

REGISTERED COMPANY NUMBER: 02747046 (England and Wales)
REGISTERED CHARITY NUMBER: 1014445

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2025
for
Federation of Essex Women's Institutes

Xeinadin South East Limited
The Old Grange
Warren Estate
Lordship Road
Writtle
Essex
CM1 3WT

Federation of Essex Women's Institutes

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for the Year Ended 31 March 2025

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Federation of Essex Women's Institutes

Report of the Trustees
for the Year Ended 31 March 2025

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 31 March 2025. 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).

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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02747046 (England and Wales)

Registered Charity number

1014445

Registered office

WI Centre, Whitelands
Terling Road
Hatfield Peverel
Essex
CM3 2AG

Trustees

J Curtis
M Jackson
F J Cattermole
S Macewen
L Crisp
G Hathaway
G Bruce
V Brome
K Powell
J Hoyles (resigned 24.9.24)
C Pine (appointed 12.8.24)

Company Secretary

S Lawton

Independent Examiner

Xeinadin South East Limited
The Old Grange
Warren Estate
Lordship Road
Writtle
Essex
CM1 3WT

Federation of Essex Women's Institutes

Report of the Trustees for the Year Ended 31 March 2025

Trustees

The trustees who held office during this period are named on page one. The Trust Deed of the charity governs the appointment of trustees. The Managing Trustees are authorised to appoint new trustees to fill casual vacancies arising among the elected members by co-option.

Investment policies and returns

The Trust Deed authorises the trustees to make and hold investments using the general funds of the charity. Under the constitution, the charity has the power to make any investment which the trustees see fit. The trustees consider the return on investments in the period to be good given the prevailing economic climate and will continue to review throughout the year.

Constitution, objects and policies

The charity is governed by the Constitution and rules as laid down for Federations from time to time by the National Federation and its objects are to further the purpose of the Women's Institute organisation in Essex and elsewhere.

The policy of the charity continues to be to offer a wide variety of activities to members and to give support to districts and to local institutes as necessary. In planning the activities for the period, the trustees kept in mind the Charity Commission's guidance on public benefit. The interests of all members are covered by the variety of classes and events organised. The charity is organised so that the trustees meet regularly to manage its affairs. Three staff are employed to assist with the administration of the charity as appropriate.

Development, activities and achievements

Membership of the Essex Federation of Women's Institutes has decreased slightly over the period under review. Numbers attending activities provided by the Federation at WI Centre and at other locations have increased although are still not at pre-2020 levels. The charity would not be able to provide the wide range of services that it does to its members without the continued support of a large number of sub-team members, along with the Board of Trustees and the WI Advisers, who give their services voluntarily.

Review of financial activities and affairs

Membership fees represent only a proportion of the annual income required and the need to increase revenue from other sources remains imperative. Through our Blue Plaque initiatives across Essex and sponsorships of women's team sports and activities, we are raising awareness of our charity and its activities to a wider audience. All income is entirely reliant upon members' continued support and forms a valuable contribution to the Federation.

Income from Sub-team activities and events decreased in the year to £10,764 (2024: £14,818).

Income from investments is made up of two elements, bank interest received on the Federation's bank balances and movement in the value of the investments. During the period under review, bank interest has increased to £8,323 (2024: £7,983).

There has been a decrease in the value of the investments of £13,006 (2024: gain of £33,001). Despite the decrease this year, the investments are held for their long term performance and the value has increased by £124,000, since the funds were first invested.

Future developments

The trustees intend to continue to develop the services and activities on offer and will actively engage with members to ensure these are well supported to ensure the continued financial strength of the federation. Using hybrid options, the trustees are already able to provide additional services and training, thus generating extra income. The trustees have agreed to offer training for officers in WIs: Presidents, Secretaries and Treasurers, at a token cost of £1 a session, therefore those sessions do not generate any additional income. It is felt that it is important that those taking on these roles are confident and we recognise this initiative as a valuable resource for our members.

Reserves policy

The trustees have adopted a Reserves policy that is monitored throughout the year and a full review takes place a minimum of two months prior to the financial year-end. The latest review took place in February 2025 and the trustees agreed £125,000 being held in reserve is sufficient to ensure the continuation of the Federation's activities for the coming year. The total amount of unrestricted funds currently held in reserves is just over £416,000.

