## **REGISTERED CHARITY NUMBER: 228857**

# Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 December 2015 for

 $\frac{Cumbria\text{-}Cumberland Federation of Women's}{\underline{Institutes}}$ 

Cumbria CVS 6 Hobson Court Gillan Way Penrith Cumbria CA11 9GQ

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## Cumbria-Cumberland Federation of Women's

Institutes

## Report of the Trustees

for the Year Ended 31 December 2015

The trustees present their report with the financial statements of the charity for the year ended 31 December 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

### REFERENCE AND ADMINISTRATIVE DETAILS

## **Registered Charity number**

228857

## Principal address

13 Earl Street Carlisle Cumbria CA11DP

#### **Trustees**

Lynda Fraser Trustee - resigned 16.10.15

Anne Young Vice Chairman

Sandra Clifford Trustee - resigned 8.4.15

Morag Parkin Trustee

Jean Rawstron Trustee - resigned 8.1.15

Ilene ForsythTrusteeMargaret SuddartTrusteeMargaret PattinsonTrusteeHelen HinvestChairman

Joyce Seminara Hon Treasurer and

Vice Chairman

Alison Watt Trustee
Mary Lawson Trustee

Helen Mrowicki Co-opted Trustee - appointed 5.5.15

## **Independent examiner**

Cumbria CVS 6 Hobson Court Gillan Way Penrith Cumbria CA11 9GO

## STRUCTURE, GOVERNANCE AND MANAGEMENT

## **Governing document**

Terms of Reference for the Board of Trustees:

- 1. The Cumbria-Cumberland Federation of Women's Institutes is an unincorporated Federation governed by the Constitution and Rules laid down by the National Federation of Women's Institutes.
- 2. The Board of Trustees undertake the running of Cumbria-Cumberland Federation of Women's Institutes in accordance its Constitution and Rules.
- 3. At the first meeting after the Annual meeting, the Board of Trustees shall elect by ballot its Chairman, two Vice Chairmen and Honorary Treasurer from nominations accepted in the room from amongst its elected members, after which a paper ballot is taken and the number of votes cast is not disclosed.
- 4. Ordinary meetings of the Board of Trustees shall be held on a regular day in each month at a regular hour as set out in the annual timetable of the Federation

Report of the Trustees

for the Year Ended 31 December 2015

## STRUCTURE, GOVERNANCE AND MANAGEMENT

## Recruitment and appointment of new trustees

On appointment each Trustee is given a pack containing the Procedure at Meetings, the Terms of Reference and the Standing Orders for the coming two years.

Trustees are nominated from amongst the membership, following which voting takes place and is counted by tellers from a neighbouring Federation of Women's Institutes. The results are announced at the Council Meeting.

Trustees are appointed for two years.

Members standing for election have to declare that they have no conflict of interest.

### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

## **OBJECTIVES AND ACTIVITIES**

## Objectives and aims

The Objectives of the charity is to advance the education of its members, to give them the opportunity of working together through the organisation to develop their skills, and to put into practice those ideals for which the organisation stands.

The Trustees organise events which are publicised to the membership for their benefit and to generate funds towards the running of the Federation.

