

Charity Registration No. 1010437

Company Registration No. 02658417 (England and Wales)

**THE HAMPSHIRE COUNTY FEDERATION  
OF WOMEN'S INSTITUTES**

**(A COMPANY LIMITED BY GUARANTEE)**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

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# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES TRUSTEES' REPORT

## FOR THE YEAR ENDED 30 SEPTEMBER 2021

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The Board of Trustees presents its report with the statutory financial statements of the charitable company for the year ended 30 September 2021.

### Reference and administrative details

#### Trustees

T Baker (Treasurer)  
J Carver (2<sup>nd</sup> Vice Chairman)  
H Carter (Chairman)  
S Cooper (resigned 21 June 2021)  
P Dunford  
C Hayes (resigned 13 January 2021)  
G Ireland (resigned 23 March 2021)  
K Kemp (1st Vice Chairman)  
R Neudegg (appointed 18 November 2020)  
G Pussard  
A Ryan  
D Smythe-Wright  
D Calcraft (appointed 19 April 2021)  
A Woolford

<b>Secretary</b>	K Panella
<b>Charity number</b>	1010437
<b>Company number</b>	02658417
<b>Registered office</b>	WI House 22/24 Station Hill Southampton Road Eastleigh Hampshire SO50 9XB
<b>Independent examiner</b>	CBM Accountants Ltd 130 Bournemouth Road Chandler's Ford Eastleigh Hampshire SO53 3AL
<b>Bankers</b>	Lloyds Bank Plc 49 High Street Winchester Hampshire SO23 9BU

# **THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES TRUSTEES' REPORT**

## **FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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The Trustees of the Hampshire County Federation of Women's Institutes ("the Charity"), who are also directors of the Charity for the purposes of the Companies Acts, present their Annual Report and financial statement for the year ended 30 September 2021. The Trustees confirm that the Annual Report and financial statements comply with the Companies Act 2006 and the Charities Act 2011, the Charity's Articles of Association and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

### **STATUS AND ADMINISTRATION**

The Charity is a registered charity (No. 1010437) and a company (No. 02658417) limited by guarantee incorporated on 29 October 1991. Its registered office is shown on page 1 of this report.

The present Trustees and any past Trustees who served during the year are shown on page 1, together with the names of the principal external advisers as at the date of the signing of this report.

### **CHARITY'S PURPOSE**

The Charity's purpose, as set out in the objects clause contained in its articles of association is:

"To further the purposes of the Women's Institute movement in Hampshire and elsewhere."

### **CHARITY'S AIM**

The Women's Institute (WI) offers opportunities for women to enjoy friendship, to learn, to widen their horizons and together to influence local, national and international affairs. It is non-sectarian, non-party political and is open to all women.

Thus, the WI plays a unique role in providing women with educational opportunities, the chance to learn new skills, to take part in a wide variety of activities and to campaign on issues that matter to them and their communities.

The WI enables all women to make a difference – to the life they lead; to the community they are part of, to the world they live in, to expand horizons, to make new friends, to take up new interests, to learn new crafts and to develop new skills.

The Charity provides services and support to all Women's Institutes within Hampshire. Activities are organised during each year to provide financial support and educational training facilities thereby furthering our policy of encouraging the experience of lifelong learning. There are ongoing training activities in committee skills as well as participation in the discussion of Public Affairs Resolutions and the following up of mandates voted on at the National Annual Meeting. The annual subscription charged to individual members of Women's Institutes also includes membership of the Charity and membership of the National Federation of Women's Institutes ("National") based in London.

### **OVERVIEW OF CHARITY'S ACTIVITIES**

The Trustees review the purpose, aims and activities of the Charity each year. This review looks at the achievements during the previous year, beyond the mere finances, and ensures that the Charity's purpose is being met. When carrying out the review and planning future activities, the Trustees refer to the guidance contained in the Charity Commission's general guidance on public benefit. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Because of the restrictions in place for the Covid-19 pandemic lockdowns at various times this review will look at the whole year to assess whether the Charity's purpose has been met. Government lockdowns with staff working from home and restrictions on not meeting at all, then reduced numbers and household mixing has meant an unstable, uncertain and disjointed year but WIs, trustees and staff have kept in touch with each other. We have delivered as much training

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES TRUSTEES' REPORT

## FOR THE YEAR ENDED 30 SEPTEMBER 2021

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### OVERVIEW OF CHARITY'S ACTIVITIES cont'd

and events for our members as we can – albeit mostly virtually.

In the year ending the 30 September 2021 the planning of events continued under the umbrella of the Events Team. This was under the chairmanship of the 2nd Vice Chair of the Board of Trustees and called upon volunteer members from all WIs to assist. Support was offered to members unable to access virtual platforms due to no prior experience or a lack of confidence. The Trustees are always looking at ways to ensure events are as fully inclusive as possible.

