

**POWYS MONTGOMERYSHIRE FEDERATION OF WOMEN'S INSTITUTES  
(PMFWI)**

**FFEDERASIWN SEFYDLIAD Y MERCHED POWYS MALDWYN**

**TRUSTEES' ANNUAL REPORT**

**and**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30TH JUNE 2019**

**Charity Number 250177**

**POWYS MONTGOMERYSHIRE FEDERATION OF WOMEN'S INSTITUTES**  
**TRUSTEES' REPORT FOR THE YEAR ENDED 30TH JUNE 2018**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**TRUSTEES**

Mrs Jean Hurrell	Chairman
Mrs Cynthia Evans	Vice Chair
Miss Margaret Jones	Vice-Chair
Mrs Geraldine Russell-Jones	Treasurer till 07/11/18
Mrs Lisa Hamer	Treasurer from 07/11/18
Mrs Margaret Carey	
Mrs Mandy Conwell	
Mrs Joan Rogers	
Mrs Pam Adcock	Co-opted 07/11/18
Mrs Dorothy Schofield	
Mrs Audrey Vaughan	
Federation Secretary	Mrs Jane Rees
Charity Registration no.	250177
Principal Address	Abermule Community Centre, Abermule, Powys SY15 6ND
Accountants	DRE & Co Ltd, St. David's House, New Road, Newtown, SY16 1RB

**POWYS MONTGOMERYSHIRE FEDERATION OF WOMEN'S INSTITUTES**  
**TRUSTEES' REPORT FOR THE YEAR ENDED 30TH JUNE 2018**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Trustees of Powys Montgomeryshire Federation of Women's Institutes, otherwise known as PMFWI, present their report and the independently examined financial statements for the year ended 30<sup>th</sup> June 2019.

PMFWI is a constituted charity, governed by the constitution and rules laid down by the National Federation of Women's Institutes (NFWI).

Trustees are nominated from amongst the membership and if necessary, voting takes place, with the results being announced at the Autumn Council Meeting, for the following two years. On appointment, each Trustee is presented with a detailed manual indicating the role and responsibilities of a Federation Trustee, which is followed up and supported each year with Trustee training provided by an NFWI Trainer.

The PMFWI Trustees employ a part-time secretary whose work is supervised by the Federation Chairman and Vice-Chairs. The role of Federation Secretary is subject to an annual Staff Appraisal. She is able to attend training and workshops run by the NFWI, as are the Chairman, Treasurer and Chairman of the Membership Sub-committee.

Four Sub-Committees, namely Arts and Entertainment, Home Economics, Public Affairs and Sport and Leisure, organise Federation events, broadly following the structure of NFWI set within the aims and objectives of the organisation. There is also a Membership Committee, comprised presently of the Federation WI Advisers, one member of the Board of Trustees and one WI member and officers, together with an appointed Chair of Membership, who discuss matters relating directly to the membership of the federation.

The Trustees hold 11 monthly board meetings where major strategic planning, business and operational risks affecting the Federation are discussed and decisions made. The Trustees confirm that a risk assessment took place, was approved and systems have been established to mitigate risks. The systems are reviewed annually.

**OBJECTIVES, ACTIVITIES AND PERFORMANCE**

The objects of PMFWI are to further the purposes of the Women's Institute organisation in the Montgomeryshire area of Powys. It is an educational, social, non-sectarian, non-party-political voluntary organisation which is based on the ideals of fellowship, truth, tolerance and justice. It seeks to give women the opportunity of working together in their communities, of learning together and of developing their skills.

During the past year the Federation Trustees and Sub-Committees have arranged a wide variety of activities for the members. Workshops included those dealing with officers' roles within local institutes; Christmas floral art, Clay jewellery making, Truffle making, and beauty were demonstrated at a special Christmas event. Presentations relating to the NFWI short-listed resolutions provoked lively debate, including a resolution from one of our own WIs, which however did not make it to the final selection. There was a Carol Service and the annual Spring Show attracted entries from members in craft, floral arrangement, cookery, art and photography competitions. Members and friends went on a Christmas shopping/Turkey and Tinsel break to Blackpool and there has been a very popular holiday trip again this year. A trip to the Theatre took place and needle felting workshops were well attended this summer.

