



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1st December 2023 Period start date To 30th November 2024 Period end date

Charity name: Huntingdon and Peterborough Federation of Women's Institutes

Charity registration number:1178059

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<ul style="list-style-type: none">• To advance the education of women and girls for the public benefit in all areas.• To promote sustainable development for the public benefit. To advance health for the public benefit.• To advance citizenship for the public benefit by the promotion of civic responsibility and volunteering
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none">• Members have been offered educational opportunities both face-to-face and via Zoom, to build new skills and to take part in a wider variety of activities.• Members have been able to campaign on issues that matter to them and to their communities.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<ul style="list-style-type: none">• The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We have adapted to a new way of operating, providing educational opportunities and support both face-to-face and via Zoom.</p> <p>Our monthly newsletter has continued to be produced both physically and online.</p> <p>The new fully virtual WI continues to provide a service for those that cannot attend a meeting in person.</p> <p>We have continued to campaign on a range of issues from modern slavery, to climate change, mental health and violence against women.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution and rules for County Federations of WI's
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected bi-annually by a vote. Any member of a county WI is eligible to be elected or co-opted. Candidates must be nominated by a trustee or by a WI.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Huntingdon and Peterborough Federation of Women's Institutes
Other name the charity uses	
Registered charity number	1178059
Charity's principal address	6a Walden Road Huntingdon Cambridgeshire PE29 3AZ

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Funds have been used to carry out property refurbishments that had been delayed due to Covid-19. Reserves are held to cover 6 months running costs.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to cover 6 months running costs.
Amount of reserves held	Para 1.22	£30,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The trustees continue to look at best practice to ensure the long-term future of the Federation. There is a need to find new ways to raise income.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Phyllis Brookes	Federation Chairman		
2	Zena Betts	Federation Treasurer		
3	Maria Pidoux			
4	Karen Prestage			
5	Jean Jefferies			
6	Carol Gibbins			
7	Marie Archer			
8	Carole Lovell			
9	Ruth Nicholls			
10	Jacqueline Svensson		Resigned 3 rd April 2024	
11	Judy Shrewsbury		Appointed 25 th March 2024	
12	Emma Spencer		Appointed 11 th April 2024	
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	PE Brooks	
Full name(s)	PHYLLIS ELVA BROOKS	
Position (eg Secretary, Chair, etc)	CHAIRMAN	
Date	24th. February 2025	

Registered Charity No. 1178059

**Huntingdon and Peterborough Federation
Womens Institutes (CIO)**

**Financial statements
For the year ended 30th November 2024**

**Victoria Cooper
Red Shoes Accounting Services
181 Wisbech Road
Unit 7 E-Space North
Littleport
Cambridgeshire
CB6 1RA**

**Huntingdon and Peterborough Federation
Womens Institutes (CIO)**

**Statement of Accounts for the year ended
30th November 2024**

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**Independent examiner's report to the board of trustees
of Huntingdon and Peterborough Federation of Women's Institutes (CIO)**

I report on the accounts of the Federation for the year ended 30th November 2024 which are set out on pages 2 to 8.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2022 Act) and that an independent examination is needed.

It is my responsibility to:

1. Examine the accounts under section 145 of the 2011 Act
2. Follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
3. State whether any particular matters have come to my attention

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the 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 the matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has to my attention:

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

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.



Victoria Cooper
Red Shoes Accounting Services
181 Wisbech Road
Unit 7 E- Space North
Littleport
Cambridgeshire
CB6 1RA

Date: 27.02.2025

**Huntingdon and Peterborough Federation
Womens Institutes (CIO)**

Statement of accounts for year ended 30th November 2024

Receipts and payments account (unrestricted funds)

