



REPORT AND FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 JANUARY 2021**

Registered Charity number: 1115974
Registered Company number: 5901323

TOWNSWOMEN'S GUILDS

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JANUARY 2021

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OFFICERS AND PROFESSIONAL ADVISERS

FOR THE YEAR ENDED 31 JANUARY 2021

The Trustees who served throughout the year and at the date of signing these accounts were:

	National Office held to 16 September 2020	from 16 September 2020
Ms M Brown	-	-
Ms B Cobain	-	-
Ms B Hales	Vice -Chairman	Vice -Chairman
Mrs M Lawton	Hon. Treasurer	Hon. Treasurer
Mrs K M Moore (co-opted 12 November 2020)	-	-
Mrs C Nunn	-	-
Ms P Ryan	Chairman	Chairman
Mrs J Watkins	-	-
Mrs L Young	-	-

REGISTERED OFFICE

1st Floor, Gee House
Gee Business Centre
Holborn Hill
Birmingham
B7 5JR

Company Registration: 05901323
Registered in England

Charities Commission Registration No: 1115974

PROFESSIONAL ADVISERS

Bankers

NatWest Bank plc
6th Floor
2 St Philips Place
Birmingham
B3 2RB

Independent Examiner

Stephen Lewis (Chartered Accountant)
Trevor Jones & Co
Old Bank Chambers
582-586 Kingsbury Road
Birmingham
B24 9ND

Investment advisers

Vestra Wealth LLP
14 Cornhill
London
EC3V 3NR

Accountants

Trevor Jones & Co
Old Bank Chambers
582-586 Kingsbury Road
Birmingham
B24 9ND

TOWNSWOMEN'S GUILDS

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 JANUARY 2021

The Trustees of Townswomen's Guilds (TG), who together form the National Executive Committee (NEC), and are also the Directors of TG for the purposes of Company Law, present their annual report to members and the wider public.

Objectives and activities

TG is a national organisation which acts as an umbrella body for the member Guilds who operate autonomously throughout the United Kingdom. The structure of the organisation is explained more fully under the heading Structure, Governance and Management.

The objects of TG, found in its Memorandum of Association, are to undertake any charitable purposes but more specifically:

1. to advance the education of women irrespective of race, creed and party so as to enable them to make the best contribution towards the common good: and to develop their individual capabilities, competences, skills and understanding;
2. to educate people, but in particular women, on the principles of good citizenship, and in all public questions both national and international;
3. to advance the education of the public by carrying out research into any public questions whether local, national, or international and publishing the useful results of such research;
4. to advance the education of the public by promoting public understanding of any subject of educational value where women have particular knowledge, or experience;
5. to provide or assist in the provision of facilities for recreation or other leisure time occupation including for creative and performance arts and crafts, in particular for women but also for such individuals who have a need of such facilities, in the interests of social welfare and with a view to improving their conditions of life; and
6. to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering so that people become active members of society.

With the Covid-19 pandemic hitting the UK early in the year we had to limit our activities to what we could do at a time when Guilds could not meet. We recognised, very soon after lockdown began, that the priority had to be to help members find their way through periods of isolation, by providing information and newsletters and developing our online offer. You can read more about this below.

In the last year, our secure TG platform for an internet Guild (TiG) came to fruition. It enables members to meet in online only Guilds and to take part in online activities ranging from family history to making paper flowers. It has also been used as a platform for Guilds to hold their own meetings online. To support members online we introduced Whiteboard Wednesday online training sessions and we have a list of volunteer speakers who will speak to Guild's online meetings. Our platform has also brought us new associate members with the creation of a secure link to our member database enabling us to automate the new member process at a time when office working has been a challenge.

TOWNSWOMEN'S GUILDS

TRUSTEES' ANNUAL REPORT for the year ended 31 JANUARY 2021 (Continued)

We have not neglected those without computers but our activities for them have been more limited. Our newsletters have been sent out by post as well as by email. We offered to match pen pals and provided a series of 100 question quizzes by post. These can now be accessed on our website too. As usual we have paid close attention to the Charity Commission Public Benefit Guidance in determining what we do and how we do it.

