

Charity Registration No. 1010437

Company Registration No. 02658417 (England and Wales)

**THE HAMPSHIRE COUNTY FEDERATION  
OF WOMEN'S INSTITUTES**

**(A COMPANY LIMITED BY GUARANTEE)**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

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**THE HAMPSHIRE COUNTY FEDERATION OF  
WOMEN'S INSTITUTES  
TRUSTEES' REPORT  
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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The Board of Trustees presents its report with the statutory financial statements of the charitable company for the year ended 30 September 2020.

**Reference and administrative details**

**Trustees**

T Baker  
A Brice (Resigned 26 March 2020)  
J Carver (Appointed 26 March 2020)  
H Carter (1st Vice Chairman)  
S Cooper (Appointed 26 March 2020)  
P Dunford  
C Hayes  
J Hender (Resigned 26 March 2020)  
G Ireland (Chairman)  
K Kemp (2<sup>nd</sup> Vice Chairman)  
R Neudegg (Appointed 18 November 2020)  
G Pussard (Treasurer)  
A Ryan  
D Smythe-Wright  
L Watson (resigned 12 January 2020)  
A Woolford

<b>Secretary</b>	K Panella
<b>Charity number</b>	1010437
<b>Company number</b>	02658417
<b>Registered office</b>	WI House 22/24 Station Hill Southampton Road Eastleigh Hampshire SO50 9XB
<b>Independent examiner</b>	CBM Accountants Ltd 130 Bournemouth Road Chandler's Ford Eastleigh Hampshire SO53 3AL
<b>Bankers</b>	Lloyds Bank Plc 49 High Street Winchester Hampshire SO23 9BU

# **THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES TRUSTEES' REPORT**

## **FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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The Trustees of the Hampshire County Federation of Women's Institutes ("the Charity"), who are also directors of the Charity for the purposes of the Companies Acts, present their Annual Report and financial statement for the year ended 30 September 2020. The Trustees confirm that the Annual Report and financial statements comply with the Companies Act 2006 and the Charities Act 2011, the Charity's Articles of Association and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

### **STATUS AND ADMINISTRATION**

The Charity is a registered charity (No. 1010437) and a company (No. 02658417) limited by guarantee incorporated on 29 October 1991. Its registered office is shown on page 1 of this report.

The present Trustees and any past Trustees who served during the year are shown on page 1, together with the names of the principal external advisers as at the date of the signing of this report.

### **CHARITY'S PURPOSE**

The Charity's purpose, as set out in the objects clause contained in its articles of association is:

"To further the purposes of the Women's Institute movement in Hampshire and elsewhere."

### **CHARITY'S AIM**

The Women's Institute (WI) offers opportunities for women to enjoy friendship, to learn, to widen their horizons and together to influence local, national and international affairs. It is non-sectarian, non-party political and is open to all women.

Thus, the WI plays a unique role in providing women with educational opportunities, the chance to learn new skills, to take part in a wide variety of activities and to campaign on issues that matter to them and their communities.

The WI enables all women to make a difference – to the life they lead; to the community they are part of, to the world they live in, to expand horizons, to make new friends, to take up new interests, to learn new crafts and to develop new skills.

The Charity provides services and support to all Women's Institutes within Hampshire. Activities are organised during each year to provide financial support and educational training facilities thereby furthering our policy of encouraging the experience of lifelong learning. There are ongoing training activities in committee skills as well as participation in the discussion of Public Affairs Resolutions and the following up of mandates voted on at the National Annual Meeting. The annual subscription charged to individual members of Women's Institutes also includes membership of the Charity and membership of the National Federation of Women's Institutes ("National") based in London.

### **OVERVIEW OF CHARITY'S ACTIVITIES**

The Trustees review the purpose, aims and activities of the Charity each year. This review looks at the achievements during the previous year, beyond the mere finances, and ensures that the Charity's purpose is being met. When carrying out the review and planning future activities, the Trustees refer to the guidance contained in the Charity Commission's general guidance on public benefit. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Because of the restrictions in place for the Covid-19 pandemic, for the Hampshire Federation this has been a year of two halves. This review will look at the whole year to assess whether the Charity's purpose has been met, both before the pandemic struck, and to the maximum permitted by the restraints for the period March to September 2020.

