

# Isle of Wight Federation of Women's Institutes

Charity Number 228856

## Annual Report and Financial Statements

For the Year Ended  
31st December 2020



**Isle of Wight Federation of Women's Institutes**  
**Annual Accounts for the year ended 31st December 2020**

<b>Contents</b>	<b>Page</b>
Trustees Report	1 - 4
Independent Examiners Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes - Accounting Policies	8
Notes - Analysis of Income	9
Notes - Resources Expended	10 - 11
Notes - Tangible Assets, Debtors, Creditors & Liabilities	12



## **TRUSTEES' ANNUAL REPORT - 1<sup>ST</sup> JANUARY 2020 TO 31<sup>ST</sup> DECEMBER 2020**

**THE COUNTY FEDERATION OF WOMEN'S INSTITUTES ISLE OF WIGHT  
CHARITY REGISTRATION: 228856**

42 Carisbrooke Road  
Newport  
Isle of Wight PO30 1BW

### **Names of charity trustees who manage the charity:**

Mrs Sue Biss	Federation Chairman
Mrs Hazel Breach	Federation Treasurer
Mrs Lynne Rowcroft	Federation Secretary
Mrs Dorothy Maskell, MBE	
Mrs Valerie Andrew	
Mrs Liz Groves	
Mrs Jan Alexander	
Mrs Carol Jones	
Mrs Joy Thorner	
Mrs Angela McCallum	
Mrs Sue Collinge - Resigned January 2020	
Mrs Carys Gladdish - Resigned July 2020	
Mrs Tracy Welstead - Resigned July 2020	

### **Structure, Governance and Management:**

The charity governing document is by constitution and is governed by a trust. Trustees are appointed by the Board of Trustees and the appointment is ratified by the membership.

The CFWIIW represents the WI movement on the Isle of Wight. It co-ordinates WI activities on the island; it promotes education and the unity of purpose for the WI movement.

It represents 36 island Institutes with a total membership of approximately 1000 women and is affiliated to the National Federation of Women's Institutes.

### **Objectives and Activities:**

The main purposes of the Women's Institute Organisation is to improve and develop conditions of life in accordance with the rules and constitution of the WI:

1. to advance the education of women and girls for the public benefit in all areas including, without limitation, local, national and international issues of political and social importance, music, drama and other cultural subjects, in agriculture, crafts, home economics, science, health and social welfare;
2. to promote sustainable development for the public benefit by educating people in the preservation, conservation and the protection of the environment and the prudent use of natural resources; and promoting sustainable means of achieving economic growth and regeneration;
3. to advance health for the public benefit;

4. to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

**Public Benefit:**

The trustees confirm they have complied with the duty as set out in section 17 of the Charities Act 2011 and have due regard to public benefit guidance in determining the activities carried out by the Charity.

**Achievements and performance:**

As for every charity, business and individual, 2020 proved to be an extremely difficult year. Covid 19 and lockdowns affected everyone and the Isle of Wight Federation of WIs was no exception. By February 2020 membership stood at 1009, which included 8 members from newly formed WI – Upton Girls. Lockdown followed soon after and the opportunities to recruit new members ended. That said, however, a further 7 new members joined between October and December 2020. All Federation meetings and activities were suspended, as were those of individual WIs. Regrettably, by the end of 2020 no face-to-face meetings had resumed.

Federation maintained contact with its members by producing E- issues of their monthly newsletter, FedNews. The Federation also purchased a 'Zoom' license; BOT meetings and business was conducted virtually and Federation set up several 'Coffee & Chat' Zoom meetings with the membership. Federation House remains closed with officers working remotely from home; the office is checked weekly.

The Board of Trustees, however, remain positive for the future and are looking forward to celebrating our centenary in 2021.

**Financial Review:**

It became necessary to drawdown from our reserve account at COIF for the first time since it was set up in 2006. This was due mainly to cash-flow issues.

Whilst we had the funds from subscriptions there was no other source of income during the year because of the pandemic. The Isle of Wight Royal County Show, where the Federation run a very successful Tea Tent, was cancelled; this had a massive impact on our fundraising and income. In April 2021, 65 members were due to visit Denman College where over the course of a weekend six courses were on offer. As with everything else the college had to close due to the pandemic but, sadly, it proved to be permanent closure. Approximately £23,000, collected from members for payment to Denman and Kardan Coaches, had to be refunded. Refunds for our Newsletter, Pooling of Fares and donations to the Denman Room fund also had to be made. After suffering water damage to the ceiling of the large meeting room at WI House the flat roof of the extension was replaced; this was essential expenditure. New computers were ordered in December 2019 and paid for in January 2020. Had we known what the full impact of Covid 19 would be then this would have been a purchase that we would have set aside for another time. We have been able to reduce expenditure on utilities, BOT and volunteer expenses, printing and postal distribution of our newsletter resulting in a modest deficit on the year. We made two unsuccessful bids for Covid related grants; both turned down because we did not meet the criteria.

