

Company Registration No. 2758129 (England and Wales)  
Charity No. 1015139

**THE NOTTINGHAMSHIRE FEDERATION  
OF WOMEN'S INSTITUTES**

**TRUSTEES' REPORT  
AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 OCTOBER 2020**

# THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

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## **THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES**

### **REPORT OF THE TRUSTEES**

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The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 October 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statement of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011, the Companies Act 2006 and 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 published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Legal and Administrative Information**

The Nottinghamshire Federation of Women's Institutes is a company limited by guarantee and registered under the Companies Act 1985, registration number 2758129. It is a registered charity, charity number 1015139.

#### **Trustees and Directors**

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end were as follows;

P Stoddart (Honorary Federation Chairman)  
H Rose (Honorary Federation Vice Chairman)  
W Richardson (Honorary Federation Vice Chairman)  
J Bailey (Honorary Federation Treasurer)  
P J Freeman  
S Insley  
P J Jefferson  
E Pinnick  
P Redmile  
R Smith  
P Wilcox  
B Langsdale  
S Plamping

Trustees are appointed by election at general meetings.

#### **Company secretary**

S Sanderson

## THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

### REPORT OF THE TRUSTEES

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#### **Registered Office**

Trent Bridge House  
Beastmarket Hill  
Newark  
Nottinghamshire  
NG24 1BN

#### **Accountants**

Hobsons CA Limited  
International House  
Brunel Drive  
Newark  
NG24 2EG

#### **Bankers**

Yorkshire Bank  
10 High Street  
Grantham  
NG31 6PU

#### **Trustee Induction and Training**

Most of the Trustees are already familiar with the work of the Trustee Committee through serving on sub-committees. New Trustees are given an induction pack by the Federation Secretary and encouraged to familiarise themselves with the overall management of the organisation and the administration procedures in the office. Training sessions are arranged as necessary.

#### **Organisational Structure**

The charity is affiliated to, but independent of, the National Federation of Women's Institutes and collects subscriptions on its behalf. It is managed by the Trustees, the principal officers of which are noted on page one.

#### **Reserves Policy**

The Trustees aim to maintain a sufficient level of reserves to ensure the continuity of the charity's activities. The appropriate level of reserves for this purpose is determined with regard to the charity's income and expenditure commitments, in order to comply with the aims and objectives of the organisation. The Trustees are of the opinion that sufficient reserves should be held to cover one year's overheads and provide for the possible repair costs to the endowment property.

## THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

### REPORT OF THE TRUSTEES

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#### 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, will provide sufficient resources in the event of adverse conditions. Internal control risks are minimised by the procedures for authorisation of transactions and projects by the Trustees. Procedures are in place to ensure compliance with the health and safety of the staff, tutors, volunteers, members and visitors at the Federation Office. Procedures are in place to ensure compliance with Environmental Health risks.

#### OBJECTIVES AND ACTIVITIES

The Women's Institute offers opportunities for all women to enjoy friendship, to learn, to widen their horizons and together to influence local, national and international affairs.

The Women's Institute aims to:

- improve and develop the quality of life for women and their families.
- advance the education of women in citizenship and in public issues, national and international affairs.
- enable women to work together to put into practice the ideals for which the organisation stands.

In setting our objectives and planning our activities our Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

#### Public benefit statement

The section above sets out the aims and priorities of the charity.

The Trustees have considered, in conjunction with the guidance contained in the Charity Commissions general guidance, public benefit and have concluded:

- That the aims of the organisation continue to be charitable;
- That the aims and work done give identifiable benefits to the charitable sector both indirectly and directly to individuals in need;
- That the benefits are for the public, are not unreasonably restricted in any way and certainly not by ability to pay; and
- That there is no detriment or harm arising from the aims or activities.

## THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

### REPORT OF THE TRUSTEES

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#### ACHIEVEMENTS AND PERFORMANCE

Due to the Covid-19 pandemic 2020 has been a very difficult and challenging year for everyone in the WI in Nottinghamshire. In accordance with the government restrictions on movement the Federation was unable to hold any face-to-face events after March 2020. Up until that point in our financial year the Trustees had regular contact with the office staff, our Federation Secretary Susan Sanderson, Heather Roberts and Sandra Carter. After March 2020 with Lockdown in force, the staff either worked from home or were on the government furlough scheme. The officers kept in contact with the staff and the Trustees began to have virtual Trustee and Office and Finance meetings. We extend our sincere thanks to the staff for their continual support to the Trustees and to all members of the Federation. The office was prepared with health & safety procedures to keep the staff and any visitors safe. As Trustees, we have the responsibility of keeping County House, our headquarters, in good repair. We continue to review and update our Federation policy documents. We keep our finances in good order with the help of the bookkeeper and Accountant and we support WIs with an Independent Financial Examiner scheme.

The Trustees continued to fundraise for only part of the year; three Burns Lunches, a Prize Draw, a visit to Nottingham University and the 50/50 club were our only fundraisers. The sub-committees were able to hold Autumn 2019 events with only a few Spring 2020 events taking place. The Federation has now moved to online events for members. The Trustees helped with an appeal made to the WI by the Covid-19 end of life ward at Queens Medical Centre, Nottingham, for Keepsake blankets and hearts. Trustees collected and delivered 72 blankets, plus hearts and cushions made by our members.

The Federation Annual Meeting, due to take place in April, at the Nottingham Playhouse was first postponed, then changed to a virtual meeting in September and Alex Connell demonstrated vegetarian recipes for us. No stalls or meeting with friends and members took place. We were all at home!

The WI Support Team continued to provide support to all the WIs and their officers, with many WIs taking their meetings online this year. Unfortunately, our sub-committees have not been able to provide their normal activities. The WI Shop committee was able to function until March and held an Artisan Fair promoting Nottinghamshire Crafts. The monthly Federation Newsletter, "The Hornblower" was produced from April onwards as a smaller electronic copy and printed for a small number of WIs and members whose digital facilities were limited. We have promoted the WI here in Nottinghamshire on social media and our website. We have a Facebook page for the Federation. Our Archivist and the Trustees did continue with the management and recording of the archives in our possession until March. The Trustees prepared a Federation Christmas Card to send out to all our members during December. Denman College has now closed, and the Nottinghamshire Bedroom furniture has been returned to us.

The Federation Vice Chairman and Federation Treasurer attended virtual National meetings and the virtual National Council meeting. Trustees have telephoned all our WIs to find out how they were doing and promoted the use of Office 365 to WI Officers. Members supported the Team4U project producing knitted hats, scarves, and gloves which were sent to underprivileged children in Eastern Europe.

#### PLANS FOR NEXT YEAR

The Federation Trustees, together with the Federation committees, will continue to provide opportunities for training, educational and leisure activities using virtual platforms until the Pandemic is over. The office will continue supporting WI Officers. A change in the Subscription year from January to April, along with the lack of fundraising events will impact upon our finances in the coming year and we shall have to invoke our financial reserves to meet costs.

**THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES**

**REPORT OF THE TRUSTEES**

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These accounts have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These accounts were approved by the Trustees on 11.2.21, and signed on their behalf by:



**Mrs P Stoddart**  
**Trustee**

**THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE NOTTINGHAMSHIRE  
FEDERATION OF WOMEN'S INSTITUTES FOR THE YEAR ENDED 31 OCTOBER 2020**

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I report on the accounts of the company for the year ended 31 October 2020 which are set out on pages 7 to 17.

**Responsibilities and basis of report**

As the 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').

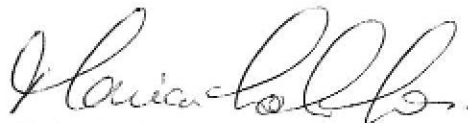
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

- 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.

