

Dated 1st February 2026

Trustees Annual Report. Kingscote Women's Institute. Charity Number 228563
Federation West Sussex. Period from 01/01/2024 to 31/12/2024.

Address :- Flat 62, Homesea House, Green Road, Southsea, Hampshire, PO5 4DQ.

Names of registered Trustees.

Mr Robin Wilson, Mr John Chisholm, Mrs Marjorie Paterson, Mrs Sheila Kane

The Kingscote Womens Institute has a President, Secretary and a Treasurer and an additional committee member.

The current membership is 75 (seventy five women)

Its activities and objectives in the year are:-

1. 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;
2. 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;
3. to advance health for the public benefit; and
4. to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

Its Achievements and performance in the year are as follows:-

WE HAVE HAD SOME EXCELLENT SPEAKERS THIS YEAR RANGING FROM A
PODIATRIST IN APRIL

TO ANIMAL WILDLIFE RESCUE WITH A DOGGY VISITOR, CROSSLAND
NURSERIES WITH THE

BEAUTIFUL ALSTROMERIAS WHICH WE WERE ALL ABLE TO BUY, A MUSICAL
INTERLUDE

AFTERNOON WITH CAROL BAKER WHICH WAS A MEMORABLE AFTERNOON
FOR US ALL AND

FINALLY LAST MONTH AN INTERESTING AND THOUGHT-PROVOKING TALK ON CROP CIRCLES.

PENNY SPEARING IS BUSY ARRANGING THE PRINTING OF NEXT YEAR'S PROGRAMME AND SHE

AND MARGARET JONES HAVE PUT TOGETHER ANOTHER YEAR OF INTERESTING SPEAKERS FOR

US.

DURING THIS YEAR WE DONATED £25,000 TO WSFWI TO PAY FOR A LIFT TO BE INSTALLED AT THEIR NEW HEADQUARTERS AT DENMAN HOUSE IN HORSHAM.

WE ALSO SUPPORTED OUR LOCAL COMMUNITY BY DONATING £2,750 TO 7 LOCAL CHARITIES AND £650 TO OUR CHARITY OF THE YEAR THE QUARRY CAFE AND COMMUNITY FRIDGE.

The value of our investments at 31 Dec 2024 was £224,725.00

There are also Regular members meetings to explore new ideas and projects.

The financial review has already been sent to the Charity Commission under separate cover.

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

INDEPENDENT FINANCIAL EXAMINER'S REPORT

To the Trustees of

Charity number (if registered)

Kingscote
228563

WI

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

Respective responsibilities of trustees and examiner

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

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

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

Basis of Independent Examiner's report

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

Independent Examiner's Statement

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or

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

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

Comments:

Signed:

RM

Name:

RON MITTEN

Address:

5 BROWNS WOOD
EAST CRINGES

Date: 21 FEB 2025

RECEIPTS

Please review the 'Notes to Receipts and Payments' sheet before completing this sheet.

Year	2024
------	------

WI	Kingscote
----	-----------

Up to date bank balance including uncleared items	542.04
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.

[illegible]

RECEIPTS

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WI	Kingscote
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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 For subscriptions state if Full, Pro-rata or Dual	Receipt Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
			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	Transfer from savings /other account	Total	Total paid into bank	Reconciled to bank (Y)	Receipts paid in to bank but not cleared
				WI share	Fed /NFWI share - as agent														
TOTAL			666.60	1,770.00	1,659.20	-	-	-	-	2,317.00	301.05	-	-	30,000.00	4,100.00	40,813.85	40,813.85		-

TOTAL RECEIPTS EXCLUDING TRANSFERS		666.60	1,770.00	1,659.20	-	-	-	-	2,317.00	301.05	-	-	30,000.00		36,713.85
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PAYMENTS

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Year	2024
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WI	Kingscote
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Up to date bank balance including uncleared items	£542.04
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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]

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WI	Kingscote
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WI	Kingscote
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PAYMENTS

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Year	2024
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WI	Kingscote
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Up to date bank balance including uncleared items	£542.04
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.

Date	ITEM description / payee name	Cheque number/BACS reference	1 WI Meetings (Hall, speakers, etc)	2 Committee Members' Expenses	3 Subscriptions paid to Federation (Fed/NFWI share) - as agent	4 Pooling of fares / expenses paid to federation	5 Federation bookings by individuals as agent	6 NFWI / Federation raffle - as agent	7 Publications (Newsletters, diaries & calendars)	8 Activities & events	9 WI fundraising costs	10 Insurance	11 Donations made	12 Other payments	13 Petty cash withdrawn	14 Transfer to savings /other account	15 Total	16 Reconciled to bank statement (Y)	17 Payment cheques written but not cleared
																	-		-
																	-		-
																	-		-
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TOTAL			4,195.90	1,031.76	1,659.20	16.00	-	-	237.72	5,291.24	-	53.25	28,400.00	1,526.00	157.13	-	42,568.20		57.13

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

PAYMENTS

Year	2024
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Please review the 'Notes to Receipts and Payments' sheet before completing this sheet.

