so we are always available to help and advise Treasurers.

North Yorkshire East County Federation of Women's Institute

Report of the trustees for the year ended 31 October 2022

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. Members continue to send interesting articles and photographs about their WI's events.

Due to the current economic climate and rising prices, it has been necessary to look into costs for future production of the newsletter. Although the newsletter has been free to members over the past few years from November 2022 a return to the charge of £6.00 per year has been implemented to offset rising printing and postage charges.

Each WI receives a printed copy free of charge as well as an electronic copy sent 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.

Archives - Val Illingsworth, Pat Shotton & Marigold Wilkinson (up to September 2022)

The Federation archivists have been working hard to move a large number of closed WI records into the Borthwick Institute for safe long-term storage.

Our move into a smaller workroom means that storage space is limited and we are working to reduce the amount of unnecessary paperwork deposited at the Office. If you are unsure what constitutes a WI archive, then please contact the Federation Archivists c/o the Office at Thirsk.

Current Affairs - Lindsay Gee

This year began with a thoroughly enjoyable and informative Nepal Day and progressed through the Public Affairs & International committee changing its name for increased accessibility, to end with a questionnaire sent out for all members to register interests and concerns.

We kept up to date with national events by reporting both on the Microplastic Filters (Washing Machines) Bill, for which NFWI is providing a secretariat and which might manage to ensure the fitting of such filters in all new machines by 2025, and also on NFWI's involvement in the UN Ocean Conference in Lisbon; and by spreading information about the Resolutions including the successful one on support for women and girls with ADHD or ASD.

The International Women's Day in March featured lunch at which a "mumpreneur" talked about her business. On the other hand, several events we organised - a couple on current campaigns and some on related subjects, designed to combine learning with fun - had to be cancelled because of insufficient interest. Hence our creation of a questionnaire for the purpose of gathering some detailed information on members' concerns and interests, across a considerable range of subjects and focusing on members' own localities. This will enable us to ensure that events are structured and targeted to best effect - as well as helping with our preparations for the Ruby Anniversary, led by the Federation Chairman.

North Yorkshire East County Federation of Women's Institute

Report of the trustees for the year ended 31 October 2022

Resolutions Co-ordinator- Glenis Wedzicha

I am frequently asked to attend WIs who are holding their Resolution Meetings. I continue writing monthly in the WI newsletter on my three allocated themes. I keep members abreast of what is upcoming in the Resolution calendar for the month in question.

Membership and training - Janice Whiteford

It has been wonderful to get back on the road visiting WIs again and meeting the members after Covid restrictions.

We resumed workshops and events from February with a Coffee & Chat morning, held a President's & Secretary's workshop in March. Our Federation Quiz returned in May, followed by a very successful Treasure Hunt in York held on two days in July.

Our committee continues to grow in number, and I'm pleased to say that Anne Potts completed her Adviser training in July, and Diane Stephenson, from Selby Swans WI, has been able to start her Adviser training. We have also recruited Wendy Wallace from Copmanthorpe WI to the team and she hopes to take on the Adviser training at some point in 2023.

Also joining the team is Samantha Jennings from Romanby WI who is running the social media side of the committee together with marketing on behalf of the Federation, so look out for her at future events.

Our WIs continue to grow with new members, new teams at the helm with new ideas. On top of their successes, we have been able to reform Pickering WI

Science Co-ordinator - Glenis Wedzicha

In 2022, two Science of the Cream Tea events were held at Scampston Walled Garden and both were well attended and enjoyed by all. A quiz based on Climate change, devised by the Climate Co-ordinator and directed at all ages and abilities, has proved immensely popular with Members. Bookings are in hand for this quiz for 2023. I encourage members to use this as a means of learning a little about a very wide and complex subject rather than being overwhelmed by difficult facts in a short space of time.

During 2022 I have been writing on the theme of Science by Number. This has proved of extraordinary interest to members who enjoy learning which chemical elements the planet and humans comprise. I find that writing the subject of Climate Science using an A-to-Z formula is not only efficient but of great help to the members with comprehension. Science and the Climate are of relevance in all our lives. However, they can be unwieldy and unpalatable to many members therefore I try to keep my writing as light as possible.

This year I became a member of the YHCC (Yorkshire and Humber Climate Commission) and have taken part in on-line group discussions on the theme of Communities and Engagement frequently. We concentrate mainly on helping communities adapt in future situations of climate change. I participated in the launch, in 2022, of their ten-part Climate plan for the region and am planning an event on this topic for next year.

Stationery - Linda Cariss

During the year, all stationery orders have either been collected by individuals from the Office at WI House or posted out if requested by a WI. Any item purchased from the Office can be posted but this does incur an additional cost to cover the postage and packaging. All stationery items are available to order/purchase from the Office including the North Yorkshire East badges, pens and the WI Eco Travel Mugs.