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 M Szolin-Jones**  
**for and on behalf of Hobsons CA Limited**  
**Chartered Accountants**  
**International House**  
**Brunel Drive**  
**Newark**  
**NG24 2EG**

**Date: 1 March 2021**

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING SUMMARY INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 OCTOBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2020 £	Total 2019 £
<b>Income and endowments from:</b>						
Donations and legacies	2	2,072	-	-	2,072	1,246
Charitable activities	3	14,840	-	-	14,840	102,766
Other trading activities	4	64,764	-	-	64,764	67,238
Investments	5	812	-	-	812	301
<b>Total income and endowments</b>		<b>82,488</b>	<b>-</b>	<b>-</b>	<b>82,488</b>	<b>171,551</b>
<b>Expenditure on:</b>						
Raising funds		7,324	-	-	7,324	14,481
Charitable activities		12,102	-	-	12,102	86,848
Other		60,975	73	5,231	66,279	71,083
<b>Total expenditure</b>	6	<b>80,401</b>	<b>73</b>	<b>5,231</b>	<b>85,705</b>	<b>172,412</b>
<b>Net income/(expenditure)</b>		<b>2,087</b>	<b>(73)</b>	<b>(5,231)</b>	<b>(3,217)</b>	<b>(861)</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>2,087</b>	<b>(73)</b>	<b>(5,231)</b>	<b>(3,217)</b>	<b>(861)</b>
<b>Reconciliation of funds</b>						
Total funds brought forward		184,392	1,757	261,560	447,709	448,570
<b>Total funds carried forward</b>		<b>186,479</b>	<b>1,684</b>	<b>256,329</b>	<b>444,492</b>	<b>447,709</b>

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 17 form part of these accounts.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

BALANCE SHEET AS AT 31 OCTOBER 2020

	Note	Total 2020 £	Total 2019 £
<b>Fixed assets</b>			
Tangible assets	9	262,776	269,181
		<u>262,776</u>	<u>269,181</u>
<b>Current assets</b>			
Stocks	10	3,096	3,349
Debtors	11	1,391	4,925
Cash at bank and in hand		189,262	187,692
		<u>193,749</u>	<u>195,966</u>
<b>Creditors : amounts falling due within one year</b>	12	<u>12,033</u>	<u>17,438</u>
<b>Net current assets</b>		181,716	178,528
<b>Total assets less current liabilities</b>		444,492	447,709
<b>Net assets</b>		<u>444,492</u>	<u>447,709</u>
<b>Charity funds</b>			
Endowment funds		256,329	261,560
Restricted income funds	14	1,684	1,757
Unrestricted income funds		186,479	184,392
<b>Total charity funds</b>	15	<u>444,492</u>	<u>447,709</u>

**THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES**

**BALANCE SHEET AS AT 31 OCTOBER 2020**

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For the financial year ended 31 October 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- 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 special provisions applicable to small companies subject to the small companies regime and in accordance with FRS 102 SORP.

The financial statements were approved by the Board and authorised for issue on 11.2.21 and are signed on behalf of the board by:



**Mrs P Stoddart**  
Trustee

**Company Registration No. 2758129**

The notes on pages 10 to 17 form part of these accounts.

## THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

### NOTES TO THE FINANCIAL STATEMENTS

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#### 1 Accounting policies

##### a Basis of preparation

The Nottinghamshire Federation of Women's Institutes is a company limited by guarantee in England. The address of the registered office is given in the Trustees Report on page 2 of these financial statements. The nature of the charity's operations and principal activities are providing women with educational opportunities and the chance to build new skills, to take part in a wide variety of activities and to campaign on issues that matter to them and their communities.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with the Accounting and Reporting Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 February 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. The departure has involved following the 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 (FRS102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been applied to all years presented unless otherwise stated.

##### b Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

## THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

### NOTES TO THE FINANCIAL STATEMENTS

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Endowment funds represent those assets which must be held permanently by the charity, principally tangible assets. Income arising on the endowment funds can be used in accordance with the objectives of the charity and is included as unrestricted income. Any capital gains or losses arising on tangible assets form part of the fund. Investment management charges and legal advice relating to the fund are charged against the fund.

