



**Trustees' Report and  
Financial Statements**  
for the year ended 31 January 2017

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**Her Royal Highness The Princess Royal**  
**Dame Diana Brittan**

Patron of Townswomen's Guilds  
Townswomen's Guilds President

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

		<b>National Office held</b>	
		<b>to 28 June 2016</b>	<b>from 28 June 2016</b>
Mrs S Baker	(resigned 16 December 2016)	-	Vice -Chairman
Mrs J Buck	(retired 28 June 2016)	Vice -Chairman	-
Mrs J Collins		-	Vice -Chairman
Ms B Hales	(appointed 28 June 2016)	-	-
Mrs M Key	(retired 28 June 2016)	Chairman	-
Mrs M Lawton		-	-
Mrs I McCartney	(retired 28 June 2016)	Hon. Treasurer	-
Mrs C Nunn		-	-
Mrs J Rideout		Vice -Chairman	Chairman
Ms P Ryan		-	Hon. Treasurer
Mrs A Sillick	(retired 28 June 2016)	-	-
Mrs J Thorne		-	-

#### 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

National Westminster Bank plc  
30A Harborne Road  
Edgbaston  
Birmingham  
B15 3AA

##### Investment advisers

Vestra Wealth LLP  
14 Cornhill  
London  
EC3V 3NR

##### Independent examiner

Kathryn Burton  
haysmacintyre  
26 Red Lion Square  
London  
WC1R 4AG

##### Solicitors

Anthony Collins Solicitors LLP  
134 Edmund Street  
Birmingham  
B3 2ES

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:

1. to advance the education of women irrespective of race, creed, or party so as to enable them to make the best contribution towards the common good;
2. to educate such 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; and
5. to provide or assist in the provision of facilities for recreation or other leisure time occupation for such women in the interests of social welfare and with a view to improving their conditions of life.

To achieve these objects TG operates a four-pronged strategy to ensure that we act in the public benefit:

- a. it provides support for its Guilds and Federations (who share our objects) by the provision of publicity materials and operating guidance, raising the National profile of TG, and by supporting those Guilds and Federations who face operating difficulties.
- b. it provides several national events each year which are open to both members and the public, these include speakers who are both educational and entertaining.
- c. it produces an informative magazine which is free to members (including members who do not belong to a Guild), and runs a programme of leisure events open to all members; and
- d. it campaigns on matters that concern or affect members and women more generally, to promote public understanding or improve women's life conditions.

The NEC have regard to the Charity Commission's guidance on public benefit in making all decisions on what TG does.

#### Achievements and performance

##### Activities

In the year ended 31st January 2017 TG carried out the following activities in pursuit of its objects, for public benefit:

- a. To support and develop Guilds and Federations we held:
  - One Getting to Know You event - in Northern Ireland. A Getting to Know You event involves the NEC meeting ladies (members and non-members) in their local area and providing information on the National movement and learning about local issues.

- Three TG Roadshows, in Reading, New Brighton and Basildon. Roadshows are events organised by Federations with financial support and advice from TG. Each Roadshow is different, but generally include stalls advertising local Guild activities, a fashion show and other activities. The aim of the Roadshows is to raise the local profile of TG and to enthuse existing members.
- One Chairman's At Home – this annual event brings together representatives of Federations and Guilds without Federations to disseminate information and to answer questions.
- A successful AGM in Bournemouth. The yarnbombing of the gardens and seafront area helped us attract a lot of regional publicity as well as interest from holiday makers while the display was being set up.
- Three National Carol Services bringing members together in Chichester, Ely and Blackburn. We were delighted that our Patron, HRH The Princess Royal could join us for the Chichester Service, reaffirming her commitment to TG.

b. To educate and entertain members and non-members, we held three events:

- An "International Women's Day Lunch" in Cheltenham where the audience heard speakers about overcoming difficulties to create a successful business and about a visit to the Gambia before lunch, and then learnt about the attire of medieval knight.
- An "Entertaining, Educational Lunch" in Bromley where speakers on medieval medicine and FGM educated before lunch and a singer followed with an underlying theme of HM The Queen's 90th year.
- "A Day of Contrasts" in Shrewsbury heard a presentation on Fracking, followed by the 2015 Nurse of the Year speaking about domestic violence. In the afternoon, a singer entertained using songs to illustrate her life story and inform about her work with the elderly and those with dementia.

c. For members, including associate members, we:

- Published four issues of the magazine. This is increasingly highly thought of with several associate members citing it as the main reason for continuing their link to TG when no longer able to attend meetings. Always topical, we were delighted to profile so many members in their 90's following The Queen's birthday.
- Ran competitions for individuals and groups including: the biennial General Knowledge Quiz, the National Scrabble Championship, the first National Skittles Championship, National Crown Green Bowls, a Beading craft competition and a Poetry competition to mark the Queen's 90th birthday.

d. We continued to campaign on previous matters that remained relevant and in addition passed two new mandates at the 2016 AGM:

- To prevent next of kin over-ruling a deceased's decision to donate their organs
- To encourage all authorities and agencies involved in tackling human trafficking and modern slavery to work together to fully implement the Modern Slavery Act 2015.

The NEC also took advantage of not requiring a Mandate to take up causes (as some other women's groups do) to support the campaigning of WASPI – Women Against State Pension Inequality and to encourage MPs to support a Private Member's Bill requiring ratification of the Istanbul Convention on violence against women.

#### Membership

At the end of our year we had 21,171 members and 576 active Guilds. Although we recruited an additional 1,562 members during the year we lost 3,233. Of the lost members, around 40% of the losses are believed to be due to death or ill health. 5 new Guilds were opened but 20 Guilds closed.

Closures were normally attributed to economically unviable small groups and to a lack of members willing to join the committee.

The NEC take all losses very seriously. Raising awareness of TG is a priority but we are frustrated by the decline in local and regional newspapers and the indifference of national press and magazines to anything other than extreme action, violence, scandal and the negative. The interest in our yarn bombing activities in Bournemouth was pleasing but we were disappointed in the response to Kelly Jones' heroic bike ride.

#### Administration

The NEC were disappointed that staff had to weather a second move in just over a year although this was entirely outside our control. The new offices, have proved a much better working environment and the landlord very responsive and helpful. Most of the staff have had a longer commute following the change and we are grateful for the good grace with which they have dealt with this. We have had no changes in staff during the year which has made Trustees' lives much easier.

#### 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 Soroptomists International GB. The group share concerns and campaigns about women's interests and are prepared to make joint approaches to Government nationally and internationally.

This allows us to know that our concerns will reach as far as the United Nations without incurring vast travel expense.

We also maintain links with other organisations including Keep Me Posted and the Payments Council, which help us pursue our campaigns.

#### Future Plans

The NEC are continuing to plan a range of activities as we have done in the past.

At the same time, we are undertaking surveys of Guild and Federations with the intention of ensuring that what we provide is what is wanted or needed. To raise our profile, we are seeking the assistance of members with professional PR experience, this will supplement the services of our existing advisers. Our "alternative" activities such as supporting Comic Relief with Comic Critters and "The One Sock Show" attract attention and give us the opportunity to talk about TG. TG teddies will continue to act as Ambassadors too, popping up all over the place!

We will open more Guilds. We recognise that Federations have a positive role to play in this but because many federations have closed we are also seeking members willing to take on a Guild Development role.

At a time when the problems of loneliness are receiving more attention, the NEC recognise that TG has a lot to offer ladies in this respect and that we need to do more in promoting ourselves as a solution to loneliness.

#### 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.

Income shown in the accounts increased this year, despite a fall in membership numbers, that was not quite covered by the increase in affiliation fees. The main reason for the increase was the sum of £40,000 received in compensation for the forced move to new premises last May, this fully covered all the costs involved. We are grateful to Kelly Jones for undertaking her ride from John O'Groats to Land's End, our share of the proceeds for this amounted to more than £1,800. The 2016 raffle raised £5,241 and we received a legacy of £1,000.

Costs also increased, largely because of the relocation for which we received compensation. We are taking every opportunity to control costs and have recently undertaken reviews of our insurance and agreed to move to an Independent Examination of the accounts from the more expensive audit.

The key determinant of our result for the year is investment gains and losses. These remain subject to the vagaries of the market (more information about our investment policy and performance appears below) but we are pleased to report that the market recovery means that we finished the year with a small surplus of £9,053 (2016: deficit £256,322).

#### *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 investments should form a balanced, low risk portfolio, with an emphasis on providing regular income and maintaining capital growth. Our income from investments fell in the year but this was due in part to our need to draw on capital to maintain services.

The healthy market, which confounded fears from Brexit and the US election, means that the portfolio value at the end of the year exceeded the opening position.

The portfolio is managed on a total return basis. The return on investments in the year to 31 January 2017 was 10.91% (2016: -2.78%).