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES TRUSTEES' REPORT

## FOR THE YEAR ENDED 30 SEPTEMBER 2020

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### OVERVIEW OF CHARITY'S ACTIVITIES cont'd

In the year ending the 30 September 2020 the planning of events continued under the umbrella of an Events Team under the chairmanship of the 1st Vice Chair of the Board of Trustees and called upon volunteer members from all WIs to assist. The opportunity to participate in every event before March 2020 was offered to all members. After March 2020, the opportunity to participate in events was still offered to all members when possible events moved to virtual platforms. Support was offered to members unable to access virtual platforms due to no prior experience or a lack of confidence, and the Trustees are always looking at ways to ensure events are as fully inclusive as possible.

Many planned events were postponed or cancelled but meetings of the Federation Trustees and other committees continued, and during this time a full strategic review of the Federation was planned and is still ongoing.

### REVIEW OF ACTIVITIES AND ACHIEVEMENTS

#### Overview

Hampshire Federation has continued to provide training and events throughout the year. Latterly through the use of virtual platforms. Much work has been done to help members who lacked confidence in using technology and to promote inclusiveness. Regular newsletters have been sent by email for individual WI Secretaries and Presidents to cascade down to their members. We have been disappointed that printed copies of our Hampshire News Magazine halted in March 2020 but it has continued to be published as an on-line publication.

Contributions from members have been encouraged to reflect the events and charitable work they have undertaken. As a Federation we appreciate that this is not fully inclusive but we have actively promoted the use of technology and encouraged members with the required skills to assist, by telephone, those who are less able in this field.

Sadly, there still remains a proportion of our membership who do not have access to the internet and our WI Advisers and Trustees have encouraged the committee members of individual WIs to remain in contact with these members through telephone calls and newsletters.

Many WIs have been holding their meetings through the virtual platforms and have included speakers, quizzes and other events.

#### The Charity's People

##### *Trustees and Sub-Committee members*

We have a good base of expertise within our Board members and team of WI Advisers and an excellent level of co-operation in all areas continues. We are indebted to all of our volunteers who have given up many hours to ensure the continued success of the Federation in meeting our charitable objectives. They continue to give of their time without remuneration except for travelling expenses.

This year, more than any other, has seen an increased input by the Committee members of our WIs. They have given many hours in ensuring that their members have been kept informed and involved as much as possible.

##### *Staff*

The support of our staff is invaluable and excellent liaison continues between them and all volunteers and members. The period since March 2020 has not been easy for our staff, who at different times have been furloughed and called upon to work from home. Their co-operation and willingness to adapt have been important factors and are much appreciated throughout the Federation.

# **THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES TRUSTEES' REPORT**

**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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## **The Presidents and Committee Members of WIs**

The last 6 months of this year, probably more than any other has seen an increased input by the Presidents and Committee members of our 206 WIs. They have worked hard and given many hours, for no reward, to ensure that their members have been kept informed and involved, as much as possible, in any permitted activities. Often acting as the co-ordinator for members in their area who have voluntarily made masks, headbands, scrubs etc for local use.

## **Achievements and performance**

The events planned for the first six months of our year, up until March 2020, continued as planned. At our Autumn Council Meeting in October, we welcomed two newly qualified WI Advisers and heard the future plans of ACWW. Our speaker was the inspirational Sally Becker, the 'Angel of Mostar'.

Among our events for October, we held an Archives Day with speakers from the local records office and information on what to keep and how to store it safely.

In November we offered a 'craft de-stash' day and a Christmas Coffee Morning both of which enabled the exchange of ideas and expertise together with the opportunity to purchase craft materials and gifts. Members also had the opportunity to join a trip to the Musical Museum at Brentford which included an informative tour, demonstrations and tea.

December saw members learning wreath making and other skills ready for Christmas.

January 2020 was a quiet month when, not knowing what was to come, meetings were held and plans formulated for the rest of the year.

In February WI House hosted training sessions and a pop-up event and welcomed a refugee from the local community to tell us her story.

With March came the devastating spread of Covid-19 and the first lockdown. Events were either cancelled or postponed including the Federation AGM and Spring Council Meeting, a trip to Wales for which ninety members had booked, a curry and quiz night, a cream tea and talk by TV gardener Nick Bailey, a thanksgiving lunch and all of our Federation competitions.

In April meetings were held via virtual platforms to plan the way forward. First off the mark was our Speakers Selection Team. They had been holding regular auditions throughout the past months and very quickly adapted to virtual auditions and contacted prospective speakers to offer auditions this way, which many accepted. This was quickly followed by making contact with established speakers to ask if they would present on line and a selection of talks were soon listed for those WIs which, with encouragement of the Federation had changed to this way of meeting. Plans for our AGM/SCM were postponed until September together with several other events. Of these it was only the AGM/SCM which went forward via Zoom. Our guest speaker, Ben Fogle, presented his talk remotely and we are indebted to everyone who helped us get this event up and running.

