

**Registered Company Number: 02775236**

**Registered Charity Number: 1019967**

**The Oxfordshire County Federation of Women's Institutes**

**A Company Limited by Guarantee**

**Report and Unaudited Accounts  
for the year ended  
31st October 2020**

**Wenn Townsend  
Chartered Accountants  
Oxford**

## The Oxfordshire County Federation of Women's Institutes

**Board of Trustees:**

Mrs M Bakewell  
Mrs C Blaxhall (Chairman)  
Mrs C Denton  
Mrs H Dix (Vice Chairman)  
Mrs G Gettings  
Mrs P Goddard (Hon Treasurer)  
Ms J Kingdon  
Mrs T Lucy  
Mrs T Strain (Vice Chairman)  
Mrs V Wilson

**Secretary:**

Mrs P Goddard

**Registered office:**

5 Court Farm Barns  
Medcroft Road  
Tackley  
Kidlington  
Oxon  
OX5 3AL

**Charity number:**

1019967

**Company registration number:**

02775236

**Accountants:**

Wenn Townsend  
Chartered Accountants  
Oxford

**Bankers:**

The Co-operative Bank plc  
PO Box 250  
Delf House  
Skelmersdale  
WN8 6WT

**Solicitors:**

Dunning Anderson  
Oxford

## The Oxfordshire County Federation of Women's Institutes

### Report of the Board of Trustees

The Board of Trustees presents their report and the accounts for the year ended 31st October 2020.

#### Reference and administrative information

These details are shown in page 1.

#### Structure, Governance and Management

The charity has adopted Memorandum and Articles in place of a trust deed. It is a private company limited by guarantee with each member guaranteeing £1.

The members of the charitable company's Board of Trustees during the year were as follows:

Mrs M Bakewell

Mrs C Blaxhall (Appointed as Chairman 20th May 2020)

Mrs C Denton

Mrs H Dix (Appointed as Vice Chairman 20th May 2020)

Mrs P Eades (Deceased 6th December 2019)

Mrs J Geary (Resigned 8th October 2020)

Mrs G Gettings

Mrs P Goddard (Hon Treasurer)

Mrs M L Kelly (Resigned 21st November 2019)

Ms J Kingdon (Appointed 21st October 2020)

Mrs T Lucy

Dr E J Probitts (Resigned as Chairman 20th May 2020, Resigned as Trustee 21st October 2020)

Mrs R Pugh (Resigned 22nd June 2020)

Mrs T Strain (Vice Chairman)

Mrs V Wilson (Appointed 16th September 2020)

Every two years the Trustees are nominated and voted onto the Board by WI members of the Federation.

The Board of Trustees has assessed the major risks to which the charity is exposed and is satisfied that systems are in place to mitigate these risks.

#### Objectives and Activities and Public Benefit

The principal activity of the charitable company is that of furthering the purpose of the WI movement in Oxfordshire and elsewhere.

The Oxfordshire County Federation of Women's Institutes exists for the benefit of 132 WIs within Oxfordshire and is a member of the National Federation of Women's Institutes. It offers to these WIs a mixture of events fulfilling our educational brief.

The Trustees, in exercising their powers and conducting their duties, have paid due regard to the guidance on public benefit published by the Charity Commission. They have satisfied themselves that their approach complies with this guidance.

#### Achievements and Performance

The beginning of the financial year saw the Federation entering into the usual round of events, trips out and training workshops. These included Xmas Extravaganza, Food Glorious Food, Historic Knitters and Women's Health and Well Being. However, the pandemic of Covid 19 struck and we were forced to rethink all of our future programme from the lockdown in late March. Many WIs embraced zoom as a medium to hold virtual meetings. Our own Annual Meeting was held in this way as well as many other committee meetings. Concerned over the effect forced isolation and quarantine was having on our members we embarked on a series of events to which all members could log in. They were on a great diversity of subjects: craft, history, literature, health and exercise. This was an endeavour to offer our members some value for their membership as no one was allowed to meet in large groups.

The first few of these zoom meetings were free, the Federation bearing the cost of the speakers but gradually progressed to a small attendance fee. This has proved very workable and the same medium was used for training events such as Treasurers' and Secretaries' workshops.

