

**REGISTERED COMPANY NUMBER: 02053063**  
**REGISTERED CHARITY NUMBER: 295198**

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 December 2015  
for**

**National Women's Register**

Argents Chartered Accountants  
15 Palace Street  
NORWICH  
Norfolk  
NR3 1RT

**National Women's Register**

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for the year ended 31 December 2015**

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## National Women's Register

### Report of the Trustees for the year ended 31 December 2015

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE) effective 1 January 2015.

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Registered Company number

02053063

##### Registered Charity number

295198

##### Registered office

Unit 23 Vulcan House  
Vulcan Road North  
Norwich  
Norfolk  
NR6 6AQ

##### Trustees

June Nash	Chairperson	- resigned 20.6.2015
Gillian Chivers		
Elizabeth Valette		- resigned 20.6.2015
Josephine Burt	Chairperson	
Jeanette House		- resigned 28.3.2016
Christine Joanne Harrison		- appointed 20.6.2015
Josephine Winifred Thomson		- appointed 20.6.2015

The Trustees have the ultimate responsibility for the running of NWR and for the making of decisions. The day to day running is delegated to the National Coordinator who manages the Website and Publicity Coordinator, the Finance Manager, and two Administrators in the office.

##### Company Secretary

Christine Joanne Harrison

##### Independent examiner

Mark Johnstone FCA  
Argents Chartered Accountants  
15 Palace Street  
NORWICH  
Norfolk  
NR3 1RT

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

At the Annual General Meeting on 11th September 2010, Article 32 of the Articles of Association was amended by Special Resolution to read "At every Annual General Meeting of the Company those trustees who have been in office for four years or more must retire from office.

##### Recruitment and appointment of new trustees

At the Annual General Meeting on 11th September 2010, Article 32 of the Articles of Association was amended by Special Resolution to read "At every Annual General Meeting of the Company those trustees who have been in office for four years or more must retire from office. A retiring trustee shall be eligible for re-election.

The number of trustees shall not be less than three, nor, unless otherwise determined by a General Meeting, more than five.

##### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees have identified the major risks to which the Charity is exposed and procedures are in place to ensure these are mitigated.

## **National Women's Register**

### **Report of the Trustees for the year ended 31 December 2015**

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The charity is principally engaged in the organisation of groups offering women the opportunity to take part in informal discussions, workshops and conferences on a wide range of topics both locally and online. A register of Local Organisations and Members and a website is maintained to enable members and enquirers to find out about and make contact with any local NWR group or individual member throughout the United Kingdom or abroad.

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding what activities the NWR should undertake. In our purpose we aim to offer public benefit in the following categories;

- advancement of education
- promoting community interest.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable and Fundraising activities**

The main activity of the organisation continues to centre on the regular meetings of local groups attended by members. This is supplemented by a wide range of area and regional events including discussion lunches, quizzes and visits. These activities help our members by connecting them with each other and by presenting the opportunity for thought provoking and educational experiences that they can use in their lives. There was continuing support and promotion of local groups and events with any area event (other than quizzes) qualifying for an NWR subsidy towards venue hire or speaker costs. There were several area events held in 2015 across the UK including 'Celebrating 350 years of the plague in Eyam' held in Derbyshire and 'The Modern 3R's - reuse, reduce or recycle' in East Anglia. Extra funding is available for regional events that are centrally organised alongside local Groups as Strategic Initiatives for the benefit of members. The Annual Telephone Treasure Trail and Theme of the Year still prove to be a firm favourite with members. In 2015 the theme was Democracy, Liberty and Human Rights which was chosen to celebrate the anniversary of the signing of the Magna Carta. This allowed groups and members many opportunities to explore these topics and develop their knowledge.

The 2015 National Conference was held in Glasgow. This day event was again very successful and over-subscribed with many members taking advantage of the interesting venue and wrap around events throughout the weekend organised by local members.