**POWYS MONTGOMERYSHIRE FEDERATION OF WOMEN'S INSTITUTES**  
**TRUSTEES' REPORT FOR THE YEAR ENDED 30TH JUNE 2018**

**OBJECTIVES, ACTIVITIES AND PERFORMANCE (continued)**

The Walking Treasure Hunt has again proved successful. We have held another quiz evening, always popular, and our annual Walk was in the area of Aberhafesp whose WI followed with an afternoon tea. Sporting activities and competitions were, as ever, well attended: badminton, croquet, darts, dominoes, outdoor bowls, scrabble, short mat bowls, short tennis and table tennis.

2019 has been the year when PMFWI are celebrating our centenary it is a very busy time, our Centenary afternoon tea at Gregynog hall was very well attend. Looking forward, we will soon be undertaking the task of converting to a Charity Incorporated Organisation, which will potentially limit the Trustees' financial liability.

The Federation is member-based and the focus of the calendar of events is to enhance the education of members in local, national and international issues, in music and drama and to enable them to extend their skills in crafts, home economics, science, health and social welfare. Some of the benefits are available to the public. For example, available seats on coaches may be taken by friends, family or members of the wider community. Similarly, sales goods such as calendars, cards, giftware and recipe books are sold to both members and non-members.

Our membership is relatively stable but, over the past year, the risk of closures because of the increasing age of the members has come to pass and 4 WI's have closed. However, the Trustees continue to endeavour to provide a programme that offers value to members for their annual subscription.

**FINANCIAL REVIEW**

At 30<sup>th</sup> June 2019 the total assets of PMFWI were £40,308.79 of which £10,230.91 were restricted funds. The Trustees have reviewed the level of reserves held by the charity; it is policy that PMFWI holds sufficient reserves to allow the charity to function for three months.

Our main source of funds is the receipt of membership fees and we continue to work with PAVO to pursue available grants and the Trustees plan more special events to generate further income. These events give women the opportunity of working together, of developing their skills and of putting into practice those ideals of fellowship, truth, tolerance and justice for which the Women's Institute as an organisation stands.

**The Trustees declare that they have approved the Trustees' report above. Signed on their behalf:**

Signature: \_\_\_\_\_

Full name: Jean Hurrell

Position: Federation Chairman

Date: \_\_\_\_\_

\_\_\_\_\_

Lisa Hamer

Federation Treasurer

\_\_\_\_\_

**POWYS MONTGOMERY FEDERATION OF WOMENS INSTITUTES**

**Accounts for 01/07/18 to 30/06/18**

<b><u>Receipts</u></b>	<b><u>2018/2019</u></b>		<b><u>2017/2018</u></b>	
<b><u>Sub Committees</u></b>				
Public Affairs	850.90		757.80	
Home Economics	3,267.45		3,230.02	
Arts & Entertainment	6,698.31		2,948.51	
Sport	1,618.00		3,503.00	
Membership	<u>2,323.05</u>	<u>14,757.71</u>	<u>2,498.20</u>	<u>12,937.53</u>
 <b><u>Events</u></b>				
PMFWI Centenary	2,659.97			
Diaries	228.50		290.80	
Bulbs	285.95		291.80	
Calendar	241.50		146.08	
NFWI Annual Meeting	3,134.00			
Wales Conference	1,121.00		3,731.66	
Denman	28.60		5,479.50	
RWAS 2018	1,330.50		3,000.00	
Walking Treasure Hunt	252.00		225.00	
Paper Quiz			51.00	
Closing of Wis	<u>471.07</u>	<u>9,753.09</u>	<u>775.81</u>	<u>13,991.65</u>
 <b><u>Membership Fees</u></b>				
PMFWI	6,981.81		6,928.24	
NFWI	8,344.90		8,743.01	
Pooling of funds	656.00		684.00	
NFWI Annual Meeting fund	695.75		528.00	
Other NFWI	<u>319.34</u>	<u>16,997.80</u>	<u>713.20</u>	<u>17,596.45</u>
 <b><u>Insurance</u></b>				
Public Liability		<u>850.00</u>		<u>825.00</u>
 <b><u>Donations &amp; Grants</u></b>		<u>3,131.65</u>		<u>1,464.00</u>
 <b><u>Office</u></b>				
Newsletters & Advertising	496.00		617.50	
Sales	578.54		531.10	
150 Club	660.00		560.00	
Sundries	1,362.82		402.66	
Holiday Commission	<u>370.00</u>	<u>3,467.36</u>	<u>310.00</u>	<u>2,421.26</u>
 Total Receipts		48,957.61		49,235.89
Add out-of-date cheques				
<b>Total Income</b>		<b><u>48,957.61</u></b>		<b><u>49,235.89</u></b>
 Less Expeniture		- 53,139.48		-46217.19
	<b><i>Deficit</i></b>	<b><u>- 4,181.87</u></b>	<b><i>Surplus</i></b>	<b><u>3,018.70</u></b>