	2024	2023
	£	£
Receipts		
NFWI Activities:		
Federation Affiliation Fees	19,656.34	17,678.03
National Affiliation Fees	14,632.70	15,489.22
	<u>34,289.04</u>	<u>33,167.25</u>
Stationery	94.40	215.28
Diaries	405.76	294.88
Pooling of Fares	709.05	1,202.75
Raffle ticket sales	228.83	297.70
	<u>1,438.04</u>	<u>2,010.61</u>
Committee Activities:		
Activities	6,620.37	7,327.66
Public Affairs	13,974.56	11,819.20
Annual Federation Day	3,128.38	3,178.80
Executive/ Trustees	1,961.39	2,346.38
	<u>25,684.70</u>	<u>24,672.04</u>
Office and Administration:		
Public liability insurance	1,083.50	996.25
Photocopier and Postage	686.91	791.59
Newsletter and Adverts	4,409.84	2,285.60
Year Book income	143.73	207.73
	<u>6,323.98</u>	<u>4,281.17</u>
Other income:		
AGM	1,614.06	1,961.00
Gift Aid	0.00	293.32
Income from Lapsed WI	0	338.00
WI Shop	301.94	256.28
Opening New WI's	0	656.00
	<u>1,916.00</u>	<u>3,504.60</u>
Investment income:		
Bank interest	1,195.94	561.92
	<u>1,195.94</u>	<u>561.92</u>
TOTAL RECEIPTS	<u>70,847.70</u>	<u>68,197.59</u>
Total receipts as above	70,847.70	68,197.59
Total payments as per page 3	73,230.29	73,619.39
Net receipts/ (payments)	-2,382.59	-5,421.80
Transactions on behalf of restricted funds	-4,139.90	-10,199.59
Balance of cash funds b/fwd	89,187.69	104,809.08
Balance of cash funds c/fwd	<u>82,665.20</u>	<u>89,187.69</u>

**Huntingdon and Peterborough Federation
Womens Institutes (CIO)**

Statement of accounts for year ended 30th November 2024

Receipts and payments account (unrestricted funds)

	2024	2023
Payments	£	£
NFWI Activities:		
National affiliation fees	17,721.81	17,919.80
	<u>17,721.81</u>	<u>17,919.80</u>
Stationery	80.60	162.00
Diaries	365.40	630.00
Pooling of Fares	688.00	1,648.00
	<u>1,134.00</u>	<u>2,440.00</u>
Committee Activities		
Membership	837.58	260.40
Activities	3,729.66	2,656.30
Public Affairs	9,058.18	7,115.61
Annual Federation Day	2,716.91	4,515.74
Executive/ Trustees	2,774.14	2,648.48
	<u>19,116.47</u>	<u>17,196.53</u>
Office and Administration		
Public liability insurance	837.80	824.25
Premises insurance	1,504.53	1,285.98
Repairs, renewals and cleaning	609.60	1,074.77
Employees	21,239.41	21,702.77
Photocopier and postage	2,369.36	2,567.12
Printing and stationery	325.19	242.52
Zoom meetings	105.88	31.18
Telephone and website/ hosting	520.94	875.22
Accountancy fees	3,112.80	2,210.40
	<u>30,625.51</u>	<u>30,814.21</u>
Other expenditure		
Fixed asset additions	0	252.00
AGM	1,755.00	2,360.00
Newsletter & Adverts	2,800.00	1,800.00
Opening WI Holding Fund	0	548.00
Charitable donations	77.50	280.00
Miscellaneous	0	8.85
	<u>4,632.50</u>	<u>5,248.85</u>
	<u>73,230.29</u>	<u>73,619.39</u>

**Huntingdon and Peterborough Federation
Womens Institutes (CIO)**

Statement of accounts for year ended 30th November 2024

Receipts and payments account (restricted funds)

	2024	2023
	£	£
Property fund		
Receipts		
Donations: Car park	4,092.60	4,311.20
Hire of hall	5,538.87	5,835.34
200 Club	679.74	1,243.58
	<u>10,311.21</u>	<u>11,390.12</u>
Payments		
200 club	500.00	465.00
Rates	196.58	282.36
Light and heat	6,163.39	3,468.12
Maintenance	7,591.14	17,306.23
Security expenses	0.00	68.00
	<u>14,451.11</u>	<u>21,589.71</u>
Total receipts as above	10,311.21	11,390.12
Total payments as above	-14,451.11	-21,589.71
Net receipts/ (payments)	<u>-4,139.90</u>	<u>-10,199.59</u>
Transacted through general cash funds	4,139.90	10,199.59
Balance of cash funds c/fwd	<u>0.00</u>	<u>0.00</u>

