**COMPANY REGISTRATION NUMBER: 02769771** 

**CHARITY REGISTRATION NUMBER: 1016766** 

# Leicestershire and Rutland Federation of Women's Institutes Company Limited by Guarantee Unaudited Financial Statements 31 August 2023

# JOHNSON MURKETT & HURST

Chartered Accountants
Rawdon House
Rawdon Terrace
Ashby de la Zouch
Leicestershire
LE65 2GN

# Company Limited by Guarantee

# **Financial Statements**

# Year ended 31 August 2023

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# Company Limited by Guarantee

# Trustees' Annual Report (Incorporating the Director's Report)

# Year ended 31 August 2023

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 August 2023.

#### Reference and administrative details

Registered charity name

Leicestershire and Rutland Federation of Women's Institutes

Charity registration number

1016766

Company registration number

02769771

Principal office and registered

office

W I House

135 Loughborough Road

Leicester LE4 5LQ

#### The trustees

Mrs G Wignall Mrs S Woollard Mrs J Kirk Mrs L Martin Mrs M Geary

Mrs H Roythorne-Finch

(Retired 24 July 2023)

Mrs G Wooliscroft Mrs M Hobbs Mrs B Blackburn

Mrs A Spanswick

Mrs R Caves

Mrs R Heyes

Mrs S Lobb Mrs S Kirk

(Appointed 26 July 2023)

(Retired 27 April 2023)

# Company secretary

Mrs L Martin

#### Independent examiner

Mr A W Stant FCA Rawdon House Rawdon Terrace Ashby de la Zouch Leicestershire LE65 2GN

# Company Limited by Guarantee

# Trustees' Annual Report (Incorporating the Director's Report) (continued)

# Year ended 31 August 2023

#### Structure, governance and management

The Leicestershire & Rutland Federation of WIs (LRFWI) represents the WI movement in Leicestershire and Rutland. We have 115 WIs with almost 3,500 members. The LRFWI acts as a conduit between the National Federation and the local WIs.

The Board of Trustees has up to 15 members who are elected every two years by the membership. The elected Trustees may co-opt additional members up to one third of their number. In-house training is offered by the NFWI and is taken up on a regular basis. Subcommittees are appointed by the Board and run events and courses for the members. Each WI sends a delegate to the LRFWI Annual Meeting. The office staff carry out the day to day office work, following decisions made by the Board.

The LRFWI's constitution is set out in its Articles of Association.

#### Risk Management

The Trustees actively review the risks which LRFWI faces on a regular basis and ensure that controls are in place to provide assurance against fraud and error. The Trustees believe that sufficient and appropriate plans are in place to mitigate against risks so far identified. These plans and procedures are reviewed regularly and systematically and upgraded or amended in the light of current circumstances.

#### Objectives and activities

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

- 1. To advance the education of women and girls for the public benefit in all areas, including:
  - political and social issues on a local, national and international scale cultural subjects such as music and drama
  - interest areas including agriculture, crafts, home economics, science and health
- 2. To promote sustainable development which meets the needs of future generations without compromising those of the present by:
  - educating people in the conservation of the environment and the responsible use of natural resources promoting sustainable growth economic growth
- 3. To advance public health
- 4. To advance public citizenship by promoting civic responsibility and volunteering

We want the WI to be an organisation of choice, inspiring and enriching the lives of women who wish to play an active role in their communities, widen their horizons and learn new skills. We want every woman in Leicestershire and Rutland to have the opportunity to join the WI and to put into practice the ideals for which we stand.

The Trustees confirm that they have referred to the guidance contained in the Charity's Commission general guidance on public benefit in determining the activities undertaken by the Charity.

# Company Limited by Guarantee

# Trustees' Annual Report (Incorporating the Director's Report) (continued)

#### Year ended 31 August 2023

#### Achievements and performance

This year has seen an upturn in activities, almost to pre-pandemic levels. Our programme of events for members has been well supported, with lunches, coach trips and workshops all proving popular.

Our Annual Meeting in March at Leicester Grammar School was very successful, with more members and delegates attending and a selection of stalls for them to browse. The Federation Holiday, this year to Bournemouth, was enjoyed by more than one hundred members in January. In other events, we have continued to provide opportunities for members to meet and engage with each other and with the Federation, with fund raising as a secondary objective. We have introduced changes to our event booking processes, including optional online booking and payment.

WI House has been open throughout the year and is available for members to visit. We are grateful to those members and WIs who have helped with gardening and planting, and also for the generous donations we have received to provide new garden benches.

