**WI Annual Report Form**

To be completed and returned immediately after the WI Annual Meeting

to KENT-WEST KENT Federation Office - Ethel Hunt Lodge, 4 Hawkwell Business Centre,

Maidstone Road, Pembury, Tunbridge Wells, Kent TN2 4AG.

**PLEASE COMPLETE ALL SECTIONS**

**WI Name**………………………………………………………………………………………. **Group:** ……………………………………..........

**Formation date** ……………………………………… **Date of Annual Meeting** …………………………………………………….

**Financial Year End** ……………………………………………………………………………………………………………………………………  
  
Please enclose each of the following to the Federation Office **immediately** after your Annual Meeting (please tick).

Current Financial Statement (photocopies are not acceptable) Budget

(fully signed, complete)

Committees/Secretaries Annual Report 2019 Programme

**Monthly Meetings**

* Average Meeting Attendance ………………………………………………………………………………………………………………
* Number of Meetings held …………………………………………………………………………………………………………………….

**Member Subscriptions**

* Number of Full Members Paid By 1 March ……………………………………………………………………………………………
* Number of Dual Members ………………………………………………………………………………………………………………….
* Number of New Members Enrolled This Year ………………………………………………………………………………………
* Number on Waiting List ……………………………………………………………………………………………………………………..

**Committee**

* Number of Committee Members ……………….…………………………………………………………………………………………
* Committee Meetings held ………………..…………………………………………………………………………………………….......
* By-Laws Passed/Altered at Annual Meeting (If yes, please give details) **YES/NO**  
  ………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..
* Have you experienced any difficulties within your WI during the year? (If yes, please give details) **YES/NO** ……………………………………………………………………………………..………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

Would you be interested in assisting at Federation events in the future?  
Catering **YES/NO**  
Selling Raffle Tickets **YES/NO**  
Stewarding **YES/NO**

**PLEASE RETURN ALL FORMS TO THE FEDERATION OFFICE**

**NO LATER THAN**

**FRIDAY 7 JUNE 2019**

**PTO 🡪**

**Reg. Charity No. 228183**

**APPOINTMENT OF OFFICERS**

**DETAILS OF YOUR INSTITUTE AND TRUSTEES**

**PLEASE COMPLETE ALL SECTIONS BELOW CLEARLY**

**MONTHLY MEETINGS**

Week & Day ………………………………………………………………………………………………… Time …………………………………….. Venue: …………………………………………………………………………………………………………………………………………………………

……………………………………………………………… Postcode ………………………………… Number of Members ………………….

**PRESIDENT**

For Office Use Only New / Unchanged Year Book

Full Name …………………………………………………………………………………………………………………………………………………….  
Address ………………………………………………………………………………………………………………………………………………………..

Postcode ……………………………………..  
Tel No ………………………………………….  
I give my permission for my contact details to be published in the yearbook Please tick

Sign: ………………………………………...........

**SECRETARY**

For Office Use Only New / Unchanged Year Book

Full Name …………………………………………………………………………………………………………………………………………………….  
Address ………………………………………………………………………………………………………………………………………………………..

Postcode ……………………………………..  
Tel No ………………………………………….  
I give my permission for my contact details to be published in the yearbook Please tick

Sign: ………………………………………...........

**TREASURER**

For Office Use Only New / Unchanged Treasurers List

Full Name …………………………………………………………………………………………………………………………………………………….  
Address ………………………………………………………………………………………………………………………………………………………..

Postcode ……………………………………..  
Tel No ………………………………………….  
I give my permission for my contact details to be circulated to WI members Please tick

Sign: ………………………………………...........

**MCS REP**Full Name ……………………………………………………………………………………………………………………………………………………..  
Tel No ………………………………………….  
Email …………………………………………………………………………………………………………………………………………………………….

I give my permission for my contact details to be circulated to WI members Please tick

Sign: ………………………………………...........

**SOCIAL MEDIA DETAILS**

Twitter ………………………………………………………………………………………………………………………………………………………….  
Facebook ………………………………………………………………………………………………………………………………………………………  
Website ………………………………………………………………………………………………………………………………………………………..  
Other ……………………………………………………………………………………………………………………………………………………………

**DATE ………………………………………………………………………………………………………**

**This form is available to download from our website – www.thewi.org.uk/westkent**