

theWI Huntingdon & Peterborough

© Charity No 1178059 (CIO with effect from 1.12.2018)

WI Centre 6a Walden Road Huntingdon PE29 3AZ 01480 453137 office@hpfwi.co.uk
Federation Secretary: Sally Malt Office hours: Tues & Thurs 9am – 2.30pm, Weds 9am – 1pm

Charity Number 229014 Trustees' Annual report 01.01.2018 – 31.12.2018
Huntingdon & Peterborough Federation of Women's Institutes (unincorporated)
(H & P Fed of WIs)

Mrs Anna Bradley-Dorman
Mrs Phyllis Brooks
Mrs Sally Dalley Treasurer from 19.07.2017
Mrs Susan Harvey retired 08.05.2018
Mrs Christina Jennings
Mrs Josette Kermath Chairman from 12.04.2017
Mrs May Parker retired 11.11.2018
Mrs Karen Prestage Vice Chairman from 12.04.2017
Mrs Emma Spencer co-opted 13.2.2018
Mrs Jean Jeffries co-opted 11.11.2018

The Charity is governed by a Constitution and Rules for County Federations of Women's Institutes (June 2013).

Trustees are elected bi-annually by a vote. Any member of a member WI is eligible to be elected or co-opted. Candidates must be nominated by a WI or by a trustee.

The main purposes of the WI organisation are to advance the education of women and girls for the public benefit – to promote sustainable development for the public benefit – to advance health for the public benefit – to advance citizenship for the public benefit by promotion of civic responsibility and volunteering. The WI seeks to give women the opportunity of working together in their communities, of developing their capacity and skills and of putting into practice those ideals for which the WI organisation stands.

The activities during the year have included outings, creative crafts, cookery, public affairs, training, workshops, health and leisure events.

The financial statement was externally examined and we continue to hold enough funds to cover one year's expenses.

The Official Custodian for Charities is the custodial trustee for the property
6a Walden Road.

The trustees have complied with their duty to have regard to guidance on public benefit.



REGISTERED CHARITY NO. 229014

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th NOVEMBER 2018**

**Kinnaird Hill
Chartered Certified Accountants
Montagu House
81 High Street
HUNTINGDON
PE29 3NY**

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

**STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 30th NOVEMBER 2018**

C O N T E N T S

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**INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES
OF HUNTINGDON AND PETERBOROUGH FEDERATION OF WOMEN'S INSTITUTES**

I report on the accounts of the Federation for the period 1st December 2017 to 30th November 2018 which are set out on pages 2 to 8.

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 needed.

It is my responsibility to:

- 1 examine the accounts under section 145 of the 2011 Act,
- 2 follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- 3 state whether any particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 the matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting recordshave 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.



**N E Hutchcraft
Chartered Accountant**

Date: 6th February 2019

**Kinnaird Hill
Chartered Accountants
Montagu House
81 High Street
HUNTINGDON
Cambs PE29 3NY**

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

STATEMENT OF ACCOUNTS FOR YEAR ENDED 30th NOVEMBER 2018

RECEIPTS AND PAYMENTS ACCOUNT (UNRESTRICTED FUNDS)