#### **c Income recognition**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Gifts in kind donated for distribution and for resale are included at fair value and recognised as income and stock upon receipt.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity.

Income from trading activities includes income earned from trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

#### **d Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds includes the costs relating to trading activities to raise funds for the charity including stock for the shop and printing costs for the charity magazine.
- Expenditure on charitable activities includes expenditure on the objectives of the charity.
- Other expenditure represents these items not falling into the categories above.

## THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

### NOTES TO THE FINANCIAL STATEMENTS

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#### e Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

#### f Tangible fixed assets and depreciation

Fixed assets are stated at cost or valuation less accumulated depreciation and accumulated impairment losses.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset over their expected useful life as follows:

Buildings	2% per annum of net book value
Computer equipment	3 years straight line
Fixtures and fittings	10% per annum of net book value

#### g Stock

Stock consists of purchased goods for resale and unused office supplies. Stocks are valued at the lower of costs and estimated selling price.

#### h Finance and operating leases

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period in which the cost is incurred.

<b>2</b>	<b>Income from donations and legacies</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	Unrestricted donations	<u>2,072</u>	<u>1,246</u>
<b>3</b>	<b>Income from charitable activities</b>		
	Charitable activity income relates to income from events held for members during the year.		
<b>4</b>	<b>Income from trading activities</b>		
	Trading income relates to the sale of promotional goods, stationery and in house magazines.		
<b>5</b>	<b>Income from investments</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	Bank interest	<u>812</u>	<u>301</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

6 Analysis of expenditure	Raising funds £	Charitable Activities £	Other £	2020 £	2019 £
Direct costs	7,324	12,102	-	19,426	101,329
Travel costs (Trustees and other)	-	-	4,493	4,493	7,649
Staff costs	-	-	35,465	35,465	33,235
Office costs	-	-	14,360	14,360	16,945
Support costs	-	-	11,961	11,961	13,254
	<u>7,324</u>	<u>12,102</u>	<u>66,279</u>	<u>85,705</u>	<u>172,412</u>

7 Trustees' remuneration

The Trustees neither received nor waived any emoluments during the year (2019 : £Nil)

Out of pocket expenses were reimbursed to trustees as follows:

	2020 Number	2019 Number	2020 £	2019 £
Travel	13	13	1,557	5,020
Other	2	2	240	720
			<u>1,797</u>	<u>5,740</u>

8 Staff costs

	2020	2019
Wages and salaries	34,438	32,301
Defined contribution pension costs	1,027	934
	<u>35,465</u>	<u>33,235</u>
Average number of employees	<u>4</u>	<u>4</u>

No employee received more than £60,000 per annum.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

9 Tangible fixed assets	Freehold land & buildings £	Computer equipment £	Fittings & equipment £	Restricted fund assets £	Total £
Cost or valuation:					
Opening balance	285,000	8,513	17,713	2,007	313,233
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Closing balance	<u>285,000</u>	<u>8,513</u>	<u>17,713</u>	<u>2,007</u>	<u>313,233</u>
Accumulated depreciation:					
Opening balance	23,440	7,615	11,676	1,321	44,052
Charge for year	5,231	489	612	73	6,405
Eliminated on disposals	-	-	-	-	-
Closing balance	<u>28,671</u>	<u>8,104</u>	<u>12,288</u>	<u>1,394</u>	<u>50,457</u>
Net book value at 31 October 2020	<u>256,329</u>	<u>409</u>	<u>5,425</u>	<u>613</u>	<u>262,776</u>
Net book value at 31 October 2019	<u>261,560</u>	<u>898</u>	<u>6,037</u>	<u>686</u>	<u>269,181</u>

In the year ended 31 October 2015 the land and buildings were valued to market value of £285,000.