Federation of Essex Women's Institutes

Report of the Trustees
for the Year Ended 31 March 2025

Public benefit

The charity acknowledges its requirements to demonstrate clearly that it must have charitable purposes or aims that are for the public benefit. Details of how the charity has achieved this are provided in this Trustees Annual Report. The trustees confirm that they have paid due regard to the Charity Commission guidance of public benefit before deciding what activities the charity should undertake.

Risk management

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems and procedures, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm they have established systems to mitigate the significant risks and have instigated a continual review of all procedures.

Connected charity

The Federation is a member of the National Federation of Women's Institutes of England, Wales, Jersey, Guernsey and the Isle of Man, a company limited by guarantee No 2517690, charity registration no. 803793, whose principal address is 104 New Kings Road, London SW6 4LY.

Other assets and liabilities

The trustees hold assets on behalf of newly formed Women's Institutes to assist with their formation and prior to them obtaining their own banking facilities. These funds are held as restricted funds. At the balance sheet date, there were funds of £3,735 (2024: £nil) held for this purpose.

When a Women's Institute is suspended, the balance of the funds remaining after the payment of all outstanding liabilities is handed over to the Board of Trustees of the Federation, to be held by them until the WI is reformed, or for three years, or until a new WI is established which in the opinion of the Federation Board of Trustees serves the area formerly served by the WI, whichever is the shorter period. If at the end of that time the WI has not been reformed, the funds (including interest) are to be retained by the Federation. Currently £6,738 (2024: £24,361) is held on behalf of suspended WIs.

Approved by order of the board of trustees on and signed on its behalf by:

.....
M Jackson - Trustee

**Independent Examiner's Report to the Trustees of
Federation of Essex Women's Institutes**

Independent examiner's report to the trustees of Federation of Essex Women's Institutes ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

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.

Mrs A S Kaley

Xeinadin South East Limited
The Old Grange
Warren Estate
Lordship Road
Writtle
Essex
CM1 3WT

Date:

Federation of Essex Women's Institutes

Statement of Financial Activities
for the Year Ended 31 March 2025

	Notes	Unrestricted fund £	Restricted fund £	2025 Total funds £	2024 Total funds £
INCOMING RESOURCES FROM					
Voluntary income		93,630	-	93,630	74,674
Incoming resources from charitable activities					
Charitable activities		37,516	760	38,276	61,020
Activities for generating funds	2	1,765	-	1,765	3,606
Investment income	3	<u>(4,683)</u>	<u>-</u>	<u>(4,683)</u>	<u>40,984</u>
Total		<u>128,228</u>	<u>760</u>	<u>128,988</u>	<u>180,284</u>
EXPENDITURE ON					
Fundraising trading costs		-	650	650	700
Charitable expenditure					
Charitable activities		113,675	-	113,675	127,727
Governance		<u>35,618</u>	<u>-</u>	<u>35,618</u>	<u>31,647</u>
Total		<u>149,293</u>	<u>650</u>	<u>149,943</u>	<u>160,074</u>
NET INCOME/(EXPENDITURE)		(21,065)	110	(20,955)	20,210
RECONCILIATION OF FUNDS					
Total funds brought forward		436,661	1,036	437,697	417,487
TOTAL FUNDS CARRIED FORWARD		<u>415,596</u>	<u>1,146</u>	<u>416,742</u>	<u>437,697</u>

The notes form part of these financial statements

Federation of Essex Women's Institutes

Balance Sheet
31 March 2025

	Notes	Unrestricted fund £	Restricted fund £	2025 Total funds £	2024 Total funds £
FIXED ASSETS					
Investments	8	339,383	-	339,383	352,388
CURRENT ASSETS					
Stocks	9	7,045	-	7,045	5,523
Debtors	10	14,673	-	14,673	23,881
Cash at bank and in hand		<u>93,613</u>	<u>1,146</u>	<u>94,759</u>	<u>92,700</u>
		115,331	1,146	116,477	122,104
CREDITORS					
Amounts falling due within one year	11	(39,118)	-	(39,118)	(36,795)
NET CURRENT ASSETS		<u>76,213</u>	<u>1,146</u>	<u>77,359</u>	<u>85,309</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>415,596</u>	<u>1,146</u>	<u>416,742</u>	<u>437,697</u>
NET ASSETS		<u>415,596</u>	<u>1,146</u>	<u>416,742</u>	<u>437,697</u>
FUNDS	12				
Unrestricted funds				415,596	436,661
Restricted funds				<u>1,146</u>	<u>1,036</u>
TOTAL FUNDS				<u>416,742</u>	<u>437,697</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing 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 the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Federation of Essex Women's Institutes

Balance Sheet - continued

31 March 2025

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
M Jackson - Trustee

Federation of Essex Women's Institutes

Notes to the Financial Statements
for the Year Ended 31 March 2025

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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 2019)', 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, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Tangible fixed assets are initially measured at cost. After initial recognition, tangible fixed assets are measured at cost less any accumulated depreciation and any accumulated impairment losses.

