

REGISTERED CHARITY NUMBER: 1200218

Company Number: CE030109

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

31st August 2024 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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For the Year Ended 31st August 2024**

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East Kent Federation of Women's Institutes CIO

Report of the Trustees

For the Year Ended 31st August 2024

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 2024. 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
Susan Elizabeth Lansman - Treasurer
Sheila Spiers - Vice Chairman
Sandra Brown - Vice Chairman
Gillian Bull - Vice Chairman
Carol Davidson
Susan Hankins
Mary Telford
Angela Coleman
Julie Driver
Hazel Bentley (appointed 19/03/2024)
Joyce Coomber-Sewell (appointed 19/03/2024)

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 2024

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 2024

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 purpose b) '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 2024

ACHIEVEMENT AND PERFORMANCE

Annual Review

It has been another busy year for the Federation and our WIs with its usual quota of challenges, successes and failures.

Rising costs in all areas remains one of the greatest challenges the Board of Trustees faces as they constantly seek ways to balance the books whilst trying to ensure that members enjoy the many benefits of belonging to this great organization.

Section 33 of the Charities Act 2022 came into force on 7th March 2024, we were then able to close the Unincorporated Charity on 14th May 2024 and the merger of the two charities was registered on 7th June 2024.

The remaining funds held in the HSBC account were transferred to the Lloyds Bank account and the HSBC account was closed on 1st July 2024.

The introduction and use of Quickbooks has greatly assisted with managing the finances and streamlining the work of our hardworking staff; we thank them for their efficiency and dedication.

The Annual Council Meeting took place on 19th March, once again at The Leas Cliff Hall in Folkestone, and members enjoyed listening to inspiring speakers, browsing the stalls, reviewing activities of the Sub-Committees, Needlecraft Guild and Environment and Natural History Group, and catching up with friends.

Over the year members have been able to enjoy a variety of events including walks, talks, quizzes, craft day, Spring Garden Day, speaker audition meetings and a most interesting resolution discussion meeting.

Delegates and observers travelled to London by coach and train to attend the NFWI Annual General Meeting held in June at the Royal Albert Hall, a wonderful occasion, although it was tinged with sadness as this will be the last in person meeting for 3 years.

We are delighted to welcome two new Advisers to our WI Support Team and thank them for undertaking the requisite NFWI training and shadowing our established Advisers to learn the practicalities.

We have welcomed 3 new WIs to the Federation during the year and look forward to more in the future. Unfortunately, we have had to say goodbye to 2 WIs and would like to wish their members well for the future, whether this is in the WI or elsewhere.

East Kent Federation of Women's Institutes CIO

Report of the Trustees For the Year Ended 31st August 2024

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 £14,227.

At 31st August 2024 the total funds of the charity totalled £486,796 (31st August 2023: £472,569) comprising restricted and unrestricted funds of £7,709 and £479,087 (31st August 2023: £4,865 and £467,704) 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: 03/02/2025

East Kent Federation of Women's Institutes CIO
Independent Examiner's report to the Trustees
For the Year Ended 31st August 2024

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 August 2024.

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: 03/02/2025

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 2024

				31/08/24	8 months ending 31/08/23
		Unrestricted & Designated Funds	Restricted Funds	Total Funds	Total Funds
	Notes				
INCOMING RESOURCES					
Incoming Resources from generated funds					
Charitable Income		129,254	2,844	132,098	98,906
Investment Income	2	838	-	838	740
Incoming resources from charitable activities					
Donations & Grants		8	-	8	24
Total incoming resources		130,100	2,844	132,944	99,670
RESOURCES EXPENDED					
Cost of generating funds					
Cost of generating charitable income		74,967	-	74,967	49,373
Governance costs		74,032	-	74,032	51,144
Other resources expended		6,298	-	6,298	6,919
Total resources expended		155,297	-	155,297	107,436
NET INCOMING(OUTGOING) RESOURCES BEFORE TRANSFERS & NET GAINS/(LOSSES) ON INVESTMENTS		(25,197)	2,844	(22,353)	(7,766)
Net gains/(losses) on investments	2	36,580	-	36,580	11,878
NET MOVEMENT IN RESOURCES		11,383	2,844	14,227	4,112
Total transfer due from EKFWI (unincorporated)		-	-	-	468,457
Funds Transfer & Reclassification		-	-	-	-
MOVEMENT IN RESOURCES INCLUDING TRANSFER & RECLASSIFICATION		11,383	2,844	14,227	472,569
Total funds brought forward		467,704	4,865	472,569	-
TOTAL FUNDS CARRIED FORWARD		479,087	7,709	486,796	472,569

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

The notes form part of these financial statement

The East Kent Federation of Women's Institutes

Balance Sheet
As at 31st August 2024

			31/08/24	31/08/23
	Notes	Unrestricted & Designated Funds	Restricted Funds	Total Funds
FIXED ASSETS				
Tangible Assets	5	1,624	-	1,624
Investments	8	387,222	-	387,222
		388,846	-	388,846
CURRENT ASSETS				
Stock	6	2,338	-	2,338
Debtors	7	3,054	-	3,054
Prepayments	7	9,357	-	9,357
Cash at Bank and in Hand		85,277	7,709	92,986
		100,026	7,709	107,735
CREDITORS				
Amounts falling due within one year	9	(9,785)	-	(9,785)
NET CURRENT ASSETS/(LIABILITIES)		90,241	7,709	97,950
TOTAL ASSETS LESS CURRENT LIABILITIES		479,087	7,709	486,796
NET ASSETS		479,087	7,709	486,796
FUNDS				
Unrestricted Funds	10			477,160
Designated Funds	10			1,927
Restricted Funds	10			7,709
TOTAL FUNDS				486,796

The financial statements were approved by the Board of Trustees on 3rd February 2025 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 2024

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 2024**

2 INVESTMENTS

	31/08/2024	8 months ending 31/08/2023
	£	£
Interest received	838	740
Gain/(Loss) from Investments	36,580	11,878

3 TRUSTEES' REMUNERATION AND BENEFITS

There were no Trustees' remuneration or other benefits for the period ended 31st August 2024 nor for the period ended 31st August 2023.

