

Berkshire Federation of Women's Institutes (CIO)

Annual Report

For year ended 31 December 2024

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Trustees Report

The Board of Trustees presents the Annual Report and the Financial Statements for the charity for the year ended 31 December 2024.

Members of the Board of Trustees:

Trish Kilgour	Chairman (co-opted September 2024 & Chairman from May 2025)
Annette Dolphin	Chairman (to April 2025 & retired April 2025)
Nina Derrick	Vice Chairman
Hilary Fraser	Vice Chairman
Anita West	Treasurer
Marion Scott Baker	
Caroline Day	(nominated & took up post April 2025)
Geraldine Cockerton	(nominated & took up post April 2025)
Professor Margot Gosney	(nominated & voted in June 2025 to replace J Abbot-Hauxwell)
Sally Pellow	(nominated & voted in June 2025 to replace B Browne)
Katrina Sell	(co-opted June 2025)
Carole Seymour	(co-opted June 2025)
Alessandra Sherman	(resigned February 2025)
Joyce Pack	(Vice Chairman & retired April 2025)
Frances Strange	(retired April 2025)
Lady J. Abbot Hauxwell	(resigned May 2025)
Barbara Browne	(resigned May 2025)
Ann Knee-Robinson	(resigned August 2025)

Federation Secretary: Diane Reeves

Federation Office: WI House
The Street
Mortimer Common
Reading RG7 3RD

Charity Registration no. 1199538

Bankers:

NatWest Bank
13 Market Place
Reading RG21 2EP

IFE:

(Independent Financial Examiner)

Xeinadin South East Limited
Unit 4
City Limits
Danehill
Reading RG6 4UP

Solicitors:

Field Seymour Parkes
1 London Street
Reading RG1 4QW

Land & Property:

Vested in the Official Custodian for Charities

Structure, Governance & Management

Berkshire Federation of Women's Institutes (BFWI) is governed by the Constitution and Rules for Charitable Incorporated Organizations as defined by the National Federation of Women's Institutes.

The Board of Trustees may exercise all the powers of the Berkshire Federation of Women's Institutes and, therefore, individual members of the Board of Trustees constitute trustees of the Federation in charity law.

Sub-committee recommendations are subject to Board of Trustees approval.

Links are maintained with the National Federation of Women's Institutes (NFWI).

The Board of Trustees is elected triennially by Berkshire Women's Institutes (WIs) and the Chairman is elected annually by the Board of Trustees.

The Board of Trustees provide their services gratuitously. The value of these services is not reflected in the accounts.

The Board of Trustees gratefully acknowledges the services of members of sub-committees and other volunteers.

Trustee training is provided to all new board members shortly after they take office.

Members undertaking specific duties attend appropriate training courses as arranged either by BFWI or by NFWI at arranged locations or online via the WI Learning Hub.

In 2024 BFWI provided support to 62 WIs, with a total of 2510 members.

Objectives & Activities

The objects of the charity are to further the ideals of **fellowship, truth, tolerance and justice** embodied in the Women's Institute movement in Berkshire and elsewhere.

The Women's Institute is non-sectarian, non-party political and aims to inspire and enrich the lives of all women who wish to play an active role in their communities; providing opportunities to enjoy friendship, life-long learning, to widen their horizons and, together, influence local, national and international affairs.

The main purposes of the Women's Institute are:

- to advance the **education** of women and girls for the public benefit in all areas of society and culture
- to promote **sustainable development** for the public benefit by educating people in environmental issues
- to advance **health** for the public benefit
- to advance **citizenship** for the public benefit by the promotion of civic responsibility and volunteering.

Achievements & Performance

The Board of Trustees welcomed Trish Kilgour (September) as co-opted member in 2024.

The exterior of WI House in Mortimer Common was painted. A working party has been set up to look at all aspects of maintenance of the building.

The Federation's small, dedicated group of **WI Advisers & WI Adviser Assistants** continued to support WIs throughout the year, both by telephone and visits to meetings.

Support was also provided through well attended events such as the Presidents & Secretaries Workshop in Spring and the Treasurers Workshop in Autumn. WI Group Meetings were attended by WI Advisers.

The Federation Chairman was present at several Group Meetings and visited many WIs during the year. Regrettably, two WIs were suspended but several new members joined across the Federation.

