

**NORTHAMPTONSHIRE COUNTY FEDERATION  
OF WOMEN'S INSTITUTES  
TRUSTEES' REPORT AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 APRIL 2010**

Report and Financial Statements

Year ended 30 April 2010

Company No 2705833

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## **NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

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## **NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

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### **Report of the Directors and Trustees for the year ended 30 April 2010**

#### **INTRODUCTION**

The Trustees, who are also the Directors of the Chantable Company, have pleasure in presenting their report and the Company's unaudited financial statements for the year ended 30 April 2010

The Company's financial statements have been prepared in the format prescribed by the Statement of Recommended Practice (SORP) issued by the Charities Commission in March 2005 and are in accordance with the Companies Act and relevant accounting standards. The Trustees have had due regard to guidance published by the Charities Commission on public benefit

They deal with the transactions and assets and liabilities of the Northamptonshire Federation of Women's Institutes.

Local WIs are self-accounting

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Status**

The Northamptonshire Federation of Women's Institutes is a Company Limited by Guarantee (Company Number 2705833). It is also a registered charity (No 1010740)

##### **Registered And Principal Office**

WI House, 71 Park View, Moulton, Northampton, NN3 7UZ

##### **Trustees**

The Trustees of the Charity are also the Directors of the Chantable Company.

The current Trustees of the Northamptonshire Federation of Women's Institutes and those who held office during the year are as follows:

Carolyn Libby	Chairman (resigned 31 October 2009)
Lynda Beck	Chairman (appointed 1 November 2009)
Barbara Bentley	
Gwen Blackburn	
Diane Bradbury	
Shirley Corke	
Margaret Foster	
Ann Hartfield	
Sue Kendall	
Anne Robson	Treasurer
Gillian Smith	
Nelleke Wouters	resigned 31 October 2009
Linda Pugh	co-opted 1 July 2009
Company Secretary	Jackie Andrews

The Company Secretary is head of the paid staff and is responsible for the day-to-day management of the office

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## **NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

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### **PROFESSIONAL ADVISERS**

#### **Independent Examiner**

P J Harris, Harris & Co, 2 Pavilion Court, 600 Pavilion Drive, Northampton Business Park, Brackmills, Northampton NN4 7SL

#### **Bankers**

Co-operative Bank, P O Box 250, Delf House, Southway, Skelmersdale WN8 6WT

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Northamptonshire County Federation of Women's Institutes (NCFWI) represents the WI Movement within the county of Northamptonshire. It comprises some 127 affiliated WIs with a total membership of 3900 women.

It acts as a conduit for communication between the National Federation and local members. Each WI is represented at the Federation's Annual Council Meeting, which shapes policy and strategy at county level.

The Federation's constitution is set out in its Memorandum and Articles of Association, which may be obtained from the registered office or from Companies House.

#### **Procedures for the Recruitment and Appointment of Directors**

The Board of Trustees consists of 12 members, elected biennially by the affiliated WIs, and up to four additional members may be co-opted annually. Any member of a WI belonging to the Federation is eligible to stand for election to the Board.

The Chairman, Treasurer and two vice-Chairmen are elected annually by the Trustees from among their own number.

#### **Policies and Procedures for the Training and Induction of Directors**

Training for Federation Chairmen, Treasurers and Secretaries is provided by the NFWI's own college in Oxfordshire. This year the Federation Chairman and Chairman of the Membership Committee received specific training for their post at Denman College. Trustees training is also provided by NFWI.

#### **Organisational Structure and Decision Making**

The Board meets up to eleven times a year. A finance committee including certain Board members and accounts adviser advises the Board all aspects of the Federation's finances. Much of the Board's work is delegated to sub-committees covering the Charitable Company's main areas of activity. Members of the Board chair these committees. The committees include Membership, Arts, Sport and Leisure, Media, Travel, Catering and Campaigns and Concerns.

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## **NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

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The Board determines policy and strategy based on the advice of the sub-committees. Execution of policy and strategies is the responsibility of the Federation's paid staff, aided by the appointed officers and sub-committee members, who are all volunteers.