Our Events Team have arranged, talks and demonstrations via virtual platforms which have taken place during the remainder of our year. Our WIs have received information and encouragement from Trustees and WI Advisers in using media to hold their meetings including their AGMs together with constantly advising on restrictions in force at any given time.

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES TRUSTEES' REPORT

## FOR THE YEAR ENDED 30 SEPTEMBER 2020

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### FINANCIAL ACTIVITIES AND RESULTS

The main sources of income are the Charity's portion of membership subscriptions, fees for educational courses, which are expected to be self-financing where possible, and fund-raising. In view of the effect that the Covid-19 had on WIs meetings, the National Federation of Women's Institutes agreed to extend the subscription year by 3 months. Accordingly the Membership subscriptions received in 2020 have been apportioned over 15 months and 9 months worth recorded in the financial year being reported.

The events in the first half of the year were successful. However, the national lockdown from March 2020 due to Covid-19 meant all our events including the Spring Council Meeting had to be either cancelled or postponed. We have responded with holding online events, but, not surprisingly, it took time to get this in place resulting in a significant reduction in income. However, we are grateful for the generosity of members and WIs in their donations; we successfully applied for Gift Aid on the HCFWI's share of subscriptions for 2018; we applied for and received 2 Covid-19 impact grants; and we applied for and received from HMRC Coronavirus Job Retention Scheme sums in respect of our furloughed staff. Thus, overall income, at £109,944 (2019: £261,410), was significantly lower than last year's income.

The costs of our charitable activities fell in line with the reduction in activity. Staff costs rose in line with inflation whilst office costs decreased as saving were made in the operation of WI House and the reduction in mailings to WIs. Overall expenditure at £166,317 (2019: £264,977) was below last year's.

The net effect was to produce a deficit of £56,373 (2019: deficit £3,567) before realised and unrealised gains.

Our investments in COIF have continued to perform well, giving rise to a very welcome unrealised gain of £4,100 (2019: Unrealised gains £6,867).

The overall result was a deficit of £52,273 (2019: Surplus £3,300), which although unwelcome was lower than initially envisaged.

### RESERVES

The Trustees reserves policy is to ensure that sufficient free reserves are maintained such that the overhead cost of running and maintaining WI house including rates, insurance, depreciation and salaries are covered for at least a year. The Trustees also seek to ensure that funds held for bursaries and other restricted and designated funds should grow so that the value of these funds maintain their value in real terms.

The Charity has total reserves of £1,246,130 (2019: £1,298,403). Restricted funds, however, account for £848,353 (2019: £856,892) and total designated funds amount to £300,432 (2019: £311,339).

The closure by NFWI of Denman College has meant that the designated Fund to allow for major repairs to the upkeep of the Hampshire and Cowplain rooms was no longer needed. The bursary provided for by the Ellingham Fund is being redesigned to continue with an educational theme instead of a visit to Denman College.

The details and description of all restricted and designated funds are shown in Note 16 of the accounts. The value of general reserves stands at £97,345 (2019: £130,173) and total designated funds £300,432 (2019: £311,339). Thus, the value of the total general reserves has fallen slightly to 14 months cover (2019: 15 months).

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES TRUSTEES' REPORT

## FOR THE YEAR ENDED 30 SEPTEMBER 2020

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### **RISK MANAGEMENT**

The Charity's approach to risk management is designed to ensure that it remains alert to those external and internal factors that could affect its ability to operate effectively, or even at all. The work of establishing the risks facing the Charity and ensuring suitable mitigating action is being taken is challenging. Nevertheless, the Trustees feel their risk Management schedule is as complete as possible whilst being aware that vigilance is always needed.

### **GOVERNANCE**

The Charity is governed by its Articles of Association adopted on 29 October 1991 as amended by Special Resolutions passed on 22 September 2000 and 19 March 2016. The Board of Trustees is responsible for the overall governance of the Charity and meets at least five times a year.

### **Trustee Selection, Induction and Appraisal**

The Trustees are elected biennially from WI Members nominated by their WI. The Trustees then look at the blend of experience and skills of all Trustees to ensure that these meet the needs of the Charity. Where additional expertise is identified as being needed, the Trustees will seek to co-opt additional Trustees with those skills and/or experience. Induction training is provided to all Trustees after the biennial elections by a trainer from National attending our Trustees' Meeting. Specific training is available (and attendance encouraged) for the Chairman and Treasurer and these courses were previously held as a residential course by National at Denman College. New online training is now available and opportunities to meet post holders from other Federations is actively encouraged. A Trustee pack is also given to all new Trustees and contains information on the sub-committees as well as the policies that have been adopted by the Trustees. Trustees are also signposted to the Charity Commission website as well as the comprehensive information available on National's MyWI (formerly Moodle).