Achievements and performance

Activities

In the year ended 31st January 2021 TG carried out the following activities in pursuit of its objects, for public benefit:

a. To support and develop Guilds and Federations:

- We held our International Women's Day in Portsmouth shortly before the country was shut down, our theme being women in the Navy. We started with a look back at the Mary Rose, the Tudor ship which sank leaving the harbour, the ship now has its own museum where recovered artefacts are conserved and researched. Our three naval women, former WREN Janet Crabtree, Commander Jane Allen, and Captain (now Admiral) Jude Terry OBE took us through the way the role of women in the service had changed since 1973, from non-combatants to working alongside men in Helmand, Afghanistan. Captain Jude made it clear that the Royal Navy is now completely an equal opportunities employer, and Commander Jane spoke about her solo walk around the coastline of mainland Britain raising funds for naval charities.
- Unfortunately, International Women's Day was our last opportunity to meet in person. Our AGM took place online to meet the business elements, but we were not able to include all our usual elements. With some luck, the support of Bristol Cathedral and determination on the part of Kelli Jones, our Event Organiser we were able to offer every member with access to a computer a chance to join in our online carol service.
- Throughout the year we have provided advice and assistance on running Guilds and dealing with a number of problems with banks and the Charity Commission. We were also able to advise and support a few Guilds who were able to take advantage of eased Lockdown rules to meet.

b. To raise awareness of TG and to support recruitment:

- Our pattern of advertising was in place for the Northwest at the start of the pandemic, and even in lockdown this produced many enquiries, which have been passed onto Guilds.
- Our launch of online Guilds was widely announced and has proved an excellent way of attracting new members. Recruitment Officer Sara Trayers, and Vice Chairman Beryl Hales have worked tirelessly to ensure that this is a success, sometimes in the face of considerable internet issues.
- We have developed our Social Media use and between them, Joanne Egan, our Marketing and Publicity Officer, and new Trustee Karen Moore have been

TOWNSWOMEN'S GUILDS

TRUSTEES' ANNUAL REPORT for the year ended 31 JANUARY 2021 (Continued)

particularly active on Facebook. We encourage all our members and supporters to follow our page and share posts.

- Using our TiG platform requires non- members to hold a temporary password. To reach those without this, Beryl Hales has been hosting open zoom quizzes weekly and monthly events, which have included a Christmas Pantomime. These are attracting increasing numbers and have also inspired some new members.

c. For members, including associate members:

- We continued to publish four issues of our magazine. This goes out to every member and means that everyone can see when National Events are taking place, what other Guilds and Federations are doing and read reports of past events. There are also interesting articles and competitions to enter.
- Eight editions of our Townswomen In Contact newsletter has been sent to all members by email or post. These are less formal than the Magazine and rely on input from members as well as ideas for things to do. The content has sometimes provoked heated debate.
- Our normal competitions could not happen, but we plan for these to resume as soon as it is safe to do so.

d. To work to make women's lives better:

- Although we could not debate new mandates this year, we have closely followed the progress of old ones. We are pleased to note moves to greater regulation of gambling and added our voices to public consultations around Domestic Violence and online harms both alone and with other members of the Six O network. We were delighted to see the Domestic Violence Act receive Royal Assent but disappointed that it excluded provision for very vulnerable migrant women. The lack of this provision means that the Government are not yet able to ratify the Istanbul Convention. We are delighted to report that as from May 2021 one's mother's details can be included on a Marriage Certificate. Rhiannon Batsford, our Campaigns Officer has been active in monitoring developments and identifying matters which may have a particular impact on women's lives.
- Drawing on our ability to campaign without mandates we supported the Black Lives Matter campaign. Many members argued that All Lives Matter, which is, of course true, but which failed to recognise that many Black People felt that their lives and feelings did not matter because of the treatment they received. We had a very positive response to our campaign from women who describe themselves as Black or Asian.
- In October we embarked on our "In our Hands" campaign to involve members in protecting our planet. We accept that we do not have all the answers but are aware that everyone can make small changes that in aggregate will make a difference in reducing pollution and climate change.

TOWNSWOMEN'S GUILDS

TRUSTEES' ANNUAL REPORT for the year ended 31 JANUARY 2021 (Continued)

Membership

The first lock down began at a time when many Guilds had been unable to collect all subscriptions. We, therefore, made the decision not to remove from membership those who had not yet paid, as we would normally. Sending out renewal paperwork during another lockdown was a major struggle and we are extremely grateful to Nancy Smith our Database Administrator for making this possible. As we continued providing a service to members throughout lockdown, we are hoping that those for whom we did not receive affiliation fees last year, will make this up in 2021-2022.

We are aware that member numbers have fallen and a larger than normal number of Guilds have closed but providing accurate numbers at this time is extremely difficult. We encourage members of closed Guilds to move to another Guild where possible or to become Associate members.

Administration

We followed Government Guidance and closed the office in March and have observed all social distancing rules. Three members of staff were furloughed immediately, and another followed a month later. Other staff were able to carry out at least part of their work from home with diverted phones.

Trustees took the opportunity to consult staff about how we might reduce costs in the face of a fall in membership numbers, and we received positive and helpful feedback. As a result, we made the roles of Office Manager, full time finance officer and Receptionist/administrator redundant. We are also seeking to move to a smaller space within the current premises at the break point of our lease, this will at least mean that we do not have a change of address to deal with! As the opportunities arise, we are seeking to reduce other operating costs.

