FEDERATION OF WOMEN'S INSTITUTES

OF NORTHERN IRELAND

FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2021

DAWSON & COMPANY CHARTERED ACCOUNTANTS TELEPHONE (028) 9024 5217

YEAR ENDED 31 AUGUST 2021

CHARITY REGISTRATION NUMBER

101656

CHAIRPERSON

Mrs Margaret Broome

VICE CHAIRPERSON

Mrs Kathleen Verner

HONORARY TREASURER

Mrs Sheelagh McRandal

TRUSTEES OF

FEDERATION HOUSE

Lady Anthony Hamilton Miss Margaret Torrens Mrs Hilda Stewart

REGISTERED OFFICE

209/211 Upper Lisburn Road

Belfast BT10 0LL

AUDITORS

Dawson & Company

171 University Street

Belfast BT7 1HR

BANKERS

Danske Bank

Donegall Square West

Belfast BT1 6JS

SOLICITORS

Diamond Heron

Diamond House 7-19 Royal Avenue

Belfast BT1 1FB

REPORT OF THE TRUSTEES

The Trustees present their Report and the Audited Accounts of the Federation for the Year Ended 31 August 2021. The financial statements, which have been prepared under the historical cost convention, are in accordance with relevant accounting standards, the Charities Act (Northern Ireland) 2008, and the provisions of the Statement of Recommended Practice, "Accounting and Reporting for Charities" (FRS102).

The Trustees

The trustees who served the charitable organisation during the period were as follows:

M Broome (Chair) L McClure K Verner (Vice Chair) C Rankin S McRandal (Treasurer) B Richardson H Adamson P Robinson J Beattie R McAllister L Dowds R Savage M Kelso M Darrah S Ledlie R Farrelly V Little T Feeney M McCracken S Lyons

L Roper

The following Trustees resigned during the period:

C Craig (Chair)

E Marr (Vice-Chair)

P Brown (Treasurer)

D Andrews

A Black

N Heap

H Jamieson

S Maybin

D Thompson

M Walsh

Objectives and Activities

The purpose of the Federation is aiming to unite in promoting any work which makes for the betterment of our homes and the development and improvement of rural and urban life through social and educational activities. This is achieved by providing opportunities for lifelong learning, and for personal and social development, forming and supporting branches of Women's Institute across Northern Ireland and encouraging unity of purpose at home. The Trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Federation's aims and objectives.

The results of the Federation's activities for the year can be seen in appendix 1a and 1b.

REPORT OF THE TRUSTEES (CONTINUED)

The Federation of Women's Institutes of Northern Ireland is a registered charity, number 101656, and is constituted under the Handbook 2019. New Trustees are appointed by each Area Group electing one full member to serve as a Trustee for a period of three years. A list of all Trustees is available from Federation House.

Trustees' Responsibilities Statement

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Federation and of the Surplus/(Deficit) of the Federation for that period. In preparing those financial statements, the Committee is required to:-

- * select suitable accounting policies and then apply them consistently;
- * observe the methods and principles in the Charities SORP (FRS 102);
- * make judgements and accounting estimates that are reasonable and prudent; and
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Federation will continue in operation.

Disclosure of information to the auditors

We, the trustees of the charity who held office at the date of approval of these Financial Statements as set out above each confirm, so far as we are aware that:

- * there is no relevant audit information of which the charity's auditors are unaware; and
- we have taken all steps that we ought to have taken as trustees in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

Dawson & Company offer themselves for re-appointment at the Federation's Annual Meeting.

The Federation's registered office is:

209/211 Upper Lisburn Road Belfast BT10 0LL

REPORT OF THE TRUSTEES (CONTINUED)

Approved by the Trustees on $\frac{25}{11}2021$ and signed on their behalf by:

CHAIRPERSON

Mrs Margaret Broome

TREASURER

Mrs Sheelagh McRandal

INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF THE FEDERATION OF WOMEN'S INSTITUTES OF NORTHERN IRELAND

Opinion

We have audited the financial statements of Federation of Women's Institutes of Northern Ireland for the year ended 31 August 2021 which comprise the statement of financial activities, balance sheet and notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable to the UK and Republic of Ireland" and Charities SORP (FRS 102).

