

TEESSIDE FEDERATION OF WOMEN'S INSTITUTES

REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

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against the tide?

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calmer waters

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CHARTERED ACCOUNTANTS
AND BUSINESS ADVISERS

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TEESSIDE FEDERATION OF WOMEN'S INSTITUTES

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FOR THE YEAR ENDED 31 DECEMBER 2023**

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TEESSIDE FEDERATION OF WOMEN'S INSTITUTES

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

The Trustees present their report together with the financial statements of the charity for the year ended 31 December 2023. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the Accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

Objects, Organisation and Activities

The main purposes of the Women's Institute organisation are:

- (a) To advance the education of women and girls for the public benefit in all areas including (without limitation):
 - (i) Local, national and international issues of political and social importance;
 - (ii) Music, drama and other cultural subjects; and
 - (iii) All branches of agriculture, crafts, home economics, science, health and social welfare;
- (b) To promote sustainable development for the public benefit by:
 - (i) Educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and
 - (ii) Promoting sustainable means of achieving economic growth and regeneration;
- (c) To advance health for the public benefit; and
- (d) To advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

"Sustainable development" means development which meets the needs of the present generation without compromising the ability of future generations to meet their needs.

The Women's Institute organisation seeks to give women the opportunity of working together through the Women's Institute organisation in their communities, of developing their capacity and skills, and of putting into practice those ideals for which the Women's Institute organisation stands.

Public benefit statement

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

Achievements and Performance

An extremely busy year due to our celebrating 40 years of Teesside Federation as well as all the usual events.

January opened with a mindfulness day in collaboration with My Core Wellbeing in Guisborough followed in February with International Day based on Nepal, returning to Laurence Jackson School as the venue.

TEESSIDE FEDERATION OF WOMEN'S INSTITUTES

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

The darts was once again hotly contested and the two walking netball groups at Saltburn and Thornaby have continued to thrive. A guided walk was held around Skinningrove and the Axe throwing with quoits etc. in conjunction with the Scouts was repeated. Two successful quizzes were held, one at a new venue with over 30 teams taking part.

The Annual Lunch venue had to be changed at the last minute but proved very enjoyable with Caroline Hawley, antiques auctioneer and TV personality as our speaker.

At the Annual Council Meeting we welcomed our National Chairman Ann Jones, who was anxious to meet as many members as possible. The afternoon saw an Inspirational speaker Ann Ming, who received a standing ovation for her work in reversing the double jeopardy law.

Visits were made to Beamish Museum and Catterick Garrison to see the Hindu Temple followed by time in Richmond but the highlight of the year was a 5 day trip to the Cotswolds which was greatly enjoyed.

Presentations were given by Lyndsey Barrell, a burlesque performer, The History Wardrobe reliving fashion from the 80's and a Flower Arranging demonstration as our Christmas event.

Several events focused on the 80's when TFWI came into being including a Launch Event looking back over 40 years, a Garden party in our Chairman's Garden and finally a Service of Thanksgiving combined with Carol Service.

Financial Review

The attached financial statements show the current state of the finances, which the Committee consider to be sound.

Unrestricted accumulated funds at the Balance Sheet date amount to £79,805 and will be used in the future by the organisation in the furtherance of its objectives.

Reserves are to be maintained at a level sufficient to meet six months' overhead costs of the Federation. In the current and previous years the reserve levels were therefore satisfactory.

Structure, governance and management

Teesside Federation of Women's Institutes was established on 20 April 1983 by the National Federation of Women's Institutes, which is a company limited by guarantee (Number 2517690) and is registered with the Charity Commission Number 513932.

The Board of Trustees are elected biennially and appointments and co-options are made on an annual basis. The officers are elected from the elected members of the Board of Trustees. The Annual Meeting is held in late March/early April.

