



WEST YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES
 Rodley Business Centre, 164/166 Town Street, Rodley, Leeds LS13 1HP

Charity No. 1017012
 Incorporated in England and Wales as a Company Limited by Guarantee No. 2737120

BOARD OF TRUSTEES - (ex-officio on all Sub- Committees)

Officers

| | |
|---|--|
| Federation Chairman - Rosemary Pearson | Chairman of the Membership Support Team, Social Events and Crafts Team, Health & Safety Team, & WI Adviser |
| Honorary Treasurer– Sandra Dennis Appointed May 2021 | Social Events and Crafts Team, Membership Support Team & Trainee WI Adviser |
| Company Secretary – Tracey Lewis Appointed May 2021 | Membership Support Team, Social Events and Crafts Team & WI Adviser |
| Vice Treasurer - Heather Ross | Joint Chairman of the Social Events and Crafts Team |
| Vice Chairman – Helen Cox | Chairman of Public Affairs Team, Resolutions Co-ordinator & Health & Safety Officer |

Board Members

| | |
|--------------------------------------|---|
| Helena Harrington | Joint Chairman of the Social Events and Crafts Team, WI Adviser, and FIFE |
| Christine Tall Appointed May 2021 | Climate Change Lead for West Yorkshire & Public Affairs Team |
| Marion Lawes | 50/50 Scheme Coordinator, Social Events & Crafts Team |

Resignations from the Board

Sue Stothers – resigned April 2021
 Sue Plant - resigned April 2021
 Val Pearson – resigned April 2022

Non-Board Sub-Committee Chairmen

None

Office Staff

| | |
|-----------------------------|------------------|
| Federation Secretary | Elizabeth Walley |
| Finance and Admin Secretary | Alice Poon |

2022 ANNUAL REPORT

CHAIRMAN'S ANNUAL REPORT – ROSEMARY PEARSON

I am honoured to present my fourth Annual Report as West Yorkshire Federation Chairman.

2022 has turned out to be every bit as challenging as previous years, but this time due to the National financial crisis. The number of members in West Yorkshire has decreased. Although happily one WI, Ilkley Bluebellies did reform after suspending during the pandemic.

As of October 2022, membership stands at 2,545. I must thank my fellow WI Advisers Helena Harrington and Tracey Lewis for their hard work supporting WIs through this difficult time.

WI Committee members have also worked incredibly hard over this period to keep in touch with their members and keep them engaged with the WI. This has been truly inspirational.

Local WIs continue to offer interesting programme of speakers and activities for members to enjoy at their monthly meetings. These are held both face to face and virtually to enable as many members as possible to stay engaged with the organisation.

Although some members are still reluctant to meet in large groups, every measure has been put in place to ensure members feel safe and confident.

The success of the WI depends on all three parts of the organisation, the local WIs, the Federations and NFWI working together to ensure that we retain members and attract new ones.

Our image and how others see us is all important.

Our Federation Newsletter is one of our primary advertising tools and is also our way of informing our WIs and members of what is happening in the Federations and NFWI.

The WYN must look professional and in the latter part of the year our WYN Editor sourced a new programme which has given the newsletter a new fresh look. We use the WYN to promote Federation events and keep members informed. The EWYN is sent to potential new members and organisations.

I hope you agree with me that our WYN Editor does a great job putting our newsletter together, however this cannot be achieved without the cooperation of the Subgroup Teams and WI members to ensure their copy meets the deadlines.

EWYN is going from strength to strength, allowing members access to information at their fingertips at any time.

This is encouraging members to try Federation events, thus gaining more value for money from their subscription and having pride in the fact that they belong to such a great organisation.

Our WIs and members continue to have a presence across all social media channels. This is a great tool and can only continue to grow as a modern way to communicate and promote the WI.

Our small Communications Team continues their hard work keeping members informed of what is happening in the Federation, regularly promoting events and workshops.

Our Federation Web Editor has kept our NFWI Webpage up to date including meeting dates, change in WI Officers and Subgroup Team members, thus ensuring our activities are promoted to other Federations, WIs and members across the country.

During the year some of our WIs and its members have been featured in the WI LIFE magazine sharing their activities and experiences. It is always so inspiring to read what a great depth and breadth of talent there is amongst our WI members.

As a Federation we continue to promote the MY WI webpages to our members. It is a member only website that is a ONE STOP SHOP for all information required about running your WI and the governance of the organisation. It also features lots of interesting hints, tips and ideas on hobbies and interests such as Cookery, Craft, Gardening and Flower arranging, to name but a few, It is constantly being updated so well worth a visit.