### **Statement of Trustees' Responsibilities**

The Trustees (who are also directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Matters Reserved to the Trustees**

The following matters are specifically reserved for approval by the Trustees:

- Any proposal to amend the Memorandum and Articles of Association; Instruments and Rules of Government; Accounting Reference Date or material accounting policies;
- Planning Applications reflecting a significant change of use and capital projects;

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES TRUSTEES' REPORT

## FOR THE YEAR ENDED 30 SEPTEMBER 2020

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### **Matters Reserved to the Trustees (continued)**

- Sales or purchases of the Charity's property assets;
- Any decision to bring or defend legal action in a civil case;
- Response to criminal charges/allegations of criminal activity which have connection with the Charity;
- Appointment, variation of terms or removal of any Charity post;
- Expansion of activities beyond core business;
- Formation of a subsidiary;
- Amendment to pension schemes;
- Material change to general terms of employment, staff benefits or HR policy;
- Approval of annual budgets;
- Approval of Annual Report & Accounts including setting of reserve allocations;
- Review & approval of delegated authorities and authorisation limits;
- Variations in authorisation levels for purchases/leasing/hiring contracts (limits to be placed on total value of contract and on contract length);
- Any borrowing by the Charity;
- Any grant of guarantee or indemnity in respect of a third party's obligations (including obligations of staff);
- Investment management policies;
- Cash management policies (including approved list of counter-parties);
- Any contract with any Trustee or member of staff or with any person or entity connected with any of them;
- Opening of new banking relationship;
- Receipt of gifts from a potentially undesirable donor; and
- Receipt of payments in exchange for sponsorship/naming rights.

### **Investment Powers, Policy and Performance**

The Articles of Association of the Charity state that it has the power "to deposit or invest funds in any manner as the Trustees shall in their absolute discretion think fit to the extent that the Trustees shall have the same full and unrestricted powers of investing and transposing investments in all respects as if they were beneficially absolute owners...".

The Trustees are content with the returns being earned on our COIF investments but are still considering diversifying into other investments to maximise the return being obtained whilst mitigating the risk.

### **FUTURE PLANS & DEVELOPMENTS**

Throughout the current strange and difficult situation, Federation Trustees and WI Advisers have remained available for consultation via email, telephone calls and virtual platforms if required. When restrictions allow, they will resume visiting WIs and Groups to re-establish personal contact and offer support. They will continue to gather the views of members as to how they envisage the way forward for the next year or so.

Board members have inaugurated an in-depth strategy exercise covering all aspects of the Federation. Although hampered by current circumstances, they are identifying areas where improvements can be made to further efficiency and prevent duplication.

New online events are being deployed. Some events which were postponed from 2019/2020 are still being considered such as the trip to Wales, and the talk by Nick Bailey. We will also be revisiting other postponed and cancelled events to ascertain the feasibility of holding these when circumstances allow. New events for the 2020/2021 and 2021/2022 years are already in their embryo stage for when restrictions change. These include a 'Brides Day', a literary lunch and training sessions as needed.

**THE HAMPSHIRE COUNTY FEDERATION OF  
WOMEN'S INSTITUTES  
TRUSTEES' REPORT  
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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**FUTURE PLANS & DEVELOPMENTS (continued)**

Trustees are very aware of the need to increase the number of members who are able to access events on line and are arranging training sessions to aid the further development of these skills for everyone.

Our WI Advisers are also part of a pilot scheme being run by NFWI to form a Hampshire Virtual WI. Regular newsletters and contact with our WIs will continue and regular discussions are planned to map the way forward for the future whatever the circumstances.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

By order of the Board of Trustees

..... Date: 15 February 2021  
K Panella  
Secretary

# **THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

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I report on the accounts of the company for the year ended 30 September 2020 which are set out on pages 10 to 23.

## **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 statement below.

## **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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).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.

