

WOMEN'S INSTITUTE - BOTLEY

England & Wales · Charity number 229611

Details

Status Registered

Legal form Other

Registered 1963-10-07

Register [View on the Charity Commission register](#)

Contact

Address 27 North Hinksey Lane
Oxford
OX2 0LT

Phone 01865 244175

Email ofwi@btconnect.com

Website www.oxfordshirewi.freeuk.com

Activities

Objects: TO IMPROVE AND DEVELOP CONDITIONS OF RURAL LIFE IN ACCORDANCE WITH THE CONSTITUTION AND RULES OF THE WOMEN'S INSTITUTES.

Activities: To improve and develop conditions of rural life in accordance with the constitution and roles of the womens institute.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** NORTH HINKSEY
- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£18,485	£19,001	-	-
2023-12-31	£25,569	£17,639	-	-
2022-12-31	£29,493	£91,952	-	-
2021-12-31	£39,887	£35,869	-	-
2020-12-31	£29,703	£14,697	-	-

Trustees

Name	Role	Appointed
Alison Jenner	Chair	2016-04-04
Angela Arnold		2025-04-29
Anne Marie Pritchard		2025-03-04
Elizabeth Manson		2013-04-01
Gill Collett		2026-03-03
JENNY HOLLOWAY		2025-04-29
Jackie Warner		2025-04-29
Marion Bourke		2014-04-01
Mary Barsby		2018-04-01
PHYLLIS BRYANT		
Philippa Lanchbery		2025-04-29
Sarah Pritchard		2025-04-29
Valerie Warner		2020-03-03

WOMEN'S INSTITUTE - BOTLEY

England & Wales - Charity number 229611

Accounts

Botley Women's Institute

Trustees' Report and Financial Statements
For the Year Ended 31st December 2023

INCLUDED:

Report of the Trustees

Independent Examiner's Report

Statement of Financial Activities

Balance Sheet

Notes to Financial Statements

Registered Charity no: 229611

Trustees

The Trustees who held office during the year ended 31st December 2023 were:

Mary Barsby	Bess Harris
Phyllis Bryant	Val Kemmett
Vicky Charlton	Liz Manson
Deborah Fairclough	Val Warner
Alison Jenner	

Address

Botley WI Hall
North Hinksey Lane
Botley
OX2 0LT

Structure, Management and Recruitment of Trustees

Botley WI was established in 1919 as a branch of the wider Women's Institute. It was formed as a centre for the women of Botley to meet and take part in activities. The WI is self-governing following a governing document, the constitution, in the form laid down from time to time for Women's Institutes by the National Federation.

Trustees are appointed at the Annual Meeting held in March every year, voted in by all members present, additional trustees can be co-opted during the year. Three officers are appointed; the President, the Secretary and the Treasurer. The President is appointed at the Annual Meeting by the members; a process overseen by an external verifier. The Secretary and Treasurer are appointed by the Trustees at their first meeting.

The Trustees (the Committee) meet every month to discuss management of the hall and WI activities and meetings.

Activities and objectives in the year

The objects of the WI are to further the purposes of the Women's Institute organisation.

- (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;
 - (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
- (d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

During the year ended 31st December 2023 Botley WI have held:

- Monthly WI Meetings with speakers.
- Participation subgroups: weekly for walking and monthly for book group, music and gardening.
- A monthly cuppa, craft and chat afternoon.
- A tea afternoon for charity.
- Two additional craft workshops
- a Burns night supper
- a race night
- a Bingo evening with desserts
- a Christmas Fair.

In addition

- a defibrillator has been installed on the exterior of the hall and registered.
- Refreshments were provided and served to everyone who attended the Remembrance Day service at the local cemetery in the WI hall

Achievements and performance, including public benefit

The charity has organised regular meetings (above) and activities for its members throughout the year. It serves the wider community by hiring out the premises to a wide range of community groups and activities and offers help and support with local events.

Financial review

- *including any debts and details of your reserves policy (if applicable)*
- *Details of any funds held as a custodian trustee (not applicable to Botley WI)*

You can put more detail into your trustees' annual report if you want to. You only have to send a copy to the commission with your annual return if your income is more than £25,000. But you need to send the commission a copy if it asks for it.

WI name
Charity number (if registered)
Federation

Botley
229611
Oxfordshire



FINANCIAL STATEMENT

For the period

from **01/01/23**

to **31/12/23**

Section A Receipts and Payments

A1 Receipts	Total £	Last year £	A2 Payments	Total £	Last year £
Receipts at meetings	750.47	606.45	Meeting expenses	622.63	680.62
Subscriptions (WI share)	1,141.30	1,144.80	Committee Members' expenses	586.66	377.16
Gift Aid	-	-	Pooling of fares / expenses	28.00	26.00
Publications	-	116.00	Publications	295.90	270.00
Activities & events	1,787.30	1,142.11	Activities & events	520.93	801.53
WI fundraising	2,468.70	3,068.37	WI fundraising	17.08	25.00
Interest received			Insurance	1,639.32	1,346.15
Paid into current account	-	-			
Paid into deposit account	191.35	10.84	Donations made	50.00	477.50
Grants and donations	-	658.00	Other payments	694.00	87,948.32
Other income	19.00	22,747.18	WI-owned hall - total payments	13,184.10	
WI-owned hall - total receipts	19,210.50				
Total Receipts	25,568.62	29,493.75	Total Payments	17,638.62	91,952.28

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)

7,930.00

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

21,879.27

A6 Total cash funds carried forward at this year end

29,809.27

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

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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 Botley

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	2,840.22	10,101.57
B1.2 Reconciliation of final bank balance from Account Book to bank statement		
Bank statement total at year end	2,890.22	
Plus amounts paid in to bank but not cleared		
Less cheques written but not cleared	50.00	
Less any cheques still uncleared from last year	-	
Total (should equal balance at B1.1)	2,840.22	
B1.3 Savings / deposit account balance	26,939.05	11,747.70
B1.4 Petty cash in hand	30.00	30.00
B1.5 Less any funds held as agent for federation/NFWI, i.e subscriptions received but not yet paid over <i>enter as a negative amount</i>		
Total cash funds	29,809.27	21,879.27