The WI was formed to improve the education and wellbeing of women and girls, giving them a chance to learn new skills and take part in a wide range of activities.

With this in mind the Federation Subgroup Teams work hard planning events and workshops where members can 'HAVE A GO' at a new skill in a safe and friendly environment.

Unfortunately, some of our events were cancelled, due to lack of support, and the observation of the National period of mourning following the death of Her Majesty Queen Elizabeth 11. Those events and workshops that did go ahead were well received. In the latter half of the year the Federation Subgroup Teams following requests from members, have arranged events and workshops around the Federation, which has proved successful.

The 'Denman at Home' online courses have also proved popular with members. This new facility has allowed members to enjoy the Denman experience from the comfort of their own home.

Going forward it is planned to deliver the Denman experience regionally.

My fellow members of the Federation Board of Trustees: - Sandra Dennis, Heather Ross, Helen Cox, Helena Harrington, Tracey Lewis, Christine Tall, and Marion Lawes have

attended our Trustee Team meetings both virtually and I in person. It is planned that the meeting days, times and venues will be reviewed in the hope that this will encourage more members to consider joining the Federation Team.

They have been a great support to me over the past 12 months.

Val Pearson a long-standing Trustee retired in April 2022.

Our thanks go to her for her valued service to the Federation and we wish her a happy retirement.

The number of CLIMATE AMBASSADORS working in the West Yorkshire Federation continues to grow and they remain very active in their local community bringing awareness of climate change issues.

The NFWI held their Annual General Meeting in Liverpool in May 2022 This was a Hybrid meeting. This allowed delegates from 69 Federations across the country to attend in person again but also giving more delegates and observers to attend virtually if they preferred.

It is planned that the next meeting will be held in Cardiff in May 2023

This meeting will also be held as a Hybrid meeting, it is felt that the financial crisis will have an impact on attendance.

Walking Netball Teams continue to meet and happily interest is increasing.

At the end of October 2022 Sandra Dennis and I attended a Hybrid meeting of the NFWI Autumn Council. This was held in two session this year. The first concentrated on finance and the second on the plans for the organisation in the future. We looked particularly at recruitment and how to maintain the growth of the organisation during these difficult times. Three new initiatives were launched: Safeguarding Officers for every Federation.: New Membership bands: Conversation Cafes for Refugees.

West Yorkshire Federation continues to promote the WI whenever possible. Many WIs have attended community events.

The Federation competition 'Aspects of Yorkshire was judged at the Federation Annual Meeting and the competition for 2023 was launched. Entries will be judged at the Annual Meeting in 2023.

2023 marks the 40th Anniversary of the West Yorkshire Federation

Members have been invited to send in their favourite recipes which will be compiled into a recipe book, which will then be distributed to all WIs.

On behalf of the Board of Trustees, I must thank our Federation Secretary Liz Walley and our Federation Finance Secretary Alice Poon, both of whom have worked tirelessly during the past year.

Ensuring that we keep in touch with the WIs and their members, and that important information issued by NFWI on the governance of the organisation is circulated. They continue to combine working from home and manning the Federation office as appropriate.

On a personal note, their help and support to me over the past 12 months has been invaluable.

Finally, I would like to thank you, the members for your support, your emails and phone calls have been heartening and as the restriction eased, I have been able to visit you in person which makes all the difference.

Many WIs have reached special milestones this year. My congratulations go to you all.

I look forward to welcoming you to Federation Events in the coming year and maybe even as a member of the FEDERATION TEAM.

Rosemary Pearson (West Yorkshire Federation Chairman)

HONORARY TREASURERS REPORT – SANDRA DENNIS

As I did last year, I must start by paying tribute to Federation Secretary, Liz Walley and Finance Secretary, Alice Poon, I could not carry out the role without them. Without them the role of honorary treasurer would be a full-time job and not one I would be prepared or willing to do.

Your support of WYFWI events is welcomed and we are putting events on around the county hopefully we will come to a venue near you soon. Quite a few WIs have grown this year, and this is fantastic as the money we get from subscriptions is our major source of income and is really the best way you can support us. Thank you to the WIs who have made donations to WYFWI including the Golden Plover group. Your financial support is very gratefully received. We do realise that fundraising for us might be impossible if you are working hard to keep your own WI afloat. We do totally understand and the best way you can support us is to have a viable, active and growing WI. To the WIs who bought the NFWI raffle tickets you raised us £411. I challenged you at the last Annual Meeting in Ilkley to raise £500, you nearly did it! Maybe we can sell even more next year to friends and relatives outside of the WI! Thanks too, to WIs who paid the quota this raised £577.55.

