

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

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NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

LEGAL AND ADMINISTRATIVE INFORMATION

Other known name	NYWFWI
Trustees	Heather Stoney - Chair Julie Clarke - Vice Chair Hazel Smyth - Treasurer Susan Butters Susan Earl-Armstrong Anne Harrison Janet Kazlauciusas Pam Myers
Federation secretary	Helen Smith
Charity number	513934
Principal address	W1 Office Alma House Low St Agnesgate Ripon HG4 1NA
Independent examiner	Frances Howard FCA Fortus North Limited Business Advisors and Accountants Equinox House Clifton Park Shipton Road York YO30 5PA
Bankers	Virgin Money 21 James Street Harrogate HG1 1QU CCLA Senator House 85 Queen Victoria Street London ER4U 4ET

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees present their annual report and financial statements for the year ended 31 December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements 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".

The legal and administrative information page forms part of this report.

Objectives and activities

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.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

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 five in line with National Teams; Activities (including former Arts and Leisure, Crafts and Home Economics, Catering), Membership, (including former Communication and Public Relations), Public Affairs (formerly Local and National Concerns), Office and Finance, the Great Yorkshire Show Committee. 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.

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

Achievements and performance

Chairman's Report 2023 – Heather Stoney

The federation along with many federations through out England have had challenges this year. We are struggling still to get members to large events since Covid. At the start of 2023 members were still unsure about attending large groups but as the year progressed the situation improved, and we have been able to move forward very positively.

Our other challenge for 2023 is again like other Federations we are short of trustees to join the Board, but because of the commitment of all our trustees and the resilience and support of all our members I am sure that we will move forward to 2024 still as North Yorkshire West Federation.

The trustees have carried on doing all the extra tasks to assist our Federation Secretary Helen Smith. This is a cost saving exercise as Helen is only part-time, this has enabled the federation to save a great deal of money and with your subscriptions and support at events we have finished in the black! I could not have survived the endless worries if I had not had a very supportive and hardworking team of trustees supporting me. We do work as a team, just as members do in their own WI's.

During the year we celebrated our Ruby Anniversary- it was forty years since North Yorkshire West Federation inception. We decided as a Board to do things differently and the trustees held "Tea and Cake "

At four locations throughout the federations, we felt we should go and visit our members, we had a slide show and quiz, lots of friendships were renewed and members thanked us for going to see them.

Federation Events commenced with Spring Council, this was held at Tennant's Garden Rooms at Leyburn, it is always a favourite with members and consequently was well supported. The hospitality was excellent, and I think all attendants enjoyed the day. In the morning we were given an informative talk by three ladies from West Yorkshire Federation on Climate Change and how we can make a difference.

After Lunch and all the certificates and awards were presented, we were royally entertained by David Harper on the subject of the Georgian England. David made the subject come to life he wandered through the audience, we laughed and shrieked at tales of powdered wigs and mice.

To keep up appearances he stuck with his notable brightly coloured trousers.

It was lovely to see and hear fun and laughter and ladies going home stating "What a wonderful day".

The year progressed with events that were organised by the committees and were well supported.

Great Yorkshire Show was upon us – How would we cope for four full days and less helpers, but as always members that did help came up trumps, they stayed longer. They did double shifts, they come back on other days, the support was amazing, we could not do it without you - Thank You.

They are long days, but laughter and friendship are the best medicines for tired feet!! We look forward to 2024.

The Federation was unable to have an Autumn Lunch this year because we did not want to bombard you with too many events in the Autumn, but it will be back in 2024.

The Federation Carol Service had a new venue this year, we travelled to Holy Trinity Church in Skipton, we had a wonderful service attended by over two hundred members, Nidderdale Community Choir joined us for the service, they were amazing and braved the extreme cold (The heating boiler had broken down and the weather was appalling) but the warmth of the members made it all worthwhile.

I must finish my report by saying a huge thankyou to all the Federation committees and their team of helpers who have arranged very successful trips, events and workshop throughout the year, without their unwavering support and the support of you our valued members my role would be much harder.