**Comparable historical cost for the land and buildings included at valuation:**

	£
Cost:	
Opening and closing balance	<u>19,621</u>
Accumulated depreciation:	
Opening balance	7,566
Charge for year	241
Closing balance	<u>7,807</u>
Net book value at 31 October 2020	<u>11,814</u>
Net book value at 31 October 2020	<u>12,055</u>

10 Stocks	2020 £	2019 £
Goods for resale	2,667	2,857
Office supplies	429	492
	<u>3,096</u>	<u>3,349</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

<b>11 Debtors</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Due within one year:		
Trade debtors	337	3,211
Prepayments	1,054	1,318
Other debtors	-	396
	<u>1,391</u>	<u>4,925</u>
<b>12 Creditors: amounts falling due within one year</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Other creditors	3,154	3,897
Accruals	6,204	5,312
Deferred income	2,675	8,229
	<u>12,033</u>	<u>17,438</u>
<b>13 Deferred income</b>		
Income deferred in the current year comprises of monies received for the purpose of several charitable events occurring after 31 October 2020 and publications due to be received after 31 October 2020.		
		<b>£</b>
Balance as at 1 November 2019		8,229
Amount released to incoming resources		(8,229)
Amount deferred in year		2,675
Balance as at 31 October 2020		<u>2,675</u>
<b>14 Financial commitments</b>		
The total minimum lease payments under non-cancellable operating leases are as follows;		
	<b>Equipment leasing</b>	<b>Equipment leasing</b>
	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Within one year	1,392	1,536
Two to five years	-	1,392
	<u>1,392</u>	<u>2,928</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

15 Restricted funds

The Denman Dip fund are bursaries generated through raffle income. The winning entrant has three years in which to use the bursary fund, after which the funds are transferred to the unrestricted funds to be used by the charity.

The Barbara Halfpenny Memorial Fund, Woman's Institute Door Mat fund and Chairman's Chain fund relate to monies received for the purpose of purchasing the associated tangible assets. The depreciation charged against these assets is being allocated to the associated fund annually.

The ACWW funds are monies received for appeals for the associated charity projects. These monies are then passed on to the projects periodically.

	Opening Balance £	Income £	Expenses £	Transfers £	Closing Balance £
Denman Dip	535	-	-	-	535
Barbara Halfpenny Memorial Fund	27	-	(3)	-	24
Women's Institute Door Mat Fund	32	-	(4)	-	28
Chairman's chain	626	-	(66)	-	560
ACWW Pennies For Friends	537	-	-	-	537
	<u>1,757</u>	<u>-</u>	<u>(73)</u>	<u>-</u>	<u>1,684</u>

Restricted fund balances are represented by:

	Fixed assets	Current assets	Total
Denman Dip	-	535	535
Barbara Halfpenny Memorial Fund	24	-	24
Women's Institute Door Mat Fund	28	-	28
Chairman's chain	560	-	560
ACWW Pennies For Friends	-	537	537
	<u>612</u>	<u>1,072</u>	<u>1,684</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

NOTES TO THE FINANCIAL STATEMENTS

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16 Analysis of net assets between funds

	Fixed assets £	Current assets £	Liabilities £	Total £
Endowment funds	256,329	-	-	256,329
Restricted funds	612	1,072	-	1,684
Unrestricted funds	5,835	192,677	(12,033)	186,479
	<u>262,776</u>	<u>193,749</u>	<u>(12,033)</u>	<u>444,492</u>

17 Related party transactions

There were no related party transactions during the year.

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

DETAILED INCOME AND EXPENDITURE ACCOUNT

	2020		2019	
	£	£	£	£
<b>INCOME</b>				
Affiliation fees		34,768		39,868
Investment income		812		301
Government grants		13,808		-
		<u>49,388</u>		<u>40,169</u>
<b>COMMITTEE INCOME</b>				
Agricultural shows	134		3,822	
Creative arts	(49)		852	
Trustees	1,016		5,508	
Cookery and crafts	553		2,491	
Hornblower	4,512		5,399	
WI support team	1,536		(1,881)	
WI shop	820		3,822	
Sports and leisure	837		2,697	
Miscellaneous	(660)		(151)	
		<u>8,699</u>		<u>22,559</u>
		58,087		62,728
<b>EXPENDITURE</b>				
General office expenditure		(56,000)		(58,024)
Restricted fund income/(payment)		(73)		(227)
Endowment fund income/(payment)		(5,231)		(5,338)
<b>SURPLUS / (DEFICIT) INCOME OVER EXPENDITURE</b>		<u>(3,217)</u>		<u>(861)</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

