

Beaconsfield Women's Institute

Annual Trustees Report

September 2021 – August 2022

4th October 2022

Those present:- Averil Lister and Sam Cresswell joint Presidents,
Christine Dale-Lace Secretary, Sue Jenkins Treasurer, Nina Costley,
Kerry Smaje, Deborah Sanders, Georgina McMasters and Alice Coyle

The Trustees discussed plans for the upcoming Annual General Meeting.

• The past 12 months had unfortunately been punctuated once again by outbreaks of the Covid virus which meant that some committee meetings and members meetings had had to be held online rather than in person.

Some events had been cancelled due to a general unwillingness to meet up in numbers. Fortunately, towards the end of the reporting period meetings had started up again.

The Womens's Institute organisation aims to improve women's lives by means of education and providing opportunities to make a difference in their communities. To further this aim monthly speakers give talks on such varied topics as "what can you do to improve the environment", "Butterflies, how climate change is affecting them", " Mercy Ships, their work and how you can help" " volcanoes" and other educational topics plus running groups with activities such as:, handicrafts, book clubs and a walking group.

Members had voted to raise funds to support the work of a local women's group, Wycombe Women's Aid who offer support to women experiencing domestic violence, providing temporary housing to women and children and providing support, information and advice and promoting self- help.

Through various fund-raising efforts a total of £827 was raised and sent to help with the valuable work carried out by Wycombe Women's Aid.

WI name

Charity number (if registered)

Federation

BEACONSFIELD
1184258
BUCKINGHAMSHIRE



FINANCIAL STATEMENT

For the period

from

01/09/21

to

31/08/22

Section A

Receipts and Payments

A1 Receipts	Total £	Last year £	A2 Payments	Total £	Last year £
Receipts at meetings	-		Meeting expenses	1,983.87	795.26
Subscriptions (WI share)	1,981.80	1,484.44	Committee Members' expenses	-	44.93
Gift Aid	-		Pooling of fares / expenses	-	
Publications	-		Publications	9.50	
Activities & events	3,656.95		Activities & events	2,873.34	
WI fundraising	1,205.35		WI fundraising	377.49	
Interest received			Insurance	28.50	32.50
Paid into current account	-				
Paid into deposit account					
Grants and donations	674.35	360.00	Donations made	615.00	460.00
Other income	271.08	887.32	Other payments	1,296.39	843.65
WI-owned hall - total receipts			WI-owned hall - total payments		
Total Receipts	7,789.53	2,731.76	Total Payments	7,184.09	2,176.34

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

605.44

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

5,782.63

A6 Total cash funds carried forward at this year end

6,388.07

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.

BF 30/9/22

WI name

BEACONSFIELD

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	5,969.27	5,782.63
B1.2	Reconciliation of final bank balance from Account Book to bank statement		
	Bank statement total at year end	5,969.27	
	Plus amounts paid in to bank but not cleared		
	Less cheques written but not cleared		
	Less any cheques still uncleared from last year		
	Total (should equal balance at B1.1)	5,969.27	
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	- 164.40	
	Total cash funds	5,804.87	5,782.63

B2 Investments (if any)

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B3 Other monetary assets (e.g. any money owed to the WI)

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B4 Other assets held by the WI

e.g. WI owned hall, other equipment

Value
(optional)*Original cost
(optional)*

* cost / value should only be completed if meaningful information is available

B5 Liabilities

Payments due immediately but not paid, or due at a future date, e.g. loans

Date due
(optional)*Amount due
(optional)*

* amount / date due should only be completed if meaningful information available

Signed on behalf of all the trustees (WI Committee members)

Signature

Name

Date of approval

President

Treasurer

Independent financial examiner's initials:

BS.