**Huntingdon and Peterborough Federation
Womens Institutes (CIO)**

Statement of accounts for year ended 30th November 2024

Statement of assets and liabilities at the end of the period

		2024 Unrestricted Funds £	2024 Restricted Funds £	2024 Designated Funds £	2024 Total Funds £	2023 Total Funds £
Fixed assets						
Tangible fixed assets		401,917.23			401,917.23	402,326.40
Current assets						
Cash funds						
Cash at bank:	Current account	5,530.00			5,530.00	3,199.43
	Investment account	77,159.20			77,159.20	85,988.26
Cash in hand						
Restricted cash funds held in general accounts		51,923.22	51,923.22			
Designated cash fund held in general accounts		2,527.98		2,527.98		
		28,238.00	51,923.22	2,527.98	82,689.20	89,187.69
Other monetary assets						
Stock:	Books and publications	214.2			214.2	219.52
Debtors		214.2	0	0	214.2	219.52
Total assets		490,569.43	51,923.22	2,527.98	484,820.63	491,933.61
Liabilities						
Creditors and accruals						
Lapsed institute funds		5,441.96			5,441.96	5,441.96
Total liabilities		5,441.96			5,441.96	5,441.96
Net assets		424,927.47	51,923.22	2,527.98	479,378.67	486,491.65
Analysis of funds						
General unrestricted funds		114,927.47			114,927.47	118,004.55
Land & buildings revaluation		310,000.00			310,000.00	310,000.00
Property fund			51,224.69		51,224.69	55,364.59
Opening of New WI's				1,130.16	1,130.16	1,026.16
Educational fund			698.53	1,144.55	1,843.08	1,843.08
Shows & exhibitions				253.27	253.27	253.27
		424,927.47	51,923.22	2,527.98	479,378.67	486,491.65

**Huntingdon and Peterborough Federation
Womens Institutes (CIO)**

Statement of accounts for year ended 30th November 2024

1 Accounting policies:

Basis of preparation of financial statements

The financial statements have been prepared under the receipts and payment basis, with a supporting statement of assets and liabilities.

Huntingdon & Peterborough Federation of Women's Institute, Charity registration number 229014, registered to become a Charitable Incorporated Organisation registration number 1178059 on 23rd April 2018, continuing with the same work.

Depreciation

Freehold property is included in the statement of assets and liabilities and has been revalued at the request of the trustees by Barker Storey Matthews on 10th June 2015.

The Executive committee requested the freehold property value be increased in 2016 to the fair value valuation assuming residential development.

Other tangible fixed assets were revalued by the trustees as at 31st December 2000. Depreciation has been calculated to write off this valuation over the remaining expected useful lives using the following rates:

Freehold property	-	No depreciation
Furniture	-	15% on reducing balance basis
Equipment	-	25% on reducing balance basis
Catering equipment	-	20% on reducing balance basis

Stocks

Stocks have been valued by the trustees at the lower of cost and net realisable value.

Restricted funds

Separate funds have been maintained in respect of the following:

Property fund	Maintained for the funding of repairs and renovation to the freehold property
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Education fund	Maintained for educational purposes
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Designated funds

Separate funds have been designated in respect of the following:

Opening of new WI's
Lapsed WI's
Shows & Exhibitions
Education fund

**Huntingdon and Peterborough Federation
Womens Institutes (CIO)**

Statement of accounts for year ended 30th November 2024

2 Tangible fixed assets

	Freehold property	Furniture & Fittings	Equipment	Catering equipment	Total
Cost					
Brought forward	400,000.00	3,902.77	12,587.43	5,103.73	421,593.93
Additions					0.00
Disposals					0.00
Carried forward	400,000.00	3,902.77	12,587.43	5,103.73	421,593.93
Depreciation					
Brought forward		3,758.14	10,710.11	4,599.28	19,067.53
Charge for the year		21.69	486.22	101.26	609.17
Disposals					0.00
Carried forward	0.00	3,779.83	11,196.33	4,700.54	19,676.70
Net book value					
Brought forward	400,000.00	144.63	1,877.32	504.45	402,526.40
Carried forward	400,000.00	122.94	1,391.10	403.19	401,917.23

Freehold property comprises of land and buildings which were revalued by Baker Storey Matthews, local property valuers, on 10th June 2015. As at 20th November 2016, the trustees uplifted the valuation to reflect the market value on the basis that planning permission would be granted for residential development.