B2 Investments (if any)

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)*

* 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 Alison Jenner Name ALISON JENNER Date of approval 4.3.24
President

V Charlton · VICTORIA CHARLTON 4/3/24 · Treasurer

Independent financial examiner's initials: MFS

WI name Botley

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	1,181.70	1,181.70	
Federation event bookings by individual members	-	-	
NFWI and / or federation raffle	42.00	42.00	
Total	1,223.70	1,223.70	-

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)		
Burns Night January 23	411.00	129.33
Race Night June 23	341.80	30.87
Afternoon Tea August 23 (raffle & tickets)	398.00	76.73
Bramley and Brambles Evening September 23 (Bingo)	280.50	43.48
Total WI activities	1,431.30	280.41
WI fundraising description)		
Xmas Fair Nov 23	739.70	17.00
Craft Stall (all Year)	1,729.00	
Total WI fundraising	2,468.70	17.00
Grants & donations		
Total grants & donations	-	-
Other income / expenditure		
Total other income / expenditure	-	-

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

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)

Botley
229611

WI

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

Respective responsibilities of trustees and examiner

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

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

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

Basis of Independent Examiner's report

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

Independent Examiner's Statement

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

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

have not been met; or

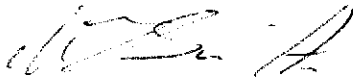
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Comments:

Accounts are kept well.

Signed:



Date:

20/1/2024

Name: **Mary Frances Smith**

Address: **72 Pinnocks Way, Dean Court, Oxford. OX2 9DQ**

Checklist for Auditors & OFWI Independent Financial Examiners 2023

Name of WI	BOTLEY	Year End	31/12/2023
Charity Number (if applicable)	229611	Date of Annual Meeting	

I have checked:

If using an OFWI IFE that the letter of engagement was received	<input checked="" type="checkbox"/>
If the WI is a registered charity if the income is more than £5k	<input checked="" type="checkbox"/>
Confirmed Year End date is consistent	<input checked="" type="checkbox"/>
Confirmed brought-forward figures are correct	<input checked="" type="checkbox"/>
Confirmed WI's Annual report is consistent with Aims and Objects of the Constitution	<input checked="" type="checkbox"/>

Accounting Records Check

Bank reconciliation for all bank accounts held	<input checked="" type="checkbox"/>
Bank statements agree with Accounts Book	<input checked="" type="checkbox"/>
Cheque book stubs are completed and agree with Accounts Book	<input checked="" type="checkbox"/>
Paying-in records completed and agree with Accounts Book	<input checked="" type="checkbox"/>
Receipts were paid promptly into bank	<input checked="" type="checkbox"/>
All entries in Accounts Book with receipts book and invoices	<input checked="" type="checkbox"/>
If social events paid for by members in advance (without using charity funds)	<input checked="" type="checkbox"/>
Arithmetical accuracy of Financial Statement and Accounts Book	<input checked="" type="checkbox"/>
If WI owns any assets not stated on Financial Statement	<input type="checkbox"/>
Sufficient funds to cover budget for forthcoming year	<input checked="" type="checkbox"/>

If applicable:


Gift Aid claim form against members' forms (i.e., a copy of the full HMRC return)	<input type="checkbox"/>
Grant monies spent in accordance with Grant Terms	<input type="checkbox"/>
Petty cash and confirm all entries to receipts/vouchers.	<input checked="" type="checkbox"/>
President signed that she agrees petty cash money	<input checked="" type="checkbox"/>
Copy of Flexible subscriptions agreement	<input type="checkbox"/>

Reporting:

An Unqualified Report was issued	<input checked="" type="checkbox"/>
A Qualified Report was issued due to inappropriate use of funds (e.g., subsidising subscriptions/non-charitable events, donations to Charities who do not share objectives of WI movement.)	<input type="checkbox"/>
A Qualified Report was issued due to Insufficient supporting documentation	<input type="checkbox"/>
A Qualified Report was issued due to other reasons	<input type="checkbox"/>

The following matters required discussion with the WI Treasurer:

The following matters require reporting to the OFWI Treasurer and the WI Adviser (please record any money outstanding, as Agent, to OFWI, and the specific details of any Qualified Report)

Signed Auditor/IFE		Date	20/11/2024
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To be completed for every Examination carried out and a copy returned to the Federation Secretary

Checklist for Auditors & OFWI Independent Financial Examiners 2023

Name of WI	BOTLEY	Year End	31/12/2023
Charity Number (if applicable)	229611	Date of Annual Meeting	

I have checked:

If using an OFWI IFE that the letter of engagement was received	✓
If the WI is a registered charity if the income is more than £5k	✓
Confirmed Year End date is consistent	✓
Confirmed brought-forward figures are correct	✓
Confirmed WI's Annual report is consistent with Aims and Objects of the Constitution	✓

Accounting Records Check

Bank reconciliation for all bank accounts held	✓
Bank statements agree with Accounts Book	✓
Cheque book stubs are completed and agree with Accounts Book	✓
Paying-in records completed and agree with Accounts Book	✓
Receipts were paid promptly into bank	✓
All entries in Accounts Book with receipts book and invoices	✓
If social events paid for by members in advance (without using charity funds)	✓
Arithmetical accuracy of Financial Statement and Accounts Book	✓
If WI owns any assets not stated on Financial Statement	✓
Sufficient funds to cover budget for forthcoming year	✓

If applicable:

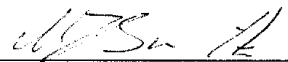
Gift Aid claim form against members' forms (i.e., a copy of the full HMRC return)	
Grant monies spent in accordance with Grant Terms	
Petty cash and confirm all entries to receipts/vouchers.	✓
President signed that she agrees petty cash money	✓
Copy of Flexible subscriptions agreement	

Reporting:

An Unqualified Report was issued	✓
A Qualified Report was issued due to inappropriate use of funds (e.g., subsidising subscriptions/non-charitable events, donations to Charities who do not share objectives of WI movement.)	
A Qualified Report was issued due to Insufficient supporting documentation	
A Qualified Report was issued due to other reasons	

The following matters required discussion with the WI Treasurer:

The following matters require reporting to the OFWI Treasurer and the WI Adviser (please record any money outstanding, as Agent, to OFWI, and the specific details of any Qualified Report)

Signed Auditor/IFE		Date	20/1/2024
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To be completed for every Examination carried out and a copy returned to the Federation Secretary

WOMEN'S INSTITUTE - BOTLEY

England & Wales - Charity number 229611

Accounts

Botley WI Secretary's Annual Report March 2023

At Botley WI this last year we have enjoyed a full and diverse programme with an average attendance at monthly meetings of 35 members and all our subgroups being active.