The **Federation's Annual Council Meeting** was held, once again, in the Michael Malnick Centre, Leighton Park School, Reading with the Mayor of Reading, Cllr Tony Page in attendance.

Following official business, members participated in a 'Seated Yoga' session led by Jenny White.

Former Federation Chairman, Jean Sheppard, spoke regarding the importance of WI Resolutions and highlighted that the Government do look at issues raised. In addition, NFWI Board Members and sub-committee members are included in fact finding meetings.

The final guest, Nicola Chester ("Country File Magazine columnist and author of the award-winning book "On Gallows Down") spoke of her passion for nature, the countryside and conservation.

The **NFWI Annual Meeting** was held in the Royal Albert Hall in June. A full coach from Berkshire attended which included Trustees, WI Advisers, Federation Delegates and Members.

The NFWI Annual Council Meeting was held virtually in November and was attended by the Federation Chairman and Treasurer.

Board of Trustees members attended Surrey, Oxfordshire, Middlesex, Buckinghamshire, Isle of Wight and Wiltshire Federation Annual Meetings.

Board of Trustees members also attended several WI celebratory events across the Federation.

The **Berkshire Federation Newsletter, 'Berkshire News'** continues to reach the membership in both printed and electronic forms. This is supplemented with a "Fortnightly Update" from the Chairman which is e-mailed to all WIs with reminders of forthcoming events.

Many events were organised throughout the year by the Federation's sub-committees. The needle felting, Japanese "Boro" and Willow Weaving for Christmas craft days were well supported.

Looking ahead to 2025, the **Federation's Annual Council Meeting** will be held at The Michael Malnick Centre, Leighton Park School on Friday 25 April.

The **NFWI Annual Meeting** will be a virtual on-line meeting on Wednesday 4th June. Berkshire Federation Trustees, WI Advisers and Delegates will attend the meeting via zoom.

Events planned include Speakers Selection, Federation Quiz, a Craft Stash Sale, country walks, a croquet taster and Christmas Rag Wreath workshop. The Golden Jubilee Cup competition will be introduced with a cash prize for the winning WI.

Financial Review

BFWI remains financially sound despite increasing costs due to inflation.

We continue to employ two members of staff, a Federation Secretary and a Financial Assistant, and their salary is reviewed annually.

The Board continues to be very mindful of controlling costs.

Three bursaries were awarded from the Margaret Latham Bursary Fund in 2024. It is planned to award bursaries to members for educational courses each year whilst funds are available.

Legal guidance has been received from NFWI as to the change of use of the Margaret Smith Bursary. WIs will be advised of the changes once the process has been completed.

Reserves Policy

The Board's reserves policy is that sufficient funds should be maintained in unrestricted realisable reserves to cover twelve months' operating expenses, including salaries, rates, insurance, utility and office costs.

The Board aims to use unrestricted cash reserves in excess of this requirement to support opportunities offered to the members.

This policy is reviewed by the Board of Trustees annually.

Total reserves at the 31/12/2024 stand at £246,818 (2023: £234,518) consisting of unrestricted funds of £219,730 (2023: £208,791) and restricted funds of £27,088 (2023: £25,727).

The unrestricted funds are held in fixed assets valued at £54,683 (2023: £56,331), investments valued at £70,389 (2023: £68,600) and cash to the value of £100,949 (2023: £86,669).

The restricted funds are held in investments valued at £8,319 (2023: £8,108) and cash to the value of £15,006 (2023: £16,491)

Investment Policy

Unrestricted funds not required in the short to medium term are invested in equities to provide an additional income stream.

The Trustees are willing to accept only low to medium risk, so they have chosen to invest in M&G Charifund, which includes a mix of equity investments. Some or all of these funds would be realized, only if they were required to keep the Federation operational.

The Margaret Latham Bursary fund is also invested in M&G Charifund. All dividends are set aside for the provision of educational bursaries.

This policy is reviewed by the Board of Trustees annually.

Expenses Policy

Trustees may receive reasonable travel and out-of-pocket expenses, excluding meals and other refreshments, incurred while carrying out their duties for the Federation.

Travel by car is paid at the mileage rate as set by the Federation from time to time.

Claims for out-of-pocket expenses should always be supported by receipts or, in the case of mileage, by details of the journey made and submitted on the appropriate form or similar document.

An Officer will review and authorise the claim and the Treasurer will review and approve each claim for payment.

