

DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

**FINANCIAL STATEMENTS AND REPORT
FOR THE YEAR ENDED 31 MAY 2025**

**Charity Number: 1041714
Company Number: 2722759**

**ELLIOT AND CO LLP
Chartered Accountants, Registered Auditors and Tax Advisers
7 King Street
Weymouth
Dorset
DT4 7BJ**

DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

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DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

REFERENCE AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MAY 2025

Charity name	Dorset Federation of Women's Institutes Limited (Dorset Federation of WIs (DFWI Ltd))
Charity registration number	1041714
Company registration number	2722759
Registered Office	County House 18 Crown Street West Poundbury Dorchester Dorset DT1 3DW
Officers	
Federation Chairman	Mrs Yvonne Marsh
Treasurer	Mrs Leri Ayre
Vice Chairmen	Mrs Margaret Bunch Mrs Jan Watson
Federation Secretary/Company Secretary	Mrs Diane Towndrow
Members of the Board of Trustees	Mrs Lynne Avery Mrs Shehnaz Jackson (elected October 2024) Mrs Mary Morris Mrs Jenny Preston Mrs Liz Smith (elected October 2024) Mrs Heather Trenchard
Independent examiner	Mr J A Elliot FCA Elliot and Co LLP 7 King Street Weymouth Dorset, DT4 7BJ
Bankers	Bank of Scotland 6 South Street Dorchester, Dorset, DT1 1AZ

DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MAY 2025

The Board of Trustees presents its report and the accounts for the Federation for the year ended 31 May 2025 which are also prepared to meet the requirements for a director's report and accountants for Companies Act purposes.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

In preparing this annual report the Trustees confirm that due regard has been paid to the public benefit guidance published by the Charity Commission.

Objectives of the Federation

The objectives of the Federation are to further the purpose of the Women's Institute Movement in Dorset and elsewhere; to offer opportunities for women to enjoy friendship, learn new skills, to widen their horizons together, to influence local, national and international affairs for the public benefit.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Federation's aims, objectives and in planning future activities.

Financial Review

The Federation has this year achieved a net surplus of £7,781 (2024 surplus £18,515).

Total unrestricted funds at 31 May 2025 were £485,635. The Trustees are confident that sufficient funds are held to enable the Federation to continue in operation for the foreseeable future.

Structure, governance and management

The Federation was incorporated on 12 June 1992 as a company limited by guarantee (number 2722759) and is registered as a charity with the Charity Commission (number 1041714). Its memorandum and articles of association govern affairs of the Federation. The liability of the members, in the event of the Federation being wound up, is limited to a sum not exceeding £1.

Members of the Board of Trustees are the directors of the charitable company and its trustees for the purposes of charity law and are elected in accordance with the Federation articles of association.

The Board of Trustees is responsible for the management of the business and the exercise of all powers of the Federation. It consists of not less than eight and not more than fifteen persons elected bi annually either by nomination by a Committee Member or a Dorset Women's Institute and election at an annual meeting, or by co-option by the Board of Trustees (up to a maximum of one-third of the number of elected Board Members). Induction and training is provided as required.

The honorary officers of the Federation are the Chair, Treasurer, and between one and three Vice-Chairs, elected by the Board of Trustees from among their number to hold office until the next annual meeting. The officers of the Federation are ex-officio members of all sub-committees.

The Federation Secretary is appointed by the Board of Trustees, who determines remuneration and term of office, but is not a member of the Board.

The Federation is a member of the National Federation of Women's Institutes of England, Wales, Jersey, Guernsey and the Isle of Man.

DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

Chair's Report

The members of the Board met eleven times during the year.

Yvonne Marsh remained as Federation Chair, Marilyn Holehouse remained as Treasurer until October 2024 when Leri Ayre was elected. Margaret Bunch remained as Vice-Chairman and Chairman of the Events Team. Jan Watson remained as Vice Chairman in 2023 and Resolution Co-ordinator and Safeguarding Officer. During the year two new members were co-opted onto the Board Shehnaz Jackson and Liz Smith who remained as Chairman of Membership and Support Team.