Once more the number of diaries requested by our members for 2023 had decreased and only the total number of diaries ordered by our members plus a few extra, was ordered from National. It is essential therefore that any member wishing to purchase a diary ensures that their WI Secretary completes the necessary order form and sends it to WI House before the closing date.

North Yorkshire East County Federation of Women's Institute

Report of the trustees for the year ended 31 October 2022

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 £169,111 of which £62,688 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 2021/22 our expenditure was approximately £124,000. We therefore should retain at least £62,000 as free reserves.

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.

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;

North Yorkshire East County Federation of Women's Institute

Report of the trustees for the year ended 31 October 2022

- 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

10 January 2023

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 2022 set out on pages 2 to 20.

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
Market Place
Thirsk
North Yorkshire
YO7 1HD

10 January 2023

North Yorkshire East County Federation of Women's Institute

Statement of financial activities

For the year ended 31 October 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
Income and endowments from:					
Donations and legacies	2	26,819	-	26,819	25,824
Other trading activities	3	35,513	-	35,513	9,606
Investments	4	6,641	26	6,667	5,705
Charitable activities	5	36,501	1,977	38,478	14,311
Other incoming resources	6	-	-	-	25,775
Total		<u>105,474</u>	<u>2,003</u>	<u>107,477</u>	<u>81,221</u>
Expenditure on:					
Raising funds	7	41,930	-	41,930	17,007
Charitable activities	8	81,049	1,036	82,085	49,972
Total		<u>122,979</u>	<u>1,036</u>	<u>124,015</u>	<u>66,979</u>
		(17,505)	967	(16,538)	14,242
Other recognised gains and losses					
Gains/(Losses) on investment assets		(24,416)	-	(24,416)	11,399
Net movement in funds		(41,921)	967	(40,954)	25,641
Total funds brought forward		<u>409,191</u>	<u>3,427</u>	<u>412,618</u>	<u>386,977</u>
Total funds carried forward		<u>367,270</u>	<u>4,394</u>	<u>371,664</u>	<u>412,618</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 12 to 20 form an integral part of these financial statements.

North Yorkshire East County Federation of Women's Institute

Balance sheet as at 31 October 2022

		2022	2021
	Notes	£	£
Fixed assets			
Tangible assets	12	213,963	216,683
Current assets			
Stocks		1,734	1,799
Debtors	13	257	255
Investments	14	127,158	151,574
Cash at bank and in hand		41,953	52,224
		<u>171,102</u>	<u>205,852</u>
Creditors: amounts falling due within one year	15	<u>(13,401)</u>	<u>(9,917)</u>
Net current assets		<u>157,701</u>	<u>195,935</u>
Net assets		<u>371,664</u>	<u>412,618</u>
Funds	16		
Restricted income funds		<u>4,394</u>	<u>3,427</u>
Unrestricted income funds:			
Unrestricted income funds		239,796	278,817
Revaluation reserve		127,474	130,374
Total unrestricted income funds		<u>367,270</u>	<u>409,191</u>
Total funds		<u>371,664</u>	<u>412,618</u>

The financial statements were approved by the trustees on 10 January 2023 and signed on its behalf by

Mrs Jean Williams
Federation Treasurer

The notes on pages 12 to 20 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 2022

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 2022

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 2022

2. Donations and legacies

	Unrestricted funds £	2022 Total £	2021 Total £
Membership fees	26,736	26,736	25,769
Donations	83	83	55
	<u>26,819</u>	<u>26,819</u>	<u>25,824</u>

3. Other trading activities

	Unrestricted funds £	2022 Total £	2021 Total £
Rent received	5,120	5,120	5,100
Bulbs	1,131	1,131	1,619
Institute insurance	1,943	1,943	1,994
Fund raising events and activities	27,319	27,319	893
	<u>35,513</u>	<u>35,513</u>	<u>9,606</u>

4. Investments

	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
Interest and dividends received	6,641	26	6,667	5,705
	<u>6,641</u>	<u>26</u>	<u>6,667</u>	<u>5,705</u>

5. Charitable activities

	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
Membership and training	3,098	-	3,098	-
Federation income	10,492	1,977	12,469	3,429
Publications and stationery	872	-	872	850
Public affairs	5,879	-	5,879	230
National events	5,423	-	5,423	7,615
Newsletter	200	-	200	-
Council meetings	10,537	-	10,537	2,187
	<u>36,501</u>	<u>1,977</u>	<u>38,478</u>	<u>14,311</u>

North Yorkshire East County Federation of Women's Institute

Notes to financial statements for the year ended 31 October 2022

6. Other incoming resources

	2022 Total £	2021 Total £
Government grant - Covid	-	17,669
Government grant - job retention scheme	-	8,106
	<u>-</u>	<u>25,775</u>