## The Oxfordshire County Federation of Women's Institutes

### Report of the Board of Trustees (continued)

#### Achievements and Performance (continued)

Lack of income from our normal activities together with a minimum level of profit on the virtual events described above, has had an impact on our reserves, but we remain cautiously optimistic that 2021 will see a gradual turnaround. We believe we have mitigated the loss of too many members in these difficult times with our efforts to be inclusive providing both printed and online newsletters and a diverse programme of online events. Also our WIs have been contacted by our WI Advisers to talk through any difficulties they are experiencing.

This extremely difficult year has had an impact on all organizations. We are confident that we have done our best to ensure our members are aware that they are truly valued.

For details of forthcoming events please contact our office at Tackley or visit our website – [www.oxfordshirewi.co.uk](http://www.oxfordshirewi.co.uk) or Facebook [www.facebook.com/oxfordshirefedwi](https://www.facebook.com/oxfordshirefedwi).

#### Financial Review

The total income raised during the year was £117,261, expenditure was £126,095 and investment losses were £7,211, giving a net deficit for the year of £16,045. This has reduced the reserves of the Charity to £467,767 at 31st October 2020.

#### Reserves policy

The Board of Trustees reviews annually the amount of free reserves held by the Charity. These should be adequate to cover working capital and a contingency for unforeseen costs.

Proceeds from the sale of the property have been designated as a special reserve to generate income to support office provision. The interest is currently supporting rented accommodation and the fund retained to support future office provision whether by way of rent or purchase.

The committee considers that the current level of free reserves (excluding fixed assets and designated funds) of £39,949 to be adequate but not excessive.

#### Investment policy

Funds are retained to generate income to support revenue expenditure. The larger percentage of invested monies is placed with COIF and this met the Trustees' wish to avoid risk although foregoing possible capital appreciation. This policy is however being reviewed.

The Charity currently holds a number of fixed rate deposits, including:

- £75,000 for three years at 2.10%, maturing March 2022
- £75,000 for five years at 2%, maturing June 2022

The charity has £97,025 invested in the COIF property fund.

#### Plans for future periods

The Board of Trustees is reviewing Oxfordshire WI's operating strategy with a view to meeting the changing needs of modern members.

#### Key Management Personnel Remuneration

The Trustees consider that the key management personnel of the charity comprises of the Board of Trustees as they are in charge of directing and controlling the charity and running and operating the charity on a day to day basis. All Trustees give of their time freely and no Trustee remuneration was paid in the year. Details of Trustee expenses and related party transactions are disclosed in note 17 to the accounts.

Trustees are required to disclose all relevant interests and in accordance with the Trust's policy withdraw from decisions where a conflict of interest arises.

#### Related parties

In carrying out its activities the Oxfordshire County Federation of Women's Institutes (OFWI) follows policies laid down by the National Federation of Women's Institutes (NFWI) as do all other County Federations. OFWI collects affiliation fees on behalf of NFWI.

**The Oxfordshire County Federation of Women's Institutes**

**Report of the Board of Trustees (continued)**

This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

**On behalf of the Board of Trustees**



**Mrs C Blaxhall  
Chairman**

**20th January 2021**

**The Oxfordshire County Federation of Women's Institutes**

**Independent Examiner's report to the Trustees of  
The Oxfordshire County Federation of Women's Institutes**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st October 2020 which are set out on pages 6 to 15.

**Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities 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.



**Mrs D Pluck BA FCA  
Chartered Accountant  
Oxford**

20th January 2021

The Oxfordshire County Federation of Women's Institutes  
Statement of Financial Activities (Incorporating an Income and Expenditure Account)  
for the year ended 31st October 2020

