

**NORTH YORKSHIRE WEST FEDERATION OF  
WOMEN'S INSTITUTE**

**TRUSTEES ANNUAL REPORT &  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 DECEMBER 2020**

Charity Registration Number 513934

## NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

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## **NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE**

### **ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **TRUSTEES' ANNUAL REPORT**

The trustees present their report and the 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 and Reporting by Charities" 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 notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published in October 2019.

#### **Objectives and activities for the public benefit**

The objects of the Federation are to further the purposes of the Women's Institute organisation North Yorkshire West and elsewhere.

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

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; and
- All branches of agriculture, crafts, home economics, science, health and social welfare.

To promote sustainable development for the public benefit by:

- Educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources and
- Promoting sustainable means of achieving economic growth and regeneration

To advance health for the public benefit; and

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

"Sustainable development" means 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.

#### **Main activities**

The main activities of the Federation are to raise funds and organise courses, lectures and events to achieve these objectives. The trustees oversee the planned activities of the sub committees of which there are now eight; Arts and Leisure, Crafts and Home Economics, Membership, Public Affairs (formerly Local and National Concerns), Office and Finance, the Great Yorkshire Show Committee, Communication and Public Relations and Catering. These each arrange a large number of workshops and activities in their respective areas of interest and collectively make a positive impact on both members and local communities contributing to the achievement of the Federations' aims and objectives.

The trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.



**NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE**  
**ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020**  
**TRUSTEES' ANNUAL REPORT (Continued)**

**Achievements and performance**

The Federation started 2020 with all the usual enthusiasm and optimism for the year. The programme of events was all decided for the year and we did manage to run a First Aid course, a gardening event, looking at Colour throughout the Year. Then to compliment your garden we ran a workshop demonstrating how to make a garden willow obelisk. There were two other workshops, a felted Jack Rabbit workshop and we learnt how to make Dorset buttons. The Public Affairs Committee held a very successful International Day relating to Scotland and the Scottish Isles. In February many of us attended 'Yorkshire Reunited', a Service of Thanksgiving in York. In addition, the Federation Choir enjoyed two performances, Saturday February 8th at St Leonards Church Burton Leonard, then on Saturday 7th March at Ripon Cathedral. Fortunately, the Walking Netball groups were still meeting in Harrogate and Knaresborough.

Then the pandemic struck, and we went into total lockdown in March. Looking back, it was amazing how the Trustees jumped into action and placed the existing programme on hold and set about ensuring our Federation would survive this terrible virus. We knew communication was the key to success during any disaster and to ensure we kept our members up to date we launched our weekly update. Finance was another key concern, and the focus has never left this area of the Trustees obligations. We concentrated on our Governance costs and made changes to reduce these on a permanent basis. All services that we could live without were cancelled for the foreseeable future, grant applications were made to every organisation we knew of and the staff were instructed to work from home, and we took advantage of the Government furlough scheme. The decision was made to make the cleaner redundant as it did not make financial sense to continue to employ, as the office was closed and without knowing for how long, this was a no-win situation. Our grant applications were very successful and continue to be so and have certainly supported our objective to remain solvent.

The Federation Secretary requested redundancy, and this was executed in January 2021. Without doubt the furlough scheme was a massive support to the Federation but once the scheme format changed, she felt she could not sustain the reduction in salary. The decision to agree to this was not taken lightly but the benefits are we can now review the number of hours required of the office staff in the future which will allow for a considerable saving going forward. The Finance Secretary resigned in October. This meant we no longer had to cover her wages.

The Trustees have stepped up to the plate and taken on the work themselves, working from home and holding Zoom meetings. Committees have done the same and expect they will continue to do so as it certainly has its benefits. We held our 2020 Annual Meeting via Zoom and welcomed 42 Members.

As a Charity we rely on fund raising to generate income and without being able to attend the Great Yorkshire Show or run any events/workshops we are very limited, in fact completely devoid of any such activities. We have run Zoom presentations which sadly have not generated as much income as we hoped which is probably a result of the competition, we face from Denman Zoom events.

There is some concern that some members may decide not to sign up to their WIs again due to the lack of a programme in existence. However, the Trustees have met to plan some events once it is safe to do so. NFWI did carry out some research in acknowledgement of the possibility of members not returning and the Flexible Subscription initiative was launched. Institutes have the option of not charging their share of the subscriptions, in effect, halving the cost, we wait to see what impact that has generated.

