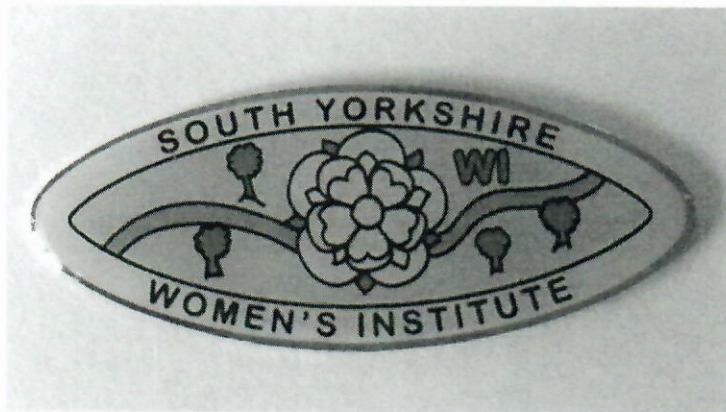




## **SOUTH YORKSHIRE FEDERATION OF WIs**

### **BOARD OF TRUSTEES REPORT**

**2019 - 2020**



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## **ANNUAL REPORT 2019/2020**

### **Federation Chairman**

The South Yorkshire Federation has been through quite difficult times since the outbreak of Covid19. We have had to cancel events that we had planned and as yet we have been unable to plan for any future events.

Our Board of Trustees have been able to meet through the magic of Zoom although it is not the same as actually meeting each other in a face to face situation. Not all our Trustees have access to Zoom but we have stayed in contact with them. Sadly the Home Economics, Leisure Activities and Public Affairs Sub Committees have not managed to hold any meetings during these times but hopefully we will recommence them as soon as we are able.

We have been fortunate in being able to keep the Federation Office working as usual with Kirsty and Lesley working from home and just visiting the office on different days from each other to collect mail etc. The monthly newsletter News "N" Views has been produced each month and sent out to Federation Secretaries for distribution. All information sent from NFWI has been cascaded down to the WIs in order to keep them up to date with the latest updates. This we were able to do as the Board of Trustees made the decision right from the beginning not to furlough our staff and to keep the office running as smoothly as possible during these unusual times. Let us all hope that that it will not be too long before things start returning to normality and we can meet with each other at Federation and WI events.

**Dorothy Meekins  
Federation Chairman**

### **Office and Finance**

What an awful year it was! I do not think many were expecting the crisis to go on as long as it has, nor could we have possibly comprehended the impact it has had on all of us. An unprecedented year that will impact for years to come.

The office closed in March 2020. The Board of Trustees made the decision that our staff would not be furloughed as they could work from home. Some other federations did furlough their staff and at least one federation has made staff redundant. Our staff working from home has ensured that the work of the federation has continued. Our Financial Secretary spent a long time sending refunds for cancelled events. Bills still had to be paid, the NFWI have continued to work from home with the national board meeting via conferencing software and the South Yorkshire Board made the decision to purchase software so that we could do the same. It was a very steep learning curve and some of us were quicker at learning than others!

The Income and Expenditure breakdown that is in the delegates pack has to be read with caution. We had to send so many refunds for cancelled events that it does not give a fair reflection on how South Yorkshire Federation stands financially. Our impact on our income was huge and will continue into the financial year 2020-2021. At the time of writing this report we are still not at a point where we can see when we will be able to move out of restrictions and into a 'new normal'.

The Government grant of £10,000 was a massive help. Without it we would not be in the situation of a small surplus of income over expenditure, we would have made a massive loss. However, the true story is that during the Financial Year to 30<sup>th</sup> September 2020 we had six months when there was virtually no income for the Federation. Our two big events which generally bring in a fair amount (the Annual

Meeting and International Day) did not happen. The Zoom meetings have brought some income during this year but our total income is way down already.

I want to thank both Kirsty and Lesley for the sterling work they have done under very trying circumstances. Working from home is hard enough but when you add the further difficulty of home-schooling.....! We are all grateful for their hard work and commitment and realise how lucky we are to have them.