One simple way to support us when you do your online shopping is to register with easyfundraising.org. We have 34 members registered but only 19 regularly doing their internet shopping via this site. It would be great if more of our members who do online shopping would support us. Please ask your families to register too and to choose WYFWI as their charity. This has raised us about £100 this year.

We have been donated lots of books and craft stuff over the years when members have been downsizing or generally clearing out and we now have an eBay account and have recently started selling items. Thank you to the WI member who gave up a Saturday to help us list items. Hopefully, this will start to generate a little bit of income.

We are still holding Team meetings on Zoom, thus cutting down on expenses claims. Only three Board meetings are held face to face. Both our Public Affairs Team and the Crafts, Social and Leisure Team have organised a range of events and workshops this year and these have generated some income. A huge thank you goes to our members who have run workshops for free, and to you the members and your friends who attend the events, you are absolute stars.

Unfortunately, two WIs have had to suspend this year due to the on-going effects of the pandemic. and our institutes stands at 75. But due to your brilliant efforts at recruitment our membership remains at around 2,800 members.

We continue to hold four accounts with COIF (Charitable Organisations Investment Fund) for a general fund that supports the bank account. A second account that holds money that we cannot touch as it is pooling of fares and deposits members

have sent us for the holidays next year. The third COIF account is for money we are holding for bursaries so has a specific purpose. The fourth holds money from WIs that have suspended. We have to hold this money for three years. If the WI reforms within those three years, the money returns to them. We have money in an investment account with St. James Place. Unfortunately, that investment hasn't done so well this year, but we still have the lump sum we initially invested 5 years ago. This money is for if we needed to pay redundancies, had to move to new premises and needed a bond and for other such emergencies.

As you will know we had to change our bank account this year, that was quite a palaver, but we now have a Charity Account which not only doesn't incur charges it pays interest! Win, win!

Our accounting system QuickBooks is working well, Alice and I are learning all the time. WYCAS (West Yorkshire Community Accounting Service) our accountants, continue to support us. WYCAS will be auditing the 2022 accounts in January 2023. We are also grateful to a WI member who has given us advice with QuickBooks issues. We have a clearer idea of how we will set up QuickBooks for next year making it even more user friendly for Alice and myself. Members who give their time for free in this way are fantastic.

We use online banking to both receive and make payments. This is saving on the use of cheques, envelopes and more importantly stamps! Please could Institutes or individuals who pay by BACS put a reference and/or email the office to give information about the payment so that we know where to allocate it. Any paperwork can follow later. Trying to track down payments with no reference takes up quite a lot of time.

We are continuing to save on expenditure where we can. Liz works hard at looking at contracts and getting us the best deal. This year she has saved us money by changing the contract for the sanitary bins and our phone and internet. We now have smart meters, so our bills are now more accurate. We are on a fixed tariff for our fuel until March 2023. We will notice a huge difference then. We continue to try to be as paper free as possible, saving on photocopy costs, electricity, paper, and postage. Not to mention saving trees and caring for the environment.

Thanks again to Liz and Alice who work so hard to support me and do all the day to day financial work, I am definitely an 'honorary' treasurer. Thanks too, to my fellow Board members especially Christine Tall who agreed in November to start looking at grant applications for us and to Rosemary Pearson, Chairman, who holds my hand when I have a panic attack!

But the biggest thank you, must go to you, our WI members who support our events, recruit new members, and give your time for free to help us out. Without you we would have a thankless task.

**The West Yorkshire Federation of Women's Institutes
Trustees' report (continued) for the year ended 31 December 2022**

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 11th March 2023

Signed: S. Dennis (Trustee)

Name: SANDRA DENNIS

The West Yorkshire Federation of Women's Institutes
Independent examiner's report to the trustees of The West Yorkshire Federation of Women's Institutes

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2022, which are set out on pages 6 to 14.

Responsibilities and basis of report

As the charity's trustees of the charitable 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 charitable 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 ('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 material 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 [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.