| | 2018 | 2017 |
|--|-------------------|------------------|
| RECEIPTS | £ | £ |
| NFWI Activities: | | |
| Affiliation Fees: | | |
| County | 16,897.23 | 16,203.90 |
| National | 21,202.02 | 20,614.70 |
| | <u>38,099.25</u> | <u>36,818.60</u> |
| | | |
| Stationery | 476.51 | 1,149.63 |
| Diaries | 578.10 | 643.10 |
| Pooling of Fares | 1,080.00 | 928.00 |
| Raffle Ticket Sales | 269.28 | 300.81 |
| | <u>2,403.89</u> | <u>3,021.54</u> |
| | | |
| Committee Activities: | | |
| Membership | - | 48.00 |
| Creative Crafts & Cookery | 284.00 | 2,237.95 |
| Events & Leisure | 7,629.05 | 14,644.15 |
| Public Affairs | 2,284.00 | 899.06 |
| East of England | - | - |
| Annual Federation Day | 4,628.30 | 4,327.65 |
| Executive/Trustees | 3,336.50 | 1,180.00 |
| | <u>18,161.85</u> | <u>23,336.81</u> |
| | | |
| Office and Administration | | |
| Public Liability Insurance | 1,201.74 | 1,274.70 |
| Photocopier and Postage | 1,903.59 | 1,236.79 |
| Newsletter and Adverts | 4,342.67 | 4,368.00 |
| Year Book Income | 520.00 | 599.00 |
| | <u>7,968.00</u> | <u>7,478.49</u> |
| | | |
| Other Income | | |
| AGM | 4,736.25 | 4,934.70 |
| WI Merchandise | - | 40.00 |
| Centenary | 5,475.00 | 95.00 |
| Abbots Ripton Show | 829.03 | - |
| Denman | 22,988.17 | 14,582.10 |
| New WI's Holding Account | - | 4,252.55 |
| Income from lapsed WI | 752.22 | 266.73 |
| WI Shop | 397.40 | 248.98 |
| Donations | - | - |
| Miscellaneous Income | 546.55 | 615.54 |
| | <u>35,724.62</u> | <u>25,035.60</u> |
| | | |
| Investment Income: | | |
| Bank Interest | 126.84 | 7.35 |
| | <u>126.84</u> | <u>7.35</u> |
| | | |
| TOTAL RECEIPTS | <u>102,484.45</u> | <u>95,698.39</u> |
| | | |
| Total receipts as above | 102,484.45 | 95,698.39 |
| Total payments as per page 3 | (107,417.53) | (98,514.80) |
| Net receipts/(payments) | (4,933.08) | (2,816.41) |
| Transactions on behalf of restricted funds | 4,890.96 | 5,976.74 |
| Balance of cash funds b/fwd | 82,390.60 | 79,230.27 |
| Balance of cash funds c/fwd | <u>82,348.48</u> | <u>82,390.60</u> |

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

STATEMENT OF ACCOUNTS FOR YEAR ENDED 30th NOVEMBER 2018

RECEIPTS AND PAYMENTS ACCOUNT (UNRESTRICTED FUNDS)

| | 2018 | 2017 |
|----------------------------------|-------------------|------------------|
| | £ | £ |
| PAYMENTS | | |
| NFWI Activities: | | |
| National Affiliation Fees | <u>21,125.81</u> | <u>20,607.90</u> |
| Stationery | 422.74 | 216.40 |
| Diaries | 549.90 | 579.60 |
| Lady Denman Cup | 10.00 | - |
| Pooling of Fares | <u>1,026.00</u> | <u>896.00</u> |
| | <u>2,008.64</u> | <u>1,692.00</u> |
| Committee Activities | | |
| Membership | 557.64 | 2,251.23 |
| Creative Crafts & Cookery | 240.50 | 971.17 |
| Events & Leisure | 11,016.02 | 8,115.87 |
| Public Affairs | 1,449.47 | 743.94 |
| East of England | - | - |
| Annual Federation Day | 3,501.11 | 5,027.00 |
| Executive / Trustees | <u>3,238.41</u> | <u>2,479.81</u> |
| | <u>20,003.15</u> | <u>19,589.02</u> |
| Office and Administration | | |
| Public Liability Insurance | 858.05 | 920.94 |
| Premises Insurance | 897.03 | 963.60 |
| Repairs, Renewals and Cleaning | 386.51 | 260.46 |
| Employees | 19,391.59 | 18,787.84 |
| Photocopier | 1,169.97 | 1,129.87 |
| Printing and Stationery | 288.13 | 1,763.27 |
| Office Equipment | 358.69 | 175.98 |
| Catering Equipment | 75.00 | 7.99 |
| Telephone and Website/Hosting | 739.32 | 1,294.16 |
| Postage | 1,301.60 | 1,451.61 |
| Advertising | 0.00 | 25.00 |
| Professional Fees | 2,945.80 | 290.40 |
| Licences | 20.00 | 128.47 |
| Bank Charges | 50.00 | - |
| Accountancy Fees | <u>2,047.20</u> | <u>2,040.00</u> |
| | <u>30,528.89</u> | <u>29,239.59</u> |
| Other Expenditure | | |
| AGM | 3,769.25 | 6,479.35 |
| WI Merchandise | - | - |
| Centenary | 6,420.82 | 999.76 |
| Abbots Ripton Show | 855.24 | - |
| Denman | 22,621.57 | 15,493.72 |
| New WI's Holding Account | - | 4,287.31 |
| Miscellaneous | <u>84.16</u> | <u>126.15</u> |
| | <u>33,751.04</u> | <u>27,386.29</u> |
| TOTAL PAYMENTS | <u>107,417.53</u> | <u>98,514.80</u> |

