

C&E/PTS		Please review the 'Notes to Receipts and Payments' sheet before completing this sheet.										Up to date bank balance including uncleared items				15,342.84			
Year	2024	WI		SOWOOD										Waiting to be paid into bank				0.00	
Enter receipts in the appropriate analysis column. When an item in column 15 appears on the bank statement enter "Y" in column 16.																			
Date	ITEM description	Receipts at meetings	Subscriptions		Gift Aid	Federation bookings by individuals - as agent	NFWI / Federation raffle - as agent	Publications (newsletters, diaries, calendars)	Activities & events	WI fundraising	Bank interest received	Grants & donations	Other income	Transf. of from saving & other accounts	Total	Total paid into bank	Receipts paid in to bank but not cleared		
			WI share	Fed NFWI share - as agent															
	Opening Bank balance: Enter the final bank balance from last year in R7. (B1.1 from last year's financial statement.)															24,513.61			
4-Jan-2024	Cash collected: Craft and CCC (1)								32.00						32.00				
9-Jan-2024	Cash deposited (1)														-	32.00	y		
11-Jan-2024	Cash collected: Craft and CCC (2)								43.00						43.00				
15/1/24	Jackie Swire Community cafe									51.30					51.30	51.30	y		
15/1/24	Rachel Taylor subs Q4		5.65	5.85											11.50	11.50	y		
15/1/24	Cash deposited (2)														-	43.00	y		
16/1/24	Ingrid Holdsworth Subs		23.60	24.40											48.00	48.00	y		
17/1/24	Angela Feldman name card									10.00					10.00	10.00	y		
18/1/24	Cash collected: Main mtg £60, Name card £52, Raffle £39. (3)	60.00								91.00					151.00				
23/1/24	Cash deposited (3)														-	151.00	y		
24/1/24	Viv Calverley - Beetle									5.00					5.00	5.00	y		
24/1/24	Fiona Sinfield - Gimbals								32.50						32.50	32.50	y		
24/1/23	Viv Calverley - Gimbals								27.50						27.50	27.50	y		
24/1/24	Ingrid Holdsworth - Gimbals								27.50	1.00					28.50	28.50	y		
24/1/24	Mandy Mellor - Beetle									5.00					5.00	5.00	y		
24/1/24	Julie Weeden - Gimbals								27.50						27.50	27.50	y		
24/1/24	Julie Weeden - Beetle									5.00					5.00	5.00	y		
24/1/24	Pat Greenwood - Gimbals								32.50						32.50	32.50	y		
24/1/24	Pat Greenwood - Beetle									5.00					5.00	5.00	y		
24/1/24	Liz Forster - Beetle									5.00					5.00	5.00	y		
24/1/24	Jackie Swire - - Gimbals								32.50						32.50	32.50	y		
24/1/24	Jackie Swire - Beetle									5.00					5.00	5.00	y		
24/1/24	Mary Mellor - Beetle									5.00					5.00	5.00	y		
24/1/24	Michelle Thornton - Gimbals								32.50						32.50	32.50	y		
24/1/24	Sheila Crampton - Beetle									5.00					5.00	5.00	y		
24/1/24	Helen Kettle & Christine Beaumont - Beetle									10.00					10.00	10.00	y		
25/1/24	Cash collected: Craft & Bookclub (4)								63.00						63.00				
25/1/24	Liz Nutbrown - Beetle									5.00					5.00	5.00	y		
25/1/24	Sharon Daniel - Beetle									5.00					5.00	5.00	y		
25/1/24	Helen Jones - Beetle									5.00					5.00	5.00	y		
25/1/24	Elaine Stollery - Beetle									5.00					5.00	5.00	y		
25/1/24	Janet Hall - Beetle									5.00					5.00	5.00	y		
25/1/24	Pamela Baxendale - Beetle									5.00					5.00	5.00	y		
25/1/24	Louise Brennan - Beetle									5.00					5.00	5.00	y		
25/1/24	Janet Campbell - Gimbals & Beetle								32.50	5.00					37.50	37.50	y		
25/1/24	Sue Greenwood - Gimbals & Beetle								32.50	5.00					37.50	37.50	y		
25/1/24	Sheila Pennington & Sandra Robinson - Beetle									10.00					10.00	10.00	y		
25/1/24	Carole Craven - Gimbals								32.50						32.50	32.50	y		
26/1/24	Helen Greaves - Beetle									5.00					5.00	5.00	y		
26/1/24	Susan Bowler - Beetle									5.00					5.00	5.00	y		
26/1/24	Pat Greenwood (Margaret??) - Gimbals & Beetle								27.50	5.00					32.50	32.50	y		
26/1/24	Paula Charnock - Beetle									5.00					5.00	5.00	y		
26/1/24	Pamela Knapton & Christine Shepherd - Beetle									10.00					10.00	10.00	y		
26/1/24	Pamela Longhurst - Beetle									5.00					5.00	5.00	y		
26/1/24	Paula Wright - Gimbals								32.50						32.50	32.50	y		
26/1/24	Paula Wright - Beetle									5.00					5.00	5.00	y		
26/1/24	Elaine Waugh - Gimbals								27.50						27.50	27.50	y		
26/1/24	Pamela Adams - Beetle									5.00					5.00	5.00	y		
26/1/24	Julie Greenwood - Beetle									5.00					5.00	5.00	y		
26/1/24	Jackie Jackson - Beetle									5.00					5.00	5.00	y		
26/1/24	Alex Dickinson - Beetle									5.00					5.00	5.00	y		
27/1/24	Jackie Jackson - subs Q4		5.65	5.85											11.50	11.50	y		
28/1/24	Helen Clayton - Beetle									5.00					5.00	5.00	y		
28/1/24	Pam Banham - subs Q4		5.65	5.85											11.50	11.50	y		
29/1/24	Helen Edwards - Call my bluff x 2, Beetle									25.00					25.00	25.00	y		
29/1/24	Jackie Swire - Allotment tools									25.00					25.00	25.00	y		
29/1/24	Linda Furness - Gimbals								27.50						27.50	27.50	y		
29/1/24	Alison Holmes - Beetle									5.00					5.00	5.00	y		
30/1/24	Cheque Collected: Julie Astbury Gimbals, Beetle (5)								32.50	5.00					37.50				
31/1/24	Cash deposited: (4)														-	63.00	y		
31/1/24	Amanda Hill - Gimbals								32.50						32.50	32.50	y		
1-Feb-2024	Cash collected: Food & Drink (6)								63.00						63.00				
2-Feb-2024	Anne Pendlebury - Beetle									5.00					5.00	5.00	y		
2-Feb-2024	Debbie Hizzard - Beetle									5.00					5.00	5.00	y		
3-Feb-2024	Pauline Gardner - Gimbals & Beetle								32.50	5.00					37.50	37.50	y		
5/2/24	Janet Woodward - Gimbals								32.50	5.00					37.50	37.50	y		
5-Feb-2024	Angela Feldman & Karen Hallett - Beetle									10.00					10.00	10.00	y		

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Enter receipts in the appropriate analysis column. When an item in column 15 appears on the bank statement enter "Y" in column 16.																		
Date	ITEM description	Receipts at meetings	Subscriptions		Gift Aid	Federation bookings by individuals - as agent	NFWI / Federation raffle - as agent	Publications (newsletters, diaries, calendars)	Activities & events	WT fundraising	Bank interest received	Grants & donations	Other income	Transfer of from saving & other accounts	Total	Total paid into bank	Receipts paid in to bank but not cleared	
			WT share	Fed NFWI share - as agent														
5-Feb-2024	Linda Furness - Beetle									5.00					5.00	5.00	y	
5-Feb-2024	Maria Palmer-Hoyes - Beetle									5.00					5.00	5.00	y	
5-Feb-2024	Karen Walker - Beetle									5.00					5.00	5.00	y	
5-Feb-2024	Elaine Dockray - Beetle									5.00					5.00	5.00	y	
6-Feb-2024	Chrissy Wilkinson - Beetle									5.00					5.00	5.00	y	
6-Feb-2024	Cheque Deposited: (5)														-	37.50	y	
6-Feb-2024	Pauline Willaims - - Beetle									5.00					5.00	5.00	y	
6-Feb-2024	Helen Edwards - Gimbals								32.50						32.50	32.50	y	
6-Feb-2024	Helen Jones - Gimbals								27.50						27.50	27.50	y	
7-Feb-2024	Alex Dickinson - Gimbals								27.50						27.50	27.50	y	
7-Feb-2024	Freda Jordan - Beetle									5.00					5.00	5.00	y	
7-Feb-2024	Jane Hockin - subs		23.60	24.40											48.00	48.00	y	
7-Feb-2024	Anne Evans - Beetle									5.00					5.00	5.00	y	
7-Feb-2024	Rose Gilmour - subs		23.60	24.40											48.00	48.00	y	
7-Feb-2024	Julie Bowers - Gimbals								32.50						32.50	32.50	y	
8-Feb-2024	Jo Kelly - Beetle									5.00					5.00	5.00	y	
8-Feb-2024	Jaqueline Olson - Gimbals								27.50						27.50	27.50	y	
8-Feb-2024	Flona Sinfield - Gimbals								32.50						32.50	32.50	y	
8-Feb-2024	Susan Bowler - Subs		23.60	24.40											48.00	48.00	y	
9-Feb-2024	Amanda Jackson - Gimbals								32.50						32.50	32.50	y	
9-Feb-2024	Julie Goodchild - Subs		23.60	24.40											48.00	48.00	y	
9-Feb-2024	Rachel Taylor subs		23.60	24.40											48.00	48.00	y	
9-Feb-2024	Christine Beaumont - Subs		23.60	24.40											48.00	48.00	y	
12-Feb-2024	Viv Calverley - Gimbals								32.50						32.50	32.50	y	
12-Feb-2024	Michelle Thornton- Subs		23.60	24.40											48.00	48.00	y	
12-Feb-2024	Chrissy Wilkinson - Gimbals								32.50						32.50	32.50	y	
12-Feb-2024	Elaine Stollery - Subs		23.60	24.40											48.00	48.00	y	
12-Feb-2024	Shirley Boyle - Gimbals								32.50						32.50	32.50	y	
13-Feb-2024	Christine Eves - Subs		23.60	24.40											48.00	48.00	y	
13-Feb-2024	Carol King - Gimbals								32.50						32.50	32.50	y	
13-Feb-2024	Pam Adams - Subs		23.60	24.40											48.00	48.00	y	
14-Feb-2024	Julia Booth - Subs		23.60	24.40											48.00	48.00	y	
15-Feb-2024	Angela Fieldman - name card									10.00					10.00	10.00	y	
15-Feb-2024	Cash collected: Main Mtg £45, Name card £52, Raffle £39, WI Afternoon £7, Subs £144, Alpaca	45.00	70.80	73.20					51.00	98.00					338.00			
15-Feb-2024	Cheque collected: Subs Ginny Booth (8)		23.60	24.40											48.00	48.00	y	
15-Feb-2024	Jackie Swire - subs		23.60	24.40											48.00	48.00	y	
15-Feb-2024	Helen Clayton - subs		23.60	24.40											48.00	48.00	y	
15-Feb-2024	Christine Eves - Alpaca								17.00						17.00	17.00	y	
15-Feb-2024	Mandy Mellor - subs		23.60	24.40											48.00	48.00	y	
15-Feb-2024	Amanda Hill - subs		23.60	24.40											48.00	48.00	y	
15-Feb-2024	Amanda Hill - Syndicate Remainder paid 25/3/24)								17.00						17.00	17.00	y	
15-Feb-2024	Helen Greaves - Alpaca								17.00						17.00	17.00	y	
15-Feb-2024	Jackie Swire - Alpaca								17.00						17.00	17.00	y	
15-Feb-2024	Christine Smith - subs		23.60	24.40											48.00	48.00	y	
15-Feb-2024	Janet Woodward - Alpaca								17.00						17.00	17.00	y	
16-Feb-2024	Freda Jordan - subs		23.60	24.40											48.00	48.00	y	
16-Feb-2024	Julie Weeden - Alpaca								17.00						17.00	17.00	y	
16-Feb-2024	Julie Weedeob - subs		23.60	24.40											48.00	48.00	y	
16-Feb-2024	Pat Greenwood - Alpaca								17.00						17.00	17.00	y	
16-Feb-2024	Alex Dickinson - subs		23.60	24.40											48.00	48.00	y	
16-Feb-2024	Alex Dickinson - Alpaca								17.00						17.00	17.00	y	
16-Feb-2024	Allison Thornton - Alpaca								17.00						17.00	17.00	y	
16-Feb-2024	Karen Hallett - Alpaca								17.00						17.00	17.00	y	
16-Feb-2024	Viv Calverley - Alpaca								17.00						17.00	17.00	y	
16-Feb-2024	Ingrid Holdsworth - Alpaca								17.00						17.00	17.00	y	
16-Feb-2024	Paula Charnock - subs		23.60	24.40											48.00	48.00	y	
17-Feb-2024	Alison Povey - Alpaca								17.00						17.00	17.00	y	
17-Feb-2024	Amanda Jackson - Syndicate (remainder paid 30/5)								17.00						17.00	17.00	y	
17-Feb-2024	Alison Holmes - subs		23.60	24.40											48.00	48.00	y	
17-Feb-2024	Cash Deposit (6) (7)														-	401.00	y	
17-Feb-2024	Ingrid Holdsworth - Queenz								27.50						27.50	27.50	y	
17-Feb-2024	Helen Edwards - Alpaca & Queenz								44.50						44.50	44.50	y	
17-Feb-2024	Susan Bowler - Queenz								27.50						27.50	27.50	y	
18-Feb-2024	Amanda Hill - Queenz								27.50						27.50	27.50	y	
18-Feb-2024	Mary Mellor - Queenz								27.50						27.50	27.50	y	
19-Feb-2024	Jackie Swire - Community cafe									62.25					62.25	62.25	y	
19-Feb-2024	Margaret Chapman - subs		23.60	24.40											48.00	48.00	y	
19-Feb-2024	Rose Gilmour - Alpaca								17.00						17.00	17.00	y	