3 Related party note

The receipts and payments in relation to executives and trustees is disclosed on page 2 - 3 of receipts and payments account.

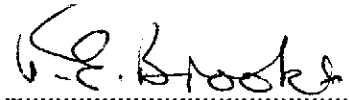
Huntingdon and Peterborough Federation
Womens Institutes (CIO)

Trustees' approval to the financial statements

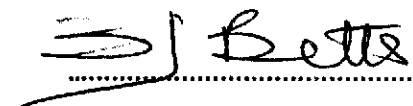
The Trustees confirm their approval to the Statement of Accounts for the year ended 30th November 2024 forming pages 2 to 7 of these financial statements.

On behalf of the trustees:

P Brooks
Chairman


.....

Zena Betts
Treasurer


.....

Date: 3/3/2025

Registered Charity No. 1178059

**Huntingdon and Peterborough Federation
Womens Institutes (CIO)**

**Financial statements
For the year ended 30th November 2024**

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**Huntingdon and Peterborough Federation
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**Huntingdon and Peterborough Federation
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Statement of accounts for year ended 30th November 2024

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Other expenditure		
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AGM	1,755.00	2,360.00
Newsletter & Adverts	2,800.00	1,800.00
Opening WI Holding Fund	0	548.00
Charitable donations	77.50	280.00
Miscellaneous	0	8.85
	<u>4,632.50</u>	<u>5,248.85</u>
	<u>73,230.29</u>	<u>73,619.39</u>

**Huntingdon and Peterborough Federation
Womens Institutes (CIO)**

Statement of accounts for year ended 30th November 2024

Receipts and payments account (restricted funds)

	2024	2023
	£	£
Property fund		
Receipts		
Donations: Car park	4,092.60	4,311.20
Hire of hall	5,538.87	5,835.34
200 Club	679.74	1,243.58
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Payments		
200 club	500.00	465.00
Rates	196.58	282.36
Light and heat	6,163.39	3,468.12
Maintenance	7,591.14	17,306.23
Security expenses	0.00	68.00
	<u>14,451.11</u>	<u>21,589.71</u>
Total receipts as above	10,311.21	11,390.12
Total payments as above	-14,451.11	-21,589.71
Net receipts/ (payments)	<u>-4,139.90</u>	<u>-10,199.59</u>
Transacted through general cash funds	4,139.90	10,199.59
Balance of cash funds c/fwd	<u>0.00</u>	<u>0.00</u>

**Huntingdon and Peterborough Federation
Womens Institutes (CIO)**

Statement of accounts for year ended 30th November 2024

Statement of assets and liabilities at the end of the period

		2024	2024	2024	2024	2023
		Unrestricted	Restricted	Designated	Total	Total
		Funds	Funds	Funds	Funds	Funds
		£	£	£	£	£
Fixed assets						
Tangible fixed assets		401,917.23			401,917.23	402,326.40
Current assets						
Cash funds						
Cash at bank:	Current account	5,530.00			5,530.00	3,199.43
	Investment account	77,159.20			77,159.20	85,988.26
Cash in hand						
Restricted cash funds held in general accounts		51,923.22	51,923.22			
Designated cash fund held in general accounts		2,527.98		2,527.98		
		28,238.00	51,923.22	2,527.98	82,689.20	89,187.69
Other monetary assets						
Stock:	Books and publications	214.2			214.2	219.52
Debtors						
		214.2	0	0	214.2	219.52
Total assets		490,569.43	51,923.22	2,527.98	484,820.63	491,933.61
Liabilities						
Creditors and accruals						
Lapsed institute funds		5,441.96			5,441.96	5,441.96
Total liabilities		5,441.96			5,441.96	5,441.96
Net assets		424,927.47	51,923.22	2,527.98	479,378.67	486,491.65
Analysis of funds						
General unrestricted funds		114,927.47			114,927.47	118,004.55
Land & buildings revaluation		310,000.00			310,000.00	310,000.00
Property fund			51,224.69		51,224.69	55,364.59
Opening of New WI's				1,130.16	1,130.16	1,026.16
Educational fund			698.53	1,144.55	1,843.08	1,843.08
Shows & exhibitions				253.27	253.27	253.27
		424,927.47	51,923.22	2,527.98	479,378.67	486,491.65