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 30th NOVEMBER 2018

RECEIPTS AND PAYMENTS ACCOUNTS (RESTRICTED FUNDS)

| | 2018 £ | 2017 £ |
|---------------------------------------|-------------------|-------------------|
| PROPERTY FUND | | |
| RECEIPTS | | |
| Donations: Car Park | 4,815.00 | 4,203.50 |
| Hire of Hall | 4,600.50 | 6,847.50 |
| 200 Club | 1,435.00 | 1,000.00 |
| | <u>10,850.50</u> | <u>12,051.00</u> |
| PAYMENTS | | |
| 200 Club | 500.00 | 500.00 |
| Rates | 573.53 | 462.10 |
| Light & Heat | 1,585.74 | 1,259.08 |
| Repairs and Renewals | 704.38 | 1,800.27 |
| Maintenance | 1,162.61 | 1,035.03 |
| Security Expenses | 1,408.38 | 981.58 |
| Committee Expenses | 24.90 | 36.20 |
| | <u>5,959.54</u> | <u>6,074.26</u> |
| | | |
| Total receipts as above | 10,850.50 | 12,051.00 |
| Total payments as above | <u>(5,959.54)</u> | <u>(6,074.26)</u> |
| Net receipts/(payments) | 4,890.96 | 5,976.74 |
| Transacted through general cash funds | <u>(4,890.96)</u> | <u>(5,976.74)</u> |
| Balance of cash funds c/fwd | <u>0.00</u> | <u>0.00</u> |

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 30th NOVEMBER 2018

STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD

| | | 2018 Unrestricted funds £ | 2018 Restricted funds £ | 2018 Designated funds £ | 2018 Total funds £ | 2017 Total funds £ |
|--|------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| FIXED ASSETS | | | | | | |
| Tangible fixed assets | note 2 | 402,565.45 | | | 402,565.45 | 403,256 |
| CURRENT ASSETS | | | | | | |
| Cash funds | | | | | | |
| Cash at Bank: | Current Account | 7,211.59 | | | 7,211.59 | 8,276 |
| | Investment Account | 75,113.85 | | | 75,113.85 | 74,092 |
| Cash in Hand | | 23.04 | | | 23.04 | 23 |
| | | 82,348.48 | | | | |
| Restricted cash funds held in general accounts | | (56,611.59) | 56,611.59 | | | |
| Designated cash funds held in general accounts | | (5,735.55) | | 5,735.55 | | |
| | | 20,001.34 | 56,611.59 | 5,735.55 | 82,348.48 | 82,391 |
| Other monetary assets | | | | | | |
| Stock: | Books and publications | 703.42 | | | 703.42 | 401 |
| | Stationery and badges | 199.13 | | | 199.13 | 226 |
| Debtors | | 115.14 | | | 115.14 | 1,077 |
| | | 1,017.69 | - | - | 1,017.69 | 1,705 |
| TOTAL ASSETS | | 423,584.48 | 56,611.59 | 5,735.55 | 485,931.62 | 487,352 |
| LIABILITIES | | | | | | |
| Creditors and accruals | | 2,551.87 | | | 2,551.87 | 2,600 |
| Lapsed Institute funds | | 1,006.45 | | | 1,006.45 | 265 |
| TOTAL LIABILITIES | | 3,558.32 | - | - | 3,558.32 | 2,865 |
| NET ASSETS | | 420,026.16 | 56,611.59 | 5,735.55 | 482,373.30 | 484,487 |
| ANALYSIS OF FUNDS | | | | | | |
| General unrestricted funds | | 109,356.63 | | | 109,356.63 | 103,673 |
| Land & Buildings Revaluation | | 310,000.00 | | | 310,000.00 | 310,000 |
| Property fund | | | 56,611.59 | | 56,611.59 | 57,697 |
| Opening of New WI's | | | - | 1,100.00 | 1,100.00 | 1,100 |
| Federation Centenary Year | | | | 1,397.56 | 1,397.56 | 3,169 |
| HDC IT Grant | | | | 417.79 | 417.79 | 744 |
| Denman | | | 669.53 | 1,054.03 | 1,723.56 | 705 |
| Denman Appeal | | | | 87.02 | 87.02 | 145 |
| The Girls | | | | - | - | - |
| Catering | | | | - | - | 223 |
| Magic Christmas Buffet | | | | - | - | - |
| Shows & Exhibitions | | | | 253.27 | 253.27 | 492 |
| 42nd Street | | | | | - | 5,628 |
| Christmas Lunch | | | | 1,425.88 | 1,425.88 | 910 |
| | | 419,356.63 | 57,281.12 | 5,735.55 | 482,373.30 | 484,487 |