The following matters require the approval of the Board

- Annual Budget
- Archive Policy
- Business Plan
- Disciplinary Procedure
- Equal Opportunities Policy
- Environmental Policy
- Finance Policy to include Capital Expenditure, Investment and Reserve Policies
- Grievance Policy
- Health & Safety Policy
- Internet Policy
- Lone Worker Policy
- Risk Register
- Safe Guarding Children and Vulnerable Adults Policy
- Staff Recruitment

### **Risk Management Policy**

The Board has considered the principal risks to which the company is exposed including risks to the Chanty's financial position, premises and reputation, and have implemented policies to control these risks where necessary. The risks confronting the organisation are reviewed on a regular basis.

The principal risks are considered to be financial and to a lesser extent reputational.

Financial risks include the risk of losses arising:

- from a decline in major income streams related to a fall in membership numbers
- from the fraudulent activities of third parties
- as a result of breaches of laws or regulations which could expose the company to losses arising from penalties and damages and
- from counter parties being unable to meet their obligations.

These risks are controlled by the implementation of sound governance and the maintenance of adequate financial controls. The control environment includes segregation of duties (where practicable), authorisation procedures, budgetary controls and multiple signatory controls over payments.

Debts are monitored and action is taken to follow up overdue invoices.

Adequate insurance is maintained to cover all risks to the Chanty's property and the level of cover is reviewed annually.

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## **NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

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### **OBJECTIVES AND ACTIVITIES**

#### **Objects**

The main purposes of the Women's Institute organisation are to enable women who are interested in issues associated with rural life, including arts, crafts and sciences, to improve and develop conditions of rural life, to advance their education in citizenship, in public questions both national and international, in music, drama and other cultural subjects and in all branches of agriculture, handicrafts, home economics, health and social welfare. It seeks to give women the opportunity of working together through the Women's Institute organisation, and of putting into practice those ideals for which it stands.

The Federation is the County branch of the National Federation of Women's Institutes (NFWI) and it follows that our objects are to further the latter's purpose in Northamptonshire and beyond.

#### **Activities**

Women generally, but in particular women with rural interests, together with their local communities benefit from the Federation's work.

The Federation provides a forum in the centre of the County and a channel of communication between our National Federation and members belonging to individual Women's Institutes around the County – so allowing members' views to shape policy and strategy by representation to our National Federation, to National and Local Government, and to other relevant agencies.

In addition the Federation supplies a number of services to its members, both to individuals and to WIs, which belong to the Federation, in furtherance of our objects. These include

Services to members such as

- Conferences, courses, exhibitions, lectures and educational activities
- A monthly newsletter detailing current and future events
- Educational outings and extended visits in the UK and Europe
- The provision of small gifts, cards, diaries, calendars etc for purchase
- Social and fund-raising events

Services to WIs such as

- Identifying the need for, and setting up, new WIs
- Advice and support in running a WI
- Lists of approved speakers available for meetings
- Independent financial examination of annual accounts
- Training of officers
- The provision of official publications and handbooks

#### **Strategies**

The key elements of the Federation's medium to long term strategy are:

- To offer a wide range of learning opportunities, giving training in the widest sense, encouraging personal development and ensuring that traditional skills are preserved
- To encourage WI members to adopt healthier and more sustainable lifestyles, by supporting leisure activities, the sciences and combined arts
- To raise the profile of our organisation locally and nationally, and maintaining our position as a respected voice of reason, integrity and intelligence.

