

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 2024
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 2024**

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**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 JULY 2024**

TRUSTEES	M Bond J Longland (resigned 1.12.23) E Vaughan S Wilson-Croft H Dunlop (resigned 1.12.23) A Fraser M Haughton A Newbery (resigned 1.12.23) P Roberts K Wilkins Mrs E Beame Mrs T Morgan M Thomas (appointed 1.12.23) A Nicholson (appointed 1.12.23) J Thomas (appointed 1.12.23)
COMPANY SECRETARY	Mrs N L. Grieves
REGISTERED OFFICE	W1 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 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 31 July 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).

The trustees present their report with the accounts of the Federation for the year ended 31 July 2024.

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

Calendar sales for the Hidden Secrets of Pembrokeshire theme went really well and the Committee has now signed off the Calendar for 2025. Sponsorship from local companies has continued to help in meeting costs.

FINANCIAL REVIEW

Financial review

The results of the financial year are shown in the statement of financial activities on page 4.

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 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.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, and in particular those related to its operations and finances, and are satisfied that systems are in place to mitigate exposure to the major risks.

Approved by order of the board of trustees on 18-11-2024 and signed on its behalf by:


.....
A Fraser - 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 2024.

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').

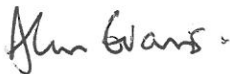
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act').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

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

Date: 18.11.2024

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2024**

	Notes	2024 Unrestricted fund £	2023 Total funds £
INCOME AND ENDOWMENTS FROM			
Incoming resources		62,757	52,429
Investment income	2	1,129	620
Total		<u>63,886</u>	<u>53,049</u>
 EXPENDITURE ON			
Charitable activities			
Direct charitable expenditure		60,485	50,598
Governance costs		2,891	1,779
Total		<u>63,376</u>	<u>52,377</u>
 NET INCOME		510	672
 RECONCILIATION OF FUNDS			
Total funds brought forward		107,273	106,601
 TOTAL FUNDS CARRIED FORWARD		<u><u>107,783</u></u>	<u><u>107,273</u></u>

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**STATEMENT OF FINANCIAL POSITION
31 JULY 2024**

	Notes	2024 Unrestricted fund £	2023 Total funds £
FIXED ASSETS			
Tangible assets	7	62,727	64,134
CURRENT ASSETS			
Stocks	8	30	184
Debtors	9	786	92
Cash at bank		45,490	44,064
		<u>46,306</u>	<u>44,340</u>
CREDITORS			
Amounts falling due within one year	10	(1,250)	(1,201)
NET CURRENT ASSETS		<u>45,056</u>	<u>43,139</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>107,783</u>	<u>107,273</u>
NET ASSETS		<u>107,783</u>	<u>107,273</u>
FUNDS	11		
Unrestricted funds		<u>107,783</u>	<u>107,273</u>
TOTAL FUNDS		<u>107,783</u>	<u>107,273</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2024 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.

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 18.11.2024 and were signed on its behalf by:

Anne L. Fraser
A Fraser - Trustee

The notes form part of these financial statements

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024**

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.

2. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	1,129	620
	<u>1,129</u>	<u>620</u>

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2024**

3. NET INCOME/(EXPENDITURE)

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

	2024	2023
	£	£
Depreciation - owned assets	1,407	1,413
	<u>1,407</u>	<u>1,413</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2024 nor for the year ended 31 July 2023.

Trustees' expenses

During the year the charity has paid mileage and other expenses to 5 of the members who served on the Board of Trustees totalling £1,137 (2023 - £644).

5. SALARIES AND WAGES

	2024	2023
	£	£
Gross salaries, national insurance and tax	7,675	7,129
	<u>7,675</u>	<u>7,129</u>

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Incoming resources	52,429
Investment income	620
Total	<u>53,049</u>
EXPENDITURE ON	
Charitable activities	
Direct charitable expenditure	50,598
Governance costs	1,779
Total	<u>52,377</u>
NET INCOME	672
RECONCILIATION OF FUNDS	
Total funds brought forward	106,601
TOTAL FUNDS CARRIED FORWARD	<u>107,273</u>

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2024**

7. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Fixtures and fittings £	Totals £
COST				
At 1 August 2023 and 31 July 2024	52,701	43,760	15,015	111,476
DEPRECIATION				
At 1 August 2023	20,983	11,872	14,487	47,342
Charge for year	1,354	-	53	1,407
At 31 July 2024	22,337	11,872	14,540	48,749
NET BOOK VALUE				
At 31 July 2024	<u>30,364</u>	<u>31,888</u>	<u>475</u>	<u>62,727</u>
At 31 July 2023	<u>31,718</u>	<u>31,888</u>	<u>528</u>	<u>64,134</u>

8. STOCKS

	2024 £	2023 £
Stocks	30	184

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade debtors	-	92
Prepayments	786	-
	<u>786</u>	<u>92</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Accruals and deferred income	1,250	1,201