This policy and procedure will be reviewed by the Board of Trustees periodically, for example at the first meeting of the board's term in office when other documents, such as Standing Orders and Terms of Reference are reviewed.

Risk Management

The major risks to which BFWI is exposed have been identified by the Board of Trustees.

A policy covering Premises Security, Health and Safety and Business Risk is reviewed regularly.

Systems have been established to mitigate the risks identified.

Report by the Independent Financial Examiner

To the Managing Trustees

I report to the trustees on my examination of the accounts of the Berkshire Federation of Women's Institutes ("The Trust") for the year ended 31 December 2024, which are set out on pages 8 to 15.

Responsibilities and basis of report:

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's statement:

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

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

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



9/10/ 2025

Keith Westran FCCA ACA
Xeinaidin South East Limited
Unit 4,
City Limits
Danehill
Reading
RG6 4UP

Berkshire Federation of Women's Institutes
Year ending 31 December 2024

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	General funds £	Restricted funds £	Total 2024 £	Total 2023 £
INCOMING RESOURCES					
Donations					
Membership fees		28,469	-	28,469	27,929
General Funds	13	440	-	440	2,767
Restricted Funds	14	-	885	885	6,187
Funds Generation	15	4,671	-	4,671	2,620
Investment Interest and Dividends					
Federation Reserves		7,465	-	7,465	6,094
House Maintenance Fund		-	60	60	17
Margaret Latham Bursary		-	655	655	599
Margaret Smith Bursary		-	50	50	41
Suspended Institutes		518	-	518	444
Charitable Activities	9	16,357	-	16,357	17,209
Total incoming resources		57,920	1,650	59,570	63,907
RESOURCES EXPENDED					
Funds Generation	15	1,566	-	1,566	1,403
Charitable Activities	9	11,146	-	11,146	12,273
Governance	10	3,332	-	3,332	4,878
Administration	11	32,725	-	32,725	31,500
Other Expenditure					
General Funds	13	-	-	-	2,923
Restricted Funds	14	-	500	500	1,856
Total resources expended		48,770	500	49,270	54,834
NET INCOMING (OUTGOING) RESOURCES FOR THE YEAR					
General fund		9,151	-	9,151	4,086
Restricted Funds		-	1,150	1,150	4,988
Total		9,151	1,150	10,301	9,074
Unrealised gain(loss) on investments					
General Fund		1,788	-	1,788	(1,650)
Margaret Latham Fund		-	211	211	(195)
NET MOVEMENT IN FUNDS		10,939	1,361	12,300	7,228
Balances brought forward at 1 January 2024					
General fund		208,791	-	208,791	
Restricted Funds					
House Maintenance Fund		0	1,581	1,581	
Margaret Latham Bursary		0	10,932	10,932	
Margaret Smith Bursary		0	973	973	
Suspended Institutes		0	12,241	12,241	
Total		208,791	25,727	234,518	
BALANCES CARRIED FORWARD AT 31 December 2024					
General fund		219,730	-	219,730	
Restricted Funds					
House Maintenance Fund		-	1,741	1,741	
Margaret Latham Bursary		-	11,298	11,298	
Margaret Smith Bursary		-	1,023	1,023	
Suspended Institutes		-	13,026	13,026	
Total		219,730	27,088	246,818	

Berkshire Federation of Women's Institutes
Year ending 31 December 2024

BALANCE SHEET

	Notes	£	2024 £	£	2023 £
ASSETS					
Fixed assets					
Balance at 1 January	16		56,331		58,034
Capital expenditure			-		-
Depreciation for the year			(1,648)		(1,703)
Balance at 31 December			54,683		56,331
Investments	17		78,708		76,708
Current assets					
Stock		639		666	
Other debtors		32		-	
Prepayments and sundry debtors		581		666	
Cash & bank		115,955		103,160	
Total		117,206		104,491	
Current liabilities					
Accruals		2,160		2,494	
Other creditors		-		81	
Managed Funds	18	1,619		437	
Total		3,779		3,012	
Net current assets			113,427		101,479
Total net assets			246,818		234,518

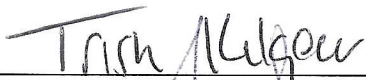
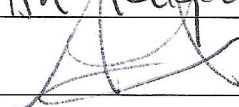
CAPITAL FUNDS

General funds		219,730		208,791
Restricted Funds - Internal				
House maintenance fund		1,741		1,581
Margaret Latham bursary		11,298		10,932
Margaret Smith Bursary		1,023		973
Suspended Institutes		13,026		12,241
Total funds		246,818		234,518

These accounts were approved by the Board of Trustees on

9th October 2025

Trish Kilgour - Chairman

Anita West - Treasurer

NOTES ON THE ACCOUNTS

1 CONSTITUTION AND OBJECTS

The Berkshire Federation of Womens Institutes is an association of Womens Institutes, which is formed with a constitution as laid down from time to time by the National Federation.