7. Raising funds

	Unrestricted funds £	2022 Total £	2021 Total £
Bulb costs	906	906	1,295
Institute insurance costs	1,537	1,537	1,731
Fundraising events and activities	21,744	21,744	508
Governance and support costs	17,743	17,743	13,473
	<u>41,930</u>	<u>41,930</u>	<u>17,007</u>

8. Charitable activities

	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
Membership and training costs	2,496	-	2,496	268
Federation costs	19,061	1,036	20,097	10,829
Publicity and stationery costs	889	-	889	693
Current affairs costs	4,259	-	4,259	84
Newsletter costs	7,121	-	7,121	3,498
National event costs	5,346	-	5,346	7,022
Council meeting costs	6,866	-	6,866	3,282
Bursaries	2,472	-	2,472	-
Governance and support costs	32,539	-	32,539	24,296
	<u>81,049</u>	<u>1,036</u>	<u>82,085</u>	<u>49,972</u>

North Yorkshire East County Federation of Women's Institute

Notes to financial statements for the year ended 31 October 2022

9. Analysis of governance and support costs

	Raising funds £	Charitable activities £	2022 Total £	2021 Total £
<u>Governance costs</u>				
Trustees expenses	890	2,077	2,967	592
Accountancy and payroll fees	108	252	360	360
Independent examiners costs	367	857	1,224	1,188
<u>Support costs</u>				
Staff costs	10,021	15,032	25,053	20,698
Premises	2,204	6,613	8,817	5,239
Legal and professional fees	420	980	1,400	-
Communication and information technology	484	1,130	1,614	1,242
Other office expenses	2,379	3,568	5,947	5,550
Depreciation and impairment	870	2,030	2,900	2,900
	<u>17,743</u>	<u>32,539</u>	<u>50,282</u>	<u>37,769</u>

North Yorkshire East County Federation of Women's Institute

Notes to financial statements for the year ended 31 October 2022

10. Employees

Employment costs	2022 £	2021 £
Wages and salaries	24,459	20,145
Pension costs	594	553
	<u>25,053</u>	<u>20,698</u>

No employee received emoluments of more than £60,000 (2021 : 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:

	2022 Number	2021 Number
Employees	2	2
Trustees	11	11
	<u>13</u>	<u>13</u>

During the year 6 trustees (2021 - 6) were paid general expenses, including travel. The aggregate amount paid was £2,967 (2021 - £592).

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 2021	245,000	20,476	1,295	683	267,454
Additions	-	180	-	-	180
At 31 October 2022	<u>245,000</u>	<u>20,656</u>	<u>1,295</u>	<u>683</u>	<u>267,634</u>
Depreciation					
At 1 November 2021	29,000	20,476	1,295	-	50,771
Charge for the year	2,900	-	-	-	2,900
At 31 October 2022	<u>31,900</u>	<u>20,476</u>	<u>1,295</u>	<u>-</u>	<u>53,671</u>
Net book values					
At 31 October 2022	<u>213,100</u>	<u>180</u>	<u>-</u>	<u>683</u>	<u>213,963</u>
At 31 October 2021	<u>216,000</u>	<u>-</u>	<u>-</u>	<u>683</u>	<u>216,683</u>

North Yorkshire East County Federation of Women's Institute

Notes to financial statements for the year ended 31 October 2022

13. Debtors

	2022 £	2021 £
Trade debtors	257	255

14. Current asset investments

	2022 £	2021 £
Unlisted investments	127,158	151,574

15. Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	2,186	2,153
Other taxes and social security	105	52
Accruals and deferred income	11,110	7,712
	13,401	9,917

16. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 October 2022 as represented by:			
Tangible fixed assets	213,963	-	213,963
Investment assets	127,158	-	127,158
Current assets	39,550	4,394	43,944
Current liabilities	(13,401)	-	(13,401)
	367,270	4,394	371,664

North Yorkshire East County Federation of Women's Institute

Notes to financial statements for the year ended 31 October 2022

17. Unrestricted funds

	At 1 November 2021 £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £	At 31 October 2022 £
General funds	208,962	102,935	(122,979)	2,900	(15,174)	176,644
Doris Wilkinson Fund	69,391	2,539	-	-	(9,242)	62,688
WI support fund	464	-	-	-	-	464
Revaluation reserve	130,374	-	-	(2,900)	-	127,474
	<u>409,191</u>	<u>105,474</u>	<u>(122,979)</u>	<u>-</u>	<u>(24,416)</u>	<u>367,270</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 2021 £	Incoming resources £	Outgoing resources £	At 31 October 2022 £
Held fund	<u>3,427</u>	<u>2,003</u>	<u>(1,036)</u>	<u>4,394</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 2022

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.