



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 Teams)**

**Officers**

Chair Tracey Lewis Appointed May 2021	Chair of the Membership Support Team, member of the Events Team, Health & Safety Team & WI Adviser
Honorary Treasurer– Sandra Dennis Appointed May 2021	Events Team, Membership Support Team & WI Adviser
Senior Vice Chair – Helen Cox Appointed May 2019	Events Team, Resolutions Co-ordinator, Health & Safety Officer & WI Adviser
Vice Chair – Christine Tall Appointed May 2021	Climate Change Lead for West Yorkshire Safeguarding Lead & Events Team

**Board Members**

Keeley Hawkins Appointed April 2023	Member of the Events Team
Liz Whitehead Appointed April 2024	Member of the Events Team
Pauline Gardiner Appointed April 2024	Board Member
Bernadette Busby Appointed April 2024	Board Member and 50/50 coordinator
Lily King Co-Opted December 2024	Board Member

**Resignations from the Board**

Helena Harrington – resigned April 2024  
 Heather Ross – resigned April 2024

**Non-Board Sub-Team Chair**

Helena Harrington – Events Team Chair

**Non-Board Federation Archivist**

Sue Plant

**Office Staff**

Federation Secretary	Elizabeth Walley
Finance and Admin Secretary	Alice Poon

**2024 ANNUAL REPORT**

## **CHAIRS ANNUAL REPORT – TRACEY LEWIS**

This is my first annual report as Chair of the West Yorkshire Federation of WIs. A position I was honoured to be asked to take on following our Annual Meeting last April. I had been covering the role on an interim basis for 6 months prior and it was heartening to know my fellow trustees felt I should continue in the role.

2024 has been a challenging year – many WIs were dissatisfied with the Federation (and National) and were loudly voicing this and, in particular, questioning why a Federation was needed as they could run themselves without any input needed from other levels of the WI organization. Prior to the Annual Meeting in April this had been discussed by the Board of Trustees and we recognized that changes needed to be made otherwise we were in danger of 'going under' and having to merge with another Federation, losing our West Yorkshire identity. Not something we wanted to happen.

The Annual Meeting in April was to be our starting point – a new board was being elected and both myself and the Honorary Treasurer, Sandra, were honest with members as to where we were and what could happen if things didn't change dramatically and quickly. When you only have an audience of 180 members out of a membership of just short of 3000, you can tell how disillusioned members were.

Whatever we said must have touched a chord as we had requests to come and observe board and sub team meetings by the end of the day and we left the Annual Meeting hopeful that with hard work we could turn things around and get members on board.

The Board of Trustees have made some bold decisions – the first one being to change the venue of the Annual Meeting and the day it was held. Next year the meeting will be held on a Saturday in the centre of Leeds. We are hoping the changing of day will enable more of our working members to attend and a central venue will suit as good access via car, bus or train. The Board are putting in a lot of work to make this a day of celebration for members.

Another bold decision is the announcement that we are looking for alternative office premises. The current office has had its issues for a while and is not very accessible with limited parking and difficulties once you get inside. Members are reluctant to attend meetings / workshops there and the office facilities for Liz and Alice need improving. We know what we would like and know there is office space out there that will help us make some monetary savings; however, we are taking our time to make sure we make the right decision as the building needs to be 'fit for the future' and last for some considerable time.

I would like to thank the Board of Trustees – Sandra Dennis (Honorary Treasurer), Helen Cox & Christine Tall (Vice Chairs), Keeley Hawkins, Bernadette Busby, Liz

Whitehead and Pauline Gardiner for their support and their willingness to accept and embrace the idea that change was needed. Sandra in particular has become used to my calls with my opening gambit being...." I've had an idea."

We merged most of the sub-teams into one large events team earlier this year and we have had a wonderful diverse programme of events on offer for members. We are now starting to see great support from members. It is encouraging to see members from WIs coming to events for the first time and experiencing what we can offer as additional support and resources for their members. We have taken events out and about West Yorkshire to encourage members to attend, covering a broad spectrum from crafting workshops to axe throwing and archery with plenty of zoom offerings. The calendar for next year is now complete and ready to release to members and there is something for everyone from empowering talks, craft workshops and look out for our murder mystery night next October – also look out for our 3 for 2 zoom offers and our early bird offers.