Many planned events were postponed or cancelled but meetings of the Federation Trustees and other committees continued, and during this time a full strategic review of the Federation was carried out and its outcomes are now being implemented

### REVIEW OF ACTIVITIES AND ACHIEVEMENTS

#### Overview

Hampshire Federation has continued to provide training and events throughout the year. Latterly through the use of virtual platforms, but in person when we were able to. Much work has been done to help members who lacked confidence in using technology and to promote inclusiveness. Regular newsletters have been sent by email for individual WI Secretaries and Presidents to cascade down to their members. Printed copies of our Hampshire News resumed in September 2021 and the Hampshire News has continued to be published as an on-line publication throughout this year.

Contributions from members have been encouraged to reflect the events and charitable work they have undertaken. As a Federation we appreciate that this is not fully inclusive, but we have actively promoted the use of technology and encouraged members with the required skills to assist, by telephone, those who are less able in this field.

Sadly, there still remains a proportion of our membership who do not have access to the internet. Our WI Advisers and Trustees have encouraged the committee members of individual WIs to remain in contact with these members through telephone calls and newsletters. Many WIs provided 'meetings in bags' ie a newsletter, quiz, bookmark, tea bags, biscuits and small gifts. Just a token reminder of the support from committees whilst WIs were back in lockdown.

Many WIs have been holding their meetings through the virtual platforms and have included speakers, quizzes and other events. When restrictions were eased but indoor mixing was not allowed many WIs held socially distanced garden meetings to allow members to meet in the fresh air whilst remaining Covid secure.

#### The Charity's People

##### *Trustees and Sub-Committee members*

We have a good base of expertise within our Board members and team of WI Advisers and an excellent level of co-operation in all areas continues. We are indebted to all of our volunteers who have given up many hours to ensure the continued success of the Federation in meeting our charitable objectives. They continue to give of their time without remuneration except for travelling expenses.

This year, more than any other, has seen an increased input by the Committee members of our WIs. They have given many hours in ensuring that their members have been kept informed and involved as much as possible.

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES TRUSTEES' REPORT

## FOR THE YEAR ENDED 30 SEPTEMBER 2021

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### **Staff**

The support of our staff is invaluable and excellent liaison continues between them and all volunteers and members. The continuing Covid pandemic and its emerging virus variants causing restrictions has not been easy for our staff, who at different times have been furloughed and called upon to work from home. Their co-operation and willingness to adapt have been important factors and are much appreciated throughout the Federation. We said goodbye to our 2-reception staff in the summer and the remaining staff are reviewing their workloads to accommodate the extra work, for which we are grateful and trustees will continue to monitor.

### **The Presidents and Committee Members of WIs**

This year, probably more than any other has seen an increased input by the Presidents and Committee members of our 195 WIs. They have worked hard and given many hours, for no reward, to ensure that their members have been kept informed and involved, as much as possible, in any permitted activities. Members have continued to help during this time making more facemasks, contributions to food banks whose use has increased, volunteer at vaccine co-ordination centres and as community responders picking up prescriptions and shopping. This year saw the opening of our first virtual WI 'Hampshire Clouds' with committee members in the USA and Canada.

### **Achievements and performance**

September 2020 saw the Government 'rule of six' implemented with indoor and outdoor social gatherings above six banned in England. A week later staff were working from home and the office was closed.

Our in-person events for October 2020 were cancelled, this included the Autumn Council Meeting at The Anvil, Basingstoke and where possible all events were virtual. These included a coffee morning with the board of trustees, a macaroons cookery demonstration, a speakers selection day and an evening on the science behind brassieres. The middle of the month saw a new three-tier system of Covid 19 restrictions in England. At the end of the month the Prime Minister announced a second lockdown in England to prevent a 'medical and moral disaster' for the NHS. This would come into force on the 5<sup>th</sup> of November.

In November 2020 all events continued online. The advisers delivered MCS training. We had a zoom tea with the WI presidents as well as, a talk. 'Always look on the bright side of life', by David Woolford telling his story about being an organ donor recipient. A talk about the life and work of Violette Szabo took us to remembrance and considering the work of the resistance. The speaker team delivered a speaker showcase and the month ended with a Christmas craft-a-long and a Christmas coffee morning.

December 2020 saw members learning how to cook festive treats and a morning and afternoon resolutions meeting gave them further information on the proposed resolutions. With the Government 'Stay at Home' message a quiet Christmas was had by all.

On the 6<sup>th</sup> January 2021 a third National lockdown came into force. Many WIs continued meeting virtually. Trustees attended a virtual inter federation day which was helpful in sharing ideas and supporting each other. The pilot of the virtual WI took place which was successful. A zoom evening 'A portrait of Antarctica' was a suitable winter talk, stunning pictures and a very interesting story and information about this remarkable continent.

