

**TEESSIDE FEDERATION OF WOMEN'S INSTITUTES**  
**REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

Swimming  
against the tide?

We will help you find  
calmer waters



**Baines Jewitt**  
CHARTERED ACCOUNTANTS  
AND BUSINESS ADVISERS

**TEESSIDE FEDERATION OF WOMEN'S INSTITUTES**

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FOR THE YEAR ENDED 31 DECEMBER 2024**

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## TEESSIDE FEDERATION OF WOMEN'S INSTITUTES

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

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The Trustees present their report together with the financial statements of the charity for the year ended 31 December 2024. 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 dominated by the need to move offices due to an issue with fire safety which also involved changing venues for several planned events.

January began with the Mindfulness Day in collaboration with My Core Wellbeing in Guisborough followed in February by International Day based on India held at Laurence Jackson School.

## TEESSIDE FEDERATION OF WOMEN'S INSTITUTES

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

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The darts was hotly contested and the two walking netball groups in Saltburn and Thornaby continue to thrive. The Axe throwing and quoits was run again hosted by the scouts and a Heritage Walk and talk around Grindon was greatly enjoyed.

A new jigsaw tournament was introduced which proved popular along with our two quizzes which encouraged 37 teams to take part. A further departure was a talk by a sex worker which proved very popular.

The Annual Council Meeting was held at The Trinity Centre in North Ormesby and featured speakers from a local charity and Billingham Town Crier. For the first time we used an outside caterer.

We held a very successful new members event but our attempt to start a new WI with a local coffee morning was less so.

Several workshops were held including pottery painting, an origami bag and the Christmas crafts.

The Annual Lunch was held at The Treebridge Hotel and our speaker was the author Jane Robinson. We also had a visit to Saltaire where Maria Glot gave a presentation on the real Titus Salt.

The highlight of the year was the visit to the AGM in The Albert Hall combined with a holiday hosted by a new coach company. The main speaker was Mel B but there were many other excellent speakers creating a memorable day.

#### **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 £85,588 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 2024**

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**Charity Reference and Administrative Details**

**Charity registration number** 513932

<b>Trustees</b>	Patricia Bolton	Chairman
	Lynn Mitchell	Vice-chairman
	Tina Richardson	Honorary Treasurer - From 23 March 2023
	Debbie Baszynski	Honorary Treasurer - Retired 23 March 2024
	Ann Brown	Assistant Treasurer
	Barbara Neal	
	Diane Falla	
	Christina Phillips	
	Diane Patton	

<b>Independent Examiner</b>	Trevor Cook FCA Baines Jewitt Limited Spitfire House 19 Falcon Court Preston Farm Industrial Estate Stockton on Tees TS18 3TU
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<b>Bankers</b>	HSBC Albert Road Middlesbrough
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<b>Address for correspondence</b>	WI Office 24 The Cadcam Business Centre High Force Road Riverside Park Industrial Estate Middlesbrough TS2 1RH
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**On behalf of the Board of Trustees**

**P A Bolton  
Chairman**

**Date: 1<sup>st</sup> March 2025**

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

**FOR THE YEAR ENDED 31 DECEMBER 2024**

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2024 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: 4<sup>th</sup> March 2025**

**TEESSIDE FEDERATION OF WOMEN'S INSTITUTES**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Notes	Unrestricted Funds		Restricted Funds		Total Funds	
		2024 £	2023 £	2024 £	2023 £	2024 £	2023 £
<b>Incoming Resources</b>							
Charitable activities	2	43,608	47,098	-	-	43,608	47,098
Activities to generate funds:							
Interest received		2,623	2,148	-	-	2,623	2,148
Affiliation fees including insurance		10,004	9,625	-	-	10,004	9,625
Donations		1,447	167	-	-	1,447	167
100 Club		352	-	-	-	352	-
Sundry income		-	159	-	50	-	209
<b>Total Incoming Resources</b>		<b>58,034</b>	<b>59,197</b>	<b>-</b>	<b>50</b>	<b>58,034</b>	<b>59,247</b>
Resources Expended							
Charitable activities	3	52,251	53,078	-	-	52,251	53,078
<b>Total Resources Expended</b>		<b>52,251</b>	<b>53,078</b>	<b>-</b>	<b>-</b>	<b>52,251</b>	<b>53,078</b>
<b>Net Incoming/(Outgoing) Resources</b>							
<b>Before Transfers</b>		<b>5,783</b>	<b>6,119</b>	<b>-</b>	<b>50</b>	<b>5,783</b>	<b>6,169</b>
<b>Gross Transfers Between Funds</b>	11	<b>346</b>	<b>-</b>	<b>(346)</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>6,129</b>	<b>6,119</b>	<b>(346)</b>	<b>50</b>	<b>5,783</b>	<b>6,169</b>
<b>Balance Brought Forward</b>		<b>79,805</b>	<b>73,686</b>	<b>2,005</b>	<b>1,955</b>	<b>81,810</b>	<b>75,641</b>
<b>Balance Carried Forward</b>		<b>85,934</b>	<b>79,805</b>	<b>1,659</b>	<b>2,005</b>	<b>87,593</b>	<b>81,810</b>

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 2024**

	Note	2024		2023	
		£	£	£	£
<b>Fixed Assets</b>	<b>6</b>		<b>243</b>		717
<b>Current Assets</b>					
Stock	7		258		306
Debtors and prepayments	8		1,759		623
National Savings Income Bonds			8,000		8,000
Bank current account			19,451		17,622
Bank deposit accounts			63,916		61,595
			93,384		88,146
<b>Current Liabilities</b>					
Sundry creditors	9		6,034		7,053
			87,350		81,093
<b>Total Net Assets</b>			<b>87,593</b>		<b>81,810</b>
<b>Fund Balances</b>					
Unrestricted Funds	10 & 11		85,934		79,805
Restricted Funds	10 & 11		1,659		2,005
			<b>87,593</b>		<b>81,810</b>

Approved by the Board of Trustees on 1<sup>st</sup> March 2025 and signed by:

**P A Bolton**  
Chairman

**T Richardson**  
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 2024**

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**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.