Graham Bennett  
Independent Examiner  
CBM Accountants Limited

130 Bournemouth Road  
Chandlers Ford  
Eastleigh  
SO53 3AL

Date

**THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

		<b>Restricted funds £</b>	<b>Unrestricted funds £</b>	<b>Total 2020 £</b>	<b>Restricted funds £</b>	<b>Unrestricted funds £</b>	<b>Total 2019 £</b>
Donations and legacies		-	-	-	-	-	-
Income from charitable activities	3	-	75,250	75,250	12	227,162	227,174
Other trading activities:							
Fundraising activities		-	12,486	12,486	-	29,444	29,444
Voluntary income	4	-	17,790	17,790	-	106	106
Income from investments		349	4,069	4,418	355	4,331	4,686
<b>Total income</b>		<b>349</b>	<b>109,595</b>	<b>109,944</b>	<b>367</b>	<b>261,043</b>	<b>261,410</b>
<b>Expenditure</b>							
Cost raising funds	5	-	22,468	22,468	-	53,552	53,552
Cost of charitable activities	6	110	143,739	143,849	320	211,105	211,425
<b>Total expenditure</b>		<b>110</b>	<b>166,207</b>	<b>166,317</b>	<b>320</b>	<b>264,657</b>	<b>264,977</b>
<b>Net income/(expenditure)</b>		<b>239</b>	<b>(56,612)</b>	<b>(56,373)</b>	<b>47</b>	<b>(3,614)</b>	<b>(3,567)</b>
Transfers between funds		(8,778)	8,778	-	15,903	(15,903)	-
<b>Net income/(expenditure) before other recognised gains and losses</b>		<b>(8,539)</b>	<b>(47,834)</b>	<b>(56,373)</b>	<b>15,950</b>	<b>(19,517)</b>	<b>(3,567)</b>
<b>Other recognised gains/(losses)</b>							
Gains/(losses) on investments		-	4,100	4,100	-	6,867	6,867
<b>Net movement in funds for the year</b>		<b>(8,539)</b>	<b>(43,734)</b>	<b>(52,273)</b>	<b>15,950</b>	<b>(12,650)</b>	<b>3,300</b>
Total funds brought forward at 1 October 2019		856,892	441,511	1,298,403	840,942	454,161	1,295,103
<b>Total funds carried forward at 30 September 2020</b>		<b>848,353</b>	<b>397,777</b>	<b>1,246,130</b>	<b>856,892</b>	<b>441,511</b>	<b>1,298,403</b>

**THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S  
INSTITUTES  
BALANCE SHEET**

**AS AT 30 SEPTEMBER 2020**

		2020		2019	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	11	838,315		854,629	
Investments	12	332,920		327,953	
			1,171,235		1,182,582
<b>Current assets</b>					
Stocks	13	4,054		4,054	
Debtors and prepayments	14	16,349		17,916	
Cash at bank and in hand		158,842		114,314	
			179,245		136,284
<b>Creditors: amounts falling due within one year</b>	15	(104,350)		(20,463)	
<b>Net current assets</b>			74,895		115,821
<b>Total assets less current liabilities</b>			1,246,130		1,298,403
<b>Represented by:</b>					
<b>Restricted funds</b>	16		848,353		856,891
<b>Designated funds</b>					
Functional fixed assets reserve	16	35,476		42,812	
Investment revaluation reserve	16	52,786		48,686	
Other designated funds	16	212,170		219,841	
			300,432		311,339
<b>General funds</b>	16		97,345		130,173
<b>Total funds</b>	16		1,246,130		1,298,403

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES BALANCE SHEET

**AS AT 30 SEPTEMBER 2020**

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These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and in accordance with the provisions of FRS 102.

For the year ending 30 September 2020 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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.

Directors' responsibilities:

- ensuring the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing the financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

Approved by the board of trustees on 15 February 2021.

.....  
Gina Ireland  
**Chairman**

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2020

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#### 1 **Limitation of members' liability**

The members of the charitable company are delegates appointed by each Women's Institute constituted in Hampshire.

Every member of the Charity has undertaken to contribute to the assets of the charitable company if it is wound up during the period that she is a member, or within one year afterwards, for payment of the debts and liabilities of the charitable company contracted before the time at which she ceases to be a member and of the costs, charges and expenses of winding up the charitable company and for the adjustment of the rights of the contributories among themselves, such an amount as may be required not exceeding £1.

#### 2 **Accounting policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below and have been consistently applied within the financial statements.

##### a) Basis of preparation of financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No restatements were required.

##### b) Income

All income is included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be measured reliably.

Donations, gifts and legacies are included in full in the accounts when receivable. The membership year previously ran from January to December but has been extended by 3 months because of Covid-19 (in future the subscription year will run from April to March). In view of this membership fees have been apportioned between this financial year and the next. Income for events after the balance sheet date is included in deferred income. The Charity is not registered for VAT and all income is stated at amounts receivable.