My thanks go to the events team, headed by Helena Harrington, for the enthusiasm and work that has gone into the ideas this year and the plans already in place for 2025.

The membership team have also been busy, however due to only having 3 trained advisers, we have struggled to visit WIs as often as we like to do. We set up a generic email group so we could handle any queries, and this has worked well. I am pleased to say we may double the number of advisers by the end of the year so we can resume our visits and be able to offer more support. Now we just need more FIFE volunteers!!

Thank you Sandra Dennis and Helena Harrington for everything you do to support our WIs and Helena Harrington and Sue Waring for the work you both do as FIFE's.

I would also like to extend my thanks to both Liz and Alice who work tirelessly in the office, providing support and dealing with event bookings and of course producing the WYN every month. It is great to see so many WIs sending in photos and reports of events they have been involved with. We try & include as many as possible each month but occasionally need to carry over to the next month so don't worry if you don't see you feature straight away. I have been especially pleased for those WIs who have featured in the WI Life magazine – not an easy feat when you are competing with so many other WIs.

Please make sure your WI receives the (e)WYN as it's a great resource to highlight events being offered by the Federation. Some WIs have been so quick off the mark, some events have sold out within hours of being advertised.

This summer I was able to 'tick off' an item on my bucket list when I attended the National Annual Meeting at The Royal Albert Hall in London. As this meeting will only be held as a face-to-face event every 3 years, it was especially uplifting to share this event with a coach load of West Yorkshire WI ladies. 4000 plus all singing Jerusalem brings a lump in the throat moment every time. Excellent, thought-provoking speakers made for some lively chat on the way back to the hotel.

Sandra Dennis and I attended the National Council meeting at the beginning of November. My first council meeting and Sandra's last as she is stepping down as Honorary Treasurer next April (although staying on the board as a trustee). Lots of food for thought but good to realize we were ahead of the game in making bold decisions to secure our future.

All in all, a challenging year however we are ending 2024 on some positive notes – 76 thriving WIs, over 3000 members, events at Federation selling out with waiting lists in case places become available and a lot to look forward to in 2025.

## **HONORARY TREASURERS REPORT – SANDRA DENNIS**

As I do every year I must start by paying tribute to Federation Secretary, Liz Walley and Finance Secretary, Alice Poon, I couldn't 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.

This is my last report as your Honorary Treasurer, I am stepping down from this role in April 2025 I am thrilled to say someone has stepped up to take over from me. I will, however, be staying on the Board as a Trustee and will remain on the Events Team and Membership Support Team so you aren't getting rid of me! Thanks to your support of WYFWI events, your generous fundraising on our behalf and your donations we have made it to the end of the year without touching our savings. Two years on the trot which is fantastic.

Thank you to everyone who has registered with Easyfundraising.com If you do any shopping online please register and choose West Yorkshire Federation as your charity. We get donations at no extra cost to you. If you do the NFWI Lottery we also get a few pence from that.

We are still holding Team meetings on Zoom, thus cutting down on expenses claims.

Only three Board meetings are held face to face. Our Events Team have organised a range of events and workshops and it's brilliant when these sell out.

Please support our Zoom talks, you don't have to leave home and far more interactive than sitting in front of your tv and you can still knit or crochet while you watch and listen.

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 for event deposits. The third COIF account is for money we are holding for bursaries so has a specific purpose. The fourth holds money from WI's 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 also have some money in an investment account with St. James Place this is our rainy-day fund.

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 2024 accounts in January 2025.

We use online banking to both receive and make payments. This is saving on the use of cheques, envelopes and more importantly stamps! The cost of stamps now is astronomical! 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. We have renewed the Zoom licence at a considerable discount due to the fact that we are a charity. 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.

As you know we are also looking to move office. This should lead to better working conditions for our staff, better accessibility for you, our members and fingers crossed should save us some money as we are looking for serviced accommodation where the utility bills are included in the rent.

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. My sincere thanks go to my fellow trustees who are so supportive and I know they will support my successor as she settles into the role.