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

Membership Support Team - Susan Earl-Armstrong

We started our year with optimism, we had good feedback from our Officer Sessions we held over our federation.

We held a Gift aid and Treasurers hybrid meeting later in the year, to cover the 79 WI's.

We also had a fabulous cream tea with speaker Jane Robinson title "Ladies shouldn't climb ladders" we had a great afternoon of humour and learned more about our history as WI members and the stalwart ladies who came before us.

We reopened Ben Rhydding WI and another WI in Kirby Overblow who have named themselves KO Girls, they were inspired by the Calendar Girls and they are doing really well.

Sadly we closed one of our Harrogate WI's – Harrogate Roses in December.

Some of our WIs are having really good results in getting new members and others have waiting lists, our aim for 2024 is to open more WIs in the Harrogate area and to launch a virtual WI to get to the members who may be housebound or simply have busy lives and are unable to attend face to face meetings.

Although we are getting new members we are still not back to pre Covid numbers and hopefully 2024 will change this.

Activities Committee - Julie Clarke

This year we have incorporated many of the members favourite events, History Wardrobe, Food & Flowers, plus an outing this year to Bankfield Museum and Piece Hall.

The workshops have proved very popular and highly successful, all run by our own talented members for which I thank them, as this enables the cost to be kept at a very reasonable price.

Once again the annual Federation Quiz was well attended and proved extremely competitive especially the final.

Three new members have joined our team which is great and of course I must thank all our existing members who have supported me and have worked together to produce another successful year.

Public Affairs Committee - Janet Kazlauciuinas

ACWW – We have had yet another year when we have been unable to find anybody who would take over the ACWW.

We had a Resolution submitted from Summerbridge WI, unfortunately it was not chosen as one on the final list.

The focus last year was on Climate Change and we organised a very successful Climate Workshop. We had several speakers covering topics from Woodlands to Ice and the Oceans to Electric Bikes and Cars and how to make your home more climate friendly. We also had an interesting food quiz.

As a result of this workshop several WI ladies wanted to take climate issues back to their own WIs. This has proved successful and to fully support them we have quarterly coffee mornings where they can all network on what they are doing at their own WIs.

We had a very successful International Day with the country of the Ukraine as the focal point. Several Ukrainian members came from the Bradford area and introduced us to some local crafts as well as giving us an introduction to the history of the Ukraine, how they were cataloguing the large collection of artefacts and books. One of the ladies had just arrived in the UK and found talking about her homeland very difficult. It really gave you an insight into what it is like to live in a country at war. We also had a choir and a dance demonstration of local dances. They all wore local costumes and we had 1 lady who introduced the different acts in full national costume. Local food was available for a small charge and disappeared very quickly. The whole day was enjoyed by those WI ladies who attended and the Ukrainians who came along and took part. They were also selling paintings to support the work started by a Ukrainian lady working with soldiers or other people who have suffered severe mental health issues or bereavement because of the war. The money made is ploughed back into purchasing more support vehicles. As a result of small charges made for goods the Ukrainian ladies were able to donate a sum of money towards building a new orphanage back in the Ukraine.

We are only a small team and as a result were unable to get any further activities into the diary. We did however manage to keep the climate change coffee mornings going.

We are looking forward to 2024 where the focus will be on Climate events.

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

Great Yorkshire Show Committee - Julie Clarke

This year, once again, has provided the Federation with a surplus which assists with the running of the Office and supporting the membership. Many more Health & Safety, Risk Assessments and Food Safety items had to be addressed to ensure our volunteers and public were safeguarded against any issues which could have arisen.

The Team were disappointed that fewer Institutes entered the competitions in the Exhibition Area, although our talented Exhibition Team ensured the hall was attractive for all to see, the range of demonstrators proved very successful with not only the WI member visitors but the public as well.

As usual the Cafe Section and "Food to Go" cart proved busy and delighted many of our regular customers. Four days is proving difficult to staff, especially the middle and last shifts but as always many members did double shifts or returned on extra days they hadn't planned, for which I am extremely grateful.

This year saw the return of scones been made on site by Wendy (our scone queen!) and the Breakfast Team both providing a welcoming aroma attracting the customers resulting in excellent sales.

