

Hampshire Federation Treasurers Handbook

(updated December 2025)



Hampshire Federation of Women's Institute

WI House, 22-24 Station Hill
Southampton Road
Eastleigh SO50 9XB
02380 616712

email: reception@hampshirewi.org.uk

www.hampshirewi.org.uk

TREASURERS HANDBOOK

INDEX

• Introduction	page 1
• Role of Treasurer	page 1
• Duties of the Treasurer	page 3
• Assistant Treasurer	page 4
• Committee Meeting Tasks	page 4
• Monthly Members Meeting Tasks	page 5
• Guidelines for Treasurers	page 6
• WI Charity Status, Accounting Rules and Financial Requirements	page 9
• Banking	page 10
• Using a Card Machine	page 11
• Subscriptions	page 12
• Membership	page 13
• Multi-Membership	page 13
• Account Book and Financial Statement	page 13
• Bank Reconciliation	page 16
• Acting as Agent	page 17
• Petty Cash	page 18
• Expenses	page 22
• WI Funds	page 23
• Using WI Funds	page 24
• Fundraising Guidelines	page 26
• Raffles	page 28
• Gift Aid	page 28
• At the end of the Financial Year	page 29
• Independent Financial Examiner (IFE)	page 30
• End of Year and Financial Statement	page 31
• Annual Meeting	page 32
• Budgets	page 33
• Handover Checklist	page 34
• Finance for New WIs	page 35
• Suspension of a WI	page 36
• Useful Tips	page 36

APPENDICES

• Useful Information	page 38
• Guidance for filling columns n Accounts Book	page 40
• Keeping of Records - Timings	page 41
• Gift Aid Form	page 42
• WI Treasurer's End-of-Year Checklist	page 43

TREASURER'S HANDBOOK

INTRODUCTION

- This handbook is intended to assist HCFWI Treasurers to carry out their tasks.
- It is important that the Treasurer can, at all times, account for all the money within their control. Steps must be taken to ensure that there can never be any reason for someone to suspect fraud. This Handbook is intended to provide guidance to the Treasurer in this matter.
- It is also important to remember that **the WI committee as a whole is responsible for the financial status of the WI.** The Treasurer should consult with the Committee on all matters, other than general payments. The Treasurer should ensure that the Committee decision is recorded in the Minutes for future reference in order to cover the eventuality, at a later date, that someone questions the Treasurer's actions. In some instances, the Members also have to agree and again the agreement should be recorded in the minutes, for example, changes to the amount of a bursary.
- The Treasurer must report the financial status to the Committee at their monthly meetings but Members may only get a report at least every three months. The President should ensure that the monthly bank reconciliation and accounts are accurate and show the monthly bank statement to the committee. The Treasurer must give a financial report to the Members at the Annual Meeting.
- The reason why all WI Treasurers are asked to work to the same system of paperwork is to standardise the presentation within Hampshire in a professional way.
- All WIs, whether they are registered or not, are charities and therefore, all WIs must comply with the Charity Commission's Rules and Regulations. (CC8)
- Although Groups are not charities, this Handbook applies to all financial matters for Groups since they are using WI funds.

ROLE OF TREASURER

The Treasurer in a WI is to act as a guide and adviser to the Committee as well as maintaining the actual accounts.

A Treasurer is appointed at the Annual Meeting to look after the financial affairs of the WI. Under the WI Constitution, WI's 'may combine the offices of Treasurer and Secretary or the offices of Treasurer and Vice President if the Federation Board of Trustees consents. No other office may be combined'.

What does the role of Treasurer involve?

A Treasurer's main responsibilities are to:

- be aware of the WI Constitution and Rules - this information is available on MyWI and in the WI Handbook
- advise on financial planning
- set and monitor the WI's budget - see below
- open and maintain a bank account in the name of the WI - see below
- obtain a mandate from the bank and update any necessary changes in signatories
- keep the accounts up to date
- collect the annual subscriptions and promptly pay these and **all** other monies into the bank
- ensure all obligatory payments are paid promptly - such as membership fees to the Federation and NFWI, pooling of fares for NFWI Annual General Meetings and delegates expenses
- pay all bills and issue receipts (paper or electronic)
- draw out money needed to pay petty cash/floats, etc
- seek authorisation for and write cheques **or** set up payments online. **Never ask anyone to sign a blank cheque.**
- check current account balance - should this be excessive, open a deposit account which pays interest.

The Treasurer should prepare the Financial Statement at the end of the financial year and present a signed version for inspection by an independent examiner. The Federation will be able to provide you with an independent examiner (IFE). The Treasurer must present the independently examined accounts to the committee and to the members at or prior to the Annual Meeting, accompanied by the bank statements. The bank statements should be available at this meeting.

Setting the Budget

A budget is a statement of **probable** income and expenditure in round figures for the year ahead. It should be realistic, based on the previous year's actual figures, with expenditure overestimated rather than underestimated. The Treasurer should draw up the budget then present it, first to the Committee, then to the members, for approval. The budget must be monitored and revised if necessary.

Opening a WI bank account

This could include a Post Office Account, Building Society Current Account or an on-line Bank Account. (The Committee appoints not less than **four** members - usually the President, Treasurer and two others, to sign cheques on behalf of the WI; **two** signatures are required on each cheque or electronic authorisation.) Increasingly, WIs are using online banking, and the requirement for at least four signatories still applies. In some WIs, the members would like to save up towards the following years subscription. However, this is not within the WI's powers under the Constitution and the WI does not have the legal authority to run such a scheme.

DUTIES OF THE TREASURER

1. Each month provide tubs or envelopes marked “Raffle”, “Teas”, “Stall”, “Misc”. Keep a separate note of floats provided. (If you give the same float each month, use a sticky label on top of the lid of each tub - or put a note, which is kept in the tub all of the time). The float must be removed before monies are counted. It can then be replaced and will be ready for use at the next meeting. A notebook is useful for writing notes, including what is in the miscellaneous tub.
2. Count money quietly at home - never at the meeting. Receipts for cash collected should be written immediately. You can use the Assistant Treasurer to check cash received.
3. Subscription envelopes/reminders should be issued early in the year to ensure prompt of the subscription at the beginning of April.
4. At the April and May meetings have the subscription receipts partially made out with only the member’s name to be filled in at the meeting.
5. **Payments: remember all payments require two signatures or authorisers.**
 - **Cheques** remember each cheque requires two signatures. **Never sign or ask anyone else to sign a blank cheque.** Any cheque to HCFWI should have your WIs computer account number on the back. This is always the first two letters of your WI followed by a number, e.g. AB01 could be Abbots WI; WI02 for Winchester WI.
 - **Bank Transfer (BACS) to HCFWI:**

Sort code:	30-99-71
Account No:	02399673
Ref:	name of WI

Email finance@hampshirewi.org.uk stating date, amount paid and which branch paid in and what for.

Online payments must be authorised in the Minutes before payment.
6. Reconcile your books to the bank statement as received, ask for monthly bank statements (or print off if using online banking). If the bank statement and accounts book balance, you **KNOW** your book-keeping is correct. This will help you at the year end. If you cannot reconcile the books with the bank statement you can investigate, secure in the knowledge that any error is in the few entries since you last did the bank reconciliation. It also means the year end will go smoothly and you will hand over balanced books to be examined. Members should be asked to approve the use of an Independent Financial Examiner (IFE) for the coming year - this will happen at your Annual Meeting in May. WI trained Independent Examiners are available on request to WI House. The cost of an IFE starts at £30. If other than a WI trained Examiner is used, a copy of the Constitution should be handed to the Examiner to ensure the accounts comply.

7. a) The reconciled bank statements should be available monthly for the committee and the President, who should **sign** and **date it**.

b) The bank statements should be available for members to inspect at the Annual Meeting. The President **must** see the bank statement, accounts book/spreadsheet, Petty Cash book (if used) and the bank reconciliation before she signs the Financial Statement. Encourage members to look at and ask questions about the accounts. It is their WIs money and their right. They will also appreciate what a good job you are doing on their behalf.
8. The HCFWI financial year runs from 1 April - 31 March. Close the books no later than 6 weeks before the Annual Meeting. Prior to closing the books ask for all expense claims so they can be met. **ALL** money belonging to the WI must appear on the Financial Statement and a copy made available for every member. An Annual Report should be completed and ideally sent to WI House with the annual Financial Statement. All Annual Meeting paperwork should be retained by the WI.
9. All financial papers including bank statements, account books, receipts and financial records should be retained for 7 years. Minute Books must be retained indefinitely - see page 41.
10. All money received must be banked gross with none held back for petty cash. Petty cash cheques should be drawn as required.
11. Many of the Treasurer's duties can be shared with an assistant Treasurer (see below). If you have a problem, please share it with your committee. **If you are unable to resolve it ask your WI Adviser** who will be happy to help. **WI money is the responsibility of all. Enjoy your time as Treasurer - you are doing a worthwhile job.**

ASSISTANT TREASURER

- A WI Treasurer will find it a great help to have an assistant, especially at busy meetings such as April, when Membership fees are due - the Treasurer needs some time to enjoy the meeting too! It is also essential to have someone able to deputise at times of illness etc, and the involvement of other members makes it less likely that replacement problems will arise when the Treasurer retires.

COMMITTEE MEETING TASKS

1. Preparing for the Committee meeting

- Write out cheques for any outstanding payments and expenses from the monthly meeting.
- Reconcile the bank statement.
- Produce a brief report for the committee using the bank statements and accounts.
- Identify what large payments have been taken from the account since last meeting, what payments are outstanding and what income has been received.

- Identify any financial issues which need to be raised with the committee and any major changes to the budget.
- If you have any concerns about the WI finances they should be raised at the committee meeting.

2. At the Committee meeting

- Get prepared cheques signed, take expense claims from committee members for payment at the next member's meeting.
- Money spent on good speakers and demonstrations is vital to attracting and keeping members.
- At the meeting, you must present a financial report.
- Bring the latest reconciled bank statement to the meeting and ask the President to sign and date that she has seen the statement and confirms the figure at the bank.
- Give information on any payments that aren't regular entries, e.g. hall rent, to the committee.
- If you have a financial problem, then let the committee know as soon as possible.
- If keeping accounts on the computer, give a back-up to another officer and ensure the one on the computer has been saved.

