

**POWYS MONTGOMERYSHIRE FEDERATION OF WOMEN'S INSTITUTES
(PMFWI)**

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TRUSTEES' ANNUAL REPORT

and

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH JUNE 2023

Charity Number 1198900

POWYS MONTGOMERYSHIRE FEDERATION OF WOMEN'S INSTITUTES
TRUSTEES' REPORT FOR THE YEAR ENDED 30TH JUNE 2023

REFERENCE AND ADMINISTRATIVE DETAILS

TRUSTEES

Mrs Geraldine Russell-Jones Chairman

Mrs Pam Adcock Vice Chair

Mrs Lisa Hamer Treasurer

Mrs Mandy Conwell

Miss Margaret Jones

Mrs Su Miniken

Mrs Ruth Hesketh

Mrs Eleri Roberts

Mrs Janet Hughes

Federation Secretary Mrs Jane Rees

Charity Registration no. 1198900

Principal Address Abermule Community Centre, Abermule, Powys SY15 6ND

Accountants DRE & Co Ltd, St. David's House, New Road, Newtown, SY16 1RB

**POWYS MONTGOMERYSHIRE FEDERATION OF WOMEN'S INSTITUTES
TRUSTEES' REPORT FOR THE YEAR ENDED 30TH JUNE 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trustees of Powys Montgomeryshire Federation of Women's Institutes, otherwise known as PMFWI, present their report and the financial statements for the year ended 30th June 2023.

PMFWI is a constituted charity, governed by the constitution and rules laid down by the National Federation of Women's Institutes (NFWI).

Trustees are nominated from amongst the membership and if necessary, voting takes place, with the results being announced at the Autumn Council Meeting, for the following two years. On appointment, each Trustee is presented with a detailed manual indicating the role and responsibilities of a Federation Trustee, which is followed up and supported each year with Trustee training provided by the National Federation of Women's Institutes training packages.

The PMFWI Trustees employ a part-time secretary whose work is supervised by the Federation Chairman and Vice-Chairs. The role of Federation Secretary is subject to an annual Staff Appraisal. She can attend training and workshops run by the NFWI, as are the Chairman, Treasurer and Chairman of the Membership Sub-committee.

Three Sub-Committees, namely Arts and Entertainment, Lifestyle and Sport, organise Federation events, broadly following the structure of NFWI set within the aims and objectives of the organisation. There is also a Membership and Community Campaigns Committee, comprised of the Federation WI Advisers, members of the Board of Trustees and WI members, together with an appointed Chair, who discuss matters relating directly to current campaigns and the membership of the federation.

The Trustees hold 11 monthly board meetings where major strategic planning, business and operational risks affecting the Federation are discussed and decisions made. The Trustees confirm that a risk assessment took place, was approved and systems have been established to mitigate risks. The systems are reviewed annually.

OBJECTIVES, ACTIVITIES AND PERFORMANCE

The objects of PMFWI are to further the purposes of the Women's Institute organisation in the Montgomeryshire area of Powys. It is an educational, social, non-sectarian, non-party-political voluntary organisation which is based on the ideals of fellowship, truth, tolerance, and justice. It seeks to give women the opportunity of working together in their communities, of learning together and of developing their skills.

During the past year the Federation Trustees and Sub-Committees have been trying to operate the usual activities now that Covid restrictions are no longer an issue.

POWYS MONTGOMERYSHIRE FEDERATION OF WOMEN'S INSTITUTES
TRUSTEES' REPORT FOR THE YEAR ENDED 30TH JUNE 2023

OBJECTIVES, ACTIVITIES AND PERFORMANCE (continued)

The year started well, Zoom meetings are something that PMFWI can organise and are being held as part of the PMFWI board of Trustee meetings when unable to meet or as an option for attending virtually.

We were able to hold our usual sporting events all of which were well supported and well organised.

The annual Spring Show attracted entries from members in craft, floral arrangement, cookery, art and photography competitions, it is an event which is always well attended.

Our Lifestyle welcome to Christmas was very well supported by members in November 2022 who enjoy the day.

Bingo night has become a great fund raiser held again along with a trip to IKEA, entertainment evening and the NFWI annual meeting in Cardiff.

Our own Annual Council meeting was held in May 2023 again as an evening meeting where members can have a buffet, talk, and socialise with other WI members. It was a successful meeting with talks from author Richard Colbourne and 'Pictures in Harmony' with Hilary and Ian Templeton.