2020 is a year we all want to forget. The first part of 2021 has not, so far, been much better. I hope that by the time we 'meet' for the Annual Meeting things will be starting to look a little better. We will be dealing with the effects of this global pandemic for several years but I am sure we will manage to get the Federation back on its feet financially.

If anyone has any questions on the accounts please could they submit them in writing and I will do my best to answer them.

**Ingrid House**  
**Federation Treasurer**

### **Membership Sub-Committee**

The Membership team have not had much chance to relax this year even though there have been no WI meetings to attend. We have been here to give advice and support to all our WIs when necessary.

We have continued to hold our monthly meetings via Zoom and all the WI Advisers have contacted their own allocated WIs. It has been lovely to welcome two new WI Advisers, Rebecca Holt and Annie Dawson whom will certainly be an asset to our team.

Sadly we have been unable to open any new WIs this year and the two that were planned have been put on hold until the future looks more certain. Sadly two of our WIs have gone into Suspension this year.

We have had more than 40 enquiries from prospective new members and hopefully they will join when we are able to hold meetings once again.

It has been good to hear about all the WIs that are keeping in contact with their members through Zoom meetings or emails. Sadly there are a few WIs who have little or no contact with their members since last March.

At the current time we have 58 WIs with 2228 members 82 of them being Dual members.

Let us hope that it will not be too long before we will be able to hold meetings once again and meet up with our fellow WI members.

**Dorothy Meekins**  
**Membership Committee Chair**

### **Home Economics and Education**

Along with many other groups, organisations and companies, we had to cancel a number of planned events in 2020 due to the Coronavirus Pandemic. These included Acrylic Paint Pouring, Rag Rug Making, Card Crafts and a number of Sewing Sessions for Christmas items. Also planned was a Colour & Stylist Afternoon Tea and a visit to Renishaw Hall & Gardens. We are hoping to be able to rearrange most of these events again during 2021 and 2022.

**Sandra Crawford**  
**Chair of Home Economics and Education**

### **Leisure Activities Committee**

The planned trip to the Assay Office in Sheffield was oversubscribed, but as the date approached, it had to be cancelled.

Heritage Treasure Hunts at Sprotbrough and Thurlstone and Millhouse Green WIs were cancelled.

The Annual Federation Quiz at Dodworth and Amthorpe was cancelled.

The Annual Federation Carol Service was cancelled.

**Lorna Montgomery**  
**Chair of Leisure Activities Committee**

### **Public Affairs and International Committee**

The Public Affairs Sub Committee aim to bring current issues to the attention of members of S.Y.F.W.I. With that in mind, it was decided that the focus of International Day 2020, to take place on 21 September 2020, would be climate change. Obviously, the pandemic put paid to any possibility of holding the event at that time, but the Committee very much hope it will be possible to put on the event in 2022.

It was still possible at the end of June 2020, however, for WI members to take part in the first ever virtual lobby of Parliament, co-ordinated by the Climate Coalition, of which the WI is a founding member. The Climate Coalition works to protect what we love from the effects of climate change and to lobby politicians to make tackling the issue a priority. As part of the lobby, two members of the Public Affairs Committee arranged a Zoom meeting with their local MP to present to him the importance of a healthy, green and fair recovery in the aftermath of the pandemic.

**Susan Webster**  
**Co-Chair and Secretary of Public Affairs & International Committee**

### **ACWW**

Like many charities and organisations, 2020 was a difficult year for ACWW, with many of their scheduled events for the year, eg. Area conferences, postponed or scrapped altogether. However, operations in their central office have continued with staff working from home and with modern technology making it possible to have virtual meetings, attend online conferences and participate in webinars, staff have still been able to make ACWW's voice heard on various platforms. They continued to send out public statements for World Environment day & International Day of Families for example and also produced an action pack for 'Orange the World' campaign, the 16 Days of global activism against gender-based violence. As a consequence of working closely with UNESCO over the years, ACWW has been elected by NGOs globally to represent them on UNESCO Liaison Committee.