Ten Board of Trustees members were elected to office in October 2024. The Board consisted of the four Officers, Shehnaz Jackson as Assistant Treasurer, Mary Morris Climate Change Ambassador, Heather Trenchard, Web Editor, Lynne Avery Press and Publicity, Jenny Preston Denman Ambassador. Liz Smith, Chair of Membership and Support. Key Volunteers are Elaine Knight, member of the Events Team and Major Fundraising Co-ordinator (Camp Bestival), Isabella van Millingen, WI Member, Editor of Dorset WI News, Marilyn Holehouse as Federation Archivist.

During the year Yvonne Marsh and Leri Ayer represented the Federation at the NFWI Annual Council Meeting in October 2024. Jan Watson Resolution Co-ordinator attended the NFWI Resolution shortlisting meeting. Both meetings were again held via Zoom. Other Trustees attended various NFWI meetings via Zoom as appropriate to their role. The Annual Meeting of the Federation was held in October 2024. The speakers were Jan McNeil and Christian Orner.

Two members of staff continued in their roles, Diane Towndrow, Federation Secretary and Company Secretary and Sara Wood, Financial Manager. In August 2024 Hannah Bingham joined as an Administrative Assistant and left in November 2024. She was replaced in March 2025 by Jacky Adams in this role.

At the 31 May 2025 there were 2,877 members in 72 WIs in Dorset, a small increase from the previous year. During the year two new WI's were opened and four WIs were suspended. The membership figures again reflected the age profile of the county

The Membership and Support Team continued to support the Dorset membership in the running of WIs in the county, giving invaluable support to individual WIs and running officer's training sessions and resolution information sessions.

The Events Team was able to increase the number and variety of events organised during the year, including one holiday, bringing in much appreciated income.

DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

The Federation did run their popular WI tea Tent at Camp Bestival, and it was a great success which brought in much appreciated income.

The Board of Trustees and staff will continue working towards safeguarding our finances in 2024-25 led by our Treasurer and Finance Manager. The Board will continue to support WIs by delivering a varied programme of learning opportunities, information on current campaigns and social events. The use of the facilities of our Poundbury premises has reduced some costs where the fees for hiring halls are necessary. The Microsoft Office 365 facility has been taken up by many Federation volunteers and WIs, making for safer method of communication via email. Our new Federation Website went live in May 2024 and is continually being updated.

This report had been prepared in accordance with the special provisions relating to small companies with Part 15 of the Companies Act 2006.

Approved by the Board of Trustees on 12th July 2025

and signed on its behalf by:

Yvonne Marsh

Yvonne Marsh, Chairman - Dorset Federation of Women's Institutes

A handwritten signature in black ink that reads "Y. Marsh". The signature is written in a cursive style with a large, stylized initial 'Y'.

DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES OF THE DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

I report on the accounts of the company for the year ended 31 May 2025 which are set out on pages 10 and 19.

Respective responsibilities of the trustees and examiner

The Trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the general Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items for disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, not matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - To keep accounting records in accordance with section 286 of the Companies Act 2006: and
 - To prepare accounts which accords with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

Have not been met: or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr J A Elliot FCA