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Enter receipts in the appropriate analysis column. When an item in column 15 appears on the bank statement enter "Y" in column 16.																			
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			WI share	Fed NFW share - as agent															
20-Feb-2024	Janet Hall - subs		23.60	24.40											48.00	48.00	y		
21-Feb-2024	Fiona Reinsch - Beetle									5.00					5.00	5.00	y		
21-Feb-2024	Lesley Wright - subs		23.60	24.40											48.00	48.00	y		
22-Feb-2024	Karen Walker - subs		23.60	24.40											48.00	48.00	y		
22-Feb-2024	Jean Wilkinson & Maureen Brown - Alpaca								34.00						34.00	34.00	y		
22-Feb-2024	Jean Wilkinson - subs		23.60	24.40											48.00	48.00	y		
22-Feb-2024	Pauline Gardner - Alpaca								17.00						17.00	17.00	y		
22-Feb-2024	Paula Wright - Alpaca								17.00						17.00	17.00	y		
22-Feb-2024	Helen Kettle - subs		23.60	24.40											48.00	48.00	y		
22-Feb-2024	Freda Jordan - Alpaca								17.00						17.00	17.00	y		
22-Feb-2024	Ingrid Holdsworth - Call my bluff									40.00					40.00	40.00	y		
22-Feb-2024	Cash collected: Book group Craft CCC (9)								62.00						62.00				
23-Feb-2024	Liz Forster - subs Queenz (£6 shortfall)		23.60	24.40					21.50						69.50	69.50	y		
23-Feb-2024	Christine Shepherd - subs		23.60	24.40											48.00	48.00	y		
24-Feb-2024	Sue Greenwood - subs & Call my bluff		23.60	24.40						20.00					68.00	68.00	y		
24-Feb-2024	Liz Forster - Queenz shortfall								6.00						6.00	6.00	y		
24-Feb-2024	Janet Woodward - subs		23.60	24.40											48.00	48.00	y		
26-Feb-2024	Janet Campbell - Call my bluff									20.00					20.00	20.00	y		
26-Feb-2024	Cilla Chan - subs		23.60	24.40											48.00	48.00	y		
26-Feb-2024	Cash deposited (9)													-	62.00		y		
26/2/24	Louise Brennan - subs		23.60	24.40											48.00	48.00	y		
26-Feb-2024	Christine Shepherd - Call my bluff									30.00					30.00	30.00	y		
26-Feb-2024	Hilary Giddings - subs dual underpayment £1		22.60												22.60	22.60	y		
26-Feb-2024	Pauline Williams - Call my bluff									10.00					10.00	10.00	y		
27-Feb-2024	Debbie Hizzard - subs		23.60	24.40											48.00	48.00	y		
27-Feb-2024	Hazel Eccles - subs		23.60	24.40											48.00	48.00	y		
27-Feb-2024	Amanda Jackson - Call my bluff									40.00					40.00	40.00	y		
27-Feb-2024	Susan Bowler- Call my bluff									10.00					10.00	10.00	y		
27-Feb-2024	Paula Wright - Call my bluff									20.00					20.00	20.00	y		
27-Feb-2024	Leigh Shepherd HMCM Stall									40.00					40.00	40.00	y		
27-Feb-2024	Christine Eves - Call my bluff									20.00					20.00	20.00	y		
27-Feb-2024	Hilary Giddings - subs dual underpayment Paid		1.00												1.00	1.00	y		
27-Feb-2024	Mary Mellor - subs		23.60	24.40											48.00	48.00	y		
27-Feb-2024	Freya Carter - HMCM Stall									40.00					40.00	40.00	y		
28-Feb-2024	Justine Riccomini - Call my bluff									20.00					20.00	20.00	y		
28-Feb-2024	Paula Charnock - Call my bluff									10.00					10.00	10.00	y		
29-Feb-2024	Cash collected: Belly Dancing, Call my bluff, Anne Pendlebury & raffle (10)								123.00	15.00					138.00				
29-Feb-2024	Louise Moran - Alpaca								85.00						85.00	85.00	y		
29-Feb-2024	Liz Nutbrown - subs		23.60	24.40											48.00	48.00	y		
29-Feb-2024	Jackie Swire - Call my Bluff									10.00					10.00	10.00	y		
29-Feb-2024	Amanda Hill - Call my Bluff									10.00					10.00	10.00	y		
29-Feb-2024	Gillian Eidson - Raffle - Call my Bluff									5.00					5.00	5.00	y		
1-Mar-2024	Sharon Taylor - Call my Bluff									10.00					10.00	10.00	y		
1-Mar-2024	Pat Greenwood - Raffle - Call my Bluff									5.00					5.00	5.00	y		
1-Mar-2024	Fiona Reinsch - subs		23.60	24.40											48.00	48.00	y		
1-Mar-2024	Sharon Daniel - Call my Bluff Raffle									5.00					5.00	5.00	y		
1-Mar-2024	Rachel Haigh - Call my Bluff									40.00					40.00	40.00	y		
1-Mar-2024	Alex Dickinson - Call my Bluff raffle									5.00					5.00	5.00	y		
1-Mar-2024	Jean Wilkinson - Call my Bluff raffle									5.00					5.00	5.00	y		
1-Mar-2024	Cash deposited (10)													-	138.00		y		
1-Mar-2024	Anne Evans - subs		23.60	24.40											48.00	48.00	y		
2-Mar-2024	Erica Gribbin - subs		23.60	24.40											48.00	48.00	y		
2-Mar-2024	Freda Jordan - Call my Bluff raffle									5.00					5.00	5.00	y		
2-Mar-2024	Fiona Sinfield - Call my Bluff raffle									5.00					5.00	5.00	y		
3-Mar-2024	Jackie Swire - Call my Bluff raffle									10.00					10.00	10.00	y		
4-Mar-2024	Norland WI - Call my Bluff									40.00					40.00	40.00	y		
4-Mar-2024	Anne Cawdron -subs		23.60	24.40											48.00	48.00	y		
4-Mar-2024	Carol King - Alpaca								17.00						17.00	17.00	y		
4-Mar-2024	Carol King - Call my bluff										10.00				10.00	10.00	y		
4-Mar-2024	Carol King - subs		23.60	24.40											48.00	48.00	y		
5-Mar-2024	Jackie Jackson - Call my bluff										10.00				10.00	10.00	y		
5-Mar-2024	Carole Craven - subs		23.60	24.40											48.00	48.00	y		
5-Mar-2024	Margaret Waddington - Queenz								55.00						55.00	55.00	y		
6-Mar-2024	Square - Call my bluff									39.30					39.30	39.30	y		
7-Mar-2024	Marilyn Rogers - Subs		23.60	24.40											48.00	48.00	y		
7-Mar-2024	Sharon Taylor - Call my Bluff raffle									50.00					50.00	50.00	y		
7-Mar-2024	Sharon Daniel - Subs		23.60	24.40											48.00	48.00	y		
7-Mar-2024	Julie Weeden - Call my Bluff raffle									5.00					5.00	5.00	y		

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Date	ITEM description		Receipts at meetings	Subscriptions			Gift Aid	Federation bookings by individuals - as agent	NFWI / Federation raffle - as agent	Publications (newsletters, diaries, calendars)	Activities & events	WI fundraising	Bank interest received	Grants & donations	Other income	Transf. of from saving & other accounts	Total	Total paid into bank	Receipts paid in to bank but not cleared	
				WI share	Fed NFW share - as agent															
7-Mar-2024	Jackie Swire - Call my Bluff raffle											35.00					35.00	35.00	Y	
8-Mar-2024	Jackie Jackson - Call my bluff raffle											5.00					5.00	5.00	Y	
7-Mar-2024	Cash collected: (11)										60.50						60.50		Y	
8-Mar-2024	Cash paid in by Helen (11)																-	60.50	Y	
8-Mar-2024	Paula Wright - Call my Bluff raffle											10.00					10.00	10.00	Y	
9-Mar-2024	Jackie Swire - Call my bluff raffle											85.00					85.00	85.00	Y	
10-Mar-2024	Helen Edwards - subs			23.60	24.40												48.00	48.00	Y	
10-Mar-2024	Fiona Sinfield - subs			23.60	24.40												48.00	48.00	Y	
10-Mar-2024	Sharon Tatlor - subs			23.60	24.40												48.00	48.00	Y	
10-Mar-2024	Rachel Haigh - subs			23.60	24.40												48.00	48.00	Y	
11-Mar-2024	Sheila Pennington - subs			23.60	24.40												48.00	48.00	Y	
11-Mar-2024	Janet Campbell - subs			23.60	24.40												48.00	48.00	Y	
11-Mar-2024	Elaine Dockray - subs			23.60	24.40												48.00	48.00	Y	
11-Mar-2024	Linda Furness - subs			23.60	24.40												48.00	48.00	Y	
11-Mar-2024	Jo Turner - subs			23.60	24.40												48.00	48.00	Y	
11-Mar-2024	Maureen Brown - subs			23.60	24.40												48.00	48.00	Y	
12-Mar-2024	Pamela Knapton - subs			23.60	24.40												48.00	48.00	Y	
12-Mar-2024	Pauline Gardner - subs			23.60	24.40												48.00	48.00	Y	
12-Mar-2024	Ingrid Holdsworth - 2Amici										22.00						22.00	22.00	Y	
12-Mar-2024	Helen Greaves - 2Amici										22.00						22.00	22.00	Y	
12-Mar-2024	Helen Greaves - subs			23.60	24.40												48.00	48.00	Y	
14-Mar-2024	Pamela Longhurst - subs dual			23.60													23.60	23.60	Y	
14-Mar-2024	Anne Pendlebury - subs			23.60	24.40												48.00	48.00	Y	
14-Mar-2024	Jackie Jackson - subs			23.60	24.40												48.00	48.00	Y	
14-Mar-2024	Sheila Crampton - subs			23.60	24.40												48.00	48.00	Y	
14-Mar-2024	Cash collected: Craft and CCC (12)										52.00						52.00			
14-Mar-2024	Cheques collected: subs (13) Julie Astbury, Anne Crampton			47.20	48.80												96.00			
15-Mar-2024	Pamela Baxendale - subs Dual			23.60													23.60	23.60	Y	
15-Mar-2024	Rachel Thomis - subs			23.60	24.40												48.00	48.00	Y	
15-Mar-2024	Tina Bower - subs			23.60	24.40												48.00	48.00	Y	
15-Mar-2024	Anne Cox - subs			23.60	24.40												48.00	48.00	Y	
16-Mar-2024	Fiona Sinfield - 2Amici										26.00	1.00					27.00	27.00	Y	
16-Mar-2024	Amanda Jackson - subs			23.60	24.40												48.00	48.00	Y	
16-Mar-2024	Viv Calverley - subs			23.60	24.40												48.00	48.00	Y	
16-Mar-2024	Pat Greenwood - subs			23.60	24.40												48.00	48.00	Y	
17-Mar-2024	Anne Foukes - subs			23.60	24.40												48.00	48.00	Y	
17-Mar-2024	Maria Palmer-Hoyes - subs			23.60	24.40												48.00	48.00	Y	
18-Mar-2024	Elaine Smith - subs - dual member (cheque 3132 refund of Fed part of subs)			23.60											24.40		48.00	48.00	Y	
18-Mar-2024	Moira Young - subs			23.60	24.40												48.00	48.00	Y	
18-Mar-2024	Cash Deposited:																-	52.00	Y	
18-Mar-2024	Jackie Swire - Community cafe											30.60					30.60	30.60	Y	
18-Mar-2024	Jacqui Olson - subs			23.60	24.40												48.00	48.00	Y	
18-Mar-2024	Viv Calverley - 2Amici										22.00						22.00	22.00	Y	
18-Mar-2024	Elain Vaughn - subs and 2Amici			23.60	24.40						22.00						70.00	70.00	Y	
19-Mar-2024	Viv Lee - subs			23.60	24.40												48.00	48.00	Y	
19-Mar-2024	Pauline Williams - subs			23.60	24.40												48.00	48.00	Y	
19-Mar-2024	Jane Hockin - 2Amici										22.00						22.00	22.00	Y	
19-Mar-2024	Helen Jones - subs			23.60	24.40												48.00	48.00	Y	
19-Mar-2024	Julie Weeden -2Amici										22.00						22.00	22.00	Y	
19-Mar-2024	Anne Weston - subs			23.60	24.40												48.00	48.00	Y	
19-Mar-2024	Elaine Dockray - 2Amici										22.00						22.00	22.00	Y	
20-Mar-2024	Linda Furness - 2Amici										22.00						22.00	22.00	Y	
20-Mar-2024	Paula Wright - subs			23.60	24.40												48.00	48.00	Y	
21-Mar-2024	Angela Feldman - name card											10.00					10.00	10.00	Y	
22-Mar-2024	Pat Kaye - HMCM stand											40.00					40.00	40.00	Y	
21-Mar-2024	Janet Fielding - subs			23.60	24.40												48.00	48.00	Y	
21-Mar-2024	Alison Pollock - subs			23.60	24.40												48.00	48.00	Y	
21-Mar-2024	Julie Bowers - subs				23.60	24.40											48.00	48.00	Y	
21-Mar-2024	Cash collected: Main Mtg £65, Name card £50, Raffle £50, Subs x 5 (14)		65.00	118.00	122.00							100.00					405.00			
21-Mar-2024	Cheques collected: subs x 2 (15)			47.20	48.80												96.00			
21-Mar-2024	Cheques deposited (13)																-	96.00	Y	
22-Mar-2024	Karen Hallett - subs			23.60	24.40												48.00	48.00	Y	
22-Mar-2024	Freya Carter - HMCM Stall											40.00					40.00	40.00	Y	
22-Mar-2024	Hipandra - HMCM Stall											40.00					40.00	40.00	Y	
22-Mar-2024	J Gardner subs			23.60	24.40												48.00	48.00	Y	
22-Mar-2024	Jo Kelly - Subs & Alpaca			23.60	24.40						17.00						65.00	65.00	Y	
22-Mar-2024	Andy Edwards - HMCM stall											40.00					40.00	40.00	Y	
22-Mar-2024	Carole Craven - 2Amici										22.00						22.00	22.00	Y	

