



Surrey Federation of Women's Institutes

31st October 2023 Annual Report
Including Financial Review



Surrey Federation of WIs
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SURREY FEDERATION OF WIs (SFWI)

ANNUAL REVIEW 2023

TRUSTEES 1 NOVEMBER 2022 to 31 OCTOBER 2023

CHAIRS

| | |
|----------------|---|
| Carol Gartrell | Bagshot WI/Deepcut & Frimley WI (resigned 20 March 2023) |
| Angie Leach | Streatham WI/Surrey Vixens Virtual WI (appointed 20 March 2023) |
| Jill Mulryan | Old Coulsdon WI (appointed 20 March 2023) |

VICE CHAIRS

| | |
|---------------|--|
| Debbie Playle | Old Coulsdon Cupcakes WI |
| Angie Leach | Streatham WI/Surrey Vixens Virtual WI (to 20 March 2023) |
| Jill Mulryan | Old Coulsdon WI (to 20 March 2023) |
| Ann Thomas | Warlingham Evening WI (from 20 March 2023) |
| Hilary Brooks | Walton on Thames WI (from 20 March 2023) |

TREASURER

| | |
|-----------------|------------------|
| Sheena Landgraf | Caterham Hill WI |
|-----------------|------------------|

TRUSTEES

| | |
|-------------------|--|
| Jill Arthur | St Johns WI (co-opted 3 July 2023) |
| Chris Butterfield | Chipstead Evening WI/Surrey Vixens Virtual WI (resigned 20 March 2023) |
| Hilary Brooks | Walton on Thames WI |
| Jan Jenner | Maple Village WI/Surrey Vixens Virtual WI |
| Ann Robertson | Sanderstead Village WI |
| Ann Thomas | Warlingham Evening WI |
| Ruth Williams | Stoneleigh WI/Cuddington WI/Ewell Court WI |
| Shirley Wood | Shalford WI |

FEDERATION SECRETARY

Karen Whitehead

Annual Report of The Surrey Federation of Women's Institutes

1. Federation Overview

Co- Chairs Report 1-11-22 to 31-10- 23

Angie and I were so proud to be elected by the Board of Trustee's to be your first co-chairs of The Surrey Federation of Women's Institutes (SFWI).

Angie has also been elected to the Board of The National Federation of Women's Institutes of England, Wales, Jersey, Guernsey and the Isle of Man (NFWI).

We would like to express on your behalf thanks to our predecessor Carol Gartrell, for all the work she undertook throughout the Covid period and the year following to keep our Federation going. She will be a hard act to follow.

We have noted that members have preferred to participate with activities locally and with their own WI's. This has led to a reduction of members attending events and activities organised by the sub-committees of the SFWI. Some were cancelled due to low numbers. However, the entries to the E&O Show were the highest ever and an extra coach was organised for "Cruising into Christmas", so great was the demand. We have listened to your feedback requesting alternative venues be considered, we will be holding the next Autumn Federation Meeting (AFM24) at Bourne Hall in Ewell.

As we move forward, as an outward facing Board, we have been inviting members to come forward to visit our sub-committee meetings and the Board to see what we do. Although the numbers of visitors have been low it has been a productive exercise. We have welcomed their ideas and suggestions to refresh our thinking.

The number of Trustees is sufficient to meet the Articles of Association criteria, but we are mindful to maintain succession planning. Good governance must be a priority to maintain the viability of both SFWI and the individual WI's.

The Board have continued the radical revision of all aspects of the work we undertake on your behalf to meet our aims and objectives. All our Trustees including the recently appointed, have completed the mandatory Trustee Training and one has completed the Safeguarding module.

Changes to our Terms of Reference and Policies allow the Board to initiate changes to our committees and their names to reflect their functionality. With the help of our Digital Administrator, we are gaining skills and confidence to work with 365.

We thank all our Trustees who have contributed so much to the growth of our Federation but will be standing down following the Annual Council Meeting. Thanks are also given to the members who have volunteered their time and expertise to the running of sub-committees but have stood down during the year.

2. Surrey Federation Sub-Committees and Working Groups

Events, Leisure, and Fundraising Sub-Committee (ELF)

A very busy year for the Events Leisure and Fundraising Sub Committee. Our events for the last year have been; a Christmas buffet party at Glenmore house; providing the Raffle at the ACM at Dorking Halls in March; a supper Quiz entertained members, friends and family in April; In June we organised five guided walks in London with a royal theme to celebrate the coronation of King Charles III; In July we had our annual taster day at Surbiton Croquet Club; September saw us eating again at the Literary Lunch with author A J Pearce entertaining us with her story of how she started to write her books; and the last event of this year was the speaker auditions, a great event to get a chance to vote for speakers to go into the yearbook.