WI name

BEACONSFIELD

30/9/22

Section C

Notes to the financial statement

C1 Funds received and paid as agent

Complete this section with total amounts received and paid over to the federation in the year

	Receipts this year	Payments this year	Any balance held at year end
	£	£	£
Federation / NFWI share of subscriptions	1,428.00	1,293.60	134.40
Federation event bookings by individual members	390.00	390.00	
NFWI and / or federation raffle	73.00	43.00	30.00
Total	1,891.00	1,726.60	164.40

C2 Details of restricted funds

Complete this section if the WI had any restricted funds during the year

	Receipts this year	Payments this year	Any balance held at year end
	£	£	£
Name or description of restricted fund:			
Total	-	-	-

C3 Further details of WI activities /fundraising /other

Include additional details that would be helpful to WI members or other readers of the financial statement

	Receipts this year	Payments this year
	£	£
Activities & events (description)		
SEE SEPARATE SHEET		
Total WI activities	-	-
WI fundraising description)		
Fundraising	1,205.35	377.49
Total WI fundraising	1,205.35	377.49
Grants & donations		
Local Community Appeal	515.00	515.00
Poppy appeal	159.35	100.00
Total grants & donations	674.35	615.00
Other income / expenditure		
SEE SEPARATE SHEET		
Total other income / expenditure	-	-

Independent financial examiner's initials: **BF**

Guidance on completing the WI Financial Statement is available on the My WI website

30/9/22

INDEPENDENT FINANCIAL EXAMINER'S REPORT

Year: 2021-22

WI BEACONSFIELD

At 26/09/2022

Up to date bank balance including uncleared items	£5,969.27
Waiting to be paid into bank	£583.20

Year to date receipts and payments

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 costs	Bank interest received	Grants & donations	Other income	Total Receipts (excluding funds received as agent)
TOTAL	-	1,981.80	-	-	3,656.95	1,205.35	-	674.35	271.08	7,789.53
										Receipts paid in to bank but not cleared
										-

PAYMENTS

	1	2	4	7	8	9	10	11	12	
	WI Meetings (Hall, speakers, etc)	Committee Members' Expenses	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)
TOTAL	1,983.87	-	-	9.50	2,873.34	377.49	28.50	615.00	1,296.39	7,184.09
										Cheques written but not cleared
										-

TOTAL RECEIPTS MINUS PAYMENTS (excluding funds received and paid as agent)	605.44
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Funds received and paid as agent

FUNDS RECEIVED

	3	5	6
	Subscriptions Fed/NFWI share as agent	Federation bookings by individuals as agent	NFWI / Federation raffle - as agent
	1,428.00	390.00	73.00
Total received as agent	1,891.00		

FUNDS PAID

	3	5	6
	Subscriptions Fed/NFWI share as agent	Federation bookings by individuals as agent	NFWI / Federation raffle - as agent
	1,293.60	390.00	43.00
Total paid as agent	1,726.60		

Transfers between accounts

Total receipts and payments do not include transfers to or from savings accounts or funds withdrawals for petty cash as these just move funds between the different bank / petty cash accounts. Petty cash expenditure is included under the relevant payment heading (see petty cash guidelines).

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	-

BEACONSFIELD WI
FINANCIAL STATEMENT
PAGE 3

ACTIVITIES & EVENTS (description)	RECEIPTS	PAYMENTS
CHINA DINER	544.45	270.00
BALLET	363.00	372.00
GIN TOUR	370.00	549.75
SEAMS/STRICKLY	1,071.50	1,001.59
CHENIES	169.00	216.00
WALK/MEAL/OXFORD	617.00	254.00
FOUNDLING MUSEUM	75.00	
NATIONAL ARBORETUM	245.00	210.00
?	202.00	
	-----	-----
	£ 3,656.95	£ 2,873.34
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OTHER INCOME/EXPENDITURE