Depreciation is provided at the following annual rates, in order to write off each asset over its estimated useful life:

- Plant and machinery etc - 25% straight line

Stocks

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

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Federation of Essex Women's Institutes

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

2. ACTIVITIES FOR GENERATING FUNDS	2025	2024
	£	£
Shop income	<u>1,765</u>	<u>3,606</u>

3. INVESTMENT INCOME	2025	2024
	£	£
Deposit account interest	8,323	7,983
Gain / (loss) on investments (see note 8)	<u>(13,006)</u>	<u>33,001</u>
	<u>(4,683)</u>	<u>40,984</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

During the period, the following expenses have been reimbursed to Trustees in respect of travelling costs, home telephone and other expenses incurred on behalf of the Charity:

	2025	2024
Number of trustees who were paid expenses	<u>9</u>	<u>10</u>
Total amounts paid	<u>£5,134</u>	<u>£5,299</u>

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2025	2024
Charitable activities	2	2
Governance	<u>1</u>	<u>1</u>
	<u>3</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

Federation of Essex Women's Institutes

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOMING RESOURCES FROM			
Voluntary income	74,674	-	74,674
Incoming resources from charitable activities			
Charitable activities	60,112	908	61,020
Activities for generating funds	3,606	-	3,606
Investment income	<u>40,984</u>	<u>-</u>	<u>40,984</u>
Total	<u>179,376</u>	<u>908</u>	<u>180,284</u>
EXPENDITURE ON			
Fundraising trading costs	-	700	700
Charitable expenditure			
Charitable activities	127,727	-	127,727
Governance	<u>31,647</u>	<u>-</u>	<u>31,647</u>
Total	<u>159,374</u>	<u>700</u>	<u>160,074</u>
NET INCOME	20,002	208	20,210
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>416,659</u>	<u>828</u>	<u>417,487</u>
TOTAL FUNDS CARRIED FORWARD	<u>436,661</u>	<u>1,036</u>	<u>437,697</u>

7. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1 April 2024	40,407
Disposals	<u>(1,460)</u>
At 31 March 2025	<u>38,947</u>
DEPRECIATION	
At 1 April 2024	40,407
Eliminated on disposal	<u>(1,460)</u>
At 31 March 2025	<u>38,947</u>
NET BOOK VALUE	
At 31 March 2025	<u>-</u>
At 31 March 2024	<u>-</u>

Federation of Essex Women's Institutes

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

8. FIXED ASSET INVESTMENTS

	Unlisted investments £
MARKET VALUE	
At 1 April 2024	352,388
Revaluations	<u>(13,005)</u>
At 31 March 2025	<u>339,383</u>
NET BOOK VALUE	
At 31 March 2025	<u>339,383</u>
At 31 March 2024	<u>352,388</u>

There were no investment assets outside the UK.

Cost or valuation at 31 March 2025 is represented by:

	Unlisted investments £
Valuation in 2015 and prior	22,803
Valuation in 2016	6,905
Valuation in 2017	6,291
Valuation in 2018	9,438
Valuation in 2019	17,215
Valuation in 2021	25,697
Valuation in 2022	28,238
Valuation in 2023	(12,337)
Valuation in 2024	33,001
Valuation in 2025	(13,006)
Original investment	<u>215,138</u>
	<u>339,383</u>

9. STOCKS

	2025	2024
	£	£
Stocks	<u>7,045</u>	<u>5,523</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade debtors	1,349	732
Other debtors	-	515
Prepayments and accrued income	<u>13,324</u>	<u>22,634</u>
	<u>14,673</u>	<u>23,881</u>

Federation of Essex Women's Institutes

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade creditors	8,719	581
Other creditors	8,198	24,406
Accruals and deferred income	<u>22,201</u>	<u>11,808</u>
	<u>39,118</u>	<u>36,795</u>