Membership numbers have remained at around 3500, though again a number of WIs have closed in the year, mostly due to difficulties in recruiting officers. In addition to subscriptions received, other income was generated from the sale of quizzes and bulbs, from our Monthly Draw and from the NFWI Raffle.

Support to WIs has been provided through our small Adviser team, particularly on suspensions, though Officer Training has been provided and has been well-received by those attending. WIs have resumed a normal programme with regular face to face meetings, parties and outings.

Once again, Board and Committee members contributed many hours of voluntary work to support the WIs and our members and our thanks go to them. WE have welcomed a new Federation Secretary and Office Assistant during the year and our thanks go to them and all staff members for their hard work throughout the year.

We have kept in touch with members through County News, which is now published online and in paper format, through our website and our Facebook page. We have shared stories from the WIs of the many and varied activities and events they have organised for their members.

The Trustees are responsible for the upkeep of our headquarters, WI House and all essential maintenance has been carried out.

#### Financial review

All money received will be used to meet the charitable aims of the organisation, bearing in mind the trustees' responsibility to maintain the financial stability of the organisation and safeguard the assets. We aim to maintain a sufficient level of reserves to ensure continuity of LRFWI's activities.

Our main sources of funding are membership subscriptions and fundraising.

The accounts show an overall increase in funds for the year of £3,381 before investment losses. Total movement of funds including investment losses show an increase of £613.

# Company Limited by Guarantee

# Trustees' Annual Report (Incorporating the Director's Report) (continued)

# Year ended 31 August 2023

#### Plans for future periods

After a considerable reduction in number of WIs and continued lower membership numbers, we will continue to promote the WI and the benefits of membership, and support our WIs and their officers. We will tailor Federation events to the needs of our members and seek to provide a variety of group sizes and activities both indoors and out. We are actively exploring changes to our event booking processes, including online booking and payment for those who wish to do so.

#### Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 24 January 2024 and signed on behalf of the board of trustees by:

Mrs G Wignall

Trustee

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Charity Secretary

# Company Limited by Guarantee

# Independent Examiner's Report to the Trustees of Leicestershire and Rutland Federation of Women's Institutes

#### Year ended 31 August 2023

I report to the trustees on my examination of the financial statements of Leicestershire and Rutland Federation of Women's Institutes ('the charity') for the year ended 31 August 2023.

#### Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

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

- accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act;
   or
- 2. the financial statements do not accord with those records; or
- 3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Mr A W Stant FCA Independent Examiner

Rawdon House Rawdon Terrace Ashby de la Zouch Leicestershire LE65 2GN

Znd February 2024

# Company Limited by Guarantee

# Statement of Financial Activities (including income and expenditure account)

# Year ended 31 August 2023

			2023		2022
		Unrestricted	Restricted		
		funds	funds	Total funds	Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	44,022	-	44,022	41,493
Charitable activities	6	56,043	=	56,043	62,878
Other trading activities	7	5,003		5,003	5,879
Investment income	8	1,280	-	1,280	786
Other income	9	283	=	283	1,264
Total income		106,631	_	106,631	112,300
Expenditure Expenditure on raising funds:					
Costs of other trading activities	10	1,454	_	1,454	1,248
Expenditure on charitable activities	11	101,796	:	101,796	101,156
Total expenditure		103,250	_	103,250	102,404
Net income		3,381		3,381	9,896
Other recognised gains and losses Other gains/(losses)		(2,768)		(2,768)	(1,355)
Net movement in funds		613	_	613	8,541
Reconciliation of funds					
Total funds brought forward		282,586	12,153	294,739	286,198
Total funds carried forward		283,199	12,153	295,352	294,739

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# Company Limited by Guarantee

# **Statement of Financial Position**

# 31 August 2023

		2023		2022	
	Note	£	£	£	£
Fixed assets					
Tangible fixed assets	16		10,746		9,989
Investments	17		132,253		133,905
			142,999		143,894
Current assets				to all all definitions of	
Stocks	0.00026	568		883	
Debtors	18	4,170		2,541	
Cash at bank and in hand		168,366		169,166	
		173,104		172,590	
Creditors: amounts falling due within					
one year	19	20,751		21,745	
Net current assets			152,353		150,845
Total assets less current liabilities			295,352		294,739
Net assets			295,352		294,739
Funds of the charity					
Restricted funds			12,153		12,153
Unrestricted funds			283,199		282,586
Total charity funds	22		295,352		294,739

For the year ending 31 August 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

## Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

# Company Limited by Guarantee

# Statement of Financial Position (continued)

# 31 August 2023

These financial statements were approved by the board of trustees and authorised for issue on 24 January 2024, and are signed on behalf of the board by:

Mrs G Wignall

Mrs G Wignall
Trustee S.A. Wissell

Mrs L Martin Martin Mart

# Company Limited by Guarantee

#### Notes to the Financial Statements

# Year ended 31 August 2023

#### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is W I House, 135 Loughborough Road, Leicester, LE4 5LQ.

#### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

#### 3. Accounting policies

#### Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### Going concern

There are no material uncertainties about the charity's ability to continue.

#### Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

#### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# Company Limited by Guarantee

#### Notes to the Financial Statements (continued)

# Year ended 31 August 2023

# 3. Accounting policies (continued)

## **Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

#### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities an a basis consistent with the use of resources.

## Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

#### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures & Fittings

25% straight line

Equipment

25% straight line

#### **Investments**

Unlisted equity investments are initially recorded at cost, and subsequently measured at fair value. If fair value cannot be reliably measured, assets are measured at cost less impairment.

Listed investments are measured at fair value with changes in fair value being recognised in income or expenditure.

#### Company Limited by Guarantee

#### Notes to the Financial Statements (continued)

# Year ended 31 August 2023

# 3. Accounting policies (continued)

#### Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

#### Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

# Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

#### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted. Debt instruments are subsequently measured at amortised cost.

#### **Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

# 4. Limited by guarantee

The Federation is a company limited by guarantee and not having a share capital.

# Company Limited by Guarantee

# Notes to the Financial Statements (continued)

# Year ended 31 August 2023

5.	Donations	and	legacies

	<b>Donations</b> Donations	Unrestricted Funds £	Total Funds 2023 £ 1,414	Unrestricted Funds £	Total Funds 2022 £
	Grants Government grant income		=	740	740
	Subscriptions Membership Fees	42,608 44,022	$\frac{42,608}{44,022}$	39,797 41,493	39,797 41,493
6.	Charitable activities				
	County Activites Committee Activites	Unrestricted Funds £ 42,730 13,313 56,043	Total Funds 2023 £ 42,730 13,313 56,043	Unrestricted Funds £ 47,829 15,049 62,878	Total Funds 2022 £ 47,829 15,049 62,878
7.	Other trading activities				
	Shop income Newsletter income	Unrestricted Funds £ 1,501 3,502 5,003	Total Funds 2023 £ 1,501 3,502 5,003	Unrestricted Funds £ 2,212 3,667 5,879	Total Funds 2022 £ 2,212 3,667 5,879
8.	Investment income				
	Income from cash held in a UK investment portfolio	Unrestricted Funds £  1,280	Total Funds 2023 £ 1,280	Unrestricted Funds £  786	Total Funds 2022 £ 786
9.	Other income				
	Other income	Unrestricted Funds £ 283	Total Funds 2023 £ 283	Unrestricted Funds £ 1,264	Total Funds 2022 £ 1,264

No.

# Leicestershire and Rutland Federation of Women's Institutes

# Company Limited by Guarantee

# Notes to the Financial Statements (continued)

# Year ended 31 August 2023

10.	Costs	of	other	trading	activities
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Number of staff

11.	Costs of other trading activities - Shop costs  Expenditure on charitable activities by	Unrestricted Funds £  1,454	Total Funds 2023 £  1,454	Unrestricted Funds £  1,248	Total Funds 2022 £ 1,248
	County Activities Committee Activities Support costs	Unrestricted Funds £ 38,296 10,266 53,234 101,796	Total Funds 2023 £ 38,296 10,266 53,234 101,796	Unrestricted Funds £ 41,065 9,821 50,270 101,156	Total Funds 2022 £ 41,065 9,821 50,270 101,156
12.	Net income  Net income is stated after charging/(credit  Depreciation of tangible fixed assets	ing):		2023 £ 252	2022 £ 584
13.	Independent examination fees				
	Fees payable to the independent examiner Independent examination of the financial s			2023 £ 2,520	2022 £ 2,520
14.	Staff costs				
	The total staff costs and employee benefits	s for the reporting	period are analy	2023	2022
	Wages and salaries Employer contributions to pension plans			$ \begin{array}{r} £\\25,511\\309\\\hline 25,820\end{array} $	$ \begin{array}{r} £\\24,004\\\hline 303\\\hline 24,307 \end{array} $
	The average head count of employees du equivalent employees during the year is ar				11

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

# Company Limited by Guarantee

# Notes to the Financial Statements (continued)

# Year ended 31 August 2023

# 15. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

# 16. Tangible fixed assets

	Land and buildings £	Fixtures and fittings	Equipment £	Total £
Cost	ŗ	£	L	£
At 1 September 2022	9,989	22,690	12,947	45,626
Additions	-		1,009	1,009
At 31 August 2023	9,989	22,690	13,956	46,635
Depreciation				
At 1 September 2022		22,690	12,947	35,637
Charge for the year			252	252
At 31 August 2023		22,690	13,199	35,889
Carrying amount		-		
At 31 August 2023	9,989		757	10,746
At 31 August 2022	9,989			9,989
	-			