E J Beverley

Signed:

Name: E J Beverley FCCA

13/03/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

The West Yorkshire Federation of Women's Institutes
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2022

| | Notes | 2022 | 2022 | 2022 | 2021 |
|--------------------------------------|-------|-----------------|----------------|-----------------|---------------|
| | | Unrestricted | Restricted | Total | Total |
| | | funds | funds | funds | funds |
| | | £ | £ | £ | £ |
| Income from: | | | | | |
| Fundraising activities | (2) | 25,517 | - | 25,517 | 12,509 |
| Membership fees | | 30,066 | - | 30,066 | 28,821 |
| Grants | | - | - | - | 20,368 |
| Suspended institutes | | - | 916 | 916 | 3,692 |
| Bank interest | | 434 | - | 434 | 5 |
| Total income | | <u>56,017</u> | <u>916</u> | <u>56,933</u> | <u>65,395</u> |
| Expenditure on: | | | | | |
| Salaries, NI and pensions | (3) | 29,513 | - | 29,513 | 24,107 |
| Cost of generating funds | (4) | 13,759 | - | 13,759 | 5,266 |
| Rent, rates and water | | 6,279 | - | 6,279 | 6,052 |
| Heat and light | | 1,887 | - | 1,887 | 2,309 |
| Insurance | | - | - | - | 2,447 |
| Postage and stationery | | 1,477 | - | 1,477 | 2,614 |
| Photocopier | | 4,135 | - | 4,135 | 3,310 |
| Telephone and computer | | 743 | - | 743 | 179 |
| Travel and subsistence | | 587 | - | 587 | 867 |
| Repairs and renewals | | 616 | - | 616 | 629 |
| Independent examination | | 1,080 | - | 1,080 | 1,180 |
| Depreciation | | 459 | - | 459 | 739 |
| Other expenditure | | 16 | - | 16 | 105 |
| Bank charges | | 52 | - | 52 | - |
| Payroll cost | | 189 | - | 189 | - |
| Suspended institute money returned | | - | 2,226 | 2,226 | - |
| NRWI Training courses and workshops | | 410 | - | 410 | - |
| Total expenditure | | <u>61,202</u> | <u>2,226</u> | <u>63,428</u> | <u>49,804</u> |
| Net gains/(losses) on investments | | <u>(5,723)</u> | <u>-</u> | <u>(5,723)</u> | <u>3,966</u> |
| Net income / (expenditure) | | <u>(10,908)</u> | <u>(1,310)</u> | <u>(12,218)</u> | <u>19,557</u> |
| Transfers between funds | | <u>2,177</u> | <u>(2,177)</u> | <u>-</u> | <u>-</u> |
| Net movement in funds | | <u>(8,731)</u> | <u>(3,487)</u> | <u>(12,218)</u> | <u>19,557</u> |
| Fund balances brought forward | | <u>80,977</u> | <u>9,052</u> | <u>90,029</u> | <u>70,472</u> |
| Fund balances carried forward | (5) | <u>72,246</u> | <u>5,565</u> | <u>77,811</u> | <u>90,029</u> |

All incoming resources and resources expended derive from continuing activities.

The West Yorkshire Federation of Women's Institutes

Balance sheet

as at 31 December 2022

| | 2022 | 2022 | 2022 | 2021 |
|--|---------------|--------------|---------------|---------------|
| | Unrestricted | Restricted | Total | Total |
| | £ | £ | £ | £ |
| Fixed assets | | | | |
| Tangible assets | (6) 2,107 | - | 2,107 | 2,566 |
| Total fixed assets | <u>2,107</u> | <u>-</u> | <u>2,107</u> | <u>2,566</u> |
| Current assets | | | | |
| Stock | 1,069 | - | 1,069 | 995 |
| Short term investments | (7) 43,128 | - | 43,128 | 48,851 |
| Prepayments | - | - | - | 200 |
| Cash at bank and in hand | (8) 41,037 | 5,565 | 46,602 | 49,834 |
| Total current assets | <u>85,234</u> | <u>5,565</u> | <u>90,799</u> | <u>99,880</u> |
| Current liabilities: | | | | |
| amounts falling due within one year | | | | |
| Creditors and accruals | (9) 15,095 | - | 15,095 | 12,417 |
| Total current liabilities | <u>15,095</u> | <u>-</u> | <u>15,095</u> | <u>12,417</u> |
| Net current assets / (liabilities) | <u>70,139</u> | <u>5,565</u> | <u>75,704</u> | <u>87,463</u> |
| Net assets | <u>72,246</u> | <u>5,565</u> | <u>77,811</u> | <u>90,029</u> |
| Funds | | | | |
| Unrestricted funds | 72,246 | - | 72,246 | 80,977 |
| Restricted funds | - | 5,565 | 5,565 | 9,052 |
| Total funds | <u>72,246</u> | <u>5,565</u> | <u>77,811</u> | <u>90,029</u> |

For the year ending 31 December 2022 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Signed: (Trustee)

Name:

The West Yorkshire Federation of Women's Institutes

Notes to the accounts

for the year ended 31 December 2022

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by 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) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Office equipment - 25%

Fixtures and fittings - 10% reducing balance

Heritage assets - nil

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

The West Yorkshire Federation of Women's Institutes
Notes to the accounts
for the year ended 31 December 2022

1 Accounting policies continued

Investments

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluations and disposals throughout the year.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Stock

Stock is valued at the lower of cost and net realisable value.

