

EAST SUSSEX FEDERATION OF WOMENS' INSTITUTES

Form A (1 of 3)

WI TRUSTEES' ANNUAL REPORT FORM

FOR THE FINANCIAL YEAR ENDING ON 31st MARCH 2025 2024/25

Name of WI PLAYDEN Registered Charity Number 228564
(if applicable)

Principal Address: The Trustees of PLAYDEN WI

Address: c/o Ros TUMBER, 3 POPPYFIELDS, HOUGHTON GREEN LANE
PLAYDEN, RYE Post Code: TN31 7PL Tel No: 07719 405123

(You may prefer to use c/o ESFWI Headquarters, Falcon Way, Hailsham, East Sussex BN27 1HY.)

List of Trustees (ie Committee Members) for 2024/25

President: Title MRS First Name EDITH JOAN Surname TAYLOR

Address: 23 FAIR MEADOW, RYE
Post Code TN31 7NL Tel No 01797 222583

Secretary: Title MRS First Name JEN Surname TOMKINSON

Address: 8 FAIR MEADOW, RYE
Post Code TN31 7NL Tel No 01797 224363

Treasurer: Title MISS First Name ANNA Surname MOORE

Address: THE OLD RECTORY, RECTORY LANE, PLAYDEN
RYE Post Code TN31 7UT Tel No 07542 652501

List of Remaining Trustees (ie Committee Members): Names only required.

ROS TUMBER
KATHY LENIHAN
JENNY ANDREWS
AMY BREEDS

Number of Committee Meetings held in 2024/25: 13

Aims & Objects of the Women's Institute Movement:

To advance the education of women and girls for the public benefit in all areas including (without limitation):
(a) 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.

BRIEF REVIEW OF WI ACTIVITIES AND ACHIEVEMENTS DURING THE YEAR 2024/25:**Details of monthly meetings held:**Number of meetings held.....12..... Venue PLAYDEN W.I. HALL.....Day of the month...2nd MONDAY..... Time...2.30.....~~am~~/pm**Membership:** Number of Full members in the WI18..... Number of Dual Members2.....Number of members lost during the year2..... Number of members gained during the year3.....

Age Group of members: please give number of members in each group

Under 50 50 – 60 60 – 70 over 70

Financial Review:**Income/Fund raising Events** (list main sources):DONATIONS, GRANTS..........HALL HIRINGS..........FUNDRAISING (TABLE SALES, THEMED LUNCH, PUZZLE AFTERNOON)..........COMPENSATION FROM BANK (COMPLAINT) MEMBERSHIPS.....**Expenditure** (list main items):HALL MAINTENANCE & UPGRADES..........INSURANCE, UTILITIES, CLEANING, SPEAKERS, WI PUBLICATIONS..........LICENCING & COMPLIANCE.....**Funds held for special purposes** (eg Bursaries)**Donations** made during the year:

£ to

£ to

£ to

£ to

£ to

£ to

Other WI activities (brief description only required e.g. classes, workshops choir, drama, outings etc especially during the Coronavirus restrictions)

Attendance at Federation events/Workshops:

Action in the Community: involvement of WI and/or individual members (e.g. local projects, service on Parish and District Councils, school governors etc.)

N/A.

The Trustees have approved the report above.

Signed Eg Taylor WI President Date 8-5-25

NB Please photocopy Form A for your records. Your copy of Form A should be kept with your signed copy of the Financial Statement for safe keeping so that, in the event of the Charity Commission requesting your WI's Annual Returns, the documents will be to hand.

Please note that this form is kept securely at ESFWI HQ and may be referred to by WI Advisers and the Trustees of the Federation for information purposes but is not made available to any third parties.

All forms to be completed and returned as soon as possible after the Annual Meeting, either live or online, to ESFWI Headquarters, Falcon Way, Hailsham, BN27 1HY and at the latest by Friday 18th July 2025.

Women's Institute - Playden

Charity No. 228564

WI Hall
Houghton Green Lane
Playden
TN31 7PL

Accounts 1st April 2024 to 31 March 2025

	Total Income	Total Expenditure
WI	£ 1,066.48	£ 932.88
WI Hall	£ 27,198.54	£ 11,834.33
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	£ 28,265.02	£ 12,767.21

E. Taylor

Accepted by:

Date: 8-5-25

(President)

A. E. Leves

Date: 24/5/25

ANNE LEVES
(Independent Financial Examiner)

Playden WI Hall

Accounts Summary April 2024 - 2025

	Income
Hall Hiring	£3081.00
Fundraising Events	£2131.04
Donations	£14842.50
Grants	£6624.00
Other	£520.00
Total	£27198.54

	Expenditure
Insurance	£1273.90
Council Tax	£44.67
Electricity	£1081.36
Water	£520.14
Maintenance	£1513.64
Upgrades	£5752.38
Caretaker	£1180.00
Licensing	£154.80
Car Park	£100.00
Misc	£213.44
Total	£11834.33

Balance at Start £ 715.64
Income £ 27198.54
Expenditure £ 11834.33
Account Balance £ 16079.85

Bank Blance £ 16079.85 ✓

INDEPENDANT
FINANCIAL
EXAMINER

A. E. Leves
ANNE LEEVES

E. Taylor

Note: enter figures manually for last year and in any other cells that are not filled automatically if applicable to your WI

WI name	Playden
Charity number (if registered)	228564
Federation	East Sussex



Please review the 'Notes to Financial Statement' sheet before completing this Statement.