##### c) Expenditure

All expenditure is accounted for on an accruals basis, when a liability is incurred, and includes VAT where applicable. Expenditure is allocated to the following cost categories:

- Costs of raising funds are those costs incurred in attracting donations and legacies, and those incurred in trading activities that raise funds.
- Cost of charitable activities include expenditure associated with the provision of events and services to the members, and include both the direct costs and support costs relating to these activities. Governance costs are those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2020

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#### 2. Accounting policies (continued)

##### d) Expenditure (continued)

Staff and office costs cannot be directly attributed to these particular headings so are allocated on an estimated basis, based on staff time, as follows:

	2020	2019
Raising funds	10%	25%
Charitable activities	75%	60%
Governance	15%	15%
	<hr/>	<hr/>
	100%	100%

##### e) Pension

Contributions are included when payments are due to the employees' defined contribution scheme.

##### f) Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Assets which cost less than £500 are not capitalised.

##### g) Depreciation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Freehold land & buildings	- 2% per annum straight line
Computer equipment	- 33 1/3% per annum straight line
Other office equipment	- 10-30% per annum straight line

##### h) Investments

Investments are stated at market value in the balance sheet. Gains and losses on investments, both realised and unrealised, are included in the Statement of Financial Activities.

##### i) Stocks

Stocks have been valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### j) Funds

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 is charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in note 16.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objects of the Charity.

##### k) Debtors

Trade debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2020

#### 2. Accounting policies (continued)

##### l) Creditors and provisions

Creditors and provisions are recognised where the charitable company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Creditors and provisions are normally recognised at their settlement amount.

##### m) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement.

<b>3</b>	<b>Income from charitable activities</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	Membership fees	48,766	85,036
	General activities	26,484	142,138
	Miscellaneous	-	-
		<hr/>	<hr/>
		75,250	227,174
		<hr/> <hr/>	<hr/> <hr/>
<b>4.</b>	<b>Voluntary income</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	Donations	1,822	106
	Gift Aid	1,442	-
	Grants	2,764	-
	HMRC CJRS	11,762	-
		<hr/>	<hr/>
		17,790	106
		<hr/> <hr/>	<hr/> <hr/>
<b>5.</b>	<b>Cost of Generation Funds</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	Income generation activities	5	3,212
	Board of Trustees' activities	144	3,993
	Trading post, diaries and calendars	9,582	12,892
	Staff Costs Apportioned	7,317	18,483
	Office Costs Apportioned	5,420	14,972
		<hr/>	<hr/>
		22,468	53,552
		<hr/> <hr/>	<hr/> <hr/>

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2020

<b>6. Costs of charitable activities</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Board of Trustees' activities	17,970	50,686
Sub-committee events	3,736	47,744
Federation magazine & Talking News	-	3,546
Yearbook	505	559
Bursaries	1,105	855
Donations	110	257
ACWW Triennial Conference	110	-
Governance Costs see Note 7	24,759	23,853
National Federation: Pooling of fares	18	3,636
Staff Costs Apportioned	54,878	44,359
Office Costs Apportioned	40,658	35,930
	<b>143,849</b>	<b>211,425</b>

<b>7. Governance Costs</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Professional fees	2,788	3,300
Trustees meetings	2,815	434
Licences	48	48
Staff Costs Apportioned	10,976	11,089
Office costs apportioned	8,132	8,982
	<b>24,759</b>	<b>23,853</b>

Professional fees include £3,300 inclusive of VAT (2019: £3,300 inclusive of VAT) for accountancy services in connection with the preparation of the statutory financial statements and independent examination thereof.

### 8. Trustees

20 trustees (2019: 20) received expenses during the period in respect of travel, parking, accommodation, telephone and postage costs, totalling £1,647 (2019: £2,584).

No remuneration was paid to any trustee during the current year or the preceding year.

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2020

9. Staff costs	2020 £	2019 £
Salaries	67,401	68,081
Social security costs	-	436
Pension costs	5,358	5,227
Recruitment and training	412	189
	73,171	73,933
	73,171	73,933

No employee received emoluments exceeding £60,000 per annum.

The average monthly number of staff during the year was 5 (2019: 5).

The Charity makes contributions to employees' defined contribution schemes. The pension cost is shown above. There were outstanding contributions of £1,466 at the year end (2019: £Nil).