	Note	Unrestricted £	Designated £	Restricted £	Endowment £	Total 2020 £	Unrestricted £	Designated £	Restricted £	Endowment £	Total 2019 £
<b>Income</b>											
<i>Donations and gifts</i>		3,605	-	4,308	-	7,913	4,330	-	5,491	-	9,821
<i>Income from charitable activities</i>											
Membership subscriptions		44,740	-	-	-	44,740	44,545	-	-	-	44,545
Sub-committee		44,425	-	1,585	-	46,010	120,473	-	1,758	-	122,231
<i>Income from other trading activities:</i>											
Sales		1,511	-	-	-	1,511	8,601	-	-	-	8,601
Sundry income		118	-	-	-	118	464	-	-	-	464
Investment income	6	9,203	-	9	-	9,212	10,011	-	9	-	10,020
Government grant income		7,757	-	-	-	7,757	-	-	-	-	-
<b>Total income</b>		<u>111,359</u>	<u>-</u>	<u>5,902</u>	<u>-</u>	<u>117,261</u>	<u>188,424</u>	<u>-</u>	<u>7,258</u>	<u>-</u>	<u>195,682</u>
<b>Expenditure</b>											
<i>Expenditure on charitable activities:</i>											
Sub-committee activities		44,574	-	-	-	44,574	103,737	4,120	-	-	107,857
Establishment		23,058	-	-	-	23,058	27,006	2,423	-	-	29,429
Project expenditure & bursaries		-	112	146	-	258	-	-	12,607	-	12,607
Support costs	18	51,611	-	-	-	51,611	56,424	719	-	-	57,143
<i>Expenditure on trading activities:</i>											
Goods for sale		2,192	-	-	-	2,192	8,602	-	-	-	8,602
Irrecoverable VAT		4,402	-	-	-	4,402	-	-	-	-	-
<b>Total expenditure</b>		<u>125,837</u>	<u>112</u>	<u>146</u>	<u>-</u>	<u>126,095</u>	<u>195,769</u>	<u>7,262</u>	<u>12,607</u>	<u>-</u>	<u>215,638</u>
<b>Net income/(expenditure) before gains/(losses) on investments</b>		<u>(14,478)</u>	<u>(112)</u>	<u>5,756</u>	<u>-</u>	<u>(8,834)</u>	<u>(7,345)</u>	<u>(7,262)</u>	<u>(5,349)</u>	<u>-</u>	<u>(19,956)</u>
Unrealised losses on investment assets		-	(7,211)	-	-	(7,211)	-	(4,836)	-	-	(4,836)
<b>Net income/(expenditure) Transfers between funds</b>		<u>(14,478)</u>	<u>(7,323)</u>	<u>5,756</u>	<u>-</u>	<u>(16,045)</u>	<u>(7,345)</u>	<u>(12,098)</u>	<u>(5,349)</u>	<u>-</u>	<u>(24,792)</u>
		1,527	(792)	(735)	-	-	-	-	-	-	-
<b>Net movement in funds</b>		<u>(12,951)</u>	<u>(8,115)</u>	<u>5,021</u>	<u>-</u>	<u>(16,045)</u>	<u>(7,345)</u>	<u>(12,098)</u>	<u>(5,349)</u>	<u>-</u>	<u>(24,792)</u>
<b>Reconciliation of funds:</b>											
Total funds at 1st November 2019		57,045	403,520	20,434	2,813	483,812	64,390	415,618	25,783	2,813	508,604
<b>Total funds at 31st October 2020</b>		<u>44,094</u>	<u>395,405</u>	<u>25,455</u>	<u>2,813</u>	<u>467,767</u>	<u>57,045</u>	<u>403,520</u>	<u>20,434</u>	<u>2,813</u>	<u>483,812</u>

**The Oxfordshire County Federation of Women's Institutes  
Statement of Financial Activities (Incorporating an Income and Expenditure Account)  
for the year ended 31st October 2020 (continued)**

	Unrestricted £	Designated £	Restricted £	Endowment £	Total 2020 £	Unrestricted £	Designated £	Restricted £	Endowment £	Total 2019 £
<b>Represented by:</b>										
Bank and cash	47,569	298,380	25,455	2,813	374,217	52,758	304,439	20,434	2,813	380,444
Stocks and debtors	14,968	-	-	-	14,968	40,029	-	-	-	40,029
Current liabilities	(22,588)	-	-	-	(22,588)	(39,522)	-	-	-	(39,522)
Fixed assets	4,145	97,025	-	-	101,170	3,780	99,081	-	-	102,861
	<u>44,094</u>	<u>395,405</u>	<u>25,455</u>	<u>2,813</u>	<u>467,767</u>	<u>57,045</u>	<u>403,520</u>	<u>20,434</u>	<u>2,813</u>	<u>483,812</u>

All income and expenditure derive from continuing activities. None of the Charitable Company's activities was acquired or discontinued during the above two financial periods. The statement of financial activities includes all gains and losses recognised during the year.

