

REGISTERED CHARITY NUMBER: 1200218

Company Number: CE030109

Report of the Trustees and Examined Financial Statements for the Year Ended

31st August 2023 (active from 1st January 2023) for

East Kent Federation of Women's Institutes CIO

Bay Tree Accountancy
Chartered Accountants
Stelling Minnis
Canterbury
Kent
CT4 6AA

East Kent Federation of Women's Institutes CIO

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East Kent Federation of Women's Institutes CIO

Report of the Trustees

For the Year Ended 31st August 2023 (active from 1st January 2023)

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2023. The Trustees have adopted the provisions of 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) (issued October 2019).

Incorporation

The charitable incorporated organisation was incorporated on 30 August 2022 and commenced trading on 1 January 2023.

REFERENCE AND ADMINISTRATION DETAILS

Registered Charity Number 1200218

Principal Address

Suite D
Crown House
John Roberts Business Park
Pean Hill
Canterbury
Kent CT5 3BJ

Trustees

Carol Evans - Chairman
S Elizabeth Lansman - Treasurer
Sheila Spiers - Vice Chairman
Sandy Brown - Vice Chairman
Gillian Bull - Vice Chairman
Carol Davidson
Susan Hankins
Mary Telford
Angela Coleman (appointed 24/04/2023)
Julie Driver (appointed 17/02/2023)

Independent Examiner

Bay Tree Accountancy
Chartered Accountants
Stelling Minnis
Canterbury
Kent
CT4 6AA

Principal Bankers

Lloyds Bank plc
PO Box 1000
BX1 1LT

East Kent Federation of Women's Institutes CIO

Report of the Trustees

For the Year Ended 31st August 2023 (active from 1st January 2023)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Charity is a charitable incorporated organisation, incorporated on 30 August 2022.

Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees have examined the major strategic, business and operational risks involved in the Charity's activities and are satisfied that the appropriate reports and information have been produced for the Charity's operation.

Public Benefit

The trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Commission in determining the activities undertaken by the charity.

Further information on the activities undertaken for the public benefit is given in the Objectives and Achievements sections of this report.

East Kent Federation of Women's Institutes CIO

Report of the Trustees

For the Year Ended 31st August 2023 (active from 1st January 2023)

OBJECTIVES AND ACTIVITIES

Objectives and Aims

CHARTER

The Women's Institute organisation is based on the ideals of fellowship, truth, tolerance and justice. With its original roots in rural and agricultural communities, it now embraces the interests of women in both rural and urban communities. All women who are interested in the values and purposes of the Women's Institute organisation may join, no matter what their views on religion or politics may be. The organisation is non-sectarian and non-party political. This does not prevent Women's Institutes from concerning themselves with matters of political and religious significance, provided the views and rights of minorities are respected and provided the organisation is never used for party-political or sectarian purposes. Women's Institutes are charitable and everything they do must be consistent with that special legal status.

OBJECTS

The main purposes of the Women's Institute organisation are:

- a) to advance the education of women and girls for the public benefit in all areas including (without limitation):
 - i. Local, national and international issues of political and social importance
 - ii. Music, drama and other cultural subjects and
 - iii. All branches of agriculture, crafts, home economics, science, health and social welfare
 - b) to promote sustainable development for the public benefit by:
 - i. educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources and
 - ii. Promoting sustainable means of achieving economic growth and regeneration
 - c) to advance health for the public benefit and
 - d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering
- In rule 3 'sustainable development' means the development which meets the needs of the present generation without compromising the ability of future generations to meet their needs.
- The Women's Institute organisation seeks to give women the opportunity of working together through the Women's Institute organisation in their communities, of developing their capacity and skills, and of putting into practice those ideals for which The Women's Institute organisation stands

CONSTITUTION

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

OBJECTS OF THE INDIVIDUAL FEDERATION

The objects of the Federation shall be to further the purpose of the Women's Institute movement in East Kent and elsewhere

East Kent Federation of Women's Institutes CIO

Report of the Trustees

For the Year Ended 31st August 2023 (active from 1st January 2023)

ACHIEVEMENT AND PERFORMANCE

Annual Review

It has been a busy year for the Federation and our WIs with many new experiences, changes and challenges. There are still the challenges of rising costs and prices and the continuing climate crisis, but the support of fellow members is invaluable.

After years of dedicated service to the Federation we said goodbye to our Federation Secretary, June Allan at the end of March and were delighted to promote Alison Baker to the position of Federation Secretary; we were also pleased to welcome Linda Gates to the post of Assistant Secretary in April.