INCOME AND EXPENDITURE ACCOUNT

	2020		2019	
	£	£	£	£
<b>AGRICULTURAL SHOWS</b>				
<b>Income</b>				
County event		(352)		3,546
Afternoon tea		806		-
Ladies luxuries		-		997
		<u>454</u>		<u>4,543</u>
<b>Expenditure</b>				
Sub-committee travel and expenses	320		721	
	<u>320</u>		<u>721</u>	
<b>EXCESS OF INCOME OVER EXPENDITURE</b>		<u>134</u>		<u>3,822</u>
<b>CREATIVE ARTS</b>				
<b>Income</b>				
Brush paint		-		56
Celebration of Christmas		23		510
Creative writing		-		96
Encaustic arts		-		30
Gallery tour		(6)		-
Mosaic		-		78
Murder mystery		267		-
Nottingham Playhouse tour		(85)		99
Play reading		20		-
Sing for fun		-		133
Steelpan drumming		-		205
Spare Part		-		24
		<u>219</u>		<u>1,231</u>
<b>Expenditure</b>				
Sub-committee travel and expenses	268		379	
	<u>268</u>		<u>379</u>	
<b>EXCESS OF INCOME OVER EXPENDITURE</b>		<u>(49)</u>		<u>852</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

INCOME AND EXPENDITURE ACCOUNT

TRUSTEES	2020		2019	
	£	£	£	£
<b>Income</b>				
50/50 club		950		866
Apple day		-		(29)
Archive day		(118)		(128)
Bulb scheme		-		600
Burns		1,437		1,420
Centenary events		-		(95)
Christmas at the house		-		756
Cocktails at the house		-		465
County lunch		-		514
County quiz		-		621
Denman		500		342
Federation holiday		(50)		125
GSK Visit		288		-
Harvest lunch		-		1,048
Hire of river room		45		232
Literary lunch		(23)		1,151
Prize draw		381		954
Raffle from National		-		423
Resolutions		12		75
Yearbook and adverts/Speakers list		(1)		362
Zoom events		20		-
Prior year income/expenses		278		48
		<u>3,719</u>		<u>9,750</u>
<b>Expenditure</b>				
Committee travel and expenses	2,703		4,242	
	<u>2,703</u>		<u>4,242</u>	
<b>EXCESS OF INCOME OVER EXPENDITURE</b>		<u><u>1,016</u></u>		<u><u>5,508</u></u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

INCOME AND EXPENDITURE ACCOUNT

	2020		2019	
	£	£	£	£
<b>COOKERY AND CRAFTS</b>				
<b>Income</b>				
Bobbin lace		10		-
Craft & chat		11		250
Crafty Christmas raffle		-		200
Christmas crafts		(420)		-
Christmas wreath		159		-
Flower arranging		-		(40)
Garden days		-		640
Home for Christmas		-		782
Jane Lightfoot courses		360		60
Lynne Carter		561		248
Petch craft sale		70		400
Wirework		-		109
Welbeck cookery		(12)		238
		<u>739</u>		<u>2,887</u>
<b>Expenditure</b>				
Sub-committee travel and expenses	186		396	
		<u>186</u>		<u>396</u>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>		<u>553</u>		<u>2,491</u>
<b>HORNBLOWER AND ENCLOSURES</b>				
<b>Income</b>				
Handling charge and advertising		45		625
Postage		1,305		2,366
Subscriptions		7,135		10,213
Donations		-		30
		<u>8,485</u>		<u>13,234</u>
<b>Expenditure</b>				
Committee travel	54		90	
Printing	3,919		7,745	
		<u>3,973</u>		<u>7,835</u>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>		<u>4,512</u>		<u>5,399</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