The notes on pages 9 to 15 form an integral part of the financial statements.

The Oxfordshire County Federation of Women's Institutes

Balance Sheet  
31st October 2020

	Note	2020		2019	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	7		4,145		3,780
Investments	8		97,025		99,081
<b>Current assets</b>					
Stocks	9	1,510		2,718	
Debtors	10	13,458		37,311	
Deposit funds		340,107		346,389	
Cash at bank and in hand	11	34,110		34,055	
			<u>389,185</u>		<u>420,473</u>
<b>Creditors: due within one year</b>	12		<u>(22,588)</u>		<u>(39,522)</u>
<b>Net current assets</b>			<u>366,597</u>		<u>380,951</u>
<b>Net assets</b>			<u><u>467,767</u></u>		<u><u>483,812</u></u>
<b>Represented by:</b>					
Unrestricted funds	13		44,094		57,045
Designated funds	14		395,405		403,520
Restricted funds	15		25,455		20,434
Endowment fund	16		2,813		2,813
<b>Total charity funds</b>			<u><u>467,767</u></u>		<u><u>483,812</u></u>

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

**Trustees' responsibilities:**

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the trustees on 20th January 2021 and were signed on their behalf by:



Mrs C Blaxhall  
Chairman

Company number: 02775236

The notes on pages 9 to 15 form an integral part of the financial statements.

# The Oxfordshire County Federation of Women's Institutes

## Notes to the Accounts for the year ended 31st October 2020

### 1 Accounting policies

#### **Basis of accounting and assessment of going concern**

The financial statements have been prepared under the historical cost convention. 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 1st October 2019, the Charities Act 2011, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### **Company status**

The charity is a private company limited by guarantee, incorporated in England. The members of the company are the Trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

#### **Income**

Income represents the amount derived from fees and the provision of goods and services falling within the company's activities in the UK.

All income is included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### **Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity.

#### **Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Governance costs are those incurred in connection with administration of the Charity as a legal entity and are not connected with generating income or charitable expenditure.

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to expenditure.

#### **Leases and hire purchase contracts**

Rentals applicable to operating leases, where substantially all the benefits and risks of ownership remain with the lessor, are charged to the Statement of Financial Activities as incurred.

#### **Tangible fixed assets and depreciation**

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Furniture and equipment	25% reducing balance
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#### **Investments**

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains/(losses) on investments' in the SOFA if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are measured at cost less impairment.

#### **Stock**

Stock is valued at the lower of cost and net realisable value. Cost is computed on a first in first out basis. Net realisable value is based on estimated selling price less the estimated cost of disposal.

**The Oxfordshire County Federation of Women's Institutes  
Notes to the Accounts (continued)  
for the year ended 31st October 2020**

**1 Accounting policies (continued)**

**Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**Debtors and creditors receivable/payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**Taxation**

The charity is registered for Value Added Tax, and is recoverable against the activity for which the expenditure is incurred.

**Fund accounting**

i) Unrestricted funds

These funds are to be used at the discretion of the Board of Trustees in furtherance of the WI movement.

ii) Designated funds

The Property Fund is designated to support future office provision whether by way of rent or purchase.

The Celebration Fund originates from the successful claim of previous VAT liabilities following a new ruling by H M Revenue & Customs on the taxation of subscriptions. It was used to give every Oxfordshire member the opportunity to participate in centenary celebrations.