On the 22<sup>nd</sup> February 2021 the Government announced plans for a roadmap for lifting the lockdown which gave us hope. Our on-line talks continued with 'running for life' the story of how running had helped the mental health of one gentleman and how we could benefit. Members and guests enjoyed a relaxing paint-a-long with 'The Quirky Bird'. The speaker's selection team delivered another speakers selection day and the advisers delivered end of year treasurers training.

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES TRUSTEES' REPORT

## FOR THE YEAR ENDED 30 SEPTEMBER 2021

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### Achievements and performance - continued

8<sup>th</sup> March 2021 saw schools return and outdoor recreation meeting of 2 people could take place, some members met socially distanced to walk or run. Virtual events continued with a cook along with popular Denman tutor Peter Lein. For green fingered members we had 'create a garden for all' and for the crafty ones an Easter Bonnet make along. At the end of the month the stay-at-home order was lifted and groups of either six people or two households could mix outdoors. This gave scope for WIs to have garden coffee mornings or afternoon teas.

April 2021 saw society gradually open back up, but with no mixing indoors, our virtual events continued. We had 'cycling to the South Pole', a zoom quiz, a climate change talk and MCS training was delivered.

Our WIs have received information and encouragement from Trustees and WI Advisers in using media to hold their meetings, including their AGMs, together with constantly advising on restrictions in force at any given time.

In May 2021 our world opened up more with us being able to meet outdoors with up to 30 people, although the rule of 6 or 2 households indoors applied. A delegates meeting for those attending the National Annual Meeting was held online.

June 2021 saw the 'Everyone's a Winner' event that encouraged members to walk, run, cycle, kayak or complete their own goal in a month. Encouragement was given online with virtual postcards and at the end a certificate and pin badge were given to those who signed up for the event. A virtual tour of the Vyne was popular. Two days of officer training were delivered and a walk along the viaduct way near Winchester was well attended and appreciated after months at home.

In June 2021 and with the office open again, there was renewed confidence to mix and meet one another. The summer months saw a card making and unfinished objects (UFO) sale which brought in vital funds.

In August 2021 an afternoon cruise and cream tea on the Solent was fully booked and enjoyed by all.

September 2021 meant we could re schedule the postponed Thanksgiving lunch and talk which was again fully booked.

Throughout the year various federation poetry and story competitions were held and quizzes proved popular. We gave full details of National competitions with a good number of entries which were forwarded for consideration. Sadly a trip to Cardiff was cancelled but we hope this will go ahead in the future. A holiday to Norfolk in 2022 has been oversubscribed, but all have been accommodated with three coaches taking members and guests on a well-earned mini break. The Government announced plan B for winter pressures and Covid. We hope things will continue to improve but know that new Covid variants are likely. Despite some WIs suspending we are seeing a constant number of new enquiries and new members as a result.

### FINANCIAL ACTIVITIES AND RESULTS

The main sources of income are the Charity's portion of membership subscriptions, fees for educational courses, which are expected to be self-financing where possible, and fund-raising. In view of the effect that the Covid-19 had on WIs meetings, the National Federation of Women's Institutes agreed in 2020 to extend the subscription year by 3 months and for the new subscription year to henceforth start in April. Membership subscriptions received for the year April 2021 to March 2022 have been apportioned between the 2 financial years.

Our Spring Council Meeting, incorporating our Annual General Meeting was held virtually and all other events have been online events. Membership subscriptions were up on the previous year but below earlier years. However, we are grateful for the generosity of members and WIs in their donations; and

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES TRUSTEES' REPORT

## FOR THE YEAR ENDED 30 SEPTEMBER 2021

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we applied for and received from HMRC Coronavirus Job Retention Scheme sums in respect of our furloughed staff. Thus, overall income, at £114,397 (2020: £109,944), was marginally higher than last year's income.

The costs of our charitable activities fell in line with the reduction in activity. With the sad departure of our 2 reception staff in June and July 2021, staff costs were reduced whilst office costs decreased as savings were made in the operation of WI House and the reduction in mailings to WIs. Overall expenditure at £126,696 (2020: £166,317) was significantly below last year's.

The net effect was to produce a deficit of £12,299 (2020: deficit £56,373) before realised and unrealised gains.

Our investments in COIF have continued to perform outstandingly well, giving rise to a very welcome unrealised gain of £15,284 (2020: Unrealised gains £4,100).

The overall result was a surplus of £2,985 (2020: Deficit £52,273), which was better than predicted due to our investment performance.

### RESERVES

The Trustees reserves policy is to ensure that sufficient free reserves are maintained such that the overhead cost of running and maintaining WI house including rates, insurance, depreciation and salaries are covered for at least a year. The Trustees also seek to ensure that funds held for bursaries and other restricted and designated funds should grow so that the value of these funds maintain their value in real terms.