Partner
Elliot and CO LLP

7 King Street
Weymouth
Dorset
DT4 7BJ

DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MAY 2025

	Notes	2025			2024		
		Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
<i>Subscriptions, donations and other income</i>							
Membership fees		38,756		38,756	37,341	-	37,341
Institute insurance receipts		2,266		2,266	2,416	-	2,416
Donations and gifts		0		0	190	-	190
Suspended WIs		-	202	202	-	3,402	3,402
<i>Income from Charitable Activities</i>							
Council meetings and subcommittees		14,997		14,997	6,211	-	6,211
Events and courses		61,451		61,451	38,937	-	38,937
Fundraising activities	2	5,289		5,289	5,432	-	5,432
<i>Investment income</i>							
Interest on UK bank deposits		<u>8,289</u>		<u>8,289</u>	<u>7,554</u>	-	<u>7,554</u>
TOTAL INCOME		<u>131,048</u>	<u>202</u>	<u>131,250</u>	<u>98,081</u>	<u>3,402</u>	<u>101,483</u>
EXPENDITURE							
<i>Cost of raising funds</i>	2	4,211		4,211	4,055	-	4,055
Institute insurance		1,269		1,269	1,295	-	1,295
<i>Cost of charitable activities</i>							
Council meetings and subcommittees		19,791		19,791	8,455	-	8,455
Events and courses		46,300		46,300	18,650	-	18,650
County house expenses	3	5,600		5,600	5,460	-	5,460
Management and administration	4	<u>49,021</u>		<u>49,021</u>	<u>41,783</u>	-	<u>41,783</u>
TOTAL EXPENDITURE		<u>126,192</u>		<u>126,192</u>	<u>79,698</u>		<u>79,698</u>
NET INCOME FOR THE YEAR		4,856	202	5,058	18,383	3,402	21,785
Transfers between funds		<u>2,925</u>	<u>(2,925)</u>	-	<u>132</u>	<u>(132)</u>	-
NET MOVEMENT IN FUNDS		<u>7,781</u>	<u>(2,723)</u>	<u>5,058</u>	<u>18,515</u>	<u>3,270</u>	<u>21,785</u>

RECONCILIATION OF FUNDS

Total fund brought forward		477,854	7,185	485,039	459,339	3,915	463,254
Net movement in funds		<u>7,781</u>	<u>(2,723)</u>	<u>5,058</u>	<u>18,515</u>	<u>3,270</u>	<u>21,785</u>
TOTAL FUNDS CARRIED FORWARD	13	<u>485,635</u>	<u>4,462</u>	<u>490,097</u>	<u>477,854</u>	<u>7,185</u>	<u>485,039</u>

DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

BALANCE SHEET AS AT 31 MAY 2025

	Notes	2025		2024	
		£	£	£	£
FIXED ASSETS					
Tangible assets	6		257,223		258,651
CURRENT ASSETS					
Stocks	7	1,272		1,272	
Debtors	8	44,029		28,295	
Cash at bank and in hand		<u>226,354</u>		<u>219,027</u>	
		271,655		248,594	
CURRENT LIABILITIES					
Creditors and accruals	9	<u>(38,781)</u>		<u>(22,206)</u>	
			<u>232,874</u>		<u>226,388</u>
NET ASSETS	10		<u>490,097</u>		<u>485,039</u>
FUNDS					
Unrestricted income funds			485,039		477,854
Restricted income funds			<u>5,058</u>		<u>7,185</u>
TOTAL FUNDS	11		<u>490,097</u>		<u>485,039</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102.

For the financial year 31/05/2025 the 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 company to obtain an audit in accordance with section 476 of the Companies act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Board of Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386. Thus preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

Approved by Yvonne Marsh, Dorset Federation Chairman

Company number: 02722759

Y. Marsh

DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

ACCOUNTING POLICIES FOR THE YEAR ENDED 31 MAY 2025

Statement of compliance

The financial statements of the company for the year ended 31 May 2025 have been prepared in accordance with the provisions of FRS 102 and the Companies Act 2006.

Basis of preparation

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the FRS 102 and the Companies Act 2006. The financial statements have been prepared under the historical cost convention except for certain properties and financial instruments that are measured at revalued amounts or fair values, as explained in the accounting policies below. Historical cost is generally based on the fair value of the consideration given in exchange for assets. The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

Cash flow statement

The Company has availed of the exemption in FRS 102 Section 7 from the requirement to prepare a Cash Flow Statement because it is classified as a small company.

Income

All income is recognised when the Federation has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount receivable can be measured reliably.