MONTHLY MEMBERS MEETING TASKS

1. Preparing for the monthly Members meeting:

- Note the balance at the bank.
- Check expenses required for the meeting.
- Draw sufficient petty cash (if used) from the bank to pay out-of-pocket expenses at the meetings.
- Have sufficient floats for such things as the raffle, etc.
- Note any bills that have to be paid.
- Prepare a brief financial statement (monthly for the committee and at least quarterly for the WI meeting) to show the financial position in relation to the budget.
- Reconcile the bank statement with the account book/spreadsheet.
- Remember to take:
 - financial statement and bank statements
 - cheque book
 - receipt books
 - petty cash and petty cash notebook
 - money bags or tins
 - notebook/record sheets
 - New Member (MCS) forms
 - Gift Aid forms

2. At the monthly Members meeting:

- Arrive in good time, ready to receive any payments due.
- Give receipts for all cash received.
- **ALL** cash received must be banked **NEVER** pay out from this (Charity Law).
- Give a brief, clear statement of the finances to the members - usually every three months.
- Encourage members to ask questions on money matters.
- Pay fees and expenses due to the speaker - by cheque/BACS. A copy of the Speaker booking form is sufficient to act as an 'invoice' (which should include Speaker fee, mileage, payment method, etc.).
- Collect money from trading stall, raffle, refreshments, sub-committees and give receipts (none of this money should be used to pay outgoings).
- Write all takings in a notebook.
- Keep a petty cash book for all cash payments.

3. After the monthly Members meeting:

- Pay any monies collected into the bank as soon as possible - large sums of money should never be kept at home for longer than necessary.
- Enter payments and receipts in appropriate columns in the WI account book/spreadsheet as soon as possible after the meeting.
- Pay all bills due.

GUIDELINES FOR TREASURERS

General

- The Treasurer must ensure that there is a good paper trail for all transactions. You may be very honest but unfortunately being a Treasurer means you must be able to prove it as well. The Treasurer should not sign a receipt to herself nor should the payee of a cheque sign the cheque. This is good practice and avoids accusations of fraud.

WI Bank Account

- A bank account with any financial institution must be set up in the name of the WI. WIs should only have a current account and, possibly, a savings account for WI funds. Some WIs holds petty cash, which must be fully declared in the Financial Statement. WI funds should not be held elsewhere, in bank accounts or as cash. All transactions must go through the WI bank account or petty cash. A Financial Statement must be produced for the current account and Petty Cash at the end of every year.
- Under Constitution Rule 50(b) no sub-committee of the WI may hold WI funds or set up a separate bank account to hold WI funds. All WI funds must be accounted for in the WI bank account or petty cash.
- All WI funds taken at a meeting/event must be banked in full, as promptly as possible otherwise it is not covered by the insurance. Under charity rules you should not use money taken at meetings to top up petty cash. The only exception is where the float came from petty cash in the first place, when it should be returned to petty cash before the takings are banked.

- In accordance with the Constitution all payments require two signatures. There should be at least **four** signatories on the account, all of whom should be committee members. This ensures that should a signatory become unable to sign for any reason there are still three available signatures. It also means you can try and avoid anyone signing a cheque payable to themselves. When there is a change in committee the past signatories should continue to sign cheques until the new mandate has been accepted by the bank.
- Keep cheque books out of sight in a safe place. Do not sign blank cheques as this is against charity law (lack of financial control) and is also a breach of your bank account terms and conditions. If the bank discovers you pre-sign cheques they could close your account and will refuse to compensate you for any loss incurred, (even if loss is not resulting from a pre-signed cheque). If a signed blank cheque is found in the cheque book when the accounts are examined you will get a qualified report. A signed blank cheque can also be considered a serious incident that needs to be reported to the Charity Commission, even if you are not registered with them.
- Many WIs now use online banking. If your bank has its online banking set up so that all payments are instigated by one person and another authorises, this is an efficient way of making payments. However, if their system only allows a single person to carry out transactions, they may not allow you to register for online banking. If you do sign up for online banking with only a single authorisation you will need to set up a system within your WI committee to ensure all payments are preauthorised **at a committee meeting** and the **agreed procedures** are Minuted.
- Debit cards **may** be used on a WI bank account but should be used with caution, ensuring there is a proper paper trail, e.g. receipt. Credit cards **cannot** be used as they are single signatory.

Accounting Year

- The Hampshire WI accounting year runs from 1 April to 31 March. Only the transactions which take place during the accounting year should be recorded in the accounts. No payments made nor income received outside the accounting year can be included. A payment date is when you write the cheque not the date when it clears the bank. The date of a receipt is the date of receipt of the money.

Annual Account Examination

- All WIs must have their accounts Independently Examined under the WI Constitution. The person independently examining the accounts must not be a member of the committee or a close relative or friend of a member of the committee. The Federation has several Independent Financial Examiners (IFE) and you are encouraged to request the appointment of an HCFWI IFE to examine your accounts. HCFWI IFE have been trained to understand WI accounts and are often treasurers of their own WI, so can confirm more easily that your Financial Statement complies with the WI Constitution. If you use a financial examiner other than a Federation appointed one you must always include a copy of the Constitution in the pack you give them, and a copy of this handbook could also assist them.

Keeping Past Records

- All past financial records should be kept for six years i.e. seven years including the current year. After two years, you may destroy the paying in books, cheque stubs and supporting documents. The Financial Statement and Account Books should be maintained. For future history reference, you are encouraged to keep all past financial statements and account books.

Charity Issues

- Some Speakers ask for the fee to be paid to their named charity. The rules for this have changed and cheques for the speaker fee may be paid to any charity which falls within our aims and objects, following a talk at a meeting. Please ensure that the words 'Speakers Fee' is stated on the cheque stub with the payee's name. If possible, obtain an invoice from the charity, otherwise the receipt signed by the speaker should state that the payment was received 'on behalf of the (named) charity'. All speaker's fees are recorded in the accounts/spreadsheet under 'WI meetings', 'Speakers and other costs'. Do not record the speaker's fee under 'Donations'. These payments do not have to be to charities allowable within the WI Constitution.

When to ask for a Receipt

- You do not need a receipt where a cheque has been issued against an invoice or equivalent document (e.g. HCFWI Invoice), just mark up the invoice or other paperwork with the cheque number and date paid. You should present a receipt for signature confirming payment for expenses, speaker's fees etc., where the payment is made in cash. Where a payment is made by bank transfer so the payee's name appears on the bank statement a signature is unnecessary. Some WIs pay a caretaker in cash to put out the chairs etc. If the caretaker will not sign a receipt, it is suggested that the Treasurer passes over the cash to the caretaker and the President or another committee member witnesses the exchange. Then the witness can sign as the 'witness of the transaction'.

When to issue a Receipt

- Receipts are not required to be issued for money you receive by cheque or internet transfer. Only cash receipts need to be covered by a receipt, this includes subscriptions. Instead, keep a list of payees with date, amount, cheque number or internet payment reference number. Put the list with the appropriate paperwork in the receipts file. Do not give a receipt for money taken, which has been counted by someone else without checking the money yourself to confirm the amount as you are responsible for the records so you must be sure of the amounts. Ensure that the Subscription Receipt book is used for subscriptions and the General Receipt book for all other income types.

Maintaining Paperwork

- All receipts and payments must have supporting documents even if it is only a receipt. Keep payment paperwork separate from receipts paperwork. Payments should be filed in cheque number order, or whatever other numbering system you create. File income paperwork in date order, using receipts number if appropriate. This will make it easier when finalising your accounts.
- Ensure that the amount entered on the receipt corresponds to the amount on the supporting documents.
- Ensure that the amount entered on both the cheque and cheque stub agrees with the supporting document and bank statement. The cheque stub must be completed when the cheque is written to ensure that the information is correctly recorded.
- Set aside time every month to bank all takings, make all payments, update the records and reconcile your records with the bank statement.

Budgets

- You should produce a **realistic** budget annually and present it to the Committee prior to the Annual Meeting. It is presented to the members at the Annual Meeting.

Raising Funds for Other Causes

- All money taken at a WI meeting are WI Funds unless a notice is displayed against a particular money raising section to indicate otherwise. This means that takings from raffle, tea, sales table etc. should be banked into the WI current account. No individual or sub-committee may retain any WI funds. An example of other funds would include a clearly labelled collecting tin for a charity such as Guide Dogs for the Blind.

WI Constitution

- The Treasurer should have on file for reference purposes a current copy of the WI Constitution as issued by National Federation of WIs (NFWI). Your secretary should have a copy or one can be obtained from the Federation, or downloaded from the Federation website.

WI CHARITY STATUS, ACCOUNTING RULES and FINANCIAL REQUIREMENTS

WI Charity Status

- All WIs are charities in their own right and can claim Gift Aid if they wish.
- All the Committee members of the WI are **Trustees of the WI charity**. Each Committee member should annually complete a form, which covers the issues to confirm that they are eligible to be a Trustee of a Charity.
- If the annual income (total receipts excluding the HCFWI and NFWI subscription fees passed on to HCFWI) is more than £5,000 then the WI may need to register with the Charity Commission (www.gov.uk/setting-up-charity/register-your-charity). You will be given a registration number, which must be quoted on all correspondence and literature. (**N.B.** this is not the same charity registration number assigned to HCFWI or NFWI). If your WI is a registered charity you will have to submit an annual return to the Charity Commission electronically. Normally the Charity Commission will not require you to (re-)register until your income has been over £5,000 for two consecutive years.
- If you are not a registered charity then you must not quote a registration number on any letters, etc. and there is no requirement to complete a return. WIs must not use the HCFWI Charity number on any correspondence. WIs who are not registered with the Charity Commission are still eligible to claim Gift Ais as they are still a charity.
- To find out if your WI is registered or not go to the Charity Commission web page and enter the registration number or name of your WI in “find a charity”. (www.gov.uk/government/organisations/charity-commission). The site will tell you if you are registered or not.

Accounting Rules and Financial Requirements

- The funds of the WI must only be applied for the purpose of carrying out the objects of the WI in accordance with the Constitution.
- The WI Financial Statement must be independently examined annually and be presented to members before/at the Annual Meeting ready for adoption at said meeting.