The Charity has total reserves of £1,249,115 (2020: £1,246,130). Restricted funds, however, account for £840,549 (2020: £848,353) and total designated funds amount to £321,886 (2020: £300,432).

The details and description of all restricted and designated funds are shown in Note 16 of the accounts. The value of general reserves stands at £86,676 (2020: £97,345) and total designated funds £321,886 (2020: £300,432). Whilst accepting that our expenditure will undoubtedly increase once we fully re-open WI House and thus may be viewed as artificially low, the calculated value of the total general reserves has increased to 21 months cover (2020: 14 months).

### RISK MANAGEMENT

The Charity's approach to risk management is designed to ensure that it remains alert to those external and internal factors that could affect its ability to operate effectively, or even at all. The work of establishing the risks facing the Charity and ensuring suitable mitigating action is being taken is challenging. Nevertheless, the Trustees feel their risk Management schedule is as complete as possible whilst being aware that vigilance is always needed.

### GOVERNANCE

The Charity is governed by its Articles of Association adopted on 29 October 1991 as amended by Special Resolutions passed on 28 March 2001, 6 June 2002, 19 June 2004 and 23 March 2021. The Board of Trustees is responsible for the overall governance of the Charity and meets at least five times a year.

### Trustee Selection, Induction and Appraisal

The Trustees are elected biennially from WI Members nominated by their WI. The Trustees then look at the blend of experience and skills of all Trustees to ensure that these meet the needs of the Charity. Where additional expertise is identified as being needed, the Trustees will seek to co-opt additional Trustees with those skills and/or experience. Induction training is provided to all Trustees after the biennial elections by a trainer from National attending our Trustees' Meeting. Specific training is available (and attendance encouraged) for the Chairman and Treasurer and these courses were previously held as a residential course by National at Denman College. New

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES TRUSTEES' REPORT

## **FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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online training is now available and opportunities to meet post holders from other Federations is actively encouraged. Trustee training is now available online with Trustees being required to complete the online course as soon as possible after appointment. Trustees are also signposted to the Charity Commission website as well as the comprehensive information available on National's MyWI.

### **Statement of Trustees' Responsibilities**

The Trustees (who are also directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 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 charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Matters Reserved to the Trustees**

The following matters are specifically reserved for approval by the Trustees:

- Any proposal to amend the Memorandum and Articles of Association; Instruments and Rules of Government; Accounting Reference Date or material accounting policies;
- Planning Applications reflecting a significant change of use and capital projects;
- Sales or purchases of the Charity's property assets;
- Any decision to bring or defend legal action in a civil case;
- Response to criminal charges/allegations of criminal activity which have connection with the Charity;
- Appointment, variation of terms or removal of any Charity post;
- Expansion of activities beyond core business;
- Formation of a subsidiary;
- Amendment to pension schemes;
- Material change to general terms of employment, staff benefits or HR policy;
- Approval of annual budgets;
- Approval of Annual Report & Accounts including setting of reserve allocations;
- Review & approval of delegated authorities and authorisation limits;
- Variations in authorisation levels for purchases/leasing/hiring contracts (limits to be placed on total value of contract and on contract length);
- Any borrowing by the Charity;
- Any grant of guarantee or indemnity in respect of a third party's obligations (including obligations of staff);
- Investment management policies;

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES TRUSTEES' REPORT

## FOR THE YEAR ENDED 30 SEPTEMBER 2021

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- Cash management policies (including approved list of counter-parties);
- Any contract with any Trustee or member of staff or with any person or entity connected with any of them;
- Opening of new banking relationship;
- Receipt of gifts from a potentially undesirable donor; and
- Receipt of payments in exchange for sponsorship/naming rights.

### **Investment Powers, Policy and Performance**

The Articles of Association of the Charity state that it has the power "to deposit or invest funds in any manner as the Trustees shall in their absolute discretion think fit to the extent that the Trustees shall have the same full and unrestricted powers of investing and transposing investments in all respects as if they were beneficially absolute owners...".

The Trustees are content with the returns being earned on our COIF investments but may consider diversifying into other investments to maximise the return being obtained whilst mitigating the risk.

### **FUTURE PLANS & DEVELOPMENTS**

Throughout the current strange and difficult situation, Federation Trustees and WI Advisers have remained available for consultation via email, telephone calls and virtual platforms if required. With restrictions now lifting and WIs meeting in person, they will resume visiting WIs and Groups to re-establish personal contact and offer support. They will continue to gather the views of members as to how they envisage the way forward for the future.

Board members have inaugurated an in-depth strategy exercise covering all aspects of the Federation. Although hampered by current circumstances, they are identifying areas where improvements can be made to further efficiency and prevent duplication.

New online events continue to be offered. Some events which were postponed from 2019/2020 are still being considered such as the trip to Wales, and the talk by Nick Bailey. The events team will also be revisiting other postponed and cancelled events to ascertain the feasibility of holding these and scheduling events again that have proved to be popular. New events for the 2021/2022 and 2022/2023 years are already being planned. These include a 'Brides Day', a literary lunch, training sessions as needed and a holiday to Norfolk.