ACWW had to temporarily transition to digital-only magazines for 2 editions of "The Countrywoman", due to the closing of mailing houses and printing offices all over the world. While videoconferencing for various committee meetings made for a reduction on travel expenses, the fund-raising capacity of ACWW has been greatly reduced during the health pandemic. Because member societies have not had meetings, there has been a decrease in donations to the "Pennies for Friendship" fund which has impacted on the charity's ability to fund projects through The Women's Empowerment Fund. This has resulted in a delay in announcing new projects and the 18 projects funded in October 2019, have been either halted or significantly impacted.

For the first time in many years, ACWW has had to dip into its financial reserves. ACWW does not receive any government funding, nor does it rely on grants or funding partnerships with bigger organisations. They are fully reliant on its membership for funding - it is small donations from individuals over a vast membership that sustain the work of ACWW. In many ways this is a good thing - it means that ACWW has the freedom to pursue only the interests of its members. It isn't constrained by funding agreements or government priorities, and because of this, they are able to hold governments, companies, and even international bodies to account without any fear because they know that their membership are the only invested stakeholders. While ACWW has some financial security because of its reserves, they need member's donations to help ensure that ACWW is able to continue all of its work. Thank you to those WIs in South Yorkshire Federation who managed to collect their donations for Pennies for Friendship prior to "lockdown" in March '20, we raised £264.65 for The Women's Empowerment fund and this year our money has been donated to projects that support Maternal & Reproductive Health. Like everything else, talks I had scheduled to give to WIs in our Federation had to be cancelled last year. When social distancing restrictions are eased and we are allowed to meet again, please contact me if you would like to hear more about the work of ACWW. You can also find out more by visiting their website [www.acww.org.uk](http://www.acww.org.uk)

**Roberta Eales**  
**ACWW Representative**



South Yorkshire Federation of Women's Institute		Charity No (if any)	513917
<b>Annual accounts for the period</b>			
1 October 2019	<b>To</b>	30 September 2020	

## Section A Statement of financial activities

Recommended categories by activity	Guidance Notes	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total funds £ F04	Prior year funds £ F05
<b>Incoming resources (Note 3)</b>						
<b>Income and endowments from:</b>						
Donations and legacies	S01	-	-	-	-	-
Charitable activities	S02	81,658	-	-	81,658	92,782
Other trading activities	S03	-	-	-	-	-
Investments	S04	21	-	-	21	27
Separate material item of income	S05	-	-	-	-	-
Other	S06	-	-	-	-	-
<b>Total</b>	S07	<b>81,679</b>	<b>-</b>	<b>-</b>	<b>81,679</b>	<b>92,809</b>
<b>Resources expended (Note 6)</b>						
<b>Expenditure on:</b>						
Raising funds	S08	-	-	-	-	-
Charitable activities	S09	80,092	-	-	80,092	99,357
Separate material item of expense	S10	-	-	-	-	-
Other	S11	-	-	-	-	-
<b>Total</b>	S12	<b>80,092</b>	<b>-</b>	<b>-</b>	<b>80,092</b>	<b>99,357</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>						
	S13	1,587	-	-	1,587	- 6,548
Net gains/(losses) on investments	S14	-	-	-	-	-
<b>Net income/(expenditure)</b>	S15	<b>1,587</b>	<b>-</b>	<b>-</b>	<b>1,587</b>	<b>- 6,548</b>
<b>Extraordinary items</b>						
	S16	-	-	-	-	-
<b>Transfers between funds</b>						
	S17	-	-	-	-	-
<b>Other recognised gains/(losses):</b>						
Gains and losses on revaluation of fixed assets for the charity's own use	S18	-	-	-	-	-
Other gains/(losses)	S19	-	-	-	-	-
<b>Net movement in funds</b>	S20	<b>1,587</b>	<b>-</b>	<b>-</b>	<b>1,587</b>	<b>- 6,548</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward	S21	138,672	-	-	138,672	145,220
<b>Total funds carried forward</b>	S22	<b>140,259</b>	<b>-</b>	<b>-</b>	<b>140,259</b>	<b>138,672</b>

