

**THE DURHAM COUNTY FEDERATION OF WOMEN'S INSTITUTES
REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024**



**The Durham County Federation of Women's Institutes
Report of the Trustees and Unaudited Financial Statements
For The Year Ended 30 September 2024**

Contents

	Page
Report of the Trustees	1 to 4
Independent Examiner's Report	5
Income and Expenditure Account	6
Balance Sheet	7 to 8
Notes to the Financial Statements	9 to 11
Detailed Statement of Financial Activities	12

**The Durham County Federation of Women's Institutes
Report of the Trustees
For The Year Ended 30 September 2024**

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 2024. 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 the surplus on events organised throughout the year, we were also fortunate enough to receive grant funding via Barratt Developments PLC, which amounted to £1,500. This helped us to deliver a programme of events in the area to help raise our profile and help the wider community.

**The Durham County Federation of Women's Institutes
Report of the Trustees
For The Year Ended 30 September 2024**

FINANCIAL REVIEW

Investment policy and objectives

Reserve funds are invested in Income Bonds with the National Savings and the Cambridge and Counties Bank, each 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.

**The Durham County Federation of Women's Institutes
Report of the Trustees
For The Year Ended 30 September 2024**

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 (Resigned 01/04/2024)
Mrs Denise Smith
Mrs Alison Henry (Appointed 01/05/2024)
Mrs June Carr (Appointed 01/04/2024)

Company Secretary
Mrs Angela Dearlove

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 2024**

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 20th March 2025 and signed on its behalf by:

Angela Dearlove – Secretary

**The Durham County Federation of Women's Institutes
Independent Examiner's Report to the Trustees
For The Year Ended 30 September 2024**

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 2024.

Responsibilities and basis of report

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 2024**

	Notes	2024 £	2023 £
TURNOVER		110,953	84,648
Cost of sales		(61,455)	(41,723)
GROSS SURPLUS		49,498	42,925
Administrative expenses		(43,917)	(48,060)
PROFIT / (DEFICIT)		5,581	(5,135)
Other interest receivable and similar income		2,065	763
SURPLUS / (DEFICIT) FOR THE FINANCIAL YEAR		7,646	(4,372)

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

The Durham County Federation of Women's Institutes
Balance Sheet
As At 30 September 2024

	Notes	2024		2023	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	4		179,919		190,033
Investments	5		64,000		44,000
			<u>243,919</u>		<u>234,033</u>
CURRENT ASSETS					
Stocks	6	982		1,823	
Debtors	7	716		707	
Cash at bank and in hand		<u>54,913</u>		<u>59,245</u>	
		56,611		61,775	
Creditors: Amounts Falling Due Within One Year	8		(10,092)		(13,016)
			<u>46,519</u>		<u>48,759</u>
NET CURRENT ASSETS (LIABILITIES)			46,519		48,759
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>290,438</u>		<u>282,792</u>
NET ASSETS			290,438		282,792
Retained Earnings			<u>290,438</u>		<u>282,792</u>
MEMBERS' FUNDS			<u>290,438</u>		<u>282,792</u>

The Durham County Federation of Women's Institutes
Balance Sheet (continued)
As At 30 September 2024

For the year ending 30 September 2024 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 20.03.2025

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

Signed by:

Freda Laverick (Chair)

Lesley Jerred (Treasurer)

The Durham County Federation of Women's Institutes
Notes to the Financial Statements
For The Year Ended 30 September 2024

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.

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: 12 (2023: 11)

The Durham County Federation of Women's Institutes
Notes to the Financial Statements (continued)
For The Year Ended 30 September 2024

4. Tangible Assets

	Land & Property				Total £
	Freehold £	Improvements To Property £	Fixtures & Fittings £	Computer Equipment £	
Cost					
As at 1 October 2023	131,717	111,057	45,742	12,590	301,106
Additions				115	115
As at 30 September 2024	131,717	111,057	45,742	12,705	301,321
Depreciation					
As at 1 October 2023	25,156	41,717	34,062	10,138	111,073
Provided during the period	2,634	5,106	1,168	1,321	10,229
As at 30 September 2024	27,790	46,823	35,230	11,459	121,302
Net Book Value					
As at 30 September 2024	103,927	64,234	10,512	1,246	179,919
As at 1 October 2023	106,561	69,340	11,680	2,452	190,033

5. Investments

	Investments £
Cost	
As at 1 October 2023 (£24k NSI, £20K C&C Bond 1)	44,000
Additions (£20k C&C Bond 2)	20,000
As at 30 September 2024	64,000

6. Stocks

	2024 £	2023 £
Stock	982	1,823
	982	1,823

The Durham County Federation of Women's Institutes
Notes to the Financial Statements (continued)
For The Year Ended 30 September 2024

7. Debtors

	2024	2023
	£	£
Due within one year		
Prepayments and accrued income	716	707
	716	707

8. Creditors: Amounts Falling Due Within One Year

	2024	2023
	£	£
Trade creditors	-	-
Other taxes and social security	-	196
Accruals and deferred income	10,092	12,820
	10,092	13,016

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
Detailed Income and Expenditure Account
For The Year Ended 30 September 2024**

	2024		2023	
	£	£	£	£
TURNOVER				
County Fees		24,225		19,131
National Fees		27,466		26,399
Other Income		57,762		38,618
Grants and subsidies received		1,500		500
		<u>110,953</u>		<u>84,648</u>
COST OF SALES				
Opening stock - materials	1,823		2,364	
NFWI Fees	24,941		24,216	
Events Expenditure	35,673		16,966	
Closing stock - materials	(982)		(1,823)	
		<u>(61,455)</u>		<u>(41,723)</u>
GROSS SURPLUS		<u>49,498</u>		<u>42,925</u>
Administrative Expenses				
Wages and salaries	15,210		21,868	
Employers pensions	251		178	
Travel expenses	4,356		2,700	
Rates	228		213	
Light and heat	1,781		1,780	
Water rates	318		252	
Cleaning	311		311	
Computer and IT consumables	744		790	
Repairs, renewals and maintenance	1,900		1,244	
Insurance	2,065		2,010	
Printing, postage and stationery	3,222		3,350	
Telecommunications	1,263		877	
Accountancy fees	1,673		1,186	
Legal fees	-		176	
Bank charges	97		47	
Depreciation of fixtures and fittings	1,168		1,298	
Depreciation of computer equipment	1,321		1,619	
Depreciation of improvements to property	7,740		7,740	
Sundry expenses	269		421	
		<u>(43,917)</u>		<u>(48,060)</u>
Other interest receivable and similar income				
Bank interest receivable		2,065		763
SURPLUS FOR THE FINANCIAL YEAR		<u>7,646</u>		<u>(4,372)</u>