Trustees are very aware of the need to increase the number of members who are able to access events on line and are arranging training sessions to aid the further development of these skills for everyone.

The success of our first virtual WI is very encouraging and may lead to more such WIs alongside our more traditional offering.

Regular newsletters (both paper copies and an online version) and contact with our WIs will continue and regular discussions are planned to map the way forward for the future whatever the circumstances.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

By order of the Board of Trustees

K Panella  
Secretary

Date: 3 March 2022

**THE HAMPSHIRE COUNTY FEDERATION OF  
WOMEN'S INSTITUTES  
INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF THE HAMPSHIRE COUNTY FEDERATION  
OF WOMEN'S INSTITUTES**

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I report on the accounts of the company for the year ended 30 September 2021 which are set out on pages 10 to 23.

**Respective responsibilities of trustees and examiner**

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

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Graham Bennett  
Independent Examiner  
CBM Accountants Limited

130 Bournemouth Road  
Chandlers Ford  
Eastleigh  
SO53 3AL

Date 3 March 2022

**THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

		<b>Restricted funds £</b>	<b>Unrestricted funds £</b>	<b>Total 2021 £</b>	<b>Restricted funds £</b>	<b>Unrestricted funds £</b>	<b>Total 2020 £</b>
Donations and legacies		-	-	-	-	-	-
Income from charitable activities	3	-	81,551	81,551	-	75,250	75,250
Other trading activities:							
Fundraising activities		-	18,567	18,567	-	12,486	12,486
Voluntary income	4	-	10,652	10,652	-	17,790	17,790
Income from investments		325	3,302	3,627	349	4,069	4,418
<b>Total income</b>		<b>325</b>	<b>114,072</b>	<b>114,397</b>	<b>349</b>	<b>109,595</b>	<b>109,944</b>
<b>Expenditure</b>							
Cost raising funds	5	-	21,274	21,274	-	22,468	22,468
Cost of charitable activities	6	-	105,422	105,422	110	143,739	143,849
<b>Total expenditure</b>		<b>-</b>	<b>126,696</b>	<b>126,696</b>	<b>110</b>	<b>166,207</b>	<b>166,317</b>
<b>Net income/(expenditure)</b>		<b>325</b>	<b>(12,624)</b>	<b>(12,299)</b>	<b>239</b>	<b>(56,612)</b>	<b>(56,373)</b>
Transfers between funds		(8,129)	8,129	-	(8,778)	8,778	-
<b>Net income/(expenditure) before other recognised gains and losses</b>		<b>(7,804)</b>	<b>(4,495)</b>	<b>(12,299)</b>	<b>(8,539)</b>	<b>(47,834)</b>	<b>(56,373)</b>
<b>Other recognised gains/(losses)</b>							
Gains/(losses) on investments		-	15,284	15,284	-	4,100	4,100
<b>Net movement in funds for the year</b>		<b>(7,804)</b>	<b>10,789</b>	<b>2,985</b>	<b>(8,539)</b>	<b>(43,734)</b>	<b>(52,273)</b>
Total funds brought forward at 1 October 2020		848,353	397,777	1,246,130	856,892	441,511	1,298,403
<b>Total funds carried forward at 30 September 2021</b>		<b>840,549</b>	<b>408,566</b>	<b>1,249,115</b>	<b>848,353</b>	<b>397,777</b>	<b>1,246,130</b>

**THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S  
INSTITUTES  
BALANCE SHEET**

**AS AT 30 SEPTEMBER 2021**

		2021		2020	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	11	822,867		838,315	
Investments	12	348,230		332,920	
			1,171,097		1,171,235
<b>Current assets</b>					
Stocks	13	3,923		4,054	
Debtors and prepayments	14	10,289		16,349	
Cash at bank and in hand		130,706		158,842	
			144,918		179,245
<b>Creditors: amounts falling due within one year</b>	15	(66,900)		(104,350)	
<b>Net current assets</b>			78,018		74,895
<b>Total assets less current liabilities</b>			1,249,115		1,246,130
<b>Represented by:</b>					
<b>Restricted funds</b>	16		840,549		848,353
<b>Designated funds</b>					
Functional fixed assets reserve	16	29,007		35,476	
Investment revaluation reserve	16	68,070		52,786	
Other designated funds	16	224,809		212,170	
			321,886		300,432
<b>General funds</b>	16		86,680		97,345
<b>Total funds</b>	16		1,249,115		1,246,130

**THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S  
INSTITUTES  
BALANCE SHEET**

**AS AT 30 SEPTEMBER 2021**

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These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and in accordance with the provisions of FRS 102.

