



# Annual Report Including Financial Review 2021



**Surrey Federation of WIs**  
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## **SURREY FEDERATION OF WIs (SFWI)**

### **ANNUAL REVIEW 2021**

#### **TRUSTEES 1 NOVEMBER 2020 to 31 OCTOBER 2021**

##### **CHAIRMAN**

Carol Gartrell                      Bagshot/Deepcut & Frimley

##### **VICE CHAIRMEN**

Toto James                          Fulham & Chelsea/Streatham

Debbie Playle                      Old Coulsdon Cupcakes

Angie Leach                        Streatham/Virtual Vixens

##### **TREASURER**

Sheena Landgraf                 Caterham Hill

##### **TRUSTEES**

Chris Butterfield                 Tadworth Court/Virtual Vixens (Resigned 11 April 2021)

Hilary Brooks\*                     Walton on Thames

Judith Broome                     Surbiton (Resigned 14 April 2021)

Betty Dominy                      New Malden

Marion Mitchell                  Churt

Jill Mulryan                        Kenley Fliers/Old Coulsdon

Becky Warburton                 Tooting

Ruth Williams\*                    Stoneleigh

##### **FEDERATION SECRETARY**

Karen Whitehead

\*                      Co-opted

## **Annual Review of the Federation**

### **1<sup>st</sup> November 2020 to 31<sup>st</sup> October 2021**

#### **Federation Overview**

Despite all the challenges and restrictions that the Covid-19 Pandemic has inflicted on the UK, and indeed the world, the Surrey Federation of WIs weathered the storm and enjoyed a successful year, both in what it was able to deliver to its members, and in the management of its finances.

Although there was relative optimism in relation to the Pandemic in Autumn 2020, in early November, the country was plunged into lockdown. Despite a short respite, as Christmas approached the country went into a deeper lockdown on December 20<sup>th</sup>, with restrictions in some form or other in place until July 2021. An additional challenge was the government's naming of the WI as one of the organisations that must not meet, despite others being permitted to do so. This meant that the Federation was unable to deliver any face-to-face activities until August 2021. This review therefore describes these two discrete periods, pre and post the lifting of restrictions.

With restrictions firmly in place and for some considerable time the Board set about the planning and delivery of the Federation's governance and activities online. This included the Board of Trustees and Sub-Committee meetings, and a programme of talks and workshops, the latter being made available by video conferencing, not only to SFWI members, but also to WI members across the country.

November 2020 marked the appointment of a new Federation Secretary, Karen Whitehead, following a review of staffing. Jeanie Wharrier as Federation Administrator and Katie Price as bookkeeper completed the team which was reduced in both number of personnel and contracted hours but fit for purpose. Covid-19 restrictions meant that staff worked predominantly from home, when their services were required, but were drafted onto flexible furlough so that the Federation could take full advantage of the government subsidy of their pay. The staff were phased back into work during the year as the amount of work increased, and back to work full time as the Job Retention scheme ended at the end of September 2021. To correspond with their return to work the Federation signed up to an Employee Support service contract, provided by, and complementing the HR services of Bright HR already in place.

With Federation business conducted online via video conferencing, it was necessary to take all governance decisions remotely. In line and in conjunction with National Federation of WIs (NFWIs), SFWI proceeded to change its constitution to enable it to conduct all governance online, to ensure that its constitution was in line with Companies Act and Charity Commission requirements. This process was achieved under the umbrella of NFWI. Revised Articles of Association were approved for NFWI, and subsequently for SFWI and the Federation's WIs at an Extraordinary General Meeting (EGM) on 30<sup>th</sup> March 2021, with one day to spare.

Throughout this period the Federation was advised by NFWI with regard to all matters constitutional. It also offered training for the Federation Chairman and Treasurer, Chair of Membership and Advisers. The ongoing updating of skills for current Advisers and the training of new Advisers did much to boost the capacity of the Federation's Adviser team whose focus, at this time, was primarily to engage with and support the Federation's WIs and its members.