#### *Reserves and reserves policy*

All of TG's funds are unrestricted, that is they can be used for any of the charitable purposes. At 31 January 2017, total reserves amounted to £1,948,406. Of this £22,127 is held in a designated fund, set aside several years ago by the NEC, for the recruitment of members and the opening of new Guilds.

Most of our funds, £1,889,225, are held in investments with a view to income and capital growth as noted above. Free funds, after excluding the value of investments, amounted to £59,181.

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, this is approximately £325,000. 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.

#### *Risk management*

The NEC undertakes an annual review of the risks it faces and puts in place appropriate measures to mitigate or eliminate those risks which cannot be tolerated. The principal risk facing TG at present is the reduction in member numbers. This is at the forefront of NEC discussions, but we are satisfied that our ability to draw on our reserves will enable us to put in place measures to increase recruitment. Our ability to continue as a going concern is not threatened.

## **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 2.

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. The key management personnel are David Brotherton, Office Manager and Laurence Parkes, Company Secretary.

Occasionally the NEC or staff will seek assistance from member volunteers to assist with tasks such as mailings to Guilds and stewarding events. The efforts of these volunteers are much appreciated, but the transient nature of the volunteering means that we are unable to identify the total number of volunteers over the last year.

The NEC consists 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 will have served as a member of a Guild or Federation committee for at least five years.

All members who are interested in becoming a Trustee should contact the Chairman at TGHQ.

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 three 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.

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 interest than her colleagues, is raised at a meeting, that Trustee should declare her interests before the matter is discussed and may be asked to withdraw from decision making on that topic.

This report was approved by the NEC at its meeting on 16 May 2017

And is signed on its behalf by



Mrs J. Rideout - Chairman

I report on the accounts of the company for the year ended 31 January 2017 which are set out on pages 11 to 26.

### Respective responsibilities of Trustees and Examiner

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 an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### 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 accounting records, comply with the accounting requirements of the Companies Act 2006 and which are consistent with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102)

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.



**Kathryn Burton**  
**haysmacintyre,**  
Chartered Accountants  
26 Red Lion Square  
London  
WC1R 4AG

16 May 2017

# Statement of Financial Activities

for the year ended 31 January 2017

Note		2017 £	Restated 2016 £
	<b>Income from:</b>		
2	Donations and legacies	352,870	356,935
3	Charitable activities	62,490	53,311
4	Other trading activities	11,464	12,509
5	Investments	42,359	50,216
6	Other income	40,245	333
	<b>Total Income</b>	<u>509,428</u>	<u>473,304</u>
	<b>Expenditure on:</b>		
7	Raising funds	25,857	35,556
8	Charitable activities	631,571	594,387
		<u>657,428</u>	<u>629,943</u>
14	Net gains/ (losses) on investments	157,053	(99,683)
	<b>Net income/(expenditure)</b>	<u>9,053</u>	<u>(256,322)</u>
	<b>Reconciliation of funds:</b>		
	Total funds brought forward	<u>1,939,353</u>	<u>2,195,675</u>
18	<b>Total funds carried forward</b>	<u>1,948,406</u>	<u>1,939,353</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 15 to 26 form part of these financial statements.

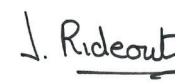
Note	2017 £	2016 £
<b>Fixed assets:</b>		
13 Tangible assets	16,579	9,700
14 Investments	<u>1,889,225</u>	<u>1,879,589</u>
<i>Total fixed assets</i>	<u>1,905,804</u>	<u>1,889,289</u>
<b>Current assets:</b>		
Stocks	13,748	11,440
15 Debtors	50,171	66,382
Cash at bank and in hand	<u>47,674</u>	<u>63,021</u>
<i>Total current assets</i>	<u>111,593</u>	<u>140,843</u>
<b>Liabilities:</b>		
16a Creditors: Amounts falling due within one year	<u>(67,634)</u>	<u>(89,967)</u>
<i>Net current assets</i>	<u>43,959</u>	<u>50,876</u>
<i>Total assets less current liabilities</i>	1,949,763	1,940,165
17 Creditors: Amounts falling due after more than one year	<u>(1,357)</u>	<u>(812)</u>
<b>Total net assets</b>	<u><b>1,948,406</b></u>	<u><b>1,939,353</b></u>
<b>The funds of the charity:</b>		
18 Unrestricted funds	1,790,286	1,882,256
Revaluation reserve	<u>158,120</u>	<u>57,097</u>
<b>Total charity funds</b>	<u><b>1,948,406</b></u>	<u><b>1,939,353</b></u>

For the year ending 31st January 2017 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 the 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 Board of Trustees on 16th May 2017 and were signed below on its behalf by:



Mrs J Rideout - National Chairman



Ms P Ryan - Hon. National Treasurer

The notes on pages 15 to 26 form part of these financial statements.