Report of the Trustees for the Year Ended 31 December 2015

## ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

- \* 2015 has been an outstanding year, not only because of the centenary of the WI nationally but it has also seen the commemoration of Cumbria-Cumberland Federation 95th anniversary. There have been several special events during the year to mark these two significant anniversaries.
- \* A Burns Night supper and ceilidh was held on 17 January.
- \* The Education Sub-Committee once again organised a very successful "Health and Beauty Day" at the Greenhill Hotel in March.
- \* The Federation held their Annual Council Meeting at Rheged on 18 April, a new venue this year. A resolution put forward by Rebecca Holmes of Langwathby & Edenhall WI that "This meeting urges North Cumbria Health Authority to make the Group B Streptococus test routinely available to all pregnant women" was debated by members, and carried. In the afternoon Meredith Towne of the History Wardrobe explained "The Confessions of an Edwardian Shopaholic".
- \* Members submitted craft items for display at the "100 Shades of Green" Craft and Flower Exhibition organised by the nine Northern Federations and held at Kiplin Hall, over four days in May. Three members of the Home Crafts Committee demonstrated their crafts on two days. We arranged a coach trip for members on Saturday 16 May.
- \* An invitation was issued by HRH The Duchess of Cornwall to attend a Royal Garden Party at Buckingham Palace on Tuesday 2 June. 93 of our members attended, and enjoyed being part of this very special occasion. Members travelled by coach and returned to Cumbria after the garden party.
- \* Members travelled to London for the Centenary NFWI Annual Meeting at the Royal Albert Hall on 4 June, attended by HM The Queen, HRH The Princess Royal, and HRH The Countess of Wessex. Members stayed for two nights at the Holiday Inn, London Kensington.
- \* Our Federation took advantage of the live streaming facility provided by NFWI and arranged for members to view the Centenary Annual Meeting from the Royal Albert Hall at Rheged, and almost 200 members enjoyed being part of this special day. Lunch was included in the ticket price, and each member left with a piece of centenary birthday cake, the same as everyone who attended the meeting in London.
- \* 15 WIs took part in a special Cooperative class entitled "Anniversary" for WI members only at the Cumberland Show on 6 June.
- \* A cruise on Ullswater, with a picnic, was held on 27 June.
- \* The Centenary Games, organised by the Arts & Leisure Sub-Committee, were held at Braithwaite Memorial Hall on 11 July. 27 teams took part, and Nicholforest WI were the winners.
- \* In September two coaches took members to the WI Centennial Fair in Harrogate.
- \* The Federation entry for the NFWI annual floral art competition The Huxley Cup was created by Carol Grieves of Slaggyford WI and it was good to see these displayed at the Centennial Fair in Harrogate.
- \* On 16 September, WI Day, members "yarn bombed" The Lanes Shopping Centre in Carlisle to publicise the WI and celebrate the 100th birthday of the organisation.
- \* A musical evening was held at Greystoke Castle on 26 September, when the Eden Swing Band entertained members and Pimms and nibbles were served.
- \* The Arts & Leisure Sub-Committee were responsible for the Centenary Carol Service held in Carlisle Cathedral on 5 December. We were honoured that the Lord Lieutenant of Cumbria, Mrs Claire Hensman, joined us as our guest. The WI Anniversary Singers had been specially formed under the baton of Jean Postlethwaite, a member of Castle Carrock WI, to perform four pieces of music for the very special Carol Service.
- \* Two members successfully completed their training to become W I Advisers.

Report of the Trustees for the Year Ended 31 December 2015

### ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

- \* Trustees attended several neighbouring Federations' Annual meetings.
- \* Trustees, WIAs and members of the Membership Support Committee attended the Cumberland Show, Skelton Show, Cockermouth Show and Gosforth Show for marketing and publicity purposes.
- \* Trustees have welcomed members to four coffee mornings throughout the year in different areas of the Federation.
- \* A President's workshop was held in Penrith.
- \* Several computer training sessions and MCS workshops have been held in the WI meeting room.
- \* An ACWW walk was held on 29 April 2015 at Langwathby.
- \* The Home Crafts Sub-Committee produced a Centenary recipe book which is proving to be very popular.
- \* The Home Crafts Sub-Committee held several successful craft classes during the year, a Centenary Christmas lunch with flower demonstration in November, and refreshments at the centenary carol service.
- \* The Education and Public Affairs Sub-Committee arranged various events and workshops for members, including Tullie House lectures on The Jacobite Rebellion and Women in Art. Another of the popular Town Quiz Walks was held in Penrith. Members also campaigned for more information about StrepB, and gave recipe booklets for distribution at the Food Bank.
- \* The Arts & Leisure Sub-Committee have continued to organise sporting events, including the very popular and successful Annual Quiz Night in November, the Darts Pairs and the Team Darts competitions, and target shooting.
- \* The Membership Support Sub-Committee continue to open new WIs, and to provide help, advice and support to WIs, as well as publicising the WI and actively recruiting new members at every opportunity. They run information sessions for WI officers, and programme planners.
- \* The Federation Banner has been taken by Trustees to several WIs and Groups during the year.
- \* A competition held to design a new Federation badge was won by Anne Young. New badges were ordered for sale to members.
- \* WIs took part in the "Grow A Tenner" scheme which subsidised the cost of the visit to the Annual Meeting in the Royal Albert Hall in June, to which double the usual number of members were invited for this special Centenary year. Tickets for those members attending the live screening at Rheged were also subsidised from the scheme.
- \* A Cockermouth WI member won 3rd place in the Makower competition and her entry was on display at the WI Centennial Fair in Harrogate.
- \* Three entries were sent to the NFWI Lady Denman Cup competition.
- \* One entry from Thornthwaite-cum-Braithwaite WI was submitted for the NFWI Tomorrow's Heirlooms competition.
- \* The Federation produced an embroidered panel for inclusion in the Cumberland News 200 year banner.
- \* The Cumbria-Cumberland Room at Denman College was repainted and refurbished.
- \* The Trustees received training from NFWI Trainer, Lynne Stubbings, in March.
- \* Trustees and Sub-Committee members received Dementia Friends training in September.
- \* The Chairman and Treasurer attended the NFWI Annual Council Meeting in Cambridge in October.
- \* The membership of our 93 WIs has remained stable, currently standing at just over 2000.