With the announcement of the closure of Dorking Halls until further notice, the venue of the Annual Council Meeting (ACM), constitutionally required, plans were put in place to hold the ACM on 25<sup>th</sup> March 2021 virtually. This decision was based on the guidance issued by the (NFWI) lawyers to ensure that governance procedures were in line with the Charity Commission emergency requirements in place at that time. The business of the day was followed by a talk presented by Lynne Stubbings, Chair of NFWI and Joanna Foat who spoke about the Lumberjills. This was an extremely successful event that was viewed by an audience of over 500 members.

The membership year, having been extended by 3 months with National Council of WIs agreement to 31<sup>st</sup> March 2021, meant that the renewal of membership was rescheduled for 1<sup>st</sup> April 2021. Subscriptions were collected, but over a rather more extended period than usual, due to the complexity of collecting monies when personal contact was discouraged and WIs were forbidden from meeting in person.

With the relaxation of restrictions and the re-opening of Dorking Halls the Federation was able to hold their Autumn Federation Meeting (AFM) in October, the first in two years. The event, to which around 600 members attended, enjoyed talks by Alieda Moore – 'Colour Brave, not Colour Blind' and Amanda Owen, the 'Yorkshire Shepherdess' and performances by the Bell Ringing team 'Duo Decimus', and vocalists from the Orpheus College. The Federation and 4 members of the SFWI Prison WIs support team were also honoured by an award from Her Majesty's Lord Lieutenant of Surrey, Mr. Michael More-Molyneux, in gratitude for their contribution to the community in forming three Surrey prison WIs.

As of 31<sup>st</sup> October 2021, the number of WIs in Surrey stood at 162, and with a membership of circa 7,200 plus 350 dual members. There was a reduction in the number of WIs of 5 and a reduction in Federation membership of circa 9.7%. Given the continuing restrictions however and the inability of WIs to meet in person, this is a positive outcome and falls well within the forecast fall in membership of 12%.

### **Federation Sub-Committees and Working Groups**

The **Events, Leisure and Fundraising Sub-Committee** is responsible for promoting and encouraging member participation in a wide range of educational opportunities and leisure activities, some of which simultaneously raise funds for the Federation including a raffle at the AFM. With Covid restrictions in place, live events provisionally booked were cancelled. The decision was therefore made to offer virtual events to the members via video conferencing. The committee sourced virtual speakers and presented around 20 online events until 'live' events could be resumed. These proved very successful! Topics included two '*Great British Bake-Off*' contestants, a '*Great British Sewing Bee*' contestant, Lynda La Plante, Art workshops based on various mediums, history and travel. In August

2021 the first 'live' event was delivered – A Croquet Taster Day at Surbiton Croquet Club, and in September a Literary Lunch at Glenmore House in Surbiton with Adele Parks.

The **Home Economics, Craft and Gardening Sub-Committee** delivered a wide variety of online talks including a tour of the Hannah Peschar Sculpture Garden and talks on Hedgehogs and on Bees. Workshops where members were invited to work alongside the artist online proved popular. These included Calligraphy, Crafting a Christmas Door Wreath, Textile Work and a yarn challenge. When face-to-face engagement was permitted, a successful programme of live workshops was presented, including Willow Basket Making and Vegetarian Cookery. The committee has also been instrumental in identifying new locations to hold Federation events and workshops, namely Merrist Wood and Dapdune Wharf, both in Guildford, following the demise of Denman College. It also initiated a federation bursary for a Forest School Assistant level 2 training that was awarded to an SFWI member.

The **Membership Sub-Committee** is responsible for the welfare and development of the WIs in the Surrey Federation. It currently consists of 9 WI Advisers, trained by NFWI and who are reappointed annually by the Federation, together with recently retired Advisers that offer valued support.

The formation of new WIs is a key part of a WI Adviser's work. Surrey Vixens Virtual WI opened during lockdown and Advisers have recently opened Warlingham Village WI. The Advisers have suspended 5 WIs this year, due in the main to Covid. All Membership sub-committee members are attached to Groups within the Federation and have been actively involved in Group committee meetings, Group meetings and social events where possible, using technology as required. Virtual individual committee workshops have also been held, as have virtual Resolution Briefing Meetings.