RECEIPTS		Please review the 'Notes to Receipts and Payments' sheet before completing this sheet.										Up to date bank balance including uncleared items					15,342.84	
Year	2024	WI	SOWOOD							Waiting to be paid into bank					0.00			
Enter receipts in the appropriate analysis column. When an item in column 15 appears on the bank statement enter "Y" in column 16.																		
Date	ITEM description	Receipts at meetings	Subscriptions		Gift Aid	Federation bookings by individuals - as agent	NFW / Federation raffle - as agent	Publications (newsletters, diaries, calendars)	Activities & events	WI fundraising	Bank interest received	Grants & donations	Other income	Transf er from saving & other accou nt	Total	Total paid into bank	Receipts paid in to bank but not cleared	
			WI share	Fed NFW share - as agent														
22-Mar-2024	Natalie Ahrens - subs		23.60	24.40											48.00	48.00	y	
23-Mar-2024	Sue Greenwood - 2Amici								22.00						22.00	22.00	y	
23-Mar-2024	Cash deposited (14)														-	405.00	y	
23-Mar-2024	Amanda Gledhill - subs		23.60	24.40											48.00	48.00	y	
25-Mar-2024	Amanda Hill - Syndicate (Remainder paid 15/2/24)							22.00							22.00	22.00	y	
27-Mar-2024	Jackie Swire - Defib donation									100.00					100.00	100.00	y	
28-Mar-2024	Alison Holmes - Alpaca								17.00						17.00	17.00	y	
28-Mar-2024	Cheques Deposited (15)														-	96.00	y	
28-Mar-2024	Cash collected- Book group, craft (16)							52.00							52.00			
30-Mar-2024	Justine Riccomini - subs		23.60	24.40											48.00	48.00	y	
31-Mar-2024	Sue Clarkson - subs		23.60	24.40											48.00	48.00	y	
1-Apr-2024	Alison Povey - subs		23.60	24.40											48.00	48.00	y	
2-Apr-2024	Hawksby HMCM stall									40.00					40.00	40.00	y	
2-Apr-2024	Jo Turner - Alpacas								17.00						17.00	17.00	y	
3-Apr-2024	Heidi Mattei - subs		23.60	24.40											48.00	48.00	y	
4-Apr-2024	Cash Food and Drink Group, Subs Lesley Kitchen (17)		23.60	24.40					124.00						172.00			
5-Apr-2024	Cash deposited (16) (17)														-	224.00	y	
5-Apr-2024	Gillian Eidson - subs		23.60	24.40											48.00	48.00	y	
7-Apr-2024	Janet Woodward - 2Amici								22.00						22.00	22.00	y	
8-Apr-2024	Jane Bradley - Stall HMCM									40.00					40.00	40.00	y	
9-Apr-2024	Cobweb - Stall HMCM									40.00					40.00	40.00	y	
10-Apr-2024	Christine Wilkinson - subs		23.60	24.40											48.00	48.00	y	
10-Apr-2024	Tracey Lamb - subs		23.60	24.40											48.00	48.00	y	
11-Apr-2024	Cash collected: Craft, CCC, sale of book fundraising (18)								34.00	6.00					40.00		y	
15-Apr-2024	Justine Riccomini - Donation									50.00					50.00	50.00	y	
15-Apr-2024	Jackie Swire - Community cafe									86.50					86.50	86.50	y	
15-Apr-2024	Cheque: Mrs Lang HMCM stall (19)									40.00					40.00			
15-Apr-2024	Cash deposited (18)														-	40.00	y	
18-Apr-2024	Angela Feldman - subs		23.60	24.40											48.00	48.00	y	
18-Apr-2024	Cheque Deposited (19)														-	40.00	y	
18-Apr-2024	Sheila Pennington - Minister								6.00						6.00	6.00	y	
18-Apr-2024	Julie Weeden - Minister								6.00						6.00	6.00	y	
18-Apr-2024	Elaine Stollery - Minister								6.00						6.00	6.00	y	
18-Apr-2024	Cash Collected: Main meeting £68, Raffle £64, name card £50, Subs Hannah Taylor £48, Minister Rose Gilmour £10, Fundraising donation £10, (20)	68.00	23.60	24.40					6.00	134.00					256.00			
19-Apr-2024	Sharon Daniel - Minister, now donation									6.00					6.00	6.00	y	
19-Apr-2024	Alex Dickinson- Minister, now donation									6.00					6.00	6.00	y	
19-Apr-2024	Alex Dickinson - Alpaca								17.00						17.00	17.00	y	
19-Apr-2024	Margaret Waddington - Minister								6.00						6.00	6.00	y	
19-Apr-2024	Debbie Hizzard - Minister								6.00						6.00	6.00	y	
19-Apr-2024	Louise Brennan - Minister								6.00						6.00	6.00	y	
20-Apr-2024	Janet Woodward - Minister								6.00						6.00	6.00	y	
22-Apr-2024	Anne Pendlebury - Minister								6.00						6.00	6.00	y	
23-Apr-2024	Cash deposited (20)														-	256.00	y	
25-Apr-2024	Cash Collected: Craft (21)								70.00						70.00			
27-Apr-2024	Paula Wright - Berties deposit								10.00						10.00	10.00	y	
27-Apr-2024	Viv Calverley - Berties deposit								10.00						10.00	10.00	y	
27-Apr-2024	Julie Weeden - Berties deposit								10.00						10.00	10.00	y	
28-Apr-2024	Hazel Eccles - Berties deposit								10.00						10.00	10.00	y	
28-Apr-2024	Fiona Sinfield - Berties deposit								10.00						10.00	10.00	y	
28-Apr-2024	Fiona Sinfield - flowers night								6.00						6.00	6.00	y	
28-Apr-2024	Jo Kelly - Minister								6.00						6.00	6.00	y	
28-Apr-2024	Ingrid Holdsworth - Berties full								35.00						35.00	35.00	y	
28-Apr-2024	Sharon Daniel - Berties deposit								10.00						10.00	10.00	y	
28-Apr-2024	Pat Greenwood - Berties deposit								10.00						10.00	10.00	y	
28-Apr-2024	Angela Feldman - Berties deposit								10.00						10.00	10.00	y	
28-Apr-2024	Julie Greenwood - Berties deposit								10.00						10.00	10.00	y	
28-Apr-2024	Sheila Pennington - Berties deposit								10.00						10.00	10.00	y	
29-Apr-2024	Pauline Gardner - Berties deposit & Minister								16.00						16.00	16.00	y	
29-Apr-2024	Janet Woodward - Berties deposit								10.00						10.00	10.00	y	
29-Apr-2024	Liz Nutbrown - Berties deposit								10.00						10.00	10.00	y	
29-Apr-2024	Cheque collected: Cordelia Patterson - subs (22)		23.60	24.40											48.00			
29-Apr-2024	Janet Hall - Berties deposit								10.00						10.00	10.00	y	
29-Apr-2024	Helen Jones - Berties deposit								10.00						10.00	10.00	y	
29-Apr-2024	Cash deposited (21)														-	70.00	y	
29-Apr-2024	Jane Hockin - Berties deposit								10.00						10.00	10.00	y	
29-Apr-2024	Mandy Mellor - Berties full								35.00						35.00	35.00	y	
30-Apr-2024	Jo Turner - Berties deposit								10.00						10.00	10.00	y	
30-Apr-2024	Michelle Thornton - Berties deposit								10.00						10.00	10.00	y	

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Year	2024	WI	SOWOOD										Waiting to be paid into bank					0.00	
Enter receipts in the appropriate analysis column. When an item in column 15 appears on the bank statement enter "Y" in column 16.																			
Date	ITEM description	Receipts at meetings	Subscriptions		Gift Aid	Federation bookings by individuals - as agent	NFW / Federation raffle - as agent	Publications (newsletters, diaries, calendars)	Activities & events	WI fundraising	Bank interest received	Grants & donations	Other income	13 Transf er from savin g & other accou nt	Total	Total paid into bank	16 Receipts paid in to bank but not cleared	17	
			WI share	Fed NFW share - as agent															
30-Apr-2024	Margaret Waddington - Bertles deposit								10.00						10.00	10.00	y		
30-Apr-2024	Alison Holmes - Bertles deposit								10.00						10.00	10.00	y		
1-May-2024	Julie Goodchild - HMCM stall									40.00					40.00	40.00	y		
1-May-2024	Julie Goodchild - Bertles deposit								10.00						10.00	10.00	y		
1-May-2024	Julie Goodchild - Flowers								6.00						6.00	6.00	y		
1-May-2024	Margaret Chapman - flowers								6.00						6.00	6.00	y		
1-May-2024	Sharon Taylor - Flowers x 3								18.00						18.00	18.00	y		
2-May-2024	Freda Jordan - Bertles full								35.00						35.00	35.00	y		
2-May-2024	Jackie Swire - Bertles full								35.00						35.00	35.00	y		
2-May-2024	Jackie Swire - Syndicate								39.00						39.00	39.00	y		
2-May-2024	Janet Hall - Syndicate								39.00						39.00	39.00	y		
2-May-2024	Ingrid Holdsworth - Syndicate								39.00						39.00	39.00	y		
2-May-2024	Liz Nutbrown - Syndicate								39.00						39.00	39.00	y		
2-May-2024	Viv Calverley - Syndicate								39.00						39.00	39.00	y		
2-May-2024	Helen Greaves - HMCM stall									40.00					40.00	40.00	y		
2-May-2024	Jean Wilkinson - Syndicate								39.00						39.00	39.00	y		
2-May-2024	Maureen Brown - Syndicate								39.00						39.00	39.00	y		
2-May-2024	Julie Weeden - Syndicate								39.00						39.00	39.00	y		
3-May-2024	Alex Dickinson - Syndicate								39.00						39.00	39.00	y		
3-May-2024	Rachel Taylor - Xmas meal								10.00						10.00	10.00	y		
3-May-2024	Holme Valley Honey - HMCM stall									40.00					40.00	40.00	y		
3-May-2024	Helen Edwards - Donation									20.00					20.00	20.00	y		
4-May-2024	Paula Wright - Flowers								6.00						6.00	6.00	y		
4-May-2024	Helen Greaves - Flowers								6.00						6.00	6.00	y		
4-May-2024	Karen Hallett - Flowers								6.00						6.00	6.00	y		
6-May-2024	Carol King - Xmas meal								35.00						35.00	35.00	y		
6-May-2024	Carol King - Syndicate								39.00						39.00	39.00	y		
6-May-2024	Carol King - Flowers								6.00						6.00	6.00	y		
6-May-2024	Pamela Longhurst - Xmas meal deposit								10.00						10.00	10.00	y		
6-May-2024	Amanda Giedhill - Xmas meal full								35.00						35.00	35.00	y		
7-May-2024	Northern Light - HMCM stall									40.00					40.00	40.00	y		
7-May-2024	Sue Greenwood - Xmas meal full								35.00						35.00	35.00	y		
7-May-2024	Cheque deposited (22)														-	48.00	y		
7-May-2024	Carole Craven - Xmas meal deposit								10.00						10.00	10.00	y		
8-May-2024	Pamela Adams - Xmas meal deposit								10.00						10.00	10.00	y		
8-May-2024	Snug Aromatics - HMCM stall									40.00					40.00	40.00	y		
8-May-2024	Gillian Eidson - Xmas meal - deposit								10.00						10.00	10.00	y		
9-May-2024	Rose Gilmour - Xmas meal full								35.00						35.00	35.00	y		
9-May-2024	Janet Campbell - Xmas meal full & flowers								41.00						41.00	41.00	y		
9-May-2024	Cash Collected- Craft (23)								44.00						44.00				
10-May-2024	Amanda Hill - Xmas meal full								35.00						35.00	35.00	y		
10-May-2024	Helen Greaves - Xmas meal - deposit								10.00						10.00	10.00	y		
10-May-2024	Anne Evans - Xmas meal deposit								10.00						10.00	10.00	y		
10-May-2024	Anne Evans - Minster								6.00						6.00	6.00	y		
10-May-2024	Alison Holmes - Syndicate								39.00						39.00	39.00	y		
12-May-2024	Helen Jones - Flowers								6.00						6.00	6.00	y		
12-May-2024	Angela Feldman - Syndicate								39.00						39.00	39.00	y		
12-May-2024	Julie Greenwood - Syndicate								39.00						39.00	39.00	y		
12-May-2024	Karen Hallett - Syndicate								39.00						39.00	39.00	y		
13-May-2024	Cash Deposited- Pauline Gardner (23)														-	44.00	y		
14-May-2024	M Mellor - Flowers								6.00						6.00	6.00	y		
14-May-2024	Karen Walker - Xmas meal deposit								10.00						10.00	10.00	y		
14-May-2024	Allison Thornton - Flowers								18.00						18.00	18.00	y		
14-May-2024	Pat Greenwood - Syndicate x 2								78.00						78.00	78.00	y		
14-May-2024	Amanda Hill - Flowers								6.00						6.00	6.00	y		
14-May-2024	Susan Bowler - Flowers								6.00						6.00	6.00	y		
14-May-2024	Jackie Jackson - Flowers								6.00						6.00	6.00	y		
15-May-2024	Anne Pendlebury - Gazebo sale												50.00		50.00	50.00	y		
15-May-2024	Anne Pendlebury - Xmas meal full								35.00						35.00	35.00	y		
16-May-2024	Elaine Dockray - Flowers x 2								12.00						12.00	12.00	y		
17-May-2024	M Mellor - Flowers								6.00						6.00	6.00	y		
17-May-2024	Margaret Chapman - Meeting subs								4.00						4.00	4.00	y		
17-May-2024	Anne Pendlebury - Subs & name card								1.00	1.00					2.00	2.00	y		
18-May-2024	Jill Knights - subs & donation			23.60	24.40				1.00	1.00					50.00	50.00	y		
16-May-2024	Cash: Main meeting £56, name card £46, raffle £47, bowling £18, flower arranging £12, sale of goods £2 (24)		56.00						12.00	113.00					181.00				
20-May-2024	Cash Deposited (24)														-	181.00	y		
20-May-2024	Jackie Swire - Community cafe									71.00					71.00	71.00	y		
20-May-2024	Julia Booth - Xmas meal full								35.00						35.00	35.00	y		

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			WI share	Fed NFW share - as agent															
21-May-2024	Alison Holmes - flowers								6.00						6.00	6.00	y		
22-May-2024	Jackie Olson - Xmas meal deposit								10.00						10.00	10.00	y		
23-May-2024	Paula Charnock -Xmas meal deposit								10.00						10.00	10.00	y		
23-May-2024	Elaine Dockray - Flowers								6.00						6.00	6.00	y		
23-May-2024	Cash collected: Book Group, Craft, CCC (25)								68.00						68.00				
24-May-2024	Margaret Chapman - Xmas meal deposit								10.00						10.00	10.00	y		
24-May-2024	Alex Dickinson - food night								5.00						5.00	5.00	y		
24-May-2024	Alex Dickinson - flowers								12.00						12.00	12.00	y		
26-May-2024	Louise Brennan - flowers								6.00						6.00	6.00	y		
28-May-2024	Rose Gilmour - flowers								6.00						6.00	6.00	y		
28-May-2024	Elaine Smith - flowers								6.00						6.00	6.00	y		
28-May-2024	Cash Deposited (25)													-		68.00	y		
28-May-2024	Jane Hockin - flowers								6.00						6.00	6.00	y		
29-May-2024	Carole Craven - flowers								6.00						6.00	6.00	y		
30-May-2024	Cash collected: Flower arranging £102, Raffle £47, Xmas Meal - Mgt Greenwood, full £35 (26)								137.00	47.00					184.00				
30-May-2024	Julie Gardner - Xmas meal								35.00						35.00	35.00	y		
30-May-2024	Julie Weeden - Flowers								6.00						6.00	6.00	y		
30-May-2024	Amanda Jackson - Flower raffle								5.00						5.00	5.00	y		
30-May-2024	Amanda Jackson - Syndicate balance								22.00						22.00	22.00	y		
31-May-2024	Sheila Crompton - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	M Mellor - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Sharon Daniel - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Helen Edwards - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Julie Greenwood - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Amanda Hill - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Julie Weeden - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Rose Gilmour - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Julie Goodchild - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Justine Ricomini - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Liz Nutbrown - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Ingrid Holdsworth - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Julie Gardner - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Cash Deposited (26)													-		184.00	y		
31-May-2024	Pam Adams - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Jackie Jackson - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Jo Turner - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Angela Feldman - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Susan Bowler - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Erica Gribbin - Afternoon Tea									20.00					20.00	20.00	y		
31-May-2024	Louise Brennan - Afternoon Tea									20.00					20.00	20.00	y		
1-Jun-2024	Paula Charnock - Afternoon Tea									20.00					20.00	20.00	y		
1-Jun-2024	Viv Calverley - Afternoon Tea									20.00					20.00	20.00	y		
1-Jun-2024	Janet Hall - Afternoon Tea									20.00					20.00	20.00	y		
2-Jun-2024	Jackie Swire - Donation for Chickens									50.00					50.00	50.00	y		
3-Jun-2024	Janet Woodward - Afternoon Tea									20.00					20.00	20.00	y		
3-Jun-2024	Pat Greenwood - Kev								30.00						30.00	30.00	y		
3-Jun-2024	Louise Brennan - Kev								30.00						30.00	30.00	y		
3-Jun-2024	Angela Feldman - name card									10.00					10.00	10.00	y		
3-Jun-2024	Pat Greenwood - name card									10.00					10.00	10.00	y		
3-Jun-2024	M Mellor- name card									10.00					10.00	10.00	y		
3-Jun-2024	Karen Hallett- name card									5.00					5.00	5.00	y		
3-Jun-2024	Jean Wilkinson- name card									10.00					10.00	10.00	y		
3-Jun-2024	Susan Bowler- name card									5.00					5.00	5.00	y		
3-Jun-2024	Fiona Sinfield- name card									5.00					5.00	5.00	y		
3-Jun-2024	Margaret Brown -- name card									10.00					10.00	10.00	y		
3-Jun-2024	Gillain Eidson- name card									10.00					10.00	10.00	y		
3-Jun-2024	Shiela Pennington- name card									5.00					5.00	5.00	y		
3-Jun-2024	Paula Charnock- name card									10.00					10.00	10.00	y		
3-Jun-2024	Pam Adams- name card									5.00					5.00	5.00	y		
4-Jun-2024	Janet Hall- name card									5.00					5.00	5.00	y		
4-Jun-2024	Jackie Jackson- name card									5.00					5.00	5.00	y		
4-Jun-2024	Elaine Dockray- name card									10.00					10.00	10.00	y		
4-Jun-2024	Amanda Jackson- name card									10.00					10.00	10.00	y		
4-Jun-2024	Anne Pendlebury- name card									10.00					10.00	10.00	y		
4-Jun-2024	Carol King - Afternoon Tea									20.00					20.00	20.00	y		
4-Jun-2024	Carol King- name card									10.00					10.00	10.00	y		
4-Jun-2024	Liz Nutbrown- name card									5.00					5.00	5.00	y		
4-Jun-2024	Allison Thornton- name card									5.00					5.00	5.00	y		