	2017 £	2016 £
<b>Cash flows from operating activities:</b>	(190,737)	(192,207)
<b>Net cash provided by (used in) operating activities</b>	<u>(190,737)</u>	<u>(192,207)</u>
<b>Cash flows from investing activities:</b>		
Dividends and interest from investments	42,359	50,216
Purchase of fixtures and fittings	(12,973)	(3,064)
Proceeds from sale of investments	1,347,696	959,567
Purchase of investments	(1,200,279)	(840,797)
<b>Net cash provided by (used in) investing activities</b>	<u>176,803</u>	<u>165,922</u>
<b>Cash flows from financing activities:</b>		
Repayments of borrowing	(1,413)	(4,152)
<b>Net cash provided by (used in) financing activities</b>	<u>(1,413)</u>	<u>(4,152)</u>
<b>Change in cash in the reporting period</b>	(15,347)	(30,437)
<b>Cash at the beginning of the reporting period</b>	63,021	93,458
<b>Cash at the end of the reporting period</b>	<u>47,674</u>	<u>63,021</u>
<b>Reconciliation of net income / (expenditure) to net cash flow from operating activities</b>		
<b>Net income/ (expenditure) (as per the statement of financial activities)</b>	9,053	(256,322)
<b>Adjustments for:</b>		
Depreciation charges	5,816	4,511
Loss on scrapping assets	278	-
(Gains) / losses on investments	(157,053)	99,683
Dividends and interest from investments	(42,359)	(50,216)
(Increase) / decrease in stocks	(2,308)	(3,375)
(Increase) / decrease in debtors	16,211	3,481
Increase / (Decrease) in creditors	(20,375)	10,031
<b>Net cash used in operating activities</b>	<u>(190,737)</u>	<u>(192,207)</u>
<b>Cash in hand</b>	<u>47,674</u>	<u>63,021</u>

## 1 ACCOUNTING POLICIES

### Basis of accounting

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 Companies Act 2006, the Charities Act 2011, and the SORP (FRS 102) Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard (FRS 102) applicable in the UK and Republic of Ireland.

The charity is a company limited by guarantee and is a public benefit entity as defined by FRS 102.

### Restatement of 2016 figures

The classification of income and expenditure has been reviewed to more effectively reflect the activities of the organisation and at the same time a more appropriate method of cost allocation has been adopted. Accordingly the comparative figures for 2016 have been restated on the same basis. This restatement has had no impact on the result for 2016 or on the reserves brought forward.

### 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.

### 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.

Designated funds comprise unrestricted funds that have been set aside by the NEC for particular purposes.

There are no 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



## 1 ACCOUNTING POLICIES (continued)

### 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.

### Tangible fixed assets

All fixed assets costing more than £250 are capitalised.

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

Office furniture and equipment are depreciated at the rate of 20% - 25%

### Investments

Investments are stated at bid value. 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.

### Significant judgements and sources estimation uncertainty

The preparation of financial statements in compliance with FRS 102 may require the use of certain critical accounting estimates and judgements in applying the Charity's accounting policies. The principal area to employ judgement in these financial statements is the establishment of the appropriate basis for the allocation of costs.

### Financial instruments

Basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable are accounted for on the following bases:

#### Cash and cash equivalents

Cash and cash equivalents includes cash in hand and deposits held at banks.

#### Debtors and creditors

Debtors and creditors are measured at transaction price less any provision for impairment. Any losses arising from impairment are recognised as expenditure.