INCOME AND EXPENDITURE ACCOUNT

	2020		2019	
	£	£	£	£
<b>WI SUPPORT TEAM</b>				
<b>Income</b>				
Cheese and wine		-		(48)
Member services		(12)		326
Presidents and secretaries workshops		617		-
Problem Solving		-		(33)
Programme planning		-		222
Suspensions		2,138		-
Treasurer workshop		-		344
		<u>2,743</u>		<u>811</u>
<b>Expenditure</b>				
Sub-committee travel and expenses	1,207		2,692	
	<u>1,207</u>		<u>2,692</u>	
<b>DEFICIT OF INCOME OVER EXPENDITURE</b>		<u>1,536</u>		<u>(1,881)</u>
<b>WI SHOP</b>				
<b>Income</b>				
Diaries sold		13		1,664
Literature and supplies sold		1,920		7,818
Artisan fair		903		-
Quiz book		(122)		-
We dig at the castle		-		1,157
		<u>2,714</u>		<u>10,639</u>
<b>Expenditure</b>				
Stock as at 1 November	2,857		2,489	
Purchases of diaries	-		1,525	
Purchases of literature and supplies	1,404		4,734	
Sub-committee travel and expenses	300		926	
	<u>4,561</u>		<u>9,674</u>	
Less stock as at 31 October	(2,667)		(2,857)	
	<u>1,894</u>		<u>6,817</u>	
<b>EXCESS OF INCOME OVER EXPENDITURE</b>		<u>820</u>		<u>3,822</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

INCOME AND EXPENDITURE ACCOUNT

SPORTS AND LEISURE	2020		2019	
	£	£	£	£
<b>Income</b>				
AEGON Open Tennis		-		(12)
Bingo		510		392
Bridge		(42)		746
Chair exercise		-		20
Croquet		-		85
Darts		70		35
Darts league		-		161
Dogs		-		214
Kurling competition		(50)		210
Kurling hire		180		442
Nottingham Panthers		37		-
Rafting		-		21
Rummikub		87		342
Scrabble		60		-
Triple target		-		144
T20 Cricket		-		172
Whist		105		115
		<u>957</u>		<u>3,087</u>
<b>Expenditure</b>				
Sub-committee travel and expenses	120		390	
		<u>120</u>		<u>390</u>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>		<u><u>837</u></u>		<u><u>2,697</u></u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

INCOME AND EXPENDITURE ACCOUNT

MISCELLANEOUS	2020		2019	
	£	£	£	£
<b>Income</b>				
Annual Meeting		(51)		6,606
Annual federation meeting		1,673		4,927
Autumn meeting		-		5,106
Donations		2,072		1,216
		<u>3,694</u>		<u>17,855</u>
<b>Expenditure</b>				
Annual meeting	1,074		6,775	
Annual federation meeting	2,230		7,223	
Autumn meeting	-		2,528	
National council	-		592	
Chairman's chain engraving	-		888	
Donations	700		-	
Training	350		-	
		<u>4,354</u>		<u>18,006</u>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>		<u>(660)</u>		<u>(151)</u>

THE NOTTINGHAMSHIRE FEDERATION OF WOMEN'S INSTITUTES

ANALYSIS OF GENERAL OFFICE EXPENDITURE

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	2020	2019
	£	£
Wages	35,465	33,235
Council tax	655	1,394
Water rates	662	818
Light and heat	2,060	2,700
Insurance	106	113
Repairs	1,802	2,969
Stationery	2,047	2,006
Postage	2,260	2,694
Telephone	1,081	970
Equipment hire	1,410	1,409
Accountancy and book keeping	5,542	6,620
Professional fees	48	13
Cleaning (wage & materials)	1,751	1,733
Sundries	9	140
Depreciation	1,102	1,210
<b>TOTAL</b>	<u>56,000</u>	<u>58,024</u>