

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			
Grants and donations	-	658.00	Donations made	50.00	477.50
Other income	19.00	22,747.18	Other payments	694.00	87,948.32
WI-owned hall - total receipts	19,210.50		WI-owned hall - total payments	13,184.10	
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

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 enter as a negative amount			
	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 is available

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

Signature

A. 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

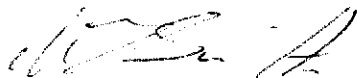
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Comments:

Accounts are kept well

Signed:



Name: Mary Frances Smith

Date:

20/1/2024

Address: 72 Plinnocks 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	✓
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	20/11/2024
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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:

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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	✓
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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	✓

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Grant monies spent in accordance with Grant Terms	
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Signed Auditor/IFE	20/11/2024

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