

**Federation Treasurer Report to SFWI Annual Council Meeting 18 March 2019**  
**By Sheena Landgraf, Federation Treasurer**

This is my report for the financial year from 1 November 2017 to 31 October 2018.

**The results for the year to 31 October 2018** can be found on page 12 onwards in the 'Annual Review and Accounts'. A summary of the Statement of Financial Activity for the year to 31 October 2018 is shown on page 12, the Balance sheet at 31 October 2018 is on page 13 and on page 15 there is a comparison between actual and budgeted figures for the year.

Our overall **income** rose in the year to 31 October 2018 from £184,172 to £201,818. Of this rise of £17,646 just over £16,000 was from the sale of centenary goods and the income received from the Royal Horticultural Society for the perfect pollinators evening at Wisley. Due to the centenary events this year there were fewer other events and courses than in past years so there was slight decrease in income from these. You may have noticed that the income is higher in the Statement of Financial Activities compared to that shown in actual/budget comparison. This is because in the latter we show as income the net result from each committee but in the statutory accounts, under Financial Reporting Standards, we have to show the full income and full expenditure in the relevant parts of the Statement.

Our biggest source of income remains subscription income. This increased by just under £5,000 in the year due to the increased proportion of the subscription received by Surrey Federation and a slight increase in number of members. Although we had some WIs that suspended in the year we also received the income from the new ones that opened in the previous year.

We saw an increase in **expenditure** in the year from £172,154 to £180,005. This increase is mainly due to the purchase of centenary items for resale, with the total of all other expenditure being at the same level. Within this there was an overall increase in staff costs in the year compared to the previous year due to the change in office staff, but many other administration expenses were reduced or held at the same level.

As I was not the Treasurer when the budget for 2017/18 was prepared I will not make any comments on why there are variations between the actual figures achieved in the year to 31 October 2018 and the figures budgeted for the year, as I do not know the reasoning as to why each figure was included in the budget at the level that was used. The actual result was a deficit of £146 compared to a budgeted deficit of £17,210. You will see that we received more membership income than budgeted. The sub-committees were more profitable than expected, largely due to the centenary events. Both salaries and office costs were considerably lower than budgeted. During the year the value of our investments that are held on the stock market reduced and this appears as an unrealised loss on investments in the year, and these movements are outside our control.

I consider that these accounts show a strong result for the year, and enable us to continue our work as a Federation in supporting the members.

**The budget for the year to 31 October 2019** is on page 16. This has been based on the actual costs incurred in 2017/18 and allows for inflationary increases, as well as expected changes like the new telephone system that we have just had installed that should provide a better quality of broadband but at a lower annual cost.

Due to the board anticipating that several WIs would suspend in 2019, the subscription income is lower than the amount received this year, despite an increase in the amount per member to be received by Surrey. To maintain the membership level within the federation each WI needs to maintain their membership numbers and for most WIs recruitment of new members and retaining existing members is a continuing problem.

I have budgeted for a deficit of £7,800 in the 2018/19 year, which includes an allowance for the setting up of a new Surrey website. Within this overall budget each subcommittee has a budget and will run their normal wide selection of events which will educate us as well as bringing funds into the federation.

**Treasury team** – I became Treasurer in the summer, just as the former treasurer Katie Kerr was moving to Scotland, but she provided me with a lot of information during our short changeover period to ease the transition. I have been able assisted by the federation bookkeeper, the office staff, assistant treasurers and also by our Chairman. As Jane was Treasurer for several years before becoming chairman she knows more than I do about the role so has been a great help to me.

I have already run four **Treasurer Workshops** this March, so have met about 50 Treasurers and I have another two workshops in April. I am hoping to hold more workshops later in the year to inform those who might be considering the role as well as those already in the role. If anyone is interested in becoming an assistant Federation Treasurer to help out a few times a year in Guildford or becoming an independent examiner to review WI annual accounts please contact the office. These roles are vital to the smooth running of our federation.

We have recently received over £1,000 from the National Federation as our share of the proceeds from the **National raffle tickets** sold to members from Surrey. Please continue to encourage all members of your WI to purchase the tickets, which are sent to every WI.

**Gift Aid** – A WI can claim back tax via Gift Aid on their taxpaying member's subscriptions. For 2019 this is the 25% of the £20.50 the WI retains from a subscription, so £5.12 per member. Up to and including 2017 you could claim back tax on the full subscription of £42, but this has been restricted since 2018 to the WI's part only. At present Surrey Federation and the National Federation of WIs are not claiming back tax on the rest of the membership, but you might see samples of gift aid forms that refer to all three parts of income, which is because once a mechanism has been put in place it is possible that Surrey and National will start to claim back tax on their subscription income. Where a WI gives bursaries to its members the total bursaries in a year cannot exceed 25% of the subscription income retained by the WI. The lower level of income a WI now has for gift aid purposes might mean a WI has to change its policy on giving bursaries or stop claiming back gift aid tax.

**Denman Bursaries awarded at Federation meetings** – At this Annual Council Meeting members may enter the Denman bursary draw by putting a £1 coin in an envelope with their name, address, telephone number and WI name written on the outside. You can enter as many times as you like and you do not have to attend the meeting to apply. The Draw takes place during the afternoon session and those successful will get £300 in Denman vouchers, to be used on course of their choice. The number of bursaries awarded is dependent on the number of entries, as it obviously takes 300 entries to fund one bursary. Please enter during the lunch break at the Demnan stand.