Membership sub-committee members have attended over 45 WI Annual Meetings and many WI committee meetings during 2020/21, all by video conferencing. In addition, many virtual meetings offering video conferencing skills training and monthly Adviser chats have been held on various topics, alternating between daytime and evening to ensure all members can attend bimonthly. Both an 'in person' and a virtual '*Annual Meetings Made Easy*' event was held for all WI committee members to attend.

The **Digital Working Group** replaced the Communications and Publicity Committee to better reflect the evolved remit of the Group: to publicise and promote the wide range of educational opportunities and events offered, encourage more members to take part in them and keep them up to date with what's going on using the digital world. In addition, the Group focusses on large-scale projects, when required.

Over the last year, maintaining the Federation's digital presence has been more crucial than ever as the Federation Office and volunteers, WI committees and members were unable to meet in person, and relied increasingly on the online world. The Group provided guidance and produced videos to help members familiarise themselves with video conferencing. They assisted Federation committees to get online so that physical events became virtual and gave members the opportunity to enjoy events arranged by the Federation. The Group also maintained the website and ensured that it was updated so that members could book events online, and committees were able to find the guidance and forms they needed to help run their WIs during this challenging time.

The Group reinvigorated the Microsoft Office 365 project, which had been put on hold when lockdown commenced. The system has offered dedicated WI email addresses to WI committees, secure space in the Cloud and access to Teams to facilitate online meetings. Office 365 has been rolled out to Federation volunteers and will be rolled out to all WIs, accomplishing everything it attempted to achieve.

The **Resolutions and Campaigns Working Party** formed in October 2021. The aim is to address the apparent gaps between Resolutions, NFWI campaigns and members, with the object to show the value of a campaign and how it affects everyone, also to promote the sustainable writing of new resolutions to be submitted to NFWI in a timely manner. Given that there seems to be a gap between the publishing of a campaign and our members, ways are being sought to bring these closer. Given that resolutions often seem unconnected with our members the Group have sought to make the process more vibrant. Working in partnership with Membership and Group Convenors it will be possible to get closer to the issues surrounding what to some seem the impenetrable fog of public affairs.

### **Federation Roles**

Opportunities to share items from the **Federation Archive** have been limited, with the exception of the AFM, however archives of suspended WIs have been catalogued and some have been delivered to the Surrey History Centre during breaks in lockdowns as appropriate.

Interest in all aspects of the **Associated Country Women of the World (ACWW)** has been maintained by monthly articles in Surrey WI News. To enable members to be informed of developments, the outcomes of video conference sessions have been disseminated to members. Likewise, attendance at ACWW Representative Supporters Group has been informative, particularly with a service review addressing the relationship between ACWW and NFWI to enhance closer working relationships. Members demonstrated their commitment to ACWW at the AFM by their generous donations that raise money for projects.

The role of the **Climate Advocate** provides the opportunity to encourage members to be aware of what is happening to the health of our world. It is not a cheerful message but there is still hope. Monthly articles have been published in SWIN covering a range of climate related topics from oil drilling in Surrey to peat free compost. Members have been encouraged to write to their MPs, support the Climate and Environment Emergency Bill, discouraging pesticide use or wasting food. Talks on Climate Change have been delivered to WIs and have been positively received. 'Great Big Green Week' provided the opportunity to join the Climate hub in Leatherhead which was set up in the Life-Long Learning Shop. WIs enjoyed meeting the public and demonstrating their skills in the September sunshine outside the shop. A table at the AFM enabled the Climate message to be shared with members.

The production of the 2022 **Yearbook** ran smoothly, working remotely from home using Office 365 to contact the office, speakers and WI contributors. Everyone involved has been very cooperative and the Yearbook was scheduled to be printed and delivered to the office in early December.

Some twenty speakers decided not to renew and those that have mostly offer both face-to-face and video conferencing. As no auditions could take place, few new speakers have been able to join the Yearbook.

### **Communications and Publicity**

Following a review of publicity and communications the **Publicity Officer** presented a series of recommendations to the Board for possible implementation. The creation of a Surrey Federation E-News, an email newsletter that covers the latest Federation and national news for SFWI members was implemented. The newsletter is currently sent out to around 300 members from over 85 different WI's, with new members and groups signing up every month.