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2022

| 2 Fundraising activities | 2022 | 2022 | 2022 | 2021 |
|-------------------------------------|---------------|------------|---------------|---------------|
| | Unrestricted | Restricted | Total | Total |
| | funds | funds | funds | funds |
| | £ | £ | £ | £ |
| Quota | 590 | - | 590 | 570 |
| Diaries | - | - | - | 914 |
| Annual national raffle | 441 | - | 441 | 286 |
| AGM | 528 | - | 528 | - |
| Other federation events | 3,883 | - | 3,883 | 892 |
| Arts and homecraft committee | 1,910 | - | 1,910 | 99 |
| Campaigns and current affairs | 308 | - | 308 | 442 |
| Membership | 570 | - | 570 | - |
| 50/50 income | 910 | - | 910 | 880 |
| Social events and leisure committee | 10,119 | - | 10,119 | 3,056 |
| WYN income | 3,690 | - | 3,690 | 3,675 |
| Year book income | 240 | - | 240 | 354 |
| Insurance income | 1,085 | - | 1,085 | 1,031 |
| Office donations | 1,079 | - | 1,079 | 202 |
| WI stationery | 39 | - | 39 | 108 |
| Ebay | 125 | - | 125 | - |
| | <u>25,517</u> | <u>-</u> | <u>25,517</u> | <u>12,509</u> |

| 3 Staff costs and numbers | 2022 | 2021 |
|----------------------------------|---------------|---------------|
| | £ | £ |
| Gross salaries | 29,022 | 23,809 |
| Social security costs | 1,566 | 476 |
| Employment allowance | (1,566) | (476) |
| Pensions | 491 | 298 |
| | <u>29,513</u> | <u>24,107</u> |

The average number of employees during the year was 2, being an average of 1.2 full time equivalent (2021: 2, 1.2 FTE). There were no employees with emoluments above £60,000.

| Defined contribution pension scheme | 2022 | 2021 |
|---|------|------|
| | £ | £ |
| Costs of the scheme to the charity for the year | 491 | 298 |

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2022

4 Cost of generating funds

| | 2022 | 2021 |
|-------------------------------------|---------------|--------------|
| | £ | £ |
| Diaries | - | 817 |
| Annual national raffle | 30 | - |
| AGM | 527 | - |
| Other federation events | 2,625 | 2,449 |
| Arts and homecraft committee | 2,665 | 110 |
| Campaigns and current affairs | 163 | 300 |
| Membership | 20 | - |
| Social events and leisure committee | 6,212 | 100 |
| 50/50 | 614 | 440 |
| WYN | 890 | 519 |
| WI stationery | - | 531 |
| Ebay | 13 | - |
| Total | 13,759 | 5,266 |

5 Restricted funds

| | Balance b/f | Incoming | Outgoing | Transfers | Balance c/f |
|------------------------------|--------------|------------|--------------|----------------|--------------|
| | £ | £ | £ | £ | £ |
| Agnes Salter travel fund | 857 | - | - | - | 857 |
| Amy Crowther/ Daphne Bursary | 477 | - | - | - | 477 |
| Denman College Yorks. Room | 885 | - | - | - | 885 |
| Barbara Powell Bursary | 679 | - | - | - | 679 |
| Charles Hickson Bursary | 280 | - | - | - | 280 |
| Suspended institutes | 5,874 | 916 | 2,226 | (2,177) | 2,387 |
| | <u>9,052</u> | <u>916</u> | <u>2,226</u> | <u>(2,177)</u> | <u>5,565</u> |

Fund name

Purpose of restriction

| | |
|------------------------------|---|
| Agnes Salter travel fund | To cover travel costs for members attending courses. |
| Amy Crowther/ Daphne Bursary | For bursaries awarded to members to cover course costs. |
| Denman College Yorks. Room | Funds collected for the repair and refurbishment of the Yorkshire Room. |
| Barbara Powell Bursary | For bursaries awarded to members to attend Federation events or activities. |
| Charles Hickson Bursary | For bursaries awarded to members to attend a Denman course. |
| Suspended institutes | Funds held in relation to suspended institutes. Funds are held for three years. If the WI reforms the funds are returned. If they do not reform within three years the money becomes the property of the WYFWI, the transfer relates to this amount. |