Receipts		Please review the 'Notes to Receipts and Payments' sheet before completing this sheet.										Up to date bank balance including uncleared items					15,342.84		
Year	2024	WI	SOWOOD										Waiting to be paid into bank					0.00	
Enter receipts in the appropriate analysis columns. When an item in column 15 appears on the bank statement enter "Y" in column 16.																			
Date	ITEM description	Receipts at meetings	Subscriptions			Gift Aid	Federation bookings by individuals - as agent	NWFI / Federation raffle - as agent	Publications (newspapers, diaries, calendars)	Activities & events	WIL fundraising	Bank interest received	Grants & donations	Other income	Transferred from savings & other accounts	Total	Total paid into bank	Recorded to date (Y)	Receipts paid in to bank but not cleared
			WIL share	Fed NWFI share as agent															
18-Jul-2024	Alex Dickinson - HMCM tickets											20.00				20.00	20.00	Y	
18-Jul-2024	Alex Dickinson - Sept Raffle											5.00				5.00	5.00	Y	
18-Jul-2024	Elaine Dockray - Xmas meal									35.00						35.00	35.00	Y	
18-Jul-2024	Cash collected: Main Mtg E62, Raffle E71, Bowling E18.50, Sept Raffle E135, Name card E5, HMCM Tickets E100 (33)	62.00									329.50					391.50			
20-Jul-2024	Jean Wilkinson - FAT										10.00					10.00	10.00	Y	
20-Jul-2024	Amanda Jackson - FAT										30.00					30.00	30.00	Y	
20-Jul-2024	Elaine Waugh (Pat Greenwood) - Afternoon tea + xmas meal									35.00	20.00					55.00	55.00	Y	
20-Jul-2024	Liz Forster - Xmas meal									35.00						35.00	35.00	Y	
20-Jul-2024	Mary Mellor - Xmas meal									35.00						35.00	35.00	Y	
20-Jul-2024	Amanda Jackson - Xmas meal									35.00						35.00	35.00	Y	
20-Jul-2024	Allison Pollock - Xmas meal									10.00						10.00	10.00	Y	
21-Jul-2024	Fiona Sinfield - xmas meal									25.00						25.00	25.00	Y	
21-Jul-2024	Helen Greaves - Xmas meal									25.00						25.00	25.00	Y	
21-Jul-2024	Lesley Wright - Xmas meal									35.00						35.00	35.00	Y	
21-Jul-2024	Shiela Pennington - Xmas Meal									25.00						25.00	25.00	Y	
21-Jul-2024	Jackie Jackson - Xmas Meal									35.00						35.00	35.00	Y	
21-Jul-2024	Paula Sharnock - Jive									8.00						8.00	8.00	Y	
22-Jul-2024	Paula Sharnock - Xmas Meal									25.00						25.00	25.00	Y	
22-Jul-2024	Rachel Thomis - Xmas Meal									10.00						10.00	10.00	Y	
22-Jul-2024	Christine Eves - Xmas Meal									35.00						35.00	35.00	Y	
22-Jul-2024	Christine Eves -FAT										32.00					32.00	32.00	Y	
22-Jul-2024	Karen Hallett - Xmas Meal									10.00						10.00	10.00	Y	
22-Jul-2024	Cash deposited (33)															-	391.50	Y	
22-Jul-2024	Liz Nutbrown - xmas meal									25.00						25.00	25.00	Y	
23-Jul-2024	Christine Beaumont - xmas meal									35.00						35.00	35.00	Y	
24-Jul-2024	Jackie Swire - Library CPR										8.00					8.00	8.00	Y	
24-Jul-2024	Fiona Sinfield - FAT										10.00					10.00	10.00	Y	
24-Jul-2024	Jackie Swire - Library CPR										5.00					5.00	5.00	Y	
25-Jul-2024	Helen Kettle - xmas meal									10.00						10.00	10.00	Y	
25-Jul-2024	Helen Clayton - Xmas Meal									35.00						35.00	35.00	Y	
25-Jul-2024	Cash collected: Craft & book club (34)									71.00						71.00			
26-Jul-2024	Cash deposited by Amanda Jackson (34)															-	71.00	Y	
29-Jul-2024	Pamela Adams - Xmas meal									25.00						25.00	25.00	Y	
31-Jul-2024	Jo Kelly - Afternoon Tea										20.00					20.00	20.00	Y	
31-Jul-2024	Justine Riccomini - Afternoon Tea (Refund, donated to charity)										20.00					20.00	20.00	Y	
1-Aug-2024	Paula Wright - Gimbels food night									5.00						5.00	5.00	Y	
1-Aug-2024	Cash collected: Food night (35)									289.00						289.00			
4-Aug-2024	Pat Greenwood - Jive									8.00						8.00	8.00	Y	
4-Aug-2024	Hannah Taylor - Raggedy Annie									30.00						30.00	30.00	Y	
5-Aug-2024	Pauline Gardiner - Xmas meal & Sept Raffle									25.00	5.00					30.00	30.00	Y	
5-Aug-2024	Cash deposited: (35)															-	289.00	Y	
5-Aug-2024	Rita Plook - Afternoon tea										40.00					40.00	40.00	Y	
5-Aug-2024	Rachel Taylor - Jive									8.00						8.00	8.00	Y	
6-Aug-2024	Janet Woodward - Sept Raffle										5.00					5.00	5.00	Y	
7-Aug-2024	Margaret Chapman - Afternoon tea										20.00					20.00	20.00	Y	
8-Aug-2024	Hilary Giddings - xmas meal									25.00						25.00	25.00	Y	
8-Aug-2024	Viv Calverley - Sept Raffle										5.00					5.00	5.00	Y	
8-Aug-2024	Christine Eves - Xmas Meal (paid twice, now donation)										35.00					35.00	35.00	Y	
8-Aug-2024	Paula Wright - Sept raffle										5.00					5.00	5.00	Y	
8/8	Jive Night (36)									44.00						44.00			
9-Aug-2024	Gillian Eldson - Fashion show									10.00						10.00	10.00	Y	
9-Aug-2024	Helen Greaves - Jives subs (36)															-	44.00	Y	
10-Aug-2024	Angela Feldman - Name card										5.00					5.00	5.00	Y	
10-Aug-2024	Justine Riccomini - Raffle										5.00					5.00	5.00	Y	
10-Aug-2024	Justine Riccomini - Friendship tea										6.00					6.00	6.00	Y	
10-Aug-2024	Justine Riccomini - raffle										10.00					10.00	10.00	Y	
10-Aug-2024	Justine Riccomini - flowers										5.00					5.00	5.00	Y	
10-Aug-2024	Cash - Afternoon Tea: Name card £175, Flowers sold £115, Food sold £30 Friendship Tea £12, Annette Crampton Xmas Meal £35 (37)									35.00	332.00					367.00			
11-Aug-2024	Amanda Jackson - Friendship tea										45.00					45.00	45.00	Y	
12-Aug-2024	Hannah Taylor - Raggedy Annie									30.00						30.00	30.00	Y	
12-Aug-2024	Pat Greenwood - name card										10.00					10.00	10.00	Y	
12-Aug-2024	Cash deposited (37)															-	367.00	Y	
13-Aug-2024	Fiona Reinsch - Raggedy Annie									30.00						30.00	30.00	Y	
13-Aug-2024	Fiona Sinfield - Fashion Show									5.00						5.00	5.00	Y	
15-Aug-2024	Anne Pendlebury - Raggedy Annie x 2									60.00						60.00	60.00	Y	
15-Aug-2024	Linda Furness - Xmas meal									35.00						35.00	35.00	Y	
15-Aug-2024	Cash collected: Main meeting E61, Name Card E60, Raffle E68, Donated books E4.90, Sept raffle E115, HMCM tickets E250, Xmas Dinner deposits E20, Bowling E18.50 (38)	61.00									20.00	516.40				597.40			

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Enter receipts in the appropriate analysis column. When an item in column 15 appears on the bank statement enter "Y" in column 16.																		
Date	ITEM description	Receipts at meetings	Subscriptions		Gift Aid	Federation bookings by individuals - as agent	NFWI / Federation raffle - as agent	Publications (newsletters, diaries, calendars)	Activities & events	WII fundraising	Bank interest received	Grants & donations	Other income	Transfer of from saving & other accounts	Total	Total paid into bank	Receipts paid in to bank but not cleared	Receipts paid in to bank but not cleared
			WII share	Fed NFWI share - as agent														
16-Aug-2024	Paula Charnock - Maypole								21.00						21.00	21.00	y	
16-Aug-2024	Jackie Jackson - Maypole								21.00						21.00	21.00	y	
16-Aug-2024	Helen Greaves - Maypole								21.00						21.00	21.00	y	
16-Aug-2024	Julie Greenwood - Maypole								21.00						21.00	21.00	y	
16-Aug-2024	Jo Kelly - xmas meal								10.00						10.00	10.00	y	
16-Aug-2024	Liz Nutbrown - Maypole								21.00						21.00	21.00	y	
17-Aug-2024	Pamela baxendale - xmas meal								10.00						10.00	10.00	y	
18-Aug-2024	Pat Greenwood - xmas meal								25.00						25.00	25.00	y	
18-Aug-2024	Angela Feldman - Maypole								21.00						21.00	21.00	y	
19-Aug-2024	Gillian Eidson - xmas meal								25.00						25.00	25.00	y	
19-Aug-2024	Jane Hockin - Xmas meal								25.00						25.00	25.00	y	
19-Aug-2024	Cash deposited: (38)													-	597.40	y		
19-Aug-2024	Jackie Swire - community cafe									113.30					113.30	113.30	y	
20-Aug-2024	Margaret Waddington - xmas meal								25.00						25.00	25.00	y	
20-Aug-2024	Pauline Gardner - Maypole								21.00						21.00	21.00	y	
20-Aug-2024	Pauline Gardner - change from main meeting (39)								3.00						3.00	3.00	y	
20-Aug-2024	Carole Craven - Maypole								21.00						21.00	21.00	y	
20-Aug-2024	Carole Craven - xmas meal								25.00						25.00	25.00	y	
20-Aug-2024	Linda Furness - Maypole								21.00						21.00	21.00	y	
21-Aug-2024	Tina Bower - Xmas meal								25.00						25.00	25.00	y	
21-Aug-2024	Karen Hallett - Maypole								21.00						21.00	21.00	y	
22-Aug-2024	Lesley Wright - Maypole								23.00						23.00	23.00	y	
22-Aug-2024	Hannah Taylor - Maypole								23.00						23.00	23.00	y	
22-Aug-2024	Cash collected: Book club & craft (40)								52.00									
23-Aug-2024	Jackie Swire - HMCM tickets									20.00					20.00	20.00	y	
23-Aug-2024	Sharon Taylor - HMCM tickets									10.00					10.00	10.00	y	
25-Aug-2024	Janet Woodward - Maypole								21.00						21.00	21.00	y	
25-Aug-2024	Helen Edwards - Raggedy Annie								30.00						30.00	30.00	y	
26-Aug-2024	Jo Kelly - Raggedy Annie								30.00						30.00	30.00	y	
26-Aug-2024	Anne Evans - Raggedy Annie x 2								60.00						60.00	60.00	y	
26-Aug-2024	Jackie Swire - Maypole								21.00						21.00	21.00	y	
27-Aug-2024	Margaret Waddington - Raggedy Annie								30.00						30.00	30.00	y	
27-Aug-2024	Pamela Longhurst - xmas meal								25.00						25.00	25.00	y	
27-Aug-2024	Freda Jordan - Raggedy Annie								30.00						30.00	30.00	y	
28-Aug-2024	Rachel Taylor - Maypole								21.00						21.00	21.00	y	
28-Aug-2024	Cash deposited (40)													-	52.00	y		
29-Aug-2024	Cash deposited: Craft £22, Sept raffle £5 (41)								22.00	5.00					27.00			
29-Aug-2024	Linda Furness - Maypole								2.00						2.00	2.00	y	
30-Aug-2024	Amanda Jackson - Raggedy Annie								30.00						30.00	30.00	y	
30-Aug-2024	Cash deposited, Amanda Jackson (41)													-	27.00	y		
30-Aug-2024	Anne Pendlebury - craft								2.00						2.00	2.00	y	
31-Aug-2024	Helen Greaves - Raggedy Annie								150.00						150.00	150.00	y	
4-Sep-2024	Freda Jordan - September raffle									5.00					5.00	5.00	y	
5-Sep-2024	Karen Walker - fused glass								15.00						15.00	15.00	y	
5-Sep-2024	Freda Jordan - fused glass								15.00						15.00	15.00	y	
5-Sep-2024	Margaret Chapman - fused glass								15.00						15.00	15.00	y	
5-Sep-2024	Natalie Ahrens - fused glass								15.00						15.00	15.00	y	
5-Sep-2024	Amanda Hill - fused glass								15.00						15.00	15.00	y	
5-Sep-2024	Moira Young - fused glass								15.00						15.00	15.00	y	
5-Sep-2024	Maria Palmer-Hoyes - fused glass								15.00						15.00	15.00	y	
5-Sep-2024	Pat Greenwood - fused glass								15.00						15.00	15.00	y	
5-Sep-2024	Janet Woodward - subs								2.00						2.00	2.00	y	
5-Sep-2024	Cash - Food and Drink £57, HMCM tickets £70, Sept raffle £20 (42)								57.00	90.00					147.00			
6-Sep-2024	Helen Greaves- fused glass								15.00						15.00	15.00	y	
6-Sep-2024	Cheque - Annie Lancaster, HMCM stall (43)									40.00					40.00			
6-Sep-2024	Viv Lee - fused glass								15.00						15.00	15.00	y	
6-Sep-2024	Tina Bower - fused glass								15.00						15.00	15.00	y	
7-Sep-2024	Margaret Waddington - fused glass								15.00						15.00	15.00	y	
7-Sep-2024	Cash collected (43)													-	147.00	y		
8-Sep-2024	Sharon Taylor - HMCM tickets									10.00					10.00	10.00	y	
11-Sep-2024	Cheque deposit (43)													-	40.00	y		
12-Sep-2024	Cash collected: craft £20, Sept raffle £5 (44)								20.00	5.00					25.00			
13-Sep-2024	Cash deposited: (44)													-	25.00	y		
13-Sep-2024	Helen Edwards - fused glass								15.00						15.00	15.00	y	
16-Sep-2024	Jackie Swire - Community cafe									68.00					68.00	68.00	y	
16-Sep-2024	Jackie Swire - HMCM tickets									20.00					20.00	20.00	y	
16-Sep-2024	Karen Hallett - Sept raffle									5.00					5.00	5.00	y	
16-Sep-2024	Amanda Hill - Sept raffle									5.00					5.00	5.00	y	