## **NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

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### **Principal objectives for the year ending 30 April 2010**

- To increase membership in line with the National Federation's current membership drive, by promoting a positive image of the organisation and by raising the profile of the Federation within the local community
- To support the NFWI's campaigns at local level and raise members' awareness of social issues of importance both at home and abroad
- To remain financially solvent and to build up our reserves to six months working capital
- To develop our County headquarters in order to provide an extended facility for members and others visiting and using the centre

### **Achievements and Performance**

1. During the year we have opened new WIs in Oakley Vale, Corby and a workplace WI at Latimer Arts College, Kettering, Chutneys WI. We have run information events at Northamptonshire's Country Fair as well as various promotional events at individual WIs. Workshops run by the Membership Committee and visits to WIs continue to help members get the best from their membership of the WI. Media coverage of WI events has remained good and our web site continues to inform members and non-members alike and is a useful modern promotional tool
2. We have continued to arrange and promote educational events and outings and extended visits to places of interest, e.g.. Sherborne and Kingston Lacy, Birmingham Botanical Gardens, Sandringham House, London Foundling Museum, Greenwich, Grassington and Windsor. All these visits were open to members and non-members alike
3. We have produced another full programme of sporting and leisure activities with the sole objective of reaching as many members as possible e.g. Willow Weaving, Jewellery, Crochet and Furoshiki workshops to name but a few of the craft items as well as Archery and Clay Pigeon Shooting tuition sessions and a Musical Appreciation evening. Promoting art in the community has been another successful event this year. Darts and Skittles competitions have remained popular across the county
4. We have arranged conferences and events, with a variety of speakers to raise members' awareness of the campaigns and projects undertaken by the NFWI and encouraged them to become actively involved in these, in and around the County, e.g. Afternoon Tea with speaker on Violence against Women and an Associated Country Women of the World (ACWW) Lunch with Speaker. In October 2009 we appointed a new ACWW Federation Representative who has visited a number of WIs to promote the work of ACWW especially the Ogongo Sango Brick Making Project in Kenya which our members have financially supported this year resulting in the complete project being funded by Northamptonshire members. One event overwhelmingly supported by our members was the walk to celebrate International Women's Day in March. Members have also supported the latest Mandate SOS for Honeybees, passed at the AGM, in many ways throughout the year. Media coverage of these events has been an improvement on last year thanks to the work of our Public Relations Officer
5. On the financial side, we have ensured that all events have provided a surplus and we have actively promoted the gift aid scheme. We are constantly reviewing expenditure. The Yearbook detailing WIs, committee members etc. together with a booklet listing approved speakers has again been produced in-house. Our twice yearly coffee mornings continue to be a success. Displays of various current campaigns and activities available for members are advertised at these as well as the already established sale of small gift items. Regular bookings of our meeting room have increased once more this year. This brings in a small income. The improvements to the house and garden are on going as funds allow and members are kept informed and encouraged to donate towards these further enhancements to our headquarters

## **FINANCIAL REVIEW**

The statement of financial activities (SOFA) shows a trading surplus of £20,279 and a decrease in restricted funds of £8,733

Increased income arises from.

- The share of the annual subscription allocated to the Federation
- The hire of the Watson/Eady room at WI House
- Increases in newsletter and yearbook sales, with additional income from advertising
- The sale of 'Shared Memories'

Income from WI Enterprises is less than last year. Bank interest has decreased considerably, as the amount of money available for investment was low and interest rates have remained extremely low as a result of the continuing credit crunch. However because our major individual donors agreed to gift-aid their donations, we were able to reclaim £4,217 from HMRC. Income raised by the Challenge Trophy competition totalled an amazing £11,103. However, income from events is slightly lower. Both fundraising and educational events have been well supported overall, although again some events had to be cancelled through lack of support.

We also made a small loss on the sale of diaries

Administrative costs have decreased slightly but travel expenses for the board and its sub-committees have risen, mainly through changes to the overall composition of the committees. Costs have increased in the following areas.

- Staff salaries and NI contributions.
- Insurance costs
- Printing postage and stationery including newsletter production
- Repairs and renewals.
- Rates and cleaning

Costs have decreased for training and heating and lighting and also for staging events

Last year the Federation was fortunate to be offered temporary, interest-free short-term loans to alleviate our cash flow problems. All these loans have now been repaid. Following advice from NFWI, we are no longer acting as an intermediary for ACWW 'Pennies for Friendship' nor for the three-year Ogongo Sango project, so we have remitted all outstanding monies to ACWW and have asked WIs in future to send us their cheques payable to ACWW, so we can acknowledge them before sending them on to ACWW.