We do not expect staff to be back in the office together until social distancing ends and they feel comfortable to return. Once staff return, we will be appointing a part-time finance officer. We are extremely grateful to all our staff for enabling TG to keep going over the last year and for supporting our plans to move forward.

Our AGM in 2020 was held electronically and we will do the same in 2021.

External relations

TG is a member of the "Six O" network of women's organisations. Members include British Federation of Women Graduates, Business and Professional Women, National Council of Women, National Federation of Women's Institutes and Soroptimists International GB. The group has continued to meet twice a year at one another's offices or by zoom to share concerns and campaigns about women's interests and make joint approaches to Government nationally and internationally, even as far as the United Nations.

Future plans

The success of the Vaccination Programme means that we are looking forward to Guilds meeting again and restoring long delayed events. We are renewing our recruitment efforts and will build on our online activities to create more opportunities for members, and resources to assist Guilds.

TOWNSWOMEN'S GUILDS

TRUSTEES' ANNUAL REPORT for the year ended 31 JANUARY 2021 (Continued)

Financial review

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: 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.

The results for the year are set out in the Statement of Financial Activities and the notes to the accounts, the financial position at the end of the year is shown in the Balance Sheet.

Total income fell by £67,137 in the year. Most of the fall was directly attributable to pandemic limitations: nearly £52,000 fewer affiliation fees were received, but we are still receiving some of these; £21,000 was lost from events that could not take place and we sold £10,000 less merchandise. We also had no raffle this year so lost the contribution of £7,000 to our donation income. These falls were distorted by the receipt of just over £30,000 of government support for furloughed staff, which must be shown as income when more naturally it feels like a reduction in costs.

Total costs fell by an almost matched £70,806. The main elements of this decrease are:

	£
Pandemic related reduced events	62,000
Fall in Trustee expenses due to lockdown rules	20,000
Suspended Advertising	21,000
Reduction in investment management costs	6,000
Additional staff costs (see below)	<u>9,000</u>
 Total savings	 118,000
Less Newsletter costs	<u>(49,000)</u>
 Total cost reductions	 <u>69,000</u>

Staff costs this year were distorted by furlough, the net cost to TG of those on furlough was £11,000. We made three roles redundant in August, the total cost of those redundancies in terms of statutory payments and payments in lieu of notice amounted to £52,647. This amounted to some £27,000 more than if we had continued to employ those individuals for the full financial year. However, in a normal year deleting these posts is likely to lead to savings of around £100,000 in our salary bill.

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TRUSTEES' ANNUAL REPORT for the year ended 31 JANUARY 2021 (Continued)

Investment gains and losses have a major impact on our results but are subject to the vagaries of the market (more information about our investment policy and performance appears below). For the year ended 31 January 2021 our overall investment gains were around £28,000 (2020 £138,000), we were relieved at this outcome because we expected a greater impact from Brexit and the second wave of the pandemic.

Investment policy and performance

Most of TG's funds are placed with Investment Managers, Vestra Wealth LLP, in accordance with the powers granted to the NEC by the Memorandum of Association. Vestra have been instructed that our investments should form a balanced, low risk portfolio, with an emphasis on providing regular income and maintaining capital growth. Our income from investments fell by 25% reflecting our need to draw on capital to maintain services.

The portfolio is managed on a total return basis. The return on investments in the year to 31 January 2021 was 5.05% (2020: -11.43%) which exceeded all industry standard indices.

Going Concern

Despite continuing losses, the Trustees consider that TG remains a going concern. We are continuing our efforts to recruit and are continuing to take decisive action to reduce costs. The pandemic has unsettled our membership, but we hope that the period of isolation will lead to a resurgence of Guilds. Accordingly, we feel confident that we will continue to operate for the next 4 years by drawing on past reserves that were accumulated for just this situation.

Reserves and reserves policy

All of TG's funds are unrestricted, that means they can be used for any of the charitable purposes. At 31 January 2021, total reserves amounted to £970,511.

At 31 January the amount held in reserves exceeded our investments by £4,276, however we drew £50,000 cash from the investment bank account at the start of February, and our brokers are aware of our drawdown needs. Other sums will be drawn down to meet liabilities as they fall due. This means that the Trustees are not overly concerned that at the year-end we had net current liabilities. Had we drawn down the entire investment cash holding at the year end, we would have had net current assets of £87,055.

In setting its reserves policy the NEC has regard to its normal income pattern which sees most of our income being received at the start of the year. The NEC believes that to meet its liabilities as they fall due it should have ready access to funds equal to one half of its estimated annual expenditure, taking into account anticipated cost savings, this is approximately £275,000. However, as bank interest rates are negligible at present, it is more advantageous to leave funds with the investment managers. They are aware of our likely need to release funds later in the year and will take advantage of positive market conditions to make necessary sales.