In May we had an afternoon tea party to celebrate the official opening of the Centenary Hall Extension. The enormous amount of work put in by Liz Manson to manage the project is much appreciated and we now enjoy committee meetings in a cosy warm space that is the entrance hall! The project includes a ramp for disabled access through double doors and a disabled toilet as well as a store room. We were lucky to have Lady Helen Baker Deputy Lieutenant for Oxfordshire attend the event to cut the ribbon across the entrance on a lovely sunny afternoon and true to the WI we enjoyed tea and homemade cakes! Following this the hall has been further spruced up as the floor was sanded and sealed and the curtains cleaned during the August break.

Our speakers this year have covered topics as diverse as Nordic Model Now - prostitution and domestic violence; Lucie Toller RRC MM a Nurse during the first world war; Sustainable Tea covering the working conditions of the lady tea pickers; Tales from an Elizabethan Underworld; Wildlife photography, the Thames Valley Wildflower Meadow Restoration Project; Women of Oxford and an Origami demonstration. We have also enjoyed an Oxford City Quiz and a Beetle Drive at our monthly meetings. Competitions are also held each month with a theme to match the evenings speaker topic or activity.

We celebrated Queen Elizabeth II's Platinum Jubilee in June with Red, white and blue themed flowers on the top table and a picture competition which was won by Bess Harris with her 'postage stamp'. Very sadly in September the Queen died at the age of 96 and the country mourned for 14 days before her state funeral with quarter of a million people queuing to see her lying in State in Westminster Hall. We look forward to King Charles III's official coronation celebrations in May this year.

Of the Botley WI subgroups, the Walking group have enjoyed regular visits to Blenheim Palace as well as trips to Witney, Wytham Woods, Standlake, Pinkhill Lock, Eynsham Abbey and University Parks, to name a few.

The Craft, Cuppa and Chat sessions have included demonstrations on Quilling and Crochet as well as organising the decorated letters for our new 'Welcome to Botley WI' sign.

The Book Group have read titles as diverse as 'Three Men in a Boat', 'Little Black Lies', 'The Vanishing Hearth', 'The Bookshop that floated' and 'The Remains of the Day' – I understand that some have been easier reads than others!

The Greenish Fingers ladies have enjoyed trips to Burford Garden Centre, Harcourt Arboretum, Open Gardens at Osney Island and Cumnor, Waterperry Gardens and the Botanical Gardens in Oxford.

The Music Group have been to concerts including The Magic Flute, Folk Bands, Cutting Edge Big Band, Bach's Goldberg Variations, Monteverdi Vespers, Out of the Blue Capella and Three Idle Women; a selection to suit all tastes. WI members have also enjoyed theatre trips to see 'Calendar Girls', 'Beautiful' – the Carole King musical and 'Evita'.

In addition to the Theatre Trips, other activities this last year have included two fascinating guided tours of the Ashmolean Museum; Afternoon Tea in August, an Audience with Anne Bolyne, and a talk on Japanese Kimonos as well as a trip to Enysham Cricket Club to watch an outdoor staging of the play Raising Agent and a Burns Night Quiz in January.

Members have had the opportunity to participate in Workshops for 'Willow Work' and 'Polymer Clay'. Alison Jenner took a course in 'Portable Appliance Testing' and we have held training for the 'Defibrillator' at the hall.

We provided the usual tea and biscuits following the annual Remembrance Service held in the Commonwealth Wargrave Cemetery, at which Alison laid the WI wreath.

Our fundraisers have held craft stalls at the Seacourt pub on several occasions and the West Oxford Community Centre Fun Day in July.

All in all I am delighted to report on an eventful, active, interesting and fun year.

Deb Fairclough

Botley WI Secretary

WI name
Charity number (if registered)
Federation

Botley
229611
Oxfordshire



FINANCIAL STATEMENT

For the period from **01/01/22** to **31/12/22**

Section A Receipts and Payments

A1 Receipts	Total £	Last year £	A2 Payments	Total £	Last year £
Receipts at meetings	606.45	338.24	Meeting expenses	680.62	462.21
Subscriptions (WI share)	1,144.80	934.60	Committee Members' expenses	377.16	245.78
Gift Aid	-	-	Pooling of fares / expenses	26.00	10.00
Publications	116.00	6.50	Publications	270.00	218.30
Activities & events	1,142.11	1,025.50	Activities & events	801.53	535.65
WI fundraising	3,068.37	3,931.46	WI fundraising	25.00	525.60
Interest received			Insurance	1,346.15	32.50
Paid into current account	-	-			
Paid into deposit account	10.84	6.10	Donations made	477.50	335.00
Grants and donations	658.00	18,114.50	Other payments	87,948.32	33,503.96
Other income	22,747.18	15,530.46	WI-owned hall - total payments		
WI-owned hall - total receipts					
Total Receipts	29,493.75	39,887.36	Total Payments	91,952.28	35,869.00

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

Total Receipts less Total Payments (Surplus/Deficit for the year)	- 62,458.53
A5 Total cash funds brought forward from last year (equals last year's total at B1)	84,337.80
A6 Total cash funds carried forward at this year end	21,879.27
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

Botley

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	10,101.57	52,342.09
B1.2	Reconciliation of final bank balance from Account Book to bank statement		
	Bank statement total at year end	10,151.57	
	Plus amounts paid in to bank but not cleared		
	Less cheques written but not cleared	50.00	
	Less any cheques still uncleared from last year		
	Total (should equal balance at B1.1)	10,101.57	
B1.3	Savings / deposit account balance	11,747.70	31,732.37
B1.4	Petty cash in hand	30.00	30.00
B1.5	Less any funds held as agent for federation/NFWI, i.e subscriptions received but not yet paid over <i>enter as a negative amount</i>		
	Total cash funds	21,879.27	84,104.46