Donations have continued to come in to the House Fund, the General Fund and the Memorial Fund. We have used some of the money from the House Fund to start work on the garden, which we hope to complete during the next financial year.

The Federation's main asset continues to be WI House. The Board intends to continue to build up the reserves of the Charity to six months working capital to allow for unforeseen disruption to its income stream.



## **PUBLIC BENEFIT STATEMENT**

The objects of the Women's Institute organisation are stated above and it is the Federation's aim to offer them to all women in the county through membership of the WI. Members pay an annual subscription, set nationally and shared between the WI, the Federation and the National organisation. Each WI uses its portion of the subscription income to provide speakers on topics related to the aims of the organisation and to pay for suitable accommodation for its meetings. Each WI raises additional funds to cover further benefits for its members locally and to support the work of the Federation in providing courses and training of interest and benefit to the membership.

The meeting room at WI House (the Watson/Eady Room) with a capacity of 50 is available for hire by WIs within the Federation and by organisations active in the local community.

## **FUTURE PLANS**

We are now looking forward to taking part in the NFWI Centenary Membership scheme, which hopes to achieve a membership of 250,000 nationally.

We shall continue to use promotional stands at outside events to attract new members to the WI.

On-going research by the Membership team to enable new WIs to be set up around the County together with attempts to re-open WIs that have closed within the last three years.

Training for WI Presidents, Treasurers and Secretaries, together with another public speaking course is planned. Independent Financial Examiner refresher training will be ongoing to enable them to assist WIs with the preparation and examination of accounts.

More unusual and requested craft sessions (i.e. cane-seating and corn dollies) are to be introduced into the programme of events as well as a return of the popular Drama Festival and Christmas event. A new adventurous item for the more active, gliding through trees, is also planned. More musical appreciation events are to be included in the programme as well as tuition on web-site design, a Healthy Living seminar and a conference on Simple Science.

Members will continue to be encouraged to take the monthly newsletter, which highlights our campaigns and concerns as well as informing the members of the programme of activities and reports of events throughout the year.

We shall continue to promote the on-going project on which the WI and Oxfam are currently working together, to educate both WI members and non-members, which is focussing on the Millennium Development Goals as well as the problems of Climate Change.

We plan to continue to work on Campaigns, as mandated by NFWI which cover the problems of the decline of the honey bee as well as the control of litter, dairy farmers and the price of milk, packaging and trafficking of women and children. Other topics with which our members will be encouraged to become involved, are healthy cooking, recycling, reducing their carbon footprint and also the general issue of passing on craft and cooking skills to the next generation.

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## **NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

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### **INDEPENDENT EXAMINERS**

A resolution proposing that Harris & Co be re-appointed as independent examiners of the charity will be put to the Annual Council Meeting.

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Company and charity law require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Federation and of its income and expenditure for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently,
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Federation will continue to operate

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Federation and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

The report was approved by the Trustees on 7 July 2010



Signed L Beck

Chairman

**Report of the Independent Examiners**

**Independent Examiner's Report to the Trustees of Northamptonshire County Federation of Women's Institutes**

I report on the accounts of the charity for the year ended 30 April 2010, which are set out on pages 12 to 21.

**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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed

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

- examine the accounts under section 43 of the 1993 Act,
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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

## **NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**


### **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. Accounting and Reporting by Charities

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



P J Harris FCA BA (Hons)  
Harris & Co  
Chartered Accountants  
2 Pavilion Court  
600 Pavilion Drive  
Northampton Business Park  
Northampton  
NN4 7SL

