

**GWYNEDD-CAERNARFON FEDERATION OF WOMEN'S INSTITUTES**

**FINANCIAL STATEMENTS FOR THE PERIOD**

**1 October 2019 - 31 December 2020**

**Charity Registration No. 228500**

## **Gwynedd-Caernarfon Federation of Women's Institutes**

### **Trustees**

Chairman	M L Jones
Treasurer	D Fisher

### **Bankers**

HSBC

### **Accountants**

Fraser Wood Limited  
Chartered Certified Accountants  
Victoria House  
Plas Llwyd Terrace  
Bangor  
Gwynedd  
LL57 1UB

### **Independent Examiner**

Gillian Wood FCCA

# **Gwynedd-Caernarfon Federation of Women's Institutes**

## **Financial statements for the period ended 31 December 2020**

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## **Gwynedd-Caernarfon Federation of Women's Institutes**

### **Trustees report**

This report is prepared for the period ended 31 December 2020.

The trustees who served during the period were:

D Fisher  
M L Jones (Chair)  
L Wyke  
A Williams  
C Williams  
I Farrar  
A Richmond  
NW Hughes  
N Moon  
W Williams

Trustees are appointed by election at the AGM.

The organisation is a charity registered in England & Wales, registration number 228500.

The charity is governed by means of its' constitution and rules.

The organisational structure is simple; policy decisions being determined by the Board of Trustees who meet monthly to administer the work of the Federation and approve the plans of the appointed sub-committees.

Enquiries regarding Gwynedd-Caernarfon Federation of Women's Institutes should be addressed to the Secretary at the undernoted address:

19 Bangor Street  
Caernarfon  
Gwynedd  
LL55 1AT

# **Gwynedd-Caernarfon Federation of Women's Institutes**

## **Trustees report (continued)**

### ***Objects***

As stated in the constitution, the charity's objects include supporting local Women's Institutes in the pursuit of:-

- Arts and crafts
- Sport and leisure activities
- Education
- Campaigning and championing social issues.

The charity provides a link between the national body (Federation for Wales) to the community based local institutes, ensuring the flow of information in both directions and promoting best practice.

### ***Reserves policy and risk management***

Future activities of the charity are to be funded by future income and liquid assets currently held. The Federation is not bound by any financial commitments for which funds do not exist.

The trustees have reviewed the major risks to which the charity is exposed and they are satisfied that the charity's established systems mitigate those risks.

### ***Trustees responsibilities***

Charity law requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of its financial activities for that period and adequately distinguish any material special trust or other special fund of the charity. In preparing those financial statements the trustees are required to:

- a. Select suitable accounting policies and apply them consistently
- b. Make judgements that are reasonable and prudent
- c. State whether the policies adopted are in accordance with the guidance issued by the Charity Commission and the accounting regulations and applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.
- d. Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.
- e. 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 applicable accounting standards and the

## **Gwynedd-Caernarfon Federation of Women's Institutes**

### **Trustees report (continued)**

regulations made under section 130 of the Charities Act 2011 as well as the charity's governing document.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

### ***Achievements and Performance***

#### ***Chairman's Message:***

2020 was supposed to be a very special year in our history, the year of the Federation's Centenary. Unfortunately, the year was dominated by the impact of the Covid -19 pandemic rather than the celebrations and activities we planned.

Our plans were significantly curtailed, with very limited activity by the charity during the year. As restrictions lift and the vaccine rolls out, we hope more members will be able to adapt to a new way of interacting via virtual online events etc.

Thank you for all your support during this last year. I hope you will continue to enjoy the various events and activities we have planned for you for the coming year, with, we hope, something to suit everyone's taste, and look forward to your continued support throughout the coming year.

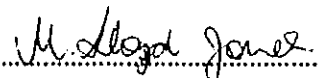
With my best wishes to you.

**Margaret Lloyd Jones**  
Chairman

### ***Public benefit***

In deciding the activities that the Federation should undertake, the trustees have paid due regard to guidance issued by the Charity Commission.

### ***On behalf of the Trustees***

 Trustee  
29<sup>th</sup> March 2021

## **Gwynedd-Caernarfon Federation of Women's Institutes**

### **Independent examiner's report to the trustees of Gwynedd-Caernarfon Federation of Women's Institutes**

I report on the accounts of Gwynedd-Caernarfon Federation of Women's Institutes for the period ended 31 December 2020 which are set out on pages 9-12.

