

## **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	-	-	Donations made	477.50	335.00
Paid into deposit account	10.84	6.10	Other payments	87,948.32	33,503.96
Grants and donations	658.00	18,114.50	WI-owned hall - total payments		
Other income	22,747.18	15,530.46			
WI-owned hall - total receipts					
<b>Total Receipts</b>	<b>29,493.75</b>	<b>39,887.36</b>	<b>Total Payments</b>	<b>91,952.28</b>	<b>35,869.00</b>

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)

- 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 enter as a negative amount		
	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

A. E. JENNER

A. E. JENNER

7/3/22

President

MRS V. CHARLTON

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	
<b>Total</b>	<b>1,224.20</b>	<b>1,224.20</b>	<b>-</b>

### 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:			
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

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 .....  
Date ...2/3/23...../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.