WI	Kingscote
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Up to date bank balance including uncleared items	£542.04
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
Date	ITEM description / payee name	Cheque number/BACS reference	WI Meetings (Hall, speakers, etc)	Committee Members' Expenses	Subscriptions paid to Federation (Fed/NFWI 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 /other account	Total	Reconciled to bank statement (Y)	Payment cheques written but not cleared
Total Petty Cash payments																	-		

TOTAL PAYMENTS EXCLUDING TRANSFERS		4,195.90	1,031.76	1,659.20	16.00	-	-	237.72	5,291.24	-	53.25	28,400.00	1,526.00			42,411.07
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Year: 2024

WI Kingscote

At 05/02/2026

Up to date bank balance including uncleared items	£542.04
Waiting to be paid into bank	£0.00

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	Bank interest received	Grants & donations	Other income		Total Receipts (excluding funds received as agent)	Receipts paid in to bank but not cleared
TOTAL	666.60	1,770.00	-	-	2,317.00	301.05	-	-	30,000.00		35,054.65	-

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)	Cheques written but not cleared
TOTAL	4,195.90	1,031.76	16.00	237.72	5,291.24	-	53.25	28,400.00	1,526.00		40,751.87	57.13

TOTAL RECEIPTS MINUS PAYMENTS (excluding funds received and paid as agent) - **5,697.22**

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	Total received as agent
1,659.20	-	-	1,659.20

FUNDS PAID

3	5	6	
Subscriptions Fed/NFWI share as agent	Federation bookings by individuals as agent	NFWI / Federation raffle - as agent	Total paid as agent
1,659.20	-	-	1,659.20

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	4,100.00
Transfers to petty cash account	157.13

WI name
Charity number (if registered)
Federation

Kingscote
228563
West Sussex



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	666.60	1,217.35	Meeting expenses	4,195.90	3,416.46
Subscriptions (WI share)	1,770.00	1,474.63	Committee Members' expenses	1,031.76	207.38
Gift Aid	-		Pooling of fares / expenses	16.00	16.00
Publications	-		Publications	237.72	
Activities & events	2,317.00	4,026.00	Activities & events	5,291.24	220.00
WI fundraising	301.05	25.00	WI fundraising	-	6,820.95
Interest received					
Paid into current account	-		Insurance	53.25	
Paid into deposit account	7,364.24	7,250.93			
Grants and donations	-		Donations made	28,400.00	3,400.00
Other income	30,000.00		Other payments	1,526.00	2,530.00
WI-owned hall - total receipts			WI-owned hall - total payments		722.00
Total Receipts	42,418.89	#####	Total Payments	40,751.87	17,332.79

A3 <i>Restricted funds included in total receipts</i>			A4 <i>Restricted funds included in total payments</i>		
--	--	--	--	--	--

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

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

A6 Total cash funds carried forward at this year end

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

The main purposes of the Women's Institute organisation are:

- (a) to advance the education of women and girls for the public benefit in all areas including (without limitation): (i) local, national and international issues of political and social importance; (ii) music, drama and other cultural subjects; and (iii) all branches of agriculture, crafts, home economics, science, health and social welfare;
- (b) to promote sustainable development for the public benefit by: (i) educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and (ii) promoting sustainable means of achieving economic growth and regeneration;
- (c) to advance health for the public benefit; and
- (d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

WI name

Kingscote

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	542.04	2,296.39
B1.2	Reconciliation of final bank balance from Account Book to bank statement		
	Bank statement total at year end	542.04	
	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)	542.04	
B1.3	Savings / deposit account balance	10,203.67	6,839.43
B1.4	Petty cash in hand	128.81	71.68
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	-	
B1.6	Total cash funds	10,874.52	9,207.50

B2 Investments (if any)

226,550.00

240,483.00

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

B4 Other assets held by the WI

e.g. WI owned hall, other equipment

Value
(optional)*Original cost
(optional)*

Audio System purchased 06/05/2024		1,084.05

* 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

Elizabeth Tourell

President

Christine Halloway

Treasurer

Independent financial examiner's initials:

WI name

Kingscote

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

Any balance from
previous year

Receipts
this year

Payments
this year

Any balance
held at year end

	£	£	£	£
Federation / NFWI share of subscriptions		1,659.20	1,659.20	-
Federation event bookings by individual members		-	-	-
NFWI and / or federation raffle		-	-	-
Total	-	1,659.20	1,659.20	-

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)		
16/10 Birthday Lunch - two mini buses provided as coach not able to manoeuvre at venue. Many cancellations from members which meant we lost on this. Committee agree we do this different next time	132.00	440.00
02/12 - 53 seater Coach provided for visit to Canterbury - husbands, partners and friends allowed 43 seats taken at £17 each	731.00	810.00
11/12 Subsidised Christmas Lunch - 54 attended at £25. (cost £34.92)	1,350.00	1,885.82
1/12 Garden Room Crafts - Bursary for Christmas table decorations and wreaths		1,400.00
Total WI activities	2,213.00	4,535.82
WI fundraising (description)		
All money taken on our Sales Table goes to our charity of the year - Stone Quarry Café and Fridge Also the loose change given in our 'Penny Jar' (equals £16)	672.54	650.00
Total WI fundraising	672.54	650.00
Grants & donations		
28/5 West Sussex Federation - donation to provide a lift in the new premises		25,000.00
01/10 - £500 each to Air Ambulance, St Catherine's Hospice, QVH Charity, Chestnut Tree House		2,000.00
01/10 - £250 each to Step by Step School, Riding for Disabled, Tadpoles Swimming for Disabled		750.00
Total grants & donations	-	55,500.00
Other income / expenditure		
16/4 - Money transferred from our investments into Deposit Account, as £25,000 promised to West Sussex Federation for installation of a lift in their new premises	30,000.00	
Total other income / expenditure	30,000.00	-

Independent financial examiner's initials:

INDEPENDENT FINANCIAL EXAMINER'S REPORT

To the Trustees of

Kingscote

WI

Charity number (if registered)

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

Respective responsibilities of trustees and examiner

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

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

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

Basis of Independent Examiner's report

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

Independent Examiner's Statement

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

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

have not been met; or

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

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

Comments:

Signed:

Date:

Name:

Address:

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 of

You will also need a copy of your WI's financial statement for last year. Enter totals from this in the 'Last year' col

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 b

The formula for the reconciliation is:

<u>Bank statement</u>	closing balance at year end
Plu	Total amounts paid in to the bank but not cleared
Mir	Total cheques written but not cleared
Mir	Total cheques still uncleared from last year, if any
Eq	<u>Bank Balance total in account book</u>

If your WI has more than one current account, (including having a PayPal account or a secondary account of this i

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 t
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 paymer

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 b
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 sectic

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.

B1: Cash funds

B1.1 The current account balance will be completed automatically from the Receipts and Payments pages of the account book.

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 federal grant.

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.

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 added to this.

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.

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 to be competent to undertake the examination.

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 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

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)

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

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

Printing the Financial Statement

Individual printer settings may differ therefore to ensure the financial statement prints correctly on four pages, click 'Page Layout'

Check it will print correctly by clicking 'View' in the toolbar then 'Page Break Preview'. Adjust the position of the page breaks

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

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

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 fee)
2. Payment for bookings by individual members on federation events where members book and pay as individuals
3. 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 C 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, wi
- The WI raises funds and donates them to another charity. (Include under WI fundraising.)

nature) you should add together the totals for all the accounts as the financial statement must show the total funds held by I

ie used for particular purposes specified by the donor or by the terms of an appeal, whereas unrestricted funds can be used

ed by the trustees to have the requisite ability and practical experience to carry out a competent examination of the account

e relevant matters in the statement. They may also report less serious concerns to the WI Committee that don't merit a qua

Members) by two trustees, normally the President and Treasurer, and by the independent examiner. The independent exami

he year together with the signed and independently examined financial statement. The signed accounts (financial statement)

als and the WI is doing nothing more than acting as a conduit to pass on information from the federation and members' pay

Committee is exercising discretion in organising the event and the booking is made in the name of the WI. (Include under ac

lified report which the WI Committee should aim to address.