The aim of **Social Media** is to promote the Federation as one which is current, relevant and forward thinking. With this objective in mind, a significant amount of work has been done to increase the Federation's Social Media presence via Facebook, Twitter and Instagram and to grow overall engagement. The Federation has also initiated several campaigns, including '*Tuesday Tips*', giving useful online tips, '*Frequently Asked Questions*' and '*Sustainable Christmas*'. Alongside this, many Federation events have been advertised. There has also been engagement with NFWI, and other relevant outside organization campaigns.

**Surrey WI News**, having been made available to all members online, free of charge, went back into print from the June 2021 edition. From September 2021 the magazine was increased to 24 pages on a regular basis. The additional editorial pages have enabled the accommodation of a series of articles contributed by WI members and a well-known speaker on gardening, climate change and bees. Where possible news from the NFWI is also included. Around 3,500 hard copies are sold and distributed to members on a monthly basis.

### **Interest Groups**

The **Camera Group** met monthly via video conferencing to share photographs taken during exercise walks, and to learn photography techniques. From April the group were able to meet outside. Visits included Hurst Park, Farnham Woods, Bookham Common, Wisley Gardens, Priory Park, the Sculpture Garden and Dapdune Wharf. The **Crafty Ladies** group meetings have been held via video conferencing, with a return to face-to-face meetings from September 2021. The **3 Counties Science Group** ceased to exist in January 2021, after presenting a thought-provoking series of lectures over previous months. The **Surrey Serenaders** choir was unable to meet during lockdown but reformed in September 2021 with seed corn funding from the Federation.

Carol A. Gartrell  
Chairman, Surrey Federation of WIs

## **FINANCIAL REVIEW OF THE FEDERATION**

### **November 2020 to 31 October 2021**

The documents that follow this report are:

- i - Extracts from the Statement of Financial Activities and Balance Sheet within the full Statutory Financial Statements for the year ended 31<sup>st</sup> October 2021;
- ii - Comparison of the actual figures for the year to 31 October 2021 against the budget, as it was presented at the Virtual ACM in March 2021, without any designated and restricted funds;
- iii - Budget for the year to 31 October 2022.

The Statutory Financial Statements include within them the income and expenditure of our main fund as well as all the restricted and designated funds. Restricted and designated funds are those where the money has been put aside for a specific purpose e.g. the friendship fund, where the money can only be used for the assistance of WIs and cannot be used for the day to day running of the Federation. The budget includes only the income to and expenditure from our main funds.

Our overall income for the year was lower than the previous year, but this is because of not holding most of our events due to Covid-19. Income includes £7,461 claimed under the Job retention scheme from HMRC (JRS). Our core income streams of membership subscriptions, Surrey WI News, courses and from the other events have all seen substantial decreases in the year. Membership income has reduced by 9.7% this year. The only two events held in this year that gave us any noticeable income were the Autumn Federation meeting at Dorking Halls and the literary lunch, and these were much reduced compared to previous similar events.

Total expenditure decreased from that incurred last year. The main reason for this was that we did not replace the staff that resigned at the end of the previous financial year, as for most of the year the work available in the office did not fully occupy the remaining staff, hence the use of the flexible furlough scheme enabling us to make claims under the JRS. We have seen savings in many areas, from stationery and postage to office cleaning, as well as a significant reduction in the mileage paid out for travel to meetings.

This year the value of the Federation's investments returned to almost to the level they were at before Covid-19 and but they have paid out £2,000 less in this year than last year as the market was recovering.

The total Federation Funds show an increase of £75,547 from the funds held last year, which would have been only £7,913, without the surplus on investment.

The budget for 2021/22 has been prepared with far more assumptions having to be made than in past years. The biggest unknown is still the number of members that will renew their membership in 2022. and, when it will be possible to resume a full schedule of in-person events. We have assumed membership will be 7,000 based as we have only recently passed 7,200 for this year. The budget also has a lower level of income for events we have planned compared to pre-Covid as it is clear from bookings for our recent events that members are hesitant to book and attend due to Covid. The staff costs budgeted include a provision for a new staff member to work on rolling out 365 and our digital presence.

