



Surrey Federation of Women's Institutes

31st October 2024 Annual Report
Including Financial Review



Surrey Federation of WIs
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TRUSTEES 1 NOVEMBER 2023 to 31 OCTOBER 2024

TRUSTEES

Jill Arthur	St Johns WI (appointed VC 18 March 2024)
Dorinda Brittle	Weybridge WI / Surrey Vixens Virtual WI / Addlestone WI (Appointed 18 March 2024)
Hilary Brooks	Walton on Thames WI (resigned 18 March 2024)
Christine Grove	Winterdown WI (appointed 18 March 2024)
Jan Jenner	Maple Village WI/Surrey Vixens Virtual WI
Sheena Landgraf	Caterham Hill WI
Angie Leach	Streatham WI/Surrey Vixens Virtual WI
Jill Mulryan	Old Coulsdon WI
Debbie Playle	Old Coulsdon Cupcakes WI (stepped back as VC 18 March 2024)
Ann Robertson	Sanderstead Village WI
Ann Thomas	Warlingham Evening WI
Ruth Williams	Stoneleigh WI/Cuddington WI/Ewell Court WI
Shirley Wood	Shalford WI (resigned 1 January 2024)

FEDERATION SECRETARY

Karen Whitehead

Co-CHAIRS

Angie Leach
Jill Mulryan

VICE CHAIRS

Debbie Playle	until 18 March 2024
Ann Thomas	
Jill Arthur	from 18 March 2024
Jan Jenner	from 18 March 2024
Hilary Brooks	until 18 March 2024

TREASURER

Sheena Landgraf

The Surrey Federation of Women's Institutes is a company limited by guarantee number: 2836301.
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Registered office: 6 Paris, Parklands, Railton Road, Guildford, Surrey, GU2 9JX.

Annual Report of The Surrey Federation of Women's Institutes

1. Federation Overview

Co- Chairs Report - 1 November 2023 to 31 October 2024

We started this period by finalising the transfer of the Surrey WI News' printing and publishing to the Federation Office. We are grateful to the Editor. This change responded to the basis on which the publisher produced the Magazine for Surrey. We felt unable to meet these financial changes.

We also reviewed the changes to the composition of our sub-committees. We are very grateful to one of our Trustees, who assumed the Chair of both Home Economics and Events, Leisure, and Fundraising until the Annual Council Meeting 2024. After that a decision was made to amalgamate these two committees under one Chair. To celebrate this merge, they choose a new title reflect the changed role: Skills, Activities and Learning Team (SALT).

The Membership sub-committee also changed its name to the Member Support Team (MST). They cover the needs of about 150 WIs composed of nearly 6,800 members, with only five advisers and the same number of helpers. We grieved for the loss of an Adviser in December.

The Trustees became the Trustee Team rather than the Board of Trustees, but the brief remained the same: to provide good governance in line with the Charity Commissioners' rules and support new initiatives in line with our organisation's aims and objectives.

We aim to communicate with our members by offering events and courses that reinforce their skills and knowledge while they enjoy the company of friends. Be prudent and conscious of financial limitations.

We have extended learning to companies that can offer a range of activities through their workshops, which we can not do without Denman College's facilities. So we began a partnership with Gordon Ramsay Academy for Cookery courses. We are also offering glassblowing and silver workshops. These can be booked directly as an individual to a WI Day or via Group Bookings.

We are beginning to develop a partnership with ATG, which can offer reductions on Group bookings for a theatre production they are putting on.

You took us by surprise with your enthusiasm for Surrey WI News. In addition to ensuring every member receives the magazine online on the same day, we are also printing up to 500 copies each month at the Federation Office. A team of volunteers comes in to 'bundle' these ready to send to members.

We made the painful decision to cancel the Autumn Federation Meeting in October 2024. The lack of interest from the members meant we sold too few tickets to make it a viable event. We cancelled to preserve our deposit.