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Enter receipts in the appropriate analysis column. When an item in column 15 appears on the bank statement enter "Y" in column 16.																			
Date	ITEM description	Receipts at meetings	Subscriptions		Gift Aid	Federation bookings by individuals - as agent	NWFI / Federation raffle - as agent	Publications (newsletters, diaries, calendars)	Activities & events	WI fundraising	Bank interest received	Grants & donations	Other income	Transfer from savings & other accounts	Total	Total paid into bank	Receipts paid in to bank but not cleared		
			WI share	Fed NWFI share - as agent															
17-Sep-2024	Jackie Swire - HMCM family shopper									25.00					25.00	25.00	y		
17-Sep-2024	Pauline Gardner - fused glass								15.00						15.00	15.00	y		
17-Sep-2024	Liz Nutbrown - Sept raffle									5.00					5.00	5.00	y		
17-Sep-2024	Janet Woodward - HMCM tickets									10.00					10.00	10.00	y		
19-Sep-2024	Cash collected: Main meeting Main meeting £58, Name card £60, Sept raffle £50, Bowling £16.	58.00							16.00	370.00					444.00				
20-Sep-2024	Karen Hallett - HMCM tickets									10.00					10.00	10.00	y		
21-Sep-2024	Sharon Daniel - xmas meal								25.00						25.00	25.00	y		
23-Sep-2024	Elaine Stollery - HMCM									5.00					5.00	5.00	y		
24-Sep-2024	Cash deposited: (45)														-	444.00	y		
25-Sep-2024	Karen Hallett - xmas meal								25.00						25.00	25.00	y		
25-Sep-2024	Gardens Farm sponsorship HMCM									25.00					25.00	25.00	y		
25-Sep-2024	Julie Weeden - Xmas meal								25.00						25.00	25.00	y		
26-Sep-2024	Cash collected: Book club & craft Book group/craft £48, HMCM tickets £90, HMCM raffle £75 (46)								48.00	165.00					213.00				
27-Sep-2024	Anne Pendlebury - HMCM raffle									20.00					20.00	20.00	y		
27-Sep-2024	Amanda Hill - HMCM raffle									20.00					20.00	20.00	y		
28-Sep-2024	Janet Woodward - Xmas meal								25.00						25.00	25.00	y		
28-Sep-2024	Sheila Pennington - HMCM raffle									5.00					5.00	5.00	y		
29-Sep-2024	Ingrid Holdsworth - HMCM raffle									30.00					30.00	30.00	y		
29-Sep-2024	Hazel Eccles - HMCM raffle									5.00					5.00	5.00	y		
30-Sep-2024	Maureen Brown - Maureen Brown - Raffle									5.00	---				5.00	5.00	y		
30-Sep-2024	Cash deposited: (46)														-	213.00	y		
30-Sep-2024	Fiona Sinfield - HMCM tickets									10.00					10.00	10.00	y		
30-Sep-2024	Julie Weeden - HMCM tickets									10.00					10.00	10.00	y		
30-Sep-2024	Julie Weeden - HMCM raffle									5.00					5.00	5.00	y		
1-Oct-2024	Helen Greaves - HMCM tickets									10.00					10.00	10.00	y		
2-Oct-2024	Jean Wilkinson - HMCM raffle tickets									10.00					10.00	10.00	y		
2-Oct-2024	Gillian Eddison - HMCM									10.00					10.00	10.00	y		
2-Oct-2024	Sharon Daniel - HMCM Raffle									5.00					5.00	5.00	y		
3-Oct-2024	Cash collected: Food & drink £30, Xmas meal, HMCM tickets £10, HMCM raffle £10 (47)								30.00	45.00					75.00				
3-Oct-2024	Julie Bowers - HMCM raffle									10.00					10.00	10.00	y		
4-Oct-2024	Janet Hall - BMCM raffle									5.00					5.00	5.00	y		
4-Oct-2024	Pat Greenwood - HMCM tickets & raffle									15.00					15.00	15.00	y		
5-Oct-2024	Janet Woodward - HMCM raffle									5.00					5.00	5.00	y		
5-Oct-2024	Julie Asbury - Xmas meal								25.00						25.00	25.00	y		
5-Oct-2024	Rachel Taylor - Xmas meal								25.00						25.00	25.00	y		
5-Oct-2024	Helen Kettle - xmas meal								25.00						25.00	25.00	y		
5-Oct-2024	Fiona Sinfield - HMCM Raffle									10.00					10.00	10.00	y		
5-Oct-2024	Hannah Taylor - Xmas meal								25.00						25.00	25.00	y		
5-Oct-2024	Paula Wright - Xmas meal								25.00						25.00	25.00	y		
5-Oct-2024	Jacqui Olson - Xmas meal								25.00						25.00	25.00	y		
5-Oct-2024	Julia Booth - HMCM raffle tickets									20.00					20.00	20.00	y		
5-Oct-2024	Viv Calverley - Xmas meal								25.00						25.00	25.00	y		
5-Oct-2024	Janet Hall - Xmas meal								25.00						25.00	25.00	y		
5-Oct-2024	Karen Walker - Xmas meal								25.00						25.00	25.00	y		
5-Oct-2024	Anne Cawdron - HMCM raffle tickets									5.00					5.00	5.00	y		
5-Oct-2024	Margaret Chapman - Xmas meal								25.00						25.00	25.00	y		
5-Oct-2024	Pat Greenwood - Xmas meal (Overpayment)								25.00						25.00	25.00	y		
5-Oct-2024	Hazel Eccles - Xmas meal								25.00						25.00	25.00	y		
5-Oct-2024	Michelle Thornton - - Xmas meal								25.00						25.00	25.00	y		
6-Oct-2024	Rachel Thomis - Xmas Meal								25.00						25.00	25.00	y		
6-Oct-2024	Helen Jones - Xmas meal								25.00						25.00	25.00	y		
6-Oct-2024	Angela Feldman - Xmas meal								25.00						25.00	25.00	y		
6-Oct-2024	Alison Holmes - Xmas meal								15.00						15.00	15.00	y		
8-Oct-2024	Jo Turner - Xmas meal								25.00						25.00	25.00	y		
7-Oct-2024	Julie Weeden - Fused glass								15.00						15.00	15.00	y		
7-Oct-2024	Amanda Hill - fused glass								30.00						30.00	30.00	y		
7-Oct-2024	Jo Kelly - Xmas meal & Fused glass								40.00						40.00	40.00	y		
7-Oct-2024	Anne Evans - Xmas meal								25.00						25.00	25.00	y		
7-Oct-2024	Jackie Swire - Glass fusing								30.00						30.00	30.00	y		
8-Oct-2024	Rachel Thomis -HMCM tickets									10.00					10.00	10.00	y		
8-Oct-2024	Susan Bowler Debra G - HMCM tickets									10.00					10.00	10.00	y		
8-Oct-2024	Jackie Swire - HMCM Sponsorship									25.00					25.00	25.00	y		
8-Oct-2024	Moira Young- HMCM tickets									10.00					10.00	10.00	y		
8-Oct-2024	Anne Pendlebury - Fuse glass								30.00						30.00	30.00	y		
8-Oct-2024	Ginny Booth - - Xmas meal								25.00						25.00	25.00	y		
8-Oct-2024	Julie Greenwood - Xmas meal								25.00						25.00	25.00	y		
9-Oct-2024	Cash deposited: (47)														-	75.00	y		
9-Oct-2024	Viv Calverley - Wreath								37.00						37.00	37.00	y		

Receipts		Please review the 'Notes to Receipts and Payments' sheet before completing this sheet.										Up to date bank balance including uncleared items					15,342.84		
Year	2024	WI		SOWOOD						Waiting to be paid into bank					0.00				
Enter receipts in the appropriate analysis column. When an item in column 15 appears on the bank statement enter "Y" in column 16.																			
Data	ITEM description	Receipts at meetings	Subscriptions			Gift Aid	Federation bookings by individuals - as agent	NFW / Federation raffle - as agent	Publications (newsletters, diaries, calendars)	Activities & events	WI fundraising	Bank interest received	Grants & donations	Other income	Transf. of from saving & other accounts	Total	Total paid into bank	Reconciled to bank Y/N	Receipts paid in to bank but not cleared
			WI share	Fed NFW share - as agent															
9-Oct-2024	Fiona Sinfield - Wreath									37.00						37.00	37.00	y	
9-Oct-2024	Jackie Swire - HMCM Chemist sponsorship										25.00					25.00	25.00	y	
9-Oct-2024	Amanda Jackson - Tickets HMCM										10.00					10.00	10.00	y	
9-Oct-2024	Angela Feldman - HMCM raffle										10.00					10.00	10.00	y	
9-Oct-2024	Alison Povey - Wreath									37.00						37.00	37.00	y	
9-Oct-2024	Julie Goodchild - Wreath									37.00						37.00	37.00	y	
9-Oct-2024	Carole Craven - Wreath									37.00						37.00	37.00	y	
10-Oct-2024	Julie Weeden - Wreath									37.00						37.00	37.00	y	
10/10	Carole King - Wreath									37.00						37.00	37.00	y	
10-Oct-2024	Alison Holmes - Xmas Meal									10.00						10.00	10.00	y	
10-Oct-2024	Janet Campbell - Wreath									37.00						37.00	37.00	y	
10-Oct-2024	Margaret Chapman - Wreath									37.00						37.00	37.00	y	
10-Oct-2024	Pauline Gardner - HMCM raffle										16.00					16.00	16.00	y	
11-Oct-2024	Julie Goodchild - Xmas meal									25.00						25.00	25.00	y	
11-Oct-2024	Pat Greenwood (Pat Sut) raffle										10.00					10.00	10.00	y	
11-Oct-2024	Fiona Sinfield - HMCM raffle										10.00					10.00	10.00	y	
11-Oct-2024	Jackie Swire - HMCM raffle										15.00					15.00	15.00	y	
11-Oct-2024	Jackie Swire - HMCM Pre										20.00					20.00	20.00	y	
12-Oct-2024	Jackie Swire - HMCM										20.00					20.00	20.00	y	
13-Oct-2024	Cash Collected: HMCM (48a)										1,320.00					1,320.00	1,320.00	y	
13-Oct-2024	Cash collected: HMCM (48b)										1,200.00					1,200.00	1,200.00	y	
13-Oct-2024	Cash collected: HMCM (48c)										325.00					325.00	325.00	y	
13-Oct-2024	Hazel Eccles - HMCM raffle										10.00					10.00	10.00	y	
13-Oct-2024	Pat Greenwood - Kitchen food										8.00					8.00	8.00	y	
13-Oct-2024	Jackie Swire - Kitchen food										9.00					9.00	9.00	y	
14-Oct-2024	Square - HMCM										2.95					2.95	2.95	y	
14-Oct-2024	Square - Members stall and Kitchen										358.58					358.58	358.58	y	
14-Oct-2024	Janet Fielding for Allison Pollock - Xmas meal									25.00						25.00	25.00	y	
17-Oct-2024	Cash collected - Main meeting: £83, Name card £60, Raffle £71, HMCM Donation to fundraising -									83.00	238.00					321.00			
17-Oct-2024	Jackie Swire HMCM SOON SC										30.00					30.00	30.00	y	
17-Oct-2024	Pamela baxendale - xmas meal									25.00						25.00	25.00	y	
18-Oct-2024	Helen Edwards - Prosecco									5.50						5.50	5.50	y	
18-Oct-2024	Debra Gill - Xmas meal									25.00						25.00	25.00	y	
18-Oct-2024	Anne Cawdron - Fused glass									90.00						90.00	90.00	y	
19-Oct-2024	Tina Bower - Main meeting										4.00					4.00	4.00	y	
19-Oct-2024	Anne Cawdron - Fused glass									15.00						15.00	15.00	y	
21-Oct-2024	Cash deposited (49)															-	321.00	y	
21-Oct-2024	Jackie Swire - Community cafe										27.00					27.00	27.00	y	
23-Oct-2024	Helen Greave - wreath									37.00						37.00	37.00	y	
24-Oct-2024	Julie Weeden - Wreath x 2									74.00						74.00	74.00	y	
24-Oct-2024	Sue Greenwood - Wreath x2									74.00						74.00	74.00	y	
24-Oct-2024	Margaret Waddington - fused glass									15.00						15.00	15.00	y	
24-Oct-2024	Cash collected: Book group, Craft, OCC (50)									46.00						46.00			
25-Oct-2024	Pauline Gardner - Wreath									37.00						37.00	37.00	y	
29-Oct-2024	Rachel Taylor - Wreath									37.00						37.00	37.00	y	
31-Oct-2024	Cash deposited: (50)																46.00	y	
31-Oct-2024	Hannah Taylor - Wreath									37.00						37.00	37.00	y	
7-Nov-2024	Cash collected - Crafts (51)									38.00									
8-Nov-2024	Cash deposited: Amanda Jackson (51)															-	38.00	y	
10-Nov-2024	Tina Bower - Wreath x 2									74.00						74.00	74.00	y	
12-Nov-2024	Ginny Booth - Wreath									37.00						37.00	37.00	y	
12-Nov-2024	Fiona Sinfield - Nov name card										5.00					5.00	5.00	y	
12-Nov-2024	Elaine Dockray - Nov name card										10.00					10.00	10.00	y	
12-Nov-2024	Sue Clarkson - Nov name card										10.00					10.00	10.00	y	
12-Nov-2024	Janet Campbell - Nov name card										10.00					10.00	10.00	y	
12-Nov-2024	Anne Pendlebury - Nov name card										10.00					10.00	10.00	y	
12-Nov-2024	Maureen Brown - Nov name card										10.00					10.00	10.00	y	
12-Nov-2024	Julie Weedon - Nov name card										10.00					10.00	10.00	y	
12-Nov-2024	Julia Booth - Nov name card										10.00					10.00	10.00	y	
12-Nov-2024	Hannah Taylor - Nov name card										5.00					5.00	5.00	y	
12-Nov-2024	Janet Hall - Nov name card										10.00					10.00	10.00	y	
12-Nov-2024	Angela Feldman - Nov name card										10.00					10.00	10.00	y	
12-Nov-2024	Alison Povey - Nov name card										10.00					10.00	10.00	y	
12-Nov-2024	Karen Hallett - Nov name card										10.00					10.00	10.00	y	
12-Nov-2024	Janet Fielding - Nov name card										5.00					5.00	5.00	y	
12-Nov-2024	Carole Craven - Nov name card										5.00					5.00	5.00	y	
12-Nov-2024	Alison Hill - Nov name card										10.00					10.00	10.00	y	
12-Nov-2024	Jackie Swire - Nov name card										55.00					55.00	55.00	y	