Please keep an eye on Surrey WI News and the SFWI Website to see what is happening in Events. If you have any ideas for future events, please let the office know.

The Home Economics, Craft and Gardening Sub-Committee's (HE)

The year started in October with the rearranged Making Music Event at Merrist Wood College and the day was filled with lovely hand bell ringing and percussion music. Everyone had a lovely day with fun and laughter, as well as lots of noise. In February we held an activity craft day at Effingham, lots of skills were shared by the tutors and members had the opportunity to make a variety of crafts, including a gift box, quilling, rag rug sampler, felt needle case and peppermint creams. Members enjoyed a delicious lunch prepared by the committee.

In April we returned to Merrist Wood College where members were taught how to make a very pretty mosaic swaying droplet for their gardens. So many lovely, coloured droplets were produced. Also in April, at Richard Challenor School on the first of two cheese courses, members made a selection of cheeses including Camembert. Members took home lovely cheeses to enjoy. In June we enjoyed a flower arranging demonstration at the Tythe Barn, Little Bookham. A colourful selection of arrangements were made by the tutor and were raffled. Members enjoyed a cream tea to finish the afternoon, prepared by committee members. A lovely venue, beautiful arrangements and friendships made. The second cheese making day was held in September again at Richard Challenor School, where member were taught how to make Cheddar Cheese and a three-cheese bread. Members took home the cheese to mature and the bread to share and everyone enjoyed a lovely lunch prepared by one of the committee.

The Membership Sub-Committee (MsC)

The MsC is responsible for the welfare and development of the WIs in the Surrey Federation. SFWI has six WI Advisers, trained by NFWI who are reappointed annually by the Federation, and recently retired Advisers and other WI members who give valued support. Five WIs were suspended due mainly to being unable to find committee members. MsC members are also attached to Groups within the Federation. They have been actively involved in Group committee meetings, meetings and social events, in person or virtual.

No formal WI committee training has taken place this year, but regular monthly free 'drop-in' Zoom sessions have been held for any WI member to attend and receive any support and guidance. An In Person and virtual 'Annual Meetings Made Easy' workshop took place to support WI Committees. Resolution briefing meetings were held both in person and virtual. The MsC arranged for a Federation Representative to visit almost all WIs between November 2022 and January 2023 to raise awareness of how we keep in touch with members and to answer questions. We attended numerous WI committee meetings, mainly in person but some via video conferencing. We represented the SFWI at the E&O Show and contacted many prospective members to signpost suitable WIs.

The Public Affairs Sub-committee (PA).

An active committee that meets monthly other than December. Our task is to make the resolutions and campaigns real, reasonable and above all achievable. We have concentrated on bringing national and local WI matters to the attention of members by an article in SWIN each month and a display at each of the SFWI major meetings.

The Climate Change representative is part of our committee. We work with her on projects, including making a plastic monster used in the Edenbridge and Oxted show this year, where it attracted a great deal of attention. This was the embryo for the monster she is producing for a theatre company.

Financially our costs have been travelling to meetings, which is why we always have a hybrid link.

The Equality, Diversity and Inclusion (EDI)

This year has focused again on ensuring, where possible, that we look to future members and ways they will engage with us and the needs of all of our current members. We have continued to use and develop our digital communication, whilst sending hard copies of information to those that need it. We have supported all NFWI policies regarding EDI and supported WIs and Members when this has been challenging. We have booked speakers for the upcoming ACM24 to support the SFWI understanding of EDI.

3. Surrey Federation Roles

The Federation Archivist has worked tirelessly to sort and store donations from WIs. She is to promote displays of WI's artifacts around the County and at the Surrey History Centre to commemorate WI Day.

The Federation ACWW Representative used Surrey WI News to share news about ACWW outlining the changes to that organisation. The ACWW is requesting individual WI members who have an interest in the work of this sister charity to become co-ordinators. This will allow them to benefit from training from ACWW, so will be totally up to date. Members of SFWI, have contributed over £625, to ACWW via Recycling for Good Causes.

The Federation Climate Advocate has been meeting with Climate Ambassador's recently via video conferencing to share ideas, and discuss what the various groups throughout the County are involved in. They have attended the NFWI Climate Conference at Westminster, to hear first-hand from cross party Climate activists within parliament. There are regular articles in Surrey News to pass on information and encourage involvement. They are actively seeking new members.

