

REGISTERED COMPANY NUMBER: 02715974 (England and Wales)
REGISTERED CHARITY NUMBER: 1015084

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2022
FOR
PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES

Bevan Buckland LLP
Chartered Accountants
45 High Street
Haverfordwest
Pembrokeshire
SA61 2BP

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

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FOR THE YEAR ENDED 31 JULY 2022**

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**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 JULY 2022**

TRUSTEES	M Bond J Longland E Vaughan S Wilson-Croft H Dunlop A Fraser M Haughton P James A Newbery C Harry (resigned 20.11.21) P Roberts K Wilkins Mrs E Bearne (appointed 20.11.21)
COMPANY SECRETARY	Mrs N L Grieves
REGISTERED OFFICE	WI House 90 Prendergast Haverfordwest Pembrokeshire SA61 2PP
REGISTERED COMPANY NUMBER	02715974 (England and Wales)
REGISTERED CHARITY NUMBER	1015084
INDEPENDENT EXAMINER	Bevan Buckland LLP Chartered Accountants 45 High Street Haverfordwest Pembrokeshire SA61 2BP

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2022**

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 July 2022. 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).

The trustees present their report with the accounts of the Federation for the year ended 31 July 2022.

OBJECTIVES AND ACTIVITIES

Objectives and activities

The company was established to provide an organisation with the object of enabling countrywomen to take an effective part in the improvement and development of the condition of rural life and to make provisions to advance their education and citizenship, in public questions both national and international, in music, drama and other cultural subjects and also to secure instruction and training for them in all branches of agriculture, handicrafts, home economics, health and social welfare. It exists to give all women the opportunity of working together through the Women's Institute Organisation, and of putting into practice those ideals for which it stands.

Public benefit

The trustees have considered the Charity Commissions guidance on public benefit, including the guidance on fee charging. The Institute relies on the income from fees and sales to cover its operating costs. In setting the level of fees, charges and concessions, the trustees give careful consideration to the accessibility of membership for those on low incomes.

ACHIEVEMENT AND PERFORMANCE

Achievements and performance

Due to the lifting of restrictions under COVID there were more activities during the year compared to the previous 12 months.

The Federation continued to hold Zoom meetings and WIs were able to book sessions. Zoom sessions were also set up for Committees to hold meetings and informative sessions to members on specific topics including wild life and the countryside etc. The federation will continue with the Zoom licence.

As calendar sales continued to improve with the new system the 2022 calendar Flora and Fauna is currently on sale and the Committee has agreed to continue with the new format for 2023. Working with the new designer/printer and again using photographs supplied by members. The sponsorship from local companies has continued to help in meeting costs and enabled the price per calendar to remain at £5.

FINANCIAL REVIEW

Financial review

The results of the financial year are shown in the statement of financial activities on page 14 & 15.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The federation is a company limited by guarantee (incorporated 19th May 1992), and is governed by its memorandum and articles of association.

Organisational structure

The Federation is totally dependent on the services of unpaid volunteers. The Board of Trustees consists of 12 members, with 28 members sitting on Committees. The Board of Trustees are elected at the Annual General Meeting. These members plan the Federation Programme for the entire Federation Membership. Volunteer Trustee Committee members run the Federation office on two days each per week. Many of the members steward day schools, meetings and other events to help in the successful running of such; this is done on a voluntary basis.

Affiliation

The Federation is affiliated to the National Federation of Women's Institute as are the local Institutes.

PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2022

Approved by order of the board of trustees on 5/10/2022 and signed on its behalf by:

..... *J Longland*
J Longland - Trustee

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

Independent examiner's report to the trustees of Pembrokeshire 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 31 July 2022.

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.