**Declaration:**

The trustees declare they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature.....

Full name.....ELSAN BISS.....

Position.....CHAIRMAN..... Date.....2.6.21.....

**Isle of Wight Federation of Women's Institutes**  
**Registered Charity Number 228856**  
**Report of the Trustees**

**Reference and Administrative Information**

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of the statement of Recommended Practice (SORP) "Accounting for Charities" (FRS 102) in preparing the annual report and financial statements of the Charity.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charity's governing document and the Charities Act 2011.

**Registered Office**                      42 Carisbrooke Road  
Newport  
Isle of Wight  
PO30 1BW

**Trustees**

Mrs Sue Biss	Chairman
Mrs Hazel Breach	Treasurer
Mrs Lynne Rowcroft	Secretary
Mrs Dorothy Maskell MBE	
Mrs Valerie Andrew	
Mrs Sue Collinge	Resigned January 2020
Mrs Liz Groves	
Mrs Jan Alexander	
Mrs Carol Jones	
Mrs Tracy Welstead	Resigned July 2020
Mrs Joy Thorner	
Mrs Angela McCallum	
Mrs Carys Gladdish	Resigned July 2020

**Accountants**

Wordsfinance Limited t/as The Helpful Bean Counter  
6 Sydney Way  
Waterlooville  
PO7 5FG

**Bankers**

Barclays Bank  
6-8 High Street  
Ringwood  
BH24 1BZ

Santander  
21 Prescott Street  
London E1 8AP

CCLA  
Senator House  
85 Queen Victoria Street  
London EC4V 4ET

# Isle of Wight Federation of Women's Institutes

Registered Charity Number 228856

## Independent Examiners Report

### INDEPENDENT EXAMINER'S REPORT

I report on the financial statements of Isle of Wight Federation of Women's Institutes for the year ended 31st December 2020, which are set out on pages 1-12.

#### Respective responsibilities

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 year under section 144 of the Charities Act 2011 and that an independent examination is needed.

#### Basis of Independent Examiner's report

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

#### Independent Examiner's statement

My examination was carried out in accordance with 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 the 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 statement below.

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) 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 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.

Signed: J. Samuel

Date: 15<sup>th</sup> June 2021

Jane Samuel, MAAT

Director

Wordsfinance Limited t/a The Helpful Bean Counter

6 Sydney Way

Waterlooville

PO7 5FG

# Isle of Wight Federation of Women's Institutes

Registered Charity Number 228856

## Statement of Financial Activities

For the Year Ended 31st December 2020

		Unrestricted Funds 2020	Total Funds 2020	Total Funds 2019
<b>Income</b>	<b>Note</b>			
<b>Income from Charitable Activities</b>	<b>3</b>			
Affiliation fees		22,963	22,963	25,111
Trustee events		853	853	7,852
Sub-committees		331	331	1,079
		<u>24,147</u>	<u>24,147</u>	<u>34,042</u>
<b>Income from other Trading Activities</b>	<b>3</b>			
Fundraising		1,250	1,250	7,076
Charitable trading activities		279	279	548
<b>Investments</b>				
Interest receivable		153	153	333
<b>Total Income</b>		<u>25,829</u>	<u>25,829</u>	<u>41,999</u>
<b>Expenditure</b>				
<b>Cost of Raising Funds</b>	<b>4</b>			
Fundraising and appeals		570	570	1,953
Trading materials		-	-	820
<b>Charitable Activities</b>	<b>4</b>			
Trustee events		1,437	1,437	8,642
Sub-committees		690	690	2,111
Affiliation fees	4	12,113	12,113	13,024
Support costs		11,293	11,293	14,937
<b>Total Expenditure</b>		<u>26,103</u>	<u>26,103</u>	<u>41,487</u>
<b>Net Income (Expenditure)</b>		<u>(274)</u>	<u>(274)</u>	<u>512</u>
<b>Net Movement of Funds</b>		<u>(274)</u>	<u>(274)</u>	<u>512</u>
<b>Reconciliation of Funds</b>				
<b>Total Funds Brought Forward</b>		<u>253,122</u>	<u>253,122</u>	<u>252,610</u>
<b>Total Funds Carried Forward</b>		<u>252,848</u>	<u>252,848</u>	<u>253,122</u>



