

DURHAM COUNTY FEDERATION OF WOMEN'S INSTITUTES



ANNUAL REPORT

Charity Reg. No. 1010819 VAT reg. No 177 2635 42
Registered in England & Wales – Company No 2675573
Registered Office – WI House, Barnfield Road, Spennymoor, DL16 6EB

Report of the Federation Chairman – Freda Laverick

A year ago, I was honoured to become County Chairman and as normal with the election of a new board there were some big changes to the Board of Trustees, with several of our long standing members stepping down as Trustees. Fortunately, we were able to recruit new people and they have added a new dimension to our group.

Sadly Lyn Swift, former County Chairman and a lady much appreciated by many people passed away in August and she is greatly missed.

It has, therefore, been a year of changes, Ann and June our well known and appreciated staff members, announced their retirement and left us in the summer. However, June postponed her retirement until October to help us out. She is continuing to help out in the office but now as a volunteer.

A hard act to follow, having begun the process of recruiting a new Federation Secretary, Barbara Coia started work for us but health issues caused her to step down. We now have Mari, who I think everyone is now getting to know, and we are grateful for the skills she has brought to the roll.

On a lighter note, we have had some chances to experience fun, friendship and food for which we are renowned. The garden party, the gardening coffee morning and the Carol Service at Barnard Castle to name just a few. As well as all the events held at Spennymoor with opportunities to learn new skills or brush up on old ones. Dabble Days continue to be popular and more are being planned for the coming year.

I've had some terrific times over the last year and been welcomed wherever I have gone, thank you so much for that, it has been my privilege to be your County Chairman.

Freda

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 September 2023. The trustees have adopted the provisions of 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 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The main purposes of the Women's Institute organisation are to enable women who are interested in issues associated with rural life, including arts, crafts and sciences, to improve and develop conditions in rural life, to advance their education in citizenship, in public questions both national and international, in music, drama and other cultural subjects and in all branches of agriculture, handicrafts, home economics, health and social welfare. It seeks to give women the opportunity of working through the Women's Institute organisation, and of putting into practice those ideals for which it stands. In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging.

Significant activities

During the period a significant number of activities have taken place, both at WI House and venues around the County. There were workshops, quizzes, garden parties, coffee mornings, walks, flower arranging and our regular monthly classes of crochet, knitting and sewing. Trustees are mindful of the upkeep of WI House and with this in mind are planning more activities in-house so as not to spend on high rental costs of other venues.

ACHIEVEMENT AND PERFORMANCE

Charitable Activities

The support for events held during the period was good, with numbers up and even oversubscribed, however we understand that some of our members are still reluctant to take part in activities in large numbers so have concentrated on planning smaller workshops with this in mind. Our 300 club continues to be very popular as does our "Chairmans Lunch at Ramside Hall. Trustees and the Membership Support Committee are always actively looking for areas where new WI's could be established.

FINANCIAL REVIEW

Principal funding sources

The principal funding sources are membership fees plus surplus on events organised throughout the year, we were also fortunate enough to receive grant funding via our local AAP, which amounted to £500. This helped us to deliver a programme of events in the area to help raise our profile and help the wider community. During this period both members of staff gave notice to retire in June 2023, Trustees set up a working party to discuss new working arrangements and cost saving activities.

FINANCIAL REVIEW

Investment policy and objectives

Reserve funds are invested in Income Bonds with the National Savings and Santander, both of which the board feel is of little or low risk with a competitive rate of interest. Most of the Federation money is invested in WI House which is used for the benefit of the members who are encouraged to attend events and workshops held there.

Reserves policy

The Federation aims to maintain free reserves equivalent to 6 months staff costs and overheads.

FUTURE PLANS

The Board continues to look to future events to raise funds to support the work of the Federation. Current Trustees and committees are already working hard behind the scenes planning events/workshops and outings for members, both new and existing, to take part in. Support will also continue to all WIs to help increase membership and gain a better understanding from individual WIs who may need help with IT issues, in the ever-growing world of all things digital.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

An election is held every three years for Trustees with the next being held in Spring 2026. Members are invited to nominate any member who they think would be suitable for the position, a secret ballot is then held when every WI has the right to vote for up to 12 members. The elected members nominate members to be co-opted and up to 3 each year are invited to join the board; this enables them to gain experience of the role before deciding if they wish to stand for election at a future date.