A new bank account for the CIO was opened with Lloyds bank, this enabled the introduction of internet banking for the federation and our WIs. We also introduced online booking for events using Ticketsource giving members the option to book their own tickets should they wish but the traditional method of booking via the WI carried on. The introduction of Quickbooks accounting package has assisted our office staff and we thank them for their hard work.

The Annual Council Meeting took place on 22nd March, once again at The Leas Cliff Hall in Folkestone, where members enjoyed listening to inspiring speakers, browsing the stalls and catching up with friends.

Delegates and Observers attended the NFWI Annual Meeting in Cardiff in May where we were delighted that our conversion to CIO - Charitable Incorporated Organisation - was ratified. Our thanks to all those involved in making the process go smoothly.

A Resolution discussion meeting was held in St Peter's Methodist Church in Canterbury and some very interesting new speakers were introduced at Auditions events. There have been successful Federation events including walks, talks, quizzes, craft day the ever-popular Spring Day and a successful Federation holiday. We are looking forward to more of these in 2024.

We were saddened that there have been WIs that have suspended but delighted to welcome new ones. Let us all promote our wonderful organisation and encourage new members to take advantage of the fun and friendship to be found in the WI.

East Kent Federation of Women's Institutes CIO

Report of the Trustees For the Year Ended 31st August 2023 (active from 1st January 2023)

FINANCIAL REVIEW

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 trustees' policy is to hold sufficient free cash reserves to meet its working capital requirements and to mitigate the impact of risks.

Investment policy and objectives

The Founding deed grants the trustees wide powers of investment. The Trustees are satisfied as to the financial performance of the Charity's investments and other charitable activities in the year.

FINANCIAL POSITION

The statement of Financial Activities shows net incoming resources of £4,112, excluding transfers from EKFWI (unincorporated).

At 31st August 2023 the total funds of the charity totalled £472,569 (EKFWI (unincorporated) - 30th September 2022: £474,342) comprising restricted and unrestricted funds of £6,792 and £465,777 (EKFWI (unincorporated) - 30th September 2022: £27,239 and £447,103) respectively.

FUNDS HELD AS CUSTODIANS FOR OTHERS

The title to all real or personal property which may be acquired by or on behalf of the Federation shall be vested in not less than two and not more than four individual persons as holding Trustees or in the Official Custodian for Charities or in some other corporation lawfully entitled to act as custodian trustee.

ON BEHALF OF THE BOARD:



Carol Evans - Chairman - Trustee

Date: 29th February 2024

East Kent Federation of Women's Institutes CIO
Independent Examiner's report to the Trustees
For the Year Ended 31st August 2023 (active from 1st January 2023)

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 August 2023.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Responsibilities and basis of report

As the Trustees of the Charitable Incorporated Organisation (and also its directors for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's statement

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

1. Accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. The accounts have been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.



Dated: 29th February 2024

Sue Leitch BFP FCA FMAAT - Bay Tree Accountancy

East Kent Federation of Women's Institutes CIO
Statement of Financial Activities
For the Year Ended 31st August 2023 (active from 1st January 2023)

				31/08/23	Memorandum information 30/09/22
		Unrestricted & Designated Funds	Restricted Funds	Total Funds	Total Funds
	Notes				
INCOMING RESOURCES					
Incoming Resources from generated funds					
Charitable Income		98,040	866	98,906	120,554
Investment Income	2	740	-	740	240
Incoming resources from charitable activities					
Donations & Grants		24	-	24	426
Total incoming resources		98,804	866	99,670	121,220
RESOURCES EXPENDED					
Cost of generating funds					
Cost of generating charitable income		49,373	-	49,373	64,320
Governance costs		51,144	-	51,144	77,195
Other resources expended		6,919	-	6,919	19,537
Total resources expended		107,436	-	107,436	161,052
NET INCOMING(OUTGOING) RESOURCES BEFORE TRANSFERS & NET GAINS/(LOSSES) ON INVESTMENTS		(8,632)	866	(7,766)	(39,832)
Net gains/(losses) on investments	2	11,878	-	11,878	(58,815)
NET MOVEMENT IN RESOURCES		3,246	866	4,112	(98,647)
Total transfer due from EKFWI (unincorporated)		441,218	27,239	468,457	-
Funds Transfer & Reclassification		23,240	(23,240)	-	-
MOVEMENT IN RESOURCES INCLUDING TRANSFER & RECLASSIFICATION		467,704	4,865	472,569	-
Total funds brought forward		-	-	-	572,989
TOTAL FUNDS CARRIED FORWARD		467,704	4,865	472,569	474,342