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD 1st DECEMBER 2017 to 30th NOVEMBER 2018**

1 ACCOUNTING POLICIES:

Basis of preparation of financial statements

The financial statements have been prepared under the receipts and payments basis, with a supporting statement of assets and liabilities.

The accounting period covers the year ended 30th November 2018 with the comparative period covering the twelve month period ended 30th November 2017.

Depreciation

Freehold property is included in the statement of assets and liabilities and has been revalued at the request of the trustees by Barker Storey Matthews on 10th June 2015

The Executive committee requested the freehold property value be increased in 2016 to the fair value valuation assuming residential development.

Other tangible fixed assets were revalued by the trustees as at 31 December 2000. Depreciation has been calculated to write off this valuation over the remaining expected useful lives using the following rates:

| | | |
|--------------------|---|-------------------------------|
| Freehold property | - | No depreciation |
| Furniture | - | 15% on reducing balance basis |
| Equipment | - | 25% on reducing balance basis |
| Catering equipment | - | 20% on reducing balance basis |

Stocks

Stocks have been valued by the trustees at the lower of cost and net realisable value.

Restricted funds

Separate funds have been maintained in respect of the following:

| | |
|------------------|--|
| Property Fund | Maintained for the funding of repairs and renovation to the freehold property. |
| Denman Room Fund | Maintained for the funding of refurbishment to a room at Denman College, Oxford. |

Designated Funds

Separate funds have been designated in respect of the following:

- Opening of New WI's
- Lapsed WI's
- Federation Centenary Year
- Denman
- Denman Appeal
- Denman Weekend
- Christmas lunch
- Shows & Exhibitions
- IT Grant

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30th NOVEMBER 2018**

2 TANGIBLE FIXED ASSETS

| | Freehold Property | Furniture | Equipment | Catering Equipment | Total |
|--------------------------|------------------------------|------------------|------------------|-------------------------------|-------------------|
| Cost or valuation | | | | | |
| At 1 December 2017 | 400,000.00 | 3,902.77 | 9,059.53 | 5,037.73 | 418,000.03 |
| Additions | - | - | - | - | - |
| Revaluations | - | - | - | - | - |
| Disposals | - | - | - | - | - |
| At 30 November 2018 | <u>400,000.00</u> | <u>3,902.77</u> | <u>9,059.53</u> | <u>5,037.73</u> | <u>418,000.03</u> |
| Depreciation | | | | | |
| At 1 December 2017 | - | 3,519.23 | 7,886.79 | 3,337.83 | 14,743.85 |
| Charge for year | - | 57.55 | 293.20 | 339.98 | 690.73 |
| Revaluations | - | - | - | - | - |
| Elimination on disposals | - | - | - | - | - |
| At 30 November 2018 | <u>-</u> | <u>3,576.78</u> | <u>8,179.99</u> | <u>3,677.81</u> | <u>15,434.58</u> |
| Net Book Value | | | | | |
| At 30 November 2018 | <u>400,000.00</u> | <u>325.99</u> | <u>879.54</u> | <u>1,359.92</u> | <u>402,565.45</u> |
| At 30 November 2017 | <u>400,000.00</u> | <u>383.54</u> | <u>1,172.74</u> | <u>1,699.90</u> | <u>403,256.18</u> |

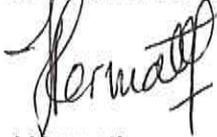
Freehold property comprises of land and buildings which were revalued by Barker Storey Matthews, local property valuers, on 10th June 2015. As at 30th November 2016, the trustees uplifted the valuation to reflect the market value on the basis that planning permission would be granted for residential development.