# Isle of Wight Federation of Women's Institutes

Registered Charity Number 228856

## Balance Sheet as at 31 December 2020

	Note	Unrestricted funds £	Total this year 2020 £	Total last year 2019 £
<b>Fixed Assets</b>	<b>7</b>			
Tangible assets		196,577	196,577	194,443
<b>Total fixed assets</b>		<u>196,577</u>	<u>196,577</u>	<u>194,443</u>
<b>Current Assets</b>				
Stocks		367	367	367
Debtors	8	188	188	33
Prepayments		220	220	2,800
Cash at bank and in hand	10	58,544	58,544	63,810
<b>Total current assets</b>		<u>59,319</u>	<u>59,319</u>	<u>67,010</u>
<b>Creditors: amounts falling due within one year</b>	9	2,799	2,799	8,199
<b>Net current assets/(liabilities)</b>		<u>56,520</u>	<u>56,520</u>	<u>58,811</u>
<b>Creditors: amounts falling due within two to five years</b>		133	133	133
<b>Total assets less current liabilities</b>		<u>252,964</u>	<u>252,964</u>	<u>253,121</u>
<b>Total Net Assets</b>		<u>252,964</u>	<u>252,964</u>	<u>253,121</u>
<b>Funds of the Charity</b>				
Unrestricted funds		252,964	252,964	253,121
<b>Total funds</b>		<u>252,964</u>	<u>252,964</u>	<u>253,121</u>

Signed by one or two trustees on behalf of all the trustees

Signature

Date of approval

Trustee

Mrs S Biss

2.6.21

Trustee

Mrs H Breach

26.21

# Isle of Wight Federation of Women's Institutes

Registered Charity Number 228856

Notes to the Accounts for the Year Ended 31st December 2020

## 1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

## Accounting policies

### 2.2 INCOME

**Recognition of income** These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

**Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

**Grants and donations**

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).

**Tax reclaims on donations and gifts**

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

**Support costs**

The charity has incurred expenditure on support costs.

**Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report and Social Impact Calculation.

### 2.3 EXPENDITURE AND LIABILITIES

**Liability recognition**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**Governance and support costs**

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Grants with performance conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

**Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

### 2.4 ASSETS

**Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year, and cost at least £50. They are valued at cost or valuation. The value of Cups and Trophies was written down in full at the previous year end. The method of depreciation is writing the net book value at 31.12.18 off over 5 years (20%SL). Any additions in the year will be depreciated at 20% SL.

**Debtors**

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

**Stock**

Stock has been valued at the lower of cost and net realisable value. Any obsolete stock has been written off.

# Isle of Wight Federation of Women's Institutes

Registered Charity Number 228856

Notes to the Accounts for the Year Ended 31st December 2020 - Continued

## Note 3 - Analysis of Income

Analysis of income		Unrestricted funds £	Total funds £	Prior year £
Charitable activities:	Subscriptions	22,963	22,963	25,111
	Denman	-	-	429
	ACWW, Project and Jewellery sales	185	185	2,547
	Federation News	638	638	1,731
	AGM	-	-	2,995
	Rent	30	30	150
	IWCF sales	24	24	177
	Craft	25	25	381
	Catering	-	-	257
	Membership	150	150	264
	Open Forum	132	132	-
Total		<u>24,147</u>	<u>24,147</u>	<u>34,042</u>
Other trading activities:	Fundraising	-	-	475
	Jewellery sales	-	-	4,188
	Agricultural Show	-	-	1,084
	Jack Up / Pride	-	-	234
	Commission on WI raffle	160	160	25
	Christmas Event	-	-	1,070
	150 Club	1,090	1,090	548
	Trading Activities	279	279	
Total		<u>1,529</u>	<u>1,529</u>	<u>7,624</u>
TOTAL INCOME		<u>25,676</u>	<u>25,676</u>	<u>41,666</u>