CEIPTS		Please review the 'Notes to Receipts and Payments' sheet before completing this sheet.										Up to date bank balance including uncleared items				15,342.84		
Year	2024	WI	SOWOOD										Waiting to be paid into bank				0.00	
Enter receipts in the appropriate analysis column. When an item in column 15 appears on the bank statement enter "Y" in column 16.																		
Date	ITEM description	Receipts at meetings	Subscriptions		Gift Aid	Federation bookings by individuals - as agent	NFWI / Federation raffle - as agent	Publications (newsletters, diaries, calendars)	Activities & events	WI fundraising	Bank interest received	Grants & donations	Other income	Transf. of from saving & other accounts	Total	Total paid into bank	Receipts paid in to bank but not cleared	
			WI share	Fed NFW share - as agent														
12-Nov-2024	M Mellor - Nov name card									10.00					10.00	10.00	y	
12-Nov-2024	Sue Greenwood - Nov name card									5.00					5.00	5.00	y	
12-Nov-2024	Jean Wilkinson - Nov name card									10.00					10.00	10.00	y	
12-Nov-2024	Jackie Swire - Nov name card									15.00					15.00	15.00	y	
12-Nov-2024	Michelle Thornton - Nov name card									5.00					5.00	5.00	y	
12-Nov-2024	Pat Greenwood - Nov name card									10.00					10.00	10.00	y	
12-Nov-2024	Hazel Eccles - Nov name card									5.00					5.00	5.00	y	
12-Nov-2024	Liz Nutbrown - Nov name card									5.00					5.00	5.00	y	
12-Nov-2024	Susan Bowler - Nov name card									10.00					10.00	10.00	y	
12-Nov-2024	Jackie Swire - Nov name card									10.00					10.00	10.00	y	
12-Nov-2024	Julie Goodchild - Nov name card									5.00					5.00	5.00	y	
12-Nov-2024	Sheila Pennington - Nov name card									5.00					5.00	5.00	y	
12-Nov-2024	Jackie Jackson - Nov name card									5.00					5.00	5.00	y	
13-Nov-2024	Paula Wright - Nov name card									10.00					10.00	10.00	y	
13-Nov-2024	Julie Astbury - Nov name card									10.00					10.00	10.00	y	
13-Nov-2024	Lesley Wright - Nov name card									10.00					10.00	10.00	y	
13-Nov-2024	Helen Jones - Nov name card									5.00					5.00	5.00	y	
13-Nov-2024	Helen Edwards - Nov name card									10.00					10.00	10.00	y	
13-Nov-2024	Maria Palmer-Hoyes - Nov name card									5.00					5.00	5.00	y	
13-Nov-2024	Ingrid Holdsworth - Nov name card									10.00					10.00	10.00	y	
13-Nov-2024	Margaret Chapman - Nov name card									5.00					5.00	5.00	y	
13-Nov-2024	Jane Hockin - Nov name card									5.00					5.00	5.00	y	
13-Nov-2024	Pauline Gardner - Nov name card									5.00					5.00	5.00	y	
14-Nov-2024	Jackie Swire - Dec raffle									20.00					20.00	20.00	y	
14-Nov-2024	Louise Brennan - Dec raffle									5.00					5.00	5.00	y	
14-Nov-2024	Pat Greenwood - Dec raffle									5.00					5.00	5.00	y	
14-Nov-2024	Helen Greaves - Dec raffle									10.00					10.00	10.00	y	
14-Nov-2024	M Mellor - Dec raffle									5.00					5.00	5.00	y	
14-Nov-2024	Julie Weeden - Dec raffle									5.00					5.00	5.00	y	
14-Nov-2024	Paula Charnock - Nov name card									10.00					10.00	10.00	y	
14-Nov-2024	Cash collected: Food & drink £212, Name card £20, Dec raffle £130 (52)							212.00	150.00						362.00			
15-Nov-2024	Sheila Pennington - Dec raffle								5.00						5.00	5.00	y	
15-Nov-2024	Margaret Waddington - Nov name card								5.00						5.00	5.00	y	
15-Nov-2024	Susan Bowler - Dec raffle								5.00						5.00	5.00	y	
15-Nov-2024	Janet Hall - Dec raffle								5.00						5.00	5.00	y	
15-Nov-2024	Julia Booth - Dec raffle								5.00						5.00	5.00	y	
15-Nov-2024	Hazel Eccles - Dec raffle								5.00						5.00	5.00	y	
15-Nov-2024	Hannah Taylor - Dec raffle								5.00						5.00	5.00	y	
15-Nov-2024	Elaine Dockray - Dec raffle								5.00						5.00	5.00	y	
15-Nov-2024	Amanda Hill - Dec raffle								10.00						10.00	10.00	y	
15-Nov-2024	Pamela Longhurst - Dec raffle								5.00						5.00	5.00	y	
15-Nov-2024	Jackie Olson - Dec raffle								5.00						5.00	5.00	y	
15-Nov-2024	Liz Nutbrown - Dec raffle								5.00						5.00	5.00	y	
16-Nov-2024	Fiona Sinfeld - Dec raffle								5.00						5.00	5.00	y	
16-Nov-2024	Gillian Eidson - Dec raffle								5.00						5.00	5.00	y	
16-Nov-2024	Rose Gilmour - Dec raffle								10.00						10.00	10.00	y	
17-Nov-2024	Lesley Wright - Dec raffle								5.00						5.00	5.00	y	
17-Nov-2024	Ingrid Holdsworth - Wreath								37.00						37.00	37.00	y	
18-Nov-2024	Janet Fielding - Dec raffle								5.00						5.00	5.00	y	
18-Nov-2024	Anne Pendlebury - Dec raffle								5.00						5.00	5.00	y	
18-Nov-2024	Freda Jordan - Dec raffle								5.00						5.00	5.00	y	
18-Nov-2024	Paula Charnock - Dec raffle								5.00						5.00	5.00	y	
18-Nov-2024	Jackie Swire - Community cafe								106.00						106.00	106.00	y	
19-Nov-2024	Helen Edwards - Dec raffle								5.00						5.00	5.00	y	
19-Nov-2024	Helen Wilkinson - Wreath								37.00						37.00	37.00	y	
19-Nov-2024	Cash Deposited (52)														-	362.00	y	
20-Nov-2024	Viv Lee - Dec raffle								5.00						5.00	5.00	y	
21-Nov-2024	Anne Cawdron - Dec raffle								5.00						5.00	5.00	y	
21-Nov-2024	Julie Bower - Dec raffle								5.00						5.00	5.00	y	
21-Nov-2024	Justine Riccomini - Main Meeting & Name card								2.00	5.00					7.00	7.00	y	
21-Nov-2024	Justine Riccomini - Dec raffle								5.00						5.00	5.00	y	
21-Nov-2024	Angela Feldman - Name card								10.00						10.00	10.00	y	
21-Nov-2024	Cash collected: Meeting £18, Subs £24 Allison Currie-Name Card £24, Dec raffle£ 20, raffle £17	18.00	11.80	12.20						61.00					103.00			
22-Nov-2024	Alex Dickinson - Nov/Dec raffle								10.00						10.00	10.00	y	
22-Nov-2024	Amanda Jackson - - Dec raffle								10.00						10.00	10.00	y	
23-Nov-2024	Karen Walker - Dec raffle								5.00						5.00	5.00	y	
26-Nov-2024	Cash Deposited (53)														-	103.00	y	
28-Nov-2024	Cash collected: Wreath - Anne Evans £37, Dec raffle £25 (54)								37.00	25.00					62.00			

TS EXCLUDING TRANSFERS	551.00	2,760.45	2,756.45	-	-	-	-	10,443.50	12,981.48	-	-	74.40	29,567.28
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PAYMENTS

Year		2024		WI		SOWOOD					Waiting to be paid into bank										£0.00		
Enter payments made in the appropriate analysis column. When an item in column 15 appears on the bank statement enter 'Y' in column 16.																				RECEIPTS			
Date	ITEM description / payee name	Cheque number/BACS reference		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17			
				WI Meetings (Hall, speakers, etc)	Committee Members' Expenses	Subscriptions paid to Federation (Fed/NFW share) - as agent	Pooling of fares expenses paid to federation	Federation bookings by individuals as agent	NFWI / Federation raffle - as agent	Publications (Newsletters, diaries & calendars)	Activities & events	WI fundraising costs	Insurance	Donations made	Other payments	Petty cash withdrawn	Transfer to savings or other account	Total	Reconciled to bank statement (Y)	Payment cheques written but not cleared			
5-Jan-2024	WY Fed - eWyn	3021								122.00								122.00	Y		R	x	
5-Jan-2024	WY Fed - Insurance	3022											26.00					26.00	Y		n/a	x	
18-Jan-2024	Pat Greenwood food AGM and other refreshments	3064		39.92														39.92	Y		R	x	
18-Jan-2024	Alex Dickinson food AM and raffle	3065		119.50								11.72						131.22	Y		R	x	
18-Jan-2024	Andy's Mans Club - CANCELLED. New cheque 3027	3024																-		-	n/a		
18-Jan-2024	Janet Woodward - stamps	3023		6.00														6.00	Y		R	x	
18-Jan-2024	Anne Pendlebury - Replacement cheque 3010 £75.86 (£18.87 WI Meeting, £56.99	3025		75.86														75.86	Y		R		
18-Jan-2024	Pamela Bavendale - Replacement cheque 3013 £10 (Activities & Events. Money	3026																-	Y		n/a	x	
24-Jan-2024	Andys man club Replacement for 3024	3027												8,070.00				8,070.00	Y		R		
29-Jan-2024	Janet Woodward - green box files, printer paper	3028		21.24														21.24	Y		R		
1-Feb-2024	Sowood Preschool and Community Assoc January rent	3066		45.00						90.00								135.00	Y		R		
1-Feb-2024	Julie Astbury - HMCM	3067										5.50						5.50	Y		R		
3-Feb-2024	West York Fed Pro rata & Pooling of fares	3029					239.72											239.72	Y		R		
15-Feb-2024	John Mumford - February speaker Main Meeting	3081		50.00														50.00	Y		R		
15-Feb-2024	Paula Wright - cancellation Gimbals	3080								32.50								32.50	Y		n/a		
28-Feb-2024	Gimbals - Food	3082								837.00								837.00	Y		R		
28-Feb-2024	Gimbals - Tip	3083								28.00								28.00	Y		R		
29-Feb-2024	Ann Wear - Belly Dancing	3068								45.00								45.00	Y		R		
12-Mar-2024	Wine - Call my bluff (underpaid by choice against receipts 87p)	3069										150.00						150.00	Y		R		
14-Mar-2024	Carole Davenport - Auditing accounts	3070													200.00			200.00	Y		R		
14-Mar-2024	Sowood Preschool and Community Assoc February rent	3071		45.00						120.00								165.00	Y		R		
14-Mar-2024	Helen Edwards - meeting expenses and tickets	3072		37.80						220.00		47.19						304.99	Y		R		
14-Mar-2024	Alex Dickinson - raffle expenses £14.40 cancelled replaced by 3073	3073																-		-	n/a		
14-Mar-2024	Pat Greenwood - Alpaca visit-deposit	3074								144.50								144.50	Y		R		
15-Mar-2024	Janet Woodward - Mileage x 2 Accountant	3084			38.25													38.25	Y		R		
19-Mar-2024	WY Fed x 3 Q4 subs	3085				17.55												17.55	Y		R		
19-Mar-2024	PIB Insurance	3086											319.17					319.17	Y		R		
21-Mar-2024	James Mellor March speaker	3075		150.00														150.00	Y		R		
24-Mar-2024	Freya Carter refund for double payment HMCM stall	3087										40.00						40.00	Y		n/a		
26-Mar-2024	Alpaca visit final payment first visit.	3076								127.50								127.50	Y		R		
26-Mar-2024	Pat Greenwood - Alpaca visit	3077								161.50								161.50	Y		R		
28-Mar-2024	Viv Calverley - refreshments & beetle drive	3078		12.08								6.63						18.71	Y		R		
4-Apr-2024	Berties - deposit for Xmas meal	3079	E							250.00								250.00	Y		R		
8-Apr-2024	Viv Calverley - refund for 2Amici	3088								22.00								22.00	Y		n/a		
11-Apr-2024	Sowood preschool & Community Assoc - March rent	3130		45.00						90.00								135.00	Y		R		
11-Apr-2024	Helen Edwards - Website, lanyards,	3131													208.76			208.76	Y		R		
11-Apr-2024	Elaine Smith - refund of subs to WYFed andNFWI	3132													24.40			24.40	Y		N/A		
18-Apr-2024	Alex Dickinson - raffle expenses for fundraising	3133										35.70						35.70	Y		R		
18-Apr-2024	Pat Greenwood - refreshments	3134		49.83														49.83	Y		R		
18-Apr-2024	Amanda Jackson - speaker Food and Drink group - Diabliesse	3135								75.00								75.00	Y		R		
18-Apr-2024	Jackie Swire - Batteries for defibrillators	3136													7.50			7.50	Y		R		
18-Apr-2024	Overgate Choir - main meeting April	3089		100.00														100.00	Y		R		
23-Apr-2024	2Amici - meal and tip	3090								220.00								220.00	Y		R		
23-Apr-2024	2Amici - dessert (forgot to add onto 3090	3091								4.00								4.00	Y		R		
29-Apr-2024	Paula Wright - refund for 2Amici	3137								22.00								22.00	Y		n/a		
2-May-2024	Amanda Jackson Food and drink night	3138								32.34								32.34	Y		R		
9-May-2024	Sowood preschool & Community Assoc - April rent	3139		45.00						90.00								135.00	Y		R		
13-May-2024	Halifax Minister	3092								72.00								72.00	Y		R		
16-May-2024	S J Midgley (Main speaker)	3094		50.00														50.00	Y		R		
29-May-2024	West York Fed Subs ans Quota Q1	3096				2,708.40	27.75											2,736.15	Y		R		
30-May-2024	Sowood Preschool & Community Assoc - May rent	3140		45.00						120.00								165.00	Y		R		
30-May-2024	Karen Longbottom - flower arranging talk	3141								90.00								90.00	Y		R		
10-Jun-2024	Anne Pendlebury - Expenses, various	3097		92.34														92.34	Y		R		
20-Jun-2024	Alex Dickinson - expenses main meeting	3098										16.76						16.76	Y		R		
20-Jun-2024	Alex Dickinson replacement for 3073	3099										14.40						14.40	Y		R		
20-Jun-2024	Anne Pendlebury expenses for main meeting	3100		15.30														15.30	Y		R		
27-Jun-2024	Sowood Preschool & Community Assoc - June rent	3142		45.00						90.00								135.00	Y		R		
9-Jul-2024	Helen Edwards - expenses	3101								42.47	17.25				79.99			139.71	Y		R		
9-Jul-2024	Viv Calverley - Committee meeting expenses	3102		20.00														20.00	Y		R		
11-Jul-2024	Katie Cook - make up demo - cheque cancelled	3143																-		-	n/a		
11-Jul-2024	Louise Brennan - refund book making	3144								30.00								30.00	Y		n/a		
13-Jul-2024	Kevin Jones - book making activity	3145								240.00								240.00	Y		R		