TEESSIDE FEDERATION OF WOMEN'S INSTITUTES

**TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2023**

Charity Reference and Administrative Details

Charity registration number 513932

| | | |
|-----------------|--------------------|--------------------------|
| Trustees | Patricia Bolton | Chairman |
| | Lynn Mitchell | Vice-chairman |
| | Debbie Baszynski | Honorary Treasurer |
| | Ann Brown | Assistant Treasurer |
| | Barbara Neal | |
| | Diane Falla | |
| | Christina Phillips | |
| | Diane Patton | Co-opted 19 July 2023 |
| | Tina Richardson | Co-opted 20 October 2023 |

Independent Examiner

Trevor Cook FCA
Baines Jewitt Limited
Spitfire House
19 Falcon Court
Preston Farm Industrial Estate
Stockton on Tees
TS18 3TU

Bankers

HSBC
Albert Road
Middlesbrough

Address for correspondence

WI Office
St Mary's Centre
82-90 Corporation Road
Middlesbrough
TS1 2RW

On behalf of the Board of Trustees

**P A Bolton
Chairman**

Date: 20 March 2024

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
TEESSIDE FEDERATION OF WOMEN'S INSTITUTES**

FOR THE YEAR ENDED 31 DECEMBER 2023

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2023 which are set out on pages 5 to 12.

Responsibilities and basis of report

As the Charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**T COOK FCA
Baines Jewitt Limited
Chartered Accountants
Spitfire House
19 Falcon Court
Preston Farm Industrial Estate
Stockton on Tees
TS18 3TU**

Date: 20 March 2024

TEESSIDE FEDERATION OF WOMEN'S INSTITUTES

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023

| | Notes | Unrestricted Funds | | Restricted Funds | | Total Funds | |
|--|-------|--------------------|---------------|------------------|--------------|---------------|---------------|
| | | 2023 | 2022 | 2023 | 2022 | 2023 | 2022 |
| | | £ | £ | £ | £ | £ | £ |
| Incoming Resources | | | | | | | |
| Charitable activities | 2 | 47,098 | 27,432 | - | - | 47,098 | 27,432 |
| Activities to generate funds: | | | | | | | |
| Interest received | | 2,148 | 523 | - | - | 2,148 | 523 |
| Affiliation fees including insurance | | 9,625 | 9,329 | - | - | 9,625 | 9,329 |
| Donations | | 167 | 204 | - | - | 167 | 204 |
| Sundry income | | 159 | 1,399 | 50 | 24 | 209 | 1,423 |
| Total Incoming Resources | | 59,197 | 38,887 | 50 | 24 | 59,247 | 38,911 |
| Resources Expended | | | | | | | |
| Charitable activities | 3 | 53,078 | 34,983 | - | - | 53,078 | 34,983 |
| Total Resources Expended | | 53,078 | 34,983 | - | - | 53,078 | 34,983 |
| Net Incoming/(Outgoing) Resources | | | | | | | |
| Before Transfers | | 6,119 | 3,904 | 50 | 24 | 6,169 | 3,928 |
| Gross Transfers Between Funds | 11 | - | 294 | - | (294) | - | - |
| | | 6,119 | 4,198 | 50 | (270) | 6,169 | 3,928 |
| Balance Brought Forward | | 73,686 | 69,488 | 1,955 | 2,225 | 75,641 | 71,713 |
| Balance Carried Forward | | 79,805 | 73,686 | 2,005 | 1,955 | 81,810 | 75,641 |

All income and expenditure derive from continuing activities.

The annexed notes on page 7 to 12 form part of these financial statements

TEESSIDE FEDERATION OF WOMEN'S INSTITUTES

**BALANCE SHEET
AS AT 31 DECEMBER 2023**

| | Note | 2023 | | 2022 | |
|-------------------------------|----------|------|---------------|------|--------|
| | | £ | £ | £ | £ |
| Fixed Assets | 6 | | 717 | | 628 |
| Current Assets | | | | | |
| Stock | 7 | | 306 | | 411 |
| Debtors and prepayments | 8 | | 623 | | 2,231 |
| National Savings Income Bonds | | | 8,000 | | 8,000 |
| Bank current account | | | 17,622 | | 11,229 |
| Bank deposit accounts | | | 61,595 | | 59,689 |
| | | | 88,146 | | 81,560 |
| Current Liabilities | | | | | |
| Sundry creditors | 9 | | 7,053 | | 6,547 |
| | | | 81,093 | | 75,013 |
| Total Net Assets | | | 81,810 | | 75,641 |
| Fund Balances | | | | | |
| Unrestricted Funds | 10 & 11 | | 79,805 | | 73,686 |
| Restricted Funds | 10 & 11 | | 2,005 | | 1,955 |
| | | | 81,810 | | 75,641 |