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2022

| 6 Tangible assets | Heritage assets | Office equipment | Fixtures and fittings | Total |
|--|--------------------|---------------------|--------------------------|--------|
| <u>Cost</u> | £ | £ | £ | £ |
| At 1 January 2022 | 2,000 | 6,806 | 790 | 9,596 |
| Additions | - | - | - | - |
| At 31 December 2022 | 2,000 | 6,806 | 790 | 9,596 |
| <u>Depreciation</u> | | | | |
| At 1 January 2022 | - | 6,359 | 671 | 7,030 |
| Charge for year | - | 447 | 12 | 459 |
| At 31 December 2022 | - | 6,806 | 683 | 7,489 |
| <u>Net book value</u> | | | | |
| At 31 December 2022 | 2,000 | - | 107 | 2,107 |
| At 31 December 2021 | 2,000 | 447 | 119 | 2,566 |
| 7 Current asset investments | | | 2022 | 2021 |
| Listed investments | | | £ | £ |
| | | | 43,128 | 48,851 |
| | | | 43,128 | 48,851 |
| 8 Cash at bank and in hand | | | 2022 | 2021 |
| Cash at bank | | | £ | £ |
| Cash in hand | | | 46,577 | 49,785 |
| | | | 25 | 49 |
| | | | 46,602 | 49,834 |
| 9 Creditors and accruals | | | 2022 | 2021 |
| Accruals | | | £ | £ |
| Receipts in advance | | | 1,080 | 7,782 |
| | | | 14,015 | 4,635 |
| | | | 15,095 | 12,417 |

10 Related party transactions

Trustee expenses

During the year 4 trustees were paid a total of £390 in respect of travel (previous year: 3 trustees and £462).

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

The West Yorkshire Federation of Women's Institutes
Notes to the accounts continued
for the year ended 31 December 2022

11 Operating leases

| Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due: | 2022 | 2021 |
|--|---------------|---------------|
| | £ | £ |
| Within one year | 4,128 | 4,128 |
| In the second to fifth years inclusive | <u>7,224</u> | <u>11,352</u> |
| | <u>11,352</u> | <u>15,480</u> |

**MEMBERSHIP SUPPORT & FIFE SUB TEAM CHAIRMAN REPORT – ROSEMARY
PEARSON**

2022 has been a very challenging year for the Membership Support Sub Committee. The number of committee members remains small at 4. We continue to work hard to support the WI members.

The effects of the Coronavirus Crisis continued to have an impact on WI membership. The membership has reduced however I am pleased to report that since the easing of Government restrictions due to the Coronavirus, members have returned to the WI and new membership grows steadily. I am pleased to report that one WI that suspended during the pandemic has re-formed. All throughout this time, my fellow WI Advisers Helena Harrington and Tracey Lewis have work tirelessly to advise and support WIs.

All three WI Advisers have agreed to be put forward for re-appointment by NFWI in 2022. We are delighted to welcome our new trainee WI Adviser, Sandra Dennis, who began her training in September 2022 and is expected to qualify in the early part of 2023.

The Membership Support Sub Committee arranged virtual support meetings for WI Officers. Face to face training has also returned and has been well received. The two methods of training will continue going forward. A larger event aimed at WI Members is at the planning stage for the Autumn of 2023.

The Federation Independent Financial Examiner (FIFE) the administration of this service continues to work well. The Federation currently has 3 FIFEs. The annual refresher course is now available delivered by the NFWI. Due to the low number of FIFEs, it is preferable to join another group in order to make the training cost effective. 3 FIFEs have been reappointed by the Federation Board of Trustees in October 2022 for a further year. The 3 FIFEs worked hard to complete these examinations and advise their assigned WIs. Due to the lack of FIFEs working within the Federation, WI s wishing to use this service had to be allocated to each FIFE on a 'first come first served' basis. In order for the Federation to offer this service in the future more FIFEs will have to be recruited.

Sue Plant our Federation Archivist has endeavoured to encourage local WIs to record their activities throughout this year so that they can be saved in the archives for future generations.

Members of the Membership Support Sub Committee continue to promote the WI at every opportunity. The Team is planning to investigate the possibility of a Virtual WI in West Yorkshire.

The Membership Support Sub Committee continues to work hard looking for new and different ways to support the WI members and officers. They plan to hold events and workshop both virtually and face to face moving forward.

The Membership Support Sub Committee will also encourage WI members to use the MY WI and WI Training webpages as well as looking into the online resources on the NFWI website.