THE WI ACCOUNT BOOK

At the start of the financial year

Check you have the latest version
Save the account book in a suitable folder
Make sure all the cells are blank

Financial year (e.g. 2023/24) :

Enter these in the boxes at the top
You do not need to enter these

Brought forward bank balance

Enter the final bank balance total
As a separate exercise, you should

Up to date Bank Balance and

These totals are shown at the top
The amounts are updated automatically

Transactions during the year

Enter receipts and payments as they occur
Enter the last four digits of the card
Enter amounts without £ signs (e.g. 12.34)
The 'Total' Receipts and 'Total' Payments
When you bank receipts, complete the
See page 3 for guidance on using the

Remember to save the Account Book

Save the file each time you update
We recommend saving an additional

Monthly reconciliation of Receipts and Payments

When a transaction appears on the bank statement
The bank statement total should match the total
You should also check that the

Year to date totals

This sheet provides a quick summary

If your WI has a savings or debit

When you transfer funds from the current account
These are not receipts and payments
The savings account balance is shown separately
If interest is paid directly into the

If your WI has more than one

Movements in all the WI's bank

Please note a PayPal account c

If your WI decides to use Pet

Your WI Committee should con

If your WI owns a hall

In many cases a separate recei

Otherwise receipts and paymer

Making changes to the Accou

You may need to enter addition

Before making any changes, se

If you insert additional rows, ch

After making any changes it is i

Guidance on what to put u

If you are still not sure, pick the

RECEIPTS**These will appear as credit**

A cheque number or BACS referer

Receipts at meetings
Subscriptions (WI share)
Subscriptions (Federation / NFWI share) - as agent
Gift Aid
Federation bookings by individuals - as agent
NFWI / Federation raffle – as agent
Publications
Activities & events
WI fundraising
Interest received
Grants and donations
Other income
<i>Transfer from savings / other account</i>

PAYMENTS**These will appear as debits**

WI meetings
Committee Members' expenses

Subscriptions paid to Federation (Fed /NFWI share) - as agent
Pooling of fares / expenses paid to federation
Federation bookings by individuals - as agent
NFWI / Federation raffle – as agent
Publications
Activities & events
WI fundraising
Insurance
Donations made
Other payments
<i>Petty cash withdrawals</i>
<i>Transfer to savings / other account</i>

Acting as Agent

A WI is acting as agent where a

When the WI acts as agent the

However the funds are not inclu

There are three types of receipt

1. The share of the r
2. Payment for book
3. Payments for the

Please note that a WI is not act

- The WI organises
- The WI is paying f
- The WI orders and
- The WI raises func

Accounting for Petty Cash

Petty cash is a float system which

It is not compulsory that WIs have

However, if you wish to keep a

Petty cash should be held in a bank

Money for petty cash should be

The recommended approach:

The WI Committee should decide

When the available funds in petty

Step 1

Step 2

Step 3

Before closing the accounts at the

At all times, the total payments

The alternative to the imprest

Withdraw a set amount of money

Each time you pay expenses from

At the year end split the total payments

Enter the petty cash balance in

If you decide to pay money back

.

ould check your bank statements to monitor that items not cleared at the last year-end do appear on the bank statement; however,

tional 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

the bank statement, enter 'Y' in column 16 of the Receipts or Payments sheet as appropriate. This will automatically remove the ;
d 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

nmary 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 t

or to the savings / deposit account, enter the amount column 13 of the Receipts sheet or 14 of the Payments sheets. Also enter in t
ments to or from the WI, just transfers between accounts, and are not transferred to the Financial Statement. They are entered her

current account

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

by Cash

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

receipts and payments accounts will be kept for the hall. If this is the case then the total receipts and payments should be transferred and items relating to the hall should be recorded in the account book under the columns for 'Other income' and 'Other payments.'

Print Book format

delete all rows for receipts and payments, or you may want to change/add columns. Only consider doing this if you are a competent Excel user. Make 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. Check that the SUM formula in the totals line of the Receipts and Payment sheets includes all the rows. It is recommended that you re-instate the protection.

Under each column heading

use the heading that you think is most appropriate and make sure you use this consistently.

Notes on your bank statements.

Receipt number may be used as a receipt number.

Income received at meetings that does not come under another heading, e.g. refreshments, raffle, any commission from

The WI share of the subscription only. State in the description column whether full-rate, pro-rata or dual membership.

The share of the subscription that is collected for the federation and the NFWI. Enter in the same row as the WI share. (See note on acting as agent.)

Enter when the funds are received from HMRC.

Amounts received from individual members for bookings they have made on federation events that the WI has collected on (See note on acting as agent.)

Amounts received from individuals for tickets for the NFWI or federation raffle. (See note on acting as agent.)

Receipts for newsletters, diaries, calendars and any other publications.

Any income for charitable activities and events the WI has organised.

Income from any activity the WI has undertaken where the primary purpose was to raise funds.

Bank interest that has been paid into the current account.

(If your WI receives interest paid directly into a savings account, do not enter here. Enter in the financial statement at the year

Grants received e.g. lottery, legacies, other donations including from visitors.