The objects of the Federation are to further the purposes of the Womens Institute movement in Berkshire and elsewhere.

2 ACTIVITIES

The activities of the Federation are described in the Trustees' Report on page 3.

The Year Book, which is published in July each year, contains a list of the officers of the Federation and the member institutes.

3 ACCOUNTING POLICIES

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared 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) (Charities SORP (FRS 102)).

Basis of preparation

The Berkshire Federation of Womens Institutes meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

- Land - not depreciated
- Buildings - 2% on cost
- Furniture and fittings - 15% on book value
- Office equipment - 25% on book value

NOTES ON THE ACCOUNTS

Debtors

Debtors are recognised at the transaction price less provision for impairment. A provision for the impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs).

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place.

Defined contribution plan

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods. Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due.

4 STAFF NUMBERS

The average number of persons employed by the charity during the year is 2 (2023 - 3).

5 STAFF BANDING

No employees received employee benefits of more than £60,000.

6 TRUSTEE REMUNERATION AND BENEFITS

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity.

7 TRUSTEE EXPENSES

8 trustees have had their expenses reimbursed in the year for travel, accommodation and other miscellaneous items. The reimbursed expenses total £1,172 (2023 - 8 trustees had their expenses reimbursed at a total cost of £699).

8 RELATED PARTY TRANSACTIONS

There were no related party transactions in the reporting period.

Berkshire Federation of Women's Institutes
Year ending 31 December 2024

NOTES ON THE ACCOUNTS (CONTINUED)

	2024			2023		
	Income £	Expense £	Net £	Income £	Expense £	Net £
9 CHARITABLE ACTIVITIES						
Federation Newsletter	5,209	2,466	2,743	5,530	4,002	1,528
Publications	1,793	504	1,289	1,871	617	1,254
Educational Activities 12	4,870	2,154	2,716	4,610	2,030	2,581
BFWI Council Meeting	1,964	1,604	360	1,823	1,229	594
National Meetings	1,781	2,517	(736)	2,595	2,627	(32)
Member Services	700	612	88	478	920	(442)
Archives & Other Activities	40	1,290	(1,250)	303	849	(546)
	<u>16,357</u>	<u>11,146</u>	<u>5,210</u>	<u>17,209</u>	<u>12,273</u>	<u>4,936</u>
10 GOVERNANCE						
Trustee Expenses		1,172			699	
Independent Examination		2,160			2,040	
CIO		-			2,139	
		<u>3,332</u>			<u>4,878</u>	
11 ADMINISTRATION COSTS						
Salaries & NI		18,417			17,214	
Pensions		-			46	
Staff Costs & Expenses		371			378	
Rates, Electricity & Water		3,832			4,442	
Insurance		1,204			1,106	
Telephone & Internet		741			705	
Printing & Stationery		317			200	
Postage		131			136	
Waste & Cleaning Services		857			792	
Repairs and renewals		4,567			3,909	
Machinery & Computer Systems		17			264	
Equipment contracts and servicing		611			758	
Bank Charges		12			(153)	
Depreciation		1,648			1,703	
General fund costs		<u>32,725</u>			<u>31,500</u>	
Capital Expenditure		-			-	
WI House repairs		-			-	
Total administration costs		<u>32,725</u>			<u>31,500</u>	

Berkshire Federation of Women's Institutes
Year ending 31 December 2024

NOTES ON THE ACCOUNTS (CONTINUED)