# Section B

# Balance sheet

		Guidance Notes	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
<b>Fixed assets</b>							
Intangible assets	(Note 15)	B01	-	-	-	-	-
Tangible assets	(Note 14)	B02	101,443	-	-	101,443	101,603
Heritage assets	(Note 16)	B03	-	-	-	-	-
Investments	(Note 17)	B04	-	-	-	-	-
<b>Total fixed assets</b>		B05	101,443	-	-	101,443	101,603
<b>Current assets</b>							
Stocks	(Note 18)	B06	3,842	-	-	3,842	4,149
Debtors	(Note 19)	B07	742	-	-	742	720
Investments	(Note 17.4)	B08	-	-	-	-	-
Cash at bank and in hand	(Note 24)	B09	34,952	-	-	34,952	32,920
<b>Total current assets</b>		B10	39,536	-	-	39,536	37,789
<b>Creditors: amounts falling due within one year</b>	(Note 20)	B11	720	-	-	720	720
<b>Net current assets/(liabilities)</b>		B12	38,816	-	-	38,816	37,069
<b>Total assets less current liabilities</b>		B13	140,259	-	-	140,259	138,672
<b>Creditors: amounts falling due after one year</b>	(Note 20)	B14	-	-	-	-	-
Provisions for liabilities		B15	-	-	-	-	-
<b>Total net assets or liabilities</b>		B16	140,259	-	-	140,259	138,672
<b>Funds of the Charity</b>							
Endowment funds	(Note 27)	B17	-	-	-	-	-
Restricted income funds	(Note 27)	B18	-	-	-	-	-
Unrestricted funds		B19	140,259	-	-	140,259	138,672
Revaluation reserve		B20	-	-	-	-	-
<b>Total funds</b>		B21	140,259	-	-	140,259	138,672

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval dd/mm/yyyy

# Independent examiner's report to the trustees of South Yorkshire Federation of Women's Institutes

I report on the accounts of the Trust for the year ended 30 September 2020

## Respective responsibilities of 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
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to 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 or 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 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

In connection with my examination, no 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 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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



Name:

N Goddard

Relevant professional qualification or body:

FCMA

Address:

6 The Row, Old Cantley, Doncaster DN3 3QJ

## Note 1 Basis of preparation

*This section should be completed by all charities.*

## 1.1 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 accounts have been prepared in accordance with:

- and 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) issued on 16 July 2014
- and with\*  the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

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

\* -Tick as appropriate

## 1.2 Going concern

*If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:*

An explanation as to those factors that support the conclusion that the charity is a going concern;

*Not applicable*

Disclosure of any uncertainties that make the going concern assumption doubtful;

*Not applicable*

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

*Not applicable*

## 1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in note { }.

Yes\*


\* -Tick as appropriate

No\*

*Please disclose:*

<i>(i) the nature of the change in accounting policy;</i>	
<i>(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and</i>	
<i>(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS 102 SORP.</i>	

## 1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

Yes\*


\* -Tick as appropriate

No\*

*Please disclose:*

---

<i>(i) the nature of any changes;</i>	
<i>(ii) the effect of the change on income and expense or assets and liabilities for the current period; and</i>	
<i>(iii) where practicable, the effect of the change in one or more future periods.</i>	

**1.5 Material prior year errors**

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

Yes*	<input checked="" type="checkbox"/>	* -Tick as appropriate
No*	<input type="checkbox"/>	

**Please disclose:**

<i>(i) the nature of the prior period error;</i>	
<i>(ii) for each prior period presented in the accounts, the amount of the correction for each account line item affected; and</i>	
<i>(iii) the amount of the correction at the beginning of the earliest prior period presented in the accounts.</i>	

**Note 2 Accounting policies**

Please complete this note when first reporting under FRS2102. Section 35 of FRS102, requires 3 reconciliations to be presented, if all are applicable.

**2.1 RECONCILIATION WITH PREVIOUS GENERALLY ACCEPTED ACCOUNTING PRACTICE**

Please provide a description of the nature of each change in accounting policy

--

**Reconciliation of funds per previous GAAP to funds determined under FRS 102**

	Start of period £	End of period £
Fund balances as previously stated	138,672	140,259

*Adjustments:*

Fund balance as restated	<u>138,672</u>	<u>140,259</u>
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**Reconciliation of net income/(net expenditure) per previous GAAP to net income/(net expenditure) under FRS 102**

	End of period £
Net income/(expenditure) as previously stated	1,587

*Adjustments:*

Previous period net income/(expenditure) as restated	<u>1,587</u>
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**Note 2 Accounting policies**  
**2.2 INCOME**

This standard list of accounting policies has been applied by the charity except for those ticked "No" or "N/a". Where a different or additional policy has been adopted then this is detailed in the box below.

<b>Recognition of income</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>the charity becomes entitled to the resources;</li> <li>it is more likely than not that the trustees will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Offsetting</b>	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Legacies</b>	In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP). Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Government grants</b>	The charity has received government grants in the reporting period	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Tax reclaims on donations and gifts</b>	Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Donated goods</b>	Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Donated services and facilities</b>	Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Support costs</b>	The charity has incurred expenditure on support costs.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Income from interest, royalties and dividends</b>	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Income from membership subscriptions</b>	Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Settlement of insurance claims**

Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP) and are included as an item of other income in the SoFA.

Yes	No	N/a
✓		

**Investment gains and losses**

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Yes	No	N/a
✓		

**2.3 EXPENDITURE AND LIABILITIES**

**Liability recognition**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Yes	No	N/a
✓		

**Governance and support costs**

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Yes	No	N/a
✓		

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Yes	No	N/a
✓		

**Grants with performance conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Yes	No	N/a
		✓

**Grants payable without performance conditions**

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

Yes	No	N/a
		✓

**Redundancy cost**

The charity made no redundancy payments during the reporting period.

Yes	No	N/a
		✓

**Deferred income**

No material item of deferred income has been included in the accounts.

Yes	No	N/a
		✓

**Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts

Yes	No	N/a
✓		

**Provisions for liabilities**

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

Yes	No	N/a
✓		

**Basic financial instruments**

The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.

Yes	No	N/a
✓		

**2.4 ASSETS**

**Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year, and cost at least

They are valued at cost.

Yes	No	N/a
✓		

**Intangible fixed assets**

The depreciation rates and methods used are disclosed in note 9.2. The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights. The amortisation rates and methods used are disclosed in note 9.5

Yes	No	N/a
		✓

They are valued at cost.

Yes	No	N/a
		✓

**Heritage assets**

The charity has heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. The depreciation rates and methods used as disclosed in note 9.6.1.4.

Yes	No	N/a
		✓

They are valued at cost.

Yes	No	N/a
		✓

**Investments**

Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.

Yes	No	N/a
		✓

Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments

Yes	No	N/a
		✓

**Stocks and work in progress**

Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.

Yes	No	N/a
✓		

Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.

Yes	No	N/a
✓		

Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.

Yes	No	N/a
		✓

**Debtors**

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Yes	No	N/a
✓		

**Current asset investments** The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.

Yes	No	N/a
		✓

They are valued at fair value except where they qualify as basic financial instruments.

Yes	No	N/a
		✓

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM  
THOSE ABOVE**

## Note 3

## Analysis of income

Analysis		Unrestricted	Restricted	Endowment	Total funds	Prior year
		funds	income funds	funds	£	£
Donations and legacies:	Donations and gifts	422	-	-	422	100
	Gift Aid	-	-	-	-	-
	Legacies	-	-	-	-	-
	General grants provided by government/other charities	10,000	-	-	10,000	-
	Membership subscriptions and sponsorships which are in substance donations	45,915	-	-	45,915	53,519
	Donated goods, facilities and services	-	-	-	-	-
	Other	-	-	-	-	-
	<b>Total</b>	<b>56,337</b>	<b>-</b>	<b>-</b>	<b>56,337</b>	<b>53,619</b>
Charitable activities:		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	Other	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Other trading activities:		-	-	-	-	-
	Other institute income	25,321	-	-	25,321	39,163
		-	-	-	-	-
	Other	-	-	-	-	-
<b>Total</b>	<b>25,321</b>	<b>-</b>	<b>-</b>	<b>25,321</b>	<b>39,163</b>	
Income from investments:	Interest income	21	-	-	21	27
	Dividend income	-	-	-	-	-
	Rental and leasing income	-	-	-	-	-
	Other	-	-	-	-	-
	<b>Total</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>21</b>	<b>27</b>
Separate material item of income:		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other:	Conversion of endowment funds into income	-	-	-	-	-
	Gain on disposal of a tangible fixed asset held for charity's own use	-	-	-	-	-
	Gain on disposal of a programme related investment	-	-	-	-	-
	Royalties from the exploitation of intellectual property rights	-	-	-	-	-
	Other	-	-	-	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL INCOME</b>	<b>81,679</b>	<b>-</b>	<b>-</b>	<b>81,679</b>	<b>92,809</b>	

## Other information:

All income in the prior year was unrestricted except for:  
(please provide description and amounts)

--

Where any endowment fund is converted into income in the reporting period, please give the reason for the conversion.

--

Within the income items above the following items are material: (please disclose the nature, amount and any prior year amounts)

--

## Note 4

## Analysis of receipts of government grants

	Description	This year £	Last year £
Government grant 1	Small business support grant	10,000	-
Government grant 2		-	-
Government grant 3		-	-
Other		-	-
	<b>Total</b>	<b>10,000</b>	<b>-</b>

*Please provide details of any unfulfilled conditions and other contingencies attaching to grants that have been recognised in income.*

*Please give details of other forms of government assistance from which the charity has directly benefited.*

## Note 6

## Analysis of expenditure

	Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
<b>Analysis</b>					
<b>Expenditure on raising funds:</b>					
Incurred seeking donations	-	-	-	-	-
Incurred seeking legacies	-	-	-	-	-
Incurred seeking grants					
Operating membership schemes and social lotteries					
Staging fundraising events					
Fundraising agents					
Operating charity shops					
Operating a trading company undertaking non-charitable trading activity					
Advertising, marketing, direct mail and publicity	-	-	-	-	-
Start up costs incurred in generating new source of future income	-	-	-	-	-
Database development costs	-	-	-	-	-
Other trading activities					
Investment management costs:	-	-	-	-	-
Portfolio management costs	-	-	-	-	-
Cost of obtaining investment advice	-	-	-	-	-
Investment administration costs	-	-	-	-	-
Intellectual property licencing costs	-	-	-	-	-
Rent collection, property repairs and maintenance charges	-	-	-	-	-
	-	-	-	-	-
<b>Total expenditure on raising funds</b>	-	-	-	-	-
<b>Expenditure on charitable activities</b>					
Total expenditure on charitable activities	80,092	-	-	80,092	99,357
	-	-	-	-	-
	-	-	-	-	-
<b>Total expenditure on charitable activities</b>	80,092	-	-	80,092	99,357
<b>Separate material item of expense</b>					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Other</b>					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Total other expenditure</b>	-	-	-	-	-
<b>TOTAL EXPENDITURE</b>	80,092	-	-	80,092	99,357

**Note 11**                      **Paid employees**

Please complete this note if the charity has any employees.

**11.1 Staff Costs**

	This year £	Last year £
Salaries and wages	15,761	15,283
Social security costs	49	49
Pension costs (defined contribution scheme)	403	384
Other employee benefits	-	-
<b>Total staff costs</b>	<b>16,213</b>	<b>15,716</b>

Please provide details of expenditure on staff working for the charity whose contracts are with and are paid by a related party

--

Please give details of the number of employees whose total employee benefits (excluding employer pension costs) fell within each band of £10,000 from £60,000 upwards. If there are no such transactions, please enter 'true' in the box provided.

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

TRUE
------

Band	Number of employees
£60,000 to £69,999	
£70,000 to £79,999	
£80,000 to £89,999	
£90,000 to £99,999	
£100,000 to £109,999	

Please provide the total amount paid to key management personnel (includes trustees and senior management) for their services to the charity

--

**11.2 Average head count in the year**

The parts of the charity in which the employees work

	This year Number	Last year Number
Fundraising	-	-
Charitable Activities	2	2
Governance	-	-
Other	-	-
<b>Total</b>	<b>2</b>	<b>2</b>

**Note 14 Tangible fixed assets***Please complete this note if the charity has any tangible fixed assets***14.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Total
	£	£	£	£	£
At the beginning of the year	100,319	-	-	3,720	104,039
Additions	-	-	-	-	-
Revaluations	-	-	-	-	-
Disposals	-	-	-	-	-
Transfers *	-	-	-	-	-
At end of the year	100,319	-	-	3,720	104,039

**14.2 Depreciation and impairments**

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	RB	SL or RB	Straight Line ("SL") or Reducing Balance ("RB")
<b>** Rate</b>				10%		

At beginning of the year	-	-	-	2,436	2,436
Disposals	-	-	-	-	-
Depreciation	-	-	-	160	160
Impairment	-	-	-	-	-
Transfers*	-	-	-	-	-
At end of the year	-	-	-	2,596	2,596

**14.3 Net book value**

Net book value at the beginning of the year	100,319	-	-	1,284	101,603
Net book value at the end of the year	100,319	-	-	1,124	101,443

**14.4 Impairment**

*Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.*

**Note 18**                      **Stocks**

Please complete this note if the charity holds any stock items

18.1 Please state the carrying amount of stock and work in progress analysed between activities.

	Stock		Donated goods		Work in progress
	For distribution	For resale	For distribution	For resale	
	£	£	£	£	
<b>Charitable activities:</b>					
<i>Opening</i>	4,149	-	-	-	-
<i>Added in period</i>	-	-	-	-	-
<i>Expensed in period</i>	- 307	-	-	-	-
<i>Impaired</i>	-	-	-	-	-
<i>Closing</i>	<b>3,842</b>	-	-	-	-
<b>Other trading activities:</b>					
<i>Opening</i>	-	-	-	-	-
<i>Added in period</i>	-	-	-	-	-
<i>Expensed in period</i>	-	-	-	-	-
<i>Impaired</i>	-	-	-	-	-
<i>Closing</i>	-	-	-	-	-
<b>Other:</b>					
<i>Opening</i>	-	-	-	-	-
<i>Added in period</i>	-	-	-	-	-
<i>Expensed in period</i>	-	-	-	-	-
<i>Impaired</i>	-	-	-	-	-
<i>Closing</i>	-	-	-	-	-
<b>Total this year</b>	<b>3,842</b>	-	-	-	-
<b>Total previous year</b>	<b>4,149</b>	-	-	-	-

18.2 Please specify the carrying amount of any stocks pledged as security for liabilities

--

**Note 19**                      **Debtors and prepayments**

Please complete this note if the charity has any debtors or prepayments.

19.1 Analysis of debtors

Trade debtors

Prepayments and accrued income

Total

This year	Last year
£	£
-	-
-	-
742	720
<b>742</b>	<b>720</b>

**Note 20 Creditors and accruals**

*Please complete this note if the charity has any creditors or accruals.*

**20.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Accruals for grants payable	-	-	-	-
Bank loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Payments received on account for contracts or performance-related grants	-	-	-	-
Accruals and deferred income	720	720	-	-
Taxation and social security	-	-	-	-
Other creditors	-	-	-	-
<b>Total</b>	<b>720</b>	<b>720</b>	<b>-</b>	<b>-</b>

**20.2 Deferred income**

*Please complete this note if the charity has deferred income.*

*Please explain the reasons why income is deferred.*

--

***Movement in deferred income account***

Balance at the start of the reporting period  
 Amounts added in current period  
 Amounts released to income from previous periods  
 Balance at the end of the reporting period

This year £	Last year £
-	-
-	-
-	-
-	-

**Note 24 Cash at bank and in hand**

Short term cash investments (less than 3 months maturity date)  
 Short term deposits  
 Cash at bank and on hand  
 Other  
 Total

This year £	Last year £
-	-
17,918	17,897
17,034	15,023
-	-
<b>34,952</b>	<b>32,920</b>