In our opinion the financial statements:

- give a true and fair view of the state of the Federation's affairs as at 31 August 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with the United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act (Northern Ireland) 2008.

Basis of Opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Who we are reporting to

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities Accounts and Reports Regulations (Northern Ireland) 2015. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF THE FEDERATION OF WOMEN'S INSTITUTES OF NORTHERN IRELAND (CONTINUED)

Conclusions relating to going concern

We draw your attention to Note 14 which indicates that the effects of the COVID-19 pandemic have had adverse effects on the charity's operations and cash flow. As stated in Note 14, these events and conditions, along with other matters set forth in Note 14 indicate that uncertainty exists which may cast doubt on the charity's ability to continue as a going concern but that this doubt is not significant. Our opinion is not modified in respect of this matter.

Other Information

The other information comprises the information included in the Trustee's Report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material misstatement or apparent material misstatements, we are required to determine whether there is a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act (Northern Ireland) 2008 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- · the charity has not kept proper and adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- · we have not received all the information and explanations we require for audit.

INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF THE FEDERATION OF WOMEN'S INSTITUTES OF NORTHERN IRELAND (CONTINUED)

EXTENT THE AUDIT WAS CAPABLE OF DETECTING IRREGULARITIES, INCLUDING FRAUD

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

As part of designing our audit, we determined materiality and assessed the risks of material misstatement in the financial statements, including how fraud may occur by enquiring of management of its own consideration of fraud. In particular, we looked at where management made subjective judgements, for example in respect of significant accounting estimates that involved making assumptions and considering future events that are inherently uncertain. We also considered potential financial or other pressures, opportunity and motivations for fraud. As part of this discussion we identified internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations and how management monitor these processes.

We did not identify any key audit matters relating to irregularities, including fraud.

Responsibilities of Trustees

As explained more fully in the Trustee's Report (set out on page 3), the Committee are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. The Committee have elected for the financial statements to be audited in accordance with the Charities Act (Northern Ireland) 2008 rather than the Companies Act 2006. Accordingly we have been appointed as auditor under section 65(3) of the Charities Act (Northern Ireland) 2008 and report in accordance with this Act.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF THE FEDERATION OF WOMEN'S INSTITUTES OF NORTHERN IRELAND (CONTINUED)

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilites. This description forms part of our auditor's report.

Maurice Dawsen

Maurice Dawson
Senior Statutory Auditor
For and on behalf of
Dawson & Company
Chartered Accountants
171 University Street
Belfast
BT7 1HR

Date:

25 Movember 2021

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2021

	Note	2021		2020	
INCOME		$\underline{\mathfrak{L}}$	$\underline{\mathfrak{t}}$	$\underline{\mathfrak{L}}$	£
Membership Fees			44,051		56,555
Contributions To Federation Funds			6,179		24,928
Gift Aid			5,506		6,240
Grant Income			0		2,275
Income From Federation Activities:					
Special Undertakings (Appendix 1 (A))		4,727		17,755	
Magazine (Appendix 1 (B))		6,459	11,186	13,048	30,803
Institute Contributions To Insurance	-		10,630	N 54 F 31	10,032
Income From Investments:					
Dividends And Interest On Investments		4,169		5,010	
Gain / (Loss) On Disposal Of Investments		-		3,564	
Gain / (Loss) On Revaluation Of Investments		28,860		(9,988)	
Bank Deposit Interest		67	33,096	66	(1,348)
Donations Towards Council Meeting Expenses			300		1,384
Donations Towards Council Meeting Expenses		_	300		1,364
Total Income			110,948		130,869
Overhead Expenses					
Staff Salaries	3	74,191		72,490	
JRS Grants		(19,701)		(19,186)	
Recruitment Costs		696		-	
Ground Rent		22		22	
Insurance		10,630		10,032	
Repairs And Renewals		8,808		2,070	
Water Rates		281		500	
Light And Heat		1,893		2,277	
Postage And Telephone		3,385		2,601	
Stationery & Office Expenses		7,268		9,319	
Subscriptions		190		263	
Auditor's Remuneration		2,166		2,173	
General Expenses		3,756		2,891	
Cleaning		1,542		827	
Executive & Sub-Committee Travel Expenses		481		7,520	
Depreciation	1c+2	3,432		3,538	
Bank And Investment Charges	1012	1,943		1,832	
Council Meeting Expenses		220		1,480	
Council Meeting Expenses	-	220		1,400	
*			101,203		100,649
Surplus/(Deficit) Of Income Over Expenditure	:	=	9,745		30,220
Statement Of General Fund					
Balance Brought Forward			336,942		306,722
Datanoo Dioughi I oi walu			550,542		300,722
Add: Surplus/(Deficit) Of Income Over Expendit	ure		0 745		30 220
Balance Carried Forward	uic	-	9,745 346,686		30,220
Datanee Carried Forward		=	340,080		336,942