The Special Support Fund originates from amounts received from suspended WIs which have been held for a period of three years as restricted funds. It will be used to assist WIs financially.

iii) Restricted funds

These funds represent Bursaries funded by investment income or specific donations, suspended WI accounts which are restricted for three years and funds donated for specific projects.

iv) Endowment fund

This fund originates from the establishment of the Agnes Salter Memorial Bursary.

**Pensions**

The WI contributes to personal defined contribution pension scheme on behalf of its employees. The employer's contributions are charged against the income and expenditure account in the year in which they are made.

**Volunteer time**

A significant contribution is made by members serving on various committees. The value of these donated services is not reflected in the accounts.

**2 Turnover**

In the opinion of the Board of Trustees, none of the income of the Charitable Company is attributable to countries outside the UK (2019: £Nil).

**3 Net income/(expenditure)**

The deficit is stated after charging:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Depreciation (owned assets)	1,382	1,260
Independent examiner's fee	4,810	4,940
Operating lease rentals	18,350	19,550
	9,212	10,020
and after crediting:		
Investment income (note 6)	9,212	10,020

The Oxfordshire County Federation of Women's Institutes

Notes to the Accounts (continued)  
for the year ended 31st October 2020

4 Employees

	2020 £	2019 £
<b>Employees</b>		
Salaries	41,940	45,417
Pension contributions	568	507
	<u>42,508</u>	<u>45,924</u>
Number of employees	<u>3</u>	<u>3</u>

No employees received remuneration of more than £60,000 during the year (2019: none).

5 Board of Trustees and key management personnel remuneration and expenses.

The current board of Trustees (who are also considered to be the key management personnel) neither received nor waived any remuneration during the year (2019: £Nil).

Expenses paid to the members are disclosed in note 17.

6 Investment income

	2020 £	2019 £
Interest receivable	4,057	6,104
Dividends receivable	5,155	3,916
	<u>9,212</u>	<u>10,020</u>

7 Tangible fixed assets

	Fixtures and fittings £
<b>Cost or valuation:</b>	
At 1st November 2019	42,692
Additions	1,747
At 31st October 2020	<u>44,439</u>
<b>Depreciation:</b>	
At 1st November 2019	38,912
Charged	1,382
At 31st October 2020	<u>40,294</u>
<b>Net book value:</b>	
At 31st October 2020	<u>4,145</u>
At 1st November 2019	<u>3,780</u>

The Oxfordshire County Federation of Women's Institutes

Notes to the Accounts (continued)  
for the year ended 31st October 2020

8	<b>Fixed asset investments</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	Quoted Investments:		
	Market value at 1st November 2019	99,081	-
	Add: Acquisitions at cost	5,155	103,916
	Less: Loss on revaluation	(7,211)	(4,835)
	Market value at 31st October 2020	<u>97,025</u>	<u>99,081</u>
9	<b>Stocks</b>		
	Goods for resale	1,049	2,131
	Office stationery	461	587
		<u>1,510</u>	<u>2,718</u>
10	<b>Debtors: amounts falling due within one year</b>		
	VAT recoverable	-	3,287
	Debtors	122	428
	Prepayments	12,451	33,596
	Accrued income	885	-
		<u>13,458</u>	<u>37,311</u>
11	<b>Cash at bank and in hand</b>		
	Bank deposit accounts	15,436	13,683
	Suspended WIs deposit	3,143	2,277
	Bank current accounts	13,996	15,750
	Cash and travel float	1,535	2,345
		<u>34,110</u>	<u>34,055</u>
12	<b>Creditors: amounts falling due within one year</b>		
	Trade creditors	2,634	3,296
	Accruals and deferred income	16,834	35,212
	Taxes and social security	611	786
	Other creditors	-	228
	VAT liability	2,509	-
		<u>22,588</u>	<u>39,522</u>

Deferred income comprises event income received in advance which relates to future accounting periods.