Everyone who helped in any capacity, I thank because without your support we could not attend the show and operate such a successful operation which would leave a financial shortfall for the federation.

So to all who helped in any capacity a special thankyou for devoting your time and energy as it would be impossible for us to attend the show without out it. Finally not forgetting the GYS Federation Team well done for another successful show and result.

Financial review

The net surplus in the year is £8,188 (2022: £7,382). Unrestricted funds are £145,277 (2022: £135,574). Unrestricted designated funds are £6,555 (2022: £6,048). Restricted funds are £11,015 (2022: £13,037).

Treasurer's Report - Hazel Smyth

We are pleased to report that our income has exceeded costs this year.

Our income consists of the NYWFWI portion of the subscription and profit from workshops and events promoted by the Board of Trustees and the sub committees. Key to this profit is the support of WI members both attending and working behind the scenes.

Income from events has been variable with some well attended and others cancelled due to low take up meaning that they would have been run at a loss so were cancelled. We understand the disappointment caused by cancellations and will continue to look at ways to ensure that events provided can be well supported for good outcomes in terms of social, learning and financial aspects. The cost of venues, tutors and catering costs have all increased and these have been reflected in the charges made in 2023 and the ongoing inflationary pressures will mean some increase in charges in 2024.

The Great Yorkshire Show was well supported by the public, spending in the café and enjoying the exhibition area.

The income received from the claims for Gift Aid both in respect of subscriptions 2023/24 and the claims for past years when claims were not made has provided an additional source of income to the Federation and to WI's. The interest received on our investment accounts has also increased this year.

The Federation Office premises of Alma House continues to provide a venue for meeting and events together with support to WI's via the Federation Secretary. We have this year employed a cleaner – rather than this being doing on a volunteer basis. The overhead costs of the office have been affected by inflation but we continue to monitor and review with new suppliers appointed for telecommunications and utilities appointed on new fixed price contracts. The increasing costs of communicating with WI's by post means that the use of the website and email is under review, but we are mindful of those WI's where post is the preferred and the most reliable form of communication.

The on-going problems of banking in terms of both the costs and closure of bank branches at both WI and Federation level has been raised at NFWI. The threatened and closure of WI accounts by banks has caused major heartache for WI treasurers and we continue to support these valuable committee members to sort out the issues.

The sale by NFWI of the Denman College premises means that the funds held locally by NYWFWI Restricted and Designated Denman Funds have been redesignated to provide educational support to WI members locally.

The costs of transitioning the Federation to a Charitable Incorporated Organisation are reflected in the increased professional costs in 2023. It is hoped that the new constitution will serve the Federation and it's WI's well in the future, together with supporting those members who serve as Trustees.

The Federation continues to benefit from a very secure financial situation with a healthy balance sheet as we move forward into 2024.

I would like to thank our Accountants JWP Creers and Fortus, especially Veronica Ridsdale and Paul Duke for their support and examination of our accounts.

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

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 £125,534 at 31 December 2023 (2022: £108,895).

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.

Risk management

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

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.

The trustees' report was approved by the Board of Trustees.



Heather Stoney

Signed on 07/03/24 @ 14:46

Heather Stoney - Chair

Date: 7 March 2024

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees are responsible for preparing the Trustees' Report and the 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 trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these 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;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 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 sufficient 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.

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

I report to the trustees on my examination of the financial statements of North Yorkshire West Federation of Women's Institute (the charity) for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable 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 confirm that no 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 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.