But the biggest thank you, must go to you, our WI members who support our events, and recruit new members and give your time for free to help us out. Without you there would be no point to the Federation being here! Remember the Federation is yours, the members, it is not the Board's or the subgroups, it is yours.

It is part of your WI membership and can enhance your WI experience. We are one big team.

I have made so many good friends by being involved with the West Yorkshire Federation and you could too.

**The West Yorkshire Federation of Women's Institutes**

Charity number 1017012

A company limited by guarantee number 02737120

**Annual Report and Financial Statements  
for the year ended 31 December 2024**



**The West Yorkshire Federation of Women's Institutes**

**Annual Report and Financial Statements  
for the year ended 31 December 2024**

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Prepared by West Yorkshire Community Accountancy Service CIO

## Trustees' report for the year ended 31 December 2024

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Sandra Dennis	Treasurer	
Heather Ross		Resigned 16th April 2024
Tracey Lewis	Chair	
Helena Harrington		Resigned 16th April 2024
Helen Cox	Vice Chair	
Christine Tall	Vice Chair	
Keeley Hawkins		
Elizabeth Whitehead		Appointed 16th April 2024
Joan Busby		Appointed 16th April 2024
Pauline Gardiner		Appointed 16th April 2024
Lily King		Appointed 10th December 2024
<b>Charity number</b>	1017012	Registered in England and Wales
<b>Company number</b>	02737120	Registered in England and Wales

Registered and principal address	Bankers
Rodley Business Centre 164- 166 Town Street Rodley Leeds LS13 1HP	Virgin Money Waver Green Pudsey LS28 7BG

#### Investment Managers

St. James's Place Wealth Management  
St. James's Place House  
1 Tetbury Road  
Cirencester  
Gloucestershire GL7 1FP

#### Independent examiner

Simon Bostrom FCIE

#### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

#### Structure, governance and management

The charity is a company limited by guarantee and was formed on 4 August 1992. It is governed by a memorandum and articles of association amended by special resolution dated 12 April 2021. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

#### Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

## **The West Yorkshire Federation of Women's Institutes**

### **Trustees' report (continued) for the year ended 31 December 2024**

#### **Objectives and activities**

##### **The charity's objects**

To further the purposes of the Women's Institute Movement.

##### **The charity's main activities**

To improve develop and advance education for all women, to be given the opportunity of working together through our organisation and putting into practice those ideas for which it stands - truth, justice, tolerance and fellowship. The WI exists to educate women to enable them to prove an effective role in the community to expand their horizons and to develop and pass on important skills.

##### **Public benefit statement**

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education for women and girls.

##### **Achievements and performance**

We have run many events this year these included:

- A craft Dabble Day
- Other craft workshops
- Zooms talks
- A summer lunch
- Talking Trees event
- Yorkshire Water two visits to Yorkshire Water for tour of water treatment works
- What lurks rivers
- SunnyBank Mills tour January and March
- Activity Day shooting, archery and axe throwing

We have run events to support WI officers:

- An evening event for WI Officers

We have attended events to spread the word about the WI and to recruit new members at:

- Several U3A meetings

##### **Financial review**

The net income for the year was £3,788, including net income of £5,298 on unrestricted funds and net expenditure of £1,510 on restricted funds.

##### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £80,758.

We do not have a formal reserves policy. However, the money we hold with St. James Place would be used for redundancies, legal fees etc if WYFWI had to close or merge with another Federation.

## **The West Yorkshire Federation of Women's Institutes Trustees' report (continued) for the year ended 31 December 2024**

### **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 13/03/2025

Sandra Dennis (Trustee)