For the year ending 30 September 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

Directors' responsibilities:

- ensuring the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing the financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

Approved by the board of trustees on 3 March 2022.

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# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2021

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#### 1 **Limitation of members' liability**

The members of the charitable company are delegates appointed by each Women's Institute constituted in Hampshire.

Every member of the Charity has undertaken to contribute to the assets of the charitable company if it is wound up during the period that she is a member, or within one year afterwards, for payment of the debts and liabilities of the charitable company contracted before the time at which she ceases to be a member and of the costs, charges and expenses of winding up the charitable company and for the adjustment of the rights of the contributories among themselves, such an amount as may be required not exceeding £1.

#### 2 **Accounting policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below and have been consistently applied within the financial statements.

##### a) Basis of preparation of financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland ' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No restatements were required.

##### b) Income

All income is included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be measured reliably.

Donations, gifts and legacies are included in full in the accounts when receivable. The membership year previously ran from January to December but was extended by 3 months because of Covid-19 in 2020 and the subscription year now runs from April to March. In view of this membership fees received in April through September are apportioned between the old financial year and the next financial year. Income for events after the balance sheet date is included in deferred income. The Charity is not registered for VAT and all income is stated at amounts receivable.

##### c) Expenditure

All expenditure is accounted for on an accruals basis, when a liability is incurred, and includes VAT where applicable. Expenditure is allocated to the following cost categories:

- Costs of raising funds are those costs incurred in attracting donations and legacies, and those incurred in trading activities that raise funds.
- Cost of charitable activities include expenditure associated with the provision of events and services to the members, and include both the direct costs and support costs relating to these activities. Governance costs are those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2021

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#### 2. Accounting policies (continued)

##### d) Expenditure (continued)

Staff and office costs cannot be directly attributed to these particular headings so are allocated on an estimated basis, based on staff time, as follows:

	2021	2020
Raising funds	10%	10%
Charitable activities	75%	75%
Governance	15%	15%
	<hr/>	<hr/>
	100%	100%

##### e) Pension

Contributions are included when payments are due to the employees' defined contribution scheme.

##### f) Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Assets which cost less than £500 are not capitalised.

##### g) Depreciation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Freehold land & buildings	- 2% per annum straight line
Computer equipment	- 33 1/3% per annum straight line
Other office equipment	- 10-30% per annum straight line

##### h) Investments

Investments are stated at market value in the balance sheet. Gains and losses on investments, both realised and unrealised, are included in the Statement of Financial Activities.

##### i) Stocks

Stocks have been valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### j) Funds

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The cost of raising and administering such funds is charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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 note 16.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objects of the Charity.

##### k) Debtors

Trade debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2021

#### 2. Accounting policies (continued)

##### l) Creditors and provisions

Creditors and provisions are recognised where the charitable company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Creditors and provisions are normally recognised at their settlement amount.

##### m) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement.

<b>3</b>	<b>Income from charitable activities</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	Membership fees	62,796	48,766
	General activities	18,755	26,484
	Miscellaneous	-	-
		<hr/>	<hr/>
		81,551	72,250
		<hr/> <hr/>	<hr/> <hr/>
<b>4.</b>	<b>Voluntary income</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	Donations	1,077	1,822
	Gift Aid	-	1,442
	Grants	-	2,764
	HMRC CJRS	9,575	11,762
		<hr/>	<hr/>
		10,652	17,790
		<hr/> <hr/>	<hr/> <hr/>
<b>5.</b>	<b>Cost of Generation Funds</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	Income generation activities	4,424	5
	Board of Trustees' activities	-	144
	Trading post, diaries and calendars	5,945	9,582
	Staff Costs Apportioned	6,970	7,317
	Office Costs Apportioned	3,935	5,420
		<hr/>	<hr/>
		21,274	22,468
		<hr/> <hr/>	<hr/> <hr/>

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2021

<b>6. Costs of charitable activities</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Board of Trustees' activities	2,787	17,970
Sub-committee events	553	3,736
Federation magazine & Talking News	-	-
Yearbook	100	505
Bursaries	(480)	1,105
Donations	-	110
ACWW Triennial Conference	-	110
AGM – Accommodation	-	-
Governance Costs see Note 7	20,683	24,759
National Federation: Pooling of fares	-	18
Staff Costs Apportioned	52,281	54,878
Office Costs Apportioned	29,498	40,658
	<u>105,422</u>	<u>143,849</u>

<b>7. Governance Costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Professional fees	3,600	2,788
Trustees meetings	692	2,815
Licences	35	48
Staff Costs Apportioned	10,457	10,976
Office costs apportioned	5,889	8,132
	<u>20,683</u>	<u>24,759</u>

Professional fees include £3,600 inclusive of VAT (2020: £3,300 inclusive of VAT) for accountancy services in connection with the preparation of the statutory financial statements and independent examination thereof.