Under Charity Commission Rules:

- WIs who are registered charities must state “registered charity” on all documents. Fundraising posters must state “registered charity”.
- The WI Committee (Charity Trustees) must not receive any benefit from being a Trustee. They can recover out-of-pocket expenses.
- All Account Books and Financial Statements must be retained for at least seven years.
- A copy of the WI Annual Accounts must be made available to the general public if requested.

BANKING

When a WI is formed the Committee must open a bank account for it. The Committee can decide which bank to use. A WI can have more than one bank account but ALL transactions must be recorded on the Spreadsheet/Account Book.

Online Banking

If a WI wishes to use online banking, the Committee should carefully consider:

- how this would benefit the WI
- any risks involved
- how online banking would be used in practice
- the Charity Commission guidance (CC8)

When the Committee has made a decision, they should Minute this and include the reasoning for the decision.

The benefits of online banking include:

You can view payments into and out of the account easily

You can make payments easily

You don't need to travel to a bank

Members can pay their subscriptions easily by bank transfer

WIs using electronic banking should have the same level of internal control as for traditional banking. For example, WIs should have clearly defined duties for everyone looking after the account so that no single person has control over a substantial amount of money. This will also stop anyone from having unauthorised access to account information. WIs should also have a proper approval process for movements between, and payments from, bank accounts.

Currently, a number of banks offer dual authorisation and other banks are planning to implement it. When considering online banking you should ask your bank if they offer this facility. Please note that some banks may charge for this service.

USING A CARD MACHINE

It is the decision of the WI whether they wish to buy/hire a card machine. Before this decision is made, the following should be considered:

- **Whether there is the need for a card machine**
If you often have members requesting to pay for their subscription, WI diary, event ticket, etc. via card payment, it may be worth your WI getting a card machine to meet this need.
- **The type of card machine the WI require**
There are several types of card machine available to purchase/hire. The NFWI/HCFWI cannot tell you which type of card machine to get or which company to use. Each WI will have individual needs and will need to do their research accordingly.
- **What payments the card machine will be used for**
Will the card machine be used for subscriptions only, or will you also use it for other purchases such as tickets to a Federation event? If using a card machine for subscriptions be aware that the transaction fee will be taken from the WI share.
- **How often the card machine will be used**
Will you bring the card machine to every WI meeting or only to those meetings where you expect to take payment for certain items such as subscriptions?
- **The initial and ongoing costs associated with the card machine**
Please consider whether, in addition to any upfront costs for the card machine, you will need to pay a monthly fee to the provider or a fee per transaction.
- **Whether the card machine requires internet and how this will be provided if it does**
The card machine may use a network to operate like a mobile phone does, or it might need to be connected to a mobile phone and use its internet. Therefore, you need to consider the costs associated with this and, if you are going to rely on someone's phone, whose phone you may use and the expenses incurred for this.
- **If there is a cost per transaction this cost cannot be passed on to the payee**
As of January 2018, you cannot pass the cost of the transaction on to the member. Therefore, be aware of this if paying subscriptions with a card machine.

N.B. It is recommended that where possible the card machine is not used for subscriptions as it uses up nearly £1 of the £25.10 your WI receives, but there are times when as a WI you decide that you would rather pay charges than risk getting no money!

For further information contact NFWI:

Email: membership@nfwf.org.uk

Phone: 02073 719300 (Ext. 201)

SUBSCRIPTIONS

- Each WI Member pays a subscription fee for her membership. Subscriptions rates are set by the NFWI Board of Trustees, after consulting the National Council. **WIs now have the flexibility each year to decide whether to either waive their portion of the subscription fee, reduce it slightly, or keep it the same.** Multi-members only pay the WI portion of the subscription.
- The membership year runs from 1 April - 31 March and all members should pay their subscription in full in April or soon after. Multi-members only pay the WI portion of the subscription.
- **NEW** member. A new member is someone who has not been a member of any WI within the last year. (Until 2021 it was 10 years). New members pay a pro rata membership subscription in the year they join based on when they join:
 - 1 April to 30 June - the full subscription is due on joining.
 - 1 July to 30 September - $\frac{3}{4}$ of the annual subscription is due on joining.
 - 1 October to 31 December - $\frac{1}{2}$ of the annual subscription is due on joining.
 - 1 January to 31 March - $\frac{1}{4}$ of the annual subscription is due on joining.
- The subscription is made up of three parts - The National (NFWI) subscription, the Federation (HCFWI) subscription and the WI Subscription. The WI acts as an agent for the NFWI and HCFWI and passes the parts of the subscription collected on behalf of NFWI and HCFWI to the Federation who in turn pass on to National the NFWI share. For this reason, the NFWI and HCFWI portion of the subscription is not counted as WI income on any charity return.
- Multi-member subscriptions are not available to pro-rata.
- Subscriptions may be paid for by cash, cheque or BACS. Cash and cheques can be placed in an envelope with details, e.g. name and amount enclosed. BACS payments should have the member's name as the 'reference'.
- All membership subscriptions should be collected as soon as possible after 1 April and the payments sent to HCFWI monthly, using the appropriate forms supplied. Information of new members/rejoined members should be passed onto the MCS representative as soon as possible to ensure that these records are up to date.
- All full and multi-members are entitled to the same WI benefits. Multi-members do not pay more than one subscription to NFWI or HCFWI so they must be a full member of another WI within the country. Do not include multi-members in the payment to the Federation.
- All WIs must send the NFWI and HCFWI portion of the subscription at the end of every month using the HCFWI forms. Any additional subscriptions should be paid monthly, again, using the official HCFWI forms. Only new WIs which have been formed within the current membership year can retain the NFWI and HCFWI portion of the subscriptions.

MEMBERSHIP

Membership is currently open to all women over the age of 18. A member who has paid her subscription has certain rights, especially at her main WI. These are:

- a minimum of 11 meetings each year which are held at a regular time and place at no extra cost (refreshments and raffles are voluntary);
- the right to stand for election on the committee;
- the right to vote in elections;
- the right to represent the WI in competitions, and to act as a delegate at County and National meetings.

MULTI-MEMBERSHIP

- If a WI member wishes to take part in the activities of a second WI, or to retain contact with a WI to which, for example, she used to belong prior to moving to a new area of the country, she is entitled to attend meetings of the second WI on payment of the WI's share of the Annual Subscription only.
- Someone wishing to be a multi-member should show her receipt for full fees from her primary WI.

ACCOUNT BOOK and FINANCIAL STATEMENT

The **WI Account Book and Financial Statement** were revised in April 2023.

Electronic account book

- You are strongly advised to use the electronic Account Book. The electronic Account Book is an Excel spreadsheet and does all the calculations for you, including producing your end-of-year Financial Statement based on the data you have entered.
- The latest version of the electronic spreadsheet can be found at <https://mywi.thewi.org.uk/running-your-wi/wi-finances>. It is 'best practice' to make sure you do use the latest version.
- Make sure you have the latest version. Download the file and save a copy (Save as) on your computer. It is suggested that you save the file on your computer in 'My Documents' or 'Desktop' and name the file with your WI name and year.
- Make sure all the cells are blank.
- Ensure the accounts are backed up regularly and a hard copy is kept.
- Create a new file at the start of every financial year as there may be changes to the sheet. There is a publication date at the top of the Financial Statement so you can easily see if you are using the latest version.
- At the top of the Receipts page enter the year, WI name and amount brought forward from last year (this can be found on the previous Financial Statement).

The paper Account Book - if using this please make sure that you have the latest version which is available to purchase from HCFWI. Full instructions for using are in the front and back of the book.

How to use the electronic Accounts book:

- Enter the **Financial Year** (e.g. 2025/2026) and the name of your WI:
 - a) These should be entered in the boxes at the top of the **Receipts** sheet.
 - b) You do not need to enter these again in **Payments** or **Year-to-date Totals** sheets as they will be updated automatically.

- **Brought forward bank balance:**
 - a) enter the final bank balance total from last years accounts in cell R7 of the **Receipts** sheet. This is the total including any uncleared items at the last year-end.
 - b) You should check your bank statements to monitor that items not cleared at the last year-end do appear on the bank statement; however, no entry is required in the current years Account Book but note on the bank statement that it is from the previous year (best practice).

- **Up-to-date Bank Balance and Waiting to be paid into Bank totals:**
 - a) These totals are shown at the top of both the Receipts and Payments sheets.
 - b) The amounts are updated **automatically** on the spreadsheet when you enter and reconcile transactions. You should never enter any amount yourself.

- **Transactions during the year:**
 - a) Enter **Receipts** and **Payments** as they arise during the year.
 - b) Enter the last four digits of the cheque number or the BACS reference for payment transactions.
 - c) Enter amounts **without** £ signs or commas.
 - d) The ‘Total’ Receipts and ‘Total’ Payments columns will be updated automatically on the spreadsheet.
 - e) When you bank receipts, complete a new line in the Receipts sheet and enter the **total** in column 15.

See page 39 for guidance on what to put under each column, and page 17 for an explanatory note about funds received and paid as agent.

Remember to save the Account Book!

Save the file each time you update it and ensure it is backed up digitally.

It is recommended saving an additional back-up copy (on a USB stick) periodically (e.g. every one or two months) with the date of the back up in the file name. That way you will have a recent version to go back to if there are any problems.

- **Monthly reconciliation of Receipts and Payment transactions to the bank statement:**
 - a) When a transaction appears on the bank statement, enter “Y” in column 16 of the **Receipts** or **Payments** sheet as appropriate.
 - b) The bank statement total should equal the amount in the ‘Up to date bank balance’ box minus the total of column 15 in the **Receipts** sheet

plus the total of column 15 in the **Payments** sheet - the uncleared amount.

- c) You should also check that the amount in the 'Waiting to be paid into bank' box agrees to the amount of cash and cheques you have in hand.

➤ **Year to date totals**

- a) This sheet provides a quick summary of receipts and payments as you go through the year. You can print this at any time. The date printed will be shown at the top of the page and this is a valuable tool at monthly committee meetings as it keeps track of your spending.

➤ **If your WI has a savings or deposit account**

- a) When you transfer funds from or to the savings/deposit account, enter the amount in column 13 of the **Receipts** sheet or 14 of the **Payments** sheets. Also enter in the 'Total paid into bank' column on the **Receipts** sheet.
- b) These are not receipts and payments to or from the WI, just transfers between accounts, and are not transferred to the Financial Statement. They are entered here as a record of the transfers and in order to update the bank balance and facilitate the bank reconciliation. The savings account balance is entered in box B1.3 of the Financial Statement at the year end.
- c) If interest is paid directly into the savings or deposit account, do not enter in the **Receipts** sheet. Enter this in the Financial Statement at the year end.