Our Annual Council Meeting was successful, but again, low numbers meant we were unable to make a profit. Next year, we will follow the National Federation's lead and conduct our first post – covid Annual Council Meeting via Zoom.

All our Trustee Team have completed their Trustee Training, as well as other online courses offered by the National Federation of WI, such as Conflict Resolution and adviser training. We

continue to ask our members to consider joining the Trustee Team. Our number of Trustees is appropriate, but succession planning is always in our minds, with the need for replenishment.

We are saddened by the suspension of WIs who are thriving but unable to continue due to the lack of members willing to take on the Officer roles.

The Equality, Diversity and Inclusion Team has highly engaged members and is seeking like-minded members to join it.

We also have a very enthusiastic Climate Advocate who wishes to expand the group. We have Climate Ambassadors embedded in WIs. Maybe they would like to join the Group.

One area of success is Surrey Federation's attendance at our Agricultural Shows and Pride Show. The Edenbridge and Oxted Show Committee worked hard to run a successful Quiz and Supper night, to raise money for our presence at the Annual show held over the August Bank Holiday weekend. There were more entries than ever to the various classes.

We took our Climate Advocate and her information with us to the newly re-started (after Covid-19) Cranleigh Show. We engaged to many women and their Families. We may return in 2025.

We took our gazebo on its first outing to Pride@Guildford. Such a joyful day, vibrant and fun and enjoyment for all. Many enquiries about local WIs, but also what could men do to support us! We were visited by the Mayor of Guildford and the organiser of Pride UK.

We awarded two grants and a Bursary this year. We are waiting on the completion of their various activities for report which will be shared in Surrey WI News.

In conclusion, we have worked within the framework of our strategic plan towards the strategic aims of the Federation.

2. Surrey Federation Sub-Teams and Working Groups

Skills, Activities and Learning Team (SALT)

During the year we combined the Home Economics, Craft and Gardening Committee and Events, Leisure and Fundraising Committee into a new team. The team have provided a wide variety of events for Surrey WI members to attend.

Two successful Auditions were held with a good selection of new speakers now added to the yearbook. Members visited the Headquarters of the Air Ambulance in Redhill, and it was fascinating to see the work they undertake. A Christmas Cruising trip to London was very festive and enjoyed by all who attended.

The Annual Supper Quiz was held at Worplesdon where team members produced tasty food for everyone to enjoy. We hosted a talk on Turner Paintings and those attending enjoyed a soup lunch provided by team members. Members and friends had a delicious lunch at Glenmore house, followed by a lively talk by author Cecily Blench.

Team members hosted a chutney making workshop and members took home some delightful samples, they also taught an autumn harvest session where members gain skills in using seasonal produce. Our cheese tutor taught a course where members made delicious cheeses. We are grateful to Richard Challoner School for hosting these. Members have attended workshops at the

Chocolate School in Mayford, as well as a delightful Christmas Ideas Demonstration evening at the Gordon Ramsay Academy, Woking.

Members learnt to use their sewing machines, attended a Stump work embroidery course where they produced some delightful ladies and also had the opportunity to make some Fabergé strawberries on another workshop. These workshops were tutored by a team member.

Member Support Team (MST)

The MST is responsible for the welfare and development of the WIs in the Surrey Federation. SFWI has five WI Advisers, trained by NFWI who are reappointed annually by the Federation. They are given valued support by recently retired Advisers and other WI members. The team has nine members in total. Seven WIs were suspended this year mainly due to being unable to find committee members. Two new WIs were formed during this period.

MST members are also attached to groups within the Federation. They have been actively involved in 19 group meetings, social events and committee meetings, in person or virtual.

Team members collectively made 81 visits to WIs to offer support, advice and encouragement. They attended 42 Annual Meetings at the request of the WIs, to offer Support and help them conduct the business of the meeting. Annual meetings made easy workshops accounted for seven attendances by members of the team and between them they attended 10 courses to further their knowledge and skills. There were 15 attendances at county shows and promotional events.

