

Fife Federation of Scottish Women's Institutes

Charity Number: SC026364

Financial Statements

For Year Ended 31 December 2025

**S&W Partners (Scotland) Limited
Chartered Accountants
Cluny Court
John Smith Business Park
Kirkcaldy KY2 6QJ**

Fife Federation of Scottish Women's Institutes

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Fife Federation of Scottish Women's Institutes

Accounts for Year Ended 31 December 2025

Charity Information

PRESIDENT:	Mrs Valerie Garland (appointed November 2025)
PAST PRESIDENT:	Mrs Jane Smith (Appointed November 2022 term of office ended 29 Nov 2025)
VICE PRESIDENTS:	Mrs Kay Adams (appointed September 2024)
DEPUTY FOR PRESIDENT & VICE PRESIDENT:	Mrs Marsha Adams (appointed 8 December 2025)
TREASURER:	Mrs Catherine Williamson (reappointed November 2022 – fourth term)
SECRETARY:	Mrs Doreen Cuthbert (volunteered June 2023)
REGISTERED OFFICE:	Lumsden Memorial Hall High Street Freuchie KY15 7EX
CHARITY NUMBER:	SC026364
ACCOUNTANTS:	S&W Partners (Scotland) Limited Cluny Court, John Smith Business Park, Kirkcaldy, Fife, KY2 6QJ

Fife Federation of Scottish Women's Institutes

Accounts for Year Ended 31 December 2025

Trustees' Report

Fife Federation is a charitable unincorporated organisation of the Scottish Women's Institutes.

Aims and Objectives

All women can find opportunities with SWI, an internationally recognised and well-respected membership organisation that is ambitious, relevant and inclusive.

SWI has a rich and long-established history across Scotland's communities promoting education and learning along with connecting women locally, national and internationally to improve the quality of their life through friendship, education, sharing, caring and having fun.

The aims of the organisation shall be:

*Through classes and skill sharing give the education and training, at low cost, to women and girls who are members.

* To provide a platform for social activities and networking

* To promote the preservation and development of Scotland's heritage and culture

* To promote and work with like-minded organisations at home and abroad

Organisation Structure

The Office Bearers are elected for a three-year period.

Mrs Jane Smith Federation Chairperson elected November 2022. Term of office ended November 2025. Elections were held in April 2025 with Mrs Valerie Garland being the only nominee. She was elected President 29 November 2025

Mrs Kay Adam appointed Vice President September 2024 with the clear instruction she was not prepared to go on to President when Jane Smiths term of office ends November 2025 hence the reason for formal elections.

Mrs Marsha Adams is in post from 8 December 2025 as Fife Federations Deputy President and Vice President. This appointment is required as neither President or Vice President wish to conduct any business over Zoom and as this is a vital part of Fife Federation being represented this new position was created.

Mrs Doreen Cuthbert volunteered to be Federation Secretary June 2023 taking over from Catherine Williamson who was temporary Federation Secretary.

Mrs Catherine Williamson Treasurer continues in post as Federation Treasurer although her term of office has already been extended.

The Committee consists of the Office Bearers who are members.

Review of 2025

Ten Executive Committee Meetings were held in the year. (Past) Federation President Jane Smith, Federation Secretary Doreen Cuthbert and Federation Treasurer Catherine Williamson also held meetings with the Institutes prior to the events which they were designated to assist at. Institutes have received the rota for 2026.

Given the extremely low footfall and lack of availability of Executive committee to commit it was decided the office at Freuchie would only be open on the mornings of the Executive meetings. Email footer has been amended alerting the new contact details to be Valerie Garland instead of Jane Smith and Catherine Williamson unchanged.

The office laptop is in the possession of the Federation Secretary to enable her to respond to emails and deal with all office administration from her home. (Past) Federation President had the option to remote in. No decision has been made on this remote in going forward. President Secretary and Treasurer have completed the printing for the items for the brown envelopes. To give Institutes options the introduction of online submission of formal forms has been well received although there continues to be the option to complete the printed form and post into the office as before. Deadlines and or Nil responses continue to be disregarded by many.

Two Federation meetings were held during 2025– May and November at which local and national SWI information and decisions were discussed and decisions made. Members from each Institute participated in discussions and voted on relevant matters. All areas have at least half yearly meetings within their local radius for what was formerly Groups. Star and Burntisland Institutes closed December 2025. Fife Federation is now the smallest it has been since inception in 1917. Institutes currently open are Abdie, Auchtermuchty, Auchtertool, Balmullo, Cameron, Coaltown of Balgonie, Craigrothie, Cults and District, Dunduff and District, Falkland and District, Kinghorn, Kilmany, New Gilston and Woodside.....a total of 14. There were no new Groups formed and no amalgamation yet with a neighbouring Institute.

Federation office prepares and sends out to all Institutes regular Newsletters and emails to keep members fully informed and to invite participation in business and activities both at local and national level. HQ also email members with newsletters and links to events which recipients can enjoy from the comfort of their own home. It is recognised by Federation that not every member is online hence duplication in sending information via Institute Secretary.

Handcraft classes were organised and successful with good support.

A quiz sheet continues to be appealing and well supported. The annual quiz night is an in-person event enjoyed by many.

Newburgh Coffee morning and Autumn Afternoon Tea continue to be well attended and financially beneficial.

The four-corner taster was positive and will be given a fresh approach in 2026 as we hear members views on what would be helpful and of interest.

The annual Federation Show was held in May at Cupar Corn Exchange with individual and Institute competitions in both handcraft and homeskills/homemakers reaching record levels. This was well supported with the afternoon tea drawing further support. This year more blue cloths were purchased at a cost and whilst this is a substantial outlay this was to assist in the setting up of the hall and to save valuable time alongside making for a pleasing backdrop for the works which were to be displayed. We have no requirement to purchase anymore.

This year we did not have an SWI presence at Fife Agricultural Show although many members did attend and again have been asked to judge at the 2026 Show..

Junior Dippers was not revived.

We hosted the Area Lunch which was held at Stewarts Resort, near St Andrews, A total of 93 ladies attended with an even spread from Stirling. Clackmannan and West Perth, Perth and Kinross and Fife. Our National President Mary Burney was a welcome guest. A most enjoyable lunch and afternoon giving all the opportunity to meet our peers face to face rather than zoom.

On the back of the Area Lunch President Jane Smith and Treasurer Catherine Williamson have started to meet their peers for informal chat and with our respective Federations losing Institutes it keeps Central Region stronger. In recent months the group has expanded to include Doreen Cuthbert and Valerie Garland. The three Federations met with Mary Burney National President, Clare Greig one of the Trustees and Diane Cooper, Chief Executive Officer to intimate to them that our Central Region will be working together to run and support events as we are aware that numbers are dwindling and the difficulties trying to get office bearers, particularly Treasurers. We were given total support and approval at our forward thinking approach. A meeting is scheduled for 19 January when three members from each Institute have been invited to attend a face-to-face briefing of this. At this stage each Federation will be independent but we plan to host an event each quarter to test the appetite for a joint venture.

Members were in demand to judge at local and National Shows. Members acted as stewards at Royal Highland Show. We gave generously to Pennies for Friendship. We purchased a smaller than usual number of diaries and calendars as technology is replacing these for many. The magazine is now only available online. Many have also bought from the SWI" shop" augmenting HQ income.

To repeat: Fund raisers were the spring coffee morning in Newburgh, the Federation Show, quiz night and Afternoon Tea in the autumn. In addition, funds were raised with the selling of quiz sheets and the raffle/tombola/book stall/cake and candy at every opportunity.

Marsha Adams continues to update us on her role as representative on the Skills and Events Committee.

Jane, Doreen, Marsha (in her capacity as Fife Rep) and Catherine have taken part in the regular Zoom meetings with their respective peers.

Several Institutes in Fife celebrated their Centenary or "special" birthdays with parties, unique keep sakes and much reminiscing. Many of the Executive committee were honoured to be guests at these exceptional events.

Sadly, our presence was also evident at funerals as a mark of respect to members who had passed away.

Financial Review

The Executive committee recognise although we have a substantial sum in the bank account this is easily eroded without events. The shortcomings in the finances in the main because of dwindling membership coupled with increased costs. We are extremely focused on the current cost of living crisis. The Executive committee equally recognise the commitment by all to fund raise and to encourage new members. Against this background the decision was taken in summer 2019 to make the salaried secretary's post redundant with the work being shared around a restructured Executive Committee and would be as streamlined as possible to ensure our members were not compromised by this necessary cost cutting decision. We did not predict the pandemic starting in March 2020 so the work fell to a few and following Doreen offering to be Federation Secretary as of June 2023 this has distributed much of the secretarial workload from the Treasurer. We continue to have Valerie Garland as Show Secretary and she will be supported by Katriona Addison who earlier this month accepted this role.

All classes are coordinated through Federation Secretary given we no longer have a dedicated Executive member willing to take on this task. Agendas, Minutes, Emails and Newsletters will now be in the sole domain of the Secretary and not "taking turns. "All Executive are willing to take telephone calls to assist as often chat is easier than email toing and froing.

It is also accepted that each Institute has their own challenges with an aging membership, questioning what they get for their fee, wishing in person rather than on line, increased hall rents etc therefore we have confirmed the fee will be £30 per member (i.e. less than what we pay HQ in June 2026) Federation subsidising by £5 per member. We have abolished the Institute levy of £10 in the hope that we will get support at the events and with the rota of Institutions firmly in place and being successful it seems this "eye opener" for Institutes is having a positive effect. We have also introduced Federation paying for up to two Honorary members for each Institute.

It is also accepted that the Executive committee need to be initiative-taking in encouraging attendance not only at events but also at the Federation Meetings.

Risk Management

The Managements Committee conducted a review of the major risks to which the charity is exposed. Appropriate systems and procedures have been established to mitigate the risks the charity faces. Internal controls are robust to ensure all transactions are compliant. GDPR and Data Protection has been embraced. The Accounts for the year are attached and form part of this report.

Doreen Cuthbert as Federation Secretary has been trained in Beacon which is the new Data base system which HQ have subscribed to. However it is the responsibility of each Institute Secretary to keep Doreen up to date within 28 days of any members details being changed. This is a legal requirement so will be strictly monitored by Federation.

Signed on behalf of the Trustees.

[Valerie Garland](#)

Valerie Garland

Federation President 31 December 2025

Fife Federation of Scottish Women's Institutes

Accounts for Year Ended 31 December 2025

Report of the Independent Examiner's to the Trustees/Members

I report on the financial statements for the year ended 31 December 2025 set out on pages 7 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of the Regulation 10(1) (d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the 2005 Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of 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 44(1) (a) of the 2005 Regulation 4 of the 2006 Accounts Regulations Act; and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of 2006 Accounts Regulations

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.

.....
Craig Hunter, MA CA
S&W Partners (Scotland) Limited
Cluny Court
John Smith Business Park
Kirkcaldy
Fife
KY2 6QJ

Dated

Fife Federation of Scottish Women's Institutes

Receipts and Payments
for the Year Ended 31 December 2025

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>31.12.25</u> £	<u>Total</u> <u>31.12.24</u> £
Income				
Donations	-	-	-	78
Other fundraising income	-	-	-	610
Charitable activities	15,531	-	15,531	17,467
Total income	<u>15,531</u>	<u>-</u>	<u>15,531</u>	<u>18,155</u>
Expenditure on:				
Raising funds	-	-	-	-
Charitable Activities	16,738	-	16,738	14,270
Total expenditure	<u>16,738</u>	<u>-</u>	<u>16,738</u>	<u>14,270</u>
Net income	(1,207)	-	(1,207)	3,885
Transfers between funds	-	-	-	-
Net income	<u>(1,207)</u>	<u>-</u>	<u>(1,207)</u>	<u>3,885</u>
Total fund balances brought forward	16,494	161	16,655	12,770
Total funds carried forward	<u>15,287</u>	<u>161</u>	<u>15,448</u>	<u>16,655</u>

Fife Federation of Scottish Women's Institutes

Detailed Statement of Income
for the Year Ended 31 December 2025

Note	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>31.12.25</u> £	<u>Total</u> <u>31.12.24</u> £
Membership Fees & Levy	9,360	-	9,360	12,535
<u>Less: Central Council Levy</u>	<u>(10,650)</u>	<u>-</u>	<u>(10,650)</u>	<u>(10,300)</u>
	(1,290)	-	(1,290)	2,235
Donations	-	-	-	78
4 Corners	149	-	149	-
Classes	315	-	315	
Hand Crafts	-	-	-	635
Quizzes & Quiz Nights	533	-	533	577
Sport	-	-	-	250
Sale of Diaries/Calendars	217	-	217	483
Area Lunch	2,250	-	2,250	-
Federation Meeting/Shows	908	-	908	1,015
A.C.W.W. Pennies for friendship	-	-	-	42
Coffee morning (Spring) and Afternoon Tea (Autumn)	1,798	-	1,798	2,540
	<u>4,881</u>	<u>-</u>	<u>4,881</u>	<u>7,855</u>

Fife Federation of Scottish Women's Institutes

Detailed Statement of Expenditure
Account for the Year Ended 31 December 2025

	Note	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>31.12.25</u> £	<u>Total</u> <u>31.12.24</u> £
Office Expenses					
Purchase of Diaries/Calendars		224	-	224	483
Rent & Insurance		1,417	-	1,417	1,200
Postage & Telephone		34	-	34	16
Stationery		46	-	46	76
Computer equipment		-	-	-	-
		1,721	-	1,721	1,775
General Expenses					
Sport		-	-	-	60
Federation Meeting/Shows		751	-	751	599
Accountants Fee		660	-	660	660
A.C.W.W. Pennies for Friendship		-	-	-	42
Area Lunch		2,394	-	2,394	-
Classes		-	-	-	50
Miscellaneous expenses		132	-	132	260
Fund raisers expenses		430	-	430	524
		6,088	-	6,088	3,970

Fife Federation of Scottish Women's Institutes

Statement of Balances
for the Year Ended 31 December 2025

	31.12.25	31.12.24
	£	£
Bank and cash on hand		
<u>Opening Balances</u>		
Current Account	16,655	12,770
	16,655	12,770
Surplus/(Deficit) for year	(1,207)	3,885
Closing balances	15,448	16,655

Fife Federation of Scottish Women's Institutes

Balance Sheet
As at 31 December 2025

		31.12.25 £	31.12.24 £
<u>Bank Accounts</u>			
Current Account		15,448	16,655
		<u>15,448</u>	<u>16,655</u>
Funds			
Unrestricted funds	(1)	15,287	16,494
Restricted funds	(1)	161	161
		<u>15,448</u>	<u>16,655</u>

Signed on behalf of Trustees

.....
Mrs Catherine Williamson
Treasurer

Fife Federation of Scottish Women's Institutes

Notes to the Financial Statements
for the Year Ended 31 December 2025

(1) Movement in Funds

		Balance As At	Movement in Resources		Transfers Between Funds	Balance As At
	Note	1 January 2025	Income	Outgoing		31 December 2025
		£	£	£	£	£
Restricted Funds						
A.C.W.W. Pennies for friendship	(i)	161	-	-	-	161
		161	-	-	-	161
Unrestricted Funds						
General Funds		16,494	15,531	16,738	-	15,287
Total Funds		16,655	15,531	16,738	-	15,448

Purposes of Restricted Funds

- (i) A.C.W.W. Pennies for friendship are specific collections from the members.