**Financial Statement Notes**

Dear Treasurer

These notes should help with the completion of this year’s Financial Statement. These are reviewed annually and based on feedback from Treasurers and Independent Financial Examiners (IFEs) and are amended accordingly. The Financial Statement is the one recommended by NFWI and available on My WI in addition to being attached to this email.

If this is the first year you have had to complete a Financial Statement these notes should help guide you through the process, it will also act as a refresher for our more experienced Treasurers as we strive to address some common errors that came to light following a review of the previous year accounts. There is additional assistance available if needed – as well as Sarah, Clare and Karen at WI Centre, your Independent Financial Examiner (IFE) is there all year round for any additional help or for queries as they arise. They are WI members and have an extensive understanding of not only Accounts, but of WI Accounts and we strongly recommend that you use them to examine your accounts.

**Financial Statement**

Please ensure that you use either the **Financial Statement (paper version)** OR the **Account Book and Financial Statement (computer version),** which are attached.

Paper version

* Ensure you print off all 4 pages of the Financial Statement
* President and Treasurer to sign BEFORE presenting accounts to Examiner

Computer version

* Ensure you print off all 4 pages of the Financial Statement
* President and Treasurer to sign BEFORE presenting accounts to Examiner
* Ensure you print off year to date totals
* Ensure you print off all the relevant receipts and payments pages – if you click on ‘page break preview’ you can select only the pages you need to print
* You may need to adjust the page breaks at the bottom of page 2 and at the top of page 4 to ensure the pages print correctly.

The latest version is attached or is available to download from MYWI. Please ensure you use either the attached account book or download the latest version from MYWI when you start your 2024 financial year.

**Treasurer & IFE/Examiner Check List and Supporting Paperwork**

This checklist should help you to ensure all the relevant paperwork is provided to the Examiner. **If you use an external examiner, please ensure that they have a copy of this checklist.** You do not need to send a copy of this into the Federation Office.

**List of IFEs**

Attached are the contact details for our IFE team.  A charge of £25 is payable to FEWI on completion of the audit, an invoice will be sent to you from WI Centre. Please do not pay your IFE directly, other than agreed expenses. Please return the form to register your intentions for the examination of the accounts and do remember to make arrangements to have your accounts examined at least six weeks prior to your Annual Meeting (AM)

**Trustees (Committee Members) Financial Year ended 31 December 2023**

This form should be completed giving the names of the trustees (committee members) that served during the financial period to which the accounts relate and total numbers of full members (and which quarter they refer to), and dual members. **You do not need to send a copy of this into the Federation Office.**

**Submitting your Financial Statements**

It is the Treasurer’s responsibility to ensure that:

* the WI’s 2023 accounts are examined
* page 2 is signed by both the President and Treasurer
* page 4 is signed by the Financial Examiner
* a copy of the financial statement is retained for use at your Annual Meeting
* the Financial Statement is sent into the Federation Office as soon as possible after the accounts have been examined, ideally before 31st March 2024, please DO NOT wait until after your AM

If you are in any doubt or need any help in completing the end of year accounts, please do contact your IFE, Sarah or Clare at the WI Centre 01245 382233, and of course me Verity Brome, Federation Treasurer or Karen Powell Assistant Treasurer.

Our thanks go to each and every Treasurer for all the work you do in preparing the accounts and your hard work throughout the year. It is very much appreciated.