To enhance membership experience in 2015 NWR ran several competitions and further developed the website and online forums. We continue to create national awareness of NWR for the purpose of attracting new members.

To support our charitable activities a new National Coordinator was appointed in July 2015 and a new three year Strategic Plan agreed. Membership remains stable at 7200 members.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

The Reserves Fund represents the unrestricted funds arising from past operating results. The Articles of Association state the financial reserves must be sufficient to cover four months' running costs. In addition the trustees have agreed to maintain a balance of reserves to cover contingencies such as funding the national conference and in previous years it was felt the minimum balance required for that was £50,000. In 2010 a review was performed and it was decided to increase the minimum balance to £60,000. The trustees adhere to the policy of maintaining adequate reserves to meet all of these liabilities.

##### **Investment policy and objectives**

Under the Memorandum and Articles of Association, the charity has the power to make any investments which the trustees see fit. The charity's investments represent a share account held with the Charities Official Investment Fund generating annual income. The cost of the original investment was £10,000 and currently has a market value at 31 December 2015 of £41,514 (2014: £41,006). An additional investment purchased at the end of 2010 with L&G had a closing balance of £20,007 making the total value of investments held by the charity at the end of 2015 £61,521 (2014:£61,013).

#### **FUTURE DEVELOPMENTS**

The trustees continue to focus on the sustained development of the organisation to strengthen NWR and promote the benefits of membership to all women. Implementing the Strategic Plan with its focus on marketing and public relations will become a main objective for 2016-2018.

Approved by order of the board of trustees on 17 May 2016 and signed on its behalf by:

Christine Harrison - Secretary

## **Independent Examiner's Report to the Trustees of National Women's Register**

I report on the accounts for the year ended 31 December 2015 set out on pages four to eleven.

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's 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 required.

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

### **Basis of the 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 statements 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 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and 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.

Mark Johnstone FCA  
Argents Chartered Accountants  
15 Palace Street  
NORWICH  
Norfolk  
NR3 1RT

17 May 2016

National Women's Register

Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the year ended 31 December 2015

	Notes	Unrestricted funds £	Restricted fund £	2015 Total funds £	2014 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	185	-	185	1,960
Activities for generating funds	3	146,028	-	146,028	140,126
Investment income	4	<u>1,998</u>	-	<u>1,998</u>	<u>2,787</u>
<b>Total incoming resources</b>		<b>148,211</b>	<b>-</b>	<b>148,211</b>	<b>144,873</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	5	43,148	-	43,148	43,535
Fundraising trading: cost of goods sold and other costs		1,242	-	1,242	-
<b>Other costs</b>	6	<u>103,048</u>	-	<u>103,048</u>	<u>92,177</u>
<b>Total resources expended</b>		<b>147,438</b>	<b>-</b>	<b>147,438</b>	<b>135,712</b>
<b>NET INCOMING RESOURCES</b>		<b>773</b>	<b>-</b>	<b>773</b>	<b>9,161</b>
<b>Other recognised gains/losses</b>					
Gains/losses on investment assets		<u>508</u>	-	<u>508</u>	<u>1,880</u>
<b>Net movement in funds</b>		<b>1,281</b>	<b>-</b>	<b>1,281</b>	<b>11,041</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>215,326</b>	<b>-</b>	<b>215,326</b>	<b>204,285</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>216,607</u></b>	<b><u>-</u></b>	<b><u>216,607</u></b>	<b><u>215,326</u></b>