Alun Evans

Alun Evans FCA
Bevan Buckland LLP
Chartered Accountants
45 High Street
Haverfordwest
Pembrokeshire
SA61 2BP

Date: *15/1/2022*

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2022**

	Notes	2022 Unrestricted fund £	2021 Total funds £
INCOME AND ENDOWMENTS FROM			
Incoming resources		59,117	37,458
Investment income	2	58	6
Total		59,175	37,464
 EXPENDITURE ON			
Charitable activities			
Direct Charitable Expenditure		57,804	34,605
Governance Costs		2,247	2,146
Total		60,051	36,751
 NET INCOME/(EXPENDITURE)		(876)	713
 RECONCILIATION OF FUNDS			
Total funds brought forward		107,477	106,764
 TOTAL FUNDS CARRIED FORWARD		106,601	107,477

The notes form part of these financial statements

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**STATEMENT OF FINANCIAL POSITION
31 JULY 2022**

	Notes	2022 Unrestricted fund £	2021 Total funds £
FIXED ASSETS			
Tangible assets	7	65,547	66,966
CURRENT ASSETS			
Stocks	8	441	1,126
Cash at bank		41,928	40,586
		<u>42,369</u>	<u>41,712</u>
CREDITORS			
Amounts falling due within one year	9	(834)	(720)
		<u>41,535</u>	<u>40,992</u>
NET CURRENT ASSETS			
		107,082	107,958
TOTAL ASSETS LESS CURRENT LIABILITIES			
CREDITORS			
Amounts falling due after more than one year	10	(481)	(481)
		<u>106,601</u>	<u>107,477</u>
NET ASSETS			
FUNDS	11		
Unrestricted funds		106,601	107,477
TOTAL FUNDS		<u>106,601</u>	<u>107,477</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2022 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.

The notes form part of these financial statements

PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES

STATEMENT OF FINANCIAL POSITION - continued
31 JULY 2022

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 5/10/2022 and were signed on its behalf by:


.....
J Longland - Trustee

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2022**

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.

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

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

Freehold property	- 2% on cost
Improvements to property	- 2% on cost
Fixtures and fittings	- 10% reducing balance

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.

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2022**

2. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	58	6
	<u>58</u>	<u>6</u>

3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	1,419	1,426
	<u>1,419</u>	<u>1,426</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2022 nor for the year ended 31 July 2021.

Trustees' expenses

During the year the charity has paid mileage and other expenses to the 14 members who served on the Board of Trustees totalling £382 (2021 £186).

5. SALARIES AND WAGES

	2022	2021
	£	£
Gross salaries, national insurance and tax	6,825	9,420
	<u>6,825</u>	<u>9,420</u>

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Incoming resources	37,458
Investment income	6
Total	<u>37,464</u>
EXPENDITURE ON	
Charitable activities	
Direct Charitable Expenditure	34,605
Governance Costs	2,146
Total	<u>36,751</u>
NET INCOME	713

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2022**

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £
RECONCILIATION OF FUNDS	
Total funds brought forward	106,764
TOTAL FUNDS CARRIED FORWARD	<u><u>107,477</u></u>

7. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Fixtures and fittings £	Totals £
COST				
At 1 August 2021 and 31 July 2022	<u>52,701</u>	<u>43,760</u>	<u>15,015</u>	<u>111,476</u>
DEPRECIATION				
At 1 August 2021	19,633	10,514	14,363	44,510
Charge for year	675	679	65	1,419
At 31 July 2022	<u>20,308</u>	<u>11,193</u>	<u>14,428</u>	<u>45,929</u>
NET BOOK VALUE				
At 31 July 2022	<u><u>32,393</u></u>	<u><u>32,567</u></u>	<u><u>587</u></u>	<u><u>65,547</u></u>
At 31 July 2021	<u><u>33,068</u></u>	<u><u>33,246</u></u>	<u><u>652</u></u>	<u><u>66,966</u></u>

8. STOCKS

	2022 £	2021 £
Stocks	<u>441</u>	<u>1,126</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other creditors	<u>834</u>	<u>720</u>

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2022**

10. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2022	2021
Jampoeth WI	-	-
Fishguard WI	-	-
Carn Ingli WI	-	-
Templeton WI	481	481
	481	481
	481	481

11. MOVEMENT IN FUNDS

	At 1.8.21 £	Net movement in funds £	At 31.7.22 £
Unrestricted funds			
General fund	107,477	(876)	106,601
	107,477	(876)	106,601
TOTAL FUNDS	107,477	(876)	106,601

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	59,175	(60,051)	(876)
	59,175	(60,051)	(876)
TOTAL FUNDS	59,175	(60,051)	(876)

Comparatives for movement in funds

	At 1.8.20 £	Net movement in funds £	At 31.7.21 £
Unrestricted funds			
General fund	106,764	713	107,477
	106,764	713	107,477
TOTAL FUNDS	106,764	713	107,477