B2 Investments (if any)

--	--

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)*

* 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	
<i>A. E. Jenner</i>	A. E. JENNER	7/3/22	President
<i>V. Charlton</i>	MRS V. CHARLTON	7/3/23	Treasurer

Independent financial examiner's initials: MFS

WI name

Botley

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	1,187.20	1,187.20	
Federation event bookings by individual members	2.00	2.00	
NFWI and / or federation raffle	35.00	35.00	
Total	1,224.20	1,224.20	-

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)		
Willow workshop April22	720.00	
Wormsley workshop	275.00	
Polymer Clay workshop April22	260.00	
Total WI activities	1,255.00	-
WI fundraising description)		
Childrens Air Ambulance	477.50	477.50
Card sales	50.00	
Plant sales	12.25	
Craft Stall	2,528.52	
Total WI fundraising	3,068.27	477.50
Grants & donations		
2 x £50 donations from NHPC for Remembrance Sunday Teas 2021 and 2022	100.00	
From NHPC grant for Debibrillator	558.00	
Total grants & donations	658.00	-
Other income / expenditure		
Car parking	10,040.00	
Hire of Hall	12,407.36	
Building costs for extension		71,947.30
Total other income / expenditure	22,447.36	71,947.30

Independent financial examiner's initials: MFS

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

INDEPENDENT FINANCIAL EXAMINER'S REPORT

To the Trustees of

Botley

WI

Charity number (if registered)

229611

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,

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 good set of accounts

Signed: Mary Frances Smith



Date: 02/03/23

Name: M F Smith

Address: 72 Pinnocks Way, Oxford. OX2 9DQ

signed on computer as at present I am sick

Checklist for Auditors & OFWI Independent Financial Examiners

Name of WI.....BOTLEY..... Year-end 31.12.22.....
Charity No. (if applicable)..... Date of Annual Meeting.....

I have checked:

- (If using an IFE from OFWI) that Letter of Engagement was received
- If a registered Charity, if income more than £5,000
- Confirm year end date consistent
- Confirm brought forward figures correct
- Confirm Committee's Annual Report is consistent with the WI Constitution

Accounting Records – Check

- Bank reconciliation for all bank accounts held
- Bank statements agree with Accounts Book
- Cheque book stubs completed and agree with Accounts Book
- Paying in record completed and agrees with Accounts Book
- If receipts were paid promptly into bank
- All entries in Accounts Book with receipts book and invoices
- If social events paid for by members in advance (without using charity funds)
- Arithmetical accuracy of Financial Statement and Accounts Book
- If WI owns any assets not stated on Financial Statement
- Sufficient funds to cover budget for forthcoming year

If applicable:


- Gift Aid claim form against members' forms (i.e. a copy of the full HMRC return)
- Grant monies spent in accordance with Grant Terms
- Petty cash and confirm all entries to receipts/vouchers.
- President signed that she agrees petty cash money
- Copy of Flexible subscriptions agreement

Reporting:

- An **Unqualified Report** was issued
- A **Qualified Report** was issued due to Inappropriate use of funds (e.g. subsidising subscriptions/non-charitable events, donations to Charities who do not share objectives of WI movement.)
- A **Qualified Report** was issued due to Insufficient supporting documentation
- A **Qualified Report** was issued due to other reasons (please state)

The following matters required discussion with WI Treasurer:

The following matters requiring reporting to Federation Treasurer and/or WI Adviser:

Signed Auditor / Independent Financial Examiner.....
Date2.13.23...../20....

To be completed for every Examination carried out and a copy emailed to the Scheme Administrator (IFEschemeadmin@oxfordshirewi.co.uk) or sent to the office at Tackley.

WOMEN'S INSTITUTE - BOTLEY

England & Wales - Charity number 229611

Accounts

Botley WI Secretary's Annual Report March 2022

Following last year's interrupted activities owing to the global Coronavirus Pandemic and Government imposed restricted social interactions this past year has been much more positive for everyone including Botley WI. We started slowly utilising the virtual technology zoom for our annual meeting in March 2021 and for several meetings thereafter. We were joined by Laura Schneider from America who spoke to us about her experience of Ovarian Cancer; the NFWI's chosen resolution for this year and on another occasion by John Anderson from the High Legh Community Observatory who told us all about five women who were historically very important in the astronomy field.

Our July meeting was split into two sessions, an afternoon and evening, we met in the carpark of the WI Hall under gazebos to dodge the rain and our very own Bess Harris generously told us twice all about her super collection of Teddy Bears.

In August with thanks to Anne Paver for the use of her garden, lots of us relished the opportunity to come together for an outdoor afternoon tea, and events finally seemed to return to normal with meetings in the hall from then on. We enjoyed a mixture of speakers both in person and on zoom on as diverse subjects as Beatrix Potter's Peter Rabbit, Everlasting Flowers, Jenny Mallin's ancestral grandmothers' lives in India, and a relaxed December meeting with entertainment from the Mother Folkers singing group who used our hall to practice. In January Tess Taylor spoke to us all about The Tap Social project which is just down the road from the hall and last month we enjoyed a great presentation about colour in art by the art educator at the Ashmolean Museum, Lizzie Rowe.

Our competition in August was to choose members photographs for the first Botley WI calendar.

Of the Botley WI subgroups the Walking group was the first to get going again this year, they have walked nearly every week enjoying regular trips to Farmoor Reservoir, Blenheim Palace, The Hirst, and University Parks as well as special trips to Bluebell Woods and Witney Lakes to name a few.

The Book Group have read titles chosen by the library as diverse as 'A Small Island', 'H is for Hawk' and 'Treasure Island'.

The Greenish Fingers ladies have enjoyed several trips including The Botanical Gardens in Oxford and Bampton Nursery.

And the Music Group have enjoyed concerts, recitals and shows including The Pirates of Penzance, Piano works, Fascinating Aida, Madame Butterfly, The Jersey Boys and My Fair Lady.