The Yearbook has been successfully edited this year. The Yearbook holds a great deal of information on SFWI as well as the Speaker information. We held very successful Auditions in the year for new Speakers who have been added to the publication. Our thanks to the retiring editor for making it such a success.

4. Communications and Publicity and the Public Face of the Surrey Federation

Social Media Love it or loathe it, social media continues to lead the way for instant access to news and views. As a Federation we strive to keep up with current trends and methods to engage with our members, and to publicise our events and causes, along with those of other likeminded outside organizations. It has been gratifying to see more of our WIs now have a social media presence.

Surrey WI News (SWIN) has continued to be a major source of information and articles for our WIs. Many WIs have continued to submit reports which enable the sharing of ideas as well as celebrating WI success stories. Sadly, the editor passed away in March 2023 and the Federation were tasked with sourcing a successor. This has proved a very difficult task but thankfully for our members, the Federation Digital Administrator has been able to work extra hours (in the short term) to enable the smooth running of this valuable resource. Members have continued to submit articles and three volunteer proofreaders have ensured accuracy. Just before the year end we had to make the difficult decision to cease the publication of SWIN its current format. January 2024 will see the first online only edition of SWIN. The Federation office will send out photocopies when requested by WIs so all will still be able to access SWIN.

Edenbridge and Oxted Agricultural Show (E&O) The theme for the show was 'Beautiful Britain'. With very few entries notified at the beginning of July it was looking as if we would have to cancel the show but then suddenly the entries started to arrive and arrive - over 160 - the most we've ever had. What a display they made and all of an incredible standard which took a total of 14 hours to judge. The Judges were overwhelmed with the skills, talents, attention to detail and patience, individuals and teams so obviously had. It was so encouraging to have WIs participating from across Surrey and not just those local to the Show venue and individuals who had never entered a show before. The individual who won the Best in Show Award was a first-time exhibitor.

The weather for the 2-day Show was almost perfect. The footfall of visitors to our marquee was continuous and their support for the WI and all it stands for and achieves, so tangible.

The Plastic Monster created by the Public Affairs Committee made its debut and attracted much attention and debate and a demonstration of recycling through rag rugging brought back many memories for some and enthralled others. This and a display of hedge laying and the opportunity for children to learn by doing leaf rubbing contributed to the overall theme of Beautiful Britain and the WI various campaigns to keep it so.

Oxted Country Markets joined us again, selling their popular homemade, hand crafted and home-grown products and made a substantial financial contribution to the event.

It was encouraging to have enthusiastic and willing individuals taking up the stewarding opportunities and to have most Trustees participating.

The event was brought to a surprise and rewarding conclusion when we were presented with the Diana Barnato Walker Trophy for the Best Exhibit in Non-Agricultural Displays & Stands in the whole show, with the Show President giving a detailed summary of the value of and many achievements of the WI over many years and its impact now and ensuring it's future in the Community.

This was such a prestigious award for the Surrey Federation and an accolade to everyone who participated in our Show in some way. The E & O Show is one the largest in the British Isles and has been in existence for over 180 years.

Finally, thanks must go the E & O Committee - a team of seven who work tirelessly and enthusiastically from one year to another raising funds to be at this Show and putting together the whole show and having the stamina to see it through to its end each year. What a team!!

Receiving the Diana Barnato Walker award was unbelievably appropriate as Diana was a pioneering British Aviator who became one of the first women pilots of the Air Transport Auxiliary, flying 80 types of aircraft and delivering 260 spitfires in WWII. In 1963 she became the first British woman to break the sound barrier.

5. Interest Groups

The **Camera Group** met regularly throughout the year as visit arranged to places around Surrey and members are always welcome to join each visit. **Crafty Ladies** meet at SFWI Office six times a year where members share ideas, and everyone is welcome to come along with their craft work. The **Surrey Serenaders** held regular rehearsals.

Angie Leach and Jill Mulryan

Co-Chairs, The Surrey Federation of Women's Institutes

FINANCIAL REVIEW OF THE SURREY FEDERATION of WOMEN'S INSTITUTES

November 2022 to 31 October 2023

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 31st October 2023;
- ii - Comparison of the actual figures for the year to 31 October 2023 against the budget, as it was presented at the ACM in March 2023, without any designated and restricted funds;
- iii - Budget for the year to 31 October 2024.

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 main fund income and expenditure.

Our overall income for the year was lower than the previous year, but the drop was due to receiving less income from suspended WIs and no legacies. Our income from our core income streams of membership subscriptions, Surrey WI News and from the other events was all within 2% of the previous year. Courses and training income nearly doubles as the Home Economics committee were able hold a full program of courses in the year.