**Financial review**

The net surplus in the year is £4,147 (2019: deficit £13,109). Unrestricted funds are £110,281 (2019:£ 106,135).

The office and finance committee have met 2 times in 2020. It has made a number of recommendations to the trustees which have been implemented.



**NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE**

**ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020**

**TRUSTEES' ANNUAL REPORT (Continued)**

**Reserves policy**

The policy of the trustees is to maintain the unrestricted reserves of the charity in order that they should be equivalent to 12 months office expenditure, approximately £85,000. The present level of reserves is considered to be more than adequate for this purpose.

Free reserves are £61,316 at 31 December 2020 (2019: £47,315).

**Investment policy**

The constitution authorises the trustees to invest any monies not immediately required by the Federation in such investments as may be thought fit and appropriate for the investment of charitable funds. It is the policy of the Federation to invest surplus funds with the COIF Charities Deposit Fund and National Savings and Investments.

**Structure, governance and management**

North Yorkshire West Federation of Women's Institute is an association of Women's Institutes formed with a constitution as handed down for Federations from time to time by the National Federation. The current constitution is dated June 2013.

New trustees are elected by members before joining the board. They are encouraged to spend time learning the organisation and the activities they run.

**NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE**

**ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020**

**TRUSTEES' ANNUAL REPORT (Continued)**

**Reference and administrative details**

Charity name	North Yorkshire West Federation of Women's Institute
Other known name	NYWFWI
Charity number	513934
Principal address	Alma House Low St Agnesgate Ripon HG4 1NG

**Trustees**

The trustees who manage the charity: -

Julie Clarke	Chair
Hazel Smyth	Treasurer from March 2021 (Appointed July 2020)
Pauline Bowman	Vice Chair & Acting Treasurer (Resigned March 2021)
Susan Butters	(Appointed October 2020)
Anne Harrison	
Judith Stansfield	
Heather Stoney	
Elizabeth Whapples	(Resigned June 2020)
Sue Earl-Armstrong	(Resigned August 2020)
Jean Jones	(Resigned July 2020)
Margaret Merrall	(Resigned March 2020)
Marcia Newton	(Resigned October 2020)
Jackie Williams	(Appointed October 2020 &
Irene Greaves	resigned March 2021)

The trustees are deemed the key management personnel.

Federation secretary	Michelle Gracey (until January 2021)
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**Advisors**

Principal bankers	Yorkshire Bank 21 James Street Harrogate HG1 1QU	CCLA Senator House 85 Queen Victoria Street London ER4U 4ET
Independent examiner	N Clemit ACA, FCCA JWPCreers LLP Chartered Accountants Genesis 5 Church Lane Heslington York YO10 5DQ	

**NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE**

**ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020**

**TRUSTEES' ANNUAL REPORT (Continued)**

**Trustees' responsibilities in relation to the financial statements**

The charity trustees are responsible for preparing the Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008, and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees on 7 April 2021 and signed on their behalf by:

  
.....  
Julie Clarke, Chair



**NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE**  
**ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which comprise the statement of financial activities, balance sheet and relevant notes.

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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 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.

Nigel Clemit ACA, FCCA  
JWPCreers LLP  
Chartered Accountants  
Genesis 5  
Church Lane  
Heslington  
York  
YO10 5DQ

8 April 2021

**NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Total funds 2019 £
<b>Income</b>					
Donations and legacies	2	46,809	-	46,809	28,487
Charitable activities	2	15,625	40	15,665	74,012
Other trading activities	2	1,934	-	1,934	41,321
Investments	2	363	1	364	594
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total income</b>		64,731	41	64,772	144,414
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Expenditure</b>					
Raising funds		31,509	-	31,509	65,325
Charitable activities		29,076	40	29,116	92,198
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>	3	60,585	40	60,625	157,523
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net income/(expenditure)</b>		<b>4,146</b>	<b>1</b>	<b>4,147</b>	<b>(13,109)</b>
Transfers between funds		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net movement in funds</b>		4,146	1	4,147	(13,109)
Total funds brought forward		106,135	2,212	108,347	121,456
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>		110,281	2,213	112,494	108,347
		<hr/>	<hr/>	<hr/>	<hr/>


All income and expenditure derive from continuing activities.