11. MOVEMENT IN FUNDS

	At 1.8.23 £	Net movement in funds £	At 31.7.24 £
Unrestricted funds			
General fund	107,273	510	107,783
TOTAL FUNDS	<u>107,273</u>	<u>510</u>	<u>107,783</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	63,886	(63,376)	510
TOTAL FUNDS	<u>63,886</u>	<u>(63,376)</u>	<u>510</u>

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2024**

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.8.22 £	Net movement in funds £	At 31.7.23 £
Unrestricted funds			
General fund	106,601	672	107,273
TOTAL FUNDS	<u>106,601</u>	<u>672</u>	<u>107,273</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	53,049	(52,377)	672
TOTAL FUNDS	<u>53,049</u>	<u>(52,377)</u>	<u>672</u>

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

	At 1.8.22 £	Net movement in funds £	At 31.7.24 £
Unrestricted funds			
General fund	106,601	1,182	107,783
TOTAL FUNDS	<u>106,601</u>	<u>1,182</u>	<u>107,783</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	116,935	(115,753)	1,182
TOTAL FUNDS	<u>116,935</u>	<u>(115,753)</u>	<u>1,182</u>

**PEMBROKESHIRE FEDERATION OF WOMEN'S
INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2024**

12. CONTINGENT LIABILITIES

There were no contingent liabilities as at 31 July 2024 (2023 - nil).

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 July 2024.

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**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2024**

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Incoming resources		
Charitable activities	62,757	52,429
Investment income		
Deposit account interest	1,129	620
Total incoming resources	63,886	53,049
EXPENDITURE		
Charitable activities		
Sundries	60,485	50,598
Support costs		
Management		
Governance costs	2,891	1,779
Total resources expended	63,376	52,377
Net income	510	672

PEMBROKESHIRE FEDERATION OF WOMEN'S INSTITUTES
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2024

Incoming Resources	Notes	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
PFWI ACTIVITIES					
Council Meetings		2,332	-	2,332	1,609
Fundraising		6,067	-	6,067	7,061
Independent Financial Examination Scheme		330	-	330	285
Events		-	-	-	1,727
COMMITTEES & MISC GROUPS					
Home Crafts Committee		2,619	-	2,619	3,338
Sports & Leisure Committee		4,189	-	4,189	6,269
Community & Environment Committee		311	-	311	832
Membership Committee		920	-	920	1,165
Centenary		-	-	-	-
NFWI					
Competitions		-	-	-	-
Conferences		13,874	-	13,874	3,677
Fundraising		868	-	868	869
ACWW INSTITUTES					
Coins of Friendship		30	-	30	341
Subscriptions		26,470	-	26,470	21,926
Suspensions		-	-	-	-
Insurance		889	-	889	651
PFWI MANAGEMENT & PREMISES					
Office Resources		2,973	-	2,973	2,200
Investment Income		48	-	48	24
CHARITIES ACCOUNT INTEREST					
MISC		1,081	-	1,081	596
MISC		885	-	885	976
Total Incoming Resources		63,886	-	63,886	53,546
Resources Expended					
PFWI ACTIVITIES					
Council Meetings		575	-	575	606
Fundraising		4,817	-	4,817	2,834
Independent Financial Examination Scheme		165	-	165	183
Board Expenses - General		-	-	-	544
Board Expenses - Courses & Conferences		892	-	892	100
Events		222	-	222	71
COMMITTEES & MISC GROUPS					
Home Crafts Committee		1,658	-	1,658	1,962
Sports & Leisure Committee		4,023	-	4,023	4,106
Community & Environment Committee		110	-	110	363
Membership Committee		1,291	-	1,291	1,264
NFWI					
Competitions		-	-	-	-
Conferences		12,904	-	12,904	2,150
Fundraising		575	-	575	671
ACWW INSTITUTES					
Coins of Friendship		30	-	30	319
Subscriptions		12,601	-	12,601	12,729
Insurance		-	-	-	-
PFWI MANAGEMENT & PREMISES					
IT & Publicity		271	-	271	519
WI House		7,280	-	7,280	8,613
Staffing		7,675	-	7,675	7,129
Governance		335	-	335	978
Office Resources		3,340	-	3,340	4,679
MISC					
		1,721	-	1,721	440
		60,485	-	60,485	50,260
Governance Costs					
Independent Examiner's Remuneration		1,484	-	1,484	1,200
Depreciation		1,407	-	1,407	1,414
		2,891	-	2,891	2,614
Total Resources Expended		63,376	-	63,376	52,874
Net (Outgoing)/Incoming Resources		510	-	510	672
Total Funds Brought Forward		107,273	-	107,273	106,601
Total Funds Carried Forward		107,783	-	107,783	107,273