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

TRUSTEES' APPROVAL TO THE FINANCIAL STATEMENTS

The Trustees confirm their approval to the Statement of Accounts for the period 1st December 2017 to 30th November 2018 forming pages 2 to 7 of these financial statements.

On behalf of the trustees:



**J Kermath
Chairman**

**S Dalley
Treasurer**



Date: 6th February 2019

REGISTERED CHARITY NO. 229014

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th NOVEMBER 2018**

**Kinnaird Hill
Chartered Certified Accountants
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PE29 3NY**

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

**STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 30th NOVEMBER 2018**

C O N T E N T S

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**INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES
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- 1 examine the accounts under section 145 of the 2011 Act,
- 2 follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- 3 state whether any particular matters have come to my attention.

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Chartered Accountant**

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**HUNTINGDON AND PETERBOROUGH FEDERATION OF
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STATEMENT OF ACCOUNTS FOR YEAR ENDED 30th NOVEMBER 2018

RECEIPTS AND PAYMENTS ACCOUNT (UNRESTRICTED FUNDS)

| | 2018 | 2017 |
|--|-------------------|------------------|
| RECEIPTS | £ | £ |
| NFWI Activities: | | |
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| | | |
| Investment Income: | | |
| Bank Interest | 126.84 | 7.35 |
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| | | |
| TOTAL RECEIPTS | <u>102,484.45</u> | <u>95,698.39</u> |
| | | |
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**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

STATEMENT OF ACCOUNTS FOR YEAR ENDED 30th NOVEMBER 2018

RECEIPTS AND PAYMENTS ACCOUNT (UNRESTRICTED FUNDS)

| | 2018 | 2017 |
|----------------------------------|-------------------|------------------|
| | £ | £ |
| PAYMENTS | | |
| NFWI Activities: | | |
| National Affiliation Fees | <u>21,125.81</u> | <u>20,607.90</u> |
| Stationery | 422.74 | 216.40 |
| Diaries | 549.90 | 579.60 |
| Lady Denman Cup | 10.00 | - |
| Pooling of Fares | <u>1,026.00</u> | <u>896.00</u> |
| | <u>2,008.64</u> | <u>1,692.00</u> |
| Committee Activities | | |
| Membership | 557.64 | 2,251.23 |
| Creative Crafts & Cookery | 240.50 | 971.17 |
| Events & Leisure | 11,016.02 | 8,115.87 |
| Public Affairs | 1,449.47 | 743.94 |
| East of England | - | - |
| Annual Federation Day | 3,501.11 | 5,027.00 |
| Executive / Trustees | <u>3,238.41</u> | <u>2,479.81</u> |
| | <u>20,003.15</u> | <u>19,589.02</u> |
| Office and Administration | | |
| Public Liability Insurance | 858.05 | 920.94 |
| Premises Insurance | 897.03 | 963.60 |
| Repairs, Renewals and Cleaning | 386.51 | 260.46 |
| Employees | 19,391.59 | 18,787.84 |
| Photocopier | 1,169.97 | 1,129.87 |
| Printing and Stationery | 288.13 | 1,763.27 |
| Office Equipment | 358.69 | 175.98 |
| Catering Equipment | 75.00 | 7.99 |
| Telephone and Website/Hosting | 739.32 | 1,294.16 |
| Postage | 1,301.60 | 1,451.61 |
| Advertising | 0.00 | 25.00 |
| Professional Fees | 2,945.80 | 290.40 |
| Licences | 20.00 | 128.47 |
| Bank Charges | 50.00 | - |
| Accountancy Fees | <u>2,047.20</u> | <u>2,040.00</u> |
| | <u>30,528.89</u> | <u>29,239.59</u> |
| Other Expenditure | | |
| AGM | 3,769.25 | 6,479.35 |
| WI Merchandise | - | - |
| Centenary | 6,420.82 | 999.76 |
| Abbots Ripton Show | 855.24 | - |
| Denman | 22,621.57 | 15,493.72 |
| New WI's Holding Account | - | 4,287.31 |
| Miscellaneous | <u>84.16</u> | <u>126.15</u> |
| | <u>33,751.04</u> | <u>27,386.29</u> |
| TOTAL PAYMENTS | <u>107,417.53</u> | <u>98,514.80</u> |