Subscriptions, donations and member's insurance receipts for when received by the Federation.

The Federation receives the benefit of work carried out by volunteers, the value of which is not included in the accounts.

Expenditure

Expenditure is recognised on an accruals basis as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure includes any VAT which cannot be fully recovered.

Rentals payable under operating leases are charged to the statement of financial activities as they are incurred.

DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

ACCOUNTING POLICIES FOR THE YEAR ENDED 31 MAY 2025

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or at valuation, less accumulated depreciation. The charge to depreciation is calculated to write off the original cost of valuation of tangible fixed assets, less their estimated residual value, over their expected useful lives as follows:

Freehold Buildings	2% straight line
Fixtures, fittings and equipment	15% reducing balance
Computer and IT equipment	25% straight line

The carrying values of tangible assets are review annually for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Stocks

Stocks are valued at the lower cost and net realisable value. Stocks are determined on a first-in, first out basis. Cost comprises expenditure incurred in the normal course of business in bringing stocks to their present location and condition. Full provision is made for obsolete and slow moving items. Net realisable value comprises of actual or estimated selling price (net of discounts) less all further costs to completion or to be incurred in marketing and selling.

Debtors and creditors

Debtors and creditors are initially recognised at fair value and thereafter stated at amortised cost using the effective interest method less impairment, unless the effect of discounting would be immaterial, in which case they are stated at cost.

Debtors and creditors are stated with no interest rate and receivable or payable within one year are recorded at transaction price.

Funds

Unrestricted income funds are general funds which can be used in accordance with the charitable objects of the Federation at the discretion of the Board of Trustees.

Designated funds are unrestricted funds that are set aside at the Board's discretion for particular purposes. Restricted income funds are subject to restrictions on their expenditure having been received for a specific restricted project or purpose.

DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2025

1. Statutory information

Dorset Federation of Women's Institutes Limited is a company limited by guarantee, domiciled in England and Wales, registration number 2722759. The registered office is County House, 58 Icen Way, Dorchester, Dorset, DT1 1EW.

2. Fundraising activities

	2025			2024		
	Income	Expenditure	Surplus	Income	Expenditure	Surplus
NWFI sales	230	840	(610)	261	251	10
DFWI publications	51	39	12	11	22	(11)
County News Letters	4,075	3,332	743	4,060	3,352	708
Other fundraising activities	<u>933</u>	<u>0</u>	<u>933</u>	<u>1,100</u>	<u>430</u>	<u>670</u>
	<u>5,289</u>	<u>4,211</u>	<u>1,078</u>	<u>5,432</u>	<u>4,055</u>	<u>1,377</u>

3. County House expenses

	2025	2024
Insurance	1,315	1,286
Heat and light	1,150	781
Repairs and maintenance	453	1,003
Sundries	<u>2,682</u>	<u>2,390</u>
	<u>5,600</u>	<u>5,460</u>

4. Management and administration

	2025	2024
Salaries and national insurance	34,039	26,534
Board and FO travel	3,551	2,552
WIA training and visits	503	183
Bursaries	-	-
Postage	(55)	299
Telephone and computer costs	1,031	847
Printing and stationery	950	768
Equipment Leasing	2,827	1,973
Equipment maintenance	-	30
Accountancy	1,286	1,479
New WI Administration	(32)	294
Legal fees	-	-
Miscellaneous admin expenses	1,994	856
Non Reclaimable VAT	-	-

DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

Depreciation	2,047	2,088
Sales Promotion	880	3,880
	49,021	41,783

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2025

5. Information regarding employees and trustees

	2025	2024
	£	£
Wages and salaries	<u>34,039</u>	<u>26,534</u>

The Federation employed three (2024 – two) part-time staff. No employee received emoluments of more than £60,000.

No member of the Board of Trustees received any remuneration, but were reimbursed travel and other out of pocket expenses incurred on behalf of the Federation.

