



LINCOLNSHIRE HUMBER FEDERATION OF WOMEN'S INSTITUTEs

TRUSTEES ANNUAL REPORT FOR THE PERIOD
1st JANUARY 2021 to 31st DECEMBER 2021

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 upto 12/4/2021	
Valerie Lancaster	All year	Treasurer	
Mavis Reade	All year	Vice Chairman	Public Affairs
Mavis Jarvis	All year	WI Adviser	Joint Membership
Pam Farmery	Resigned 13/7/2021	Vice Chairman upto 13/7/2021	Craft
Jean Mumby	All Year	WI Adviser	Membership
Gill Powell	All year		Climate Ambassador
Jill Dawson	All Year	Vice	Events

		Chairman	
Carol Frankish	All year	Vice Chairman	Joint membership and Newsletter Editor
Eleonore Ransom	All Year		House Officer
Christine Sylvester	All Year	Chairman from 12/4/2021	Events

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 this year again because of the Covid pandemic from the 1st January 2021 and reverting to previous office hours was at a future 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 April 2021.
How the charity is constituted	There are currently 1007 members in 39 institutes(1098 members in 41 institutes 2020)
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.

The training course booked for May 2020 was postponed many times in 2021 so waiting until online course is available or face to face courses are allowed.

Other linked charities.

The federation is currently composed of the 39 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 the public benefit in relation to these objects

In planning our activities for the year the trustees 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 39 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

1st Quarter of the year

We began 2021 with a zoom 'Burns night' with a themed quiz with some attending having had a "haggis, neeps an' tatties" evening meal. A further zoom evening took place with Saffron Summerfield in February and the federation's Fun Quiz in March again all on zoom due to the Covid 19 restrictions. Members voted to select their resolution for presentation at the NAGM at the Royal Albert Hall London. The federation's Annual meeting also took place virtually with our speakers Katy Cropper and Sophie Throup much

enjoyed.

The membership subscription year was extended to 15 months upto 31st March 2022 for this year only. The subscription year will continue to be at this year end. Also flexibility has been given to WIs over their part of the subscription collected from members.

The governing constitutions of all 3 sections of the WI were reviewed and amended to give flexibility to continue during Covid restrictions. These changes were agreed by the Charity Commission.

The 2nd and 3rd Quarters of the year

Some of the Federation's planned events and courses were cancelled and the trustees continued to hold their meetings on Zoom. An evening with Sarah Slater a guide at Hampton Court and Milly Freeman on the History of Gin continued our zoom series of talks. Once restrictions eased an outing to the Bomber Command centre was arranged and much enjoyed. The resolution chosen by members was about Ovarian cancer this was discussed at the NFWI's Annual Meeting in June which was a virtual meeting. The speakers for the day were Sophie, Countess of Wessex, Dame Cressida Dick of the Metropolitan Police and Baroness Hale.

"Denman at home" courses continued and are attracting a large following from all over the world and have been much appreciated during the continuing lockdowns.

As restrictions continued to be lifted in September we arranged a visit to an apiary and a "Climate Day" at Scawby. Speakers from Lincoln University talked about the future of motoring, Weelsby WI's newly acquired allotment, a member talked about eco friendly products as well as the local hospice with pre loved clothes.

The 4th Quarter of the year.

A craft session was arranged by our new Hobbies team at WI House.

During the year the Federation has tried socially distanced fundraising again by selling bulbs, calendars, diaries and a Spring raffle. As Covid restrictions had lifted by November our "Cracking Christmas" faire took place and was very well supported.

With the loss of 3 WIs in the year, we are constantly on the lookout for suitable areas and venues for new WIs. One bright spot was the suspension of Ulceby WI and then its reformation in the same year. This pandemic has shown members the "value" and "health benefits" of their institute and numbers of members are growing back to pre covid levels.

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 as the job retention scheme finished in October 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 are monies given by donors for a specific purpose, monies collected for the Pooling of Fares to fund the transport to the NFWI's Annual Meeting in Liverpool (2023) together with the London hotel refund.

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 another 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, flexible working hours, a longer working life and increasing family responsibilities, all make it harder for women. The pressure during the last 12 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!