As well as the afternoon Tea in August social events this year have included: Last night of the Proms, a quiz night and a skittles evening as well as the regular craft, cuppa and chat sessions once a month.

We have also had the opportunity to take part in Workshops on Paper Flowers, Pottery Painting, Christmas Flowers and Stained Glass.

On a more sombre note our President Alison Jenner was able to lay a wreath on our behalf at the annual Remembrance Service held in the Commonwealth Wargrave Cemetary over the road from the hall which was open to the public again this year. We also provided the usual tea and biscuits in the hall after the event.

Fundraising events this year have included a tea & cake stall for Seacourt Hall reopening day, car boot sales, stalls at the Saturday Botley Farmers Market and a Christmas Sale.

Finally, I cannot round up this year without mentioning the Botley WI Centenary Hall Extension Project. After delays for covid-19 and much work by Liz Manson it is great to see the entrance hall taking shape. This project includes a ramp for disabled access through double doors and a disabled toilet as well as a store room which be a lasting legacy for future generations who use the hall and we look forward to the official opening in May 2022.

Deb Fairclough

WI name
Charity number (if registered)
Federation

Botley
229611
Oxfordshire



FINANCIAL STATEMENT

For the period

from **01/01/21** to **31/12/21**

Section A

Receipts and Payments

A1 Receipts	Total £	Last year £	A2 Payments	Total £	Last year £
Receipts at meetings	338.24	230.00	Meeting expenses	462.21	374.03
Subscriptions (WI share)	934.60	1,308.20	Committee Members' expenses	245.78	254.38
Gift Aid	-	-	Pooling of fares / expenses	10.00	26.00
Publications	6.50	-	Publications	218.30	240.00
Activities & events	1,025.50	406.00	Activities & events	535.65	406.00
WI fundraising	3,931.46	1,821.30	WI fundraising	525.60	-
Interest received			Insurance	32.50	30.00
Paid into current account	-	-			
Paid into deposit account	6.10	50.02			
Grants and donations	18,114.50	16,050.00	Donations made	335.00	100.00
Other income	15,530.46	9,837.05	Other payments	33,503.96	13,266.19
WI-owned hall - total receipts			WI-owned hall - total payments		
Total Receipts	39,887.36	29,702.57	Total Payments	35,869.00	14,696.60

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

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

4,018.36

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

80,319.44

A6 Total cash funds carried forward at this year end

84,337.80

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

Botley

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	52,342.09	1,833.00
B1.2	Reconciliation of final bank balance from Account Book to bank statement		
	Bank statement total at year end	52,608.89	
	Plus amounts paid in to bank but not cleared	-	
	Less cheques written but not cleared	266.80	
	Less any cheques still uncleared from last year		
	Total (should equal balance at B1.1)	52,342.09	
B1.3	Savings / deposit account balance	31,732.37	78,724.54
B1.4	Petty cash in hand	30.00	30.00
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		
	Total cash funds	84,104.46	80,587.54

B2 Investments (if any)

--	--

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)*

* 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	
	ALISON JENNER	01/02/22	President
	Janet Farrow	01/02/22	Treasurer

Independent financial examiner's initials:

WI name

Botley

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	1,254.40	1,254.40	
Federation event bookings by individual members	2.00	2.00	
NFWI and / or federation raffle	50.00	50.00	

Total	1,306.40	1,306.40	-
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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)		
Total WI activities	-	-
WI fundraising description)		
Total WI fundraising	-	-
Grants & donations	17,907.00 185.00 22.50	
Total grants & donations	18,114.50	-
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	Botley	WI
Charity number (if registered)	229611	

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:

A good set of accounts records.

Signed: *Mary Frances Smith*

Date: *14/2/2022*

Name: *MARY FRANCES SMITH*

Address: *72 PINNOCKS WAY, OXFORD.
OX2 9DQ*

WOMEN'S INSTITUTE - BOTLEY

England & Wales - Charity number 229611

Accounts

RECEIPTS

Up to date bank balance including uncleared items	1,357.30
Waiting to be paid into bank	0.00

Year	2020	WI	Botley
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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 <small>For subscriptions state if Full, Pro-rata or Dual</small>	Receipt Number	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
			Receipts at meetings	WI share														
Opening Bank balance: Enter the final bank balance from last year in R7. (B1.1 from last year's financial statement.)																9,878.18	Y	
06/01/20	subs M Topping	DC		21.10	21.90										43.00	43.00	Y	
07/01/20	subs x 39	292		822.90	854.10										1,677.00	1,677.00	Y	
07/01/20	subs E Harris	DC		21.10	21.90										43.00	43.00	Y	
07/01/20	subs D Fairclough	DC		21.10	21.90										43.00	43.00	Y	
07/01/20	subs E Manson	DC		21.10	21.90										43.00	43.00	Y	
07/01/20	meetint raffle	293	36.50												36.50	36.50	Y	
07/01/20	meeting book sales	293	10.00												10.00	10.00	Y	
07/01/20	meeting sunshine	293	7.30												7.30	7.30	Y	
07/01/20	meeting Pff (ACWW)	293	1.38												1.38	1.38	Y	
07/01/20	activities silk workshop	293							20.00						20.00	20.00	Y	
08/01/20	subs A Jenner	DC		21.10	21.90										43.00	43.00	Y	
10/01/20	subs Jane D Harris	DC		21.10	21.90										43.00	43.00	Y	
15/01/20	subs V Carr	DC		21.10	21.90										43.00	43.00	Y	
15/01/20	subs J Farrow	DC		21.10	21.90										43.00	43.00	Y	
15/01/20	subs x2	294		42.20	43.80										86.00	86.00	Y	
24/01/20	subs V Charlton	DC		21.10	21.90										43.00	43.00	Y	
28/01/20	subs x 6	295		126.60	131.40										258.00	258.00	Y	
28/01/20	fund raising cake sales	296								160.00					160.00	160.00	Y	
14/01/20	HALL Copewell Ltd	DC											169.00		169.00	169.00	Y	
15/01/20	HALL Picker Institute	DC											366.00		366.00	366.00	Y	
20/01/20	HALL Harker	DC											26.00		26.00	26.00	Y	
28/01/20	HALL Resources Group	SO											420.00		420.00	420.00	Y	
04/02/20	fundraising cake sales	297								35.00					35.00	35.00	Y	
04/02/20	subs x 4	298		84.40	87.60										172.00	172.00	Y	
04/02/20	meeting raffle	298	42.00												42.00	42.00	Y	
04/02/20	meeting book sales	298	8.18												8.18	8.18	Y	
04/02/20	meeting sunshine	298	10.00												10.00	10.00	Y	
04/02/20	meeting Pff (ACWW)	298	1.04												1.04	1.04	Y	
04/02/20	fundraising sale of mug x 2	298								12.00					12.00	12.00	Y	