Report of the Trustees for the Year Ended 31 December 2015

## **ACHIEVEMENT AND PERFORMANCE**Charitable activities

\* Nether Denton WI suspended during 2015.

## **FUTURE DEVELOPMENTS**

- \* To continue to support our existing members and look for areas where new WIs may be opened.
- \* Quarterly Coffee Mornings will be held in different parts of the Federation area.
- \* A Denman College Federation Bursary will be awarded in 2016.
- \* The County Raffle, and the 200 Club will continue, and more members encouraged to participate.
- \* A "Women Walk The World" event will be held on 29 April 2016 to celebrate the work of ACWW.
- \* A visit to "The Girls" musical at Salford Quays is planned for January 2016.
- \* A Federation lunch will be held in July.
- \* The Sub-Committees will continue to stage events to educate and entertain the members.
- \* The website will be updated.
- \* We will continue to support local agricultural shows and explore recruitment opportunities.

Approved by order of the board of trustees on	and signed on its behalf by:

Helen Hinvest - Trustee

<u>Independent Examiner's Report to the Trustees of Cumbria-Cumberland Federation of Women's</u>
<u>Institutes</u>

I report on the accounts for the year ended 31 December 2015 set out on pages seven to sixteen.

## 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

## Basis of the 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 statements 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

FCMA	
Cumbria CVS	
6 Hobson Court	
Gillan Way	
Penrith	
Cumbria	
CA11 9GQ	

Alan John Stubbs

## Statement of Financial Activities for the Year Ended 31 December 2015

					31.12.15	31.12.14
		Unrestricted	Restricted	Endowment	Total funds	Total funds
		fund	funds	funds		
	Not	£	£	£	£	£
	es					
INCOMING RESOURCES						
Incoming resources from						
generated funds						
Voluntary income	2	710	-	-	710	522
Investment income	3	1,069	-	-	1,069	3,459
<b>Incoming resources from</b>						
charitable activities						
Home Craft		4,671	-	-	4,671	3,979
Membership Support		3,746	-	-	3,746	2,788
Education & Public Affairs		1,805	-	-	1,805	2,529
NFWI & CCFWI						
Subscriptions Income		45,951	586	-	46,537	45,967
CCFWI & Trustee Events		14,450	-	-	14,450	16,656
Publications		11,698	-	-	11,698	10,986
ACM		-	-	-	-	1,425
200 Club		1,566	-	-	1,566	1,770
Raffle		1,751	-	-	1,751	1,196
Flowers in WI House		-	-	-	-	60
W I Stationery		151	-	-	151	352
Sundries		-	-	-	-	165
ACWW		634	-	-	634	1,621
Grow A Tenner		5,385	-	-	5,385	704
NFWI AGM		2,650	-	-	2,650	-
Art and Leisure		4,645	-	-	4,645	-
Bulbs		4,416	-	-	4,416	-
Sundry Sales – House		791	-	-	791	-
Ad Hoc income		4,605			4,605	
Total incoming resources		110,694	586	-	111,280	94,179

## <u>Statement of Financial Activities - continued</u> <u>for the Year Ended 31 December 2015</u>

		Unrestricted fund	Restricted funds	Endowment funds	31.12.15 Total funds	31.12.14 Total funds
	Not es	£	£	£	£	£
RESOURCES EXPENDED Costs of generating funds Fundraising trading: cost of						
goods sold and other costs Investment management costs Charitable activities	4 5	5,662	-	-	5,662	10,672 2
Membership Support		4,178	_	_	4,178	4,110
Art and Leisure		2,567	-	_	2,567	9,526
Education & Public Affairs		559	-	_	559	746
W I Office		3,589	-	-	3,589	10,815
NFWI Subscriptions		7,583	-	-	7,583	2,984
Events		13,767	-	-	13,767	2,016
Publications		, -	-	_	, -	50
Home Crafts		2,508	-	-	2,508	637
Salaries and Wages		12,253	-	-	12,253	16,418
Rent		10,000	-	-	10,000	-
Sundries		1,477	400	-	1,877	-
General		8,425	-	-	8,425	7,212
Governance costs	6	3,690	-	-	3,690	5,720
Other resources expended:		2,716	-	-	2,716	36,993
NFWI Subscriptions		24,200	-	-	24,200	
NFWI AGM		16,780			16,780	
Total resources expended		119,954	400	-	120,354	107,901
NET INCOMING/(OUTGOING) RESOURCES		(9,260)	186		(9,074)	(13,722)
Other recognised gains/losses Gains/losses on investment assets			<del>-</del>			30,102
Net movement in funds		(9,260)	186	-	(9,074)	16,380
RECONCILIATION OF FUNDS						
Total funds brought forward		212,937	4,465	2,891	220,293	203,913
TOTAL FUNDS CARRIED FORWARD		203,677	4,651	2,891	211,219	220,293

## Balance Sheet

## At 31 December 2015

		Unrestricted	Restricted	Endowment	31.12.15 Total funds	31.12.14 Total funds
		fund	funds	funds		
	Not	£	£	£	£	£
	es					
FIXED ASSETS	0	(4.006)	5 071	2 001	2.276	4 405
Tangible assets	9	(4,986)	5,371	2,891	3,276	4,435
Programme related investments	10	36,363			36,363	45,298
		31,377	5,371	2,891	39,639	49,733
CLIDDENT ACCEPTO						
CURRENT ASSETS	11	4.502			4.502	2.550
Stocks Debtors	12	4,593	-	-	4,593 1,766	2,559 999
Investments	13	1,766 150,000	-	_	150,000	999
Cash at bank and in hand	13	19,269	(720)	_	18,549	169,362
Cash at bank and in hand		19,209	(720)	<u>-</u>	10,549	109,302
		175,628	(720)	-	174,908	172,920
<b>CREDITORS</b> Amounts falling due within one year	14	(3,328)	<u>-</u>		(3,328)	(2,360)
NET CURRENT ASSETS/(LIABILITIES)		172,300	(720)		171,580	170,560
TOTAL ASSETS LESS CURRENT LIABILITIES		203,677	4,651	2,891	211,219	220,293
NET ASSETS		203,677	4,651	2,891	211,219	220,293
FUNDS	15					
Unrestricted funds					203,677	212,937
Restricted funds					4,651	4,465
Endowment funds					2,891	2,891
TOTAL FUNDS					211,219	220,293

Balance Sheet - continued At 31 December 2015
The financial statements were approved by the Board of Trustees on
Helen Hinvest -Trustee
Joyce Seminara -Trustee

Cumbria-Cumberland Federation of Women's

Institutes

### 1. ACCOUNTING POLICIES

### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

## **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

## Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 25% on cost
Fixtures and fittings	- 25% on cost
Computer equipment	- 33% on cost

#### Stocks

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

## **Taxation**

The charity is exempt from tax on its charitable activities.

## **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

## 2. VOLUNTARY INCOME

	31.12.15 £	31.12.14 £
Gifts Donations		1 521
	710	522

## 3. INVESTMENT INCOME

	Rents received Deposit account interest	31.12.15 £ 1,069 1,069	31.12.14 £ 2,321 1,138 3,459
4.	FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS	S	
	Purchases Publications Calendars Stock Movement	31.12.15 £ 2,332 3,330  5,662	31.12.14 £ 458 4,224 5,990 10,672
5.	INVESTMENT MANAGEMENT COSTS		
	Administrative expenses	31.12.15 £	31.12.14 £

## 6. GOVERNANCE COSTS

	31.12.15	31.12.14
	£	£
Officers Expenses Trustees	703	-
Accountancy	1,460	1,375
Legal fees	-	4,345
Travel Expenses Board	1,527	
	3,690	5,720

## 7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2015 nor for the year ended 31 December 2014.

## Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2015 nor for the year ended 31 December 2014.

## 8. STAFF COSTS

Wages and salaries Social security costs	31.12.15 £ 12,253 	31.12.14 £ 15,005 1,413 16,418
The average monthly number of employees during the year was as follows:		
Staff	31.12.15 <u>1</u>	31.12.14

No employees received emoluments in excess of £60,000.

9.	TANGIBLE FIXED ASSETS

9.	TANGIBLE FIXED ASSETS				
		Plant and	Fixtures and	Computer	T . 1
		machinery £	fittings £	equipment £	Totals £
	COST	L	L	r	L
	At 1 January 2015 and 31 December 2015	2,160	3,444	1,429	7,033
	·			<u> </u>	
	DEDDECLATION				
	<b>DEPRECIATION</b> At 1 January 2015	540	1,270	788	2,598
	Charge for year	405	543	211	1,159
	At 31 December 2015	945	1,813	999	3,757
	NET BOOK VALUE				
	At 31 December 2015	1,215	1,631	430	3,276
	At 31 December 2014	1,620	2,174	641	4,435
10.	PROGRAMME RELATED INVESTMENTS	}			
				0.1	
				Other investments	Totals
				£	£
	MARKET VALUE				
	At 1 January 2015			45,298	45,298
	Additions			1,065	1,065
	Disposals			<u>(10,000</u> )	(10,000)
	At 31 December 2015			36,363	36,363
	NET BOOK VALUE				
	At 31 December 2015			36,363	36,363
	At 31 December 2014			45,298	45,298
11.	STOCKS				
				21 12 15	21 12 14
				31.12.15 £	31.12.14 £
	Stocks			4,593	2,559
					<del></del>
12	DEDTODE, AMOUNTE EALLING DUE WIT	THIN ONE V	EAD		
12.	DEBTORS: AMOUNTS FALLING DUE WIT	THIN ONE Y	ĿAN		
				31.12.15	31.12.14
	To 1. 114			£	£
	Trade debtors Other debtors			98 1,668	40 959
	one debiois			1,000	939
				1,766	999

## 13. CURRENT ASSET INVESTMENTS

			31.12.15	31.12.14
			£	£
	Charitable Aid Foundation		150,000	-
14.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
			31.12.15	31.12.14
			£	£
	Bank loans and overdrafts Trade creditors		1 (50	320 524
	Taxation and social security		1,658 210	524 260
	Other creditors		1,460	1,256
	Other electrons		1,400	1,230
			3,328	2,360
15.	MOVEMENT IN FUNDS			
			<b>T</b>	
	A. 1		Vet movement	A + 21 12 15
	At 1.	1.15 E	in funds £	At 31.12.15 £
	Unrestricted funds	L	L	ı.
		2,937	(9,260)	203,677
	2.1	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	(>,===)	200,077
	Restricted funds			
	Isobel Hartley	272	-	272
	L I Cartmel	198	-	198
	Kitty Keswick	315	=	315
	Court Brown	331	-	331
	B Davey	851	-	851
	B Graham	623 363	-	623
	Kay Foster Closed WI's	784	-	363 784
	Agnes Salter Fund	290	186	476
	Mabel Howard Fund	13	-	13
	St Bees Bursary	425	-	425
	·		<del></del>	
	4	,465	186	4,651
	Endowment funds			
	Isobel Hartley Fund	98	-	98
	L I Cartmell	57	-	57
	Kitty Keswick	136	-	136
	Court Brown	100	-	100
	B Davey	500	-	500
		,000	-	1,000
	Kay Foster 1	,000	-	1,000
	TOTAL FUNDS 220	),293	(9,074)	211,219

Notes to the Financial Statements - continued for the Year Ended 31 December 2015

## 15. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended £	Movement in funds £
Unrestricted funds General fund	110,694	(119,954)	(9,260)
Restricted funds Agnes Salter Fund	586	(400)	186
TOTAL FUNDS	111,280	(120,354)	(9,074)