**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 2024, 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.

Signed: .....  Name: Simon Bostrom FCIE

24/03/2025

**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 2024**

	Notes	2024	2024	2024	2023
		Unrestricted funds	Restricted funds	Total funds	Total funds
		£	£	£	£
<b>Income from:</b>					
Fundraising activities	(2)	33,978	-	33,978	54,458
Membership fees		34,201	-	34,201	31,743
Grants		-	-	-	926
Suspended institutes		-	596	596	62
Bank interest		2,061	-	2,061	2,453
Profit on disposal of assets		-	-	-	121
<b>Total income</b>		<u>70,240</u>	<u>596</u>	<u>70,836</u>	<u>89,763</u>
<b>Expenditure on:</b>					
Salaries, NI and pensions	(3)	34,050	-	34,050	30,703
Cost of generating funds	(4)	12,845	-	12,845	33,959
Rent, rates and water		7,122	-	7,122	6,059
Heat and light		3,793	-	3,793	2,716
Postage and stationery		1,894	-	1,894	1,442
Photocopier		4,383	-	4,383	4,193
Telephone and computer		911	-	911	964
Travel and subsistence		774	-	774	451
Repairs and renewals		765	-	765	2,457
Independent examination		1,134	-	1,134	1,134
Depreciation		8	-	8	27
Other expenditure		157	-	157	987
Payroll cost		384	-	384	375
Training courses and workshops		-	-	-	432
Insurance		3,683	-	3,683	2,621
Bursaries		-	80	80	-
<b>Total expenditure</b>		<u>71,903</u>	<u>80</u>	<u>71,983</u>	<u>88,520</u>
Net gains/(losses) on investments		4,935	-	4,935	3,100
<b>Net income / (expenditure)</b>		3,272	516	3,788	4,343
<b>Transfers between funds</b>		2,026	(2,026)	-	-
<b>Net movement in funds</b>		5,298	(1,510)	3,788	4,343
<b>Fund balances brought forward</b>		76,532	5,622	82,154	77,811
<b>Fund balances carried forward</b>	(5)	<u>81,830</u>	<u>4,112</u>	<u>85,942</u>	<u>82,154</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 2024

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(6) 1,072	-	1,072	1,080
<b>Total fixed assets</b>	<u>1,072</u>	<u>-</u>	<u>1,072</u>	<u>1,080</u>
<b>Current assets</b>				
Stock	1,504	-	1,504	1,389
Debtors and prepayments	(7) 4,497	-	4,497	247
Current asset investments	(8) 50,223	-	50,223	46,228
Cash at bank and in hand	(9) 37,768	4,112	41,880	48,198
<b>Total current assets</b>	<u>93,992</u>	<u>4,112</u>	<u>98,104</u>	<u>96,062</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(10) 13,234	-	13,234	14,988
<b>Total current liabilities</b>	<u>13,234</u>	<u>-</u>	<u>13,234</u>	<u>14,988</u>
<b>Net current assets / (liabilities)</b>	<u>80,758</u>	<u>4,112</u>	<u>84,870</u>	<u>81,074</u>
<b>Net assets</b>	<u>81,830</u>	<u>4,112</u>	<u>85,942</u>	<u>82,154</u>
<b>Funds</b>				
Unrestricted funds	81,830	-	81,830	76,532
Restricted funds	-	4,112	4,112	5,622
<b>Total funds</b>	<u>81,830</u>	<u>4,112</u>	<u>85,942</u>	<u>82,154</u>

For the year ending 31 December 2024 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 are 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 13/03/2025

Sandra Dennis (Trustee)

**The West Yorkshire Federation of Women's Institutes**  
**Notes to the accounts**  
**for the year ended 31 December 2024**

**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, if 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 2024**

**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 2024**

<b>2 Fundraising Activities</b>	2024	2023
	Total	Total
	funds	funds
	£	£
Quota	632	1,041
Annual national raffle	450	367
AGM	3,529	5,029
Other federation events	433	1,145
Arts and homecraft committee	163	163
Campaigns and current affairs	-	100
Membership	-	80
50/50 income	1,711	1,440
Social events and leisure committee	14,803	35,901
WYN income	8,195	3,400
Year book income	435	214
Insurance income	2,134	1,440
Office donations	1,066	3,662
WI stationery	15	6
Fundraising	316	334
Sales	22	136
Other donations	74	-
	<u>33,978</u>	<u>54,458</u>

<b>3 Staff costs and numbers</b>	2024	2023
	£	£
Gross salaries	32,831	29,982
Social security costs	2,020	1,823
Employment allowance	(2,020)	(1,627)
Pensions	1,219	525
	<u>34,050</u>	<u>30,703</u>

The average number of employees during the year was 2, being an average of 1.2 full time equivalent (2023: 2, 1.2 FTE). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2024	2023
	£	£
Costs of the scheme to the charity for the year	1,219	525