## 2 DONATIONS AND LEGACIES

	2017	2016
	£	£
Affiliation fees	344,778	356,935
Legacies	1,000	-
General donations	1,851	-
Raffle income	5,241	-
	<u>352,870</u>	<u>356,935</u>

## 3 INCOME FROM CHARITABLE ACTIVITIES

	2017	Restated 2016
	£	£
Members' events	23,354	15,469
Campaigns & open events	7,926	6,642
Townswoman Magazine	31,210	31,200
	<u>62,490</u>	<u>53,311</u>

## 4 OTHER TRADING ACTIVITIES

	Restated	
	2017	2016
	£	£
Internet advertising receipts	226	234
Sale of TG branded goods	11,238	12,275
	<u>11,464</u>	<u>12,509</u>

## 5 INVESTMENT INCOME

	Restated	
	2017	2016
	£	£
Income from UK listed investments	31,024	27,191
Bank interest	117	1,064
Income from overseas listed investments	11,218	21,961
	<u>42,359</u>	<u>50,216</u>

## 6 OTHER INCOME

	Restated	
	2017	2016
	£	£
Closed guilds and development funds	245	333
Compensation for office move	40,000	-
	<u>40,245</u>	<u>333</u>

## 7 RAISING FUNDS

	Restated	
	2017	2016
	£	£
Costs of good sold	5,754	7,780
Investment management fees (recovered)	(3,450)	5,831
Other direct costs (including direct staff costs)	8,436	7,269
Share of support costs (note 9)	13,517	12,440
Share of governance costs (note 10)	1,600	2,236
	<u>25,857</u>	<u>35,556</u>

## 8 CHARITABLE ACTIVITIES

					Restated	
	Direct	Support	Governance	Total		
	Costs	Costs	Costs	2017	2016	
	£	£	£	£	£	
Members' events	112,025	81,101	9,600	202,726	167,991	
Campaigns & open events	35,831	54,067	6,401	96,299	89,709	
Townswoman Magazine	165,491	27,034	3,200	195,725	197,334	
Raising awareness & Guild development	36,694	13,517	1,600	51,811	52,210	
Membership management & support	54,776	27,034	3,200	85,010	87,143	
	<u>404,817</u>	<u>202,753</u>	<u>24,001</u>	<u>631,571</u>	<u>594,387</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. The basis of cost allocation has been changed to better reflect the costs of each activity and accordingly comparative figures have been restated.

## 9 SUPPORT COSTS

	Restated	
	2017	2016
	£	£
Premises expenses	57,650	47,004
General office costs	46,813	43,658
Staff costs	111,807	108,368
	<u>216,270</u>	<u>199,030</u>

## 10 GOVERNANCE COSTS

	<b>2017</b>	<b>Restated 2016</b>
	<b>£</b>	<b>£</b>
Independent examination fees (2016: Audit fees)	2,000	9,000
Legal and professional	228	738
Trustees' expenses	21,172	24,251
Financial statements	2,201	1,795
	<u>25,601</u>	<u>35,784</u>

## 11 NET EXPENDITURE

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Net expenditure is stated after charging:		
Auditors' remuneration for audit services	-	9,000
Independent examination fees	2,000	-
Depreciation of tangible fixed assets		
Owned assets	2,445	841
Leased assets	3,371	3,670
Operating lease rentals		
Property	22,178	25,190
Other leases	2,752	5,830

## 12 INFORMATION ABOUT EMPLOYEES AND TRUSTEES

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Salaries	168,836	166,095
Social security costs	12,465	13,321
Pension costs	16,884	15,919
	<u>198,185</u>	<u>195,335</u>

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

Aggregate costs for those key personnel, including benefits	<u>58,579</u>	<u>55,878</u>
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Included above are £ 17,800 (2016: £15,575) which are invoiced.

	<b>Number</b>	<b>Number</b>
Average number of employees calculated on a full-time equivalent basis	<u>8</u>	<u>8</u>

Employed wholly on administration and management	2	2
--	---	---

Employed partly on direct charitable activities and partly on administration and management	<u>6</u>	<u>6</u>
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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 (2016: Nil).

During the year the total expenses reimbursed to 12 (2016: 13) members of the NEC amounted to £21,098 (2016: £24,251). 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 the 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, was £2,500 (2016: £2,500).

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

**13 TANGIBLE FIXED ASSETS  
- HELD FOR CHARITY USE**

**Cost**

At 1 February 2016	43,315
Additions	12,973
Disposals	(347)
At 31 January 2017	<u>55,941</u>

**Accumulated depreciation**

At 1 February 2016	33,615
Charged in the year	5,816
Eliminated on disposal	(69)
At 31 January 2017	<u>39,362</u>

**Net book value**

At 31 January 2017	<u><u>16,579</u></u>
At 31 January 2016	<u><u>9,700</u></u>

The above balance includes assets with a book value of £4,625 (2016: £7,091) which are held under finance lease.

There were no capital commitments at 31 January 2017 (2016: £Nil).