The notes on Pages 12 to 19 form part of these financial statements

BALANCE SHEET AS AT 31 AUGUST 2021

	Note	2	021		2020
Fixed Assets		$\underline{\mathbf{f}}$	$\underline{\mathbf{f}}$	£	£
Tangible Assets Investments	2+11 1f+4(a)		103,478 200,794 304,272	,	106,910 169,513 276,423
Current Assets					
Stocks Debtors & Prepayments Cash at Bank and in hand Current Liabilities	5 6 4(b)	14,226 9,618 71,993 95,836	-	15,871 12,306 87,336 115,513	8
Amounts owing to A C W W Charities Creditors and Accruals Net Current Assets	. 7 8	8,931 8,467 17,398	- 78,439	14,113 5,224 19,337	96,176
Net Current Assets		_	70,439	;	90,170
Net Assets		=	382,710		372,599
Financed by:					
General Fund Sub-Committee Funds Special Funds	9 10 .	=	372,381 600 9,729 382,710		362,635 600 9,364 372,599

APPROVED BY THE EXECUTIVE COMMITTEE

ON 25/11/2021

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The notes on pages 12 to 19 form part of these financial statements.

Charity registration number: 101656

NOTES TO THE ACCOUNTS

Note 1 **Accounting Policies**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the Federation's financial statements:-

(a) **Accounting Convention**

The financial statements, which have been prepared under the historical cost convention, are in accordance with relevant accounting standards, the Charities Act (Northern Ireland) 2008, and the provisions of the Statement of Recommended Practice, "Accounting and Reporting for Charities", (FRS102). The financial statements are prepared on a going concern basis. The financial statements are prepared in sterling which is the functional

currency of the charity.

(b) Income

Income consists of Contributions and Membership Fees, Income from Federation activities. Income from Investments and Deposits are retained and are for the unrestricted use of the Federation. Income collected for ACWW Charities are designated for that purpose. There are no restricted sources of Income. Income from bank interest is accounted for on a receipts basis. Contributions to membership funds and membership fees are also accounted for on a receipts basis.

(c) **Tangible Assets and Depreciation**

Tangible Fixed Assets are stated at cost less accumulated depreciation. IAS 16 permits assets to be reported at cost, without revaluation, where value exceeds cost.

Depreciation is calculated to write off the cost of the Fixed Assets over the period of their useful lives, the principal rates being as follows:-

Fixtures and Fittings

Computer Equipment & Software

Website

Property

25% Reducing Balance

25% Straight Line

25% Reducing Balance

2% Straight Line

NOTES TO THE ACCOUNTS (CONTINUED)

(d) Stock

Stock consists of goods for resale. Stock is valued at cost with provision being made to write down obsolete or defective stock to net realisable value. Replacement value of stock does not differ materially from book cost.

(e) Pension Scheme

The Federation operates a Defined Contribution Pension Scheme for employees. Premiums are charged in the Accounts in the period to which they relate.

(f) Investments

Investments are stated on the Balance Sheet at Market Value. Investments are held primarily to provide an investment return for the Federation. Realised and unrealised gains/losses arising on investments are disclosed in the Statement of Financial Activities.