➤ **If your WI has more than one current account**

- a) Movements in all the WI's bank accounts should be recorded in the Account Book and Financial Statement. The brought forward balance and the 'Up to date bank balance' total should be the total of all the accounts.

➤ **If your WI decides to use Petty Cash**

- a) Your WI Committee should consider whether you need to make payments by cheque or BACS. If you do need to use Petty Cash, you should follow the Petty Cash guidelines on page 18.

➤ **If your WI owns a hall**

- a) In many cases a separate **Receipts** and **Payments** accounts will be kept for the hall. If this is the case then the total receipts and payments should be transferred directly to the **Receipts** and **Payments** section of the Financial Statement. You should also provide the Independent Financial Examiner with the hall accounts.
- b) Otherwise receipts and payments relating to the hall should be recorded in the Account Book under the columns for 'Other income' and 'Other payments'.

Making changes to the Account Book format.

You may need to enter additional rows for Receipts and Payments, or you may want to change/add columns. Only consider doing this if you are a competent Excel user.

Before making any changes, save a back-up of the file, then remove the workbook protection. How this is done will differ for all types of Excel, but you can Google how it is done with your version of Excel if you are unsure.

If you insert additional rows, check that the SUM formula in the totals line of the Receipt and Payment sheets include all the rows.

After making any changes it is recommended that you re-instate the protection.

BANK RECONCILIATION

Think of your Account Book/spreadsheet as a record of payments into and withdrawals out of the bank. Everything going in or out should be shown, and similarly any entry on the current account bank statement should appear in the Account Book.

1. On the bank statement listed under withdrawals (payments, debits) tick off the cheques which appear. Also tick them in the Account Book making sure that the amounts agree. Is there any item listed on the statement that has not been ticked off? If **NO**, proceed to 2. If **YES**, i.e. direct debits or charges, these should be entered in the account book.
2. On the bank statement deposits (receipts, credits) tick off credits paid in. Also tick them in the Account Book/mark with a Y on spreadsheet, making sure that the amounts agree. Is there any item listed on the statement that has not been ticked off in the account book? If **NO**, proceed to 3, if **YES**, i.e. Interest payments, these should be entered in the account book. N.B. Interest received on any deposit or savings account should only be recorded in the account book and on the Financial Statement at **year-end**, UNLESS the interest is paid into the current account
3. All the amounts listed on the bank statement should now be ticked off. Note the date of the statement. In your account book draw a pencil line below the last entry in the total column on both sides of the book (**Payments** and **Receipts**) on the statement date. Check whether all figures above this line have been ticked off.
4. On the **Receipts** side you should find all items ticked unless you paid in towards the end of the month and there is "cash in transit". On the **Payments** side there may well be a few cheques not ticked; these are 'un-presented cheques'. List them at the bottom of the bank statement and total them up. Deduct this sum from the final bank statement figure. Add any Cash in transit. The figure remaining is the balance left, i.e. the money you have available to spend.

5. In your Account Book the receipts to date underlined PLUS the brought-forward figure from year-end MINUS the payments to date should equal the balance on the bank statement after the adjustments in 4. above. If it does not you should check 1 and 2 above again.

N.B. If you carry out this exercise monthly on receipt of your bank statement, you will know what funds are available for use at any given point, and any queries will be easier to sort out. Year-end figures will balance and you will be able to relax, knowing that all is under control. It is much easier to keep everything in order if you have monthly statements, and the bank can alter the frequency if requested.

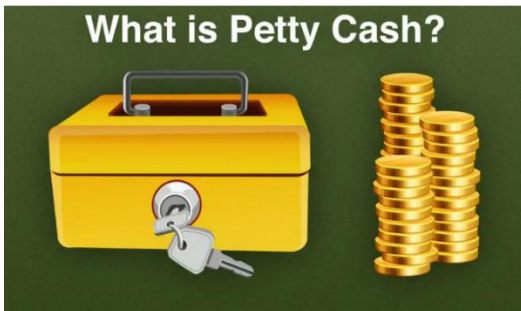
ACTING AS AGENT

- A WI is ‘acting as agent’ when a member makes a payment to the WI that she intends to be passed on to the Federation or the NFWI. The WI Committee has no discretion over the use of the funds when ‘acting as agent’.
- When the WI acts as agent the **Receipts** and **Payments** do go through the WI’s bank account and are still recorded in the Account Book under the appropriate headings.
- However, the funds are not included within the WIs total receipts and payments in the Financial Statement.
- There are **three** types of receipt/payment that this applies to:
 1. The share of the membership subscription that is to be passed on to the Federation and the NFWI (i.e. the Federation and NFWI shares).
 2. Payment for bookings by individual members on Federation events where members book and pay as individuals and the WI is doing nothing more than acting as a conduit to pass on information from the Federation and members’ payments to the Federation.
 3. Payments for the NFWI or Federation raffle tickets that are collected and passed to the raffle operator.

Please note that the WI **is not** ‘acting as agent’ in the following situations:

- The WI organises an event or visit for a group of members and charges members a fee. In this case the WI Committee is exercising discretion in organising the event and the booking is made in the name of the WI (include under **Activities & Events**). If you are unsure then assume the WI is not acting as agent.
- The WI is paying for members to attend a Federation event from WI funds, e.g. attending Speakers Selection event (include under **Activities & Events**).
- The WI orders and purchases diaries, calendars and other items from the Federation and sells to members, where there is a single order in the name of the WI. (Include under **Publications**.)
- The WI raises funds and donates them to another charity. (Include under **WI Fundraising**.)

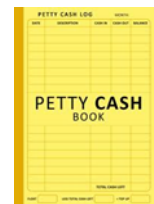
PETTY CASH



Petty Cash is a float system which is used to pay small to pay small expenses, e.g. reimbursing members for tea, coffee, stamps, etc. The WI Committee should set a limit for petty cash payments, say £10; expenditure above this should be reimbursed by cheque/transfer. It is not compulsory that WIs have a petty cash system. If your WI does not wish to do so you may simply

account for **all** your income and expenditure within your accounts. However, if you wish to keep a larger amount of cash at hand this will need to be done through a petty cash system in order to be reconciled for the Account Book and Financial Statement.

Petty cash should be held in a separate Petty Cash box and a record should be kept in a Petty Cash Book. Only the Treasurer should operate the Petty Cash system and she will be the only person with access to the Petty Cash box.



Money for Petty cash should be drawn from the bank. Petty cash should not be taken from other cash receipts which should be paid in full into the bank.

The recommended approach: the Imprest System

- The WI Committee should decide the appropriate maximum amount to be held as the Petty Cash float, e.g. £40.
- When the available funds in petty cash look likely to run out, the total should be topped up again to the agreed maximum, e.g.

Step 1 Withdraw £40 from the bank, e.g. by cashing a cheque. Enter a payment of £40 in the Account Book Payment sheet, in the 'Petty Cash withdrawals' column. Enter a receipt of £40 in the Petty Cash Book.

Step 2 When expenses are paid from petty cash, record the payments in the Petty Cash Book and obtain a signature in the book from the person receiving the cash. Also ask for a receipt.

Step 3 When you need to draw more Petty Cash, add up the amount spent since the last top-up. The total should equal the amount needed to restore the Petty Cash to the agreed maximum amount. Withdraw this amount and enter as a **Receipt** in the Petty Cash Book. In the Account Book, enter the expenditure in the **Payments** sheet under the appropriate headings.

- Before closing the accounts at the year-end, draw the amount needed to make up the Petty Cash to the agreed maximum. Enter the petty cash balance in the box B1.4 of the Financial Statement, 'Petty cash in hand'.
- At all times, the total payments since the last time the petty cash was topped up plus the amount in the Petty Cash box should add up to the agreed maximum amount.

The alternative to the Imprest System

- Withdraw a set amount of money from the bank each time the Petty Cash balance has run down. Each time you withdraw cash, enter as a receipt in the Petty Cash book and as a payment in the Accounts Book **Payments** sheet in the 'Petty cash withdrawals' column.
- Each time you pay expenses from petty cash, record in the Petty Cash Book as in Step 2 above. However, no breakdown of expenditure will be recorded in the Accounts Book until the year end.
- At the year end split the total payments from petty cash into the relevant Account Book headings and enter these at row 250 of the **Payments** sheet so that these are included in the final totals transferred to the Financial Statement. **N.B.** you do not transfer the total from the **Payments** sheet Petty Cash column.
- Enter the Petty Cash balance in the box B1.4 of the Financial Statement, 'Petty Cash in hand'.
- If you decide to pay money back from Petty Cash into the bank, show this as a debit entry in the Petty Cash Book and enter the amount in the Account Book **Receipts** sheet in the 'Total paid into bank' column.

The Imprest System

A simple way to run petty cash is to use the **Imprest System** - this is an accounting method, often used for petty cash, where a fixed amount of money is set aside, and when the money is spent, it's replenished in order to maintain the original balance.

The WI Committee agree an appropriate amount of money to be used for Petty Cash, - say £30. The Committee will also decide the limit on which cash will be paid - say £10. Receipts should be provided in order to create a clear Audit Trail.

How it works:

1. Write a cheque for CASH £30 and enter in **Accounts Book** under **Payments** "**Petty Cash**". In a separate exercise book marked "**Petty Cash**" enter **credit "£30 cash drawn"** and keep the cash in separate container marked "Petty Cash".
2. Small payments to reimburse members for tea, coffee, postage stamps, stationery etc. can be made (receipts for items purchased should be requested - sign a docket if an invoice isn't available). Ask for a signature (in the Petty Cash book) to support the payments you make.
3. Floats - cash can be drawn from the Petty Cash to use for floats. This money should be returned from the takings before Banking. **DO NOT pay cash received into Petty Cash.**
4. When you need to renew the amount of petty cash, total up the exact amount you have spent - see example below#. Write a cheque for this **exact amount**, and enter it into the Accounts Book payment total - splitting the amounts under the correct headings*.

