

WI name

Charity number (if registered)

Federation

-



Please review the 'Notes to Financial Statement' sheet before completing this Statement.

**FINANCIAL STATEMENT**

For the period

from

to

**Section A**

**Receipts and Payments**

<b>A1 Receipts</b>	<b>Total £</b>	<b>Last year £</b>	<b>A2 Payments</b>	<b>Total £</b>	<b>Last year £</b>
Receipts at meetings	-		Meeting expenses	-	
Subscriptions (WI share)	-		Committee Members' expenses	-	
Gift Aid	-		Pooling of fares / expenses	-	
Publications	-		Publications	-	
Activities & events	-		Activities & events	-	
WI fundraising	-		WI fundraising	-	
Interest received			Insurance	-	
Paid into current account	-				
Paid into deposit account					
Grants and donations	-		Donations made	-	
Other income	-		Other payments	-	
WI-owned hall - total receipts			WI-owned hall - total payments		
<b>Total Receipts</b>	-	-	<b>Total Payments</b>	-	-

<b>A3</b> <i>Restricted funds included in total receipts</i>			<b>A4</b> <i>Restricted funds included in total payments</i>		
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**Total Receipts less Total Payments (Surplus/Deficit for the year)**

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**A5** Total cash funds brought forward from last year (*equals last year's total at B1*)

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**A6** Total cash funds carried forward at this year end

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**A7** Total restricted funds at year end included in total cash funds above

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**The main purposes of the Women's Institute organisation are:**

(a) to advance the education of women and girls for the public benefit in all areas including (without limitation): (i) local, national and international issues of political and social importance; (ii) music, drama and other cultural subjects; and (iii) all branches of agriculture, crafts, home economics, science, health and social welfare;

(b) to promote sustainable development for the public benefit by: (i) educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and (ii) promoting sustainable means of achieving economic growth and regeneration;

(c) to advance health for the public benefit; and

(d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

WI name

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**Section B**

**Statement of assets and liabilities at the year end**

**B1 Cash funds**

	Total £	Last year £										
<b>B1.1</b> Final bank balance as per Account Book, including uncleared items	-	-										
<b>B1.2</b> <i>Reconciliation of final bank balance from Account Book to bank statement</i>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Bank statement total at year end</td> <td style="width: 20%;"></td> </tr> <tr> <td>Plus amounts paid in to bank but not cleared</td> <td></td> </tr> <tr> <td>Less cheques written but not cleared</td> <td></td> </tr> <tr> <td>Less any cheques still uncleared from last year</td> <td></td> </tr> <tr> <td><b>Total (should equal balance at B1.1)</b></td> <td style="text-align: center;">-</td> </tr> </table>	Bank statement total at year end		Plus amounts paid in to bank but not cleared		Less cheques written but not cleared		Less any cheques still uncleared from last year		<b>Total (should equal balance at B1.1)</b>	-		
Bank statement total at year end												
Plus amounts paid in to bank but not cleared												
Less cheques written but not cleared												
Less any cheques still uncleared from last year												
<b>Total (should equal balance at B1.1)</b>	-											
<b>B1.3</b> Savings / deposit account balance												
<b>B1.4</b> Petty cash in hand												
<b>B1.5</b> <u>Less</u> any funds held as agent for federation/NFWI, i.e subscriptions received but not yet paid over <i>enter as a negative amount</i>	-											
<b>B1.6</b> Total cash funds	-	-										

**B2 Investments (if any)**

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**B3 Other monetary assets (e.g. any money owed to the WI)**

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**B4 Other assets held by the WI**

e.g. WI owned hall, other equipment

	Value (optional)*	Original cost (optional)*

*\* cost / value should only be completed if meaningful information is available*

**B5 Liabilities**

Payments due immediately but not paid, or due at a future date, e.g. loans

	Date due (optional)*	Amount due (optional)*

*\* amount / date due should only be completed if meaningful information available*

**Signed on behalf of all the trustees (WI Committee members)**

Signature	Name	Date of approval	
			<b>President</b>
			<b>Treasurer</b>

*Independent financial examiner's initials:*

WI name

**Section C**

**Notes to the financial statement**

**C1 Funds received and paid as agent**

Complete this section with total amounts received and paid over to the federation in the year

	Receipts this year £	Payments this year £	Any balance held at year end £
Federation / NFWI share of subscriptions	-	-	-
Federation event bookings by individual members	-	-	-
NFWI and / or federation raffle	-	-	-
<b>Total</b>	-	-	-

**C2 Details of restricted funds**

Complete this section if the WI had any restricted funds during the year

	Receipts this year £	Payments this year £	Any balance held at year end £
Name or description of restricted fund:			
<b>Total</b>	-	-	-

**C3 Further details of WI activities /fundraising /other**

Include additional details that would be helpful to WI members or other readers of the financial statement

	Receipts this year £	Payments this year £
Activities & events (description)		
<b>Total WI activities</b>	-	-
WI fundraising description)		
<b>Total WI fundraising</b>	-	-
Grants & donations		
<b>Total grants &amp; donations</b>	-	-
Other income / expenditure		
<b>Total other income / expenditure</b>	-	-

Independent financial examiner's initials:

Guidance on completing the WI Financial Statement is available on the My WI website

**INDEPENDENT FINANCIAL EXAMINER'S REPORT**

To the Trustees of

Charity number (if registered)

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WI

I report on the Receipts and Payments Accounts set out on the attached Financial Statement pages 1-3 for the above named WI for the year ended .....

**Respective responsibilities of trustees and examiner**

The trustees 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 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 next statement.

**Independent Examiner's Statement**

In connection with my examination no matter has come to my attention, (other than disclosed below\*):

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with Section 130 of the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

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.

*\*Please delete the words in brackets if they do not apply.*

Comments:

**Signed:**

**Date:**

**Name:**

**Address:**