The Membership Support Sub Committee continues to keep members updated on membership matters via the Federation Newsletter the WYN.

As always, the Membership Support Sub Committee will look to the future by Succession planning. WI Advisers will continue to promote the role and try to encourage more WI members to consider becoming WI Advisers. Over the past year the committee have met at various times e.g., evenings, daytimes, and Saturdays both virtually and in person in order to ensure availability to all. WI Advisers will continue to update their knowledge and skills in order to give the best possible help and to the WI membership.

ARCHIVE REPORT – SUE PLANT FEDERATION ARCHIVIST

Looking back at 2022, as the shadow of Covid faded and people became more comfortable meeting together again, one person more than any other will come immediately to mind...Her Majesty Queen Elizabeth II. In the early part of the year the country was making plans to celebrate her Platinum Jubilee, making bunting and post-box toppers, and many WIs held special Jubilee parties or "planted a tree for the Queen" and the pictures were shown in WYN along with the reports.

But then in September came the sad news that her Majesty had died, and she was mourned across the world. She had come to the throne on the death of her father, and she would never have imagined that she would become the longest reigning monarch in British history. For over 70 years Elizabeth served as Queen of the United Kingdom and Head of the Commonwealth and she was loved and respected across the globe.

Harewood WI Minutes from February 19th, 1952, show that "The last meeting having been postponed owing to the death of the His Majesty King George VI" ...the chairlady asked for "two minutes silence" and they then went on to have an illustrated film on Madeira. In 1953 the institute discussed holding a Jumble Sale to raise funds for the Coronation and WI funds. (It raised £11-10-4 towards the Coronation funds.) In July "We have to thank our President for her thoughtful gesture when she presented each Member with a Coronation souvenir."

Her Majesty was a long-standing member of Sandringham WI, having joined in 1943, following in the footsteps of her grandmother Queen Mary, who established the WI there in 1919, and her mother Queen Elizabeth, the Queen Mother, and attended meetings as often as she could. Mrs Madge Watts was one of the guiding forces in bringing the WI to the United Kingdom and was invited (commanded) to talk at Sandringham village hall about the WI. Princess Mary, the Princess Royal, aunt to Queen Elizabeth, was President of Harewood WI for many years. And many other members of the royal family also have strong connections to the WI.

In January 1965 Her majesty sent a message to all members of the WI "I send to you all my warmest good wishes in this your Golden Jubilee Year. I pray that your activities, which have played such an important part in the life of our country for half a century, may prosper and flourish in the years ahead."

In 2015 it was a privilege to see Her Majesty on the stage at the Royal Albert Hall to celebrate 100 years of the WI and in her address, she said, "The WI has been a constant throughout (the years) gathering women together, encouraging them to acquire new skills and nurturing unique talents." But of course, all the press showed was the struggle to cut the cake as it slid on the plate and threatened to fall off the stand!

The WI is a charity and as such MUST keep records and Minutes as a legal requirement, as well as Financial records, photographs and any interesting correspondence. They

are a valuable source of information and interest about life and how it is lived. If any WI finds that their records are developing into a collection that is too large and cumbersome, they can be delivered to Federation office and they will then be sorted and sent to the Archive Service at Wakefield, where they will be stored in the correct conditions, temperature controlled and air-conditioned!

SOCIAL EVENTS & CRAFTS TEAM – HELENA HARRINGTON

2022 started with high hopes that we would be able to return to a more normal life and our WI activities would as a result also return to normal.

Having finished 2021 on a high with a very successful and enjoyable Christmas lunch we returned to the Manor Golf Club for an afternoon tea entitled Mad Hatter's Tea Party. This was quickly followed by the Federation Quiz, held at St. Chads. We had 24 teams taking part.

By August we were back at The Manor for another lunch, this time celebrating Yorkshire Day with Michelle Brown, a former WI member from Holmfirth WI.

In July, the decision was made to amalgamate the Social Events & Leisure Team with Arts and Homecrafts, becoming Social Events & Crafts. This decision enabled better use of the limited number of team members serving on both Teams. We also hoped that with a wider scope we would encourage other members of the Federation to take a more active part in the running of Federation events.

Due to lack of support we had to cancel the Gliding Evening planned for July. The planned Royal Connections Tour did not take place as a Federation event, but the tour company ran the event and 3 members from the Federation did enjoy the trip.

Regrettably in September the proposed canal trip did not take place due to the demise of the late Queen Elizabeth II. This is now on the calendar for 2023.