7 July 2010

# **NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

## **Statement of Financial Activities for the year ended 30 April 2010**

	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2010 £</b>	<b>Total Funds 2009 £</b>
<b>Incoming resources</b>					
<b>Incoming resources from generating funds:</b>					
Voluntary income	1				
Donations received		436	10,106	10,542	23,117
<b>Activities for generating funds</b>					
Sales National literature & stationery		2,416	-	2,416	2,518
County sales items		5,674	-	5,674	6,040
Newsletters		10,771	-	10,771	10,519
Yearbooks		1,416	-	1,416	1,186
National Draw		602	-	602	1,117
Other sales		1,605	-	1,605	-
Income from fundraising events		31,157	-	31,157	21,666
Investment income	6	44	-	44	204
<b>Incoming resources from charitable activities</b>					
Affiliation fees		20,541	-	20,541	20,128
Insurance		1,150	-	1,150	1,012
Income from WI events		25,318	-	25,318	36,580
<b>Other incoming resources</b>					
Room Hire		1,424	-	1,424	617
Gift Aid		4,217	-	4,217	-
Sundry receipts		182	-	182	118
<b>Total incoming resources</b>		<b>106,953</b>	<b>10,106</b>	<b>117,059</b>	<b>124,822</b>
<b>Resources expended</b>					
<b>Costs of generating funds:</b>					
Fundraising trading, costs of goods sold and other activities	2	34,287	-	34,287	31,811
Charitable activities	2	23,680	17,949	41,629	44,094
Governance costs	2	29,597	-	29,597	30,388
<b>Total resources expended</b>		<b>87,564</b>	<b>17,949</b>	<b>105,513</b>	<b>106,293</b>

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**NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

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	Unrestricted Funds	Restricted Funds	Total Funds 2010	Total Funds 2009
	£	£	£	£
<b>Net incoming resources for the year</b>	19,389	(7,843)	11,546	18,529
Transfers between funds	890	(890)	-	-
<b>Net movement in funds</b>	20,279	(8,733)	11,546	18,529
Balance brought forward 1 May 2009	401,170	37,806	438,976	420,447
Balance carried forward 30 April 2010	421,449	29,073	450,522	438,976

**Continuing operations**

None of the company's activities were acquired or discontinued during the above two financial years

**Total recognised gains and losses**

The company had no recognised gains or losses other than the surplus/(deficit) for the above two financial years.

# **NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

## **Balance Sheet as at 30 April 2010**

Company Number 2705833


	Note	2010 £	£	2009 £	£
<b>Fixed Assets</b>					
Tangible assets	7		425,758		427,006
<b>Current assets</b>					
Stocks	9	1,417		2,077	
Debtors	10	20,715		2,077	
Cash at bank and in hand		37,271		30,550	
		<u>59,403</u>		<u>34,704</u>	
<b>Creditors: amounts falling due within one year</b>	11	34,639		22,734	
<b>Net current assets</b>			24,764		11,970
<b>Net assets</b>			<u>450,522</u>		<u>438,976</u>
<b>Income funds</b>					
Restricted funds	13		29,073		37,806
Other unrestricted charitable funds	14		421,449		401,170
<b>Total funds</b>			<u>450,522</u>		<u>438,976</u>

The directors consider that for the year ended 30 April 2010 the company was entitled to exemption under subsection 1 of Section 477 of the Companies Act 2006. No member or members have deposited a notice requesting an audit for the current financial year under Section 476 of the Act.

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

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 and the Financial Reporting Standards for Smaller Entities (effective April 2008) relating to small companies.

The financial statements on pages 12 to 21 were approved by the Board of Trustees on 7 July 2010 and signed on its behalf by:

Mrs L. Beck  Chairman

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## **NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

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### **Notes forming part of the financial statements for the year ended 30 April 2010**

#### **1. Accounting policies**

##### **1.1 Basis of preparation of accounts**

The accounts have been prepared under the historical cost convention, with the exception of investments, which are included at market value

The accounts have been prepared in accordance with Financial Reporting Standards for Smaller Entities (effective April 2008) and the Companies Act 2006, and follow recommendations in Statement of Recommended Practice (2005) Accounting by Charities

##### **1.2 Tangible fixed assets for use by the charity and depreciation**

Land and buildings for use by the charity are stated at cost  
Other tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases

Furniture, fixtures and fittings	15% on cost
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##### **1.3 Incoming resources**

Income received for specific restricted purpose is credited to a separate fund, which is shown in a note to the financial statements.