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 2021

Last Year 2021	2020	Unrestricted Funds		Restricted	Total
		£	£	£	£
A1 RECEIPTS					
WI's Affil fees, Gift aid, AGM etc 13,547		10,059		2,165	12,224
Edinburgh holiday/Alnwick (2020) 1,219		10,720			10,720
Sale of Goods 165			285		285
Annual Federation Day		380			380
Other Events 797			2,032		2,032
Fundraising events 4,688			6,304		6,304
New and Closed institutes 1,534			-	2,491	2,491
Insurance		-		-	-
Donations and interest 28		1			1
Job retention scheme 5,052			5,934		5,934
Sundries		199		-	199
A2 Asset and Investment sales 160			---		---
Total receipts		£35,914			£4,656
£40,570	£27,190				
A3 PAYMENTS					
New Institute repaid and costs ---			-		151
Edinburgh holiday/Alnwick (2020) 1,184		10,703		-	10,703
AGM London(virtual) 2,165			120		120
Goods for resale		47		-	47
Annual Federation Day 677		600			600
Other events incl Fundraising exps 2,840				5,096	5,096
Federation costs, training etc 210				700	700
Wages and payroll costs 9,690		10,013		-	10,013

Insurances, utilities & hire 4,464	4,681	-	4,681
Post, stationery, print, tel & IT 2,249	1,752	-	1,752
House costs (Denman 2020) 1,843	1,022	-	1,022
Travel costs - volunteers 130	530	-	530
Sundries 250	277	-	277
A4 Asset and Investment purchases -	-	-	-
Total Payments	£35,541	£151	£35,692
Net of receipts/(payments) £1,488	£373	£4,505	£4,878
A5 Transfers between funds -	795	(795)	-
A6 Cash funds at last year end 33,306	29,296	5,498	34,794
Cash funds at this year end £39,672	£30,464	£9,208	
£34,794			

STATEMENT OF ASSETS and LIABILITIES as at 31 DECEMBER 2021

Last year	Unrestricted	Restricted	Total	
2020	Funds	Funds	2021	
	£	£	£	£
B1 CASH FUNDS				
Barclays - current a/c	20,568	9207	29,775	25,108
Barclays - No 1 a/c	7,449		7,449	7,448
Barclays - No 2 a/c	2,149		2,149	2,149
Cash held	299		299	89
Total Cash funds at the year end	£30,465	£9,207	£39,672	£34,794
B2 Other monetary assets				
Goods for resale	584		584	470
Debtors WI and others	1,282		1,282	614
Prepayments	301		301	451
Total	£2,167		£2,167	£1,535

B3 Investment assets		None	None
B4 Assets for Charity's own use			
10 Queen Street, Brigg - Cost	24,789	24,789	24,789
Valuation for Insurance (2014)	117,741	----	----
Computers, equipment & furniture	1,450	1,450	2,650
Total Assets per trustee values	<u>£26,239</u>	<u>£26,239</u>	£27,439
B5 Liabilities			
NFWI subs			
HMRC payroll	90	90	86
Gas and electric	189	189	165
Office supplies			---
Total Liabilities	<u>£279</u>	<u>£279</u>	<u>£251</u>

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

Date of approval	Name
Signed at Board of Trustees meeting Tuesday 8 th February 2022	Christine Sylvester
	Valerie Lancaster

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Restricted Funds

At the year end restricted funds were £9207 comprised of the funds of 7 closed institutes Healing (£225) and Wrawby (£2406) closed in 2019 together, Hibaldstow (£1384) closing in 2020. Further closures in 2021 were Haxey (£357), Ashby Belles (£148) and Appleby (£1100). Ulceby closed and reopened and their funds of (£734) are being repaid in January 2022. £688 was collected for the Pooling of Fares scheme operated by NFWI to fund the transport to the AGM which was postponed until June 2021. The hotel costs (£2165) for the above postponed AGM, which subsequently became a virtual meeting, have been returned and are being used to fund the hotel costs of the AGM in June 2022.

Monies collected on behalf of NFWI

LHFWI collected £11,863 on behalf of NFWI as their portion of the subscription and have paid over £11,900 resulting in a small overpayment of £37 which will be reclaimed against future payments.

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 2021 which are set out on pages 1 to 7

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

J. M. White

Date 28th February 2022