Example:

<i>Accounts Book</i>	<i>Petty Cash Book</i>	<i>Balance</i>
<i>Debit £30 drawn petty cash</i>	<i>Credit £30 cash drawn</i>	
	1/11 Mrs A raffle prize 5.00	25.00
	2/11 Mrs B refreshments 6.30	18.70
	1/12 Mrs C Secretary postage 3.20	15.50
	8/12 Mrs A caretaker 8.00	7.50
	#Total spent £22.50	
<i>Debit Total £22.50* Drawn petty cash in Account Book</i>		
<i>*Enter under columns:</i>	1 Meeting Expenses - Speaker & other costs	£19.30
	Officers Expenses	£3.20

5. Enter the credit **£22.50 cash** in the **petty cash book**, putting the money into the container. You should now have the original amount of £30 in the Petty Cash Book and in the Container.
6. Make up the petty cash to the agreed sum (£30) before you close your books at Year End. On the financial statement under "balances brought forward" Petty Cash enter £30. There is no further action required. Ask the President to have a look through the Petty Cash book and sign it off. The IFE does not need to see the cash.

Alternatively, if you prefer drawing a set amount follow the above steps 1-3. Each time the cash needs renewing, draw £30 and enter in the Accounts Book **Payments** column 8 and total payments. At year end you then total the actual amount spent throughout the year listed in the Petty Cash book in the Accounts Book you enter this total into Total Payments, splitting the amount under the various headings. Speaker and other costs, etc. as above*. After adding these figures to the totals under each heading, they can be transferred to the Financial Statement. Also show the 'petty cash in hand' on the Financial Statement under "Balances brought forward".

Petty Cash example:

Petty Cash Book

Date	Item	Signature	Amount £	Balance £
2024	b/fwd			30.00
1 Nov	Mrs A for raffle		5.00	25.00
2 Nov	Mrs B jar coffee/biscuits		6.30	18.70
1 Dec	Mrs C Secretary postage		3.20	15.50
8 Dec	Mrs A to pay caretaker/chairs		8.00	7.50
	<i>Total</i>		£22.50	£7.50

The procedures to handle petty cash include:

- Agree with the Committee a sum of money which will be your petty cash float, e.g. £25.
- Agree a sum up to which expenses/sundry payments will be made from petty cash, e.g. £10.
- Record transactions in a small book for recording **all** petty cash payments.



Example:

MONTH	NAME	AMOUNT
January	Mrs A - refreshments	2.10
	Mrs B - raffle	4.00
February	Mrs A - refreshments	1.70
	Mrs B - raffle	4.20
	Mrs C - Secretary Expenses	3.70
	Mrs D - Delegate travel expenses (Resolution Selection Meeting) - mileage	3.30
	TOTAL:	19.00
Bal in petty cash		6.00
Cash from bank - write a cheque for this amount		19.00 -
Balance in Petty Cash		25.00 -

... and you start all over again. In the Account Book:

- Write a cheque for cash for £25.00.
- Enter this in your Account Book, in the petty cash column.
- Enter this into the Petty Cash book as 'Cash from Bank'.
- Keep the money in a separate container.

Points to remember:

1. **NEVER** pay money received into the petty cash. The only money paid **INTO** Petty Cash is the money you write a special petty cash cheque for.
2. Over the months, make any expense and small payments of less than say £10.00 from your petty cash. This money can also be used to provide a float for the raffle, teas, a

- stall, etc., but these 'floats' are only a **loan** from the petty cash and must be returned to the petty cash container **before** you count your 'takings' at the end of each meeting.
3. As you make payments to members from petty cash ask them to sign a receipt or sign against the entry in the Petty Cash book to say they have received the money. They should also produce receipts for the items for which you are paying them. These all form your paper trail, which is needed at the end of the financial year.
 4. Before you close your books at the end of the financial year, always make up the petty cash to the sum agreed (in our example £25.00).
 5. At the end of the year, on the Financial Statement you will bring forward £25.00 petty cash.

EXPENSES

- It is important that all committee members claim the real cost of their expenses. If committee members do not reflect the true cost of running the WI in their expenses, when there are new committee members it may come as a surprise that expenses have increased.
- When a WI member purchases something on behalf of the WI they should keep the receipt and if not clearly stated on printout write on the receipt what was purchased.
- When claiming expenses the claim should include:
 - Name of claimant
 - A list of all items being claimed, with an explanation of the reason for purchase, together with the cost
 - The total amount of the claim
 - All the receipts should be attached to the claim
 - Receipts should be numbered and cross-referenced to the line on the claim form
 - Date and signature
 - Bank details if your WI pays by bank transfer
- If some of the items have been purchased at a supermarket and they are included with other items on the receipt, then the expense claim should list what was purchased and what it was an ingredient for and its costs. A copy of the receipt can be attached, or the treasurer might ask to see it to confirm prices but does not have to retain it.
- Your WI should agree a standard mileage rate to be applied to all car journeys undertaken on WI business. The current HCFWI agreed rate is 35p per mile but WIs may agree a different rate.
- Please note that anything purchased using WI funds belongs to the WI and not to the person who purchased it. WI property may be sold off when no longer required.

- To simplify the provision of homemade items such as biscuits and cakes a WI may agree an amount that will be paid for such items removing the need to provide receipts for store cupboard ingredients. For example, £2.50 for a cake, half loaf of sandwiches or 24 biscuits. However, members must still be allowed to claim the actual receipted costs if wished.
- A sample expense claim form can be found in the Useful Forms section.

WI FUNDS

The WI funds belong to the WI charity and not to the members therefore the funds may only be used in accordance with the Charity Objects of the WI. Provided the WI has sufficient funds, the use of the funds is modest, justifiable and reasonable and the Members agree as to how the Committee propose to use the funds, then the funds may be used for the following:

- To provide an Educational Bursary (e.g., a local college). All members must have an equal chance of winning the bursary. WIs may agree that previous winners in a specified time period such as three years are not eligible.
- To pay for all members to go on a trip instead of having a monthly meeting. All members are entitled to eleven meetings a year in return for their membership subscription payment. If funds permit, return travel to the destination may also be paid for by the WI since the meeting is not being held at the normal venue.
- To provide a tutor so that members can improve their knowledge on crafts, cookery, art etc. as defined in the objects of the WI.
- To pay for an educational visit where there is a guided tour. As the visit is educational the WI may pay for the transport as well.
- To pay for Hampshire News for **all** members.
- To provide free modest refreshments for all members at monthly meetings (i.e., tea, coffee, a glass of wine, biscuits, a slice of cake). These are incidental to the meeting.
- To pay for promotional material including printing of the WI programme.
- To pay for a modest lunch or supper at a business meeting e.g., Annual Meeting, Resolutions Meeting, as long as the meeting is limited to Members only.
- To pay for donations (but not subscriptions) to HCFWI, NFWI, ACWW, and to any other charity where the objects are in line with the objects of the WI.
- To pay for condolence, get well and special anniversary cards for Members.
- The WI funds must not be used to purchase NFWI raffle tickets since gambling does not come within the objects. Only individuals may gamble.
- WI parties and social outings must be processed through the WI's accounts. However, money must be collected from members **before** booking and paying deposits for travel, food etc. Deposits cannot be borrowed from WI funds as social events are not a justifiable use of charitable funds.
- A WI only needs to hold savings to cover their expenses for a year. Unless the meeting place is the property of the WI there is very little need for savings. Under Charity rules the WI should not retain excessive money.

USING WI FUNDS

Clarification: WI funds belong to the Charity and not to the members.

WI funds must be used in accordance with the Constitution/Charitable Objects and as agreed by the WI Committee and Members.

WI Trips:

- WIs can arrange **educational** trips for their members and can fully or partly fund these using WI funds. Ultimately the Committee decides how much funding to give to WI trips. However, in line with sections 9 and 42 of the Constitution, they should also consult members.
- When deciding how much funding to give, the Committee must consider whether they have sufficient funds to cover the regular programmes as well as any subsidies for trips.
- According to section 31 of the Constitution and Rules for WIs: *‘a minimum of 11 meetings open to all WI members should be held each year ...’* As the members have paid their subscription fee for the year, they are entitled to attend these meetings. However, they can be charged for additional benefits from the meeting, such as entertainment or food.
- The Committee can decide to use WI funds to pay for or subsidise any activities. In this case, every member should have the opportunity to attend.
- The subsidy or payment should be reasonable. What is ‘reasonable’ will depend on each WI’s circumstances.

Speakers

- WI Funds can be used to pay for speakers at the monthly meeting. The amount and method of payment should be agreed prior to the event taking place. Ideally, the WI should pay speakers via an invoice as this ensures there is a paper trail. If a speaker has come from an organisation to speak, the payment should ideally be made to the organisation and not the individual.
- WI trustees from one WI can charge to speak to another WI as long as there is no conflict of interest. For more information on conflict of interest please see the [Charity Commission Conflict of Interest: A Guide for Trustees \(CC29\)](#).

Bursaries

- WIs can decide to award a bursary if there are sufficient funds available. The conditions of the bursary should be drawn up and agreed in advance. This could cover all or part of the costs of attending the course.
- When drawing up the terms of the bursary, you should consider the following:
 - ❖ how much is to be offered and how often;
 - ❖ when the bursary will be drawn;
 - ❖ how soon the winner has to apply or take up the bursary;
 - ❖ if you want the winner to do something in return for being awarded the bursary.

Tip: It can be helpful to save for a larger bursary every few years to make sure the member gets the most from it. Offering a small bursary each year may not cover all the costs.

WI Funds could also be used for the following:

- to pay for Hampshire News for **all** members;
- to provide free modest refreshments for all members at their monthly meetings (i.e. tea, coffee and biscuits);
- to provide additional copies of their Programme cards to give away (good promotion);
- pay for such help as putting out chairs, clearing away chairs at the monthly meeting;
- a **modest** lunch or supper (Ploughman's or soup and a dessert) can be provided at an **occasional** meeting (e.g. Resolutions, Annual, etc.) **provided it is incidental to the meeting** (i.e. it would not be advertised in the Programme, etc. and the point of the meeting is business). If Gift Aid is claimed **everyone** attending should be treated equally, i.e. no charge for visitors.
- Donations to:
 - ❖ Federation;
 - ❖ NFWI;
 - ❖ ACWW;
 - ❖ improving or supporting the local Village Hall for the benefit of the community.

