



## LINCOLNSHIRE HUMBER FEDERATION OF WOMEN'S INSTITUTES

### TRUSTEES ANNUAL REPORT FOR THE PERIOD 1<sup>st</sup> JANUARY 2020 to 31<sup>st</sup> DECEMBER 2020

#### REFERENCE and ADMINISTRATION DETAILS

Charity name	Lincolnshire Humber Federation of WIs
Other names Charity known by	LHFWI
Registered Charity no	506278
Charities Principal address	10 Queen Street BRIGG North Lincolnshire DN20 8HY

Names of trustees who manage the charity.

TRUSTEES	Date	ROLE	Sub-Committee Chairman
Jennifer Nix	All Year	Chairman	
Valerie Lancaster	All year	Treasurer	
Mavis Reade	All year		Public Affairs
Jacky Johnson	Resigned 11/8/2020		Press Liaison
Mavis Jarvis	All year	WI Adviser	Joint Membership
Pam Farmery	All year	Vice Chairman & WI Adviser	Craft
Jean Mumby	All Year	WI Adviser	
Gill Powell	11/2/2020		Climate Ambassador
Jill Dawson	All Year		Events
Carol Frankish	All year		Joint membership and Newsletter Editor
Eleonore Ransom	All Year		House Officer
Christine Sylvester	All Year	Vice-Chairman from 12/4/2020	Denman Ambassador

The title of 10 Queen Street, Brigg is vested with the Official Custodian for Charities.

## NAME of STAFF

The federation trustees are supported by a part-time secretary Gill Chambers who makes sure that the office runs smoothly and queries are answered. The office has closed because of the Covid pandemic from the 19<sup>th</sup> March 2020 and reverting to previous office hours may be at an unknown date. Contact by post, email and telephone only and necessary visits by appointment.

## STRUCTURE, GOVERNANCE and MANAGEMENT

### Description of the charity's trusts

Type of governing document	The charity is governed by the constitution of the NFWI for unincorporated federations dated June 2013
How the charity is constituted	There are currently 1098 members in 41 institutes(1286 members in 43 institutes 2019)
Trustee selection methods	Trustees are nominated by and from WI members biannually and a vote is taken if needed. The coming years trustees are announced at our Annual General Meeting in March or April.

### Trustee training

At the start of their term in office every trustee has to be able to sign an eligibility form as a trustee of a charity and then undertakes a training course. Both the form and the course tutor have been produced and trained by NFWI. This training course which was booked for May 2020 was postponed until either an online course is available or face to face courses are allowed. An ad hoc trustee training Q & A led by our WI advisors took place at our May trustees meeting.

### Other linked charities.

The federation is currently composed of the 41 member WIs (registered and unregistered charities) within the federation, to whom we provided events, visits, workshops together with office support, training etc. and a link to NFWI (registered charity).

All trustees give their time voluntarily and received no remuneration or other benefits.

## OBJECTIVES AND ACTIVITIES

Summary of objects as per the governing documents	The objects of the LHFWI are to further the purposes of the Women's Institute organisation in North and North East Lincolnshire as well as elsewhere and nationally.
Summary of the main activities undertaken for	In planning our activities for the year the trustees

the public benefit in relation to these objects

keep in mind the Charity Commission guidance on public benefit. We organise events, workshops and projects for our members which develop their self-confidence, their empowerment and a “can do” attitude whilst furthering the aims and objectives of the WI.

Contribution made by volunteers

All trustees of the federation, sub-committee members as well as all committee members of the 41 WIs are volunteers. So total numbers of volunteers and hours given are substantial and make a big contribution to our communities locally and nationally.

## Achievements and performance

### 1<sup>st</sup> Quarter of the year

We began 2020 with ‘Blast from the Past’, an evening of music and dancing at Scawby. We ran our 10<sup>th</sup> visit to RAF Scampton but our federation Quiz was cancelled on the night due to the Covid 19 restrictions. The Craft committee started their monthly sessions but were and continue to be suspended. Members voted to select their resolution for presentation at the NAGM at the Royal Albert Hall London.

### The 2<sup>nd</sup> and 3<sup>rd</sup> Quarters of the year

All the Federation’s planned events and courses were cancelled. The Federation’s board of Trustees commenced holding their meetings on Zoom from April onwards. Our 45<sup>th</sup> Annual Federation Day which was to be held at the University Technical College in Scunthorpe was postponed. The meeting was finally held on Zoom on the 22<sup>nd</sup> September 2020. Our two excellent speakers booked for the original meeting have been retained for our 46<sup>th</sup> Annual Federation Day to be held in 2021. The two most popular resolutions chosen by our national membership were formally adopted by NFWI as their Annual Meeting was also cancelled.