Frances Howard
Signed on 08/03/24 @ 10:06

Frances Howard FCA

Fortus North Limited
Business Advisors and Accountants
Equinox House
Clifton Park
Shipton Road
YO30 5PA
York

Dated: 7 March 2024

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023

CURRENT FINANCIAL YEAR

		Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
	Notes					
Income						
Donations and legacies	2	26,948	-	1,103	28,051	25,305
Charitable activities	3	17,857	-	-	17,857	18,138
Other trading activities	4	48,205	-	-	48,205	43,797
Investments	5	5,036	-	1	5,037	877
Total income		98,046	-	1,104	99,150	88,117
Expenditure						
Raising funds	6	61,306	-	-	61,306	55,432
Charitable activities	7	26,182	1,524	1,950	29,656	25,303
Total expenditure		87,488	1,524	1,950	90,962	80,735
Net income/(expenditure) before transfers		10,558	(1,524)	(846)	8,188	7,382
Gross transfers between funds		(855)	2,031	(1,176)	-	-
Net income/(expenditure) for the year/ Net movement in funds		9,703	507	(2,022)	8,188	7,382
Fund balances at 1 January 2023		135,574	6,048	13,037	154,659	147,277
Fund balances at 31 December 2023		145,277	6,555	11,015	162,847	154,659

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023

PRIOR FINANCIAL YEAR

		Unrestricted funds general	Unrestricted funds designated	Restricted funds	Total
		2022	2022	2022	2022
	Notes	£	£	£	£
Income					
Donations and legacies	2	24,186	-	1,119	25,305
Charitable activities	3	18,123	-	15	18,138
Other trading activities	4	43,797	-	-	43,797
Investments	5	876	-	1	877
Total income		86,982	-	1,135	88,117
Expenditure					
Raising funds	6	55,432	-	-	55,432
Charitable activities	7	21,789	2,461	1,053	25,303
Total expenditure		77,221	2,461	1,053	80,735
Net income/(expenditure) for the year		9,761	(2,461)	82	7,382
Gross transfers between funds		(995)	917	78	-
Net income/(expenditure) for the year/ Net movement in funds		8,766	(1,544)	160	7,382
Fund balances at 1 January 2022		126,808	7,592	12,877	147,277
Fund balances at 31 December 2022		135,574	6,048	13,037	154,659

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	12		3,703		4,349
Investments	13		15,000		15,000
			<u>18,703</u>		<u>19,349</u>
Current assets					
Stocks	14	51		50	
Debtors	15	13,472		9,906	
Cash at bank and in hand		151,777		142,059	
		<u>165,300</u>		<u>152,015</u>	
Creditors: amounts falling due within one year	16	(21,156)		(16,705)	
		<u>144,144</u>		<u>135,310</u>	
Total assets less current liabilities			<u>162,847</u>		<u>154,659</u>
Income funds					
Restricted funds	18		11,015		13,037
Unrestricted funds - designated	19		6,555		6,048
Unrestricted funds - general			145,277		135,574
			<u>162,847</u>		<u>154,659</u>

The financial statements were approved by the Trustees on 7 March 2024



Heather Stoney
Signed on 07/03/24 @ 14:46

Heather Stoney - Chair



H. Smyth
Signed on 07/03/24 @ 14:52

Hazel Smyth - Treasurer

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

Charity information

North Yorkshire West Federation of Women's Institute is a charity registered with the Charity Commission for England and Wales.

The charity's registered office and the nature of the charity's principle activities are as stated in Legal and Administrative Information.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, "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 in October 2019)" and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements 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 Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

During the year the trustees registered a new CIO (North Yorkshire West Federation of Women's Institute, Charity number 1204475) to which the funds and activities of the charity were transferred on 1 January 2024.

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational operation. The trustees therefore continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

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 subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

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.

Volunteer help

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

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

(Continued)

1.5 Expenditure

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

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.

1.6 Tangible fixed assets

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 length of lease
Office fixtures and fittings	10.00% Straight line basis
Computer equipment	33.33% Straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

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

1.8 Stocks

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

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held with banks.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price. Financial assets classified as receivable within one year are not amortised.