The notes form part of these financial statements

**National Women's Register**

**Balance Sheet  
At 31 December 2015**

	Notes	2015 £	2014 £
<b>FIXED ASSETS</b>			
Tangible assets	10	5,342	8,366
Investments	11	<u>61,521</u>	<u>61,013</u>
		<b>66,863</b>	69,379
<b>CURRENT ASSETS</b>			
Debtors	12	12,402	17,092
Cash at bank and in hand		<u>150,571</u>	<u>133,945</u>
		<b>162,973</b>	151,037
<b>CREDITORS</b>			
Amounts falling due within one year	13	<u>(13,229)</u>	<u>(5,090)</u>
<b>NET CURRENT ASSETS</b>		<u><b>149,744</b></u>	<u>145,947</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>216,607</b></u>	<u>215,326</u>
<b>NET ASSETS</b>		<u><b>216,607</b></u>	<u>215,326</u>
<b>FUNDS</b>	15		
Unrestricted funds:			
General funds		209,687	208,801
Designated conference funds		<u>6,920</u>	<u>6,525</u>
		<u><b>216,607</b></u>	<u>215,326</u>
<b>TOTAL FUNDS</b>		<u><b>216,607</b></u>	<u>215,326</u>

The notes form part of these financial statements

**National Women's Register**

**Balance Sheet - continued**  
**At 31 December 2015**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2015.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2015 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 17 May 2016 and were signed on its behalf by:

Josephine Burt-Trustee

Josephine Thomson -Trustee



## National Women's Register

### notes to the financial statements for the year ended 31 December 2015

#### 1. ACCOUNTING POLICIES

##### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### Incoming resources

Incoming resources are generally included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. More specifically the following policies are adopted:-

- Subscription income is included in full in the Statement of Financial Activities in the financial year in which they are receivable
- Grants received have been accounted for on a receipts basis. Certain conditions attach to these grants and the trustees have endeavoured to ensure that these conditions have been complied with.
- Bank interest and dividends are generated from UK investments and are included in the Statement of Financial Activities on an actual basis.
- Cash donations and gifts are included in full in the Statement of Financial Activities as they are received.

##### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 33% on cost and 25% on cost

##### Taxation

The charity is exempt from corporation tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### Investments

Investments are stated at the market value. Net gains and losses arising are included in the Statement of Financial Activities.

#### 2. VOLUNTARY INCOME

	2015	2014
	£	£
Donations	<u>185</u>	<u>1,960</u>

## National Women's Register

### Notes to the Financial Statements - continued for the year ended 31 December 2015

#### 3. ACTIVITIES FOR GENERATING FUNDS

	2015	2014
	£	£
Subscriptions	113,055	107,161
Gift Aid	15,959	16,268
National conference income	14,940	14,014
Educational events income	1,994	2,400
Other income	80	283
	<u>146,028</u>	<u>140,126</u>

#### 4. INVESTMENT INCOME

	2015	2014
	£	£
Bank interest and dividends	<u>1,998</u>	<u>2,787</u>

#### 5. COSTS OF GENERATING VOLUNTARY INCOME

	2015	2014
	£	£
Area care and information	3,146	6,429
Conference	13,598	14,706
Magazine	14,499	13,673
Staff expenses	5,696	2,152
Research bank	-	301
Training and workshops	1,371	669
Publicity	592	751
Mary Stott Award	188	95
Educational events	4,034	4,759
Loss on sale of assets	24	-
	<u>43,148</u>	<u>43,535</u>

#### 6. OTHER COSTS

	2015	2014
	£	£
Staff costs	74,124	66,814
Trustees expenses	5,523	5,495
Office costs	15,009	12,391
Insurance	2,033	2,000
Professional fees	1,850	1,850
Recruitment costs	1,193	1,165
Depreciation	3,316	2,462
	<u>103,048</u>	<u>92,177</u>

#### 7. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2015	2014
	£	£
Depreciation - owned assets	3,316	1,711
Deficit on disposal of fixed asset	<u>24</u>	<u>-</u>

**National Women's Register**

**Notes to the Financial Statements - continued  
for the year ended 31 December 2015**

**8. TRUSTEES' REMUNERATION AND BENEFITS**

**Trustees' expenses**

During the year 5 trustees (2014: 5) were reimbursed expenses as follows:

	<b>2015</b>	2014
	£	£
Trustees expenses	<u><b>5,523</b></u>	<u>5,495</u>

**9. STAFF COSTS**

	<b>2015</b>	2014
	£	£
Wages and salaries	<u><b>74,124</b></u>	<u>66,814</u>

The average monthly number of employees during the year was as follows:

<b>2015</b>	2014
<u><b>6</b></u>	<u>5</u>

No employees received emoluments in excess of £60,000.