There are two events still to take place before the end of the year. We have 30 members going to Chatsworth in November and early in December is the Christmas Lunch at The Manor Golf Club with Samantha Giles.

The Team has many events in place for 2023 and we look forward to welcoming many more of our members.

I would like to express my thanks to all the Team Members for their unstinting support and hard work during the year.

PUBLIC AFFAIRS TEAM – HELEN COX

(formerly CAMPAIGNS & CURRENT AFFAIRS COMMITTEE)

The PA team work hard to plan and organise a varied programme of events for West Yorkshire Federation WI members.

The zoom meeting In February 'Show the Love' was an informative evening led by the Climate Ambassadors and promoted a good discussion.

In March we held another zoom meeting and Professor Alan White gave an eye-opening talk titled 'And How Are you Today? Women's Health.'

A visit to the Police Museum, in Bradford was arranged in April. This was excellent and well attended. The visit included tours of the original cells and to the beautifully preserved Victorian Court room, that often appears on TV programmes such as Emmerdale.

The Resolutions Conference was held in May and two experts from Leeds university discussed ASD and ADHD. A representative from the charity Zigzag talked about her experience of being late diagnosed with ASD and ADHD. Margaret Holmes from Scholes WI explained how the WI campaign on Ovarian Cancer had helped her recognise the symptoms.

In October, the Defibrillator Training and First Aid event was both well attended and very well delivered by Glyn Jones. This will be repeated next year.

The visit to the Thackray Museum of Medicine was oversubscribed. It was a very good visit with our guide, local historian Rob Buckley. Rob has agreed to do another tour in February 2023.

A Resolution Selection meeting was held by Zoom in November. Three of the PA team presented the four resolutions. Some good discussion followed the presentation of each resolution.

Unfortunately, we had to cancel 'Have Your Say! No More Violence Against Women' in June due to low numbers.

We are sometimes disheartened when we do not get as many members at events that we had hoped for and ask ourselves is this because the topics do not interest members, or is the venue and timing of the event not convenient?

Please let us have your ideas and thoughts so we can plan a programme that appeals to you.

50/50 CLUB REPORT CO-ORDINATOR - MARION LAWES

The 2022 Club Scheme had 102 members, therefore the income from the sale of membership slips was £1020. Half of this sum (£510) was given in prize money throughout the year, the other half helped towards the West Yorkshire Federation funds.

For 10 months, prizes of £12 were awarded to (2) scheme members.

At our Annual Meeting in April, there were 5 draws. 1 x £50, 1 x £35, 1 x £20 & 2 x £15

At our Christmas Lunch in December there were 5 draws. 1 x £50, 1 x £35, 1 x £20 & 2 x £15

Our winners this year have come from Bardsey Cum Rigton, Rhubarb & Custard, Ossett Shibden, Luddenden, Drighlington Dollies Farsley, Scholes, Wilsden, Laycock, Haworth, Harden, Morton, East Keswick, Thornhill, an Associate member, Spen Valley Swans and Roundhay Wls.

Once again, I have had no input with the 50/50 club due to the zoom situation and not being able to come to the office. I therefore thank you and Liz for taking up this task over this year once again.

Thank you to all who participated in this scheme.

WYN EDITOR - LIZ WALLEY

2022 has seen another great year for WYN content and my thanks go to our WIs that have contributed and shown us how wonderful being a member of the WI is and the support given to our local communities.

I would like to thank Christine Tall and all the Climate Ambassadors for their hard work and the great content of the articles we have had again this year, this has truly highlighted some serious issues and given us great insight into how we can help fight Climate Change.

CLIMATE AMBASSADOR LEAD – CHRISTINE TALL

2022 has seen our numbers reduce to 7 active members as people returned to work following Covid disruptions.

However, these 7 members have been very busy meeting regularly via zoom and in person at the Federations Annual Meeting in April.

Ilkley in April 2022 saw 4 CAs speak on a variety of topics such as Palm Oil, auditing your kitchen bins & Air Pump heating systems, at our AGM. We also manned a stall demonstrating swaps and how to avoid Fast Fashion and repair your own clothes.

Following the Annual Meeting, North Yorkshire West Federation requested we help inspire their members to become CAs via a zoom meeting. 24 of their members joined us to learn how to register and what issues we raise including how to recycle, Fast Fashion & swishing.

Our CAs are regularly featured in WYN and WI Life magazine when they arrange coffee mornings with MPs & councillors present, start a repair café in their local areas, seed bomb or plant trees or circulate a Get Well Soon card for the Earth around their local libraries.

We remain committed to continue our work and growing our numbers again in 2023.