10. Office costs	2020 £	2019 £
Telephone, printing, stationery, photocopying and postage	13,432	21,088
Office cleaning, heat, light, rates, water and insurance	15,244	14,671
Office equipment and building maintenance	6,840	7,629
Office equipment and building depreciation	16,314	15,089
Miscellaneous	2,380	1,406
	54,210	59,883
	54,210	59,883

11. Tangible assets Cost	Freehold property £	Office and equipment £	Total £
At 1 October 2019 and 30 September 2020	829,569	60,366	889,935
<b>Depreciation</b>			
At 1 October 2019	17,754	17,552	35,306
Charge for the year	8,978	7,336	16,314
Disposals	-	-	-
At 30 September 2020	26,732	24,888	51,620
<b>Net book value</b>			
At 30 September 2020	802,837	35,478	838,315
At 30 September 2019	811,815	42,814	854,629

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTEs

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2020

<b>12. Fixed Asset Investments</b>	<b>2020</b>	<b>2019</b>
	£	£
Market Value		
At 1 <sup>st</sup> October 2019	327,953	319,887
Disposals	-	-
Additions	867	1,199
Change in market value	4,100	6,867
At 30 September 2020	<u>332,920</u>	<u>327,953</u>

Portfolio Analysis:			
Investments	<b>Cost</b>	<b>2020</b>	<b>2019</b>
	£	Valuation	Valuation
		£	£
Charities Official Investment Funds	65,000	117,786	113,687
Cash			
Charities Official Investment Funds	213,068	215,134	214,266
	<u>278,068</u>	<u>332,920</u>	<u>327,953</u>

<b>13. Stocks</b>	<b>2020</b>	<b>2019</b>
	£	£
Goods for resale	4,054	4,054
	<u>4,054</u>	<u>4,054</u>

<b>14. Debtors</b>	<b>2020</b>	<b>2019</b>
	£	£
Trade Debtors	4,957	9,408
Prepayments	11,265	8,291
Other Debtors	127	217
	<u>16,349</u>	<u>17,916</u>

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2020

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15. Creditors: amounts falling due within one year	2020	2019
	£	£
Trade Creditors	551	601
Tax and Social Security	1,061	212
Other Creditors	46,263	145
Accruals	49,676	17,315
Wages	1,466	(7)
Suspended WIs	5,333	2,197
	<hr/>	<hr/>
	104,350	20,463
	<hr/> <hr/>	<hr/> <hr/>

All of the deferred income brought forward has been included in the incoming resources of the year.

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2020

#### 16. Funds

The income funds of the charity include the following restricted funds, comprising the unexpended balances of donations and grants held on trust for specific purposes, and designated funds, which are funds set aside out of general funds by the trustees for specific purposes.

	Notes	Movement in funds				At 30 September 2020
		At 1 October 2019	Incoming funds/ investment gains	Outgoing funds/ investment losses	Transfers	
		£	£	£	£	£
<b>Restricted funds</b>						
70 <sup>th</sup> Anniversary fund	1	18,004	208	-	-	18,212
ACWW	2	12,045	342	(110)	-	12,277
Per Capita Accommodation	3	15,027	-	-	-	15,027
Pooling of Fares	4	-	-	-	-	-
WI House	5	811,815	-	-	(8,978)	802,837
<b>Total restricted funds</b>		<b>856,891</b>	<b>550</b>	<b>(110)</b>	<b>(8,978)</b>	<b>848,353</b>
<b>Designated funds</b>						
Functional fixed asset reserve	6	42,812	-	-	(7,336)	35,476
Investment revaluation reserve	7	48,686	4,100	-	-	52,786
		<b>91,498</b>	<b>4,100</b>	<b>-</b>	<b>(7,336)</b>	<b>88,262</b>
<b>Other designated funds:</b>						
Ellingham and Timsbury	8	41,169	938	(730)	-	41,377
Maintenance fund	9	21,039	479	-	-	21,518
Equipment fund	10	14,771	337	-	-	15,108
Denman Room fund	11	11,314	258	-	(11,572)	-
Training fund	12	2,515	57	-	-	2,572
WI Adviser accommodation	13	1,186	27	-	-	1,213
Kay Dell & Eileen Greenway Memorial	14	33,184	756	-	-	33,940
Pam Toneri bursary fund	15	33,127	754	(375)	-	33,506
Training & development fund	16	35,363	805	-	-	36,168
WI Amenity Fund	17	26,173	595	-	-	26,768
<b>Total other designated funds</b>		<b>219,841</b>	<b>5,006</b>	<b>(1,105)</b>	<b>(11,572)</b>	<b>212,170</b>
<b>Total designated funds</b>		<b>311,339</b>	<b>9,106</b>	<b>(1,105)</b>	<b>(18,908)</b>	<b>300,432</b>
<b>General funds</b>		<b>130,173</b>	<b>(52,841)</b>	<b>1,105</b>	<b>18,908</b>	<b>97,345</b>
<b>Total funds</b>		<b>1,298,403</b>	<b>(43,185)</b>	<b>(110)</b>	<b>(8,978)</b>	<b>1,246,130</b>