(g) Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate costs related to that category.

Note 2 Tangible Fixed Assets

Cost Balance at 31/8/20 Additions Disposals Balance at 31/8/21	Property £ 155,580 - 155,580	Fixtures & Fittings £ 53,400 - 53,400	Computer Equipment & Software £ 23,212 - 23,212	Total £ 232,192 232,192
			=======================================	
<u>Depreciation</u>			•	
Balance at 31/8/20	49,949	53,048	22,286	125,283
Charge for year	3,112	88	232	3,432
On Disposals	(=)		H	-
Balance at 31/8/21	53,061	53,135	22,518	128,714
Net Book Value at 31/8/21	102,519	265	694	103,478
Net Book Value at 31/8/20	105,631	352	926	106,910

NOTES TO THE ACCOUNTS (CONTINUED)

Note 3 Particulars of Employees

Note 3	Particulars of Employees		
	The average number of persons employed by the	he Federation durin <u>2021</u>	ig the year was as follows:- $\frac{2020}{}$
	Administration	3	. 3
	The aggregate payroll costs of these persons w	ere as follows:	
	The aggregate payton costs of these persons w	£	£
	Wages and Salaries	68,076	66,514
	Pension Scheme Costs	3,288	3,288
	Social Security Costs	2,827	10.000
	Boolal Security Costs	74,191	2,688 72,490
	·	74,191	——————————————————————————————————————
Note 4	Investments and Bank Deposits		
		2021	2020
		£	£
	(a) Sterling Cash	12,791	24,943
	INT Public Partner Ord GBP0.0001	6,643	6,378
	J O Hambro (Johcm Fnds UK Ltd I	9,311	6,377
	Allianz Glb Invest Strategic Bond I	5,561	5,939
	Artemis Fd Mngrs Income E GBP I	11,757	9,502
	Aberdeen Std Fd Mg ASI UK Smlr	6,840	4,921
	Threadneedle Inves UK Equity Inco	10,667	8,461
	Blackrock FM Ltd Contl EURP Inc	4,070	3,495
	Empiric Student	4,324	3,118
	Greencoat UK Wind	9,735	10,748
	JP Morgan Funds td US Equity Inc	7,798	6,238
	BMO Commercial Pro Ord GBP0.(4,484	3,071
	BNY Mellon Glb Fds Gbl Bd Fd St	5,852	6,003
	Polar Capital Fd	12,206	9,262
	Schroder Unit tst Asian Income L	7,941	6,789
	Schroder Unit Tst Asian Alpha Plus	8,379	7,094
	Franklin Tmpltn Fd UK	9,809	7,040
	Henderson Investme Janus	7,996	7,920
	Royal London UTM	13,040	12,587
	HICL Infrastructur Ord	7,697	7,500
	Jupiter UT Mngrs European Z Inc	5,314	4,306
	Vanguard Funds Plc FTSE All Wor		7,821
	JP Morgan AM UK Ltd	8,678	H
	Vanguard Funds Plc S&P	10,317	.₩
		200,794	169,513

NOTES TO THE ACCOUNTS (CONTINUED)

Investments are included at Market Value, as calculated by Investec Wealth & Investment, at 31st August 2021

	(b)	2021 £	2020 £
	Danske Bank Current Account Danske Bank-Business Investment	53,859	69,228
	Account	17,834	17,832
	Cash in Hand	300 71,993	276 87,336
Note 5	Stocks		-
		<u>2021</u>	2020
		$_{\cdot}$ $rac{\mathbf{f}}{\mathbf{f}}$	$\underline{\mathfrak{L}}$
	Home Craft Spinning Wheel Award	1,370	2,110
	Stationery For Resale	2,716	2,815
	Badges & Key-Rings	1,368	1,510
	Napkins & Diaries	205	271
	W I Souvenirs	2,913	3,476
	Cookery Books	5,653	5,689
		14,226	15,871
Note 6	Debtors		
	H · · · · · ·	2021 £	2020 £
	Debtors And Prepayments	9,618	12,306
		9,618	12,306