Total incoming resources credited to restricted funds are disclosed in the statement of financial activities, which also shows incoming resources in respect of unrestricted funds

Donations and affiliation fees are credited on the statement of financial activities in the year to which they relate.

##### **1.4 Resources expended**

Expenditure is allocated on the statement of financial activities between restricted funds and unrestricted funds, and is further analysed between costs of generating funds and other charitable expenditure. All expenditure is accounted for on an accruals basis.

##### **1.5 Stocks**

Stocks are valued at the lower of cost and net realisable value.



## NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

### 2. Total resources expended

	Costs of generating voluntary income	Unrestricted Cost of charitable activities	Governance costs	Restricted Cost of charitable activities	Total Funds 2010	Total Funds 2009
	£	£	£	£	£	£
Cost of sales	11,793	-	-	-	11,793	10,994
Expenses for events	11,569	19,054	-	-	30,623	37,541
Restricted funds payments	-	-	-	17,949	17,949	12,643
Trustee travelling expenses	-	624	625	-	1,249	1,185
Other travelling expenses	-	2,089	-	-	2,089	1,615
Staff costs	10,191	1,179	14,180	-	25,550	25,155
Premises expenses	734	734	1,468	-	2,936	2,706
Insurance	-	-	3,949	-	3,949	3,795
General admin expenses	-	-	7,511	-	7,511	8,821
Depreciation	-	-	1,864	-	1,864	1,838
	<u>34,287</u>	<u>23,680</u>	<u>29,597</u>	<u>17,949</u>	<u>105,513</u>	<u>106,293</u>

### 3. Net incoming resources

This is stated after charging

	2010 £	2009 £
Depreciation	1,864	1,838
Independent examiner remuneration	680	650
	<u>      </u>	<u>      </u>

### 4. Staff costs

	2010 £	2009 £
Wages and salaries	24,410	24,017
Social security costs	1,140	1,138
	<u>25,550</u>	<u>25,155</u>
	<u>      </u>	<u>      </u>
	2010	2009
Average number employed	3	3
	<u>      </u>	<u>      </u>

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## **NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

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### **5. Trustees Remuneration**

The trustees neither received nor waived any emoluments during the year (2009: £nil)

Out of pocket expenses were reimbursed to trustees as follows

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Travel	3,228	3,325
Trustee travelling expenses were paid to the following number of people	<u>12</u>	<u>14</u>

Some travelling expenses were paid to the Trustees relating to specific items eg fundraising events  
These costs have been charged to appropriate heading, rather than Trustee travelling expenses

### **6. Investment Income**

	<b>Total Funds 2010</b>	<b>Total Funds 2009</b>
	<b>£</b>	<b>£</b>
Interest receivable	<u>44</u>	<u>204</u>

# **NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

## **7. Tangible fixed assets**

	Equipment, furniture, fixtures & fittings £	Freehold Land and buildings £	Total £
<b>Cost</b>			
At 1 May 2009	12,307	419,672	431,979
Additions	616	-	616
Disposals	-	-	-
At 30 April 2010	<u>12,923</u>	<u>419,672</u>	<u>432,595</u>
<b>Depreciation</b>			
At 1 May 2009	4,973	-	4,973
Charge for the year	1,864	-	1,864
Eliminated on disposal	-	-	-
As at 30 April 2010	<u>6,837</u>	<u>-</u>	<u>6,837</u>
<b>Net book value</b>			
At 30 April 2010	<u>6,086</u>	<u>419,672</u>	<u>425,758</u>
At 30 April 2009	<u>7,334</u>	<u>419,672</u>	<u>427,006</u>

## **8. Capital commitments**

The company had no capital commitments as at 30 April 2010 or 30 April 2009

## **9. Stocks**

	2010 £	2009 £
Goods for resale	1,401	2,055
Consumable stores	16	22
	<u>1,417</u>	<u>2,077</u>