### 8. Trustees

5 trustees (2020: 20) received expenses during the period in respect of travel, parking, accommodation, telephone and postage costs, totalling £381 (2020: £1,647).

No remuneration was paid to any trustee during the current year or the preceding year.

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2021

9. Staff costs	2021 £	2020 £
Salaries	64,304	67,401
Social security costs	260	-
Pension costs	5,144	5,358
Recruitment and training	-	412
	<u>69,708</u>	<u>73,171</u>

No employee received emoluments exceeding £60,000 per annum.

The average monthly number of staff during the year was 5 (2020: 5).

The Charity makes contributions to employees' defined contribution schemes. The pension cost is shown above. There were outstanding contributions of £649 at the year-end (2020: £1,466).

10. Office costs	2021 £	2020 £
Telephone, printing, stationery, photocopying and postage	7,976	13,432
Office cleaning, heat, light, rates, water and insurance	11,506	15,244
Office equipment and building maintenance	2,320	6,840
Office equipment and building depreciation	16,314	16,314
Miscellaneous	1,216	2,380
	<u>39,332</u>	<u>54,210</u>

11. Tangible assets Cost	Freehold property £	Office and equipment £	Total £
At 1 October 2020	829,569	60,366	889,935
Additions	-	866	866
At 30 September 2021	<u>829,569</u>	<u>61,232</u>	<u>890,801</u>
<b>Depreciation</b>			
At 1 October 2020	26,732	24,888	51,620
Charge for the year	8,978	7,336	16,314
At 30 September 2021	<u>35,710</u>	<u>32,224</u>	<u>67,934</u>
<b>Net book value</b>			
At 30 September 2021	<u>793,859</u>	<u>29,008</u>	<u>822,867</u>
At 30 September 2020	<u>802,837</u>	<u>35,478</u>	<u>838,315</u>

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2021

<b>12. Fixed Asset Investments</b>	<b>2021</b>	<b>2020</b>
	£	£
Market Value		
At 1 <sup>st</sup> October 2020	332,920	327,953
Disposals	-	-
Additions	26	867
Change in market value	15,284	4,100
At 30 September 2021	<u>348,230</u>	<u>332,920</u>

Portfolio Analysis:			
Investments	Cost £	2021 Valuation £	2020 Valuation £
Charities Official Investment Funds	65,000	133,069	117,786
Cash			
Charities Official Investment Funds	213,068	215,161	215,134
	<u>278,068</u>	<u>348,230</u>	<u>332,920</u>

<b>13. Stocks</b>	<b>2021</b>	<b>2020</b>
	£	£
Goods for resale	3,923	4,054
	<u>3,923</u>	<u>4,054</u>

<b>14. Debtors</b>	<b>2021</b>	<b>2020</b>
	£	£
Trade Debtors	2,183	4,957
Prepayments	7,979	11,265
Other Debtors	127	127
	<u>10,289</u>	<u>16,349</u>

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2021

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<b>15. Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade Creditors	(167)	551
Tax and Social Security	489	1,061
Other Creditors	38,049	46,263
Accruals	14,901	49,676
Wages	649	1,466
Suspended WIs	12,979	5,333
	<hr/>	<hr/>
	66,900	104,350
	<hr/> <hr/>	<hr/> <hr/>

All of the deferred income brought forward has been included in the incoming resources of the year.

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2021

#### 16. Funds

The income funds of the charity include the following restricted funds, comprising the unexpended balances of donations and grants held on trust for specific purposes, and designated funds, which are funds set aside out of general funds by the trustees for specific purposes.

		Movement in funds				
	Notes	At 1 October 2020	Incoming funds/ investment gains	Outgoing funds/ investment losses	Transfers	At 30 September 2021
		£	£	£	£	£
<b>Restricted funds</b>						
70 <sup>th</sup> Anniversary fund	1	18,212	856	-	-	19,068
ACWW	2	12,277	318	-	-	12,595
Per Capita Accommodation	3	15,027	-	-	-	15,027
Pooling of Fares	4	-	-	-	-	-
WI House	5	802,837	-	-	(8,978)	793,859
Total restricted funds		848,353	1,174	-	(8,978)	840,549
<b>Designated funds</b>						
Functional fixed asset reserve	6	35,476	-	-	(6,469)	29,007
Investment revaluation reserve	7	52,786	15,284	-	-	68,070
		88,262	15,284	-	(6,469)	97,077
Other designated funds:						
Ellingham and Timsbury	8	41,377	2,371	480	-	44,228
Maintenance fund	9	21,518	1,234	-	-	22,752
Equipment fund	10	15,108	866	-	-	15,974
Training fund	11	2,572	147	-	-	2,719
WI Adviser accommodation	12	1,213	70	-	-	1,283
Kay Dell & Eileen Greenway Memorial	13	33,940	1,945	-	-	35,885
Pam Toneri bursary fund	14	33,506	1,920	-	-	35,426
Training & development fund	15	36,168	2,073	-	-	38,241
WI Amenity Fund	16	26,768	1,533	-	-	28,301
Total other designated funds		212,170	12,159	480	-	224,809
<b>Total designated funds</b>		300,432	27,443	480	(6,469)	321,886
<b>General funds</b>		97,345	(16,654)	(480)	6,469	86,680
<b>Total funds</b>		1,246,130	11,963	-	(8,978)	1,249,115