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FEDERATION OF WOMEN'S INSTITUTES OF NORTHERN IRELAND

NOTES TO THE ACCOUNTS (CONTINUED)

Note 7 Amounts Owing To A C W W Charities

	Opening	Receipts	Payments_	Closing
	Balance	during	during	<u>balance</u>
	01/09/2020	year	year	31/08/2021
	£	$\underline{\mathfrak{L}}$	£	$\underline{\mathfrak{L}}$
Pennies for Friendship	2,946	1,270	(3,742)	475
Project Support	11,167	4,290	(7,000)	8,457
	14,113	5,560	(10,742)	8,931

The movements on the above accounts have not been reflected in the Statement of Financial Activities for the year.

Note 8 Creditors: Amounts Falling Due Within One Year

2021 <u>£</u>		2020 £
2,456 5,741 270 8,467	×	2,065 2,889 270 5,224
2021 £	ā	2020 <u>£</u>
100 200 100 100 100		100 200 100 100 100
	£ 2,456 5,741 270 8,467 2021 £ 100 200 100 100	£ 2,456 5,741 270 8,467 2021 £ 100 200 100 100

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NOTES TO THE ACCOUNTS (CONTINUED)

Note 10 Special Funds

	Opening	Receipts	Payments	Closing
	Balance	during	during	Balance
	01/09/2020	year	year	31/08/2021
	$\underline{\mathfrak{L}}$	$\underline{\mathfrak{t}}$	<u>£</u>	$\underline{\mathfrak{L}}$
International Fund				
(ACWW Travel)	9,364	365	0.00	9,729
	9,364	365	0.00	9,729

The movements on the above accounts have not been reflected in the Statement of Financial Activities for the year.

Note 11 Property

The property is registered in the names of the Trustees and is held in trust by these Trustees on behalf of the Federation.

Note 12 Related Party Transactions

Committee Members of the Federation, as members of the WI, have paid subscription fees to their local WI, part of which is passed on to the Federation.

A related party transaction took place in the year when a family member of a Trustee did work for the Federation at a total cost of £6,590.

Note 13 Other Information

In common with many other charities of this size and nature we use our auditors to prepare and assist in the preparation of our financial statements.

Note 14 Going Concern & Implications of COVID-19

The COVID-19 pandemic has developed rapidly in 2020 and 2021. The resulting impact of the virus on the operations and measures taken by various governments has affected the charity in that;

- Only eight issues of the magazine were sold instead of ten, affecting revenue
- Staff have been furloughed and the Job Retention Scheme Grant taken advantage of, thus mitigating the wage expenditure for the year

The pandemic is an ongoing issue which comes with unexpected changes. Inherently, this creates doubt regarding the going concern of the entity. However, the charity has reserves and has had a profitable year in spite of the pandemic and for these reasons it is the trustees' conclusion that there is no material uncertainty that may cast significant doubt on the entity's ability to continue as a going concern.

APPENDIX 1A - INCOME FROM SPECIAL UNDERTAKINGS

	2021	<u>2020</u>
	Surplus/(Deficit)	Surplus/(Deficit)
	$\underline{\mathfrak{t}}$	$\underline{\mathfrak{t}}$
Arts Sub-Committee	(0)	431
Homecraft	(559)	(3,418)
Home and Garden	1,843	4,014
Magazine and Leisure Sub-Committee	34	529
Balmoral Show	5,030	15,556
Stationery	413	276
W I Souvenirs	(2,320)	163
Cookery	229	542
Engraving of Awards	58	(338)
	4,727	17,755

<u>APPENDIX 1B - INCOME AND EXPENDITURE FROM ULSTER COUNTRYWOMAN MAGAZINE</u>

	2021 <u>£</u>	2020 <u>£</u>
Income:		
Sale of Magazines	20,644	35,720
Advertising Revenue	2,050	3,348
Total Income	22,694	39,068
Expenditure:	1	
Expenditure.	27	
Printing Costs	16,235	26,020
Bad Debt Provision	0	0
Total Expenditure	16,235	26,020
Net Surplus	6,459	13,048