**Office furniture  
and equipment**

£

**14 INVESTMENTS**

**Market value 1 February 2016**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
	1,879,589	2,098,042
Additions at cost	1,200,279	840,797
Disposals at market value	(1,347,696)	(959,567)
Gains/(losses) in market value	157,053	(99,683)
Market value 31 January 2017	<u><u>1,889,225</u></u>	<u><u>1,879,589</u></u>

**Investments comprise:**

	Market Value		Cost	
	2017	2016	2017	2016
	£	£	£	£
UK listed investments	746,889	944,611	682,017	935,936
Cash held by investment managers	21,074	38,183	21,074	38,183
Overseas listed investments	1,085,674	861,246	992,426	812,824
	<u>1,853,637</u>	<u>1,844,040</u>	<u>1,695,517</u>	<u>1,786,943</u>
Bank deposits	35,588	35,549	35,588	35,549
	<u><u>1,889,225</u></u>	<u><u>1,879,589</u></u>	<u><u>1,731,105</u></u>	<u><u>1,822,492</u></u>

The following investments had a value of 5% or more of the investment portfolio (2016: None).

UK 0.125% Gilts 22/03/26	£145,325	7.9%
Old Mutual Global Equity Absolute Return	£94,675	5.2%

**15 DEBTORS**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Debtors	-	190
Prepayments and accrued income	46,179	46,941
Prepaid pension contributions	2,037	3,938
Other debtors	1,955	15,313
	<u>50,171</u>	<u>66,382</u>

All amounts fall due within one year.

16a CREDITORS: Amounts falling due within one year	2017	2016
	£	£
<b>Trade creditors</b>	25,469	40,443
Other taxes and social security	4,027	4,349
Accruals	14,978	21,771
Other creditors	10,024	12,478
Deferred income (see 16b)	11,402	7,234
Obligations under finance leases	1,734	3,692
	<u>67,634</u>	<u>89,967</u>

Accruals include unpaid pension contributions amounting to £1,801 (2016: £1,742).  
Obligations under finance leases are secured on the relevant fixed assets (note 13).

16b DEFERRED INCOME	2017	2016
	£	£
Deferred income brought forward	7,234	8,700
Released in year	(7,234)	(8,700)
Deferred in year	11,402	7,234
	<u>11,402</u>	<u>7,234</u>

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

17 CREDITORS: Amounts falling due after more than one year	2017	2016
	£	£
Obligations under finance leases	<u>1,357</u>	<u>812</u>
Total amounts payable under finance leases	<u>3,091</u>	<u>4,504</u>

18 MOVEMENT IN UNRESTRICTED FUNDS	At 1				Balance 31
	February	Income	Expenditure	Investment	January
	2016	Income	Expenditure	Gains	2017
	£	£	£	£	£
<b>DESIGNATED FUNDS</b>					
Development fund	26,240	245	(4,358)	-	22,127
<b>GENERAL FUND</b>	<u>1,913,113</u>	<u>509,183</u>	<u>(653,070)</u>	<u>157,053</u>	<u>1,926,279</u>
<b>TOTAL UNRESTRICTED FUNDS</b>	<u>1,939,353</u>	<u>509,428</u>	<u>(657,428)</u>	<u>157,053</u>	<u>1,948,406</u>

The Development Fund provides a fund to assist in the recruitment and development of existing Guilds and the opening of new Guilds.  
The General Fund includes a Revaluation Reserve of £158,120 (2016: £57,097).

19 OPERATING LEASE COMMITMENTS	Total	
	2017	2016
	£	£
<i>Property leases</i>		
Not later than one year	<u>19,684</u>	<u>26,000</u>
Later than one year and not later than five years	<u>65,255</u>	<u>83,788</u>

# Notes to the Financial Statements

for the year ended 31 January 2017

## 20 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<b>Designated</b>	<b>General</b>	<b>2017</b>	<b>2016</b>
	<b>Funds</b>	<b>Funds</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Tangible fixed assets</b>	-	16,579	16,579	9,700
Investments	-	1,889,225	1,889,225	1,879,589
Current assets	22,127	89,466	111,593	140,843
<b>Current liabilities</b>	-	(67,634)	(67,634)	(89,967)
Amounts due after more than 1 year	-	(1,357)	(1,357)	(812)
	<u>22,127</u>	<u>1,926,279</u>	<u>1,948,406</u>	<u>1,939,353</u>



**Townswomen's Guilds**

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