Approved by the Board of Trustees on 20 March 2024 and signed by:

P A Bolton
Chairman

D Baszynski
Treasurer

The annexed notes on pages 7 to 12 form part of these financial statements

TEESSIDE FEDERATION OF WOMEN'S INSTITUTES

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023

1. Summary of significant accounting policies

(a) General information and basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Investment income is earned through holding assets for investment purposes such as shares. It includes dividends and interest. Interest income is recognised using the effective interest method and dividend income is recognised as the charity's right to receive payment is established.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or

TEESSIDE FEDERATION OF WOMEN'S INSTITUTES

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2023**

3. Charitable Activities - Expenditure

| | Unrestricted | | Restricted | | Total | |
|--|---------------------|--------|-------------------|------|---------------|--------|
| | 2023 | 2022 | 2023 | 2022 | 2023 | 2022 |
| | £ | £ | £ | £ | £ | £ |
| Board of Trustees events and publicity | - | 4,143 | - | - | - | 4,143 |
| AGM and Council Meetings | 1,356 | 5,051 | - | - | 1,356 | 5,051 |
| Handicrafts, Art and Leisure | - | 3,751 | - | - | - | 3,751 |
| Events and Opportunities | 34,780 | 1,579 | - | - | 34,780 | 1,579 |
| Public and International Affairs | - | 3,928 | - | - | - | 3,928 |
| Publications and Stationery | 411 | 515 | - | - | 411 | 515 |
| Membership | 180 | 173 | - | - | 180 | 173 |
| Administration and Governance | 16,351 | 15,843 | - | - | 16,351 | 15,843 |
| | <hr/> | | <hr/> | | <hr/> | |
| | 53,078 | 34,983 | - | - | 53,078 | 34,983 |
| | <hr/> <hr/> | | <hr/> <hr/> | | <hr/> <hr/> | |

Governance Costs

| | 2023 | 2022 |
|---------------------------------|---------------|-------------|
| | £ | £ |
| Salaries and National Insurance | 7,641 | 7,739 |
| Telephone and postage | 637 | 778 |
| ACWW affiliation | 37 | 37 |
| Rent and rates | 4,668 | 4,364 |
| Accountancy | 1,440 | 1,200 |
| Travelling expenses | 29 | 77 |
| Office stationery | 189 | 240 |
| Sundry expenses | 385 | 269 |
| Insurance | 1,114 | 1,056 |
| Depreciation | 211 | 83 |
| | <hr/> | <hr/> |
| | 16,351 | 15,843 |
| | <hr/> <hr/> | <hr/> <hr/> |

4. Staff Costs

| | 2023 | 2022 |
|--|-----------------|--------------|
| | No. | No. |
| The average number of employees throughout the year was: | <u>1</u> | <u>1</u> |
| Staff costs during the year comprise: | £ | £ |
| Salaries | 7,418 | 7,514 |
| Pension | 223 | 225 |
| | <hr/> | <hr/> |
| | 7,641 | <u>7,739</u> |

There were no employees who received total employee benefits of more than £60,000.

TEESSIDE FEDERATION OF WOMEN'S INSTITUTES

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2023**

5. **Independent examiners remuneration**

The independent examiners remuneration amounts to an independent examination fee of £1,320 (2022: £1,320).