Resolutions and Campaigns Team (RACT)

RACT, formerly Public Affairs, continues to meet regularly and aims to encourage awareness of, and involvement in, WI campaigns. This year there have been regular articles in SWIN on a wide range of topics including fair trade, environmental concerns, diversity, mental health and ending gender-based violence.

The team also mounted displays on neurodiversity at the Annual Council Meeting in March 2024. The display materials have also been used by WIs in their local areas. The display on Dental Health Matters at the Edenbridge and Oxted (E&O) show attracted very favourable comments.

The team works closely with our Climate Advocate and Resolutions co-ordinator and joined with the MST to present two successful Resolution Meetings.

For the 2024 NFWI AGM, the team proposed a resolution on the recycling of blister packs which unfortunately was not short listed. We tried again for 2025 with a resolution on graduated driving licences, which also was not short listed.

An active team that met 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 via an article in SWIN each month and a display at each of the SFWI major meetings.

The Climate Change representative is part of our team. We work with her on projects, including making a plastic monster used in the E&O 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.

Equality, Diversity and Inclusion Team (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 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 Annual Council meeting 2025 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 Yearbook saw its last edition as a paper document this year. The Yearbook holds a great deal of information on SFWI as well as the Speaker information. We held two successful Auditions in the year for new Speakers who have been added to the publication. The 2025 edition will be available electronically.

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

Social Media Our social media presence has continued to grow in the past year, and it has been encouraging to have more interaction with members, WI, other Federations and outside organizations.

Surrey WI News (SWIN) has continued to be a major source of information and articles for our WIs. We had made the difficult decision to cease the publication of SWIN its hard copy format from December 2023. January 2024 saw the first online edition of SWIN. Providing a member has an email address registered on the NFWIs Membership Communication System this will appear in inboxes at 9am on the first of every month. The Federation office have been sending out photocopies when ordered by WIs or individuals so all will still be able to access SWIN.

Edenbridge and Oxted Agricultural Show (E&O)

Entries were slow to arrive for the Federation Show at the August Bank Holiday E&O Show but the week before the deadline there was an avalanche of entries.

The problem then was where to put 220 entries, compared to the 160 that we staged and displayed in 2023. The E&O Committee came up with innovative ways to achieve this.

Set up day on the Friday was bright and warm but with very strong winds presenting a few Health & Safety challenges as various obstacles flew around the showground. Saturday, judging day, it poured with rain with the seams of the large marquee trying to surrender to the pressure of water. Exhibitors arrived in the tent trying hard to ensure their precious exhibits were kept dry even if this meant they did not.

Five judges spent six hours each judging all the exhibits - what a task. They were overwhelmed with the skills, talents and attention to detail achieved by all the exhibitors.

We were delighted to obtain sponsorship from the Gordon Ramsey Academy in Woking for our preserve classes. The 49 jars of preserves were judged at the Academy by two of their Chefs prior to the show.

It was so encouraging to have WIs participating from across Surrey including some of the London WIs. More exhibitors entered the show for the first time, some of whom also volunteered as stewards.

The weather for the two show days was perfect. The footfall of visitors to our marquee was continuous and their interest in and support for the WI and all it stands for and achieves so tangible.

The children's activities were a great hit – 'find the pollinators' and 'colour a tooth fairy' with prizes of stickers and bamboo toothbrushes.

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.

Sadly, we did not this year receive an Agricultural Show award but as far as the E&O Committee are concerned this was the best show ever.

5. Interest Groups

The **Camera Group** meet regularly at various venues around the Federation and enjoys taking lovely photos as well as the friendship of the group, this is organised and lead by a team member. **Crafty Ladies** meet at SFWI Office six times a year where members share ideas. Everyone is welcome to come along with their craft work. The **Surrey Serenaders** held regular rehearsals and put on a few concerts.

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 2023 to 31 October 2024

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 2024;
- ii - Comparison of the actual figures for the year to 31 October 2024 against the budget, as it was presented at the ACM in March 2024, without any designated and restricted funds;
- iii - Budget for the year to 31 October 2025.