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

BALANCE SHEET AT 31 DECEMBER 2020

	Note	31 December 2020		31 December 2019
		£	£	£
<b>FIXED ASSETS</b>				
Tangible assets	8		5,278	6,282
Investments	9		15,000	15,000
			<hr/>	<hr/>
<b>TOTAL FIXED ASSETS</b>			20,278	21,282
<b>CURRENT ASSETS</b>				
Stock	10	370		311
Debtors and prepayments	11	1,053		8,839
Cash at bank and in hand		112,959		94,746
		<hr/>		<hr/>
<b>TOTAL CURRENT ASSETS</b>			114,382	103,896
			<hr/>	<hr/>
<b>Liabilities: Amounts falling due within one year</b>				
Creditors and accruals	12		(22,166)	(16,831)
			<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>			92,216	87,065
			<hr/>	<hr/>
<b>TOTAL NET ASSETS</b>			112,494	108,347
			<hr/> <hr/>	<hr/> <hr/>
<b>THE FUNDS OF THE CHARITY</b>				
Unrestricted	14		110,281	106,135
Restricted	14		2,213	2,212
			<hr/>	<hr/>
<b>TOTAL CHARITY FUNDS</b>			112,494	108,347
			<hr/> <hr/>	<hr/> <hr/>

Approved by the trustees on 7 April 2021 and signed on their behalf by:

  
 .....  
 Hazel Smyth, Treasurer



## **NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE**

### **NOTES TO THE ACCOUNTS - 31 DECEMBER 2020**

#### **1. ACCOUNTING POLICIES**

##### **Basis of accounting**

The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

##### **Going concern**

The charity like almost every sector has felt the impact of the COVID-19 outbreak especially with not being able to fundraise. The charity continues to operate, albeit on a smaller scale, and the trustees are working hard to minimise costs in the hope that the impact will be minimal.

##### **Fund accounting**

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor. The aim and use of each restricted fund is set out in the notes to the financial statements.

##### **Income recognition**

Income is included in the statement of financial activities (SoFA) when:

- the charity becomes entitled to the income
- the trustees are virtually certain they will receive the income; and
- the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the income.

**NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE**

**NOTES TO THE ACCOUNTS - 31 DECEMBER 2020**

**1. ACCOUNTING POLICIES - continued**

**Volunteer help**

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

**Expenditure recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out expenditure.

**Operating leases**

Payments arising in respect of obligations under operating leases are accounted for as they become due.

**Raising funds**

Raising funds comprises those costs associated with attracting income.

**Charitable expenditure**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**Governance costs**

Governance costs include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

**Support costs**

Support costs include central function and have been allocated to activity cost categories on a basis consistent with the use of resources as follows:-

Premises costs allocated by :	floor area
Salaries costs allocated by:	staff time
Other costs allocated by:	usage

**Grants paid**

In accordance with the objects of the charity, grants are paid in the form of bursaries to various individuals in order to further the purpose of the Women's Institute movement and to advance the education of countrywomen, and are detailed within charitable expenditure.

**NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE**

**NOTES TO THE ACCOUNTS - 31 DECEMBER 2020**

**1. ACCOUNTING POLICIES – continued**

**Tangible fixed assets and depreciation**

These are capitalised if they can be used for more than one year and cost at least £250. They are valued at cost or, if gifted, at the value to the charity on receipt, less depreciation.

Depreciation is provided at rates to write off the costs less estimated residual value of each asset over its expected useful life as follows:--

Leasehold improvements	Straight line basis over the length of the lease
Office fixtures and fittings	10.00% Straight line basis
Computer equipment	33.33% Straight line basis

**Investments**

Investments are stated at market value at the balance sheet date.

**Stocks**

These are valued at the lower of cost or estimated net realisable value.

**Debtors and creditors**

Debtors and creditors are recorded when receivable or payable.

**Financial instruments**

The charity has financial assets and liabilities that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.



NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE ACCOUNTS - 31 DECEMBER 2020

2. ANALYSIS OF INCOME

	Unrestricted funds £	2020 Restricted funds £	Total £	Unrestricted funds £	2019 Restricted funds £	Total £
<b>Donations and legacies</b>						
Donations	18,422	-	18,422	-	497	497
Membership fees	20,336	-	20,336	27,990	-	27,990
COVID-19 grants (HMRC)	8,051	-	8,051	-	-	-
	<u>46,809</u>	<u>-</u>	<u>46,809</u>	<u>27,990</u>	<u>497</u>	<u>28,487</u>
<b>Income from charitable activities</b>						
Sub-committees:						
Membership and support	-	-	-	525	-	525
Workshops	14	-	14	1,935	-	1,935
Arts and leisure	1,786	-	1,786	17,821	-	17,821
Craft and home economics	2,233	-	2,233	12,634	-	12,634
Gift shop	733	-	733	1,424	-	1,424
Public affairs	2,204	-	2,204	3,362	-	3,362
Federation	1,608	-	1,608	26,084	-	26,084
General	7,047	40	7,087	9,923	304	10,227
	<u>15,625</u>	<u>40</u>	<u>15,665</u>	<u>73,708</u>	<u>304</u>	<u>74,012</u>
<b>Other trading activities</b>						
Fundraising events and activities	1,750	-	1,750	40,671	-	40,671
Other	184	-	184	650	-	650
	<u>1,934</u>	<u>-</u>	<u>1,934</u>	<u>41,321</u>	<u>-</u>	<u>41,321</u>
<b>Investment income</b>						
NS&I income bond	173	-	173	173	-	173
Interest received	190	1	191	419	2	421
	<u>363</u>	<u>1</u>	<u>364</u>	<u>592</u>	<u>2</u>	<u>594</u>
<b>Total income</b>	<u>64,731</u>	<u>41</u>	<u>64,772</u>	<u>143,611</u>	<u>803</u>	<u>144,414</u>

**NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE**

**NOTES TO THE ACCOUNTS - 31 DECEMBER 2020**

**3. ANALYSIS OF EXPENDITURE**

	Unrestricted funds £	2020 Restricted funds £	Total £	Unrestricted funds £	2019 Restricted funds £	Total £
<b>Expenditure on raising funds</b>						
Fundraising events and activities	(12)	-	(12)	27,578	-	27,578
Other	148	-	148	525	-	525
Support costs (note 4)	31,373	-	31,373	37,222	-	37,222
	<u>31,509</u>	<u>-</u>	<u>31,509</u>	<u>65,325</u>	<u>-</u>	<u>65,325</u>
<b>Expenditure on charitable activities</b>						
Membership and support	529	-	529	1,173	-	1,173
Workshops	-	-	-	1,486	-	1,486
Arts and leisure	8,794	-	8,794	19,296	-	19,296
Craft and home economics	1,774	-	1,774	15,711	-	15,711
Gift shop	2,674	-	2,674	2,224	-	2,224
Public affairs	2,654	-	2,654	1,620	-	1,620
Federation	6,656	-	6,656	36,596	-	36,596
General	5,995	40	6,035	13,432	660	14,092
	<u>29,076</u>	<u>40</u>	<u>29,116</u>	<u>91,538</u>	<u>660</u>	<u>92,198</u>
<b>Total expenditure</b>	<u>60,585</u>	<u>40</u>	<u>60,625</u>	<u>156,863</u>	<u>660</u>	<u>157,523</u>

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE ACCOUNTS - 31 DECEMBER 2020

4. SUPPORT AND GOVERNANCE COSTS

	Raising funds £	Charitable activities £	Total cost 2020 £	Total cost 2019 £
Premises	6,516	4,344	10,860	14,503
Salaries	16,499	13,500	29,999	23,957
Office costs	5,886	958	6,844	8,036
Communication	-	-	-	6,181
Governance	1,900	1,900	3,800	9,063
Depreciation	572	432	1,004	1,004
Bad debt	-	-	-	300
	<u>31,373</u>	<u>21,134</u>	<u>52,507</u>	<u>63,044</u>

Governance costs

	2020 £	2019 £
Executive travel and expenses	1,033	3,749
Committee travel and expenses	677	2,917
Accountancy fees	2,090	2,397
	<u>3,800</u>	<u>9,063</u>

Charitable activities support costs is split as follows:

	2020 £	2019 £
Membership and support	384	328
Workshops	-	416
Arts and leisure	6,383	5,404
Craft and home economics	1,288	4,400
Gift shop	1,941	623
Public affairs	1,927	454
General	4,380	3,947
Federation	4,831	10,250
	<u>21,134</u>	<u>25,822</u>



**NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE**

**NOTES TO THE ACCOUNTS - 31 DECEMBER 2020**

**5. TRUSTEE EXPENSES**

9 trustees (2019: 14) were reimbursed for travel and expenses totalling £1,033 in the year (2019: £3,749).