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2020

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#### 16. Funds (continued)

##### Restricted Funds

- 1 The 70<sup>th</sup> Anniversary Fund is a fund with fixed capital, the income from which is used for the upkeep of the freehold buildings.
- 2 The ACWW fund monies are to be invested and the income used to support the charity's ACWW events and the charity's delegates to ACWW conferences in equal measures.
- 3 Per Capita Accommodation has been set up to hold money charged annually to WIs and used to smooth the cost of when WI delegates require accommodation to attend NFWI Annual Meetings.
- 4 Pooling of fares is used to hold the excess of charging WIs on a per capita basis for travel costs to NFWI Annual Meetings compared to the NFWI charge by WI. The excess will be utilised to reduce the per capita charge in future years.
- 5 WI House Fund comprises the net book value of the WI House. The original WI House in Winchester was paid for by funds raised by WI members over 50 years ago specifically for the provision of headquarters for the Federation. This fund reflects that expectation for the charity to always apply the funds towards the provision of a physical base.

##### Designated Funds

- 6 The functional fixed asset reserve represents the balance of the net book value of the tangible fixed assets at the balance sheet date, which are held for functional purposes and so are not free funds.
- 7 The investment revaluation reserve represents the excess of the revaluation of the investments over their historical cost. Any realised and unrealised losses and gains are transferred each year.
- 8 The Ellingham Bursary was a legacy from a former member and the income was originally used to provide bursaries to enable members to attend Denman College. With the closure of Denman College, the Trustees wish to set up an educational bursary for members details of which are being finalised. The Charity has set a target of spending 2% over bank base rate on all bursaries. Any additional income is used to grow the fund so as to maintain its real value.
- 9 The Maintenance Fund represents monies set aside to cover any major building repairs, renewals or refurbishment needed to the freehold building.
- 10 The Equipment Fund represents monies set aside to cover office equipment not otherwise budgeted for.
- 11 The Denman Room Fund was an amount set aside for the repairs, refurbishment and furnishing of the Hampshire Room at Denman College. With the closure of Denman College this fund is no longer required and the balance has been transferred back into the Free Reserve.
- 12 The Training Fund represents monies set aside to cover Federation Training for Federation representatives.
- 13 The WI Adviser Accommodation Fund represents amounts set aside towards the cost of accommodating WI Advisers at the AGM.

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2020

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#### 16. Funds (continued)

- 14 The Kay Dell and Eileen Greenway memorial fund results from a legacy left to the Hampshire WI by Eileen Greenway, which the trustees have designated for bursaries to be awarded to WI Groups to be paid for out of the annual interest.
- 15 The Pam Toneri Bursary Fund was designated by the trustees to provide annual promotion bursaries for WIs, and groups of WIs, from a legacy.
- 16 The Training & Development Fund was established from a VAT refund and has been designated for the benefit of members in training and new developments.
- 17 The WI Amenity Fund has been set up to provide an income to be used to assist WIs which may be experiencing financial difficulties. The criteria for applying to this fund are being developed by the Board of Trustees.

Transfers are made from designated funds to general funds when funds are no longer required to be held for specific purposes. Transfers are made from general funds to restricted and designated funds where insufficient funds are held to meet specific purposes or in order to allocate investment income and realised investment gains/(losses) to the relevant funds.

<b>17. Analysis of net assets</b>	<b>Restricted Funds</b>	<b>Designated Funds</b>	<b>General Funds</b>	<b>Total Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible Assets	802,837	35,478	-	838,315
Fixed Asset Investments	45,516	264,954	22,450	332,920
Net Current Assets	-	-	74,895	74,895
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>848,353</b>	<b>300,432</b>	<b>97,345</b>	<b>1,246,130</b>
Long Term Creditors	-	-	-	-
	<b>848,353</b>	<b>300,432</b>	<b>97,345</b>	<b>1,246,130</b>

# THE HAMPSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2020

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<b>18. Funds managed as agent -</b>	<b>2020</b>	<b>2019</b>
Income	£	£
National Federation: Fees	95,619	98,633
National Federation: Pooling of fares	-	-
ACWW Pennies	376	635
	<hr/>	<hr/>
	95,995	99,268
	<hr/>	<hr/>
<b>Expenditure</b>		
National Federation: Fees	95,619	98,633
National Federation: Pooling of fares	-	-
ACWW Pennies	376	635
	<hr/>	<hr/>
	95,995	99,268
	<hr/>	<hr/>

The above income and expenditure is not included in the statement of financial activities.

#### **19. Related party transactions**

There were no transactions with related parties during the year (2019: £Nil).