6. **Fixed Assets**

| | Fixtures & Fittings £ | Computer Equipment £ | Total £ |
|---|-----------------------------|----------------------------|--------------|
| Net Book Value | | | |
| At 1 January 2023 | 310 | 318 | 628 |
| Additions | - | 300 | 300 |
| Depreciation charge for year | <u>(46)</u> | <u>(165)</u> | <u>(211)</u> |
| Net book value at 31 December 2023 | <u>264</u> | <u>453</u> | <u>717</u> |
| Net book value at 31 December 2022 | <u>310</u> | <u>318</u> | <u>628</u> |

7. **Stock**

| | 2023 £ | 2022 £ |
|-----------------------------|------------|------------|
| Publications and stationery | <u>306</u> | <u>411</u> |

8. **Debtors**

| | 2023 £ | 2022 £ |
|---------------|------------|--------------|
| Trade debtors | - | 30 |
| Prepayments | 623 | 2,201 |
| | <u>623</u> | <u>2,231</u> |

9. **Creditors**

| | 2023 £ | 2022 £ |
|-----------------|--------------|--------------|
| Trade creditors | 5,564 | 5,337 |
| Accruals | 1,489 | 1,210 |
| | <u>7,053</u> | <u>6,547</u> |

10. **Analysis of Net Assets Between Funds**

| | Unrestricted £ | Restricted £ | Total £ |
|-----------------------------|-------------------|-----------------|---------------|
| Fixed assets | 717 | - | 717 |
| Cash at bank and on deposit | 77,212 | 2,005 | 79,217 |
| Other net assets | 1,876 | - | 1,876 |
| | <u>79,805</u> | <u>2,005</u> | <u>81,810</u> |

TEESSIDE FEDERATION OF WOMEN'S INSTITUTES

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2023**

11. Statement of Funds

| | As at 01.01.2023 £ | Income £ | Expenditure £ | Transfer Between Funds £ | As at 31.12.2023 £ |
|----------------------------|-----------------------------------|---------------------|--------------------------|---|-----------------------------------|
| Unrestricted Funds: | | | | | |
| General | <u>73,686</u> | <u>59,197</u> | <u>53,078</u> | - | <u>79,805</u> |
| Restricted Funds: | | | | | |
| Denman Travel Fund | 1,272 | - | - | - | 1,272 |
| Hartburn WI | 346 | - | - | - | 346 |
| Egglescliffe WI | 313 | - | - | - | 313 |
| Yarm WI | 24 | - | - | - | 24 |
| Nunthorpe WI | - | 50 | - | - | 50 |
| | <u>1,955</u> | <u>50</u> | - | - | <u>2,005</u> |
| | <u>75,641</u> | <u>59,247</u> | <u>53,078</u> | - | <u>81,810</u> |

| | As at 01.01.2022 £ | Income £ | Expenditure £ | Transfer Between Funds £ | As at 31.12.2022 £ |
|----------------------------|-----------------------------------|---------------------|--------------------------|---|-----------------------------------|
| Unrestricted Funds: | | | | | |
| General | <u>69,488</u> | <u>38,887</u> | <u>34,983</u> | 294 | <u>73,686</u> |
| Restricted Funds: | | | | | |
| Denman Travel Fund | 1,272 | - | - | - | 1,272 |
| Barwick Belles | 294 | - | - | (294) | - |
| Hartburn WI | 346 | - | - | - | 346 |
| Egglescliffe WI | 313 | - | - | - | 313 |
| Yarm WI | - | 24 | - | - | 24 |
| | <u>2,225</u> | <u>24</u> | - | (294) | <u>1,955</u> |
| | <u>71,713</u> | <u>38,911</u> | <u>34,983</u> | - | <u>75,641</u> |

TEESSIDE FEDERATION OF WOMEN'S INSTITUTES

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023

12. Fund Descriptions

- a) Unrestricted Funds are general funds and they are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.
- b) Restricted Funds are income funds which are to be used in accordance with the specific restrictions imposed by the donor.

Funds held in trust for Women's Institutes which have closed are held in Teesside Federation's bank account for a period of three years after which time, if the Women's Institutes have not reformed, the funds are retained by the Teesside Federation.

13. Related Party Transactions

A total of £1,782 was reimbursed to 8 members of the Board of Trustees in the year. These payments were for costs incurred relating to events held. No member of the Board of Trustees has received or is due to receive any remuneration for the year.