Our membership has decreased over the years, numbers are down across most Wis, but a few have increased their members and this financial year we lost 2 WI's, Llanfyllin Closed and Mach moved over to Ceredigion Federation. However, the Trustees continue to endeavour to provide a programme that offers value to members for their annual subscription which runs from 1st April to 31st March.

FINANCIAL REVIEW

On 30th June 2023 the total assets of PMFWI were £35,708.27 of which £8,556.93 were restricted funds. The Trustees have reviewed the level of reserves held by the charity; it is policy that PMFWI holds sufficient reserves to allow the charity to function for three months. We have seen costs rising across the board on hall hire and expenses on holding events.

Our main source of funds is no longer the receipt of membership fees, and we are becoming more reliant on successful federation events for fund raising. We continue to work with PAVO to pursue available grants and the Trustees look at more special events to generate further income. These events give women the opportunity of working together, of developing their skills and of putting into practice those ideals of fellowship, truth, tolerance, and justice for which the Women's Institute as an organisation stands.

The Trustees declare that they have approved the Trustees' report above. Signed on their behalf:

Signature: _____

Full name: Geraldine Russell-Jones

Position: Federation Chairman

Date: _____

Lisa Hamer

Federation Treasurer

POWYS MONTGOMERY FEDERATION OF WOMENS INSTITUTES

Accounts for 01/07/22 to 30/06/23

<u>Receipts</u>	<u>2022/2023</u>		<u>2021/2022</u>	
<u>Sub Committees</u>				
Public Affairs			75.00	
Lifestyle	1,677.80		1,959.71	
Arts & Entertainment	4,111.01		2,391.69	
Sport	898.00		908.00	
Membership (& Community Campaigns)	<u>959.50</u>	<u>7,646.31</u>	<u>609.10</u>	<u>5,943.50</u>
<u>Events</u>				
PMFWI events	1,543.28		897.50	
Diaries	105.00		27.50	
Bulbs	305.95		242.60	
Calendar	133.00		147.00	
Acm	930.50		890.10	
NFWI Annual Meeting	581.00		228.00	
Wales Conference	241.00		30.00	
RWAS				
Closing of Wis	<u>60.67</u>	<u>3,900.40</u>	<u>-</u>	<u>2,462.70</u>
<u>Membership Fees</u>				
PMFWI	6,189.37		4,450.01	
NFWI	7,228.66		5,220.12	
Pooling of funds	384.00		-	
NFWI Annual Meeting fund	397.00		-	
Other NFWI	<u>109.42</u>	<u>14,308.45</u>	<u>30.00</u>	<u>9,700.13</u>
<u>Insurance</u>				
Public Liability		<u>675.00</u>		<u>475.00</u>
<u>Donations & Grants</u>		<u>1,214.40</u>		
<u>Restricted funds</u>		<u>2,049.78</u>		<u>305.31</u>
<u>Office</u>				
Newsletters & Advertising	209.50		273.00	
Sales	277.00		272.40	
150 Club	570.00		595.00	
IFE	470.00		90.00	
Sundries	952.65		617.00	
Holiday Commission	<u>-</u>	<u>2,479.15</u>	<u>-</u>	<u>1,847.40</u>
 Total Receipts		<u>32,273.49</u>		<u>20,734.04</u>
Add out-of-date cheques				
Total Income		<u>32,273.49</u>		<u>20,734.04</u>
 Less Expenditure		<u>- 38,538.76</u>		<u>- 23,937.42</u>
		<u>- 6,265.27</u>		<u>- 3,203.38</u>