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities are recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

1.10 Leases

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

2 Donations and legacies

	Unrestricted funds general 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds general 2022 £	Restricted funds 2022 £	Total 2022 £
Donations	702	362	1,064	141	330	471
Membership fees	25,650	741	26,391	24,006	789	24,795
Other	596	-	596	39	-	39
	<u>26,948</u>	<u>1,103</u>	<u>28,051</u>	<u>24,186</u>	<u>1,119</u>	<u>25,305</u>

3 Charitable activities

	Charitable Income 2023 £	Charitable Income 2022 £
Activities	8,767	10,239
Public affairs	3,723	2,225
Federation	4,130	4,192
General	1,237	1,482
	<u>17,857</u>	<u>18,138</u>
Analysis by fund		
Unrestricted funds - general	17,857	18,123
Restricted funds	-	15
	<u>-</u>	<u>15</u>

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

4 Other trading activities

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Non-charitable trading activities	100	130
Fundraising events and activities	48,105	43,667
	<hr/>	<hr/>
Other trading activities	48,205	43,797
	<hr/>	<hr/>

5 Investments

	Unrestricted funds general 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds general 2022 £	Restricted funds 2022 £	Total 2022 £
NS&I income bond	501	-	501	118	-	118
Interest receivable	4,535	1	4,536	758	1	759
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	5,036	1	5,037	876	1	877
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

6 Raising funds

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
<u>Fundraising and publicity</u>		
Fundraising events and activities	6,671	6,041
Great Yorkshire Show	25,661	24,776
Other	1,983	2,945
	<hr/>	<hr/>
<u>Trading costs</u>		
Support and governance costs	26,991	21,670
	<hr/>	<hr/>
	61,306	55,432
	<hr/>	<hr/>

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

7 Charitable activities

	Charitable Expenditure 2023 £	Charitable Expenditure 2022 £
Membership and support	694	1,620
Activities	5,316	6,465
Public affairs	2,276	1,067
Federation	(163)	739
General	3,313	2,723
Bursaries paid	-	100
	<hr/> 11,436	<hr/> 12,714
Share of support costs (see note 8)	14,314	10,607
Share of governance costs (see note 8)	3,906	1,982
	<hr/> 29,656	<hr/> 25,303
Analysis by fund		
Unrestricted funds - general	26,182	21,789
Unrestricted funds - designated	1,524	2,461
Restricted funds	1,950	1,053
	<hr/> 29,656	<hr/> 25,303
	<hr/> <hr/>	<hr/> <hr/>

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

8 Support costs

	2023		2022		2022	
	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Depreciation	1,265	-	1,265	1,364	-	1,364
Premises	12,220	-	12,220	9,694	-	9,694
Salaries	14,387	-	14,387	10,609	-	10,609
Office costs	8,545	-	8,545	8,183	-	8,183
Training costs	982	-	982	445	-	445
Independent examiners fee	-	2,360	2,360	-	2,040	2,040
Legal and professional	-	3,000	3,000	-	-	-
Executive travel and expenses	-	2,107	2,107	-	1,640	1,640
Committee travel and expenses	-	30	30	-	12	12
Membership Committee travel and expenses	-	268	268	-	48	48
Activities Committee travel and expenses	-	47	47	-	224	224
	<u>37,399</u>	<u>7,812</u>	<u>45,211</u>	<u>30,295</u>	<u>3,964</u>	<u>34,259</u>
Analysed between						
Trading	23,085	3,906	26,991	19,688	1,982	21,670
Charitable activities	14,314	3,906	18,220	10,607	1,982	12,589
	<u>37,399</u>	<u>7,812</u>	<u>45,211</u>	<u>30,295</u>	<u>3,964</u>	<u>34,259</u>

Charitable activities support costs are split as follows:

	2023	2022
	£	£
Membership and support	769	1,523
Activities	9,403	6,449
Public affairs	4,025	1,064
General	2,437	2,716
Federation	1,586	737
Grants and bursaries	-	100
	<u>18,220</u>	<u>12,589</u>

9 Trustees

8 trustees were reimbursed for travel and expenses totalling £2,400 (2022: 8 trustees £1,795).

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 (2022: £nil).

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

10 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Total	1	1
	<u> </u>	<u> </u>
Employment costs	2023	2022
	£	£
Wages and salaries	13,970	10,303
Pension costs	417	306
	<u> </u>	<u> </u>
	14,387	10,609
	<u> </u>	<u> </u>

There were no employees whose annual remuneration was £60,000 or more in the current or prior year.