**POWYS MONTGOMERY FEDERATION OF WOMENS INSTITUTES**

**Accounts for 01/07/18 to 30/06/19**

<b><u>Payments</u></b>	<b><u>2018/2019</u></b>		<b><u>2017/2018</u></b>	
<b><u>Sub Committees</u></b>				
Public Affairs	925.41		1,354.75	
Home Economics	1,960.39		916.38	
Arts & Entertainment	6,123.49		1,071.31	
Sport	846.76		2,158.07	
Membership	1,625.22		1,531.77	
Board of Trustees travel	982.00		852.31	
Sub Committee travel	<u>369.60</u>	<u>12,832.87</u>	<u>767.90</u>	<u>8,652.49</u>
<b><u>Events</u></b>				
Bulbs	258.08		364.60	
PMFWI Centenary	2,284.59			
Walking Treasure Hunt	288.00		154.00	
Hywel & Johnny			80.00	
Denman	28.60		5,227.00	
Wales Conference	1,262.83		1,146.60	
NFWI Annual Meeting	3,896.00			
Joint Powys Event	96.00			
RWAS	<u>2,241.19</u>	<u>10,355.29</u>	<u>4,033.09</u>	<u>11,005.29</u>
<b><u>Membership Fees</u></b>				
NFWI inc pooling of fares	8,834.54		9,420.01	
NFWI	<u>757.00</u>	<u>9,591.54</u>	<u>1,065.60</u>	<u>10,485.61</u>
<b><u>Insurance</u></b>				
Public Liability	648.10		702.87	
Office	<u>344.25</u>	<u>992.35</u>	<u>332.61</u>	<u>1,035.48</u>
<b><u>Restricted Funds</u></b>				
Donations & Grants		1191.78		<u>367.70</u>
Bursaries		<u>35</u>		<u>112</u>
<b><u>Office</u></b>				
Salary	7,661.11		7,618.12	
Equipment & Supplies	1,477.61		1,260.88	
Overheads	3,995.02		3,824.53	
Purchases	733.37		1,133.73	
150 club	430.00		420.00	
Auditors Fees	<u>192.60</u>	<u>14,489.71</u>	<u>165.36</u>	<u>14,422.62</u>
Sundries		<u>650.94</u>		<u>136.00</u>
Transfer to COIF		3,000.00		
<b>Total Expenditure</b>		<u><b>53,139.48</b></u>		<u><b>45,849.49</b></u>

**POWYS MONTGOMERY FEDERATION OF WOMENS INSTITUTES**

**Accounts for 01/07/18 to 30/06/19**

**COIF ACCOUNT**

Balance 01/07/18	£ 29,715.54
Add interest	£ 165.94
Plus Deposits	£ 3,000.00
less withdrawals	£ -
Balance 30/06/19	<b>£ 32,881.48</b>

**Bursaries**

Balance 01/07/18	£ 4,204.95
Add/deduct	-£ 35.00
Balance 30/06/19	<b>£ 4,169.95</b>

**Restricted Funds**

NFWI AGM	£ 784.21
Caersws	£ 104.72
Middletown	£ 5.74
Carno	£ 368.36
Llanrhaedr	£ 266.99
Llidiartwaen	£ 15.66
Hafren	£ 172.41
Mochdre	£ 21.45
Glantwymyn	£ 237.56
Ardleen	£ 23.99
Tree fund	£ 485.84
Get cooking	£ 357.42
WI guide	£ 236.51
Denman	£ 163.90
Wales/100 fund	£ 1,760.99
Walking Netball	£ 305.21
NFWI Wales walking netball	£ 750.00
	<b>£ 6,060.96</b>

**POWYS MONTGOMERY FEDERATION OF WOMENS INSTITUTES**

**Accounts for 01/07/18 to 30/06/19**

**CURRENT ACCOUNT**

**UNPRESENTED CHEQUES AT 30/06/19**

Balance at bank 01/07/18	13,109.36	<u>Chq no</u>	<u>date</u>	<u>amount</u>	
Less unrepresented chqs at 01/07/18	- 1,634.03	107693	Nov-18	£	10.00
	11,475.33	107135	Nov-18	£	8.40
Add receipts	<u>48,957.61</u>	107161	Dec-18	£	8.40
	60,432.94	107197	Mar-19	£	40.00
Less payments	- <u>53,139.48</u>	107357	Apr-19	£	17.00
	<u><b>7,293.46</b></u>	107388	May-19	£	41.48
		107801	Jun-19	£	144.00
		107803	Jun-19	£	344.25
		107805	Jun-19	£	269.61
		107806	Jun-19	£	10.00
		107811	Jun-19	£	1,698.00
		107812	Jun-19	£	108.50
				<b>£</b>	<b><u>2,699.64</u></b>

Deposit Chqs not showing  
26/06/2019 **£ 266.12**

Bank statement 30/06/19	9,726.98
Less unrepresented chqs	- 2,699.64
Plus chq deposit not shown	<u>266.12</u>
	<u><b>7,293.46</b></u>

**Total in all accounts 30/6/19**

COIF Account	32,881.48
Current Account	7,293.46
Cash floats held	60.00
Sales tin float	<u>73.85</u>
	<u><b>£ 40,308.79</b></u>

Prepared by Lisa Hamer, Federation Treasurer, on 10th August 2019

As required by the statement of Recommended Practice, the Trustees, in their Annual Report, have included a statement about risk assessment. The Trustees confirm that a risk assessment has taken place and systems have been established to mitigate risks. These systems will be reviewed annually and any new risks identified will be included and addressed by the organisation.

Signed on behalf of the Board of Trustees

Signature	Position	Chairman	Date
	Jean Hurell		

Signature	Position	Treasurer	Date
	Lisa Hamer		





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name	No (if any)
Powys Montgomery Federation of Womens Institutes	250177

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	1st July 2018		30th June 2019

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Sub-committees	14,758	-	-	14,758	12,938
Events	9,753	-	-	9,753	13,992
Fees, inc NFWI	16,302	696	-	16,998	17,596
Insurance	850	-	-	850	825
Grants & donations	382	2,750	-	3,132	1,464
Office	3,467	-	-	3,467	2,018
From Reserve Fund	-	-	-	-	-
Sundries	-	-	-	-	403
<b>Sub total (Gross income for AR)</b>	<b>45,512</b>	<b>3,446</b>	<b>-</b>	<b>48,958</b>	<b>49,236</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>45,512</b>	<b>3,446</b>	<b>-</b>	<b>48,958</b>	<b>49,236</b>
<b>A3 Payments</b>					
Sub-committees	11,481	-	-	11,481	7,032
Travel expenses	1,352	-	-	1,352	1,620
Events	10,355	-	-	10,355	11,005
Payments to NFWI	9,591	-	-	9,591	10,486
Insurance	992	-	-	992	1,035
Grants & donations	-	1,227	-	1,227	480
Office & overheads	14,490	-	-	14,490	14,423
To reserve fund	3,000	-	-	3,000	-
Sundries	651	-	-	651	136
<b>Sub total</b>	<b>51,912</b>	<b>1,227</b>	<b>-</b>	<b>53,139</b>	<b>46,217</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>51,912</b>	<b>1,227</b>	<b>-</b>	<b>53,139</b>	<b>46,217</b>
<b>Net of receipts/(payments)</b>	<b>- 6,400</b>	<b>2,219</b>	<b>-</b>	<b>- 4,181</b>	<b>3,019</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>- 6,400</b>	<b>2,219</b>	<b>-</b>	<b>- 4,181</b>	<b>3,019</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	HSBC current account	7,293	-	-
	COIF reserve fund	22,651	10,231	-
	Cash floats held	134	-	-
	<b>Total cash funds</b>	<b>30,078</b>	<b>10,231</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Stock Check June 2019	3,046	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Cheques written but not cleared 30/06/19	unrestricted	-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Lisa Hamer		
		Jean Hurrell		



# Independent Examiner's Report on the Accounts

## Section A

## Independent Examiner's Report

Report to the trustees/members of

Charity Name

BOLYS MONGOMERYSHIRE FEDERATION OF  
WOMEN'S INSTITUTES.

On accounts for the year ended

3 0 0 6 1 9

Charity no (if any)

2 5 0 1 7 7

Set out on pages

(remember to include the page numbers of additional sheets)

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to 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 the 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 (other than that disclosed below\*):

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

\* Please delete the words in the brackets if they do not apply.

Signed

*SBGGS*

Date

18/9/19

Name

SBGGS

Relevant professional qualification(s) or body (if any)

F.C.A.

Address

D.R.E. & Co.  
CHARTERED ACCOUNTANTS  
Rosedmount  
The Bank, Newtown