RECEIPTS

Up to date bank balance including uncleared items	1,357.30
Waiting to be paid into bank	0.00

Year	2020	WI	Botley
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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 <small>For subscriptions state if Full, Pro-rata or Dual</small>	Receipt Number	1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17	
			Receipts at meetings	WI share	Fed /NFWI share - as agent	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																	
	HALL Lettings	306																							502.50			502.50	502.50		Y					
	HALL Picker Institute	DC																								166.67			166.67	166.67		Y				
	HALL Resources Group	SO																								208.33			208.33	208.33		Y				
May	HALL VWH Diatrick Council	DC																							10,000.00			10,000.00	10,000.00		Y					
	HALL Picker Institute	DC																								166.67			166.67	166.67		Y				
	HALL Resources Group	SO																								208.33			208.33	208.33		Y				
June	Fundraising - sale of face masks (J Warner)	307																		250.00								250.00	250.00		Y					
	HALL Picker Institute	DD																								166.67			166.67	166.67		Y				
	HALL Resources Group	SO																								208.33			208.33	208.33		Y				
July	The WI Raffle - tickets sold	308																										23.00	23.00	23.00		Y				
	OFWI AGM tickets refund	308																										75.00	75.00	75.00		Y				
August	OFWI AGM ticket refund	309																										15.00	15.00	15.00		Y				
	HALL Lettings (Red Book)	309																								166.00			166.00	166.00		Y				
	HALL Picker Institute	DC																								166.67			166.67	166.67		Y				
	HALL Resources Group	SO																								208.33			208.33	208.33		Y				
Sept	Raffle	310	34.00																									34.00	34.00		Y					
	Book sales	310	15.50																									15.50	15.50		Y					
	Sales of face masks	310																			100.00							100.00	100.00		Y					
	fundraising Horspath Garage Sale	311																			100.00							100.00	100.00		Y					
	Fundraising Bourke	311																			176.00							176.00	176.00		Y					
	Fundraising sale of mug	311																			5.00							5.00	5.00		Y					
	Hall Lettings	312																								307.00			307.00	307.00		Y				
	HALL K Halstead	DC																								32.50			32.50	32.50		Y				
	HALL Picker Institute	DC																								167.67			167.67	167.67		Y				
	Hall Harker	DC																								52.00			52.00	52.00		Y				
	Hall Resources Group	SO																								208.33			208.33	208.33		Y				
	Hall Betty Bloom	DC																								32.50			32.50	32.50		Y				
October	HALL lettings	313																								238.00			238.00	238.00		Y				
	OFWI 400+ Club - P Bryant	313																								10.00			10.00	10.00		Y				
	OFWI 400+ Club - Liz Manson	314																								10.00			10.00	10.00		Y				

RECEIPTS

Year	2020
-------------	-------------

WI	Botley
-----------	---------------

Up to date bank balance including uncleared items	1,357.30
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 <small>For subscriptions state if Full, Pro-rata or Dual</small>	Receipt Number	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
			Receipts at meetings	WI share														
	OFWI 400+ Club - G Bannister	314											10.00		10.00	10.00	Y	
	OFWI 400+ Club - S Pritchard	314											10.00		10.00	10.00	Y	
	OFWI 400+ Club - S Middleton	314											10.00		10.00	10.00	Y	
	HALL Harker	DC											104.00		104.00	104.00	Y	
	HALL Resources Group	SO											208.33		208.33	208.33	Y	
	HALL Resources Group	DC											211.67		211.67	211.67	Y	
Nov	HALL Southern Electric refund	DC											473.22		473.22	473.22	Y	
	HALL Resources Group	SO											420.00		420.00	420.00	Y	
Dec	HALL Lettings	315											120.00		120.00	120.00	Y	
	Christmas stall	316								412.60					412.60	412.60	Y	
	HALL Lettings	317											180.00		180.00	180.00	Y	
	HALL Resources Group	SO											420.00		420.00	420.00	Y	
July	HALL Picker Institute	DC											166.67		166.67	166.67	Y	
	HALL Harker	DC											26.00		26.00	26.00	Y	
	HALL Resources Group	SO											208.33		208.33	208.33	Y	
	HALL Harker	DC											52.00		52.00	52.00	Y	
															-	-		-
															-	-		-
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RECEIPTS

Year	2020
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WI	Botley
-----------	---------------

Up to date bank balance including uncleared items	1,357.30
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 <small>For subscriptions state if Full, Pro-rata or Dual</small>	Receipt Number	1	Subscriptions		4	5	6	7	8	9	10	11	12	13	14	15	16	17
			Receipts at meetings	WI share	Fed /NFWI share - as agent	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
																-			-
																-			-
																-			-
TOTAL			230.00	1,329.30	1,379.70	-	604.00	23.00	-	406.00	1,821.30	-	16,000.00	9,888.05	-	31,681.35	31,681.35		-

TOTAL RECEIPTS EXCLUDING TRANSFERS			230.00	1,329.30	1,379.70	-	604.00	23.00	-	406.00	1,821.30	-	16,000.00	9,888.05		31,681.35			
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PAYMENTS