The Oxfordshire County Federation of Women's Institutes

Notes to the Accounts (continued)  
for the year ended 31st October 2020

13 Unrestricted funds

	2020 £	2019 £
Balance at 1st November 2019	57,045	64,390
Income	111,359	188,424
Expenditure	(125,837)	(195,769)
Transfers	1,527	-
	<u>44,094</u>	<u>57,045</u>
Balance at 31st October 2020	<u>44,094</u>	<u>57,045</u>

14 Designated funds

2020	Property Fund	Celebration Fund	Special Support	Total 2020
Balance at 1st November 2019	401,981	1,539	-	403,520
Income	-	-	-	-
Expenditure	-	(12)	(100)	(112)
Unrealised loss on investment assets	(7,211)	-	-	(7,211)
Transfers	-	(1,527)	735	(792)
	<u>394,770</u>	<u>-</u>	<u>635</u>	<u>395,405</u>
Balance at 31st October 2020	<u>394,770</u>	<u>-</u>	<u>635</u>	<u>395,405</u>

2019	Property Fund	Celebration Fund	Total 2019
Balance at 1st November 2018	406,817	8,801	415,618
Income	-	-	-
Expenditure	-	(7,262)	(7,262)
Unrealised loss on investment assets	(4,836)	-	(4,836)
Transfers	-	-	-
	<u>401,981</u>	<u>1,539</u>	<u>403,520</u>
Balance at 31st October 2019	<u>401,981</u>	<u>1,539</u>	<u>403,520</u>

## The Oxfordshire County Federation of Women's Institutes

Notes to the Accounts (continued)  
for the year ended 31st October 2020

15 Restricted funds	Bursary Funds £	Suspended WIs £	NFWI AM Fund £	Oxfordshire Project (ACWW) £	Red Box Appeal £	Total 2020 £
2020						
Balance at 1st November 2019	17,903	2,277	108	-	146	20,434
Donations	3,008	-	1,300	-	-	4,308
Income from WIs	-	1,585	-	-	-	1,585
Investment income	-	9	-	-	-	9
Bursaries awarded	-	-	-	-	-	-
Project expenditure	-	-	-	-	(146)	(146)
Transfers	-	(735)	-	-	-	(735)
Balance at 31st October 2020	20,911	3,136	1,408	-	-	25,455
2019						
Balance at 1st November 2018	20,578	1,410	1,339	2,456	-	25,783
Donations	2,335	-	2,956	-	200	5,491
Income from WIs	-	858	-	900	-	1,758
Investment income	-	9	-	-	-	9
Bursaries awarded	(5,010)	-	-	-	-	(5,010)
Project expenditure	-	-	(4,187)	(3,356)	(54)	(7,597)
Transfers	-	-	-	-	-	-
Balance at 31st October 2019	17,903	2,277	108	-	146	20,434

Amounts received from suspended WIs are restricted for a period of three years.

The Oxfordshire County Federation of Women's Institutes

Notes to the Accounts (continued)  
for the year ended 31st October 2020

**16 Endowment fund**

	2020 £	2019 £
As at 31st October 2019 and at 31st October 2020	2,813	2,813

**17 Related parties**

In 2020, the Oxfordshire County Federation of Women's Institutes (OFWI) collected affiliation fees on behalf of the National Federation of Women's Institutes (NFWI) amounting to £47,993 (2019: £52,705).

In carrying out its activities the OFWI follows policies laid down by the NFWI as do all other County Federations.

13 (2019: 14) Trustees were reimbursed for travel and other expenses incurred on Federation business in the year amounting to £2,664 (2019: £9,949).

**18 Support costs**

	2020 £	2019 £
Employment costs (note 4)	42,508	45,924
Administration costs	3,347	4,389
Training	787	1,877
Legal and consultancy costs	146	-
Governance costs	4,823	4,953
	<u>51,611</u>	<u>57,143</u>

**Governance costs**

	2020 £	2019 £
Accountant's remuneration	4,810	4,940
Annual filing fee	13	13
	<u>4,823</u>	<u>4,953</u>

**19 Operating lease commitments**

At 31st October 2020 the charity was committed to make the following payments during the next year in respect of operating leases.

	<b>Land and buildings</b>	
	2020 £	2019 £
Within one year	19,550	19,550
2 – 5 years	78,200	78,200
More than 5 years	135,220	154,770

The total amount of financial commitments not included in the balance sheet is £232,970 (a fifteen-year lease was signed on 12th September 2017).