Organisational structure

The Durham County Federation of Women's Institutes is governed by a Board of Trustees which consists of a maximum of 12 members, including elected members and up to 4 co-opted members. The Board of Trustees elects its Chairman, two Vice Chairmen and Treasurer. The Board makes decisions relating to the running of the Charity and the upkeep of WI House. The day to day operation of the Federation is carried out by the Federation Secretary who puts into action the wishes of the Board and refers items back where necessary.

Induction and training of new trustees

There is a Handbook which is given to all Trustees on appointment. All Trustees must complete an online training programme offered by the National Federation of Women's Institutes. Prior to the first meeting attended by new Trustees the current Chairman outlines the procedures for meetings and covers items such as confidentiality.

Wider network

The Durham County Federation is affiliated to the National Federation of Women's Institutes, the headquarters of which is in London.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

Within Durham County there are individual Women's Institutes who are affiliated to the County Federation who supports and encourages them in their activities.

Risk Management

The major risks identified by the Trustees have been reviewed and systems established to mitigate those risks. All activities arranged are evaluated from a financial viewpoint as well as ensuring that they are within the objects of the Charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered company number
02675573 (England and Wales)

Registered Charity number
1010819

Registered office
W I House, Barnfield Road
Spennymoor
Durham
DL16 6EB

Trustees

Mrs Freda Laverick
Mrs Angela Dearlove
Mrs Joyce Jackson
Mrs Lesley Jerred
Mrs Elaine Johnson
Mrs Yvonne MacDonald
Mrs Susan Openshaw
Mrs Andrea Patchett
Mrs Dorothy Proud
Mrs Susan Sandham
Mrs Denise Smith

Company Secretary
Mrs Ann Williams-Maughan

Independent Examiner
G. D. O'Hehir & Co Ltd
Chartered Certified Accountants
Suite 2, SM Business Centre Barnfield Road
Spennymoor
County Durham
DL16 6EL

**The Durham County Federation of Women's Institutes
Report of the Trustees
For The Year Ended 30 September 2023**

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

Approved by order of the board of trustees on 21/3/24 and signed on its behalf by:



Marie-Louise King - Secretary

Independent examiner's report to the trustees of The Durham County Federation Of Women's Institutes ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 September 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Paul W. O'Hehir FCCA
G. D. O'Hehir & Co Ltd
Chartered Certified Accountants
Suite 2, SM Business Centre Barnfield Road
Spennymoor
County Durham
DL16 6EL

**The Durham County Federation of Women's Institutes
Income and Expenditure Account
For The Year Ended 30 September 2023**

	Notes	2023 £	2022 £
TURNOVER		84,648	92,851
Cost of sales		(41,723)	(46,727)
GROSS SURPLUS		42,925	46,124
Administrative expenses		(48,060)	(49,309)
OPERATING DEFICIT		(5,135)	(3,185)
Other interest receivable and similar income		763	117
DEFICIT FOR THE FINANCIAL YEAR		(4,372)	(3,068)

The notes on pages 9 to 11 form part of these financial statements.

**The Durham County Federation of Women's Institutes
Detailed Income and Expenditure Account
For The Year Ended 30 September 2023**

	2023		2022	
	£	£	£	£
TURNOVER				
County Fees		19,131		17,443
National Fees		26,399		22,802
Events Income		38,618		44,939
Grants and subsidies received		500		7,667
		84,648		92,851
 COST OF SALES				
Opening stock - materials	2,364		-	
NFWI Fees	24,216		21,798	
Events Expenditure	16,966		27,293	
Closing stock - materials	(1,823)		(2,364)	
		(41,723)		(46,727)
 GROSS SURPLUS		42,925		46,124
 Administrative Expenses				
Wages and salaries	21,868		24,191	
Employers pensions - defined contributions scheme	178		225	
Travel expenses	2,700		1,498	
Rates	213		126	
Light and heat	1,780		1,594	
Water rates	252		111	
Cleaning	311		327	
Computer and IT consumables	790		931	
Repairs, renewals and maintenance	1,244		2,628	
Insurance	2,010		1,995	
Printing, postage and stationery	3,350		3,151	
Telecommunications	877		886	
Accountancy fees	1,186		3,712	
Legal fees	176		-	
Bank charges	47		8	
Depreciation of fixtures and fittings	1,298		1,442	
Depreciation of computer equipment	1,619		1,334	
Depreciation of freehold land and property	7,740		4,855	
Sundry expenses	421		295	
		(48,060)		(49,309)
 OPERATING DEFICIT		(5,135)		(3,185)