#### *Respective responsibilities of the 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 period 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;
- Follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Charities Act and
- State whether particular matters have come to my attention.

#### *Basis of independent examiner's report*

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of 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 the seeking of explanations from you as the committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts and no opinion is given as to whether the accounts present a 'true and fair view'. My 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

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 and
  - To prepare accounts which accord with the accounting records and to 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.



Gillian Wood FCCA  
29<sup>th</sup> March 2021

Fraser Wood Limited  
Chartered Certified Accountants  
Victoria House, Plas Llwyd Terrace, Bangor LL57 1UB

## Gwynedd-Caernarfon Federation of Women's Institutes

Receipts and payments account for the period 1 October 2019 to 31 December 2020

	15 months 2020	12 months 2019
<b>Receipts</b>		
Fundraising:		
Education Committee	3,159	11,801
Sport & Leisure	55	1,427
Public Affairs	1,279	1,523
Membership	0	1,391
Home economics	202	878
200+ CLUB	2,712	2,442
General	596	9,903
Donations	293	38
Membership Subscriptions	3,600	4,962
Covid-19 government grant	10,000	
Job Retention Scheme	1,263	
Interest in Deposit account		
HSBC	50	64
NS&I		78
<b>Total Receipts</b>	<b>23,209</b>	<b>34,506</b>
<b>Payments</b>		
Cost of Fundraising events		
Education Committee	4,663	11,713
Sports & Leisure		73
Public Affairs	405	433
Membership		619
Home economics	272	413
200+ Club	1,309	1,313
General	2,103	7,427
Office costs	1,036	1,832
Officers/Board reimbursed costs	943	1,875
Wages	4,199	4,019
Accountancy	200	500
Telephone	1,313	1,027
Insurance	101	533



Rent	2,002	1,201
Training		75
Grant payments		
Denman Bursary		1,750
<b>Total payments</b>	<b>18,546</b>	<b>34,802</b>
<b>Net receipts/(payments)</b>	<b>4,663</b>	<b>-296</b>
<b>Cash funds at this period end</b>		
Restricted	29,359	21,381
Unrestricted	24,757	28,073
<b>Total cash funds</b>	<b>54,117</b>	<b>49,454</b>

# Gwynedd-Caernarfon Federation of Women's Institutes

## Notes for the financial statements for the period ended 31 December 2020

### 1 *Basis of preparation*

These financial statements have been prepared for the period ended 31 December 2020, the previous financial statements being for the year ended 30 September 2019.

The financial statements are prepared on a historical cost basis and in accordance with guidance issued by the Charity Commission.

The financial statements comply with the Charities Act.

### 2 *Fund Accounting*

A single unrestricted fund is in operation with income earmarked by the trustees for specific projects from time to time. In addition, there are restricted funds as detailed below:

- Tree Project
- AM Levy
- 200+ Club
- Porthmadog Fund
- Centenary Fund
- Suspensions
- Nia Peris legacy
- Penrhosgarnedd bursary
- Watts/Drage Bursary
- Green/Jones Bursary
- Cyngor Gwynedd

### 3 *Receipts and payments*

As the charity's gross income and expenditure are both less than £250,000 a Receipts and Payments Account is prepared. This is supplemented by details of cash funds held at the period end, a list of assets retained for charity's own use, and a list of investment assets. There were no liabilities at the period end.

## Gwynedd-Caernarfon Federation of Women's Institutes

### Notes for the financial statements for the period ended 31 December 2020

#### 4 *Cash funds at period end*

	2020	2019
	£	£
HSBC Current account	22,644	14,682
HSBC Deposit account	30,190	33,492
HSBC Money Manager accounts	1,260	1,258
HSBC Helping Hands	23	23
	<u>54,117</u>	<u>49,455</u>

#### 5 *Assets retained for charity's own use*

Furniture, fixtures & fittings	500	500
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#### 6 *Trustees*

No remuneration was paid to trustees

Travel expenses of £943 (2019 - £1,875) were paid to the trustees for the reimbursement of costs incurred whilst carrying out the normal business of the charity.