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. Our income from our core income stream of membership subscriptions increased by 2.5% this year. This year we received a £10,000 legacy. Courses and training income increased by £8K but other trading activities decreased by £13K. The change in both to these follows the creation of the Skills, Activities and Learning team from the Home Economics and Events, Leisure and Fundraising committees. The new team concentrated on putting on more frequent but smaller teaching courses and less on the high cost but low margin trips.

Total expenditure decreased from that incurred last year. The main reason for this is the decrease in staffing costs following an office reorganisation in February and the reduced costs sending out the new style Surrey WI News .

The value of the investments held by the Federation increased in value by 2% in the year despite us withdrawing capital of £10,000 during year. Our investments paid £800 more in dividends in this year than in the previous year. Due to increased interest rates we received about £2,500 more bank interest.

The total Federation Funds show an increase of £13,620 from the funds held last year, which would have been a decrease of £11,016, without the gains on investments. This less than the £21,659 deficit last year, but would have been almost exactly the same if we had not received the £10,000 legacy.

The budget for 2024/25 has been prepared based the results for the year ended 31st October 2024, and the Board of Trustees plan for the coming year. Each sub-team saw and agreed their budget before the overall Federation budget was presented to the Trustee team. 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 has seen an end to the serious decreases.

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

i Financial Statements for the year ended 31 October 2024

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 2024

	31.10.24		31.10.23	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
INCOME				
Donations and legacies	11,288	2,684	13,972	3,774
Courses and training	15,271	-	15,271	7,876
Membership subscriptions	77,294	80	77,374	75,363
Newsletter and publications	5,963	-	5,963	18,627
Federation meetings	6,789	-	6,789	7,673
Other trading activities	270	6,411	6,681	19,290
Investment income	31,447	-	31,447	28,093
Other income	4,399	-	4,399	5,305
Total	<u>152,721</u>	<u>9,175</u>	<u>161,896</u>	<u>166,001</u>
EXPENDITURE				
Raising funds	230	6,284	6,514	17,235
Courses and training	16,054	120	16,174	9,655
Newsletter and publications	7,988	-	7,988	12,128
Federation meetings	9,024	-	9,024	8,191
Support costs	121,989	-	121,989	128,097
Governance	7,195	-	7,195	6,165
Other charitable expenditure	4,299	1,690	5,989	6,189
Total	<u>166,779</u>	<u>8,094</u>	<u>174,873</u>	<u>187,660</u>
Net gains/(losses) on investments	<u>24,636</u>	<u>-</u>	<u>24,636</u>	<u>(15,318)</u>
NET INCOME/(EXPENDITURE)	<u>10,578</u>	<u>1,081</u>	<u>11,659</u>	<u>(36,977)</u>
Transfers between funds	<u>3,042</u>	<u>(3,042)</u>	<u>-</u>	<u>-</u>
Net movement in funds	<u>13,620</u>	<u>(1,961)</u>	<u>11,659</u>	<u>(36,977)</u>
RECONCILIATION OF FUNDS				
Total funds brought forward	<u>1,049,546</u>	<u>30,029</u>	<u>1,079,575</u>	<u>1,116,552</u>
TOTAL FUNDS CARRIED FORWARD	<u>1,063,166</u>	<u>28,068</u>	<u>1,091,234</u>	<u>1,079,575</u>