IFE	-	32.00
ZETTLE MACHINE	-	178.00
LAPTOP	-	372.99 <i>BS</i>
BULBS	280.90	280.90
ZETTLE CHARGES (minus)	- 23.32	-
CHEQUE CANCELLED ?	-	60.00
BANK CHARGES	-	12.50
COMMISION/DONATION	13.50	-
LAPTOP	-	529.00
PROJECTOR	-	203.99
	-----	-----
	£ 271.08	£ 1296.39
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BS.
30/9/22

To the Trustees of

Charity number (if registered)

BEACONSFIELD

1184258

WI

I report on the Receipts and Payments Accounts set out on the attached Financial Statement pages 1-3 for the above named WI for the year ended 30/8/22

Respective responsibilities of trustees and examiner

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

Having satisfied myself that the charity is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent Examiner's Statement

In connection with my examination no matter has come to my attention, (other than disclosed below*):

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

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Please delete the words in brackets if they do not apply.

Comments:

A qualified report is attached.

Signed:

Betty K Furner

Date:

30/9/22

Name:

BETTY FURNER

Address:

15 Farndale Gdn
Haylemere
High Wycombe
Bucks HP15 7HE

BEACONSFIELD WI
QUALIFIED REPORT
2021-2022

No minutes received showing when the subscription amount was agreed (£44.00)

Only page 1 of last years Financial Statement given to me

Do not sign your own receipts

Subscriptions For the second year running the split on the Receipts were incorrect
Should be WI £21.6 BF/NF £22.40

Bulbs missed off the receipts

Afghan Appeal should read Local Community Appeal. A letter to the effect was sent out at the end of last year to all WIs.

Still to pay NFWI raffle £30.00 — Yes — more h'ches sold in September
for £55 now sent. so cheque

Still to pay late subscriptions to BF/NF £134.40 plus .60p for insurance
- £164.40 should be put on FS page 2 B 1.5

British Legion Poppy appeal Receipts £159.35 Payments £100.00

DO NOT HAVE A SIGNATURE ON BLANK CHEQUE

ZETTLE PAYPAL

Receipts Gross amount in column 8 commission paid as a minus in column 12
Financial Statement page 3 under the heading 'OTHER' commission to read as a minus
stating it is charges for Zettle. The WI has to pay this not the member when they pay for an event.

Receipts 8/12/21 A Shaw China Diner Balance, the WI Receipts says £30.00 Bank
Statement says £20 *£10 paid already 16/11 not picked up by Betty.*

Take out Zettle charges from the Payments

Payments 3/2/22 A Zoom talk for £70.00 was omitted it was in the Bank Statement

You need good lists of members for each outing, these were very hit and miss, also the receipts

National Arboretum Receipts (PayPal) £245.00. I could only find refunds for £210.00

Debi's missed.

Cheque 446 £622.80 Please separate items

Zettle £178.00 column 12

Ballet £372.00 column 8

Meeting expenses £72.80 column 1

Tell members no receipt no money.

Cheque 481 £616.00 in accounts as coach for Chenies but it was £216.00 for Chenies and £400 for Dance.

Payments 23/2/22 £105.00 put in twice in 2 different columns (How did you agree Bank Statement)

Cheque 473

Paid out of Bank Statement £60.00

On Payments of WI accounts as £60.00

What was this for?

Cheque stub 473 says it is for £261.29 Dancesport

Cheque 473 Bank charge of £12.50 to cancel this cheque this hasn't been done in this year's account.

12/4/22 Invoice £261.29

25/4/22 cheque 464 £261.29 WI accounts

4/5/22 cheque 464 Bank Statement £262.29

Jun/Jul cheque 473 Bank Statement £60.00 also in WI accounts

17/8/22 cheque 473 cancelled according to Bank Statement £12.50

As at 31 August end of year accounts this has not been cancelled

As the treasurer you should be the person in charge of the money, it seems as if several members are involved.

Many events are paid by a member and that member receives a cheque. Please state on the accounts what the break down of the amounts are,

I found it very hard to agree the figures for the Events

Betty K Finner

30/9/22