POWYS MONTGOMERY FEDERATION OF WOMENS INSTITUTES

Accounts for 01/07/22 to 30/06/23

<u>Payments</u>	<u>2022/2023</u>		<u>2021/2022</u>	
<u>Sub Committees</u>				
Public Affairs			80.00	
Lifestyle	1,271.36		1,112.29	
Arts & Entertainment	2,509.96		461.75	
Sport	332.99		248.00	
Membership	674.87		253.03	
Board of Trustees travel	52.50		554.05	
Sub Committee travel	=	<u>4,841.68</u>	<u>327.08</u>	<u>3,036.20</u>
<u>Events</u>				
Bulbs	132.48		270.92	
PMFWI Events	733.46		219.00	
Acm	625.00		565.00	
Diaries	119.70		188.10	
Wales Conference	270.00		81.00	
NFWI Annual Meeting	1,163.00			
Joint Powys Event				
RWAS		<u>3,043.64</u>		<u>1,324.02</u>
<u>Membership Fees</u>				
NFWI inc pooling of fares	13,668.51		6,727.60	
NFWI Other	674.85		92.00	
NFWI		<u>14,343.36</u>		<u>6,819.60</u>
<u>Insurance</u>				
Public Liability	595.83		585.49	
Office	<u>482.02</u>	<u>1,077.85</u>	<u>390.95</u>	<u>976.44</u>
<u>Restricted Funds</u>				
Bursaries & restricted		<u>965.00</u>		<u>376.20</u>
<u>Office</u>				
Salary	8,217.42		7,032.21	
Equipment & Supplies	1,335.48		815.88	
Overheads	2,916.48		2,805.39	
Sales goods	41.04			
100 club	530.00		420.00	
Bank Charges	118.18		91.45	
Sundries	<u>1,108.63</u>	<u>14,267.23</u>	<u>240.03</u>	<u>11,404.96</u>
Total Expenditure		38,538.76		23,937.42

POWYS MONTGOMERY FEDERATION OF WOMENS INSTITUTES

Accounts for 01/07/22 to 30/06/23

COIF ACCOUNT

Balance 01/07/22	£ 30,441.76
Plus Deposits	£ -
less withdrawals	£ -
Balance 30/06/22	£ 30,441.76

Bursaries

Balance 01/07/22	£ 4,129.95
	£ -
Balance 30/06/22	£ 4,129.95

Restricted Funds

NFWI AGM	£ 1,273.21
Bwlch y Cibau 1/4/21	£ 400.37
Llanfechain 1/4/21	£ 296.68
Mynyddog 1/4/22	£ -
Bettws 1/4/22	£ 55.93
Llanwnnog 1/4/22	£ -
Llanfyllin 1/4/23	£ 60.67
Tree fund	£ 49.19
Get cooking	£ 357.42
WI guide	£ 111.51
Special Events	£ 1,760.99
Walking Netball	£ 298.60
Cedewain Group funds	£ 916.37
Powys Group funds	£ 1,116.54
Severn Group funds	£ 878.04
Clywedog Group funds	£ 981.41
	£ 8,556.93

POWYS MONTGOMERY FEDERATION OF WOMENS INSTITUTES

Accounts for 01/07/22 to 30/06/23

CURRENT ACCOUNT

	£
Balance at bank 01/07/22	11,773.05
Less unrepresented chqs at 01/07/22	- 337.62
Plus chq deposit not showing at 01/07/22	-
	<u>11,435.43</u>
Add receipts	<u>32,273.49</u>
	<u>43,708.92</u>
Less payments	- <u>38,538.76</u>
	<u>5,170.16</u>

UNPRESENTED CHEQUES AT 30/06/23

<u>Chq no</u>	<u>date</u>	<u>amount</u>
108292	Feb-23	£ 75.00
300010	May-23	£ 20.00
300025	Jun-23	£ 60.00
300026	Jun-23	£ 20.00

£ 175.00

Deposit Chqs not showing 0

	£
Bank statement 30/06/2023	5,345.16
Less unrepresented chqs	- 175.00
Plus chq deposit not shown	-
	<u>5,170.16</u>

Total in all accounts 30/6/23

	£
COIF Account	30,441.76
Current Account	5,170.16
Cash floats held	60.00
Sales tin float	<u>36.35</u>
	<u>£ 35,708.27</u>

Prepared by Lisa Hamer, Federation Treasurer, on 20th August 2023

As required by the statement of Recommended Practice, the Trustees, in their Annual Report, have included a statement about risk assessment. The Trustees confirm that a risk assessment has taken place and systems have been established to mitigate risks. These systems will be reviewed annually and any new risks identified will be included and addressed by the organisation.

Signed on behalf of the Board of Trustees

Signature	Position	Chairman	Date
Geraldine Russell-Jones			

Signature	Position	Treasurer	Date
Lisa Hamer			



Independent Examiner's Report on the Accounts

Section A

Independent Examiner's Report

Report to the trustees/members of

Charity Name

BOLYS MONGOMERYSHIRE FEDERATION OF
WOMEN'S INSTITUTES.

On accounts for the year ended

3 0 0 6 2 3

Charity no (if any)

1 1 1 8 9 0 0

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 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 the 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 (other than that disclosed below*):

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed

S. B. C. C.

Date

14/9/12

Name

S. B. C. C.

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

F. C. A.

Address

D.R.E. & Co.

CHARTERED ACCOUNTANTS

Rosemount

The Bank, Newtown

SY16 2AB

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