FINANCIAL STATEMENT

For the period from 01/04/24 to 31/03/25

Section A Receipts and Payments

A1	Receipts	Total £	Last year £	A2	Payments	Total £	Last year £
	Receipts at meetings	170.67	114.62		Meeting expenses	410.00	295.00
	Subscriptions (WI share)	495.60			Committee Members' expenses	-	83.84
	Gift Aid	-			Pooling of fares / expenses	11.00	
	Publications	-	42.00		Publications	107.88	75.79
	Activities & events	344.00	324.00		Activities & events	372.50	324.00
	WI fundraising	24.21			WI fundraising	-	
	Interest received						
	Paid into current account	-			Insurance	19.00	
	Paid into deposit account						
	Grants and donations	32.00			Donations made	-	20.00
	Other income	-			Other payments	12.50	114.00
	WI-owned hall - total receipts	See separate accs	See separate accs		WI-owned hall - total payments	See separate accs	See separate accs
	Total Receipts	1,066.48	480.62		Total Payments	932.88	912.63

A3	Restricted funds included in total receipts		A4	Restricted funds included in total payments	
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	Total Receipts less Total Payments (Surplus/Deficit for the year)	133.60
A5	Total cash funds brought forward from last year (equals last year's total at B1.6)	86.19
A6	Total cash funds carried forward at this year end	219.79

A7	Total restricted funds at year end included in total cash funds above	
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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.

INDEPENDENT FINANCIAL EXAMINER'S REPORT

To the Trustees of

Playden

WI

Charity number (if registered)

228564

I report on the Receipts and Payments Accounts set out on the attached Financial Statement pages 1-3 for the above named WI for the year ended

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 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 you as 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 next statement.

Independent Examiner's Statement

In connection with my examination no matter has come to my attention, (other than 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 2011; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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 brackets if they do not apply.

Comments:

An accurate set of accounts.
Well documented.

The 48p difference between A6 and B1
refers to an underpayment to NFW1.

This difference has now been written off
by ESFW1.

Signed: A-E. Leves

Date: 24/5/25

Name: ANNE LEVES

Address: 2, THE OLD SHOP, PONTS GREEN,
ASHBURNHAM, BATTLE TN33 9PD

INDEPENDENT FINANCIAL EXAMINER'S REPORT

To the Trustees of

Playden

WI

Charity number (if registered)

228564

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refers to an underpayment to NFWI.

This difference has now been written off
by ESFWI.

Signed:

A-E. Leves

Date:

24/5/25

Name:

ANNE LEEVES

Address:

2, THE OLD SHOP, PONTS GREEN,
ASHBURNHAM, BATTLE TN33 9PD

IFE ... ANNE ... LEEVES

Name of WI ... PLAYDEN

Year-end ... 31ST MARCH 2025

Charity No. ... 228 564

Date of Annual Meeting ... MID JUNE

Checklist for Independent Financial Examiner	
Letter of Engagement received from Federation IFE Administrator	✓
If income more than £5,000 is WI a registered charity?	✓
Confirm year end date consistent	✓
Confirm brought forward figures correct	✓
Is the Trustees Report (if seen) consistent with the Financial Statement?	✓
Accounting Records – Check:	
Bank statements to Accounts Book	✓
Cheque book stubs completed and agree to Account Book/Spreadsheet	✓
Paying in slips completed and agree to Account Book/Spreadsheet	✓
If receipts were paid into bank promptly	✓
All entries in Accounts Book with receipts book and invoices	✓
Bank reconciliation for all bank accounts held	✓
If social events paid for by members in advance (without using WI funds)	✓
Petty cash: check and confirm all entries with receipts/vouchers	N/A
President signed that she agrees petty cash balance	N/A
If applicable, that Restricted funds been spent in accordance with their terms	N/A
If applicable, Gift Aid claim form against members' forms	N/A
If WI owns any assets not stated on Financial Statement	✓
Arithmetical accuracy of Financial Statement and Account Book	✓
Agree figures on Financial Statement to the Account Book	✓
If sufficient information provided to complete the examination	✓
Reporting:	
An Unqualified Report was issued	✓
A Qualified Report was issued due to Inappropriate use of funds (e.g. subsidising subscriptions/non-charitable events/donations to Charities who do not share objectives of WI movement.):	
A Qualified Report was issued due to Insufficient supporting documentation	
A Qualified Report was issued due to other reasons (please state)	
The following matters required discussion with the WI Treasurer	
The following matters required reporting to Federation Treasurer and/or WI Adviser?	

Signed Independent Financial Examiner ... A.E. Leever

Date ... 24/5/25

To be completed for every Independent Examination carried out and a copy returned to Scheme Administrator.