#### 17. Investments

	Cash or cash equivalents £	Other investments £	Total £
Cost or valuation			
At 1 September 2022	34,836	99,069	133,905
Additions	271	845	1,116
Fair value movements		(2,768)	(2,768)
At 31 August 2023	35,107	97,146	132,253
Carrying amount			
At 31 August 2023	35,107	97,146	132,253
At 31 August 2022	34,836	99,069	133,905

All investments shown above are held at valuation.

21,745

20,751

# Leicestershire and Rutland Federation of Women's Institutes

# Company Limited by Guarantee

# Notes to the Financial Statements (continued)

# Year ended 31 August 2023

#### 18. Debtors

19.

	2023	2022
	£	£
Trade debtors	220	1,329
Prepayments and accrued income	1,240	1,012
Other debtors	2,710	200
	4,170	2,541
Creditors: amounts falling due within one year		
P .	2023	2022
	£	£
Trade creditors	478	446
Accruals and deferred income	2,710	2,520
Social security and other taxes	186	189
Other creditors	17,377	18,590

# 20. Pensions and other post retirement benefits

# Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £309 (2022: £303).

#### 21. Government grants

The amounts recognised in the financial statements for government grants are as follows:

	2023	2022
	£	£
Recognised in income from donations and legacies:		
Government grants income	=	740
5		-

# Company Limited by Guarantee

# Notes to the Financial Statements (continued)

# Year ended 31 August 2023

# 22. Analysis of charitable funds

WY			7 9		
	nre	stric	ted	fun	0.5

General funds Emergency	At 1 September 2022 £ 257,586	Income £ 106,631	Expenditure £ (103,250)	Transfers £	Gains and 31 losses £ (2,768)	At 1 August 20 23 £ 258,199
Maintenance Fund	15,000	_	12-17	_	_	15,000
Kitchen upgrade	_		(100)	-	_	_
Communications Membership	1-2	-	-	-	-	-
Development	10,000	-	( <del></del> )	s <del></del> s	-	10,000
	282,586	106,631	(103,250)	_	(2,768)	283,199
	At 1 September 2021	Income f.	Expenditure £	Transfers £	Gains and 3 losses	22
General funds Emergency	1 September	Income £ 112,300	Expenditure £ (101,819)	Transfers £ 5,000	losses	1 August 20
General funds Emergency Maintenance Fund	1 September 2021 £	£	£	£	losses £	1 August 20 22 £
Emergency	1 September 2021 £ 243,460	£	£	£	losses £	1 August 20 22 £ 257,586
Emergency Maintenance Fund	1 September 2021 £ 243,460 15,000	£	£	£ 5,000	losses £	1 August 20 22 £ 257,586
Emergency Maintenance Fund Kitchen upgrade Communications	1 September 2021 £ 243,460 15,000 5,000	£	£ (101,819)	£ 5,000	losses £	1 August 20 22 £ 257,586

# Company Limited by Guarantee

# Notes to the Financial Statements (continued)

# Year ended 31 August 2023

# 22. Analysis of charitable funds (continued)

Restricted	funds
ILLOURICECU	A CONTRACTO

	At 1 September 2022 £	Income £	Expenditure £	Transfers £	Gains and 31 losses £	At August 20 23
Headquarters Building Fund Education and	9,989	=	· <u></u>	=	_	9,989
Travel Fund	$\frac{2,164}{12,153}$					$\frac{2,164}{12,153}$
	At	-		_		At
	1 September			_	Gains and 3	
	2021	Income	Expenditure	Transfers	losses	22
Headquarters	£	£	£	£	£	£
Building Fund Education and	9,989	=	_	·	-	9,989
Travel Fund	2,164	_	_			2,164
	12,153	_	_		_	12,153

# 23. Analysis of net assets between funds

Tangible fixed assets Investments Current assets Net assets	Unrestricted Funds £ 757 132,253 150,189 283,199	Restricted Funds £ 9,989 - 2,164 12,153	Total Funds 2023 £ 10,746 132,253 152,353 295,352
1101 455015	====	=======================================	=
	Unrestricted Funds	Restricted Funds	Total Funds 2022
	£	£	£
Tangible fixed assets		9,989	9,989
Investments	133,905	=	133,905
Current assets	148,681	2,164	150,845
Net assets	282,586	12,153	294,739