11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

12 Tangible fixed assets

	Leasehold improvements £	Office fixtures and fittings £	Computer equipment £	Total £
Cost				
At 1 January 2023	3,370	8,858	4,566	16,794
Additions	-	-	618	618
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 December 2023	3,370	8,858	5,184	17,412
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Depreciation				
At 1 January 2023	1,914	6,407	4,123	12,444
Depreciation charged in the year	357	465	443	1,265
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 December 2023	2,271	6,872	4,566	13,709
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Carrying amount				
At 31 December 2023	1,099	1,986	618	3,703
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 December 2022	1,455	2,451	443	4,349
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

12 Tangible fixed assets

(Continued)

13 Fixed asset investments

National Savings Income Bond £

Cost or valuation

At 1 January 2023 & 31 December 2023

15,000

Carrying amount

At 31 December 2023

15,000

At 31 December 2022

15,000

14 Stocks

2023
£

2022
£

WI stationery

51

50

15 Debtors

2023
£

2022
£

Amounts falling due within one year:

Trade debtors

663

220

Prepayments and accrued income

12,809

9,686

13,472

9,906

16 Creditors: amounts falling due within one year

Notes
2023
£

2022
£

Trade creditors

6,373

715

Other creditors

1,491

124

Accruals

5,489

7,112

Deferred income

17

7,803

8,754

21,156

16,705

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

17 Deferred income

	2023 £	2022 £
At 1 January 2023	8,754	8,696
Additions during the year	33,439	587
Amounts released to income	(34,390)	(529)
As at 31 December 2023	<u>7,803</u>	<u>8,754</u>

Deferred income relates to 3 months of subscription income, 200 club subscriptions, newsletter and events.

18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 January 2023	Movement in funds			Balance at 31 December 2023
	£	Income	Expenditure	Transfers	£
Held fund	5,890	741	(1,057)	(795)	4,779
Ann Martin fund	132	3	(135)	-	-
Memorial Book fund	1,144	210	(100)	-	1,254
Denman Tea fund	192	-	-	(192)	-
Denman Dip fund	189	-	-	(189)	-
Restart Grant fund	4,997	-	(354)	-	4,643
New WI fund	493	150	(304)	-	339
	<u>13,037</u>	<u>1,104</u>	<u>(1,950)</u>	<u>(1,176)</u>	<u>11,015</u>

	Balance at 1 January 2022	Movement in funds			Balance at 31 December 2022
	£	Income	Expenditure	Transfers	£
Held fund	5,323	789	-	(222)	5,890
Ann Martin fund	231	1	(100)	-	132
Memorial Book fund	1,204	15	(75)	-	1,144
Denman Tea fund	192	-	-	-	192
Denman Dip fund	189	-	-	-	189
Restart Grant fund	5,618	-	(621)	-	4,997
Newsletter fund	120	30	(150)	-	-
New WI fund	-	300	(107)	300	493
	<u>12,877</u>	<u>1,135</u>	<u>(1,053)</u>	<u>78</u>	<u>13,037</u>

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

18 Restricted funds

(Continued)

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

Funds held in respect of Denman College which is currently closed for residential courses and bursaries for attendance at courses are currently held until further information from National Federation is issued when they will be allocated in line with the revised Denman offering.

Restart Grant

This fund has been provided by Harrogate Council to help the WI continue as a socially beneficial organisation, despite the impact of COVID.

Newsletter Fund (2022 only)

This fund relates to a grant provided by The Two Ridings Community Foundation, Cumbria Community Foundation and Yorkshire Dales Millennium Trust for the printing and distribution of WI's newsletters.

New WI Fund

This fund relates to money received and match funded for the creation of new WI branches.

Denman Funds Transfer

The Denman College building previously owned by the National Federation has been sold, and the proceeds of the sale have been used to set up the National Denman Training Trust.

As the building is no longer owned by the WI, any funds previously held for the upkeep of the building no longer serve any purpose.

The Trustees have decided to use the £1,582 held in designated funds, and the £381 held in restricted funds to set up their own Denman Consolidated Designated Fund for the purpose of supporting the training of WI members, either on National Denman Training Trust courses, or other appropriate courses as approved by the Trustees.