**The West Yorkshire Federation of Women's Institutes**  
**Notes to the accounts continued**  
**for the year ended 31 December 2024**

**4 Cost of generating funds**

Project or activity	2024 £	2023 £
Annual national raffle	85	-
AGM	2,829	1,983
Other federation events	268	788
Campaigns and current affairs	-	70
Membership	-	117
Social events and leisure committee	9,220	29,429
50/50	413	534
WYN	-	1,038
Year book	30	-
<b>Total</b>	<b>12,845</b>	<b>33,959</b>

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	-	80	-	200
Suspended institutes	2,444	596	-	(2,026)	1,014
West Yorkshire Fed'n Bursary	-	-	-	2,041	2,041
	<b>5,622</b>	<b>596</b>	<b>80</b>	<b>(2,026)</b>	<b>4,112</b>

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. The transfer relates to this fund being consolidated with two others to form the new West Yorkshire Federation Bursary upon the closure of Denman College.
Denman College Yorks. Room	Funds collected for the repair and refurbishment of the Yorkshire Room. The transfer relates to this fund being consolidated with two others to form the new West Yorkshire Federation Bursary upon the closure of Denman College.
Barbara Powell Bursary	For bursaries awarded to members to attend Federation events or activities. The transfer relates to this fund being consolidated with two others to form the new West Yorkshire Federation Bursary upon the closure of Denman College.
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.
West Yorkshire Fed'n Bursary	This fund is the amalgamation of 3 funds held previously and is for bursaries.

**The West Yorkshire Federation of Women's Institutes**  
**Notes to the accounts continued**  
**for the year ended 31 December 2024**

<b>6 Tangible assets</b>	Heritage assets	Office equipment	Fixtures and fittings	Total
<u>Cost</u>	£	£	£	£
At 1 January 2024	1,000	6,806	790	8,596
Additions	-	-	-	-
At 31 December 2024	<u>1,000</u>	<u>6,806</u>	<u>790</u>	<u>8,596</u>
<u>Depreciation</u>				
At 1 January 2024	-	6,806	710	7,516
Charge for year	-	-	8	8
At 31 December 2024	<u>-</u>	<u>6,806</u>	<u>718</u>	<u>7,524</u>
<u>Net book value</u>				
At 31 December 2024	<u>1,000</u>	<u>-</u>	<u>72</u>	<u>1,072</u>
At 31 December 2023	<u>1,000</u>	<u>-</u>	<u>80</u>	<u>1,080</u>
<b>7 Debtors and prepayments</b>			2024	2023
			£	£
Prepayments			4,375	100
Accrued income			122	147
			<u>4,497</u>	<u>247</u>
<b>8 Current asset investments</b>			2024	2023
			£	£
Listed investments			50,223	46,228
			<u>50,223</u>	<u>46,228</u>
<b>9 Cash at bank and in hand</b>			2024	2023
			£	£
Cash at bank			41,855	48,173
Cash in hand			25	25
			<u>41,880</u>	<u>48,198</u>
<b>10 Creditors and accruals</b>			2024	2023
			£	£
Accruals			1,134	1,134
Other creditors			12,100	13,854
			<u>13,234</u>	<u>14,988</u>

**The West Yorkshire Federation of Women's Institutes**  
**Notes to the accounts continued**  
**for the year ended 31 December 2024**

**11 Related party transactions**

**Trustee expenses**

During the year 1 trustee was paid a total of £227 in respect of travel (previous year: 3 trustees £375).