Sheena Landgraf,  
Treasurer, Surrey Federation of WIs

## i Financial Statements for the year ended 31 October 2021

The Financial Statements, which comprise the Statement of Financial Activities, Balance Sheet and associated notes have been prepared in accordance with the current statutory requirements, the requirements of the company's governing document and the provisions of the 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 (FRS102) (effective 1 January 2015). The Financial Statements have been independently examined by Bennewith 2018 Limited trading as A J Bennewith & Co.

### Extract from Statement of Financial Activities for the year to 31 October 2021

	31.10.21		31.10.20	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
<b>INCOME</b>				
Donations, JRS and legacies	9,345	5,107	14,452	28,567
Courses and training	2,461	240	2,701	5,554
Membership subscriptions	71,795	-	71,795	79,522
Newsletter and publications	9,907	-	9,907	18,152
Federation meetings	9,471	-	9,471	-
Other trading activities	12,120	-	12,120	16,439
Investment income	22,749	-	22,749	24,936
Other income	5,750	-	5,750	3,078
<b>Total</b>	<b>143,598</b>	<b>5,347</b>	<b>148,945</b>	<b>176,248</b>
<b>EXPENDITURE</b>				
Raising funds	9,730	-	9,730	13,530
Courses and training	2,554	346	2,900	3,309
Newsletter and publications	5,114	-	5,114	5,791
Federation meetings	8,743	-	8,743	3,318
Support costs	101,593	-	101,593	119,362
Governance	5,328	-	5,328	7,611
Other charitable expenditure	1,247	-	1,247	553
<b>Total</b>	<b>134,309</b>	<b>346</b>	<b>134,655</b>	<b>153,474</b>
Net gains/(losses) on investments	67,634	-	67,634	(83,470)
<b>NET INCOME/(EXPENDITURE)</b>	<b>76,923</b>	<b>5,001</b>	<b>81,924</b>	<b>(60,696)</b>
<b>Transfers between funds</b>	<b>(1,441)</b>	<b>1,441</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>75,482</b>	<b>6,442</b>	<b>81,924</b>	<b>(60,696)</b>
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds brought forward</b>	<b>1,103,482</b>	<b>7,813</b>	<b>1,111,295</b>	<b>1,171,991</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>1,178,964</b>	<b>14,255</b>	<b>1,193,219</b>	<b>1,111,295</b>

**Balance Sheet as at 31 October 2021**

	<b>Unrestricted funds</b>	<b>31.10.21 Restricted funds</b>	<b>Total funds</b>	<b>31.10.20 Total funds</b>
	£	£	£	£
<b>FIXED ASSETS</b>				
Tangible assets	345,492	-	345,492	349,577
Investments	<u>615,725</u>	<u>-</u>	<u>615,725</u>	<u>548,554</u>
	961,217	-	961,217	898,131
<b>CURRENT ASSETS</b>				
Stocks	1,843	-	1,843	2,263
Debtors	37,382	-	37,382	26,355
Cash at bank and in hand	<u>215,926</u>	<u>14,255</u>	<u>230,181</u>	<u>205,049</u>
	255,151	14,255	269,406	233,667
<b>CREDITORS</b>				
Amounts falling due within one year	<u>(37,404)</u>	<u>-</u>	<u>(37,404)</u>	<u>(20,503)</u>
<b>NET CURRENT ASSETS</b>	<u>217,747</u>	<u>14,255</u>	<u>232,002</u>	<u>213,164</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<u>1,178,964</u>	<u>14,255</u>	<u>1,193,219</u>	<u>1,111,295</u>
<b>NET ASSETS</b>	<u>1,178,964</u>	<u>14,255</u>	<u>1,193,219</u>	<u>1,111,295</u>
<b>FUNDS</b>				
Unrestricted funds			1,178,964	1,103,482
Restricted funds			<u>14,255</u>	<u>7,813</u>
<b>TOTAL FUNDS</b>			<u>1,193,219</u>	<u>1,111,295</u>

The full statutory Financial Statements, including the Independent Examiners report, trustees report, directors' declaration and the notes are available on request from the federation office at 6 Paris, Parklands, Railton Road, Guildford, GU2 9JX, and will be filed at Companies House.