Total expenditure increased from that incurred last year. The main reason for this is the increased staffing costs and the costs of running the increased number of courses in the year.

The investments held by the Federation decreased in value by 2.6% in the year, but they paid out over £2,000 more in dividends in this year than in the previous year.

The total Federation Funds show a decrease of £36,977 from the funds held last year, which would have been £21,659, without the losses on investments.

The budget for 2023/24 has been prepared based the results for the year ended 31st October 2023, and the Board of Trustees plan for the coming year. Each sub-committee saw and agreed their budget before the overall Federation budget was presented to the Board of Trustees. The biggest unknown is still the number of members that will renew their membership, which are our biggest source of income. During this year many WIs have seen increases in membership and our overall membership is very similar to the year before despite several suspended WIs, so the budget reflects the hope our membership had seen an end to the decreases.

Sheena Landgraf
Treasurer, The Surrey Federation of Women's Institutes

i Financial Statements for the year ended 31 October 2023

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 2023

| | 31.10.23 | | 31.10.22 | |
|------------------------------------|--------------------|------------------|------------------|------------------|
| | Unrestricted funds | Restricted funds | Total funds | Total funds |
| | £ | £ | £ | £ |
| INCOME | | | | |
| Donations and legacies | 1,352 | 2,422 | 3,774 | 14,248 |
| Courses and training | 7,876 | - | 7,876 | 4,134 |
| Membership subscriptions | 75,283 | 80 | 75,363 | 74,584 |
| Newsletter and publications | 18,627 | - | 18,627 | 18,576 |
| Federation meetings | 7,673 | - | 7,673 | 7,283 |
| Other trading activities | 11,047 | 8,243 | 19,290 | 19,811 |
| Investment income | 28,093 | - | 28,093 | 26,075 |
| Other income | 5,305 | - | 5,305 | 6,614 |
| Total | 155,256 | 10,745 | 166,001 | 171,325 |
| EXPENDITURE | | | | |
| Raising funds | 8,629 | 8,606 | 17,235 | 18,831 |
| Courses and training | 9,655 | - | 9,655 | 5,303 |
| Newsletter and publications | 12,128 | - | 12,128 | 12,319 |
| Federation meetings | 8,191 | - | 8,191 | 13,533 |
| Support costs | 128,097 | - | 128,097 | 117,210 |
| Governance | 6,165 | - | 6,165 | 6,073 |
| Other charitable expenditure | 6,189 | - | 6,189 | 4,036 |
| Total | 179,054 | 8,606 | 187,660 | 177,305 |
| Net gains/(losses) on investments | (15,318) | - | (15,318) | (70,687) |
| NET INCOME/(EXPENDITURE) | (39,116) | 2,139 | (36,977) | (76,667) |
| Transfers between funds | 983 | (983) | - | - |
| Net movement in funds | (38,133) | 1,156 | (36,977) | (76,667) |
| RECONCILIATION OF FUNDS | | | | |
| Total funds brought forward | 1,087,679 | 28,873 | 1,116,552 | 1,193,219 |
| TOTAL FUNDS CARRIED FORWARD | 1,049,546 | 30,029 | 1,079,575 | 1,116,552 |

Balance Sheet as at 31 October 2023

| | 31.10.23 | | 31.10.22 | |
|--|--------------------|------------------|------------------|------------------|
| | Unrestricted funds | Restricted funds | Total funds | Total funds |
| | £ | £ | £ | £ |
| FIXED ASSETS | | | | |
| Tangible assets | 333,358 | - | 333,358 | 338,115 |
| Investments | <u>564,898</u> | - | <u>564,818</u> | <u>580,216</u> |
| | 898,256 | - | 898,256 | 918,331 |
| CURRENT ASSETS | | | | |
| Stocks | 962 | - | 962 | 1,659 |
| Debtors | 28,502 | - | 28,502 | 26,498 |
| Cash at bank and in hand | <u>162,385</u> | <u>30,029</u> | <u>192,414</u> | <u>196,023</u> |
| | 191,849 | 30,029 | 221,878 | 224,180 |
| CREDITORS | | | | |
| Amounts falling due within one year | <u>(40,559)</u> | - | <u>(40,559)</u> | <u>(25,959)</u> |
| NET CURRENT ASSETS | <u>151,290</u> | <u>30,029</u> | <u>181,319</u> | <u>198,221</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | <u>1,049,546</u> | <u>30,029</u> | <u>1,079,575</u> | <u>1,116,552</u> |
| NET ASSETS | <u>1,049,546</u> | <u>30,029</u> | <u>1,079,575</u> | <u>1,116,552</u> |
| FUNDS | | | | |
| Unrestricted funds | | | 1,049,546 | 1,087,679 |
| Restricted funds | | | <u>30,029</u> | <u>28,873</u> |
| TOTAL FUNDS | | | <u>1,079,575</u> | <u>1,116,552</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 2023