6. Tangible fixed assets

	Leasehold Property	Computer equipment	Furniture and Equipment	Total
	£	£	£	£
Cost				
At 1 June 2024	259,966	9,431	16,339	285,736
Addition		619		619
At 31 May 2025	259,966	10,050	16,339	286,355
Depreciation				
At June 2024	6,240	8,289	12,556	27,085
Charge for the year	1,040	440	567	2,047
At 31 May 2025	7,280	8,729	13,123	29,132
Net book value				
At 31 May 2025	252,686	1,321	3,216	257,223
At 31 May 2024	253,726	1,142	3,783	258,651

DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2025

7. Stocks

	2025	2024
	£	£
Finished goods and goods for resale:		
DWFI publications	165	165
NFWI publications	607	607
Office Stationery	<u>500</u>	<u>500</u>
	<u>1,272</u>	<u>1,272</u>

8. Debtors

	2025	2024
	£	£
Inter-fund loans		
General income funds	3,759	791
Suspended WIs	202	-
Per capita	3,543	3,682
Other debtors	6,406	4,057
VAT	2,035	2,520
Prepayments	<u>28,084</u>	<u>17,245</u>
	<u>44,029</u>	<u>28,295</u>

Inter-fund loans are interest-free and with no date for repayment.

9. Creditors: amounts falling due within one year

	2025	2024
	£	£
Inter-fund loans	-	-
General income funds	6,670	3,682
Suspended WIs	313	294
Per Capita	483	440
Denman	38	56
Creditors and receipts in advance	31,563	17,734
Taxes and social security	(286)	-
Accruals and receipts in advance	-	-
	<u>38,781</u>	<u>22,206</u>

DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

Inter-fund loans are interest-free and with no date for repayment.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2025

10. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	257,223		257,223
Current assets	264,120	7,535	271,655
Current liabilities	<u>(38,781)</u>		<u>(38,781)</u>
	<u>482,562</u>	<u>7,535</u>	<u>490,097</u>

11. Movements in funds

	At 1 June 2024 £	Income £	Expenditure £	Transfers £	At 31 May 2025 £
Unrestricted funds					
General income funds	464,372	4,856	-	4,002	473,230
Designated headquarter fund	-	-	-	-	
Designated per Capita fund	13,482	-	-	(1,077)	12,405
	<u>477,854</u>	<u>4,856</u>	=	<u>2,925</u>	<u>485,635</u>
Restricted Funds					
National Federation subscriptions	-	-	-	-	
Suspended WIs	6,421	202	-	(2,925)	3,698
Denman Educational	764	-	-	-	764
ACWW	-	-	-	-	
	<u>7,185</u>	<u>202</u>		<u>(2925)</u>	<u>4,462</u>

Purposes of unrestricted funds:

The **designate headquarter fund** has been designated by the Board to cover headquarter expenses.

The **per Capita fund** has been designated by the Board to cover expenses re AGM attendance.

DORSET FEDERATION OF WOMEN'S INSTITUTES LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2024

11. Movements in funds

Purposes of restricted funds:

The **National Federation subscriptions** fund represents affiliation fees collected from individual WIs and paid over to the National Federation.

Suspended WI funds are received on the suspension of individual WIs and held by the Dorset Federation until the WI is revived or for three years, after which funds are transferred to the County Federation.

The **Denman Room** fund represents funds received, restricted by the donors and by the terms of appeal, for the specific purpose of furnishing and maintaining the Dorset Room at Denman College. Transfers have been made to unrestricted funds to reimburse Denman Room payments made out of general funds.

ACWW donations are collected the individual WIs and paid over to the Associated Country Women of the World. Affiliation fees are paid out of restricted funds.

The Board of Trustees considers that the Federation holds sufficient resources to enable each fund to be applied in accordance with any restrictions.

12. Related parties and control

There were no related party transactions in either year.

The Federation is constituted as a charitable company limited by guarantee and with no share capital. Control of the company is therefore vested in the Board of Trustees.