Any income that does not come under the other categories.

Funds transferred from the WI's savings account to the WI's main account (or from any other account the WI may hold).

Notes on your bank statements.

Payments for hall, speakers, refreshments, raffle prizes, other running costs.

Reimbursement of travel, telephone, other expenses incurred by Committee Members. (Not meeting expenses incurred on behalf of WI – see above.)

The share of the subscription that is collected for the federation and the NFWI that has been paid to the federation. (*See note on acting as agent.*)

NFWI pooling of fares for Annual Meeting & other pooling charges set by the federation

Amounts received from individual members for bookings on federation events that have been paid over to the federation. (*See note on acting as agent.*)

Amounts received from individuals for tickets for the NFWI or federation raffle that have been paid over to the raffle operator.

Cost of supplying newsletters, diaries, calendars and any other publications.

Expenditure on charitable activities and events the WI has organised. Please note card charges associated with using a card

Expenditure on any activity the WI has undertaken to raise funds. Please note card charges associated with using a card

Normally arranged by federation and paid to federation

Donations made from WI funds

Any expenditure that does not come under the other categories. Please note bank charges should go here.

Do not form part of total payments (until spent) but entered here to record movement in bank account. (*See petty cash*

Funds transferred to the WI's savings account (or from any other account the WI may hold).

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 d receipts and payments do go through the WI's bank account and are still recorded in the account book under the appropriate head added within the WIs total receipts and payments in the financial statement. The totals are transferred to the 'Notes' section (Section t /payment that this applies to.

membership subscription that is to be passed on to the federation and the NFWI (i.e. the federation and NFWI shares).

ings by individual members on federation events where members book and pay as individuals and the WI is doing nothing more th NFWI or federation raffle tickets that are collected and passed to the raffle operator.

ing as agent in the following situations:

an event or visit for a group of members and charges members a fee. In this case the WI Committee is exercising discretion in org If you are not sure then you should assume the WI is not acting as agent.

or members to attend a federation event from WI funds. (Include under activities & events).

d purchases diaries, calendars and other items from the federation and sells to members, where there is a single order in the name ds and donates them to another charity. (Include under WI fundraising.)

which is used to pay small expenses, e.g. reimbursing members for tea, coffee, stamps, etc. The WI Committee should set a limit for how much to have a petty cash system. If your WI does not wish to do so you may simply account for all your income and expenditure within your larger amount of cash at hand this will need to be done through a petty cash system in order to be reconciled for the Account Book. Have a separate petty cash box and a record should be kept in a Petty Cash Book. Only the treasurer should operate the petty cash system. Cash should be drawn from the bank. Petty cash should not be taken from other cash receipts which should be paid in full into the bank.

: the imprest system:

Decide the appropriate maximum amount to be held as the petty cash float, say £40.

When petty cash looks likely to run out, the total should be topped up again to the agreed maximum. E.g.

Withdraw £40 from the bank, e.g. by cashing a cheque. Enter a payment of £40 in the Account Book Payments sheet, in the box B1.4.

When expenses are paid from petty cash, record the payment in the Petty Cash Book and obtain a signature in the book.

When you need to draw more petty cash, add up the amount spent since the last top-up. The total should equal the amount in the Petty Cash Book.

Withdraw this amount and enter as a receipt in the Petty Cash Book. In the Account Book, enter the expenditure in the Payments sheet. At the year end, draw the amount needed to make up the petty cash to the agreed maximum. Enter the petty cash balance in the box B1.4. The amount since the last time the petty cash was topped up plus the amount in the petty cash box should add up to the agreed maximum amount.

Imprest system

Draw cash from the bank each time the petty cash balance has run down. Each time you withdraw cash, enter as a receipt in the Petty Cash Book. When cash is spent from petty cash, record in the Petty Cash Book as in step 2 above. However no breakdown of expenditure will be recorded in the Account Book. Enter payments from petty cash into the relevant Account Book headings and enter these at row 250 of the Payments sheet so that these are recorded in the box B1.4 of the Financial Statement, 'Petty cash in hand'.

When cash is drawn from petty cash into the bank, show this as a debit entry in the Petty Cash Book and enter the amount in the Account Book Receipts sheet.

amount in column 17 of the Receipts sheet ('Receipts paid in but not cleared') or column 17 of the Payments sheet ('Payme

irectly to the Receipts and Payments section of the financial statement. You should also provide the Independent Financial

are included in the final totals transferred to the Financial Statement. Note that you do not transfer the total from the Payme

ents made but not cleared').

Examiner with the hall accounts.

nts sheet Petty Cash column.