**Trustee remuneration and benefits**

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

**12 Operating leases**

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	2024	2023
	£	£
Within one year	3,096	4,128
In the second to fifth years inclusive	-	3,096
	<u>3,096</u>	<u>7,224</u>

**The West Yorkshire Federation of Women's Institutes**  
**Statement of Financial Activities including comparatives for all funds**  
**(including summary income and expenditure account)**  
**for the year ended 31 December 2024**

	2024	2023	2024	2023	2024	2023
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Fundraising activities	33,978	54,458	-	-	33,978	54,458
Membership fees	34,201	31,743	-	-	34,201	31,743
Grants	-	-	-	926	-	926
Suspended institutes	-	-	596	62	596	62
Bank interest	2,061	2,453	-	-	2,061	2,453
Profit on disposal of assets	-	121	-	-	-	121
<b>Total income</b>	<b>70,240</b>	<b>88,775</b>	<b>596</b>	<b>988</b>	<b>70,836</b>	<b>89,763</b>
<b>Expenditure</b>						
Salaries, NI and pensions	34,050	30,703	-	-	34,050	30,703
Cost of generating funds	12,845	33,959	-	-	12,845	33,959
Rent, rates and water	7,122	6,059	-	-	7,122	6,059
Heat and light	3,793	2,716	-	-	3,793	2,716
Postage and stationery	1,894	1,442	-	-	1,894	1,442
Photocopier	4,383	4,193	-	-	4,383	4,193
Telephone and computer	911	964	-	-	911	964
Travel and subsistence	774	451	-	-	774	451
Repairs and renewals	765	1,531	-	926	765	2,457
Independent examination	1,134	1,134	-	-	1,134	1,134
Depreciation	8	27	-	-	8	27
Other expenditure	157	987	-	-	157	987
Bank charges	-	-	-	-	-	-
Payroll cost	384	375	-	-	384	375
Suspended institute money returned	-	-	-	-	-	-
Training courses and workshops	-	432	-	-	-	432
Insurance	3,683	2,621	-	-	3,683	2,621
Bursaries	-	-	80	-	80	-
<b>Total expenditure</b>	<b>71,903</b>	<b>87,594</b>	<b>80</b>	<b>926</b>	<b>71,983</b>	<b>88,520</b>
Net gains/(losses) on investments	4,935	3,100	-	-	4,935	3,100
<b>Net income / (expenditure)</b>	<b>3,272</b>	<b>4,281</b>	<b>516</b>	<b>62</b>	<b>3,788</b>	<b>4,343</b>
<b>Transfers between funds</b>	<b>2,026</b>	<b>5</b>	<b>(2,026)</b>	<b>(5)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>5,298</b>	<b>4,286</b>	<b>(1,510)</b>	<b>57</b>	<b>3,788</b>	<b>4,343</b>
<b>Fund balances brought forward</b>	<b>76,532</b>	<b>72,246</b>	<b>5,622</b>	<b>5,565</b>	<b>82,154</b>	<b>77,811</b>
<b>Fund balances carried forward</b>	<b>81,830</b>	<b>76,532</b>	<b>4,112</b>	<b>5,622</b>	<b>85,942</b>	<b>82,154</b>

## **MEMBERSHIP SUPPORT & FIFE SUB TEAM CHAIR REPORT – TRACEY LEWIS**

2024 has been another challenging year for the Membership Support Team. The number of committee members reduced from 5 to 4 and WI Advisers went down from 4 to 3. However, we have continued to work hard to support the WI members and set up a generic email account so the 3 WIAs could answer queries regardless of where the WI was based in West Yorkshire.

Membership has steadily grown, and we now have over 3000 members. Sandra Dennis opened a new WI in Lindley (near Huddersfield), and they soon filled their places with a waiting list. New WIs are being planned in Horsforth and possibly Bramhope due to waiting list numbers.

All 3 advisers were re-appointed in 2024, and we have been joined by 2 further trainee WIAs – Amanda Rosewell and Helen Cox who are shadowing existing WIAs to complete their training.

The 4 main Board of Trustee officers held an officers workshop inviting a number of WIs from Wetherby to Garforth and all points in-between. It was good to engage with so many officers from at least 6 WIs to give a greater understanding of how the Federation works and can help existing WIs. It is planned to host another event in the New Year in another part of West Yorkshire and these will continue until all areas and groups have been covered.

The Federation still only has 2 FIFEs, both have been reappointed for a further year. We are still not able to offer the service we would like to in this area however we have recently had some interest from a couple of members so 'watch this space' – the number of FIFE's may double in the New Year.