Year	2020	WI	Botley
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Up to date bank balance including uncleared items	£1,357.30
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	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 raffie - 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
06/01/20	activities A Dawson flower workshop	572								400.00							400.00	Y	
07/01/20	HALL V Warner caretaker	579												375.00			375.00	Y	
07/01/20	HALL A Warner cleaning	580												30.00			30.00	Y	
07/01/20	meeting speaker	581	65.00														65.00	Y	
15/01/20	OFWI Memorial Fund	576											50.00				50.00	Y	
21/01/20	HALL Team Knowhow appliance insce	554												46.00			46.00	Y	
24/01/20	HALL N Herbert electrical	582												304.44			304.44	Y	
24/01/20	Hall Grundon Waste	DP												61.02			61.02	Y	
27/01/20	HALL Castle Water	DP												31.07			31.07	Y	
04/02/20	meeting speaker L C Allen	583	70.00														70.00	Y	
04/02/20	meeting E Manson sunshine gifts	584	20.00														20.00	Y	
04/02/20	HALL V Warner caretaker	585												325.00			325.00	Y	
04/02/20	HALL A Warner cleaning	586												30.00			30.00	Y	
10/02/20	HALL Oxford Trading Limited	587												409.00			409.00	Y	
	petty cash	588													14.38		14.38	Y	
	meeting expenses	589	18.20														18.20	Y	
	auditor J Pearce	590												25.00			25.00	Y	
	OFWI Annual Meeting Observers	591					75.00										75.00	Y	
	Grundon Waste	DD												52.36			52.36	Y	
	Castle Water	DD												31.07			31.07	Y	
03/03/20	meeting speaker	592	50.00														50.00	Y	
	gifts to retiring committee members	593	47.99														47.99	Y	
	HALL caretaker	594												320.00			320.00	Y	
	HALL cleaning	595												55.00			55.00	Y	
	OFWI payment sheet	596					227.00							4.40			231.40	Y	
	OFWI subs & pooling of fares	597			1,379.70	26.00											1,405.70	Y	
	transfer to business account															13,000.00	13,000.00	Y	
	petty cash	598													23.00		23.00	Y	
	meeting expenses	599	20.21														20.21	Y	
	postage	599		7.32													7.32	Y	
	silk workshop	600								406.00							406.00	Y	

PAYMENTS

Year	2020
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WI	Botley
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Up to date bank balance including uncleared items	£1,357.30
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	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 raffie - 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
	HALL M Jennings windows	601												50.00			50.00	Y	
	HALL A & J Viles Plumbing & Heating	602												256.32			256.32	Y	
	HALL Southern Electric	DD												599.06			599.06	Y	
	HALL Grundpn Waste	DD												51.62			51.62	Y	
	HALL Castle Water	DD												19.30			19.30	Y	
April	HALL Caretaker	603												400.00			400.00	Y	
	HALL Cleaning	604												62.50			62.50	Y	
	HALL Grunton Waste	DD												52.39			52.39	Y	
	HALL Castle Water	DD												19.30			19.30	Y	
May	HALL caretaker	605												320.00			320.00	Y	
	HALL Cleaning	606												62.50			62.50	Y	
	HALL Community First Oxford	607												50.00			50.00	Y	
	HALL Grunton Waste	DD												61.63			61.63	Y	
	HALL Castle Water	DD												19.30			19.30	Y	
June	HALL Cleaning	608												70.00			70.00	Y	
	HALL Caretaker	609												320.00			320.00	Y	
	HALL Cleaning materials	609												24.41			24.41	Y	
	OFWI event refund (Bannister)	610					121.00										121.00	Y	
	OFWI event refund (Bourke)	611					13.00										13.00	Y	
	OFWI event refund (Buttar)	612					13.00										13.00	Y	
	OFWI event refund (Kemmett)	613					13.00										13.00	Y	
	OFWI event refund (Bryant)	614					13.00										13.00	Y	
	OFWI event refund (Jenner)	615					13.00										13.00	Y	
	OFWI event refund (Barsby)	616					13.00										13.00	Y	
	OFWI event refund (Middleton)	617					13.00										13.00	Y	
	HALL M Jennings windows	618												50.00			50.00	Y	
	transfer to business account															10,000.00	10,000.00	Y	
	HALL Grunton Waste	DD												52.26			52.26	Y	
	Hall Southern Electric	DD												491.71			491.71	Y	
	E Manson sunshine gifts	619	33.68														33.68	Y	
	HALL Castle Water	DD												19.30			19.30	Y	

PAYMENTS

Year	2020
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WI	Botley
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Up to date bank balance including uncleared items	£1,357.30
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	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 raffie - 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
July	HALL Insurance reimburse J Farrow	620												985.72			985.72	Y	
	HALL Caretaker	621												400.00			400.00	Y	
	HALL Cleaning	622												62.50			62.50	Y	
	HALL Manson cleaning&anti-bacterial	623												138.13			138.13	Y	
	C Buttar AGM ticket refund	624					15.00										15.00	Y	
	B Cowley AGM ticket refund	625					15.00										15.00	Y	
	V Kemmett AGM ticket refund	626					15.00										15.00	Y	
	M Bourke AGM ticket refund	627					15.00										15.00	Y	
	G Bannister AGM ticket refund	628					15.00										15.00	Y	
	HALL Grndon Waste	DD												62.71			62.71	Y	
	HALL Oxford Trading Ltd - bldg plans	629												480.00			480.00	Y	
	HALL VWHDC - planning application	630												840.00			840.00	Y	
	Sunshine gifts - P Bryant	631	19.47														19.47	Y	
	HALL Admiral Windows	632												120.00			120.00	Y	
	HALL Castle Water	DD												19.30			19.30	Y	
04/08/20	HALL Caretaker	633												320.00			320.00	Y	
	HALL cleaning materials	633												11.00			11.00	Y	
	HALL Cleaning	634												62.50			62.50	Y	
	HALL Oxford Trading Ltd	635												135.00			135.00	Y	
	HALL VWHDC - planning application	636												234.00			234.00	Y	
	J Farrow AGM ticket refund	637					15.00										15.00	Y	
	HALL Grndon Waste	DD												47.05			47.05	Y	
	HALL Castle Water	DD												19.30			19.30	Y	
Sept	HALL R J Murray Electrical Ltd	638												84.00			84.00	Y	
	WI Enterprises Ltd (NFWI Raffle)	639					23.00										23.00	Y	
	HALL Caretaker	640												320.00			320.00	Y	
02/09/20	Hall Cleaning	641												62.50			62.50	Y	
15/09/20	HALL M Jennings windows	642												50.00			50.00	Y	
	HALL Grndon Waste	DD												47.05			47.05	Y	
20/09/20	Raffle prized and refreshments	643	29.48														29.48	Y	
	HALL Southern Electric	DD												594.64			594.64	Y	