| | Actual 2022/23 £ | Budget 2022/23 £ | | Actual 2022/23 £ | Budget 2022/23 £ |
|--|---------------------------------|------------------------|--|---------------------------------|------------------------|
| Income | | | Expenditure | | |
| Charitable activities | | | Charitable activities | | |
| Membership subscription, 7,000 members @£10.80 | 75,283 | 75,600 | Digital committee including office 365 | 2,084 | 2,000 |
| Surrey WI News | 3,266 | 2,500 | Public affairs committee | 468 | 500 |
| Yearbook | 3,232 | 2,000 | Promotions and other expenses | 918 | 500 |
| Home Economics committee | 880 | 850 | Equality, Diversity and Inclusion | - | 100 |
| Treasurer workshops | (48) | 100 | | | |
| Membership committee | (912) | (1,350) | Governance costs | | |
| Federation meetings | 176 | (3,000) | Board of trustees | 3,145 | 3,900 |
| | | | National meetings | 693 | 850 |
| Donations and legacies | | | Accountancy | 3,300 | 3,200 |
| NFWI raffle income | 970 | 800 | | | |
| Grant | 384 | - | Support costs | | |
| | | | Bank charges | 1,977 | 1,750 |
| Other trading activities | | | Wages and staff costs | 79,392 | 82,500 |
| Event committee | 2,308 | 3,600 | Rates and water rates | 2,350 | 3,600 |
| Shop income | 109 | - | Heat and light | 3,384 | 5,000 |
| | | | Business insurance | 1,703 | 2,700 |
| Investment income | | | Other property expenses | 5,756 | 5,000 |
| Income from investments | 25,671 | 24,000 | | | |
| Bank interest | 2,422 | 600 | Other professional fees | 6,937 | 7,500 |
| | | | Photocopier lease | 983 | 1,000 |
| Other income | 1,976 | 1,000 | Telephone | 3,560 | 4,800 |
| | | | Postage | 3,366 | 3,500 |
| | | | Printing and stationery | 2,187 | 3,000 |
| | | | Other administration expenses | 1,647 | 4,000 |
| | | | Training fund transfer | 2,000 | 2,000 |
| | | | Depreciation | 8,404 | 8,300 |
| Total income | <u>115,716</u> | <u>106,700</u> | Total expenditure | <u>134,254</u> | <u>145,700</u> |
| | | | Surplus income over expenditure | <u>(18,538)</u> | <u>(39,000)</u> |

iii Budget for the year ended 31 October 2024

| Income | £ | Expenditure | £ |
|--|----------------|--|-----------------|
| Charitable activities | | Charitable activities | |
| Membership subscription, 6,700 members @£11.30 | 75,700 | Digital committee including office 365 | 2,000 |
| Surrey WI News | - | Public affairs | 1,150 |
| Yearbook | 1,800 | Equality, Diversity and Inclusion | 50 |
| Home Economics committee | 850 | | |
| | | Governance costs | |
| Treasurer workshops | 100 | Board of trustees | 4,100 |
| Membership committee | (1,350) | National council meeting | 50 |
| Federation meetings | (3,000) | Accountancy | 3,200 |
| | | Funding advisors to national meeting | 100 |
| | | Support costs | |
| Donations and legacies | | Bank charges | 1,800 |
| NFWI raffle income | 800 | Wages and staff costs | 86,200 |
| Donations | - | Rates and water rates | 3,600 |
| | | Heat and light | 5,000 |
| Other trading activities | | Business insurance | 2,700 |
| Event committee | 3,650 | Other property expenses | 5,000 |
| Shop income | - | Other professional fees | 7,500 |
| | | Photocopier lease | 1,000 |
| Investment income | | Telephone | 4,800 |
| Income from investments | 24,000 | Postage | 3,500 |
| Bank interest | 1,500 | Printing and stationery | 3,000 |
| | | Other administrative expenses | 4,000 |
| Other income | | Training fund transfer | 2,000 |
| | 1,000 | Depreciation | 8,300 |
| Total income | <u>105,050</u> | Total expenditure | <u>149,050</u> |
| | | Excess expenditure over income | <u>(44,000)</u> |