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**The Durham County Federation of Women's Institutes
Notes to the Financial Statements (continued)
For The Year Ended 30 September 2023**

7. Debtors

	2023	2022
	£	£
Due within one year		
Prepayments and accrued income	707	1,076
	707	1,076

8. Creditors: Amounts Falling Due Within One Year

	2023	2022
	£	£
Trade creditors	-	-
Other taxes and social security	196	269
Accruals and deferred income	12,820	14,216
	13,016	14,485

9. Company limited by guarantee

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

The Durham County Federation of Women's Institutes
Notes to the Financial Statements (continued)
For The Year Ended 30 September 2023

4. Tangible Assets

	Land & Property				Total £
	Freehold	Leasehold	Fixtures & Fittings	Computer Equipment	
	£	£	£	£	
Cost					
As at 1 October 2022	131,717	111,057	45,742	12,590	301,106
As at 30 September 2023	131,717	111,057	45,742	12,590	301,106
Depreciation					
As at 1 October 2022	20,416	38,717	32,764	8,519	100,416
Provided during the period	4,740	3,000	1,298	1,619	10,657
As at 30 September 2023	25,156	41,717	34,062	10,138	111,073
Net Book Value					
As at 30 September 2023	106,561	69,340	11,680	2,452	190,033
As at 1 October 2022	111,301	72,340	12,978	4,071	200,690

5. Investments

	Investments £
Cost	
As at 1 October 2022	24,000
Additions	20,000
As at 30 September 2023	44,000
Provision	
As at 1 October 2022	-
As at 30 September 2023	-
Net Book Value	
As at 30 September 2023	44,000
As at 1 October 2022	24,000

6. Stocks

	2023 £	2022 £
Stock	1,823	2,364
	1,823	2,364

1. General Information

The Durham County Federation of Women's Institutes is a private company, limited by guarantee, incorporated in England & Wales, registered number 02675573. The registered office is WI House, Barnfield Road, Spennymoor, County Durham, DL16 6EB.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared under the historical cost convention and in accordance with Financial Reporting Standard 102 section 1A Small Entities "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

2.2. Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

Sale of goods

Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods has transferred to the buyer. This is usually at the point that the customer has signed for the delivery of the goods.

Rendering of services

Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs. Turnover is only recognised to the extent of recoverable expenses when the outcome of a contract cannot be estimated reliably.

2.3. Tangible Fixed Assets and Depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

2.4. Stocks and Work in Progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads. Work-in-progress is reflected in the accounts on a contract by contract basis by recording turnover and related costs as contract activity progresses.

3. Average Number of Employees

Average number of employees, including directors, during the year was: 11 (2022: 14)

**The Durham County Federation of Women's Institutes
Balance Sheet (continued)
As At 30 September 2023**

For the year ending 30 September 2023 the 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 in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

On behalf of the board

Date 21.03.2024

The notes on pages 9 to 11 form part of these financial statements.

Signed by:

Freda Laverick (Chair)

Lesley Jerred (Treasurer)

Handwritten signatures of Freda Laverick and Lesley Jerred. The signature of Freda Laverick is written above the signature of Lesley Jerred.

**The Durham County Federation of Women's Institutes
Balance Sheet
As At 30 September 2023**

	Notes	2023		2022	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	4		190,033		200,690
Investments	5		44,000		24,000
			234,033		224,690
CURRENT ASSETS					
Stocks	6	1,823		2,364	
Debtors	7	707		1,076	
Cash at bank and in hand		79,245		73,519	
		81,775		76,959	
Creditors: Amounts Falling Due Within One Year	8	(13,016)		(14,485)	
NET CURRENT ASSETS (LIABILITIES)			48,759		62,474
TOTAL ASSETS LESS CURRENT LIABILITIES			282,792		287,164
NET ASSETS			282,792		287,164
Income and Expenditure Account			282,792		287,164
MEMBERS' FUNDS			282,792		287,164

**The Durham County Federation of Women's Institutes
Detailed Income and Expenditure Account (continued)
For The Year Ended 30 September 2023**

Other interest receivable and similar income

Bank interest receivable	763	117
	763	117
DEFICIT FOR THE FINANCIAL YEAR	<u><u>(4,372)</u></u>	<u><u>(3,068)</u></u>

