

**PLEASE PASS THIS LETTER TO YOUR WI TREASURER**

Dear WI Treasurer

**WI INDEPENDENT FINANCIAL EXAMINERS (IFE's)**

Our Constitution requires all WIs to have their books independently examined. The Charity Commission recommends that this is done by someone competent who has no connection with the Charity Trustees (Committee). They have approved the scheme run by LFWI who have trained members to independently examine WI Accounts with a turnover of less than £10,000.

The Independent Financial Examiners are spread around the Federation and if possible, we try to appoint someone within a reasonable distance. The WI would be asked to take the books, etc. to the Examiner. If the Examiner collects the books, the WI would be asked to pay travel at Federation rate. Alternatively, the Treasurer can send the papers to the Examiner recorded delivery. A thank you of **£30.00** will be payable to the Examiner. If asked to do additional work, e.g. make up the financial statement, then a further £5 would also be payable. These charges vary for WIs with a hall. Application forms are sent early so that Treasurers may ask for member's approval of the appointment at the Annual Meeting.

The Federation makes no charge for arranging this service. The success of the scheme is sure to encourage more WIs to use it, so please apply early by completing and returning the form below to the WI Office.

Yours sincerely

Diane Jenkins

Federation Secretary

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**LFWI INDEPENDENT FINANCIAL EXAMINER APPLICATION**

**WI..... TREASURER .....**

**TEL. NO. .... EMAIL: .....**

**DATE OF ANNUAL MEETING: .....**

The above WI wishes to apply for a WI Independent Examiner for their financial year

Name of previous IFE/Examiner: .....

Signed on behalf of WI ..... (Treasurer)

**Please send this application to the LFWI Office, Croston House, Lancashire Business Park,  
Centurion Way, Leyland, PR26 6TU or via email to [officeadmin@lfw.org.uk](mailto:officeadmin@lfw.org.uk)**