Looking forward

Although the Trustees will continue to make cost savings, we need to take actions to increase our income too. With an affiliation fee of £17 per member we have the lowest central fee of all Six "O" members. We know that increasing this would be extremely unpopular and we are exploring all options. One way forward is to increase the amount we receive in terms of

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TRUSTEES' ANNUAL REPORT for the year ended 31 JANUARY 2021 (Continued)

donations and legacies. We know many Guilds are very generous in their support of local charities and hope that they, and individual members will consider making additional voluntary contributions to keep our movement going, when they are able.

Risk management

The NEC undertakes an annual review of the risks TG faces and puts in place appropriate measures to mitigate or eliminate those risks which cannot be tolerated or are beyond our control.

The key risks we face now continue to be:

- The continuing decline in membership;
- Competition from similar organisations;
- A lack of awareness of TG and what we do; and
- An inability to recover from the pandemic.

The first three risks are not independent. We are continuing our strategy to try and raise National Awareness of TG which we hope will lead to more Guilds (including virtual Guilds) and members. We believe that we can occupy the same domains as other organisations by continuing to be a safe space for women and by allowing Guild autonomy, while at the same time supporting those that need our help to deliver a programme their members want. This programme will continue to be funded by drawing from our reserves.

Structure, governance, and management

TG is a limited company and registered charity. As such we are governed by our Memorandum and Articles of Association. Our registration numbers appear on the cover of this document and details of Trustees, our Registered Office and our Advisers appear on page 1.

Under company law, the members of TG are the individual Guilds who are formed under the umbrella of TG. Each Guild is autonomous but shares the National objectives. The members of each Guild are affiliated to the National organisation through their Guild who pay a capitation amount to the National Office. Associate membership is available to those who wish to be part of the movement. Membership is open to all women over the age of 16.

TG is governed by the NEC which is responsible for setting the strategic direction of the organisation, establishing policy, appraising staff, and agreeing remuneration, and budgeting and monitoring finances. The day-to-day operation of TG is carried out by a paid staff, acting in accordance with the established strategy and policy. Since 1 August 2020, the overall management of TG has been in the hands of the Trustees who act on an entirely voluntary basis.

The pandemic has limited our ability to use volunteers, but we are hoping that once we return to normal activities, we will be able to rely on the help of our members at events and with mail outs.

The NEC consists of a maximum of between 12 and 14 Trustees, twelve of whom will be elected (if more candidates are nominated than the number of vacancies), the remaining two are available for existing Trustees to fill by co-option. All Trustees are members of a Guild and

TOWNSWOMEN'S GUILDS

TRUSTEES' ANNUAL REPORT for the year ended 31 JANUARY 2021 (Continued)

will have served as a member of a Guild or Federation committee for at least five years. The NEC has been under strength for several years and needs new blood. If you know a member who would be an ideal Trustee, please persuade them to contact the Chairman at TGHQ.

Details of Trustee changes are shown on page 1.

In November we were joined by a new Trustee, Karen Moore, who has been an ICT ambassador for the last year. This brings us to a total of 9 Trustees. Each Trustee is allocated an area of the UK to cover and aim to support the Guilds and Federations in that area through visits and letters. Trustees also attend National events, such as the AGM and carol services and attend regular board meetings. The Trustees come from across the country from Bournemouth in the South to Northumberland in the North, from the Wirral in the West to Essex in the East with Nottinghamshire, Northamptonshire, Yorkshire, and Greater London in between, but we come together for our regular board meetings using zoom throughout the pandemic. The Trustees always try to do their best for members in their areas but in normal circumstances need an invitation to visit Guilds and Federations.

The NEC elects the Chairman and two Vice-Chairmen by secret ballot, and an Honorary Treasurer is nominated. Officers, who must have served as Trustees for a minimum of two years, hold their roles for a period of one year and may then seek re-election. The maximum period that the Chairman may serve in that office is three consecutive years. Trustees normally serve for three years but may be re-elected or re-appointed at the end of the term to a maximum of 9 years' service. As a result of the pandemic the Trustees will be seeking an amendment to allow those that wish to do so to extend their terms of office by one year, and for the Chairman to serve an additional year on an exceptional basis.

All Trustees receive an information pack and induction and training as needed, over the course of their trusteeship.

To ensure that Trustees receive no private benefit from their role, they receive no remuneration and have no financial interest in the Charity. They are reimbursed for expenses they incur only in accordance with the Trustees expenses policy. If a topic in which a Trustee has a greater monetary interest than her colleagues, is raised at a meeting, that Trustee must declare her interests before the matter is discussed and may be asked to withdraw from decision making on that topic.