PAYMENTS

Year	2020
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WI	Botley
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Up to date bank balance including uncleared items	£1,357.30
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	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 raffie - 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
	HALL Castle Water	DD												19.30			19.30	Y	
Oct	HALL Caretaker	644												400.00			400.00	Y	
06/10/20	HALL Caretaker's expenses	644												11.94			11.94	Y	
06/10/20	HALL Cleaning	645												62.50			62.50	Y	
06/10/20	OFWI insurance	646									30.00						30.00	Y	
07/10/20	HALL Caretaker holiday cover	647												80.00			80.00	Y	
12/10/20	E Manson ink cartridge	648		17.49													17.49	Y	
12/10/20	HALL E Manson	648												46.60			46.60	Y	
13/10/20	HALL Oxford Trading	649												85.00			85.00	Y	
13/10/20	HALL Dishwasher extended warranty	650												50.00			50.00	Y	
27/10/20	E Manson postage	651		12.76													12.76	Y	
29/10/21	Grundon Waste	DD												62.51			62.51	Y	
29/10/21	OFWI 20/21 Newsletters	652						240.00									240.00	Y	
30/10/20	The British Legion	653												50.00			50.00	Y	
Nov	HALL Castle Water	DD												19.30			19.30	Y	
	HALL Caretaker	654												320.00			320.00	Y	
	HALL Cleaner	655												62.50			62.50	Y	
	A Jenner comm mbr expenses	657		189.21													189.21		189.21
	OFWI 400+ Club	658								50.00							50.00	Y	
	HALL Glyme Structures	659												540.00			540.00	Y	
	HALL Grundon Waste	DD												61.88			61.88	Y	
Dec	HALL Caretaker	660												320.00			320.00	Y	
	HALL Cleaner	661												62.50			62.50	Y	
	P Bryant Sunshine gifts	662		27.60													27.60	Y	
	HALL Red Box Fire Control	663												144.12			144.12	Y	
	Petty Cash	664													20.74		20.74	Y	
	HALL M Jennings windows	665												50.00			50.00	Y	
	HALL Southern Electric	DD												530.48			530.48	Y	
	HALL Grundon Waste	DD												62.71			62.71	Y	
	HALL Castle Water	DD												19.30			19.30	Y	
																	-		-

Year: 2020

WI Botley

At 10/16/2021

Up to date bank balance including uncleared items	£1,357.30
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	230.00	1,329.30	-	-	406.00	1,821.30	-	16,000.00	9,888.05	29,674.65	-

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	374.03	254.38	26.00	240.00	856.00	-	30.00	50.00	13,307.00	15,137.41	189.21

TOTAL RECEIPTS MINUS PAYMENTS (excluding funds received and paid as agent) **14,537.24**

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
1,379.70	604.00	23.00	2,006.70

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
1,379.70	604.00	23.00	2,006.70

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	23,000.00
Transfers to main account from savings / other account	-
Transfers to petty cash account	58.12

WI name	Botley
Charity number (if registered)	229611
Federation	Oxfordshire



FINANCIAL STATEMENT

For the period from **01/01/20** to **31/12/20**

Section A Receipts and Payments

A1 Receipts	Total £	Last year £	A2 Payments	Total £	Last year £
Receipts at meetings	230.00	693.59	Meeting expenses	374.03	895.93
Subscriptions (WI share)	1,329.30	1,368.38	Committee Members' expenses	254.38	153.56
Gift Aid	-		Pooling of fares / expenses	26.00	26.50
Publications	-	65.00	Publications	240.00	337.00
Activities & events	406.00	4,110.76	Activities & events	856.00	5,193.95
WI fundraising	1,821.30	-	WI fundraising	-	
Interest received			Insurance	30.00	30.00
Paid into current account	-				
Paid into deposit account	50.02	105.48			
Grants and donations	16,000.00	6.00	Donations made	50.00	402.49
Other income	9,888.05	20,620.97	Other payments	13,307.00	13,083.89
WI-owned hall - total receipts			WI-owned hall - total payments		
Total Receipts	29,724.67	26,970.18	Total Payments	15,137.41	20,123.32

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)

14,587.26

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

9,878.18

A6 Total cash funds carried forward at this year end

24,465.44

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	Botley
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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	1,357.30	9,878.18
B1.2	Reconciliation of final bank balance from Account Book to bank statement		
	Bank statement total at year end	1,754.11	
	Plus amounts paid in to bank but not cleared		
	Less cheques written but not cleared	189.21	
	Less any cheques still uncleared from last year		
	Total (should equal balance at B1.1)	1,564.90	
B1.3	Savings / deposit account balance	78,724.54	
B1.4	Petty cash in hand	30.00	
B1.5	Less any funds held as agent for federation/NFWI, i.e subscriptions received but not yet paid over <i>enter as a negative amount</i>		
	Total cash funds	80,111.84	9,878.18

B2 Investments (if any)

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)*

* 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	
	E Manson	02/21/2021	President
	Janet Farrow	02/22/2021	Treasurer

Independent financial examiner's initials:

WI name

Section C Notes to the financial statement

C1 Funds received and paid as agent <i>Complete this section with total amounts received and paid over to the federation in the year</i>	Receipts this year	Payments this year	Any balance held at year end
	£	£	£
Federation / NFWI share of subscriptions	1,379.70	1,379.70	
Federation event bookings by individual members	604.00	604.00	
NFWI and / or federation raffle	23.00	23.00	
Total	2,006.70	2,006.70	-

C2 Details of restricted funds <i>Complete this section if the WI had any restricted funds</i>	Receipts this year	Payments this year	Any balance held at year end

during the year

	£	£	£
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)		
Total WI activities	-	-
WI fundraising description)		
Total WI fundraising	-	-
Grants & donations		
Total grants & donations	-	-
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

Charity number (if registered)

Botley

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*):

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

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: