

WI name  
Charity number (if registered)  
Federation




**FINANCIAL STATEMENT**  
For the period

from

to

**Section A**

**Receipts and Payments**

A1 Receipts	Total £	Last year £	A2 Payments	Total £	Last year £
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>		

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

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

A6 Total cash funds carried forward at this year end

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

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

**Section B**

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

**B1 Cash funds**

	Total £	Last year £										
B1.1 Final bank balance as per Account Book, including uncleared items												
<b>B1.2 Reconciliation of final bank balance from Account Book to bank statement</b>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Bank statement total at year end</td> <td style="width: 30%;"></td> </tr> <tr> <td>Plus amounts paid in 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 (enter total at B1.1)</b></td> <td></td> </tr> </table>	Bank statement total at year end		Plus amounts paid in but not cleared		Less cheques written but not cleared		Less any cheques still uncleared from last year		<b>Total (enter total at B1.1)</b>			
Bank statement total at year end												
Plus amounts paid in but not cleared												
Less cheques written but not cleared												
Less any cheques still uncleared from last year												
<b>Total (enter total at B1.1)</b>												
B1.3 Savings / deposit account balance												
B1.4 Petty cash in hand												
B1.5 <b>Less</b> 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>Total cash funds</b>												

**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

*President*

*Treasurer*

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 the subscription			
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 and expenditure		
<b>Total other income / expenditure</b>		

Independent financial examiner's initials:

**INDEPENDENT FINANCIAL EXAMINER'S REPORT**

To the Trustees of

Charity number (if registered)


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:

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Name:

Address:

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