Statement of Trustee's responsibilities

The Trustees (who are also Directors of Townswomen's Guilds for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity, and the income and expenditure of the charity for that period. In preparing these financial statements, the Trustees are required to:

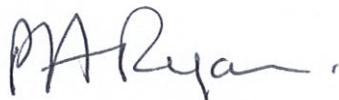
TOWNSWOMEN'S GUILDS

TRUSTEES' ANNUAL REPORT for the year ended 31 JANUARY 2021 (Continued)

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the Articles of Association. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved and authorised for issue by the Board of Trustees at its meeting in June 2021 and is signed on its behalf on 30 June 2021 by:

A handwritten signature in black ink, appearing to read 'P. Ryan', followed by a comma.

Ms. P Ryan– **National Chair**

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF TOWNSWOMEN'S GUILDS

I report on the accounts of the company for the year ended 31 January 2021 which are set out on page 12 to 22.

Responsibilities and basis of report

The Trustees (who are also the Directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a audit and consequently no opinion is given as to whether the accounts present a "true & fair view" and the report is limited to those matters set out in the statement

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounts records, comply with the accounting requirements of the Companies Act 2006 and which are consistent with the methods & principles of the Statement of Recommended Practice: Accounting & Reporting by Charities have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Stephen Lewis (Chartered Accountant)

For and on behalf of

Trevor Jones & Co

Old Bank Chambers

582-586 Kingsbury Road

Erdington

Birmingham B24 9ND

12th July 2021

TOWNSWOMEN'S GUILDS

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 January 2021

Note		2021 £	2020 £
	Income from:		
2	Donations and legacies	234,020	292,689
3	Charitable activities	20,252	41,342
4	Other trading activities	4,828	14,911
5	Investments	18,762	25,852
6	Other income	31,533	1,738
	Total Income	<u>309,395</u>	<u>376,532</u>
	Expenditure on:		
7	Raising funds	18,900	37,794
8	Charitable activities	631,544	683,456
		<u>650,444</u>	<u>721,250</u>
15	Net gains on investments	<u>27,780</u>	<u>138,483</u>
	Net expenditure	<u>(313,269)</u>	<u>(206,235)</u>
	Reconciliation of funds:		
	Total funds brought forward	1,283,780	1,490,015
20	Total funds carried forward	<u>970,511</u>	<u>1,283,780</u>

All income and expenditure derive from continuing operations and are unrestricted

The Statement of Financial Activities also complies with the requirement for an Income and Expenditure Account under the Companies Act 2006.

The notes on pages 14-22 form part of these financial statements.

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Balance sheet 31 January 2021

Company number 5901323

Note	2021 £	2020 £
Fixed assets:		
13 Intangible assets	13,020	18,060
14 Tangible assets	7,847	15,991
15 Investments	974,787	1,288,648
<i>Total fixed assets</i>	<u>995,654</u>	<u>1,322,699</u>
Current assets:		
Stocks	6,160	10,136
16 Debtors	35,568	18,301
Cash at bank and in hand	48,672	17,475
<i>Total current assets</i>	<u>90,400</u>	<u>45,912</u>
Liabilities:		
17 Creditors: Amounts falling due within one year	(113,317)	(76,803)
<i>Net current (liabilities)/ assets</i>	<u>(22,917)</u>	<u>(30,891)</u>
<i>Total assets less current liabilities</i>	972,737	1,291,808
18 Creditors: Amounts falling due after more than one year	(2,226)	(8,028)
Total net assets	<u>970,511</u>	<u>1,283,780</u>
The funds of the charity:		
Unrestricted funds	809,716	1,121,286
Revaluation reserve	160,795	162,494
20 Total charity funds	<u>970,511</u>	<u>1,283,780</u>

For the year ending 31 January 2021 the Trustees confirm that the charitable company was entitled to the exemption from audit granted under section 477 of the Companies Act 2006, and that:

- (a) the members have not required the company to obtain an audit of its accounts for year in question in accordance with section 476, and
- (b) the Trustees acknowledge their responsibilities for complying with the requirements of this Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared on the basis stated in note 1.

The financial statements were approved and authorised for issue by the NEC at its June Meeting and were signed on 30 June 2021 on its behalf by:

Ms P Ryan - National Chair

PA Ryan

Mrs M Lawton - Hon. National Treasurer

m g lawton

TOWNSWOMEN'S GUILDS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 January 2021.

1 ACCOUNTING POLICIES

Statement of Compliance

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Companies Act 2006, the Charities Act 2011 and the SORP (FRS102) Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 applicable in the UK and Republic of Ireland (effective 1 January 2019).