A further casualty of the pandemic was the closure of Denman college and possible sale of the premises. “Denman at home” courses were started online and have been much appreciated during the continuing lockdowns.

Also during this time we suffered the loss of two institutes because of lack of officers.

### 4<sup>th</sup> Quarter of the year

With the loss of 2 WIs over the year, we are constantly on the look-out for suitable areas and venues to start new WIs. This pandemic has shown members the “value” and “health benefits” of their institute and the pandemic will not last for ever. So if you are interested in joining the WI or finding out more about us, please get in touch, we’d love to hear from you. It was pleasing to hear that every institute in the Federation arranged a small

Christmas present for their members.

The Federation tried socially distanced fundraising by selling bulbs, calendars and diaries, a Christmas raffle and our first Zoom speaker evening.

## FINANCIAL REVIEW

### Reserves Policy

LHFWI currently requires reserves to allow it to continue to work in the event of a substantial fall in our membership affiliation subscriptions. The trustees consider holding unrestricted reserves equivalent to 6 months expenditure to be necessary. The pandemic has put immense strain on this policy which will be reviewed once the job retention scheme finishes in April 2021.

### General Fund

This fund is unrestricted and is used for all charitable purposes without restriction in accordance with the governing documents.

### Restricted Funds

This fund is monies from closed WIs which are kept for 3 years for a possible restart of that WI. Also included in this reserve are monies given by donors for a specific purpose and collected for the Pooling of Fares to fund the transport to the NFWI's postponed Annual Meeting.

### Principal Funding Sources and Underlying Performance

LHFWI is a membership based organisation, consequently it derives its main source of income from membership subscriptions, from activities organised for members and fundraising events. Increases in membership numbers is financially very important as it relieves the pressure of fundraising and the prices charged for events that we arrange.

We thank our member WIs and their members for all their financial contributions as well as all their time and effort given to the federation over this extraordinary year.

### Future Plans

The coming year will see an emphasis on retaining and increasing membership numbers, especially amongst young women. It is a challenge, home working, home schooling, flexible working hours, a longer working life and increasing family responsibilities, all make it harder for women. The pressure during the last 10 months has been immense but lets make it known that the WIs are there for them.

All institutes and members have shown increasing use of technology, infinite flexibility as well as enthusiasm and mutual support. All should be more than sufficient for the job!

The constitutions of all three sections of the WI are being reviewed to incorporate new technology etc to allow for more flexibility in our response to

our members and especially during the pandemic.

Never forgetting the objects of the WI, the federation will continue to provide our members with opportunities for learning, taking part in the community, campaigning locally and nationally, but above all, for its members – FUN and FRIENDSHIP never more important than now!

# LINCOLNSHIRE HUMBER FEDERATION of WOMEN'S INSTITUTES

Charity Number 506278      Unincorporated

## RECEIPTS and PAYMENTS ACCOUNT for the YEAR ENDED 31 DECEMBER 2020

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Last Year 2019 £
<b>A1 RECEIPTS</b>				
WI's Affil fees, Gift aid, AGM etc	12,859	688	13,547	18,299
Alnwick holiday/Denman (2019)	1,219		1,219	13,619
Sale of Goods	165		165	4,212
Annual Federation Day	-		-	3,064
Other Events	797		797	8,567
Fundraising events	4,688		4,688	3,895
New and Closed institutes	150	1,384	1,534	3,088
Insurance	-	-	-	903
Donations and interest	28	-	28	74
Job retention scheme	5,052	-	5,052	---
<b>A2 Asset and Investment sales</b>	160	-	160	---
<b>Total receipts</b>	<b>£25,118</b>	<b>£2,072</b>	<b>£27,190</b>	<b>£55,721</b>
<b>A3 PAYMENTS</b>				
New Institute repaid and costs	-	-	-	484
Alnwick holiday/Denman 2019	1,184	-	1,184	13,572
AGM London/Bournemouth 2019	2,165	-	2,165	4,840
Goods for resale	-	-	-	1,749
Annual Federation Day	161	516	677	949
Other events incl Fundraising exps	2,840	-	2,840	7,865
Federation costs, training etc	210	-	210	294
Wages and payroll costs	9,690	-	9,690	9,426
Insurances, utilities & hire	4,464	-	4,464	4,335
Post, stationery, print, tel & IT	2,249	-	2,249	2,665
House costs inc refurb at Denman	1,843	-	1,843	1,504
Travel costs – volunteers	130	-	130	2,086
ACWW	-	-	-	347
Sundries	250	-	250	-
<b>A4 Asset and Investment purchases</b>	-	-	-	-
<b>Total Payments</b>	<b>£25,186</b>	<b>£516</b>	<b>£25,702</b>	<b>£50,116</b>
Net of receipts/(payments)	<b>£(68)</b>	<b>£1,556</b>	<b>£1,488</b>	<b>£5,605</b>
<b>A5 Transfers between funds</b>	-	-	-	-
<b>A6 Cash funds at last year end</b>	29,364	3,942	33,306	27,701
<b>Cash funds at this year end</b>	<b>£29,296</b>	<b>£5,498</b>	<b>£34,794</b>	<b>£33,306</b>