# Isle of Wight Federation of Women's Institutes

Registered Charity Number 228856

Notes to the Accounts for the Year Ended 31st December 2020 - Continued

## Note 4 - Analysis of Resources Expended

Analysis of expenditure		Unrestricted funds	Total funds £	Prior year £
Expenditure on raising funds:	Jack UP	-	-	771
	Federation events - WI Fair	-	-	-
	Agricultural Show	-	-	932
	Pride	-	-	(300)
	150 Club	570	570	550
	Stationery for resale	-	-	820
	<b>Total expenditure on raising funds</b>	<b>570</b>	<b>570</b>	<b>2,773</b>
Expenditure on charitable activities	<b>Trustee Events:</b>			
	ACWW PFF	-	-	-
	Young Carers	185	185	2,246
	Denman (inc. Bursaries)	40	40	485
	IWCFWI	509	509	1,335
	Federation News	-	-	312
	IWCF sales	430	430	214
	Stationery	273	273	450
	Postage	-	-	691
	ANC	-	-	2,240
	AGM	-	-	669
	ACM	-	-	
	<b>Sub-Committees</b>			
	Craft	-	-	195
	Catering	5	5	307
	Membership	334	334	1,320
	Public Affairs	127	127	249
	Centenary	214	214	5
	Archivists	10	10	35
	<b>Total expenditure on charitable</b>	<b>2,127</b>	<b>2,127</b>	<b>10,753</b>
Affiliation fees	Subscriptions & Affiliation Fees	12,113	12,113	13,024
Other Support Costs	Rates & Water rates	1,403	1,403	1,409
	Heat & Light	722	722	1,602
	Insurance	1,468	1,468	1,440
	Travel Expenses	920	920	3,877
	Computers and Software	143	143	115
	Telephone & Fax	533	533	590
	Equipment Repairs & Maintenance	785	785	890
	Repairs & Maintenance	3,750	3,750	1,357
	General	252	252	1,008
	Professional fees	350	350	400
	Training	-	-	1,492
	Depreciation	967	967	757
	<b>Total other expenditure</b>	<b>11,293</b>	<b>11,293</b>	<b>14,937</b>
<b>TOTAL EXPENDITURE</b>		<b>26,103</b>	<b>26,103</b>	<b>41,487</b>

# Isle of Wight Federation of Women's Institutes

Registered Charity Number 228856

Notes to the Accounts for the Year Ended 31st December 2020 - Continued

## Note 5 - Support Staff Costs

	<u>This year</u>	<u>Last year</u>
	<u>£</u>	<u>£</u>
Gross salary	-	-
Employers NI	-	-
Pension costs	-	-
Total staff costs	<u>-</u>	<u>-</u>

the Isle of Wight Federation of Women's Institutes does not have any employees

## Note 6 - Trustee Remuneration

### Trustee remuneration and benefits

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

### Trustees' expenses

Ten Trustees have been reimbursed for out of pocket expenses incurred.

	<u>This year</u>	<u>Last year</u>
	<u>£</u>	<u>£</u>
Type of expenses reimbursed		
Travel	<u>920</u>	<u>3,758</u>

# Isle of Wight Federation of Women's Institutes

Registered Charity Number 228856

Notes to the Accounts for the Year Ended 31st December 2020 - Continued

## Note 7 - Tangible fixed assets

	Freehold land & buildings	Fixtures, fittings and equipment	Cups & Trophies	Total
	£	£	£	£
As at 1st January 2020	193,265	10,495	1,195	204,955
Additions	-	3,101	-	3,101
Disposals	-	-	-	-
As at 31st December 2020	<u>193,265</u>	<u>13,596</u>	<u>1,195</u>	<u>208,056</u>

## Depreciation

The depreciation policy has been reviewed and from 1st January 19 it has been changed to 20% Straight Line based on the Net Book Value of Fixtures, fittings and equipment at 31st December 2018. The charge for the year ended 31 December 2020 is based on 20% Straight Line as in the previous year and on the additions in

	£	£	£	£
As at 1st January 2020	-	9,317	1,195	10,512
Depreciation charge for year	-	967	-	967
As at 31st December 2020	<u>-</u>	<u>10,284</u>	<u>1,195</u>	<u>11,479</u>
<b>Net book value</b>				
As at 31st December 2020	<u>193,265</u>	<u>3,312</u>	<u>-</u>	<u>196,577</u>
As at 31st December 2019	<u>193,265</u>	<u>1,178</u>	<u>-</u>	<u>194,443</u>

## Note 8 - Debtors and prepayments

Analysis of debtors	<u>This year</u>	<u>Last year</u>
	£	£
Trade debtors	188	33
Prepayments and accrued income	220	2,800
Other debtors	-	-
<b>Total</b>	<u>408</u>	<u>2,833</u>

## Note 9 - Creditors and Accruals

Amounts falling due within one year

Analysis of creditors	<u>This year</u>	<u>Last year</u>
	£	£
Trade creditors	1,224	1,329
Accruals - Independent exam	375	400
Other accruals & deferred income	1,200	6,470
Taxation and social security	-	-
	<u>2,799</u>	<u>8,199</u>

## Note 10 -Cash at bank and in hand

	<u>This year</u>	<u>Last year</u>
	£	£
Cash at bank and on hand	58,544	63,810
<b>Total</b>	<u>58,544</u>	<u>63,810</u>