**10. TANGIBLE FIXED ASSETS**

	<b>Office equipment £</b>
<b>COST</b>	
At 1 January 2015	<b>13,296</b>
Additions	<b>317</b>
Disposals	<u><b>(291)</b></u>
At 31 December 2015	<u><b>13,322</b></u>
<b>DEPRECIATION</b>	
At 1 January 2015	<b>4,930</b>
Charge for year	<b>3,316</b>
Eliminated on disposal	<u><b>(266)</b></u>
At 31 December 2015	<u><b>7,980</b></u>
<b>NET BOOK VALUE</b>	
At 31 December 2015	<u><b>5,342</b></u>
At 31 December 2014	<u><b>8,366</b></u>

National Women's Register

Notes to the Financial Statements - continued  
for the year ended 31 December 2015

11. FIXED ASSET INVESTMENTS

	Listed investments £
<b>MARKET VALUE</b>	
At 1 January 2015	61,013
Revaluations	<u>508</u>
At 31 December 2015	<u>61,521</u>
 <b>NET BOOK VALUE</b>	
At 31 December 2015	<u>61,521</u>
At 31 December 2014	<u>61,013</u>

There were no investment assets outside the UK.

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Trade debtors	5,670	2,034
Prepayments and accrued income	<u>6,732</u>	<u>15,058</u>
	<u>12,402</u>	<u>17,092</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Trade creditors	7,539	876
Social security and other taxes	102	501
VAT	1,987	1,352
Other creditors	503	192
Accruals	1,850	2,169
Deferred income - conference	<u>1,248</u>	<u>-</u>
	<u>13,229</u>	<u>5,090</u>

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted fund £	2015 Total funds £	2014 Total funds £
Fixed assets	5,342	-	5,342	8,366
Investments	61,521	-	61,521	61,013
Current assets	162,973	-	162,973	151,037
Current liabilities	<u>(13,229)</u>	<u>-</u>	<u>(13,229)</u>	<u>(5,090)</u>
	<u>216,607</u>	<u>-</u>	<u>216,607</u>	<u>215,326</u>

## National Women's Register

### Notes to the Financial Statements - continued for the year ended 31 December 2015

#### 15. MOVEMENT IN FUNDS

	At 1.1.15 £	Net movement in funds £	Transfers between funds £	At 31.12.15 £
<b>Unrestricted funds</b>				
General funds	208,801	298	588	209,687
Designated conference funds	<u>6,525</u>	<u>983</u>	<u>(588)</u>	<u>6,920</u>
	215,326	1,281	-	216,607
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u><u>215,326</u></u>	<u><u>1,281</u></u>	<u><u>-</u></u>	<u><u>216,607</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General funds	133,264	(133,474)	508	298
Designated conference funds	<u>14,947</u>	<u>(13,964)</u>	<u>-</u>	<u>983</u>
	148,211	(147,438)	508	1,281
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u><u>148,211</u></u>	<u><u>(147,438)</u></u>	<u><u>508</u></u>	<u><u>1,281</u></u>

Within unrestricted funds £6,920 (2014: £6,525) is held by the Trustees as a designated fund to be used solely on future Conference activities. This represents net surpluses made from previous Conferences and the intention is for it to be used as and when required to subsidise future Conferences.

#### 16. CONFERENCES

The planning and organisation of future National Women's Register conferences commences in the latter part of each financial year. On this basis costs are already being generated during the year to 31 December 2016 for the conference to be held in Brighton in 2016. £877 of costs are included in prepayments and will be carried forward to be accounted for once the conference has taken place.