**STATEMENT OF ASSETS and LIABILITIES as at 31 DECEMBER 2020**

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Last year 2019 £
<b>B1 CASH FUNDS</b>				
Barclays – current a/c	19,610	5,498	25,108	23,220
Barclays – No 1 a/c	7,448		7,448	7,442
Barclays – No 2 a/c	2,149		2,149	2,147
Cash held	89		89	497
<b>Total Cash funds at the year end</b>	<b><u>£29,296</u></b>	<b><u>£5,498</u></b>	<b><u>£34,794</u></b>	<b><u>£33,306</u></b>
<b>B2 Other monetary assets</b>				
Goods for resale	470		470	840
Debtors WI and others	614		614	914
Prepayments	451		451	--
<b>Total</b>	<b><u>£1,535</u></b>		<b><u>£1,535</u></b>	<b><u>£1,754</u></b>
<b>B3 Investment assets</b>			<b>None</b>	<b>None</b>
<b>B4 Assets for Charity's own use</b>				
10 Queen Street, Brigg - Cost	24,789		24,789	24,789
Valuation for Insurance (2014)	117,741		----	----
Computers, equipment & furniture Some computers were grant funded by A4A in 2014	1,450	100	1,550	2,650
<b>Total Assets per trustee values</b>	<b><u>£26,239</u></b>	<b><u>£100</u></b>	<b><u>£26,339</u></b>	<b><u>£27,439</u></b>
<b>B5 Liabilities</b>				
NFWI subs	----		----	98
HMRC payroll	86		86	81
Gas and electric	165		165	228
Office supplies	---		----	---
<b>Total Liabilities</b>	<b><u>£251</u></b>		<b><u>£251</u></b>	<b><u>£407</u></b>

**Signed by two of the trustees on  
behalf of all the trustees.**

Date of approval

Name

Signed at Board of Trustees meeting  
Tuesday 9<sup>th</sup> February 2021

Jennifer Nix

Valerie  
Lancaster

The title to 10 Queen Street, Brigg is vested with the Official Custodian.

**Restricted Funds**

At the year end restricted funds were £5498 comprised of the funds of 5 closed institutes Guinness and Burringham (£630), Old Brumby (£165) both closing in 2018, Healing (£225) and Wrawby (£2406) closed in 2019 together with Hibaldstow (£1384) closing in 2020. £688 was collected for the Pooling of Fares scheme operated by NFWI to fund the transport to the AGM which has been postponed until June 2021.

Monies collected on behalf of NFWI

LHFWI collected £12851 on behalf of NFWI as their portion of the subscription and have paid over the same amount.

## **Independent Examiner's Report to the trustees of the Lincolnshire Humber Federation of Women's Institutes ("LHFWI").**

I report on the accounts for the year ended 31 December 2020 which are set out on pages 1 to 8

### **Respective responsibilities of the trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

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 Commissions section 145(5)(b) of the 2011 Act; and state whether particular matters have come to my attention.

### **Basis of examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. As 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 or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

### **Independent examiner's statement**

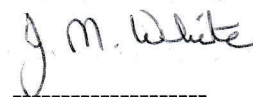
The accounts comply with the detailed legal requirements for the trustees annual report as set out in The Charities (Accounts and Reports) Regulations 2008.

In connection with my examination, no matter has come to my attention that the requirements below:

- to keep accounting records in accordance with s130 of the 2011 Act; or
- to prepare accounts which accord with these accounting records and to comply with the accounting requirements of the 2011 Act have not been met.

Jean White  
20 Poplar Grove,  
Scotter  
Gainsborough  
LINCOLNSHIRE

Signature

  
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Date

20/2/2021