12. MOVEMENT IN FUNDS

	At 1.4.24	Net movement in funds	At 31.3.25
	£	£	£
Unrestricted funds			
Unrestricted Funds	436,661	(21,065)	415,596
Restricted funds			
Restricted Funds	1,036	110	1,146
	<u>437,697</u>	<u>(20,955)</u>	<u>416,742</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
Unrestricted Funds	128,228	(149,293)	(21,065)
Restricted funds			
Restricted Funds	760	(650)	110
	<u>128,988</u>	<u>(149,943)</u>	<u>(20,955)</u>

Comparatives for movement in funds

	At 1.4.23	Net movement in funds	At 31.3.24
	£	£	£
Unrestricted funds			
Unrestricted Funds	416,659	20,002	436,661
Restricted funds			
Restricted Funds	828	208	1,036
	<u>417,487</u>	<u>20,210</u>	<u>437,697</u>

Federation of Essex Women's Institutes

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

12. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted Funds	179,376	(159,374)	20,002
Restricted funds			
Restricted Funds	908	(700)	208
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>180,284</u>	<u>(160,074)</u>	<u>20,210</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.23 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
Unrestricted Funds	416,659	(1,063)	415,596
Restricted funds			
Restricted Funds	828	318	1,146
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>417,487</u>	<u>(745)</u>	<u>416,742</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted Funds	307,604	(308,667)	(1,063)
Restricted funds			
Restricted Funds	1,668	(1,350)	318
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>309,272</u>	<u>(310,017)</u>	<u>(745)</u>

Federation of Essex Women's Institutes

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

Federation of Essex Women's Institutes

Detailed Statement of Financial Activities
for the Year Ended 31 March 2025

	2025 £	2024 £
INCOMING RESOURCES		
Voluntary income		
Membership fees	72,698	73,749
Sundry grants and donations	1,578	925
Lapsed funds	<u>19,354</u>	<u>-</u>
	93,630	74,674
Activities for generating funds		
Shop income	1,765	3,606
Investment income		
Deposit account interest	8,323	7,983
Gain / (loss) on investments (see note 8)	<u>(13,006)</u>	<u>33,001</u>
	(4,683)	40,984
Incoming resources from charitable activities		
Essex News	12,880	15,965
WI stationery sales	14	47
Sub-team activities	10,764	14,818
County and National meetings	8,452	21,738
Other income	3,149	3,465
Board of Trustees' activities	2,257	4,079
Fed Flutter	<u>760</u>	<u>908</u>
	<u>38,276</u>	<u>61,020</u>
Total incoming resources	128,988	180,284
EXPENDITURE		
Resources expended		
Fed Flutter	650	700
Charitable expenditure		
Wages	33,464	27,069
Rent, rates and utilities	17,564	17,746
Insurance	(54)	(833)
Telephone	4,135	3,984
Postage and stationery	2,559	2,680
Advertising	14,496	11,856
Essex News costs	16,692	16,194
Sub-team activity costs	7,400	10,062
Board of Trustees' activity costs	1,708	2,729
County and national meetings	13,719	33,173
World pay card charges	132	91
Repairs, maintenance and cleaning	1,918	2,718
Carried forward	113,733	127,469

This page does not form part of the statutory financial statements

Federation of Essex Women's Institutes

Detailed Statement of Financial Activities
for the Year Ended 31 March 2025

	2025	2024
	£	£
Charitable expenditure		
Brought forward	113,733	127,469
Travel and accommodation	<u>1,317</u>	<u>1,204</u>
	115,050	128,673
Support costs		
Governance costs		
Wages	11,155	9,023
Rent, rates and utilities	5,855	5,914
Insurance	(18)	(278)
Telephone	1,378	1,328
Postage and stationery	853	893
Sundries	944	629
Board of Trustees' expenses	5,143	5,299
Repairs, maintenance and cleaning	639	906
Archives	128	138
Legal and professional fees	5,047	4,175
Office equipment maintenance	<u>3,119</u>	<u>2,674</u>
	<u>34,243</u>	<u>30,701</u>
Total resources expended	<u>149,943</u>	<u>160,074</u>
Net (expenditure)/income	<u>(20,955)</u>	<u>20,210</u>

This page does not form part of the statutory financial statements