**TEESSIDE FEDERATION OF WOMEN'S INSTITUTES**

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2024**

**3. Charitable Activities - Expenditure**

	<b>Unrestricted</b>		<b>Restricted</b>		<b>Total</b>	
	<b>2024</b>	2023	<b>2024</b>	2023	<b>2024</b>	2023
	<b>£</b>	£	<b>£</b>	£	<b>£</b>	£
AGM and Council Meetings	<b>22,876</b>	1,356	-	-	<b>22,876</b>	1,356
Events and Opportunities	<b>11,179</b>	34,780	-	-	<b>11,179</b>	34,780
Publications and Stationery	<b>321</b>	411	-	-	<b>321</b>	411
Membership	<b>126</b>	180	-	-	<b>126</b>	180
Administration and Governance	<b>17,749</b>	16,351	-	-	<b>17,749</b>	16,351
	<b>52,251</b>	53,078	-	-	<b>52,251</b>	53,078

**Governance Costs**

	<b>2024</b>	2023
	<b>£</b>	£
Salaries and National Insurance	<b>8,081</b>	7,641
Telephone and postage	<b>506</b>	637
ACWW affiliation	<b>41</b>	37
Rent and rates	<b>4,736</b>	4,668
Accountancy	<b>1,560</b>	1,440
100 Club	<b>155</b>	-
Office move	<b>602</b>	-
Travelling expenses	<b>128</b>	29
Office stationery	<b>149</b>	189
Sundry expenses	<b>154</b>	385
Insurance	<b>1,163</b>	1,114
Depreciation	<b>215</b>	211
Loss on disposal	<b>259</b>	-
	<b>17,749</b>	16,351

**4. Staff Costs**

	<b>2024</b>	2023
	<b>No.</b>	No.
The average number of employees throughout the year was:	<u><b>1</b></u>	<u>1</u>
Staff costs during the year comprise:	<b>£</b>	£
Salaries	<b>7,846</b>	7,418
Pension	<b>235</b>	223
	<b>8,081</b>	7,641

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 2024**

**5. Independent examiners remuneration**

The independent examiners remuneration amounts to an independent examination fee of £1,560 (2023: £1,440).

**6. Fixed Assets**

	Fixtures & Fittings £	Computer Equipment £	Total £
<b>Net Book Value</b>			
At 1 January 2024	264	453	717
Disposals	(259)	-	(259)
Depreciation charge for year	<u>-</u>	<u>(215)</u>	<u>(215)</u>
<b>Net book value at 31 December 2024</b>	<u><b>5</b></u>	<u><b>238</b></u>	<u><b>243</b></u>
Net book value at 31 December 2023	<u>264</u>	<u>453</u>	<u>717</u>

**7. Stock**

	2024 £	2023 £
Publications and stationery	<u>258</u>	<u>306</u>

**8. Debtors**

	2024 £	2023 £
Other debtors	840	-
Prepayments	919	623
	<u>1,759</u>	<u>623</u>

**9. Creditors**

	2024 £	2023 £
Trade creditors	4,509	5,564
Accruals	1,525	1,489
	<u>6,034</u>	<u>7,053</u>

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

	Unrestricted £	Restricted £	Total £
Fixed assets	243	-	243
Cash at bank and on deposit	81,708	1,659	83,367
Other net assets	3,983	-	3,983
	<u>85,934</u>	<u>1,659</u>	<u>87,593</u>

**TEESSIDE FEDERATION OF WOMEN'S INSTITUTES**

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2024**

11. **Statement of Funds**

	As at 01.01.2024 £	Income £	Expenditure £	Transfer Between Funds £	As at 31.12.2024 £
<b>Unrestricted Funds:</b>					
General	79,805	58,034	52,251	346	85,934
<b>Restricted Funds:</b>					
Denman Travel Fund	1,272	-	-	-	1,272
Hartburn WI	346	-	-	(346)	-
Egglescliffe WI	313	-	-	-	313
Yarm WI	24	-	-	-	24
Nunthorpe WI	50	-	-	-	50
	<u>2,005</u>	<u>-</u>	<u>-</u>	<u>(346)</u>	<u>1,659</u>
	<u>81,810</u>	<u>58,034</u>	<u>52,251</u>	<u>-</u>	<u>87,593</u>
	As at 01.01.2023 £	Income £	Expenditure £	Transfer Between Funds £	As at 31.12.2023 £
<b>Unrestricted Funds:</b>					
General	73,686	59,197	53,078	-	79,805
<b>Restricted Funds:</b>					
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>-</u>	<u>-</u>	<u>2,005</u>
	<u>75,641</u>	<u>59,247</u>	<u>53,078</u>	<u>-</u>	<u>81,810</u>

**TEESSIDE FEDERATION OF WOMEN'S INSTITUTES**

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2024**

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**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 £1,039 was reimbursed to 7 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