The charity is a company limited by guarantee and is a public benefit entity as defined by FRS 102. Statutory information appears on page 1. The financial statements are prepared in

Going Concern Status

The Trustees have considered the requirements to comment on the going concern status of the charity and confirm that resources are sufficient to continue operations for the foreseeable future. Accordingly, the financial statements are prepared on a going concern basis.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the NEC in furtherance of the general objectives of the charity and which have not been designated for other purposes. There are no designated or restricted funds.

Income

All income is recognised in the Statement of Financial Activities when the conditions for receipt have been complied with and there is reasonable assurance of receipt. The following accounting policies are applied to income:

Affiliation fees: Affiliation fees are accounted for when received

Investment income: Investment income is accounted for when receivable

Other income: Other income is accounted for when receivable

Expenditure

Expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation.

- * Costs of raising funds are those costs incurred in attracting income, and those incurred in profile raising activities that raise funds
- * Charitable activities include expenditure associated with staging meetings and other national events, and the publication of Townswoman Magazine. They include both the direct and support costs relating to these activities.
- * Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the time spent directly on each area. Support costs include expenses that were previously designated as Governance Costs.

Financial Instruments

Townswomen's Guilds values its financial assets and liabilities in accordance with the provisions of FRS102 as basic financial instruments. This means that trade debtors and creditors are recognised when there is a contractual entitlement to make payment or receive funds and are valued at the amount expected to be received or paid.

TOWNSWOMEN'S GUILDS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 January 2021 (continued)

1 ACCOUNTING POLICIES (Continued)

Tangible fixed assets

All fixed assets costing more than £250 are capitalised, and are subject to annual impairment reviews

Tangible fixed assets are stated at cost less depreciation which is provided in equal annual instalments over the estimated useful lives of the assets.

The rate of depreciation applied is:

Office furniture and equipment - 20% - 25%

Equipment held under finance leases is depreciated over the life of the lease.

Intangible fixed assets

Townswomen's Guilds acquired new software from which the Trustees believe long term cost savings can be derived. Accordingly the asset has been capitalised and is being amortised over its estimated minimum useful life of 5 years. It is also subject to annual impairment review.

Investments

Investments, which are all considered as financial instruments, are stated at bid value. This constitutes fair value for the purposes of Financial Reporting Standards. Any gain or loss on revaluation is taken to the Statement of Financial Activities.

Stocks

Stocks, which mainly represent Townswomen's Guilds branded goods for sale to members, are valued at the lower of cost and estimated realisable value.

Pension costs

The charity operates a defined contribution scheme which is funded by contributions from the charity. Payments are made to an insurance company which is financially separate from the charity. The payments are charged to the Statement of Financial Activities in the year in which they become payable.

Leased assets and obligations

Where assets are financed by leasing agreements that give rights approximating to ownership ("finance leases") the assets are treated as if they had been purchased outright. The amount capitalised is the present value of the minimum lease payments payable during the lease term.

Lease payments are treated as consisting of capital and interest elements, and the interest is charged to the Statement of Financial Activities in proportion to the remaining balance outstanding.

All other leases are "operating leases" and the annual rentals are charged on a straight line basis over the lease term. Rent free periods achieved when entering into an operating lease are accounted for over the period of the lease so as to spread the cost evenly over the lease term.

TOWNSWOMEN'S GUILDS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 January 2021 (continued)

2	DONATIONS	2021	2020
		£	£
	Affiliation fees	233,717	285,450
	Raffle income	-	6,918
	General donations	303	321
		<u>234,020</u>	<u>292,689</u>
3	INCOME FROM CHARITABLE ACTIVITIES	2021	2020
		£	£
	Events	6,120	30,092
	Townswoman Magazine	14,132	11,250
		<u>20,252</u>	<u>41,342</u>
4	OTHER TRADING ACTIVITIES	2021	2020
		£	£
	Internet advertising receipts	206	283
	Sale of TG branded goods	4,622	14,628
		<u>4,828</u>	<u>14,911</u>
5	INVESTMENT INCOME	2021	2020
		£	£
	Income from UK listed investments	11,302	11,977
	Income from overseas listed investments	7,392	13,740
	Bank interest	68	135
		<u>18,762</u>	<u>25,852</u>
6	OTHER INCOME	2021	2020
		£	£
	Coronavirus Job Retention Scheme	30,310	-
	Closed guilds and development funds	1,223	1,738
		<u>31,533</u>	<u>1,738</u>

TOWNSWOMEN'S GUILDS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 January 2021 (continued)

7	RAISING FUNDS	2021	2020
		£	£
	Cost of goods sold	12,607	13,713
	Investment management fees	(1,176)	4,532
	Raffle costs	-	1,367
	Other direct costs (including direct staff costs)	2,864	6,386
	Share of support costs (note 9)	4,312	10,137
	Share of governance costs (note 10)	293	1,780
		<u>18,900</u>	<u>37,915</u>