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

The notes form part of these financial statements

The East Kent Federation of Women's Institutes

**Balance Sheet
As at 31st August 2023**

				31/08/23	<i>Memorandum information 30/09/22</i>
	Notes	Unrestricted & Designated Funds	Restricted Funds	Total Funds	<i>Total Funds</i>
FIXED ASSETS					
Tangible Assets	5	1,804	-	1,804	1,804
Investments	8	350,642	-	350,642	415,795
		<u>352,446</u>	<u>-</u>	<u>352,446</u>	<u>417,599</u>
CURRENT ASSETS					
Stock	6	2,875	-	2,875	4,078
Debtors	7	16,635	-	16,635	3,367
Prepayments	7	9,266	-	9,266	12,172
Cash at Bank and in Hand		107,204	4,865	112,069	51,708
		<u>135,980</u>	<u>4,865</u>	<u>140,845</u>	<u>71,325</u>
CREDITORS					
Amounts falling due within one year	9	(20,722)	-	(20,722)	(14,582)
NET CURRENT ASSETS/(LIABILITIES)		<u>115,258</u>	<u>4,865</u>	<u>120,123</u>	<u>56,743</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		467,704	4,865	472,569	474,342
NET ASSETS		<u>467,704</u>	<u>4,865</u>	<u>472,569</u>	<u>474,342</u>
FUNDS					
Unrestricted Funds	10			465,777	447,103
Designated Funds	10			1,927	-
Restricted Funds	10			4,865	27,239
TOTAL FUNDS				<u>472,569</u>	<u>474,342</u>

The financial statements were approved by the Board of Trustees on 29th February 2024 and were signed on its behalf by:



Carol Evans - Chairman – Trustee

The notes form part of these financial statements

East Kent Federation of Women's Institutes CIO

Notes to the Financial Statement

For the Year Ended 31st August 2023 (active from 1st January 2023)

1 ACCOUNTING POLICIES

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) (issued October 2019) - (Charities SORP (FRS102)); the Companies Act 2006 and the Charities Act 2011.

Basis of preparation

East Kent Federation of Women's Institutes CIO 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.

Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 10% reducing balance
Computer equipment	- 33% straight line

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the value cannot be measured reliably, in which case they are measured at cost less impairment.

Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities incorporating the income and expenditure account.

Taxation

The charity is exempt from tax on its charitable activities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Designated funds are ring-fenced by the Trustees for the purpose of meeting agreed contingencies.

Restricted funds can only be used for particular restricted purposes within the objects of the charity.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

All income and expenditure is shown in the Statement of Financial Activities.

The East Kent Federation of Women's Institutes

Notes to the Financial Statement

For the Year Ended 31st August 2023 (active from 1st January 2023)

2 INVESTMENTS

		<i>Memorandum information</i>
	31/08/2023	30/09/2022
	£	£
Interest received	740	240
Gain/(Loss) from Investments	11,878	(58,815)

3 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31st August 2023 nor for the year ended 30th September 2022 (EKFWI - (unincorporated)).

Trustees' Expenses

There were trustees' expenses of £614 reimbursed for the period ended 31st August 2023. (EKFWI (unincorporated) - 30th September 2022: £1,353)

4 STAFF COSTS

The average number of full-time equivalent employees during the year was 2 and their total remuneration for the period to 31st August 2023 amounted to £18,808 (EKFWI (unincorporated) - 30th September 2022: total remuneration - £32,799).

No staff received salaries at a rate of more than £60,000 per annum.

5 TANGIBLE FIXED ASSETS

	Fixtures & Fittings	Computer Equipment	Totals
	£	£	£
Cost			
At 01/09/2022	-	-	-
Transfer from EKFWI (unincorporated)	1,801	3	1,804
Additions	-	-	-
Disposals	-	-	-
At 31/08/2023	1,801	3	1,804
Depreciation			
At 01/08/2022	-	-	-
Depreciation on disposals	-	-	-
Charge for year	-	-	-
At 31/08/2023	-	-	-
Net Book Value			
At 31/08/2023	1,801	3	1,804
At 01/09/2022	-	-	-

East Kent Federation of Women's Institutes CIO

Notes to the Financial Statement

For the Year Ended 31st August 2023 (active from 1st January 2023)

6 STOCKS

	31/08/2023	<i>Memorandum information 30/09/2022</i>
	£	£
Sales and gifts stock	2,875	4,078

7 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/08/2023	<i>Memorandum information 30/09/2022</i>
	£	£
Sub-committee expenses	12,682	2,809
AGM (travel refund)	2,217	-
Transfer due from EKFWI (unincorporated)	1,736	-
Rates pre-payment/refund	-	558
Rental deposit & prepayments	9,266	12,172
	<u>25,901</u>	<u>15,539</u>

8 FIXED ASSET INVESTMENTS

	Investments
	£
At 01/09/2022	-
Transfer from EKFWI (unincorporated)	385,764
Additions (including reinvestment of interest)	588
Disposals	(47,588)
Revaluations	11,878
At 31/08/2023	<u>350,642</u>
Net Book Value	
At 31/08/2023	<u>350,642</u>
At 31/08/2022	-