Sue Plant, our Federation Archivist has continued to monitor this important area and makes sure we are compliant with what needs to be kept and for how long. We have found a wonderful book of notes kept for a WI at Harewood back in the 1920's – some of the records have been done by Lady Harewood who was the king's daughter. We are copying the records so we can offer the book to Harewood House for their collection of memorable objects. Sue Plant is also an invaluable part of the Membership team, taking the minutes of our meetings which are circulated to all the Board of Trustees.

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 Team has met virtually to keep costs down and managed WI visits by sending an adviser nearest to the WI to keep travel expenses as low as possible.

## **ARCHIVE REPORT – SUE PLANT FEDERATION ARCHIVIST**

The WI was established in the UK in 1915 to ensure that women are able to play an effective part in their communities, to improve and develop the quality of life for everyone, sharing skills and making friends. Tackling issues of local, regional, national and international concern has been a feature of the WI right from the start.

The remarkable history of our movement, of thousands of women in England and Wales is documented because of the Minute and Record taking of countless WI secretaries.

Scholes WI celebrated its centenary in 2024, a wonderful achievement, and in many respects the world we live in today would be unrecognisable to our earliest members- no tv, internet, central heating, NHS. Many homes would not have had electricity, telephone, or hot water and would only have had an outside toilet.

At the NFWI AGM in 2024 at the Royal Albert Hall in London, members debated and passed a Resolution about “Dental Health Matters”. At the AGM one hundred years earlier in 1924, there were several Resolutions debated and passed including “WIs be asked to use their influence to secure an increase in the number of women police throughout the country and to ensure that wherever possible the taking of statements from, and the questioning of, girls should be in the hands of women police officers.” Another Resolution “...urges that the NFWI calls upon the government to introduce legislation giving pension to civilian widows with dependent children, free from the taint of Poor Law relief.” 1924 marked the year WI members sang “Jerusalem” at the AGM for the very first time. It was adopted by the WI because of its links with the Suffrage movement. At the end of 1924 there were 3,223 WIs across England and Wales.

Jane Robinson, author of several books including “A Force to be Reckoned With.. A History of the WI” spoke at Federation Annual Meeting 2024 about reading through Minutes and Records as part of her research. They are not just a legal requirement but a fascinating glimpse of social history.

NFWI Archives are stored in the Women’s Library at London Metropolitan University. The WI archive includes Minutes of NFWI committee meetings going back to 1916.

WI Archives are the documents, records and artefacts which, pieced together, are your WIs history. A local WI should only keep items that relate to itself, not those that come from Federation or National- they are kept in other archives. Archives of WIs in West Yorkshire that have been suspended are kept at the

office for 3 years. If the WI re-forms the archives can be returned, but if not , they are transferred to Wakefield Archive Service where there are ideal storage conditions, temperature and humidity controlled.

It is recommended that Minutes and Records are clearly dated including the year, and that photos have names, dates and event/ occasion written on. Try to include members full names- in 50 years' time first names will mean nothing. And please don't use staples or plastic folders. If WIs find their archives are becoming too large and onerous, they can be brought to the office and then transferred to Wakefield Archive Service. This is helping to preserve history for the next 200-300 years.

## **EVENTS TEAM – HELENA HARRINGTON & HELEN COX**

The last event of 2023 for the Social Events & Craft Committee was the Christmas Lunch, always an enjoyable day meeting old and new friends. The last events for the Public Affairs Committee were a guided visit to Halifax Piece Hall and Minister in October and in November a talk by Sahera Patel on life in Britain as a Muslim Woman.

Early in 2024 the Board of Trustees posed the question that due to a lack of helpers could Public Affairs Committee merge with the Social Events and Craft Committee. The overlap between the two had become slightly blurred over time. Both committees discussed this, as the way of organising events was so completely different in both. The merger was agreed and it was agreed that the new Team would be announced at the Federation's Annual Meeting in April with the title Social Events Team.

In January there was a repeat of the Sunny Bank Mills Archives Tour and talk. The Mills have a very interesting history and it was an enjoyable visit.

In February there was a visit to Shipley Library to discover “What lurks in our rivers” an opportunity to hear a talk linked to the resolution Clean Rivers for People and Wildlife.

This was followed in March by a Zoom talk by Lorna Reay, hearing about her interesting life. An event the same month to celebrate International Women's Day, titled “Inspirational Women “ had to be cancelled due to low numbers.