No remuneration directly or indirectly has been paid or is payable, for the year to any trustee or to any person or persons known to be connected with any of them.

**6. EXAMINATION FEES**

	2020 £	2019 £
Independent examiner's fees (including VAT)	2,000	1,900

**7. STAFF COSTS AND EMOLUMENTS**

	2020 £	2019 £
Wages and salaries	23,970	23,620
Pension costs	381	337
Redundancy payments	5,648	-
Total staff costs	29,999	23,957

	2020	2019
Average number of employees	3	3

No employees received emoluments of more than £60,000 (2019: nil).

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE ACCOUNTS - 31 DECEMBER 2020

8. TANGIBLE FIXED ASSETS

	Leasehold improvements	Office fixtures and fittings	Computer equipment	Total
	£	£	£	£
<b>Cost or valuation</b>				
As at 1 January 2020	3,369	8,279	8,990	20,638
	<hr/>	<hr/>	<hr/>	<hr/>
As at 31 December 2020	3,369	8,279	8,990	20,638
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>				
As at 1 January 2020	844	4,935	8,577	14,356
Charge for year	357	565	82	1,004
	<hr/>	<hr/>	<hr/>	<hr/>
As at 31 December 2020	1,201	5,500	8,659	15,360
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net book value</b>				
As at 31 December 2020	2,168	2,779	331	5,278
	<hr/>	<hr/>	<hr/>	<hr/>
As at 31 December 2019	2,525	3,344	413	6,282
	<hr/>	<hr/>	<hr/>	<hr/>

9. INVESTMENT ASSETS

	2020 £	2019 £
National Savings Income Bond	15,000	15,000
	<hr/>	<hr/>

10. STOCK

	2020 £	2019 £
Finished goods and goods for resale	211	156
WI stationery	159	155
	<hr/>	<hr/>
	370	311
	<hr/>	<hr/>

**NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE**

**NOTES TO THE ACCOUNTS - 31 DECEMBER 2020**

**11. DEBTORS AND PREPAYMENTS**

	2020 £	2019 £
Trade debtors	121	33
Other debtors	-	21
Prepayments and accrued income	932	8,785
	<u>1,053</u>	<u>8,839</u>

**12. CREDITORS AND ACCRUALS falling due within one year**

	2020 £	2019 £
Trade creditors	23	1,647
Other creditors	59	41
Accruals	15,866	1,900
Deferred income (note 13)	6,218	13,243
	<u>22,166</u>	<u>16,831</u>

**13. DEFERRED INCOME**

	2020 £	2019 £
At 1 January 2020	13,243	15,875
Additions during the year	6,218	13,243
Amounts released to income	(13,243)	(15,875)
	<u>6,218</u>	<u>13,243</u>

Deferred income relates to 3 months of subscription income as membership period extended from 12 to 15 months and Rock Choir subscriptions. In 2019 it related to trips, meetings and subscriptions.

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE ACCOUNTS - 31 DECEMBER 2020

14. ANALYSIS OF FUNDS

	Balance b/fwd 1 January 2020 £	Income £	Expenditure £	Transfers £	Balance c/fwd 31 December 2020 £
<b>Unrestricted Funds</b>					
General Funds	105,083	64,731	(60,585)	-	109,229
Designated Funds:					
Denman Fund	1,052	-	-	-	1,052
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total Unrestricted Funds</b>	<u>106,135</u>	<u>64,731</u>	<u>(60,585)</u>	<u>-</u>	<u>110,281</u>
<b>Restricted Funds</b>					
Held Fund	497	-	-	-	497
Ann Martin Fund	330	1	-	-	331
Memorial Book Fund	1,004	40	(40)	-	1,004
Denman Tea Fund	192	-	-	-	192
Denman Dip Fund	189	-	-	-	189
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total Restricted Funds</b>	<u>2,212</u>	<u>41</u>	<u>(40)</u>	<u>-</u>	<u>2,213</u>
<b>Total Funds</b>	<u>108,347</u>	<u>64,772</u>	<u>(60,625)</u>	<u>-</u>	<u>112,494</u>
	Balance b/fwd 1 January 2019 £	Income £	Expenditure £	Transfers £	Balance c/fwd 31 December 2019 £
<b>Unrestricted Funds</b>					
General Funds	116,149	143,611	(153,863)	(814)	105,083
Designated Funds:					
Denman Fund	1,052	-	-	-	1,052
Boiler Fund	2,000	-	(3,000)	1,000	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total Unrestricted Funds</b>	<u>119,201</u>	<u>143,611</u>	<u>(156,863)</u>	<u>186</u>	<u>106,135</u>
<b>Restricted Funds</b>					
Held Fund	186	497	-	(186)	497
Ann Martin Fund	328	2	-	-	330
Memorial Book Fund	1,514	150	(660)	-	1,004
Denman Tea Fund	192	-	-	-	192
Denman Dip Fund	35	154	-	-	189
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total Restricted Funds</b>	<u>2,255</u>	<u>803</u>	<u>(660)</u>	<u>(186)</u>	<u>2,212</u>
<b>Total Funds</b>	<u>121,456</u>	<u>144,414</u>	<u>(157,523)</u>	<u>-</u>	<u>108,347</u>



**NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE**

**NOTES TO THE ACCOUNTS - 31 DECEMBER 2020**

**14. ANALYSIS OF FUNDS - continued**

**Designated Funds**

**Denman Room Fund**

This fund relates to monies for the renewal or replacement of items in the Federation room at Denman College.

**Boiler Fund (2019 only)**

This fund was designated for boiler costs.

**Restricted income funds**

**Held Fund**

The Held Fund arises due to the transfer of the remaining balances on hand when individual WI branches are closed. The funds are held for a period of three years during which time if the WI branch is re-opened the funds are returned. If this is not the case, on expiration of the three year period the funds are transferred to the charity's general fund.

**Ann Martin Fund**

This fund is used to give an award to a WI member for their significant contribution to the life of their community.

**Memorial Book Fund**

These funds are received by the Federation from WI's or individuals in memory of WI members. The fund is used to finance courses within the Federation when funds are considered to be adequate.

**Denman Tea Fund**

This fund relates to monies raised to contribute towards the national fund for replacing the boiler and heating system at Denman College.

**Denman Dip Fund**

This fund relates to monies raised to provide bursaries to assist members to attend Denman College. The transfer last year represents expenditure from previous years.

**15. NET ASSETS BETWEEN FUNDS**

	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Total funds 2019 £
Tangible fixed assets	5,278	-	5,278	6,282
Investment assets	15,000	-	15,000	15,000
Current assets	112,169	2,213	114,382	103,896
Current liabilities	(22,166)	-	(22,166)	(16,831)
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	110,281	2,213	112,494	108,347
	<hr/>	<hr/>	<hr/>	<hr/>

**NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE**

**NOTES TO THE ACCOUNTS - 31 DECEMBER 2020**

**16. FUNDS RECEIVED AS AGENT**

The charity is connected to its governing body, The National Federation of Women's Institutes, whose offices are situated at 104 New Kings Road, London SW6 4LY. The National Federation is responsible for creating the national policies of the Women's Institute which it implements through its 69 county federations.

There are a number of sources of money that are collected on behalf of the National Federation of Women's Institute as follows:

- North Yorkshire West Federation of Women's Institute oversee all the local Women's Institutes and collect subscriptions in from them, the national element is forwarded on to the National Federation.
- Each individual Women's Institute pays a contribution towards the National Federation Annual Meeting which are collected by North Yorkshire West Federation of Women's Institute as pooling of fares.
- North Yorkshire West Federation of Women's Institute sells raffle tickets on behalf of the National Federation.

The amounts collected and passed on during the year were as follows:

	£
Subscriptions	29,918
Pooling of fares	1,396
National raffle	55

The balance of monies held at 31 December 2020 on the National Federation of Women's Institute's behalf were as follows:

	£
Subscriptions	-
Pooling of fares	1,659
National raffle	-

**17. RELATED PARTY TRANSACTIONS**

There were no related party transactions in either year.

**18. LEASE COMMITMENTS**

At 31 December 2020 the charity had the following total commitments under non-cancellable operating leases.

	2020 Equipment £	2020 Land & buildings £	2019 Equipment £	2019 Land & buildings £
Under 1 year	1,915	5,475	2,551	6,300
Between 1 and 5 years	2,394	25,200	4,309	25,200
Over 5 years	-	6,825	-	13,125
	<hr/>	<hr/>	<hr/>	<hr/>
	4,309	37,500	6,860	44,625
	<hr/>	<hr/>	<hr/>	<hr/>