Presentations to retiring Officers/expressions of gratitude

- WIs can give small gifts to outgoing Officers or those who have done something exceptional for their WI. The Charity Commission's guidance puts the limit up to £35 per gift. Please note that money/gift vouchers **cannot** be given in lieu of gifts.

WI funds cannot be used for expensive presentations.

Outings and Parties

- Outings and restaurant bookings (which do not replace the monthly meeting) must be paid for in advance by the members who go - **deposits cannot be "borrowed" from WI funds** as the events are social and not covered within our Constitution. Income for these must always cover or exceed expenditure.
- WI parties and outings **should** go through WI accounts. However, the money must be collected from members **before booking and paying deposits** for halls, coaches, etc. Provided the money has been collected they do not present a problem. The public should never be asked to pay for an outing for WI members through any fund-raising activities.
- If an educational visit is arranged on a normal monthly meeting day, any associated expenses, e.g. travel, **must** be paid out of WI funds and entered on the spreadsheet/account book as an expense of the meeting. (This does not apply to meals/food purchased on an educational visit.)

FUNDRAISING GUIDELINES

In 2022 NFWI undertook a formal review of their fundraising policy and removed some of the unnecessary rules for WIs. This new policy now gives WIs (and Federations) more flexibility to raise money for the charities that are important to them. ***“We know this an area of WI activity which is important to our members and where they would like to see a relaxation of the organisation’s long-standing fundraising approach. This was particularly apparent with the Ukrainian crisis, which demonstrated that there are many WIs and Federations who are keen to have more freedom to support international fundraising.***

The revised policy opens opportunities for members to make their own decisions about the charities they support, in line with the organisation’s charitable objects, including support for national and international charities. We hope this change will be welcomed by our WIs and help us enhance the good we can do across the organisation, supporting national and international causes that fit with our charitable objects and where there is greatest need.”

WIs and charitable status

Each WI is a charity, governed by the WI Constitution. Under these guidelines a WI’s assets, including any funds it holds, can only be used to further the **charitable objects** set out in the Constitution, which are:

To advance the education of women and girls for the public benefit

To advance public health

To promote sustainable development

To advance public citizenship by promoting civic responsibility and volunteering

What kind of causes can WIs support?

Every WI, Federation and the NFWI can support any project or cause that **falls within the WI objects**.

There are many types of **projects, causes and appeals** that fall within the WI objects, for example:

Raising funds for bursaries or scholarships for women

Raising funds for an events day where women are given personal development activities

Providing facilities or equipment at a community resource, such as a local hospital, school or play area

Raising funds for another charity whose activities reflect a WI mandate and campaigning priority

Raising funds for efforts to tackle global health issues

These examples are all ways of **advancing education** or **improving the conditions** of both **rural** and **urban life**. WIs may **fundraise** for these projects or carry out **activities to support them**.

Public benefit

As well as falling within the objects of the *WI Constitution*, any cause a WI supports must also **benefit as many people as possible**. WIs should **NOT** support projects or causes that only help an individual or exclude anyone.

What kinds of causes can WIs NOT support

There are several causes and projects WIs **cannot** support because they do not further their charitable objects, and supporting them would **breach charity law**. Examples include:

A project to create better facilities for animals or prevent cruelty to animals

Raising funds to help an individual rebuild her house which has been damaged

Raising funds to help an individual pay for hospital treatment

Acting as an individual

If WI members wish to support a cause that does not fall within the objects, there is nothing to stop them from doing so **as individuals**. In this case members are **not allowed** to use the **WI name** or any **NFWI trademarks**, and there should be **no costs to WI funds**.

What information should a WI make public if they are raising funds for a cause or project?

Under legislation any charity with a gross income* of £5,000 or more in the previous financial year must state that it is a registered charity on all notices, adverts and documents asking for donations to the charity. It is also best practice for charities to include their registered charity number on these documents.

**gross income includes subscriptions, interest from investments and proceeds from fundraising activities.*

Using the internet for fundraising

WIs can use online crowdfunding platforms, such as GoFundMe, as fundraising tools. As with any fundraising endeavour, the WI needs to ensure that what they are raising funds for falls within the WI charitable objects. The WI must make clear they are fundraising on behalf of their WI specifically, rather than under the name of the Federation or the NFWI.

Fundraising for Virtual WIs

Virtual WIs are welcome to use online events for fundraising, as well as online platforms like the above. Many of the events listed above could be held online, such as quizzes, scavenger hunts, online art classes, cook-a-longs, craft-a-longs or Speaker events.

Public events may not be held to fund WI outings and parties. WI fundraising events can be great fun and many a WI friendship has started at such an event!

RAFFLES

Raffles are a way of fundraising. Under section 175 of the Licensing Act 2003 which has been amended by the Gambling Act 2005. Raffle prizes of alcohol are exempt from needing a licence if all the following apply:

- the raffle must be held as part of an event or 'exempt entertainments', such as fêtes and bazaars;
- the total value of the prizes can be no more than £250;
- all proceeds of the entertainment and raffle (after deduction of expenses) are not used for private gain;
- the alcohol is in sealed containers;
- no cash prizes may be given;
- tickets are only sold during the entertainment at the premises where it takes place and the raffle is drawn during the event;
- participating in the raffle or in gaming is not the main inducement to attend the entertainment.
- A WI should apply for a small lottery licence from their local council if they wish to hold a lottery that does not meet these terms.

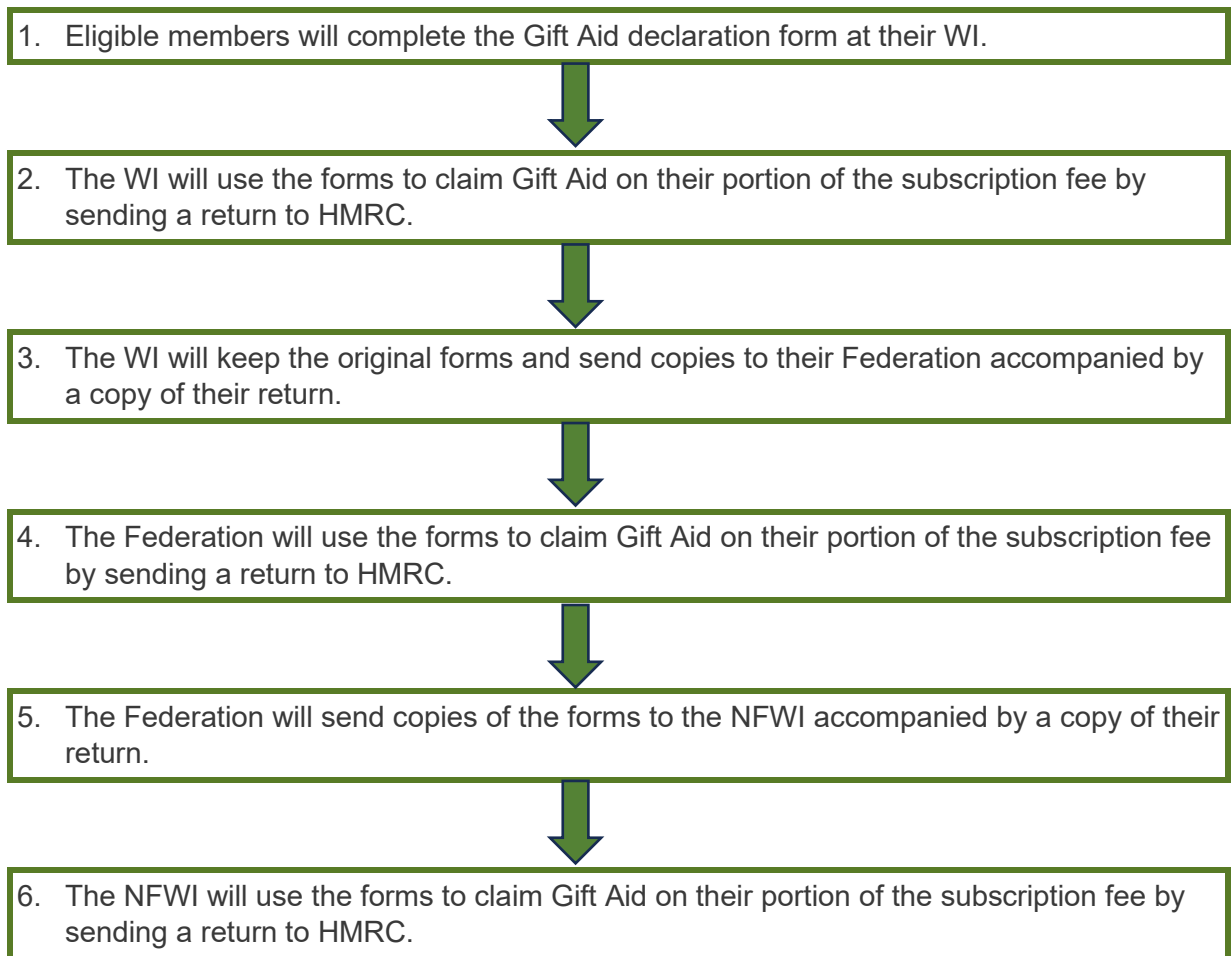
N.B: There is a difference between a raffle and a prize draw which requires a licence, printed tickets including the name and address of promotor and significant prizes. These tickets can be sold over a longer period.

GIFT AID

A WI can raise extra funds by claiming Gift Aid on **their** portion of the subscription fee (and this can be reclaimed for up to four previous years) - this equals 25p for every £1 of subscription. To do this: A Gift Aid Declaration Form must be completed and signed by eligible members for the scheme.

- If your WI is adjusting its portion of the subscription fee in line with the flexibility policy, you can still claim Gift Aid using the 'Adjustable Gift Aid Form'.
- If claiming for more than one year, use one form per year (copy a blank form).
- **You must keep a record of declarations for 6 years after the most recent donation you claimed Gift Aid.**

Gift Aid Process



If the WI Treasurer does not want to do this perhaps another member would like to take this on, however, the Treasurer must sign the forms.

Please ask your MCS rep to record your WIs Gift Aid/HMRC registration number on your WI record on MCS.

To ensure the Gift Aid rules are not violated we advise that Visitors should be able to attend their first meeting free of any charge for attendance. For any subsequent meetings (the number is usually limited by the WI anyway) they should be asked to make a reasonable donation. These sums should be entered in the Account Book as 'donations'. Visitors may be asked to pay for refreshments in the same way as WI members.