## **10. Debtors**

	2010 £	2009 £
Debtors	843	859
Prepayments and accrued income	19,872	1,218
	<u>20,715</u>	<u>2,077</u>

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**NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES**

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**11. Creditors: amounts falling due within one year**

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Trade creditors	2,345	323
Taxation and social security	2,888	2,924
Accruals and deferred income	29,406	9,737
Loans	-	9,750
	<u>34,639</u>	<u>22,734</u>

**12. Share capital**

The company is limited by guarantee and does not have an issued share capital. Every member of the company undertakes to contribute to the assets of the company (should this be wound up during membership or within one year after ceasing to be a member), for payments of debts and liabilities of the company contracted before ceasing to be a member. The contribution is limited to a sum not exceeding £1.

## NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

### 13. Restricted funds

### Movement in funds

	2009	Incoming resources	Expenditure gains losses & transfers	2010
	£	£	£	£
Suspended Institutes	5,119	459	332	5,246
Memorial Bursary Fund	2,151	515	235	2,431
Grant from FSA	85	-	-	85
Denman Draw	84	232	184	132
Margaret Aspinall Bursary	4,105	-	153	3,952
History Book Fund	1,270	-	-	1,270
New WI House Fund	17,536	715	7,548	10,703
Formation of new WIs Fund	1,236	835	725	1,346
New Doorway Fund	-	1,000	118	882
Denman refurbishment Fund	1,985	25	243	1,767
Choir Fund	1,206	1,886	1,919	1,173
Denman Travel Fund	-	230	230	-
Bobbin Lace Fund	-	86	-	86
ACWW	3,029	4,123	7,152	-
	<u>37,806</u>	<u>10,106</u>	<u>18,839</u>	<u>29,073</u>

Suspended Institutes Fund arises when an institute is closed and any monies remaining are added to this fund. If an institute is reformed within three years, any monies are paid back to them. If not reformed, the money is transferred into the General Fund after three years.

The Memorial Bursary, Denman Draw and Margaret Aspinall Bursary Funds provide educational bursaries and the Denman Travel Fund provides funds to pay for travel to Denman College.

The grant from the Financial Services Authority is to be used to raise awareness of personal finance.

The History Book Fund is to pay for costs of the WI History Book.

Donations specifically for our new WI House will be used to maintain the house, landscape the garden and improve facilities. Similarly, donations to the Denman refurbishment fund will be used to refurbish the Northamptonshire room at Denman College, and a donation to the New Doorway Fund will be used specifically for that purpose.

The Formation of New WIs Fund is used to help promote and form new WIs.

The WI Choir Fund and the Bobbin Lace Fund relate specifically to income and expenditure of the choir and bobbin lace club.

Associated Country Women of the World Fund (ACWW) is made up of donations which have been collected on behalf of ACWW and which have been paid to them annually, as well as donations towards a specific project chosen by NCFWI which have also been paid to them. Following guidance from NFWI, from 1 May 2010, the Federation will no longer hold donations on behalf of ACWW.

## NORTHAMPTONSHIRE COUNTY FEDERATION OF WOMEN'S INSTITUTES

### 14. Unrestricted funds

	<b>2010</b>
	<b>£</b>
At 1 May 2009	401,170
Retained surplus for the year	19,389
Transfer from Restricted Funds	890
	<u>421,449</u>
At 30 April 2010	<u>421,449</u>

### 15. Analysis of net assets between funds

	Restricted Funds	General Unrestricted Funds	2010 Total	2009 Total
	£	£	£	£
Tangible fixed assets	-	425,758	425,758	427,006
Current assets	29,073	30,330	59,403	34,704
Current liabilities	-	(34,639)	(34,639)	(22,734)
	<u>29,073</u>	<u>421,449</u>	<u>450,522</u>	<u>438,976</u>
<b>Net assets at 30 April 2010</b>	<u>29,073</u>	<u>421,449</u>	<u>450,522</u>	<u>438,976</u>

### 16. Contingent Liability

There were no contingent liabilities at 30 April 2010 or 30 April 2009