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 30th NOVEMBER 2018

RECEIPTS AND PAYMENTS ACCOUNTS (RESTRICTED FUNDS)

| | 2018 £ | 2017 £ |
|---------------------------------------|-------------------|-------------------|
| PROPERTY FUND | | |
| RECEIPTS | | |
| Donations: Car Park | 4,815.00 | 4,203.50 |
| Hire of Hall | 4,600.50 | 6,847.50 |
| 200 Club | 1,435.00 | 1,000.00 |
| | <u>10,850.50</u> | <u>12,051.00</u> |
| PAYMENTS | | |
| 200 Club | 500.00 | 500.00 |
| Rates | 573.53 | 462.10 |
| Light & Heat | 1,585.74 | 1,259.08 |
| Repairs and Renewals | 704.38 | 1,800.27 |
| Maintenance | 1,162.61 | 1,035.03 |
| Security Expenses | 1,408.38 | 981.58 |
| Committee Expenses | 24.90 | 36.20 |
| | <u>5,959.54</u> | <u>6,074.26</u> |
| | | |
| Total receipts as above | 10,850.50 | 12,051.00 |
| Total payments as above | <u>(5,959.54)</u> | <u>(6,074.26)</u> |
| Net receipts/(payments) | 4,890.96 | 5,976.74 |
| Transacted through general cash funds | <u>(4,890.96)</u> | <u>(5,976.74)</u> |
| Balance of cash funds c/fwd | <u>0.00</u> | <u>0.00</u> |

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 30th NOVEMBER 2018

STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD

| | | 2018 Unrestricted funds £ | 2018 Restricted funds £ | 2018 Designated funds £ | 2018 Total funds £ | 2017 Total funds £ |
|--|------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| FIXED ASSETS | | | | | | |
| Tangible fixed assets | note 2 | 402,565.45 | | | 402,565.45 | 403,256 |
| CURRENT ASSETS | | | | | | |
| Cash funds | | | | | | |
| Cash at Bank: | Current Account | 7,211.59 | | | 7,211.59 | 8,276 |
| | Investment Account | 75,113.85 | | | 75,113.85 | 74,092 |
| Cash in Hand | | 23.04 | | | 23.04 | 23 |
| | | 82,348.48 | | | | |
| Restricted cash funds held in general accounts | | (56,611.59) | 56,611.59 | | | |
| Designated cash funds held in general accounts | | (5,735.55) | | 5,735.55 | | |
| | | 20,001.34 | 56,611.59 | 5,735.55 | 82,348.48 | 82,391 |
| Other monetary assets | | | | | | |
| Stock: | Books and publications | 703.42 | | | 703.42 | 401 |
| | Stationery and badges | 199.13 | | | 199.13 | 226 |
| Debtors | | 115.14 | | | 115.14 | 1,077 |
| | | 1,017.69 | - | - | 1,017.69 | 1,705 |
| TOTAL ASSETS | | 423,584.48 | 56,611.59 | 5,735.55 | 485,931.62 | 487,352 |
| LIABILITIES | | | | | | |
| Creditors and accruals | | 2,551.87 | | | 2,551.87 | 2,600 |
| Lapsed Institute funds | | 1,006.45 | | | 1,006.45 | 265 |
| TOTAL LIABILITIES | | 3,558.32 | - | - | 3,558.32 | 2,865 |
| NET ASSETS | | 420,026.16 | 56,611.59 | 5,735.55 | 482,373.30 | 484,487 |
| ANALYSIS OF FUNDS | | | | | | |
| General unrestricted funds | | 109,356.63 | | | 109,356.63 | 103,673 |
| Land & Buildings Revaluation | | 310,000.00 | | | 310,000.00 | 310,000 |
| Property fund | | | 56,611.59 | | 56,611.59 | 57,697 |
| Opening of New WI's | | | - | 1,100.00 | 1,100.00 | 1,100 |
| Federation Centenary Year | | | | 1,397.56 | 1,397.56 | 3,169 |
| HDC IT Grant | | | | 417.79 | 417.79 | 744 |
| Denman | | | 669.53 | 1,054.03 | 1,723.56 | 705 |
| Denman Appeal | | | | 87.02 | 87.02 | 145 |
| The Girls | | | | - | - | - |
| Catering | | | | - | - | 223 |
| Magic Christmas Buffet | | | | - | - | - |
| Shows & Exhibitions | | | | 253.27 | 253.27 | 492 |
| 42nd Street | | | | - | - | 5,628 |
| Christmas Lunch | | | | 1,425.88 | 1,425.88 | 910 |
| | | 419,356.63 | 57,281.12 | 5,735.55 | 482,373.30 | 484,487 |

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD 1st DECEMBER 2017 to 30th NOVEMBER 2018**

1 ACCOUNTING POLICIES:

Basis of preparation of financial statements

The financial statements have been prepared under the receipts and payments basis, with a supporting statement of assets and liabilities.