Balance Sheet as at 31 October 2024

	31.10.24		31.10.23	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
FIXED ASSETS				
Tangible assets	326,162	-	326,162	333,358
Investments	<u>575,755</u>	-	<u>575,755</u>	<u>564,898</u>
	901,917	-	901,917	898,256
CURRENT ASSETS				
Stocks	793	-	793	962
Debtors	25,598	-	25,598	28,502
Cash at bank and in hand	<u>154,548</u>	<u>28,068</u>	<u>182,616</u>	<u>192,414</u>
	180,939	28,068	209,007	221,878
CREDITORS				
Amounts falling due within one year	<u>(19,690)</u>	-	<u>(19,690)</u>	<u>(40,559)</u>
NET CURRENT ASSETS	<u>161,249</u>	<u>28,068</u>	<u>189,317</u>	<u>181,319</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>1,063,166</u>	<u>28,068</u>	<u>1,091,234</u>	<u>1,079,575</u>
NET ASSETS	<u>1,063,166</u>	<u>28,068</u>	<u>1,091,234</u>	<u>1,079,575</u>
FUNDS				
Unrestricted funds			1,063,166	1,049,546
Restricted funds			<u>28,068</u>	<u>30,029</u>
TOTAL FUNDS			<u>1,091,234</u>	<u>1,079,575</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 2024

	Actual 2023/24 £	Budget 2023/24 £		Actual 2023/24 £	Budget 2023/24 £
Income			Expenditure		
Charitable activities			Charitable activities		
Membership	77,294	75,700	Digital including office	1,727	2,000
subscriptions (Budget			365		
6,700 members @£11.30)					
Surrey WI News	(4,915)	-	Promotions	65	-
Yearbook	2,889	1,800	Resolution and		
			Campaigns team	137	1,150
Skills, Activities and	1,549	4,500	Equality, Diversity and	29	50
Learning team			Inclusion team		
Treasurer workshops	(173)	100			
Member Support team	(1,359)	(1,350)	Governance costs		
Federation meetings	(2,510)	(3,000)	Trustee team	3,930	4,100
			National meetings	110	50
Donations and legacies			Accountancy	3,290	3,200
NFWI raffle income	900	800	Funding Advisers to		
			National meeting	-	100
Legacies	10,000	-			
Donations	91	-	Support costs		
			Bank charges	2,140	1,800
Other trading activities			Wages and staff costs	72,335	86,200
Shop income	270	-	Rates and water rates	3,393	3,600
			Heat and light	3,711	5,000
Investment income			Business insurance	1,702	2,700
Investment Income	26,486	24,000	Other property expenses	5,058	5,000
Bank interest	4,977	1,500	Other professional fees	8,470	7,500
			Photocopier lease	1,185	1,000
Other income	1,440	1,000	Telephone	4,153	4,800
			Postage	2,253	3,500
			Printing and stationery	3,389	3,000
			Other administrative	1,210	4,000
			costs		
			Training and promotion	922	2,000
			fund transfers		
			Depreciation	8,308	8,300
Total income	<u>116,939</u>	<u>105,050</u>	Total expenditure	<u>127,517</u>	<u>149,050</u>
			Surplus income over		
			expenditure	<u>(10,578)</u>	<u>(44,000)</u>

iii Budget for the year ended 31 October 2025

Income	£	Expenditure	£
Charitable activities		Charitable activities	
Membership subscription, 6,600 members @£11.80	77,880	Equality, Diversity and Inclusion team	50
Yearbook	1,200	Resolution and Campaigns team	830
Skills, Activities and Learning team	1,050	Digital including office 365	2,000
		Member support team	1,700
		Federation meetings	500
Donations and legacies		Surrey WI News	1,200
NFWI raffle income	800	Treasurer workshops	-
Donations	-		
		Governance costs	
Other trading activities		Trustee team	4,250
Shop income	-	National council meeting	50
		Accountancy	3,500
Investment income		Support costs	
Income from investments	24,000	Bank charges	2,000
Bank interest	2,500	Wages and staff costs	64,500
Other income	750	Rates and water rates	3,600
		Heat and light	4,000
		Business insurance	3,000
		Other property expenses	5,000
		Other professional fees	7,500
		Photocopier lease	1,200
		Telephone	4,800
		Postage	2,000
		Printing and stationery	3,000
		Other administrative costs	3,000
		Training fund transfer	1,000
		Depreciation	6,500
Total income	<u>108,180</u>	Total expenditure	<u>125,180</u>
		Excess expenditure over income	<u>(17,000)</u>