	2024			2023		
	Income	Expense	Net	Income	Expense	Net
	£	£	£	£	£	£
12 EDUCATIONAL ACTIVITIES						
Arts & Crafts	3,198	1,188	2,009	1,433	457	976
Speaker Selection	890	337	553	980	429	551
Leisure	707	629	79	1,643	974	669
Our Future World	76	-	76	554	169	385
	<u>4,870</u>	<u>2,154</u>	<u>2,716</u>	<u>1,433</u>	<u>457</u>	<u>976</u>
13 DONATIONS / GENERAL FUNDS						
Donations	440	-	440	603	-	603
Closed WIs	-	-	-	914	-	914
Transfer To House Roof Repair	-	-	-	-	-	-
NFWI AM Accomodation Fund	-	-	-	1,250	1,920	(670)
Other Designated Funds	-	-	-	-	1,003	(1,003)
	<u>440</u>	<u>-</u>	<u>440</u>	<u>2,767</u>	<u>2,923</u>	<u>(156)</u>
14 DONATIONS / RESTRICTED FUNDS						
House Maintenance Fund	100	-	100	1,192	-	1,192
Margaret Latham Bursary	-	500	(500)	-	300	(300)
Suspended Institutes	785	-	785	4,995	1,556	3,439
	<u>885</u>	<u>500</u>	<u>385</u>	<u>6,187</u>	<u>1,856</u>	<u>4,330</u>
15 FUNDS GENERATION						
Federation Events	1,613	904	708	1,441	794	647
Bulbs	779	622	157	701	560	140
NFWI Raffle	418	-	418	478	-	478
Craft Stash Sale	1,783	-	1,783	-	-	-
WI Lottery	79	-	79	-	-	-
Event Committee Expenses	-	40	(40)	-	48	(48)
	<u>4,671</u>	<u>1,566</u>	<u>3,105</u>	<u>2,620</u>	<u>1,403</u>	<u>1,217</u>

Berkshire Federation of Women's Institutes
Year ending 31 December 2024

NOTES ON THE ACCOUNTS (CONTINUED)

16 FIXED ASSETS	Freehold property £	Furniture & fittings £	Office equipment £	Total £
Cost at 1 January 2024	101,877	8,193	21,164	131,233
Additions in the year	-	-	-	-
Cost at 31 December 2024	101,877	8,193	21,164	131,233
Depreciation at 1 January 2024	46,648	7,542	20,712	74,902
Charge for the year	1,438	98	113	1,648
Depreciation at 31 December 2024	48,086	7,639	20,825	76,550
Net book value at 31 December 2024	53,791	553	339	54,683
<i>Net book value at 31 December 2023</i>	<i>55,229</i>	<i>651</i>	<i>451</i>	<i>56,331</i>

17 INVESTMENTS	2024 £	2023 £
The Equities Investment Fund for Charities		
General Fund		
4,780.556 income units at cost	25,750	25,750
Net gains on revaluation to market value at 1 January 2024	42,851	44,501
Market value at 1 January 2024 (4780.556 units @ 1469.52p)	68,601	70,251
Change in market value during the year	1,788	(1,650)
Market value at 31 December 2024 (4780.556 units @ 1434.99p)	70,389	68,601
Margaret Latham Capital Fund		
Invested on 2 October 2017 (565.016 units @ 1415.89p)	8,000	8,000
Net gains on revaluation to market value at 1 January 2024	108	303
Market value at 1 January 2024 (565.016 units @ 1469.52p)	8,108	8,303
Change in market value during the year	211	(195)
Market value at 31 December 2024 (565.016 units @ 1434.99p)	8,319	8,108

Berkshire Federation of Women's Institutes
Year ending 31 December 2024

NOTES ON THE ACCOUNTS (CONTINUED)

	2024				2023			
	Income	Expense	Movement	Closing	Income	Expense	Movement	Closing
	£	£	£	£	£	£	£	£
18 MANAGED FUNDS								
Institutes' insurance	915	1,026	(111)	197	1,023	1,072	(49)	309
NEW WIs Funds	-	-	-	-	-	-	-	0
ACWW - Project	-	-	-	-	31	-	31	-
NFWI Affiliation fees	33,246	31,920	1,326	1,438	31,820	31,738	83	112
NFWI pooling of fares	992	1,024	(32)	(16)	1,024	1,024	-	16
	<u>35,153</u>	<u>33,970</u>	<u>1,182</u>	<u>1,619</u>	<u>33,898</u>	<u>33,834</u>	<u>64</u>	<u>437</u>

19 DESIGNATED FUNDS

	2024	2023
	£	£
Centenary Fund	-	(0)
Berkshire Bedroom Fund	-	(0)
Promotions Fund (ex Show Fund)	69	69
NFWI AM Accommodation Fund	3,741	3,741
Total	<u>3,809</u>	<u>3,809</u>