**Huntingdon and Peterborough Federation
Womens Institutes (CIO)**

Statement of accounts for year ended 30th November 2024

1 Accounting policies:

Basis of preparation of financial statements

The financial statements have been prepared under the receipts and payment basis, with a supporting statement of assets and liabilities.

Huntingdon & Peterborough Federation of Women's Institute, Charity registration number 229014, registered to become a Charitable Incorporated Organisation registration number 1178059 on 23rd April 2018, continuing with the same work.

Depreciation

Freehold property is included in the statement of assets and liabilities and has been revalued at the request of the trustees by Barker Storey Matthews on 10th June 2015.

The Executive committee requested the freehold property value be increased in 2016 to the fair value valuation assuming residential development.

Other tangible fixed assets were revalued by the trustees as at 31st December 2000. Depreciation has been calculated to write off this valuation over the remaining expected useful lives using the following rates:

Freehold property	-	No depreciation
Furniture	-	15% on reducing balance basis
Equipment	-	25% on reducing balance basis
Catering equipment	-	20% on reducing balance basis

Stocks

Stocks have been valued by the trustees at the lower of cost and net realisable value.

Restricted funds

Separate funds have been maintained in respect of the following:

Property fund	Maintained for the funding of repairs and renovation to the freehold property
Education fund	Maintained for educational purposes

Designated funds

Separate funds have been designated in respect of the following:

Opening of new WI's
Lapsed WI's
Shows & Exhibitions
Education fund

**Huntingdon and Peterborough Federation
Womens Institutes (CIO)**

Statement of accounts for year ended 30th November 2024

2 Tangible fixed assets

	Freehold property	Furniture & Fittings	Equipment	Catering equipment	Total
Cost					
Brought forward	400,000.00	3,902.77	12,587.43	5,103.73	421,593.93
Additions					0.00
Disposals					0.00
Carried forward	400,000.00	3,902.77	12,587.43	5,103.73	421,593.93
Depreciation					
Brought forward		3,758.14	10,710.11	4,599.28	19,067.53
Charge for the year		21.69	486.22	101.26	609.17
Disposals					0.00
Carried forward	0.00	3,779.83	11,196.33	4,700.54	19,676.70
Net book value					
Brought forward	400,000.00	144.63	1,877.32	504.45	402,526.40
Carried forward	400,000.00	122.94	1,391.10	403.19	401,917.23

Freehold property comprises of land and buildings which were revalued by Baker Storey Matthews, local property valuers, on 10th June 2015. As at 20th November 2016, the trustees uplifted the valuation to reflect the market value on the basis that planning permission would be granted for residential development.

3 Related party note

The receipts and payments in relation to executives and trustees is disclosed on page 2 - 3 of receipts and payments account.

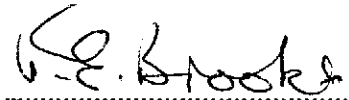
Huntingdon and Peterborough Federation
Womens Institutes (CIO)

Trustees' approval to the financial statements

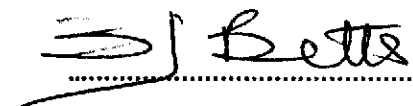
The Trustees confirm their approval to the Statement of Accounts for the year ended 30th November 2024 forming pages 2 to 7 of these financial statements.

On behalf of the trustees:

P Brooks
Chairman


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Zena Betts
Treasurer


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Date: 3/3/2025