9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/08/2023	<i>Memorandum information 30/09/2022</i>
	£	£
Other creditors	20,722	14,582

East Kent Federation of Women's Institutes CIO

Notes to the Financial Statement

For the Year Ended 31st August 2023 (active from 1st January 2023)

10 MOVEMENT IN FUNDS

	At 01/09/22	Net movement in funds	At 31/08/2023
	£	£	£
Unrestricted Funds			
General fund	-	465,777	465,777
Designated Funds			
Contingency Fund	-	1,927	1,927
Restricted Funds			
Funds of Suspended Women's Inst.	-	4,865	4,865
Total Funds	-	472,569	472,569

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Transfer from EKFWI (unincorp.)	Funds transfer & reclassification	Movement in funds
	£	£	£	£	£
Unrestricted Funds					
General fund	110,682	(107,436)	441,218	21,313	465,777
Designated Funds					
Contingency Fund	-	-	-	1,927	1,927
Restricted Funds					
EKFWI (unincorp.) other			21,956	(21,956)	-
Suspended Women's Inst.	866	-	5,283	(1,284)	4,865
Total Funds	111,548	(107,436)	468,457	-	472,569

Funds of Suspended Women's Institutes

In line with WI guidance, the funds of suspended WI's not reformed within three years are retained by the Federation and transferred to the General Fund.

11 RELATED PARTY DISCLOSURES

The Federation is affiliated to the National Federation of Women's Institutes, which is based at 104 Kings Road, London, SW6 4LY, and is registered as a charity with the Charity Commission.

East Kent Federation of Women's Institutes CIO

Detailed Statement of Financial Activities

For the Year Ended 31st August 2023 (active from 1st January 2023)

	31/08/2023	<i>Memorandum information 30/09/2022</i>
	£	£
INCOMING RESOURCES		
Charitable Income		
National Affiliation Fees and Pooling of Fares	41,923	42,009
Federation Affiliation Fees	35,127	35,304
NFWI AGM	2,979	7,761
Sales and Gifts	252	596
NF Stationery and Publications	43	204
Sub-committees	5,819	11,084
Suspensions	866	2,302
East Kent News and Postage	574	7,055
Council Meetings	6,120	7,413
Diaries and Calendars	7	1,074
WI's Insurance Premiums	1,836	2,130
200+ Prizes	1,424	1,128
Denman Holiday	-	-
Speakers List	585	1,345
Sundry Income	1,351	1,149
	<hr/> 98,906	<hr/> 120,554
Investment Income		
Interest received	740	240
Incoming resources from charitable activities		
Donations & Grants	24	426
Total incoming resources	<hr/> 99,670	<hr/> 121,220
RESOURCES EXPENDED		
Costs of generating charitable income		
National Affiliation Fees and Pooling of Fares	41,911	42,009
NFWI AGM	3,046	8,263
Sales and gifts	1,196	1,474
NF stationery	89	273
200+ Club	394	691
Reformed WI's	-	4,386
Expenses of sub-committee	2,737	5,788
Diaries & calendars	-	1,436
	<hr/> 49,373	<hr/> 64,320

This page does not form part of the statutory financial statements

East Kent Federation of Women's Institutes CIO
Detailed Statement of Financial Activities
For the Year Ended 31st August 2023 (active from 1st January 2023)

	31/08/2023	<i>Memorandum information 30/09/2022</i>
	£	£
Governance costs		
Rent & service charges	14,022	20,309
Rates & water	686	334
General insurance	1,228	1,193
WI Insurance	1,535	1,815
Light & heat	1,636	1,077
Repairs & maintenance	785	562
Accountancy fees	1,855	1,785
Professional fees	2,619	3,190
Salaries	18,808	32,799
Postage	658	1,241
Printing & stationery	2,198	3,815
Telephone, computer & internet	1,214	1,899
Committee expenses	2,655	3,620
Depreciation	-	200
(Profit)/Loss on disposal of assets	-	-
Bank charges	186	932
Cleaning	748	1,680
Training Costs	-	35
Sundry expenses	311	709
	<hr/> 51,144	<hr/> 77,195
Other resources expended		
East Kent News	-	5,575
Council meetings	3,305	12,066
Professional fees	3,614	1,896
	<hr/> 6,919	<hr/> 19,537
Total resources expended	<hr/> 107,436	<hr/> 161,052
Gains/(Losses) on Investments	11,878	(58,815)
Net Income/(Expenditure)	<hr/> 4,112	<hr/> (98,647)

This page does not form part of the statutory financial statements