

REGISTERED CHARITY NUMBER: 219375

Report of the Trustees and Examined Financial Statements for the Year Ended

30th September 2018 for

The East Kent Federation of Women's Institutes

Bay Tree Accountancy
Chartered Accountants
Stelling Minnis
Canterbury
Kent
CT4 6AA

The East Kent Federation of Women's Institutes

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For the Year Ended 30th September 2018**

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The East Kent Federation of Women's Institutes

Report of the Trustees

For the Year Ended 30th September 2018

The trustees present their report with the financial statements for the charity for the year ended 30th September 2018. The trustees have adopted 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).

REFERENCE AND ADMINISTRATION DETAILS

Registered Charity Number - 219375

Principal Address

Suite D
Crown House
John Roberts Business Park
Pean Hill
Canterbury
Kent
CT5 3BJ

Trustees

Gill Crone – Chairman (appointed 26/01/2018) Vice-Chairman (resigned 26/01/18)
Beryl Ravensdale - Chairman (resigned 26/01/2018)
Dorothy Douse - Treasurer
Christine Maxwell (appointed Vice-Chairman 28/03/2018)
Carol Evans (appointed Vice-Chairman 28/03/2018)
Jill Bexon (appointed 28/03/2018)
Sandy Brown (appointed 28/03/2018)
Muriel Jennings - Vice-Chairman (resigned 28/03/2018)
Ann Nettleship (resigned 28/03/2018)
Doreen Clark (resigned 28/09/2018)
Margaret Hunter
Rosemary Crippin
Carol Davidson (appointed 28/03/2018)
Jane Graham (appointed 28/03/2018)
Mathilde Spall (appointed 28/03/2018)
Sheila Spiers (appointed 28/03/2018)
Rosemary Wilson (appointed 28/03/2018)

Independent Examiner

Bay Tree Accountancy
Chartered Accountants
Stelling Minnis
Canterbury
Kent CT4 6AA

Principal Bankers

HSBC
9 Rose Lane, Canterbury, Kent CT1 2JP

The East Kent Federation of Women's Institutes

Report of the Trustees

For the Year Ended 30th September 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

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.

The trustees have examined the major strategic, business and operational risks involved in the charity's activities and are satisfied that the appropriate reports and information have been produced for the Charity's operation.

Public Benefit

The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Commission in determining the activities undertaken by the charity.

Further information on the activities undertaken for the public benefit is given in the Objectives and Achievements sections of this report.

OBJECTIVES AND ACTIVITIES

Objectives and Aims

Character

The Women's Institute movement is based on the spiritual ideals of fellowship, trust, tolerance and justice. With its original roots in rural and agricultural communities, it now embraces the interests of women in both rural and urban communities. All women who are interested in the values and purposes of the Women's Institute organisation may join, no matter what their views on religion or politics may be.

The organisation is non-sectarian and non-party political. This does not prevent Women's Institutes from concerning themselves with matters of political and religious significance provided the views and rights of minorities are respected and provided the organisation is never used for party-political or sectarian purposes. Women's Institutes are charitable and everything they do must be consistent with that special legal status.

Objects

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

- a) To advance the education of women and girls for the public benefit in all areas including (without limitation)
 - i. local, national and international issues of political and social importance
 - ii. music, drama and other cultural subjects and
 - iii. all branches of agriculture, crafts, home economics, science, health and social welfare
- b) To promote sustainable development for the public benefit by;
 - i. educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources and
 - ii. promoting sustainable means of achieving economic growth and regeneration

The East Kent Federation of Women's Institutes

Report of the Trustees For the Year Ended 30th September 2018

- c) To advance health for the public benefit and
- d) To advance citizenship for the public benefit by the promotion of civic responsibility and volunteering

In rule 3 'sustainable development' means the development which meets the needs of the present generation without compromising the ability of future generations to meet their needs.

The Women's Institute organisation seeks to give women the opportunity of working together through the Women's Institute organisation in their communities, of developing their capacity and skills, and of putting into practice those ideals for which The Women's Institute organisation stands.

Constitution

A County Federation is an association of Women's Institutes and which is formed with a constitution as laid down for County Federations from time to time by the National Federation.

Objects of the Individual Federation

The objects of the Federation shall be to further the purpose of the Women's Institute movement in East Kent and elsewhere.

ACHIEVEMENT AND PERFORMANCE

Annual Review

On the 20th October 2017, 9 Beer Cart Lane the Federation Office was sold at auction. On 20th November 2017 the Federation Office relocated to Crown House, Pean Hill, Whitstable.

January 2018 saw the resignation of Beryl Ravensdale as Chairman of the East Kent Federation of Womens' Institutes.

February 2018 the Officers met at Pentins to discuss the investment of the money raised from the sale of Beer Cart Lane.

The Annual Council Meeting was held in Folkestone on March 28th with guest speakers Jenny Bond and Chan Jeer. This event was well supported and the feedback from the members was very positive.

The Board continued meeting monthly with only seven Trustees until the ACM when the new Board of 14 took office. Gill Crone was elected Chairman, Dorothy Douse was elected Treasurer, Carol Evans and Christine Maxwell were elected as Vice-Chairmen.

At the Appointments Meeting changes were made to the composition of the sub-committees. Combined Arts & Leisure and Craft and Cookery & Garden became: - Art & Crafts and Cookery, Garden & Science and Performing Arts, Leisure & Sport.

The new sub-committees continued with varied programmes of events throughout the year.

The Resolution Lunch and Meeting took place at Chartham Village Hall on April 23rd. At the last minute we were able to source an excellent speaker for the Mental Health Matters resolution. The responsibility for this event and the resolution process generally has reverted to the Membership & Advisory sub-committee from International & Public Affairs.

The East Kent Federation of Women's Institutes

Report of the Trustees For the Year Ended 30th September 2018

In May, 83 members attended the Federation Study Holiday at Denman College. This event was a great success and the members enjoyed a wide variety of interesting courses.

The NFWI Annual Meeting took place in Cardiff on 6th June. The Speakers were Dame Stella Rimington former Director General of MI5 and Huw Edwards the BBC journalist, both of whom were excellent. The Mental Health Matters resolution was passed by 5945 votes for and 103 against – a 98% majority!

On 3rd September the Board of Trustees met at the Federation office where Sue Beaven (National Trainer) facilitated a Trustee Training day. All agreed that the session was very useful and a Trustee MOT session with all the sub-committees has been arranged for 2nd April 2019.

The Centenary Committee is making good progress with many events planned for our Federation Centenary in 2019.

The East Kent Federation of Women's Institutes

**Report of the Trustees
For the Year Ended 30th September 2018**

FINANCIAL REVIEW

Reserves Policy

The charity requires reserves to allow it to continue work to promote the interests of women in accordance with the charity's objects in the event of unforeseen disruption to its income streams.

The trustees' policy is to hold sufficient free cash reserves to meet its working capital requirements and to mitigate the impact of risks.

Investment policy and objectives

The Founding deed grants the trustees wide powers of investment. The Trustees are satisfied as to the financial performance of the Charity's investments and other charitable activities in the year.

FINANCIAL POSITION

The statement of Financial Activities shows net incoming resources of £301,434 (2017: £7,738).

At 30th September 2018 the total funds of the charity totalled £418,139 (2017: £116,705) comprising restricted and unrestricted funds of £5,326 and £412,813 (2017: £7,413 and £109,292) respectively.

FUNDS HELD AS CUSTODIANS FOR OTHERS

The title to all real or personal property which may be acquired by or on behalf of the Federation shall be vested in not less than two and not more than four individual persons as holding Trustees or in the Official Custodian for Charities or in some other corporation lawfully entitled to act as custodian trustee.

ON BEHALF OF THE BOARD:



Gill Crone – Chairman – Trustee

Date:

14.12.2018

**The East Kent Federation of Women's Institutes
Independent Examiner's report to the Trustees
For the Year Ended 30th September 2018**

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 30 September 2018.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

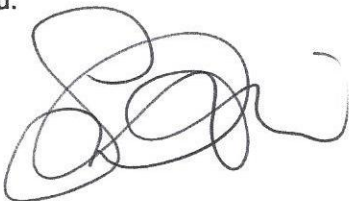
Having satisfied myself that the accounts of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

Independent Examiner's statement

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

1. Accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. The accounts have been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Signed:

Dated: 14/12/2018

Sue Leitch FCA FMAAT - Bay Tree Accountancy

The East Kent Federation of Women's Institutes

**Statement of Financial Activities
For the Year Ended 30th September 2018**

		Unrestricted Funds	Restricted Funds	30/09/18 Total Funds	30/09/17 Total Funds
	Notes				
INCOMING RESOURCES					
Incoming Resources from generated funds					
Charitable Income		179,435	500	179,935	166,662
Investment Income	2	4,489	-	4,489	1,977
Incoming resources from charitable activities					
Donations & Grants		3,284	-	3,284	683
Other Income					
Surplus from sale of Freehold Property		321,052	-	321,052	-
Total incoming resources		508,260	500	508,760	169,322
RESOURCES EXPENDED					
Cost of generating funds					
Cost of generating charitable income		108,963	21	108,984	95,870
Governance costs		73,075	1,159	74,234	55,584
Other resources expended		24,108	-	24,108	10,130
Total resources expended		206,146	1,180	207,326	161,584
NET INCOMING(OUTGOING) RESOURCES BEFORE TRANSFERS		302,114	(680)	301,434	7,738
Transfer between funds		1,407	(1,407)	-	-
NET INCOMING(OUTGOING) RESOURCES		303,521	(2,087)	301,434	7,738
Total funds brought forward		109,292	7,413	116,705	108,967
TOTAL FUNDS CARRIED FORWARD		412,813	5,326	418,139	116,705

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

The notes form part of these financial statements

The East Kent Federation of Women's Institutes

**Balance Sheet
As at 30th September 2018**

			30/09/18	30/09/17
	Notes	Unrestricted Funds	Restricted Funds	Total Funds
FIXED ASSETS				
Tangible Assets	5	2,863	191	3,054
Investments		329,489	-	329,489
		<u>332,352</u>	<u>191</u>	<u>332,543</u>
CURRENT ASSETS				
Stock	6	7,064	-	7,064
Debtors	7	6,665	-	6,665
Prepayments	7	12,675	-	12,675
Cash at Bank and in Hand		65,738	5,135	70,873
		<u>92,142</u>	<u>5,135</u>	<u>97,277</u>
CREDITORS				
Amounts falling due within one year	8	(11,681)	-	(11,681)
NET CURRENT ASSETS		<u>80,461</u>	<u>5,135</u>	<u>85,596</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		412,813	5,326	418,139
NET ASSETS		<u>412,813</u>	<u>5,326</u>	<u>418,139</u>
FUNDS				
Unrestricted Funds:				
General Fund	9			412,813
Restricted Funds	9			5,326
TOTAL FUNDS				<u>418,139</u>

The financial statements were approved by the Board of Trustees.....14.12.2018 and were signed on its behalf by:



Gill Crone – Chairman – Trustee

The notes form part of these financial statements

The East Kent Federation of Women's Institutes

Notes to the Financial Statement For the Year Ended 30th September 2018

1 ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared in accordance with 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) – (Charities SORP (FRS102)); and the Charities Act 2011.

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.

Tangible fixed assets

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

Fixtures and fittings	- 10% reducing balance
Computer equipment	- 33% straight line

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.

All income and expenditure is shown in the Statement of Financial Activities.

2 INVESTMENT INCOME

	30/09/2018	30/09/2017
	£	£
Deposit account interest	-	1,977
Gain/(Loss) from Investments	4,489	-

The East Kent Federation of Women's Institutes

**Notes to the Financial Statement
For the Year Ended 30th September 2018**

3 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30th September 2018 nor for the year ended 30th September 2017.

Trustees' Expenses

There were trustees' expenses of £2,692 reimbursed for the year ended 30th September 2018. (2017: £2,564)

4 STAFF COSTS

The average number of full-time equivalent employees during the year was 2 and their total remuneration for the year amounted to £30,352 (2017: total remuneration - £25,021). No staff received salaries at a rate of more than £60,000 per annum.

5 TANGIBLE FIXED ASSETS

	Freehold Property £	Improvements to Property £	Fixtures & Fittings £	Computer Equipment £	Totals £
Cost					
At 01/10/2017	9,000	22,174	7,813	5,889	44,876
Additions	-	-	3,049	176	3,225
Disposals	(9,000)	(22,174)	(7,120)		(38,294)
At 30/09/2018	-	-	3,742	6,065	9,807
Depreciation					
At 01/10/2017	-	-	5,487	5,886	11,373
Depreciation on disposals			(5,005)		(5,005)
Charge for year	-	-	326	59	385
At 30/09/2018	-	-	808	5,945	6,753
Net Book Value					
At 30/09/2018	-	-	2,934	120	3,054
At 30/09/2017	9,000	22,174	2,326	3	33,503

6 STOCKS

	30/09/2018 £	30/09/2017 £
Sales and gifts stock	7,064	1,869

7 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30/09/2018 £	30/09/2017 £
Sub-committee expenses	6,665	4,660
Premises expenses	12,675	3,185

The East Kent Federation of Women's Institutes

**Notes to the Financial Statement
For the Year Ended 30th September 2018**

8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30/09/2018	30/09/2017
	£	£
Other creditors	11,681	12,017

9 MOVEMENT IN FUNDS

	At 01/10/17	Net movement in funds	At 30/09/2018
	£	£	£
Unrestricted Funds			
General fund	109,292	303,521	412,813
Restricted Funds			
House & Garden Fund	2,316	(2,269)	47
Contingency Fund	1,927	-	1,927
Denman Room Fund	179	(16)	163
Funds of Suspended Women's Institutes	1,846	(559)	1,287
Lottery Award	210	-	210
Centenary Ad Hoc	935	757	1,692
	<u>7,413</u>	<u>(2,087)</u>	<u>5,326</u>
Total Funds	<u>116,705</u>	<u>301,434</u>	<u>418,139</u>

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

	Incoming resources	Resources expended	Transfer between funds	Movement in funds
	£	£	£	£
Unrestricted Funds				
General fund	508,260	(206,146)	1,407	303,521
Restricted Funds				
House & Garden Fund	-	(5)	(2,264)	(2,269)
Denman Room Fund	-	(16)	-	(16)
Funds of Suspended Women's Institutes	500	(1,059)	-	(559)
Lottery Award	-	-	-	-
Appeal Fund	-	-	-	-
Centenary Ad Hoc	-	(100)	857	757
	<u>500</u>	<u>(1,180)</u>	<u>(1,407)</u>	<u>(2,087)</u>
Total Funds	<u>508,760</u>	<u>(207,326)</u>	<u>-</u>	<u>301,434</u>

Funds of Suspended Women's Institutes

In line with WI guidance, the funds of suspended WI's not reformed within three years are retained by the Federation and transferred to the General Fund.

10 RELATED PARTY DISCLOSURES

The Federation is affiliated to the National Federation of Women's Institutes, which is based at 104 Kings Road, London, SW6 4LY, and is registered as a charity with the Charity Commission.

The East Kent Federation of Women's Institutes

Detailed Statement of Financial Activities

For the Year Ended 30th September 2018

	30/09/2018	30/09/2017
	£	£
INCOMING RESOURCES		
Charitable Income		
National Affiliation Fees and Pooling of Fares	48,224	48,120
Federation Affiliation Fees	36,740	36,402
NFWI AGM	6,147	8,539
Sales and Gifts	2,453	1,462
NF Stationery and Publications	1,561	764
Sub-committees	15,781	43,142
Suspensions	853	177
East Kent News and Postage	13,432	12,928
Council Meetings	9,670	10,723
Diaries and Calendars	2,229	2,018
WI's Insurance Premiums	507	262
200+ Prizes	695	690
Denman Holiday	38,725	-
Speakers List	2,065	255
Sundry Income	853	1,180
	<hr/> 179,935	<hr/> 166,662
Investment Income		
Deposit account interest	-	1,977
Gain/(Loss) on Investments	4,489	-
Incoming resources from charitable activities		
Donations & Grants	3,284	184
Appeal Fund	-	499
	<hr/>	<hr/>
Other Income		
Surplus on sale of Freehold Property	321,052	-
Total incoming resources	<hr/> 508,760	<hr/> 169,322
RESOURCES EXPENDED		
Costs of generating charitable income		
National Affiliation Fees and Pooling of Fares	48,206	48,088
NFWI AGM	7,142	7,330
Sales and gifts	851	2,071
NF stationery	1,348	1,077
Expenses of sub-committee	10,143	35,372
Suspensions repaid	1,058	-
Centenary Ad Hoc	100	-
Diaries & calendars	1,998	1,909
Depreciation	21	23
Denman holiday	38,117	-
	<hr/> 108,984	<hr/> 95,870

This page does not form part of the statutory financial statements
The East Kent Federation of Women's Institutes

Detailed Statement of Financial Activities

For the Year Ended 30th September 2018

	30/09/2018	30/09/2017
	£	£
Governance costs		
Rent & service charges	11,775	-
Rates & water	1,696	237
General insurance	893	3,547
Light & heat	1,667	2,277
Repairs & maintenance	1,931	1,055
Accountancy fees	1,765	1,750
Professional fees	3,320	3,360
Salaries	30,352	25,021
Postage	937	432
Printing & stationery	5,374	4,667
Telephone & Internet	2,069	1,355
Committee expenses	5,656	5,366
Depreciation	364	235
(Profit)/Loss on disposal of assets	2,115	-
Bank charges	995	999
Cleaning	1,271	3,116
Training Costs	770	1,315
Sundry expenses	1,284	852
	<hr/> 74,234	<hr/> 55,584
Other resources expended		
East Kent News	2,961	2,594
Council meetings	7,552	7,536
Professional fees - investments	6,425	-
Professional fees - property lease	2,352	-
Moving Expenses	4,818	-
	<hr/> 24,108	<hr/> 10,130
Total resources expended	<hr/> 207,326	<hr/> 161,584
Net income	<hr/> 301,434	<hr/> 7,738

This page does not form part of the statutory financial statements