For further information on Gift Aid, go to: *My WI/Running your WI/WI Finances/Gift Aid*.

AT THE END OF THE FINANCIAL YEAR

1. Complete Petty Cash entries and make the Petty Cash up to the agreed amount **before** closing the books.
2. Close the accounts **no later than 6 weeks before the Annual Meeting** to give yourself and the independent examiner time to complete the accounts.

3. The Financial Statement should be filled in by the Treasurer, if the accounts are not on the spreadsheet, and it should balance. If it doesn't, ask for help. It should not be submitted to the examiner until it does balance. **Remember:** interest is income and should be shown on your financial statement either under *Miscellaneous* or *Any Other Income*.
4. The examiner needs all bank statements, receipts and account books which have been in use during the year.
5. ***Ensure the President sees the original bank statement and accounts before she signs both copies of the Financial Statement.*** Copies should be available for committee members to see at the committee meeting prior to the Annual Meeting, and all WI members at the Annual Meeting.
6. After approval by the WI one **signed copy** of the **Official Financial Statement** must be sent to WI House.
7. Start new spreadsheet for new financial year (Account Book or online).
Refer to WI Treasurer's End-of-Year Checklist - page 41.

INDEPENDENT FINANCIAL EXAMINER (IFE)

An IFE is someone, usually but not always a WI member, who has been trained and appointed by the Federation to audit accounts at the end of a financial year and to offer a friendly and approachable service to treasurers. An IFE is allocated to a WI following a written request to the Federation Office, not directly to an IFE. She must not be a member of the WI whose accounts are being checked nor related to any member of that WI and is entitled to receive a small sum, currently £30, as a thank you from the WI. Using the IFE Scheme ensures that not only are the account figures correct but that the WI is working within the scope of the WI Constitution as well as the Charity Commission. Members' approval for the appointment of an IFE for the year ahead must be obtained at the WI's Annual Meeting. At the end of the financial year, an IFE will require to see all the Treasurer's paperwork together with the Treasurer's completed Annual Financial Statement. In the event of a query, an IFE is entitled to ask to see the Minute Book relating to decisions made by the WI.

END OF YEAR and FINANCIAL STATEMENT

- Under the WI constitution all WIs must have their financial records examined annually by an Independent Financial Examiner for correctness and compliance. If the WI has an income of more than £25,000 other arrangements may need to be made. This is an examination not an audit. An audit can only be performed by a registered auditor, but a wide range of people with relevant experience can undertake examinations.
- If you would like to use a HCFWI Independent Financial Examiner (IFE) please request one as early as possible in the year, using the form sent out in the spring mailing to treasurers by the Federation office. A form must be returned each year. These examiners are trained by an IFE trainer that have been trained by NFWI. The advantage of a HCFWI IFE is that they are familiar with the WI and have been trained specifically in the WI accounts and terminology. They are often treasurers of their WI so have a good working knowledge the records as well.
- You may ask someone, who has relevant experience, to undertake the examination for you but they must not be a committee member or relative or close friend of any member of the committee. You should give them a copy of the WI Constitution for reference.
- Any invoice which is paid after the books have been closed should be entered into the following year's accounts, even if the invoice was received before the end of the financial year. This is because charities the size of a WI prepare receipts and payments accounts. Inclusion of such an invoice means you are changing accounting policies and need to include all other accruals and prepayments.
- Carry out a reconciliation against the final bank statement and record on the statement any un-cleared cheques or payments to produce a corrected end of year balance. If used, balance the Petty Cash and get the President to confirm by signature that she agrees with the amount in hand. Complete the Accounts Book pages and make sure that everything agrees. Transfer the figures from the Account Book onto the Financial Statement. This is done automatically if you are using the electronic account book.
- Take the final bank statement to the President and ask her to check that the end of year amount agrees with the bank statement and sign the Financial Statement. This is all the President is signing on the financial statements.
- Make an appointment to get the paperwork to your IFE. If you are using a HCFWI IFE, you will have received a list of the paperwork required by the IFE, which will include:
 - (I) Accounts Book or signed spreadsheet prints. Please also provide an electronic copy of the spreadsheet.
 - (II) Financial Statement (signed by President and Treasurer).
 - (III) Previous year's signed Financial Statement.
 - (IV) Petty Cash records and vouchers.

- (V) All receipt books and documentation for all receipts.
 - (VI) Cheque stubs and copies of supporting paperwork for all payments made.
 - (VII) Bank statements (for all bank accounts) for the year and the last one from the previous year.
 - (VIII) Paying books.
 - (IX) Any other supporting paperwork or notebooks.
 - (X) If your WI claims Gift Aid, then all the paperwork associated with this should also be provided to the IFE. This includes a copy of the claim form submitted, your workings for the claim and the signed Gift Aid forms.
- When the IFE has checked everything and is happy with the Financial Statement, the statement will be signed and the paperwork will be returned to you with an invoice for the time spent and other costs, if applicable. The invoice should be paid promptly.
 - If anything is found to be incorrect during the examination then you may be given a qualified report stating what was not in accordance with law or expectations. A qualified report will be issued if:
 - (i) the Financial Statement does not balance (however, if the figures are amended before signature this may be avoided)
 - (ii) not all paperwork was presented or was incorrectly completed preventing full examination
 - (iii) blank cheques were signed
 - (iv) non-compliant donations to charities or other organisations
 - (v) Trustees (committee members) have benefitted from WI funds
 - The IFE must provide you with notes with the reasons behind any qualification. They may also provide you with hints as to ways to improve your records to make the role of Treasurer easier as well as to avoid future qualifications.

ANNUAL MEETING

The Annual Meeting is the main business meeting of the WI year and in Hampshire takes place in May. This is when the Annual Report and Financial Statements are presented to the members.

Preparation:

- Take the examined Financial Statement, signed by the Independent Financial Examiner, to the Committee for review and agreement. Make sufficient copies for each committee member. Timing might mean the Committee need to review unexamined figures.

- You must prepare a report, which will be read out to members at the Annual Meeting. The report should highlight the most important factors in summary form. There is no need to read out all the figures as the members will each have a copy to read themselves.

At the meeting:

- Every member should be given a copy of the Financial Statement, or it could be circulated in advance. After you have given your report, the members should be invited to ask questions. When all questions have been addressed the Treasurer should say 'I move the adoption of the Financial Statement'. The President should ask for a seconder and a show of hands from members to agree. The Treasurer should then ask the members to approve the appointment of an 'HCFWI' or other independent examiner for the coming year. Members should vote by a show of hands and the outcome must be Minuted.

After the meeting:

- You should update the Charity Commissions database if you are a registered charity.

N.B. A WI holds an Annual Meeting, not an AGM.

BUDGETS

- The Treasurer, working with her committee, should produce a budget of what the finances will look like at the end of the coming year. This is done using estimates of the receipts and payments for the coming year.
- If the WI is not charging the full subscription for the year, they must prepare a budget
- To prepare the budget take all the totals on the expenditure page of the accounts and increase them to the level of expenditure expected for the following year. Take the totals from the payments page and include in the budget the amounts you can be certain of with an estimate for those which are not guaranteed.
- Add up the estimates for expenditure and income to determine how much money the WI will need to fundraise during the year. It is acceptable for a deficit in one year to be covered by funds held by the WI arising from surpluses generated in previous years.
- The budget should be presented to the committee and discussed. Only the committee need to agree the budget. The members should be told the implications as soon as possible, at a meeting, particularly they need to be aware that they may have to help with fundraising etc. If the members are not willing to help raising funds, then the committee will have to review their costs and make reductions accordingly.
- A copy of the budget should be given to a member on request.

- Budgets should be reviewed and even revised at intervals during the year so that at the end of the year there are no surprise financial problems.

HANDOVER CHECKLIST

Items to be passed on from outgoing to incoming WI Treasurer:

- Treasurers Handbook
- Financial statements (annual).
- WI Account Book (if used)
OR computer printouts and back up (USB)
- Cheque book
- Paying-in book
- Budget forms
- Money bags
- Petty cash book (if used)
- Folder with bank statements
- Subscription receipt book
- General receipt books
- Up-to-date list of members names, addresses, telephone numbers, email addresses
- Correspondence folder containing:
 - a) Advice on payments from Federation and National
 - b) Note of charity registration number
 - c) Note of Gift Aid HMRC registration number - **ensure this is on your Wis MCS record**
 - d) Federation statements for events, tickets, etc.
- Spare programmes
- Spare membership booklets (if any)
- Blank Gift Aid forms
- Members completed Gift Aid forms (**must be retained permanently**)
- Gift Aid Schedule
- Copies of pages re Treasurers - refer to <https://mywi.thenfwi.org/running-your-wi/wi-finance/gift-aid>
- Folder or container for receipts handed in by other officers, or members who have purchased items on behalf of the WI (for the Independent Financial Officer)
- Charity Commission forms completed and returned (in conjunction with Secretary) or a printout of your online submission (if applicable).

FINANCE FOR NEW WIs

New WIs should be aware of the following:

1. The subscription year runs from April to March and not 12 months from the date members first paid their subscription.

2. At the formation meeting, the WI must record the resolution to open a bank account in the name of the WI, along with the decision about who will be the signatories. WIs will need to take a copy of the decision, a copy of the signed rules and any other information the bank requires to the bank before the account can be opened.

3. The WI will keep the whole of its subscription fees in the first year from the date of formation until the following April when the next year's subscriptions are due.

4. Once the Treasurer has been appointed and the bank account opened the subscriptions collected at the formation can be handed over to her for banking.

5. All cheques will need at least two signatures although there will be at least **four** Committee members authorised to sign the cheques, one of whom must be an Officer.

Possible issues for new WIs

Sometimes it can take a while for a bank account to be set up and operational. Therefore we strongly advise that subscriptions are collected and banked by HCFWI for security. These can be transferred over once the WI has opened a bank account.