8	CHARITABLE ACTIVITIES	Direct Costs	Support Costs	Governance Costs	Total 2021
		£	£	£	£
2021	Events	36,114	48,295	3,287	87,696
	Campaigns	27,533	38,809	2,641	68,983
	Townswoman Magazine & Newsletter	213,551	21,560	1,467	236,578
	Raising awareness & Guild development	99,905	56,919	3,875	160,699
	Membership management & support	37,059	37,946	2,583	77,588
	2021 Total	<u>414,162</u>	<u>203,529</u>	<u>13,853</u>	<u>631,544</u>

			note 9	note 10	
2020	Events	Direct Costs	Support Costs	Governance Costs	Total 2020
		£	£	£	£
	Events	98,132	52,712	8,627	159,471
	Campaigns	27,016	40,547	6,636	74,199
	Townswoman Magazine	168,397	20,274	3,318	191,989
	Raising awareness & Guild development	122,204	50,684	8,295	181,183
	Membership management & support	43,586	28,383	4,645	76,614
	2020 Total	<u>459,335</u>	<u>192,600</u>	<u>31,521</u>	<u>683,456</u>
			note 9	note 10	

Basis of apportioning costs:

Wherever possible costs, including staff costs are apportioned directly to a relevant expense heading. Common costs, such as office running costs and the costs of staff involved in managing and administering the organisation are apportioned between headings on the basis of the direct staff time allocated to each area.

TOWNSWOMEN'S GUILDS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 January 2021 (continued)

9	SUPPORT COSTS	2021	2020
		£	£
	Premises expenses	43,148	46,036
	General office costs	34,728	46,728
	Staff - for those able to work	35,729	109,973
	- for those on furlough	41,589	-
	Redundancy costs	52,647	-
		<u>207,841</u>	<u>202,737</u>
	Allocated to:		
	Raising Funds	4,312	10,137
	Charitable activities	<u>203,529</u>	<u>192,600</u>
		<u>207,841</u>	<u>202,737</u>
10	GOVERNANCE COSTS	2021	2020
		£	£
	Independent examination fees	1,250	2,475
	Legal and professional	7,752	5,761
	Trustees' expenses & meeting costs	3,425	23,221
	Financial statements	<u>1,719</u>	<u>1,723</u>
		<u>14,146</u>	<u>33,180</u>
	Allocated to:		
	Raising Funds	293	1,780
	Charitable activities	<u>13,853</u>	<u>31,400</u>
		<u>14,146</u>	<u>33,180</u>
11	NET EXPENDITURE	2021	2020
		£	£
	Net expenditure is stated after charging:		
	Independent examination fees	1,250	2,475
	Depreciation of tangible fixed assets		
	Owned assets	2,571	3,116
	Leased assets	5,573	5,573
	Amortisation of intangible assets	5,040	5,040
	Operating lease rentals		
	Property	19,684	19,684
	Other leases	<u>283</u>	<u>2,905</u>

TOWNSWOMEN'S GUILDS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 January 2021 (continued)

12 INFORMATION REGARDING EMPLOYEES AND TRUSTEES	2021	2020
	£	£
Salaries	231,524	202,278
Freelance and temporary staff	-	17,894
Social security costs	14,617	16,266
Pension costs	19,899	20,739
	<u>266,040</u>	<u>257,177</u>

The management of TG is undertaken by the Trustees with support from key

Included in total staff costs are the following:

	2021
	£
Redundancy costs of three members of staff being statutory redundancy pay and sums paid for unworked notice periods together with related costs	52,647
Costs of furlough periods not worked due to pandemic	41,589
For which Government funds were received (included in other income)	(30,310)
Net cost borne by Townswomen's Guilds	<u>11,279</u>

	2021 Number	2020 Number
Average number of employees calculated on a full-time equivalent basis	<u>6</u>	<u>8</u>
Employed wholly on administration and management	1	2
Employed partly on direct charitable activities and partly on administration and management	<u>5</u>	<u>6</u>

There is no material difference between the full-time equivalent number of employees and the average monthly number of employees.

There were no employees whose emoluments exceeded £60,000 in either year.

None of the NEC, or persons related or connected by business to them, received any remuneration during the year (2020: Nil).

During the year the total expenses reimbursed to 7 (2020: 12) members of the NEC amounted to £2,026 (2020: £12,650). This principally represents travelling and subsistence expenses incurred in the management of the charity's affairs.

The charity has arranged insurance to protect the charity from loss arising from neglect or default of its trustees, employees or agents and to indemnify the trustees from the consequence of any neglect or default on their part. The annual cost of such insurance, which also covers the trustees and officers of individual guilds and federations, was £2,800 (2020: £2,800).