Also cancelled for the same reason was the Federation Resolution Conference.

Another visit to Sunny Bank Mills was arranged for this month. April was, of course the month of the Federation's Annual Meeting when the merger of the two former committees was announced.

In May there was a visit to the Yorkshire Water Works, Headingley treatment plant. As this visit was oversubscribed a second visit was arranged for later in the year in September. Also in May was a Zoom meeting to look at what makes a good resolution and the way to set about composing one. May also saw the Federation's visit to Bradley Woods for an outdoor adventure which included archery, shooting and tomahawk throwing. The day was hugely enjoyable.

Early in June there was a visit to Newmillerdam, as part of the Great Big Green event where Roger Parkinson from the Woodland Trust spoke in the morning and led a walk in the Country Park in the afternoon. June also saw the Summer Lunch take place, not as well attended as in previous years but still an enjoyable day.

July offered members the opportunity to learn, "How to knit a sock". Suffice to say, some members did try while others actually completed the project. Also, in July we learned how to do Sachiko Embroidery, a Japanese way of embroidery.

The Craft Dabble Day was held in August where members were able to try their hand at needle felting, Mandala painting, Zentangle and paper crafting from scrap. A very pleasant time was had by all who attended.

We had another Zoom talk in October by the lady historian, Mildred Freeman talking about the worlds' oldest profession entitled Licentious Ladies of 18th and 19th century. Later in the month we had a craft day learning how to make a Bargello Keyring a craft that is so effective with coloured wools.

At the time of preparing this report there are still four events to take place, the first a visit to Belvoir Castle near Grantham, Christmas workshops at John Lewis in Leeds, a Resolution Selection Zoom and to finish the year our Christmas lunch.

I would like to express my thanks to all the members of the Team for all their hard work.

My thanks also to those members who retired from both former Committees in April 2024.

Helena Harrington, Social Events Team  
Public Affairs Team, Helen Cox

## **WYN EDITOR - LIZ WALLEY**

2024 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.

Paper copy numbers slightly decreased this year, which we welcome as this is better for the environment.

I would like to thank Christine Tall and all the Climate Ambassadors for their hard work and content of the articles we have had again this year, this has truly highlighted some serious issues and given us great insight and education into how we can help fight Climate Change. The Green Takeover in the June edition was a great way to highlight how we can make small steps to help.

We have had some fantastic photos sent in from all around West Yorkshire highlighting what our WIs get up to and also providing inspiration for other WIs in our region. It was lovely to see the photos from the NFWI AGM in London.

We welcome suggestions from members, especially if there is a social event that you would like to attend that wouldn't be suited to your WI. If you would like to see any changes to WYN please get in touch, we welcome feedback.

## **CLIMATE AMBASSADOR LEAD – CHRISTINE TALL**

Our team of Climate Ambassadors (CA) have met regularly this year via zoom to exchange ideas, information and make plans. They prepared for the General Election by joining hustings meetings and getting to know potential MPs in order to raise their Climate concerns.

The CA stand at our Annual Meeting at Ilkley was well attended and many members took away Climate Change games to use in their meetings.

A Green WYN was full of articles informing us about how to make small changes in our lives to help the planet and the monthly CA articles were on a diverse range of topics. We culminated with a quiz in December which everyone enjoyed.

The WI Clean Rivers campaign prompted some of our CAs to undergo training from the Rivers Trust, to test and report the quality of their local waterways, though they did report that accessing the waterways down steep banks was very challenging.

We took part in The Big Plastic Count this year and were amazed at collecting so many pieces of single use plastic in our homes. We aim to reduce this number next year.

We are thrilled that 2 of this year's resolutions are topics close to our hearts – Repairing & Blister pack recycling – and look forward to working on these.

We started the year with 7 Climate Ambassadors and finish with 5 due to illness and busy schedules. We encourage anyone wanting to get their WI interested in Climate Change topics and specifically what you can do in your communities to contact us via Federation office. Join our zoom meetings as an observer to see how interesting this topic is.

**SAFEGUARDING LEAD – CHRISTINE TALL**

There have been no concerns raised re: safeguarding issues this year.