The accounting period covers the year ended 30th November 2018 with the comparative period covering the twelve month period ended 30th November 2017.

Depreciation

Freehold property is included in the statement of assets and liabilities and has been revalued at the request of the trustees by Barker Storey Matthews on 10th June 2015

The Executive committee requested the freehold property value be increased in 2016 to the fair value valuation assuming residential development.

Other tangible fixed assets were revalued by the trustees as at 31 December 2000. Depreciation has been calculated to write off this valuation over the remaining expected useful lives using the following rates:

| | | |
|--------------------|---|-------------------------------|
| Freehold property | - | No depreciation |
| Furniture | - | 15% on reducing balance basis |
| Equipment | - | 25% on reducing balance basis |
| Catering equipment | - | 20% on reducing balance basis |

Stocks

Stocks have been valued by the trustees at the lower of cost and net realisable value.

Restricted funds

Separate funds have been maintained in respect of the following:

| | |
|------------------|--|
| Property Fund | Maintained for the funding of repairs and renovation to the freehold property. |
| Denman Room Fund | Maintained for the funding of refurbishment to a room at Denman College, Oxford. |

Designated Funds

Separate funds have been designated in respect of the following:

- Opening of New WI's
- Lapsed WI's
- Federation Centenary Year
- Denman
- Denman Appeal
- Denman Weekend
- Christmas lunch
- Shows & Exhibitions
- IT Grant

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30th NOVEMBER 2018**

2 TANGIBLE FIXED ASSETS

| | Freehold Property | Furniture | Equipment | Catering Equipment | Total |
|--------------------------|------------------------------|------------------|------------------|-------------------------------|-------------------|
| Cost or valuation | | | | | |
| At 1 December 2017 | 400,000.00 | 3,902.77 | 9,059.53 | 5,037.73 | 418,000.03 |
| Additions | - | - | - | - | - |
| Revaluations | - | - | - | - | - |
| Disposals | - | - | - | - | - |
| At 30 November 2018 | <u>400,000.00</u> | <u>3,902.77</u> | <u>9,059.53</u> | <u>5,037.73</u> | <u>418,000.03</u> |
| Depreciation | | | | | |
| At 1 December 2017 | - | 3,519.23 | 7,886.79 | 3,337.83 | 14,743.85 |
| Charge for year | - | 57.55 | 293.20 | 339.98 | 690.73 |
| Revaluations | - | - | - | - | - |
| Elimination on disposals | - | - | - | - | - |
| At 30 November 2018 | <u>-</u> | <u>3,576.78</u> | <u>8,179.99</u> | <u>3,677.81</u> | <u>15,434.58</u> |
| Net Book Value | | | | | |
| At 30 November 2018 | <u>400,000.00</u> | <u>325.99</u> | <u>879.54</u> | <u>1,359.92</u> | <u>402,565.45</u> |
| At 30 November 2017 | <u>400,000.00</u> | <u>383.54</u> | <u>1,172.74</u> | <u>1,699.90</u> | <u>403,256.18</u> |

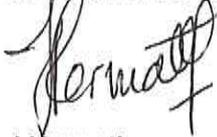
Freehold property comprises of land and buildings which were revalued by Barker Storey Matthews, local property valuers, on 10th June 2015. As at 30th November 2016, the trustees uplifted the valuation to reflect the market value on the basis that planning permission would be granted for residential development.

**HUNTINGDON AND PETERBOROUGH FEDERATION OF
WOMEN'S INSTITUTES**

TRUSTEES' APPROVAL TO THE FINANCIAL STATEMENTS

The Trustees confirm their approval to the Statement of Accounts for the period 1st December 2017 to 30th November 2018 forming pages 2 to 7 of these financial statements.

On behalf of the trustees:



**J Kermath
Chairman**

**S Dalley
Treasurer**



Date: 6th February 2019