The NEC is not aware of any material transaction, contract or other arrangement with any connected person.

TOWNSWOMEN'S GUILDS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 January 2021 (continued)

13 INTANGIBLE FIXED ASSETS	Database
	£
Cost	
At 31 January 2020 and 31 January 2021	<u>25,200</u>
Depreciation	
At 31 January 2020	7,140
Charged in the year	<u>5,040</u>
At 31 January 2021	<u>12,180</u>
Net book value	
At 31 January 2021	<u><u>13,020</u></u>
At 31 January 2020	<u><u>18,060</u></u>
14 TANGIBLE FIXED ASSETS - HELD FOR CHARITY USE	Office furniture and equipment
	£
Cost	
At 1 February 2020	43,875
Disposals of fully depreciated assets	<u>(2,717)</u>
31 January 2021	<u>41,158</u>
Accumulated depreciation	
At 1 February 2020	27,884
Charged in the year	8,144
Disposals of fully depreciated assets	<u>(2,717)</u>
At 31 January 2021	<u>33,311</u>
Net Book Value	
At 31 January 2021	<u><u>7,847</u></u>
At 31 January 2020	<u><u>15,991</u></u>

The above balance includes assets with a book value of £6,024 (2020: £11,597) which are held under finance lease.

There were no capital commitments at 31 January 2021 (2020: £Nil).

TOWNSWOMEN'S GUILDS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 January 2021 (continued)

15 INVESTMENTS	2021	2020
	£	£
Market value 1 February 2020	1,288,648	1,417,003
Additions at cost	386,108	529,900
Disposals at market value	(727,749)	(796,738)
Gains/(losses) in market value	27,780	138,483
Market value 31 January 2021	<u>974,787</u>	<u>1,288,648</u>

	Market Value		Cost	
	2021	2020	2021	2020
	£	£	£	£
UK listed investments	259,053	424,717	262,567	390,074
Overseas listed investments	<u>607,762</u>	<u>802,447</u>	<u>443,453</u>	<u>674,596</u>
Total investments	866,815	1,227,164	706,020	1,064,670
Cash held by investment managers	<u>107,972</u>	<u>61,484</u>	<u>107,972</u>	<u>61,484</u>
	<u>974,787</u>	<u>1,288,648</u>	<u>813,992</u>	<u>1,126,154</u>

Investments are valued at bid price.

16 DEBTORS	2021	2020
	£	£
Prepayments and accrued income	33,408	10,932
Other debtors	<u>2,160</u>	<u>7,369</u>
	<u>35,568</u>	<u>18,301</u>

All amounts fall due within one year.

17a CREDITORS: Amounts falling due within one year	2021	2020
	£	£
Trade creditors	71,333	38,528
Other taxes and social security	2,706	5,041
Accruals	33,197	26,622
Other creditors	23	1,124
Deferred income (see 17b)	256	527
Obligations under finance leases	<u>5,802</u>	<u>4,961</u>
	<u>113,317</u>	<u>76,803</u>

Obligations under finance leases are secured on the relevant fixed assets (note 14).

TOWNSWOMEN'S GUILDS

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 January 2021

(continued)

17b DEFERRED INCOME	2021 £	2020 £
Deferred income brought forward	527	7,072
Released in year	(306)	(6,851)
Deferred in year	35	306
Deferred income carried forward	<u>256</u>	<u>527</u>

Deferred income relates to the sale of tickets for events occurring after the year end for which income has been received in advance.

18 CREDITORS:	2021 £	2020 £
Amounts falling due after more than one year		
Obligations under finance leases	<u>2,226</u>	<u>8,028</u>
Total amounts payable under finance leases	<u>2,314</u>	<u>16,639</u>

19 OPERATING LEASE COMMITMENTS

The total of future lease payments under non-cancellable operating leases were:

	Total 2021 £	Total 2020 £
<i>Property leases</i>		
Not later than one year	<u>19,687</u>	<u>19,687</u>
Later than one year and not later than five year	<u>6,196</u>	<u>25,583</u>

20 FUNDS

All funds are unrestricted.

The General Fund includes a Revaluation Reserve of £160,795 (2020: £162,494).

21 POST BALANCE SHEET EVENTS

Since the year end, the UK has continued to suffer from pandemic Covid 19. Townswomen's Guilds is no exception but as an umbrella organisation, the impact on us (which is detailed more fully in the Trustee's Annual Report) has been lower than for our member Guilds and Federations.

In the opinion of the Trustees no adjustments to these financial statements are required, because they have adapted to the prevailing conditions to protect the organisation and made full provision for all activities in these statements.