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

19 Unrestricted funds - designated

These are unrestricted funds which are material to the charity's activities made up as follows:

	Balance at 1 January 2023	Movement in funds			Balance at 31 December 2023
	£	Income	Expenditure	Transfers	£
Denman room fund	1,582	-	-	(1,582)	-
Fixed asset fund	4,349	-	(1,265)	619	3,703
Released suspended WI fund	117	-	(259)	794	652
Denman Training fund	-	-	-	1,963	1,963
Sporting Bursary fund	-	-	-	237	237
	<u>6,048</u>	<u>-</u>	<u>(1,524)</u>	<u>2,031</u>	<u>6,555</u>

	Balance at 1 January 2022	Movement in funds			Balance at 31 December 2022
	£	Income	Expenditure	Transfers	£
Denman room fund	1,582	-	-	-	1,582
Fixed asset fund	6,010	-	(1,364)	(297)	4,349
Product Guild fund	-	-	(992)	992	-
Released suspended WI fund	-	-	(105)	222	117
	<u>7,592</u>	<u>-</u>	<u>(2,461)</u>	<u>917</u>	<u>6,048</u>

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

19 Unrestricted funds - designated

(Continued)

Denman room fund

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

Fixed asset fund

This fund relates to the fixed assets of the charity. Transfers into this fund relate to additions during the year.

Product Guild fund (2022 only)

This fund represents a donation received in 2021 from Produce Guild in Wensleydale that was given for any use. The board of trustees decided that it would be to support the annual council meeting held in April 2022.

Released suspended WI fund

This fund receives the released funds once a suspended WI has passed 3 years. The money is then used for training of officers at the Federation and WI's.

Denman Training fund

The previously held funds in the name of Denman held by NYWFWI have been consolidated into this fund. The monies in this fund are to be distributed to be used to support education and training of individual WI members for courses provided by the National Denman Training Trust or as approved by the NYWFWI Board of Trustees.

Sporting Bursary fund

This fund was set up using previously donated Walking Netball funds. The monies in this fund are to be used to support sporting activities.

Denman Funds Transfer

The Denman College building previously owned by the National Federation has been sold, and the proceeds of the sale have been used to set up the National Denman Training Trust.

As the building is no longer owned by the WI, any funds previously held for the upkeep of the building no longer serve any purpose.

The Trustees have decided to use the £1,582 held in designated funds, and the £381 held in restricted funds to set up their own Denman Consolidated Designated Fund for the purpose of supporting the training of WI members, either on National Denman Training Trust courses, or other appropriate courses as approved by the Trustees.

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

20 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	2023	2023	2023	2023
	£	£	£	£
Fund balances at 31 December 2023 are represented by:				
Tangible assets	-	3,703	-	3,703
Investments	15,000	-	-	15,000
Current assets/(liabilities)	130,277	2,852	11,015	144,144
	<u>145,277</u>	<u>6,555</u>	<u>11,015</u>	<u>162,847</u>
	Unrestricted funds	Designated funds	Restricted funds	Total
	2022	2022	2022	2022
	£	£	£	£
Fund balances at 31 December 2022 are represented by:				
Tangible assets	-	4,349	-	4,349
Investments	15,000	-	-	15,000
Current assets/(liabilities)	120,574	1,699	13,037	135,310
	<u>135,574</u>	<u>6,048</u>	<u>13,037</u>	<u>154,659</u>

21 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:

	2023	2022
	£	£
Subscriptions (2023: collected £29,817 and passed on £29,614)	29,423	27,615
National raffle	566	496

The balance of monies held at 31 December 2023 on the National Federation of Women's Institute's behalf were as follows:

	2023	2022
	£	£
Subscriptions	394	191
Pooling of fares	5,035	4,153

NORTH YORKSHIRE WEST FEDERATION OF WOMEN'S INSTITUTE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

22 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023	2022
	£	£
Within one year	6,618	6,936
Between two and five years	13,125	19,743
	<hr/>	<hr/>
	19,743	26,679
	<hr/>	<hr/>

23 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).