



**SOUTH YORKSHIRE FEDERATION OF WIs**

**ANNUAL REPORT**

**2020 - 2021**



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## **ANNUAL REPORT 2020/2021**

### **Federation Chairman**

I believe that at long last we are beginning to see some signs of an improvement in the way we have had to live our lives during the past 3 years.

The South Yorkshire Federation is at long last looking forward to starting to plan and organize events for all our members to participate in and to enjoy. Members are now beginning to feel more confident in going out and mixing with fellow WI friends. I do appreciate the fact that we still have to be careful with social contacts but at least we can go about our daily lives albeit with a little more thought and consideration for others.

The vast majority of our WIs are now meeting regularly once again although I know that a few have had to temporarily change venues due to the size or ventilation issues with their usual meeting halls.

The Federation Office is now open for 3 days as we always did and the Board of Trustees and Sub Committees are meeting in Hall Cross Cottage as they had done previously. There are occasions when the Board of Trustees and the Membership Sub Committee have members in the Headquarters and others joining us by Zoom. This to allow for those working members to attend meetings. Hopefully this will encourage other members to join our Committees but are unable to attend our Headquarters due to work or family commitments.

Please support your Federation events as a lot of time and effort has been put into planning these events and it is lovely to see and socialize with our fellow WI members.

**Dorothy Meekins  
Federation Chairman**

### **Office and Finance**

Office and Finance report for the Year ending 30<sup>th</sup> September 2021. No-one needs telling that the last almost two years have been a nightmare. As you know, the office was closed for much of last year and all our activities dwindled to virtually nothing. We arrange these activities for two reasons, so we can learn about things and to raise money. It is hardly surprising that the financial report is going to be uncomfortable reading.

On the plus side, Kirsty and Lesley worked from home and only went into the office to check mail and so on. But, the bills kept coming in! We were luckier than some Federations who had to furlough staff and then, in a few cases, make redundancies. We chose to do neither. There was still work to be done, Zooms to organise, shoulders to be squared and teeth to be gritted. The WI women of South Yorkshire were determined not to be beaten by a global pandemic! I think we did a good job all in all. Many thanks, as always to the lovely Kirsty and Lesley who soldiered on and sorted things.

**Ingrid House  
Federation Treasurer**

### **Membership Sub-Committee**

The Membership team is made up of the 5 WI Advisers – Dorothy Meekins, Ingrid House, Anita Reynolds, Annie Dawson and Rebecca Holt. We also welcomed Sian Holmes onto our team. Sian has just commenced her WI Adviser training.

Our role is to support all WIs and be there to answer any queries and problems. We are trying to visit all WIs at the time of their Annual Meeting at least once every 3 years, sadly Covid 19 has disrupted our plans a little but we will soon be back on track.

The last 2 years have been somewhat disappointing for the Federation. Along with the rest of the WI family we have seen our membership numbers decline. Sadly we have seen the suspension of 7 of our WIs. Reasons for their suspensions were due either to being unable to form a Committee or an ageing population who were shielding due to the recent pandemic. Our Federation has 51 WIs with 1850 members, 378 less than before Covid. This is in keeping with the reduction in membership throughout the whole country.

On the positive side we have welcomed a new WI into the Federation. Carcroft Corkers based in Carcroft, Doncaster are a very vibrant and enthusiastic WI with lots of exciting plans and ideas – we wish them well.

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

### **Activities & Social**

This is an amalgamation of the Home Economics and Education and Leisure Sub-committees, chaired by Sandra Crawford and Lorna Montgomery. I am sure everyone who has attended any of the many events organised by them in the past will join me in thanking Sandra and Lorna for their commitment to providing a varied and stimulating programme for us over the years.

Unfortunately, all activities planned for 2021 had to be cancelled due to the uncertain nature of events during the pandemic. In November 2021, however, the sub-committee was able to meet at Hall Cross Cottage and immediately started confirming events for the coming year. Consequently, the Treasure Trail (formerly the Heritage Walk) will take place in May and June and the Quiz will be in October. In addition, the popular craft sessions held at Hall Cross Cottage are resumed with effect from 15 February this year. As other events evolve full details will appear in News 'n' Views, and we hope we can all start to enjoy meeting together once more.

**Susan Webster**  
**Secretary of Activities & Social Committee**

### **Public Affairs and Resolutions Committee**

The WI is a very “broad church”, catering for a wide range of opinions and styles. One of NFWI’s mission statements is, “The WI is everything you want it to be”, so that may be meeting new people, learning new skills or making a difference to your local community through WI campaigns. For me, the Public Affairs campaigning arm of the WI and to be part of something bigger that had influence, was very attractive. A lot of the general public are amazed at the Resolutions that have originated from the WI and brought about real change in society e.g. the “Keep Britain Tidy” campaign. WI members showed real foresight in calling for a ban on smoking in public places in 1964, after a report 10 years previously had shown a definite link between smoking and lung cancer.

This Resolution led to a number of public health initiatives which eventually cumulated in a total ban of smoking in public places in 2007. Every issue campaigned about stems directly from a Resolution put forward by members, giving members a chance to turn a concern into a national campaign. So if this part of WI life appeals to you too, you would be most welcome to join our SYFWI Public Affairs Sub-Committee which meets bi-monthly. Now that we have all become more familiar with video-conferencing tools such as Zoom, we can be more flexible in how we meet.

Aside from keeping members informed about campaign issues, our Committee also arranges one large event each year. In the past, this has been an “International Day” focussing on aspects of a particular country. This year, we are arranging an “Environment Day” which is focussing on different aspects of climate change. This is a very topical subject following on from COP26 in Glasgow. Did you know that the WI was one of the founder members of the Climate Coalition? Another interesting fact about the WI! We hope you will join us on 21st June in Dinnington for this new venture.

**Roberta Eales**  
**Co-Chair of Public Affairs & Resolutions Committee**

## **ACWW**

It has been another difficult year for ACWW and The Board and World President have searched for new and innovative ways to proceed with ACWW's work and to connect with members to steer ACWW through an uncertain period of time (which is obviously not over yet). Like other organisations, ACWW is struggling and the ongoing challenges and uncertainty brought on by this pandemic are very difficult, yet the people they support still need their services – perhaps now more than ever. Women and girls are disadvantaged in this pandemic, a problem aggravated in rural areas. Rural women, with a crucial role in agriculture, food security and nutrition, already face struggles in their daily lives without the added impact of Covid. The cancellation of practically all physical events has had a huge impact on their fund-raising abilities and The Board have needed to draw on financial reserves in order to meet commitments for the year. They have successfully strived to increase their virtual presence by holding virtual world and area conferences and afternoon teas with the World President, Magdie de Kock, as well as moving their advocacy work on-line to work alongside like-minded NGOs. I'm looking forward to attending the European Area Conference in Glasgow from 19th September – 23rd September, 2022 (Covid permitting!) where I can keep abreast of current initiatives and network with others. Perhaps you might like to invite me to give an up-dated ACWW talk to your WI after I've been! My thanks to Dungwoth & Storrs WI for inviting me to talk to them and for their donation towards ACWW's work. Don't forget to bring your "Pennies for Friendship" cheques to SYFWI Annual Meeting on 30th April. ACWW work is kept alive by the Pennies for Friendship fund. Please make sure you make the cheque payable to ACWW and write WI Pff on the back. This will ensure any money donated is used for supporting project work from the Women's Empowerment Fund and not used for ACWW's admin work. Thank you. If you are new to the WI and interested in finding out more about the work of ACWW, please visit their website [acww.org.uk](http://acww.org.uk). I would also encourage those WI who do not contribute to the Pennies for Friendship fund to have a look at the website to see how this money is used for women around the world who are less privileged than most of us.

**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 2020	<b>To</b>	30 September 2021	

## 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	56,329	-	-	56,329	81,658
Other trading activities	S03	-	-	-	-	-
Investments	S04	1	-	-	1	21
Separate material item of income	S05	-	-	-	-	-
Other	S06	-	-	-	-	-
<b>Total</b>	S07	<b>56,330</b>	<b>-</b>	<b>-</b>	<b>56,330</b>	<b>81,679</b>
<b>Resources expended (Note 6)</b>						
<b>Expenditure on:</b>						
Raising funds	S08	-	-	-	-	-
Charitable activities	S09	57,078	-	-	57,078	80,092
Separate material item of expense	S10	-	-	-	-	-
Other	S11	-	-	-	-	-
<b>Total</b>	S12	<b>57,078</b>	<b>-</b>	<b>-</b>	<b>57,078</b>	<b>80,092</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>						
	S13	-	748	-	-	748
Net gains/(losses) on investments	S14	-	-	-	-	-
<b>Net income/(expenditure)</b>	S15	<b>-</b>	<b>748</b>	<b>-</b>	<b>-</b>	<b>748</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>-</b>	<b>748</b>	<b>-</b>	<b>-</b>	<b>748</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward	S21	140,259	-	-	140,259	138,672
<b>Total funds carried forward</b>	S22	<b>139,511</b>	<b>-</b>	<b>-</b>	<b>139,511</b>	<b>140,259</b>

# Section B

# Balance sheet

		Guidance Notes	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
			£	£	£	£	£
			F01	F02	F03	F04	F05
<b>Fixed assets</b>							
Intangible assets	(Note 15)	B01	-	-	-	-	-
Tangible assets	(Note 14)	B02	101,283	-	-	101,283	101,443
Heritage assets	(Note 16)	B03	-	-	-	-	-
Investments	(Note 17)	B04	-	-	-	-	-
<b>Total fixed assets</b>		B05	101,283	-	-	101,283	101,443
<b>Current assets</b>							
Stocks	(Note 18)	B06	3,911	-	-	3,911	3,842
Debtors	(Note 19)	B07	767	-	-	767	742
Investments	(Note 17.4)	B08	-	-	-	-	-
Cash at bank and in hand	(Note 24)	B09	34,270	-	-	34,270	34,952
<b>Total current assets</b>		B10	38,948	-	-	38,948	39,536
Creditors: amounts falling due within one year	(Note 20)	B11	720	-	-	720	720
<b>Net current assets/(liabilities)</b>		B12	38,228	-	-	38,228	38,816
<b>Total assets less current liabilities</b>		B13	139,511	-	-	139,511	140,259
Creditors: amounts falling due after one year	(Note 20)	B14	-	-	-	-	-
Provisions for liabilities		B15	-	-	-	-	-
<b>Total net assets or liabilities</b>		B16	139,511	-	-	139,511	140,259
<b>Funds of the Charity</b>							
Endowment funds	(Note 27)	B17	-	-	-	-	-
Restricted income funds	(Note 27)	B18	-	-	-	-	-
Unrestricted funds		B19	139,511	-	-	139,511	140,259
Revaluation reserve		B20	-	-	-	-	-
<b>Total funds</b>		B21	139,511	-	-	139,511	140,259

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 2021

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

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

*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	140,259	139,511
<i>Adjustments:</i>		
Fund balance as restated	<u>140,259</u>	<u>139,511</u>

**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	-
<i>Adjustments:</i>	748
Previous period net income/(expenditure) as restated	<u>748</u>

## 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"/>

<b>Settlement of insurance claims</b>	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
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Investment gains and losses</b>	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
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.3 EXPENDITURE AND LIABILITIES</b>				
<b>Liability recognition</b>	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
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Governance and support costs</b>	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
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grants with performance conditions</b>	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
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Grants payable without performance conditions</b>	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
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Redundancy cost</b>	The charity made no redundancy payments during the reporting period.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Deferred income</b>	No material item of deferred income has been included in the accounts.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Creditors</b>	The charity has creditors which are measured at settlement amounts less any trade discounts	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Provisions for liabilities</b>	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
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Basic financial instruments</b>	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
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.4 ASSETS</b>				
<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least <input type="text"/>	Yes	No	N/a
	They are valued at cost.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The depreciation rates and methods used are disclosed in note 9.2.	Yes	No	N/a
<b>Intangible fixed assets</b>	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
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	They are valued at cost.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Heritage assets</b>	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
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	They are valued at cost.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Investments</b>	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
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	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
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Stocks and work in progress</b>	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
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.	Yes	No	N/a
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Debtors</b>	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
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Yes	No	N/a
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**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
	Gift Aid	-	-	-	-	-
	Legacies	-	-	-	-	-
	General grants provided by government/other charities	-	-	-	-	10,000
	Membership subscriptions and sponsorships which are in substance donations	42,572	-	-	42,572	45,915
	Donated goods, facilities and services	-	-	-	-	-
	Other	-	-	-	-	-
	<b>Total</b>	<b>42,572</b>	<b>-</b>	<b>-</b>	<b>42,572</b>	<b>56,337</b>
Charitable activities:		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	Other	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Other trading activities:		-	-	-	-	-
	Other institute income	13,757	-	-	13,757	25,321
		-	-	-	-	-
	Other	-	-	-	-	-
<b>Total</b>	<b>13,757</b>	<b>-</b>	<b>-</b>	<b>13,757</b>	<b>25,321</b>	
Income from investments:	Interest income	1	-	-	1	21
	Dividend income	-	-	-	-	-
	Rental and leasing income	-	-	-	-	-
	Other	-	-	-	-	-
	<b>Total</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>21</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>56,330</b>	<b>-</b>	<b>-</b>	<b>56,330</b>	<b>81,679</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>	-	10,000

*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>					
Incurring seeking donations	-	-	-	-	-
Incurring seeking legacies	-	-	-	-	-
Incurring 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	57,078	-	-	57,078	80,092
	-	-	-	-	-
	-	-	-	-	-
<b>Total expenditure on charitable activities</b>	57,078	-	-	57,078	80,092
<b>Separate material item of expense</b>					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Other</b>					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Total other expenditure</b>	-	-	-	-	-
<b>TOTAL EXPENDITURE</b>	57,078	-	-	57,078	80,092

**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	16,250	15,761
Social security costs	52	49
Pension costs (defined contribution scheme)	443	403
Other employee benefits	-	-
<b>Total staff costs</b>	<b>16,745</b>	<b>16,213</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**

**Basis	SL or RB	SL or RB	SL or RB	RB	SL or RB	Straight Line ("SL") or Reducing Balance ("RB")
** Rate				10%		

At beginning of the year	-	-	-	2,596	2,596
Disposals	-	-	-	-	-
Depreciation	-	-	-	160	160
Impairment	-	-	-	-	-
Transfers*	-	-	-	-	-
At end of the year	-	-	-	2,756	2,756

**14.3 Net book value**

Net book value at the beginning of the year	100,319	-	-	1,124	101,443
Net book value at the end of the year	100,319	-	-	964	101,283

**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>	3,842	-	-	-	-
<i>Added in period</i>	69	-	-	-	-
<i>Expensed in period</i>	-	-	-	-	-
<i>Impaired</i>	-	-	-	-	-
<i>Closing</i>	<b>3,911</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>3,911</b>	-	-	-	-
<b>Total previous year</b>	<b>3,842</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
£	£
-	-
-	-
767	742
<b>767</b>	<b>742</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 £
-	-
17,919	17,918
16,351	17,034
-	-
<b>34,270</b>	<b>34,952</b>