PAYMENTS

Year		2024		Please review the 'Notes to Receipts and Payments' sheet before completing this sheet.										Waiting to be paid into bank					£0.00		
Enter payments made in the appropriate analysis column. When an item in column 15 appears on the bank statement enter "Y" in column 16.																					
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	RECEIPTS
Date	ITEM description / payee name	Cheque number/BACS reference		WI Meetings (Hall, speakers, etc)	Committee Members' Expenses	Subscriptions paid to Federation (Fed/NFW share) - as agent	Pooling of fares / expenses paid to federation	Federation bookings by individuals as agent	NFW / Federation raffle - as agent	Publications (Newsletters, diaries & calendars)	Activities & events	WI fundraising costs	Insurance	Donations made	Other payments	Petty cash withdrawn	Transfer to savings or other account	Total	Reconciled to bank statement (Y)	Payment cheques written but not cleared	
16-Jul-202	Katie Humphreys - make up demo, replacement cheque	3146									50.00							50.00	Y		R
19-Jul-202	Janet Woodward - Ink and paper	3103		25.43														25.43	Y		R
19-Jul-202	cancelled	3104																-		-	n/a
19-Jul-202	Amanda Jackson - Syndicate	3105								663.00								663.00	Y		R
22-Jul-202	Pat Greenwood - expenses	3147		15.69														15.69	Y		R
22-Jul-202	Anne Pendlebury - Expenses, various	3148		4.50														4.50	Y		R
22-Jul-202	Pauline Gardner - Refreshments & postage	3149		14.05														14.05	Y		R
22-Jul-202	Jackie Swire -HMCM expenses	3150									34.50							34.50	Y		R
30-Jul-202	WY Fed July subs & quota x 1	3106				18.30	0.25											18.55	Y		R
7-Aug-202	Anne Pendlebury - Raffle prize	3107										17.96						17.96	Y		R
8-Aug-202	Roberta Bowker - Jive night	3108								100.00								100.00		100.00	R
1-Aug-202	Sowood Preschool & Community Assoc - July rent	3151		45.00						150.00								195.00	Y		R
9-Aug-202	Julie Weeden - name card	3152										200.00						200.00	Y		n/a
9-Aug-202	Janet Baker (Gimbals) Heart Foundation	3153												257.00				257.00	Y		R
10-Aug-202	Paula Wright - Afternoon tea expenses	3154										6.35						6.35	Y		R
10-Aug-202	Lisa Thompson (3 pitches)	3155									100.00							100.00	Y		R
	Cancelled	3156																-		-	n/a
10-Aug-202	Sue Greenwood - Afternoon Tea expenses	3157									5.46							5.46	Y		R
10-Aug-202	Jackie Swire - refund Alpaca Stall HMCM	3158									30.00							30.00	Y		n/a
15-Aug-202	Speaker August meeting - Project Colt	3159		50.00														50.00	Y		R
19-Aug-202	Pat Greenwood - expenses for afternoon tea fundraising & refreshments	3160		6.29						6.35	280.58							293.22	Y		R
28-Aug-202	Go Local HX6 Ltd - HMCM & Advertising	3109								90.00	90.00							180.00	Y		R
31-Aug-202	Annie Lancaster - hooking activity	3161									270.00							270.00	Y		R
3-Sep-202	Amanda Jackson - prosecco afternoon tea	3162										10.50						10.50	Y		R
5-Sep-202	Cheque destroyed	3163																-		-	n/a
5-Sep-202	Sowood Preschool and community Association rent August	3164		45.00							210.00							255.00	Y		R
7-Sep-202	Pauline Gardner- HMCM raffle shopping voucher	3165										100.00						100.00	Y		R
5-Sep-202	Cancelled	3110																-		-	n/a
5-Sep-202	Janet Woodward - Maypole	3111									321.00							321.00	Y		R
3-Oct-2024	Sowood September rent	3166		45.00						90.00								135.00	Y		R
10/10/24	Pat Greenwood - refund overpayment Xmas meal and purchase milk	3167								27.50								27.50	Y		R
11-Oct-202	Royal British Legion - payment for wreath	3168														27.50		27.50	Y		R
17-Oct-202	Jackie Swire - HMCM Laminates	3112									4.99							4.99	Y		R
17-Oct-202	Anne Pendlebury - Napkins	3113								7.80								7.80	Y		R
17-Oct-202	J M Brant (Landlubbers)	3114		300.00														300.00	Y		R
17-Oct-202	Helen Edwards - various - replaced by cheque 3172	3115																			R
17-Oct-202	Amanda Jackson - refund of own change used for HMCM members stall	3116									149.51							149.51	Y		N/A
29-Oct-202	eWyn renewal	3117								116.00								116.00	Y		R
31-Oct-202	Cheque destroyed	3169																-		-	n/a
31-Oct-202	Pat Greenwood - HMCM food and meeting refreshments	3170		11.93							328.66							340.59	Y		R
31-Oct-202	Sowood preschool & Community Assoc - October rent	3171		45.00							120.00	100.00						265.00	Y		R
31-Oct-202	Wicked Gen -fused glass activity	3172									404.00							404.00	Y		R
1-Nov-202	Helen Edwards - replacement cheque for 3115 (aprons, miscellaneous, petrol)	3173		1,266.92	40.00													1,306.92	Y		R
4-Nov-202	Viv Calverley - Refund wreath	3118									37.00							37.00	Y		n/a
8-Nov-202	Berties events Ltd - balance xmas meal	3119									2,235.00							2,235.00	Y		R
10-Nov-202	Janet Woodward - stamps x 2	3120		13.60														13.60	Y		R
14-Nov-202	Helen Greaves- deposit for Xmas Wreath	3174									350.00							350.00	Y		R
14-Nov-202	Jackie Swire - defibrillator pads	3175													215.82			215.82	Y		R
14-Nov-202	Forget Me Not Children's Hospice	3176												10,000.00				10,000.00	Y		R
21-Nov-202	Christina Smith refund Xmas meal	3177								10.00								10.00		10.00	n/a
21-Nov-202	Justine Riccomini Food and Drink expenses	3178								76.86								76.86	Y		R
21-Nov-202	Michelle Thornton 2024 Bursary winner	3179													350.00			350.00	Y		n/a
21-Nov-202	Susan Bowler - Winner name card	3180										200.00						200.00	Y		n/a
28-Nov-202	Jackson Flower Co -wreath making	3181									420.00							420.00	Y		R
28-Nov-202	Sowood preschool & community assoc - Nov rent	3182		45.00							90.00							135.00	Y		R
2-Dec-202	Pauline Gardner - Refreshments	3183									12.32							12.32	Y		R
2-Dec-202	Pat Greenwood - refreshments for fused glass evening	3184									11.93							11.93	Y		R
6-Dec-202	W.Y Fed subs x 1 Nov	3121				12.20												12.20	Y		R
19-Dec-202	Sowood Preschool & Community Assoc - Dec rent and set up	3185		105.00							60.00							165.00		165.00	
19-Dec-202	Anne Pendlebury - refreshments and prizes	3186		38.98														38.98	Y		
19-Dec-202	Forget Me Not Children's Hospice	3187												1,112.00				1,112.00	Y		R
31-Dec-202	Carol King - Name card	3188										200.00						200.00		200.00	n/a
																		-		-	
																		-		-	
																		-		-	

PAYMENTS

[illegible]

PAYMENTS

Year		2024		Please review the 'Notes to Receipts and Payments' sheet before completing this sheet.		Waiting to be paid into bank		£0.00	
		WI		SOWOOD					

Enter payments made in the appropriate analysis column. When an item in column 15 appears on the bank statement enter 'Y' in column 16.

[illegible]

If using the 'alternative' Petty Cash system complete the following at the year end (see Petty Cash guidelines); otherwise leave this blank.

Using the University's Petty Cash System, complete the following table and use Petty Cash guidelines for date and dollar amount.															
Total Petty Cash payments															
TOTAL PAYMENTS EXCLUDING TRANSFERS			3,187.26	78.25	2,756.45	267.72	-	-	238.00	9,258.08	2,054.15	345.17	19,439.00	1,113.97	38,738.05

[illegible]

PAYMENTS

Year		2024		Please review the 'Notes to Receipts and Payments' sheet before completing this sheet.		Waiting to be paid into bank		£0.00	
		WI		SOWOOD					

Enter payments made in the appropriate analysis column. When an item in column 15 appears on the bank statement enter 'Y' in column 16.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

PAYMENTS

[illegible]

Year:	2024	WI	SOWOD							At	5/12/2025
		Up to date bank balance including uncleared items							£15,342.84		
		Waiting to be paid into bank							£0.00		
Year to date receipts and payments											
15,817.84											
RECEIPTS											
1	2	4	7	8	9	10	11	12			
Receipts at meetings	Subscriptions WI share	Gift Aid	Publications (Newsletters, diaries & calendars)	Activities & events	WI fundraising	Bank interest received	Grants & donations	Other income	Total Receipts (excluding funds received as agent)		Receipts paid in to bank but not cleared
TOTAL	551.00	2,760.45	-	-	10,443.50	12,981.48	-	-	74.40	26,810.83	-
PAYMENTS											
1	2	4	7	8	9	10	11	12			
WI Meetings (Hall, speakers, etc)	Subscriptions paid to Federation (Fed/NFWI share) - as agent	Pooling of fares / expenses paid to federation	Publications (Newsletters, diaries & calendars)	Activities & events	WI fundraising costs	Insurance	Donations made	Other payments	Total Payments (excluding funds paid as agent)		Cheques written but not cleared
TOTAL	3,187.26	2,760.45	267.72	238.00	9,258.08	2,054.15	345.17	19,439.00	1,113.97	38,663.80	475.00
						10,927.33					
TOTAL RECEIPTS MINUS PAYMENTS (excluding funds received and paid as agent)										- 11,852.97	
Funds received and paid as agent											
FUNDS RECEIVED											
			3			5			6		
			Subscriptions ed/NFWI share as agent			Federation bookings by individuals as agent			NFWI / Federation raffle - as agent		
			2,756.45			-			-		
									Total received as agent		
									2,756.45		
FUNDS PAID											
			3			5			6		
			Subscriptions ed/NFWI share as agent			Federation bookings by individuals as agent			NFWI / Federation raffle - as agent		
			2,756.45			-			-		
									Total paid as agent		
									2,756.45		
0.00											
Transfers between accounts											
Year to date transfers											
Transfers from main account to savings / other account											
-											
Transfers to main account from savings / other account											
-											
Transfers to petty cash account											
-											

Note: enter figures manually for last year and in any other cells that are not filled automatically if applicable to your WI

WI name	SOWOOD
Charity number (if registered)	1168185
Federation	West Yorkshire



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

FINANCIAL STATEMENT

For the period from 01/01/24 to 31/12/24

Section A Receipts and Payments

A1 Receipts	Total £	Last year £	A2 Payments	Total £	Last year £
Receipts at meetings	551.00	661.50	Meeting expenses	3,187.26	1,839.62
Subscriptions (WI share)	2,760.45	2,740.25	Committee Members' expenses	78.25	121.71
Gift Aid	-	-	Pooling of fares / expenses	267.72	45.50
Publications	-	-	Publications	238.00	-
Activities & events	10,443.50	9,965.54	Activities & events	9,258.08	9,324.08
WI fundraising	12,981.48	9,628.50	WI fundraising	2,054.15	1,558.40
Interest received		-			
Paid into current account	-	-	Insurance	345.17	393.92
Paid into deposit account		-			
Grants and donations	-	126.00	Donations made	19,439.00	200.00
Other income	74.40	34.50	Other payments	1,113.97	1,572.46
WI-owned hall - total receipts			WI-owned hall - total payments		-
Total Receipts	26,810.83	23,156.29	Total Payments	35,981.60	15,055.69

A3 Restricted funds included in total receipts		A4 Restricted funds included in total payments	
--	--	--	--

Total Receipts less Total Payments (Surplus/Deficit for the year)

- 9,170.77

A5 Total cash funds brought forward from last year (equals last year's total at B1.6)

24,513.61

A6 Total cash funds carried forward at this year end

15,342.84

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	SOWOOD
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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	15,342.84	24,513.61
B1.2 Reconciliation of final bank balance from Account Book to bank statement		
Bank statement total at year end	15,817.84	
Plus amounts paid in to bank but not cleared	-	
Less cheques written but not cleared	475.00	
Less any cheques still uncleared from last year	-	
Total (should equal balance at B1.1)	15,342.84	
B1.3 Savings / deposit account balance		
B1.4 Petty cash in hand		
B1.5 Less any funds held as agent for federation/NFWI, i.e. subscriptions received but not yet paid over enter as a negative amount	- 0.00	
B1.6 Total cash funds	15,342.84	24,513.61

B2	Investments (<i>if any</i>)				
B3	Other monetary assets (<i>e.g. any money owed to the WI</i>)				
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	SOWOOD				
Section C Notes to the financial statement					
C1	Funds received and paid as agent	Any balance from previous year	Receipts this year	Payments this year	Any balance held at year end
Complete this section with total amounts received and paid over to the federation in the year		£	£	£	£
Federation / NFWI share of subscriptions			2,756.45	2,756.45	0.00
Federation event bookings by individual members			-	-	-
NFWI and / or federation raffle			-	-	-
					-
Total		-	2,756.45	2,756.45	0.00
C2	Details of restricted funds		Receipts this year	Payments this year	Any balance held at year end
Complete this section if the WI had any restricted funds during the year			£	£	£
Name or description of restricted fund:					
Total			-	-	-
C3	Further details of WI activities /fundraising /other		Receipts this year	Payments this year	
Include additional details that would be helpful to WI members or other readers of the financial statement			£	£	
Activities & events (description)					
Meals out			3,895.00	3,895.00	
Book making			240.00	240.00	
Theatre trip			663.00	663.00	
Jive night			100.00	100.00	
Wreath making			770.00	770.00	
Halifax Minster visit			72.00	72.00	
Total WI activities			5,740.00	5,740.00	
WI fundraising (description)					
HMCM			4,567.00	4,567.00	
Community cafe			870.95	870.95	
Name cards			600.00	600.00	
Afternoon tea			1,040.00	1,040.00	
Total WI fundraising			7,077.95	7,077.95	
Grants & donations					
Heart Foundation			257.00	257.00	
Total grants & donations			257.00	257.00	
Other income / expenditure					

Total other income / expenditure		-		-				
				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		SOWOOD				WI		
Charity number (if registered)								
<p>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</p> <p>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.</p> <p>Having satisfied myself that the charity is eligible for independent examination, it is my responsibility to:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>Independent Examiner's Statement In connection with my examination no matter has come to my attention, (other than disclosed below*):</p> <ol style="list-style-type: none"> 1. which gives me reasonable cause to believe that, in any material respect, the requirements: <ul style="list-style-type: none"> • 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. <p><i>*Please delete the words in brackets if they do not apply.</i></p> <p>Comments:</p>								
Signed:		Date:						
Name:								
Address:								

	Speaker	Cost	Paid													
January	AGM	£0	£0													
February	Estate Planning	£50	£50													
March	James Mellor - Rainbow Trout films	£150	£150													
April	Overgate choir	£100	£100													
May	S J Midgeley	£50	£50													
June	Isaberttes	£50	£0													
July	Anne Evans	£30	£30													
August	Project Colt	£50	£50													
September	Raffle & Games	£0	£0													
October	Landlubbers	£300	£300													
November	Other people's rubbish	£50	£0													
December	Party	£30	£0													
		£860	£730	£130 left												
		Budget	Remaining	Spent to date	January	February	March	April	May	June	July	August	September	October	November	December
Annual	WI insurance	£20	-£6	£26.00	£26.00											
	Contents Insurance	£350	£31	£319.17			£319.17									
Annual	Gaming Licence	£40	£20	£20.00							£20.00					
Annual	Stationary and other	£500	£412	£87.97	£27.24			£21.70			£25.43				£13.60	
Monthly	Hall Hire	£2,507	£752	£1,755.00	£135.00	£165.00	£135.00	£135.00	£135.00		£195.00	£255.00	£135.00	£165.00	£135.00	£165.00
Annual	Committee costs Inc, catering	£450	£73	£376.57	£159.42		£88.05			£109.10	£20.00					
nnual	Ewyn	£106	-£132	£238.00	£122.00									£116.00		
Annual	Accountant	£150	£50	£200.00			£200.00									
Monthly	Speaker	£1,000	£270	£730.00		£50.00	£150.00	£100.00	£50.00		£30.00	£50.00		£300.00		
Annual	Web & publicity	£300	£37	£337.05				£187.06			£59.99	£90.00				
Annual	PAT testing	£120	£120	£0.00												
	Meeting refreshments £10 per week, AGM, birthday party															
Monthly		£960	-£571	£1,531.19				£85.53		£15.00	£93.96	£12.64		£1,285.08		£38.98
	Pooling of Fares/Fed Quota	£50	-£217	£267.47		£239.72			£27.75							
Annual	Bursary	£350	£0	£350.00											£350.00	
	TOTAL:	£6,903	£064	£6,238.42	£469.66	£454.72	£892.22	£529.29	£212.75	£127.10	£444.38	£407.64	£135.00	£1,866.08	£498.60	£203.98
k																
		Budget	Remaining	Spent to date	January	February	March	April	May	June	July	August	September	October	November	December
Annual	Defib costs (£1000 for 4 batteries, £850 for pads within 5 years)	£1,409	£1,186	£223.32	-£250.00	£0.00	£0.00	£7.50							£215.82	

THE WI ACCOUNT BOOK (Mar 23 Excel version)

At the start of the financial year

Check you have the latest version of the account book. This can be downloaded from the My WI website under 'running your WI / WI finances'.
Save the account book in a suitable location on your computer using a unique file name (e.g. including the name of your WI and the year).
Make sure all the cells are blank.

Financial year (e.g. 2023/24) and name of your WI

Enter these in the boxes at the top of the Receipts sheet.
You do not need to enter these again in the Payments or Year-to-date Totals sheets as they will be updated automatically.