## ii Actual/Budget Comparison for the year to 31 October 2021

	Actual 2020/21 £	Budget 2020/21 £		Actual 2020/21 £	Budget 2020/21 £
<b>Income</b>			<b>Expenditure</b>		
<b>Charitable activities</b>			<b>Charitable activities</b>		
Membership subscription, 7,000 members @£10.10	71,795	70,700	Digital committee including office 365	5,229	7,500
Surrey WI news	1,766	3,000	Public affairs committee	27	100
Yearbook	3,010	1,500	Promotions and other expenses	92	1,500
Home Economics committee	228	475	Ethnicity, diversity and inclusion	764	-
Treasurer workshops	77	200	Bursaries	2,025	-
Membership committee	(947)	(525)	<b>Governance costs</b>		
Federation meetings	744	(500)	Board of trustees	1,895	2,700
<b>Donations and legacies</b>			National council meeting	-	850
NFWI raffle income	915	1,000	Accountancy	2,840	3,000
Donations	280	-	<b>Support costs</b>		
Job retention scheme	7,461	5,000	Bank charges	843	1,600
<b>Other trading activities</b>			Wages and staff costs	54,078	56,500
Event committee	2,224	1,550	Rates and water rates	2,853	3,000
Balloon race	123	-	Heat and light	1,887	2,500
Chairman's event	-	3,000	Cleaning	-	1,200
Shop income	182	-	Business insurance	160	1,500
<b>Investment income</b>			Other property expenses	6,264	4,000
Income from investments	22,767	24,000	Other professional fees	6,977	6,500
Bank interest	445	350	Photocopier lease	983	-
Other income	1,075	500	Telephone	3,818	3,500
Bank compensation	250	-	Postage	3,263	3,500
			Printing and stationery	1,618	3,000
			Other administration expenses	2,090	3,000
			Maintenance fund transfer	1,000	1,000
			Training fund transfer	3,000	3,000
			IT fund transfer	500	500
			Depreciation	8,281	9,000
<b>Total income</b>	<u>112,395</u>	<u>110,250</u>	<b>Total expenditure</b>	<u>110,465</u>	<u>118,950</u>
			<b>Surplus income over expenditure</b>	<u>1,930</u>	<u>(8,700)</u>

### iii Budget for the year ended 31 October 2022

<b>Income</b>	<b>£</b>	<b>Expenditure</b>	<b>£</b>
<b>Charitable activities</b>		<b>Charitable activities</b>	
Membership subscription, 7,000 members @£10.10	70,700	Digital committee including office 365	2,300
Surrey WI news	3,000	Public affairs	400
Yearbook	1,500	Promotions and other expenses	1,000
Home Economics committee	60	Publicity and communications	400
Treasurer workshops	200	<b>Governance costs</b>	
Membership committee	(950)	Board of trustees	3,250
Federation meetings	-	National council meeting	850
		Accountancy	2,980
		Funding advisors to national meeting	1,520
<b>Donations and legacies</b>		<b>Support costs</b>	
NFWI raffle income	1,000	- Bank charges	1,600
Donations	-	Wages and staff costs	75,000
		Rates and water rates	3,300
<b>Other trading activities</b>		Heat and light	3,000
Event committee	3,960	Cleaning	2,000
Chairman's event	-	- Business insurance	1,800
Shop income	-	- Other property expenses	4,000
		Other professional fees	7,000
<b>Investment income</b>		Photocopier lease	1,200
Income from investments	24,000	Telephone	4,500
Bank interest	400	Postage	3,500
		Printing and stationery	3,500
		Other administrative expenses	4,000
Other income	500	Maintenance fund transfer	1,000
		Training fund transfer	2,000
		IT fund transfer	500
		Depreciation	8,000
<b>Total income</b>	<u>104,370</u>	<b>Total expenditure</b>	<u>138,580</u>
		<b>Excess expenditure over income</b>	<u>(34,210)</u>