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2022**

11. 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			
General fund	37,464	(36,751)	713
TOTAL FUNDS	<u>37,464</u>	<u>(36,751)</u>	<u>713</u>

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

	At 1.8.20 £	Net movement in funds £	At 31.7.22 £
Unrestricted funds			
General fund	106,764	(163)	106,601
TOTAL FUNDS	<u>106,764</u>	<u>(163)</u>	<u>106,601</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			
General fund	96,639	(96,802)	(163)
TOTAL FUNDS	<u>96,639</u>	<u>(96,802)</u>	<u>(163)</u>

12. CONTINGENT LIABILITIES

There were no contingent liabilities as at 31 July 2022 (2021 nil).

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 July 2022.

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2022**

14. MEMBERS GUARANTEE

The company is limited by guarantee and in the event of the winding up of the company the liability of each member will not exceed £1.

15. INCORPORATION

The company is incorporated under the Companies Act 2006 and registered in England and Wales. It is also registered with the Charity Commission.

PEMBROKESHIRE FEDERATION OF WOMEN'S INSTITUTES
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 July 2022

Incoming resources	Notes	Unrestricted funds	Restricted funds	Total	Total
		£	£	£	£
				2022	2021
PFWI Activities					
Council Meetings		813		813	243
Fundraising		7,348		7,348	6,565
Independent Financial Examination Scheme		250		250	407
Events		1,052		1,052	854
COMMITTEES & MISC GROUPS					
Ukuladies				-	-
Federation Choir				-	-
Home Crafts Committee		1,611		1,611	126
Sports & Leisure Committee		10,685		10,685	204
Community & Environment Committee		1,166		1,166	223
Membership Committee		694		694	227
Centeneray		6		6	-
NFWI					
Projects				-	-
Competitions		10		10	30
Conferences		9,262		9,262	662
Fundraising		961		961	1,375
ACWW INSTITUTES					
Coins of Friendship		330		330	791
Subscriptions		21,374		21,374	22,575
Suspensions		1,254		1,254	-
Insurance		809		809	376
PFWI MANAGEMENT/PREMISES					
Office Resources		1,491		1,491	2,000
WI House				-	800
Staffing				-	-
Governance				-	-
Investment Income		58		58	6
DENMAN					
				-	-
Total incoming resources		59,175	-	59,175	37,464
Resources expended					
PFWI Activities					
Council Meetings		459		459	79
Fundraising		2,534		2,534	3,908
Independent Financial Examination Scheme		212		212	230
Board Expenses - General		358		358	186
Board Expenses - Courses & Conferences		24		24	-
Events		530		530	-
COMMITTEES & MISC GROUPS					
Ukuladies				-	-
Federation Choir				-	-
Home Crafts Committee		1,329		1,329	47
Sports & Leisure Committee		9,781		9,781	304
Community & Environment Committee		306		306	103
Membership Committee		496		496	276
NFWI					
Projects				-	239
Competitions		30		30	-
Conferences		9,782		9,782	607
Fundraising		1,142		1,142	352
ACWW INSTITUTES					
Coins of Friendship		729		729	-

Affiliations	-	-	-
Subscriptions	11,399	11,399	9,221
Insurance	1,519	1,519	658
PFWI MANAGEMENT/PREMISES			
IT & Publicity	144	144	350
WI House	3,715	3,715	3,209
Staffing	6,825	6,825	9,420
Governance	402	402	762
Office Resources	7,317	7,317	4,743
DENMAN	-	-	-
MISC	(1,229)	(1,229)	(89)
	<u>57,804</u>	<u>-</u>	<u>57,804</u>
Governance costs			<u>34,605</u>
Independent Examiner's Remuneration	828	828	720
Depreciation	1,419	1,419	1,426
Data Protection Fee	-	-	-
	<u>2,247</u>	<u>-</u>	<u>2,247</u>
			<u>2,146</u>
Total Resources Expended	<u>60,051</u>	<u>-</u>	<u>60,051</u>
Net (Outgoing)/Incoming Resources	(876)	-	(876)
Total Funds Brought Forward	107,477	-	107,477
Total Funds Carried Forward	<u>106,601</u>	<u>-</u>	<u>107,477</u>