Brought forward bank balance

Enter the final bank balance total from last year's accounts in cell R7 of the Receipts sheet. This is the total including any uncleared items at the last year end.
As a separate exercise, you should check your bank statements to monitor that items not cleared at the last year-end do appear on the bank statement; however, no entry is required in the current year's account book.

Up to date Bank Balance and Waiting to be paid into Bank totals

These totals are shown at the top of both the Receipts and Payments sheets.
The amounts are updated automatically when you enter and reconcile transactions; you should never enter any amount yourself.

Transactions during the year:

Enter receipts and payments as they arise during the year.
Enter the last four digits of the cheque number or the BACS reference for payment transactions.
Enter amounts without £ signs or commas.
The 'Total' Receipts and 'Total' Payments columns will be updated automatically.
When you bank receipts, complete a new line in the Receipts sheet and enter the total in column 15.
See page 3 for guidance on what to put under each column, and page 4 for an explanatory note about funds received and paid as agent.

Remember to save the Account Book

Save the file each time you update it and ensure it is backed up digitally.
We recommend saving an additional back-up copy (on a USB stick) periodically (e.g. every one or two months) with the date of the back up in the file name. That way you will have a recent version to go back to if there are any problems.

Monthly reconciliation of Receipts and Payment transactions to the bank statement.

When a transaction appears on the bank statement, enter 'Y' in column 16 of the Receipts or Payments sheet as appropriate. This will automatically remove the amount in column 17 of the Receipts sheet ('Receipts paid in but not cleared') or column 17 of the Payments sheet ('Payments made but not cleared').
The bank statement total should equal the amount in the 'Up to date bank balance' box minus the total of column 15 in the Receipts sheet plus the total of column 15 in the Payments sheet.
You should also check that the amount in the 'Waiting to be paid into bank' box agrees to the amount of cash and cheques you have in hand.

Year to date totals

This sheet provides a quick summary of receipts and payments as you go through the year. You can print this at any time. The date printed will be shown at the top of the page.

If your WI has a savings or deposit account

When you transfer funds from or to the savings / deposit account, enter the amount column 13 of the Receipts sheet or 14 of the Payments sheets. Also enter in the 'Total paid into bank' column on the Receipts sheet.
These are not receipts and payments to or from the WI, just transfers between accounts, and are not transferred to the Financial Statement. They are entered here as a record of the transfers and in order to update the bank balance and facilitate the bank reconciliation.
The savings account balance is entered in box B1.3 of the financial statement at the year end.
If interest is paid directly into the savings or deposit account, do not enter in the Receipts sheet. Enter this in the Financial Statement at the year end.

If your WI has more than one current account

Movements in all the WI's bank accounts should be recorded in the account book and financial statement. The brought forward balance and the 'Up to date bank balance' total should be the total of all the accounts.
Please note a PayPal account or anything of this nature should be accounted for as a secondary current account.

If your WI decides to use Petty Cash

Your WI Committee should consider whether you need to make payments by cash or whether you can make all payments by cheque or BACS. If you do need to use petty cash, you should follow the Petty Cash guidelines on page 5.

If your WI owns a hall

In many cases a separate receipts and payments accounts will be kept for the hall. If this is the case then the total receipts and payments should be transferred directly to the Receipts and Payments section of the financial statement. You should also provide the Independent Financial Examiner with the hall accounts.
Otherwise receipts and payments relating to the hall should be recorded in the account book under the columns for 'Other income' and 'Other payments.'

Making changes to the Account Book format

You may need to enter additional rows for receipts and payments, or you may want to change/add columns. Only consider doing this if you are a competent Excel user.
Before making any changes, save a back-up of the file, then remove the workbook protection. How this is done will differ for all types of Excel, but you can Google how it is done with your version of Excel if you are unsure.
If you insert additional rows, check that the SUM formula in the totals line of the Receipts and Payment sheets includes all the rows.
After making any changes it is recommended that you re-instate the protection.

Guidance on what to put under each column heading

If you are still not sure, pick the heading that you think is most appropriate and make sure you use this consistently.

RECEIPTS

These will appear as credits on your bank statements.

A cheque number or BACS reference may be used as a receipt number.

Receipts at meetings	Income received at meetings that does not come under another heading, e.g. refreshments, raffle, any commission from speakers, visitor charges if any.
Subscriptions (WI share)	The WI share of the subscription only. State in the description column whether full-rate, pro-rata or dual membership.
Subscriptions (Federation /	The share of the subscription that is collected for the federation and the NFWI. Enter in the same row as the WI share. <i>(See note on acting as agent.)</i>
Gift Aid	Enter when the funds are received from HMRC.
Federation bookings by individuals - as agent	Amounts received from individual members for bookings they have made on federation events that the WI has collected on behalf of the federation. <i>(See note on acting as agent.)</i>
NFWI / Federation raffle - as	Amounts received from individuals for tickets for the NFWI or federation raffle. <i>(See note on acting as agent.)</i>
Publications	Receipts for newsletters, diaries, calendars and any other publications.
Activities & events	Any income for charitable activities and events the WI has organised.
WI fundraising	Income from any activity the WI has undertaken where the primary purpose was to raise funds.
Interest received	Bank interest that has been paid into the current account. <i>(If your WI receives interest paid directly into a savings account, do not enter here. Enter in the financial statement at the year end.)</i>
Grants and donations	Grants received e.g. lottery, legacies, other donations including from visitors.
Other income	Any income that does not come under the other categories.
Transfer from savings / other	Funds transferred from the WI's savings account to the WI's main account (or from any other account the WI may hold).

PAYMENTS

These will appear as debits on your bank statements.

WI meetings	Payments for hall, speakers, refreshments, raffle prizes, other running costs.
Committee Members' expenses	Reimbursement of travel, telephone, other expenses incurred by Committee Members. (Not meeting expenses incurred on behalf of WI - see above.)
Subscriptions paid to	The share of the subscription that is collected for the federation and the NFWI that has been paid to the federation. <i>(See note on acting as agent.)</i>
Pooling of fares / expenses paid to federation	NFWI pooling of fares for Annual Meeting & other pooling charges set by the federation.
Federation bookings by	Amounts received from individual members for bookings on federation events that have been paid over to the federation. <i>(See note on acting as agent.)</i>
NFWI / Federation raffle - as	Amounts received from individuals for tickets for the NFWI or federation raffle that have been paid over to the raffle operator.
Publications	Cost of supplying newsletters, diaries, calendars and any other publications.
Activities & events	Expenditure on charitable activities and events the WI has organised. Please note card charges associated with using a card machine in the course of specific WI Activities and Events should go here.
WI fundraising	Expenditure on any activity the WI has undertaken to raise funds. Please note card charges associated with using a card machine in the course of WI fundraising should go here.
Insurance	Normally arranged by federation and paid to federation.
Donations made	Donations made from WI funds.
Other payments	Any expenditure that does not come under the other categories. Please note bank charges should go here.
Petty cash withdrawals	Do not form part of total payments (until spent) but entered here to record movement in bank account. <i>(See petty cash guidelines.)</i>
Transfer to savings / other	Funds transferred to the WI's savings account (or from any other account the WI may hold).

Acting as Agent

A WI is acting as agent where a member makes a payment to the WI that she intends to be passed on to the federation or the NFWI. The WI Committee has no discretion over the use of the funds when acting as agent.

When the WI acts as agent the receipts and payments do go through the WI's bank account and are still recorded in the account book under the appropriate headings.

However the funds are not included within the WI's total receipts and payments in the financial statement. The totals are transferred to the 'Notes' section (Section C) of the financial statement.

There are three types of receipt / payment that this applies to.

- The share of the membership subscription that is to be passed on to the federation and the NFWI (i.e. the federation and NFWI shares).
- Payment for bookings by individual members on federation events where members book and pay as individuals and the WI is doing nothing more than acting as a conduit to pass on information from the federation and members' payments to the federation.
- Payments for the NFWI or federation raffle tickets that are collected and passed to the raffle operator.

Please note that a WI is not acting as agent in the following situations:

- The WI organises an event or visit for a group of members and charges members a fee. In this case the WI Committee is exercising discretion in organising the event and the booking is made in the name of the WI. (Include under activities & events).
If you are not sure then you should assume the WI is not acting as agent.

COMPLETING THE WI FINANCIAL STATEMENT (Mar 23 Excel version)

Before the end of the financial year

Pay any outstanding bills.
Make sure you have collected all money due.
Pay any cash or cheques into the bank.

At the end of the financial year:

Ensure you have a bank statement up to the end date of your financial year, and a statement for any savings or other account.

You will also need a copy of your WI's financial statement for last year. Enter totals from this in the 'Last year' columns on pages 1 and 2.

Reconcile the bank statement total to the bank balance figure in the account book

These two figures will not necessarily be the same as some receipts and payments may not have cleared in the bank by the year-end date.

The formula for the reconciliation is:

Bank statement closing balance at year end	
Plus	Total amounts paid in to the bank but not cleared
Minus	Total cheques written but not cleared
Minus	Total cheques still uncleared from last year, if any
Equals	Bank Balance total in account book

If your WI has more than one current account, (including having a PayPal account or a secondary account of this nature) you should add together the totals for all the accounts as the financial statement must show the total funds held by the WI.

Enter the figures above in section B1.2 of the financial statement.

Financial Statement headings: page 1 of the financial statement:

WI name: is completed automatically on pages 1-4 from row 2 of the Receipts sheet.
Charity number: If your WI is registered with the Charity Commission, enter the registration number.
Federation: Enter the name of your federation.
Period from and to dates: Enter the dates your financial year started and ended, e.g. from 01/04/YY to 31/03/YY.

Section A: Receipts and Payments

A1 and A2:

Most receipts and payments totals for the year will be completed automatically from the Receipts and Payments pages of the account book
See page 4 for an explanatory note about funds received and paid as agent.
If you have a savings or deposit account where interest is paid directly into the account, enter this in cell D26.
If your WI owns a hall and keeps separate receipts and payments accounts for the hall, enter the total receipts and payments in cells D32 and I32.
If your WI owns a hall that has a separate set of accounts, enter the total receipts and payments from the hall accounts.

A3 and A4 Restricted funds

Charity accounting rules require you to show details of any restricted funds separately. These are funds which must only be used for particular purposes specified by the donor or by the terms of an appeal, whereas unrestricted funds can be used for any of the WI's charitable objects.
Enter the total receipts and payments of restricted funds at A3 and A4, if any.

A5

Enter the total for cash funds carried forward from last year's financial statement.

A6

Total cash funds will be completed automatically. Please note that this should be the same as the total cash funds in section B1.6.

A7

If the WI has not spent all restricted funds by the end of the financial year, enter the balance held.

Section B: Statement of Assets and Liabilities at the year end

This is in place of a balance sheet. It should give a broad understanding of the type of assets controlled by the WI Committee and any material liabilities that must be met from the WI's funds.

B1: Cash funds

B1.1 The current account balance will be completed automatically from the Receipts and Payments pages of the account book. Ensure this has been reconciled to the bank statement and **B1.2** has been completed.

B1.3 If the WI has a deposit or savings account, enter the total balance at the year end.

B1.4 Enter any petty cash balance at the year end.

B1.5 If the WI has not yet fully paid over monies collected as agent by the year end, the balance will be here, e.g. any federation/NFWI subscriptions owing. This will be automatically populated from section C1.

B1.6 The total cash funds will be calculated automatically.

B2 – B5 Complete any of these that apply to your WI. Otherwise, leave blank.

B2 Investments

If your WI holds investments (in addition to any savings account), you should obtain a statement of the value at the year end and enter the amount here.

B3 Other monetary assets

Enter the total of any other monetary assets here, e.g. any money owed to the WI at the year end.

B4 Other assets

Enter a description of any property or significant equipment; enter the value and original cost if meaningful information is available.

B5 Liabilities

Enter any monies owed by the WI either at the year end or at some date in the future, such as a loan.

Section C: Notes to the financial statement

C1 Funds received and paid as agent

Enter any balance held from the previous year (from section C1 of the previous year's book). Receipts and payments will be completed automatically from the Receipts and Payments pages of the account book.
The total will automatically calculate and populate B1.5.

C2 Restricted funds

Enter a description of any restricted funds the WI had in the year and the receipts and payments for each fund, if more than one. The totals should equal A3, A4 and A7.

C3 Further details of activities / fundraising / other receipts and payments

Provide a further breakdown of the totals in the A1 and A2, e.g. by type of activity or event.

Independent Financial Examination

The WI must appoint an independent financial examiner. This should be an independent person who is reasonably believed by the trustees to have the requisite ability and practical experience to carry out a competent examination of the accounts.

An independent examiner cannot be:

- A trustee, or custodian trustee, of the charity
- A related party of a trustee or custodian trustee
- The donor of any land to the charity
- The charity's bookkeeper

It is recommended that you use your federation's IFE scheme if they operate one; the federation will allocate an independent examiner.

You should provide the independent examiner with the completed financial statement and the supporting paperwork. If they are not a federation IFE, you should also provide a copy of the WI's constitution.

The independent examiner may raise matters that can be corrected in the financial statement before it is finalised.

If the examiner has significant concerns about the final financial statement, they will issue a qualified report and disclose the relevant matters in the statement. They may also report less serious concerns to the WI Committee that don't merit a qualified report which the WI Committee should aim to address.

Signing the Financial Statement

When finalised, the financial statement should be signed at the end of page 2 on behalf of all the WI Trustees (Committee Members) by two trustees, normally the President and Treasurer, and by the independent examiner. The independent examiner should also initial pages 2 and 3.

Presenting the accounts to WI members at the Annual Meeting

In accordance with the WI Constitution, the retiring Committee must present to the Annual Meeting a report of the work of the year together with the signed and independently examined financial statement. The signed accounts (financial statement) must be made available to all WI members.

Annual report requirement for WIs registered with the Charity Commission

All registered charities are also required to produce an annual report with mandatory content. A separate guidance note is available

Printing the Financial Statement

Individual printer settings may differ therefore to ensure the financial statement prints correctly on four pages, click 'Page Layout' in the toolbar and set Width to 1 page and Height to 4 pages.

Check it will print correctly by clicking 'View' in the toolbar then 'Page Break Preview'. Adjust the position of the page breaks by dragging the blue line breaks up or down as necessary.

ACTING AS AGENT

A WI is acting as agent where a member makes a payment to the WI that she intends to be passed on to the federation or the NFWI. The WI Committee has no discretion over the use of the funds when acting as agent.

When the WI acts as agent the funds are not included within the WIs total receipts and payments in the financial statement.

The receipts and payments do go through the WI's bank account and are still recorded in the account book under the appropriate headings and the totals are transferred to the 'Notes' section (Section C) of the financial statement.

There are three types of receipt (payment that this applies to).	
1.	The share of the membership subscription that is to be passed on to the federation and the NFWI (i.e. the federation and NFWI shares).
2.	Payment for bookings by individual members on federation events where members book and pay as individuals and the WI is doing nothing more than acting as a conduit to pass on information from the federation and members' payments to the federation.
3.	Payments for the NFWI or federation raffle tickets that are collected and passed to the raffle operator.
Please note that a WI is <u>not</u> acting as agent in the following situations:	
-	The WI organises an event or visit for a group of members and charges members a fee. In this case the WI Committee is exercising discretion in organising the event and the booking is made in the name of the WI. (Include under activities & events). If you are not sure then you should assume the WI is not acting as agent.
-	The WI is paying for members to attend a federation event from WI funds. (Include under activities & events).
-	The WI orders and purchases diaries, calendars and other items from the federation and sells to members, where there is a single order in the name of the WI. (Include under publications.)
-	The WI raises funds and donates them to another charity. (Include under WI fundraising.)