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2021

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#### 16. Funds (continued)

##### Restricted Funds

- 1 The 70<sup>th</sup> Anniversary Fund is a fund with fixed capital, the income from which is used for the upkeep of the freehold buildings.
- 2 The ACWW fund monies are to be invested and the income used to support the charity's ACWW events and the charity's delegates to ACWW conferences in equal measures.
- 3 Per Capita Accommodation has been set up to hold money charged annually to WIs and used to smooth the cost of when WI delegates require accommodation to attend NFWI Annual Meetings.
- 4 Pooling of fares is used to hold the excess of charging WIs on a per capita basis for travel costs to NFWI Annual Meetings compared to the NFWI charge by WI. The excess will be utilised to reduce the per capita charge in future years.
- 5 WI House Fund comprises the net book value of the WI House. The original WI House in Winchester was paid for by funds raised by WI members over 50 years ago specifically for the provision of headquarters for the Federation. This fund reflects that expectation for the charity to always apply the funds towards the provision of a physical base.

##### Designated Funds

- 6 The functional fixed asset reserve represents the balance of the net book value of the tangible fixed assets at the balance sheet date, which are held for functional purposes and so are not free funds.
- 7 The investment revaluation reserve represents the excess of the revaluation of the investments over their historical cost. Any realised and unrealised losses and gains are transferred each year.
- 8 The Ellingham Bursary was a legacy from a former member and the income was originally used to provide bursaries to enable members to attend Denman College. With the closure of Denman College, the Trustees wish to set up an educational bursary for members details of which are being finalised. The Charity has set a target of spending 2% over bank base rate on all bursaries. Any additional income is used to grow the fund so as to maintain its real value.
- 9 The Maintenance Fund represents monies set aside to cover any major building repairs, renewals or refurbishment needed to the freehold building.
- 10 The Equipment Fund represents monies set aside to cover office equipment not otherwise budgeted for.
- 11 The Training Fund represents monies set aside to cover Federation Training for Federation representatives.
- 12 The WI Adviser Accommodation Fund represents amounts set aside towards the cost of accommodating WI Advisers at the AGM.

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2021

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#### 16. Funds (continued)

- 13 The Kay Dell and Eileen Greenway memorial fund results from a legacy left to the Hampshire WI by Eileen Greenway, which the trustees have designated for bursaries to be awarded to WI Groups to be paid for out of the annual interest.
- 14 The Pam Toneri Bursary Fund was designated by the trustees to provide annual promotion bursaries for WIs, and groups of WIs, from a legacy.
- 15 The Training & Development Fund was established from a VAT refund and has been designated for the benefit of members in training and new developments.
- 16 The WI Amenity Fund has been set up to provide an income to be used to assist WIs which may be experiencing financial difficulties. The criteria for applying to this fund are being developed by the Board of Trustees.

Transfers are made from designated funds to general funds when funds are no longer required to be held for specific purposes. Transfers are made from general funds to restricted and designated funds where insufficient funds are held to meet specific purposes or in order to allocate investment income and realised investment gains/(losses) to the relevant funds.

<b>17. Analysis of net assets</b>	<b>Restricted Funds £</b>	<b>Designated Funds £</b>	<b>General Funds £</b>	<b>Total Funds £</b>
Tangible Assets	793,859	29,009	-	822,868
Fixed Asset Investments	46,690	292,878	8,662	348,230
Net Current Assets	-	-	78,017	78,017
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>840,549</b>	<b>321,887</b>	<b>86,679</b>	<b>1,249,115</b>
Long Term Creditors	-	-	-	-
	<b>840,549</b>	<b>295,027</b>	<b>86,679</b>	<b>1,249,115</b>

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2021

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<b>18. Funds managed as agent -</b>	<b>2021</b>	<b>2020</b>
Income	£	£
National Federation: Fees	80,865	95,619
National Federation: Pooling of fares	-	-
ACWW Pennies	61	376
	<hr/>	<hr/>
	80,926	95,995
	<hr/>	<hr/>
<b>Expenditure</b>		
National Federation: Fees	80,865	95,619
National Federation: Pooling of fares	-	-
ACWW Pennies	61	376
	<hr/>	<hr/>
	80,926	95,995
	<hr/>	<hr/>

The above income and expenditure is not included in the statement of financial activities.

#### **19. Related party transactions**

There were no transactions with related parties during the year (2020: £Nil).