Trustees' Expenses

There were Trustees' expenses of £1,436 reimbursed for the period ended 31st August 2024 (8 months to 31st August 2023 - £614)

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 2024 amounted to £25,223 (8 months to 31st August 2023- £18,808).

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 01/09/2023	-	-	-
Transfer from EKFWI (unincorporated)	1,801	3	1,804
Additions	-	-	-
Disposals	-	-	-
At 31/08/2024	1,801	3	1,804
Depreciation			
At 01/09/2023	-	-	-
Depreciation on disposals	-	-	-
Charge for year	180	-	180
At 31/08/2024	180	-	180
Net Book Value			
At 31/08/2024	1,621	3	1,624
At 31/08/2023	1,801	3	1,804

East Kent Federation of Women's Institutes CIO

**Notes to the Financial Statement
For the Year Ended 31st August 2024**

6 STOCKS

	31/08/2024	31/08/2023
	£	£
Sales and gifts stock	2,338	2,875

7 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/08/2024	31/08/2023
	£	£
Sub-committee expenses	3,054	12,682
AGM (travel refund)	-	2,217
Transfer due from EKFWI (unincorporated)	-	1,736
Rates pre-payment/refund	-	-
Rental deposit & prepayments	9,357	9,266
	<hr/> 12,411	<hr/> 25,901

8 FIXED ASSET INVESTMENTS

	Investments
	£
At 01/09/2023	350,642
Additions	-
Disposals	-
Revaluations	36,580
At 31/08/2024	<hr/> 387,222
Net Book Value	
At 31/08/2024	<hr/> 387,222
At 31/08/2023	350,642

9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/08/2024	31/08/2023
	£	£
Other creditors	9,785	20,722

East Kent Federation of Women's Institutes CIO

Notes to the Financial Statement For the Year Ended 31st August 2024

10 MOVEMENT IN FUNDS

	At 01/09/23	Net movement in funds	At 31/08/2024
	£	£	£
Unrestricted Funds			
General fund	465,777	11,383	477,160
Designated Funds			
Contingency Fund	1,927	-	1,927
Restricted Funds			
Funds of Suspended Women's Inst.	4,865	2,844	7,709
Total Funds	472,569	14,227	486,796

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	166,680	(155,297)	-	-	11,383
Designated Funds					
Contingency Fund	-	-	-	-	-
Restricted Funds					
Suspended Women's Inst.	2,844	-	-	-	2,844
Total Funds	169,524	(155,297)	-	-	14,227

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 2024

	31/08/2024	8 months ending 31/08/2023
	£	£
INCOMING RESOURCES		
Charitable Income		
National Affiliation Fees and Pooling of Fares	53,812	41,923
Federation Affiliation Fees	39,353	35,127
NFWI AGM	1,200	2,979
Sales and Gifts	121	252
NF Stationery and Publications	124	43
Sub-committees	24,753	5,819
Suspensions	2,844	866
East Kent News and Postage	302	574
Council Meetings	3,394	6,120
Diaries and Calendars	658	7
WI's Insurance Premiums	1,728	1,836
200+ Prizes	655	1,424
Speakers List	1,105	585
Raffle Share	1,309	-
Sundry Income	740	1,351
	<hr/> 132,098	<hr/> 98,906
Investment Income		
Interest Received	838	740
Incoming resources from charitable activities		
Donations & Grants	8	24
Total incoming resources	<hr/> 132,944	<hr/> 99,670
RESOURCES EXPENDED		
Costs of generating charitable income		
National Affiliation Fees and Pooling of Fares	53,724	41,911
NFWI AGM	1,923	3,046
Sales and gifts	228	1,196
NF stationery	368	89
200+ Club	497	394
Re-formed WI's	-	-
Expenses of sub-committee	17,679	2,737
Diaries & calendars	548	-
	<hr/> 74,967	<hr/> 49,373

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 2024

	31/08/2024	8 months ending 31/08/2023
	£	£
Governance costs		
Rent & service charges	22,109	14,022
Rates & water	1,416	686
General insurance	1,288	1,228
WI Insurance	1,609	1,535
Light & heat	717	1,636
Repairs & maintenance	786	785
Accountancy fees	4,700	1,855
Professional fees	3,948	2,619
Salaries	25,223	18,808
Postage	460	658
Printing & stationery	4,109	2,198
Telephone, computer & internet	1,304	1,214
Committee expenses	4,127	2,655
Depreciation	180	-
(Profit)/Loss on disposal of assets	-	-
Bank charges	274	186
Cleaning	812	748
Training Costs	40	-
Sundry expenses	930	311
	<hr/> 74,032	<hr/> 51,144
Other resources expended		
East Kent News	-	-
Council meetings	3,847	3,305
Professional fees	2,451	3,614
	<hr/> 6,298	<hr/> 6,919
Total resources expended	<hr/> 155,297	<hr/> 107,436
Gains/(Losses) on Investments	36,580	11,878
Net Income/(Expenditure)	<hr/> <hr/> 14,227	<hr/> <hr/> 4,112

This page does not form part of the statutory financial statements