Before forming any new WI, the Membership Sub-Committee should make clear arrangements with the Federation Treasurer about:

- how to keep cash and cheques safely until the WI's bank account is operational
- how the WI is to pay its running costs until the account is open (e.g. refreshments, venue hire, speakers etc.)
- the procedures to be used for receipts, payments and cash balances

SUSPENSION of a WI

- When a WI is suspended the process of what to do is detailed in the WI Handbook and WI Constitution Rules 79, 80 and 81. A WI Adviser must be requested to help as only a WI Adviser can suspend a WI.
- Any petty cash should be paid into the WI's bank account.
- Once all payments have been made and all money received in, the bank account must be closed. The final payment will be the transfer of the balance of funds to the HCFWI bank account. Your bank should be able to arrange a transfer for you direct to the HCFWI bank account and close the account in one action, to save you sending a cheque and waiting for it to clear. The final Financial Statement must be examined by an Independent Examiner and signed by officers as for other years. After all affairs have been sorted, the financial paperwork for the last seven years should be handed over to HCFWI.
- If you are a registered charity then the Charity Commission must be informed of the situation when they will request a copy of the signed Financial Statement and a signed copy of the Minutes detailing the decision to suspend the WI.
- The money will remain frozen by HCFWI until three years after suspension and will be returned if the WI reforms. After this time the WI will be deemed to have closed and the money will be transferred into a special Federation Fund, used to support new WIs; or into the Hardship Fund for WIs needing financial help; or it might be able to help any HCFWI WIs with advertising and promotion.

USEFUL TIPS

- It is a good idea to have a notebook or 'Day book' where every transaction which takes place at a meeting is recorded so you have a record to facilitate completion of the appropriate paperwork in a quiet environment. The exact system you use depends on the size of your WI and the number of cash transactions.
- A WI does not have a mandate to pay for unused tickets or subsidise events in such circumstances. It is essential to collect money from members before tickets are purchased or a deposit paid by the WI. At all times money in should exceed or equal payments made for the event.
- When organising an outing where there is a ticket price reduction for groups of a certain size it is advised that a deposit is requested from all those expressing an interest in going, even if the WI is subsidising the cost of entry. The deposit will represent a commitment to the event by the member who ordered a ticket.
- Unless notified some days in advance, any questions on the Financial Statement at the Annual Meeting should be addressed outside the meeting and answered after the meeting to give the Treasurer time to be clear on the answer.

- All reasonable security precautions should be taken when storing and transporting money.
- There is no longer a six-month period when cheques must be presented, cheques can be presented at any time unless they have an expiry date on them. However, 6 months is normally considered sufficient time and unpresented cheques can be written off after that time.
- Money collected from members towards next year's subscription should not be put into the WI account as the money belongs to the member until such time as she pays the subscription in full. See section on Savings Schemes. If a subscription is paid for the wrong amount by bank transfer the member should be contacted as soon as possible after it is discovered and the rest collected.

USEFUL INFORMATION

HCFWI	WI House 22-24 Station Hill Southampton Road Eastleigh SO50 9XB Tel: 02380 616712 Email: secretary@hampshirewi.org.uk Website: www.hampshirewi.org.uk
NFWI	104 New Kings Road London SW6 4LY Tel: 02073 719300 Email: hq@nfwf.org.uk Website: www.thewi.org.uk
Charity Commission (for mail)	PO Box 211 Bootle L20 7XY Tel: 03000 669197 Website: www.charity-commission.gov.uk
ACWW	The Foundry 17 Oval Road London SE11 5RR Tel: 02077 993875 Email: office@acww.org.uk Website: www.acww.org.uk
HMRC	Charities Saving and International 2 HM Revenue and Customs BX9 1BU Tel: 0300 123 1073 Website: www.hmrc.gov.uk/charities For Gift Aid: www.gov.uk/claim-gift-aid
My WI	www.mywi.thewi.org.uk You will need your 'MyWI' log in to access this

GUIDANCE ON WHAT TO PUT UNDER EACH COLUMN HEADING

This guide will help you in determining what should go in each of the columns in the Accounts Book (electronic/paper).

RECEIPTS

These will appear as credits on your bank statements.

A cheque number or BACS reference may be used as a receipt number.

Receipts at meetings	Income received at meetings that does not come under another heading, e.g. refreshments, raffle, any commission from Speakers, visitor charges if any.
Subscriptions (WI share)	The WI share of the subscription only. State in the description column whether full-rate, pro-rata or multi membership.
Subscriptions (Federation/NFWI share - as agent)	The share of the subscription that is collected for the Federation and the NFWI. Enter in the same row as the WI share. (<i>See note on Acting as Agent</i>).
Gift Aid	Enter when the funds are received from HMRC.
Federation bookings by individuals - as agent	Amounts received from individual members for bookings they have made on Federation events that the WI has collected on behalf of the Federation. (<i>See note on Acting as Agent</i>).
NFWI/Federation raffle - as agent	Amounts received from individuals for tickets for the NFWI or Federation raffle. (<i>See note on Acting as Agent</i>).
Publications	Receipts for Hampshire News, diaries, calendars and any other publications.
Activities & events	Any income for charitable activities and events the WI has organised.
WI fundraising	Income from any activity the WI has undertaken where the primary purpose was to raise funds.
Interest received	Bank interest that has been paid into the current account. <i>(If your WI receives interest paid directly into a savings account, DO NOT enter here. Enter in the Financial Statement at the year-end).</i>
Grants & donations	Grants received, e.g. lottery, legacies, other donations including from visitors.
Other income	Any income that does not come under the other categories.
<i>Transfer from savings/other account</i>	Funds transferred from the WI's savings account to the WI's main account (or from any other account the WI may hold).

PAYMENTS

These will appear as debits on your bank statements.

WI meetings	Payments for hall, Speakers, refreshments, raffle prizes, other running costs.
Committee Members' expenses	Reimbursement of travel, telephone, other expenses incurred by Committee Members. (Not meeting expenses incurred on behalf of WI - see above).

Subscriptions paid to Federation (Fed/NFWI share) - as agent	The share of the subscription that is collected for the Federation and the NFWI that has been paid to the Federation. (<i>See note on acting as agent</i>).
Pooling of fares/expenses paid to Federation	NFWI pooling of fares for Annual Meeting & other pooling charges set by the Federation.
Federation bookings by individuals - as agent	Amounts received from individual members for bookings on Federation events that have been paid over to the Federation. (<i>See note on acting as agent</i>).
Publications	Cost of supplying Hampshire News, diaries, calendars and any other publications.
Activities & events	Expenditure on charitable activities & events the WI has organised. Please note card charges associated with using a card machine in the course of specific WI Activities & Events should go here.
WI fundraising	Expenditure on any activity the WI has undertaken to raise funds. Please note card charges associated with using a card machine in the course of WI fundraising should go here.
Insurance	Normally arranged by Federation and paid to Federation'
Donations made	Donations made from WI funds.
Other payments	Any expenditure that does not come under the other categories. N.B. bank charges should go here.
<i>Petty Cash withdrawals</i>	Do not form part of total payments (until spent) but entered here to record movement in bank account. (<i>See Petty Cash guidelines.</i>)
<i>Transfer to savings/other account</i>	Funds transferred to the WI's savings account (or from any other account the WI may hold).

N.B. If you are still not sure, pick the heading most appropriate and make sure you use them consistently.

KEEPING OF RECORDS - TIMINGS

Use the following as a guideline:

Table 1

The following table lists the documents which should be recorded at the Hampshire Records Office:

Records to be archived at the Hampshire Records Office	How long to be kept?
Signed Constitution and Rule	Permanently
Committee Minute Books * (to include any Decisions and Byelaws)	Permanently
Meeting Record Books *	Permanently
Final WI Programmes	Permanently
Scrapbooks/Photo Albums	Permanently
Treasured Correspondence, e.g. invitation to Royal Garden Party	Permanently
Annual Reports produced by the Secretary	Permanently
Financial Statements	Permanently
Registration Certificates	Permanently
Legal documents about your property if it is owned by your WI	Permanently

***Loose-leaf copies of these records in appropriate storage are acceptable (they are not required to be in ring binders when you send to HRO - envelopes/paper folders are fine).**

Table 2

On-going record keeping	How long to be kept?
Leases (if applicable)	15 years
Financial Records (Annual Statements to be Archived)	7 years
Members completed Gift Aid Authorisation Form	7 years
Correspondence with HMRC	7 years
Significant correspondence with Federation or National on behalf of your WI	7 years
Insurance Policies (if applicable)	3 years
General Correspondence	Destroy every 6 months or at periods agreed by your WI
Correspondence with Hampshire Records Office (contains your reference number)	Kept for the duration of your WI

Gift Aid Declaration

Boost your subscription by 25p of Gift Aid for every £1 you pay

Your membership subscription is split between your WI, your local Federation and the NFWI. The NFWI writes to your WI each year stating the portion that goes to each party and you can also view this on the WI website. Each share of your subscription qualifies as a donation for Gift Aid which is reclaimed by the charity from the tax you pay for the current tax year.

Please complete this form and give it to your WI. A copy will be forwarded to your Federation and the NFWI. Your address is needed to identify you as a current UK taxpayer.

PLEASE COMPLETE IN BLOCK CAPITALS

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £ _____ and any donation I make in the future or have made in the past 4 years to:

Name of WI: _____ £ and

Federation name: _____ £ and

The National Federation of Women's Institutes (NFWI) £

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

My Details

Title _____ First name or initial(s) _____

Surname _____

Full home address _____

_____ Postcode _____

Signature _____ Date _____

Please notify the WI if you:

- want to cancel this declaration
- change your name or home address, or
- no longer pay sufficient tax on your income and/or capital gains.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Data Protection: Your personal information is collected to enable your WI, Federation and the NFWI to claim Gift Aid on their shares of the WI subscription. Your information will be shared with HMRC for this purpose; <https://www.gov.uk/donating-to-charity/gift-aid>. Your information will be held securely by the WI, Federation and the NFWI for six years in accordance with tax and data protection laws. If you have any queries on how your data is handled, please email the NFWI at dataprotection@nfw.org.uk

The full NFWI Privacy Policy can be found online - <https://www.thewi.org.uk/privacy-policy>.

WI TREASURER'S END-OF-YEAR CHECKLIST

	Completed	
	Yes	No
<p>Planning -</p> <p>Outstanding accounts paid (including committee expenses and transfer of sub portion to Federation) Date of Annual Meeting known (when Accounts presented to members) Obtain Bank Statement</p>		
<p>Accounting Records -</p> <p>Reconcile/check bank statements to Accounts and when correctly balanced ink in and rule page off if using the Account Book. Cross total and balance Accounts. Ask President to sign confirming balance of cash-in-hand</p>		
<p>Financial Statement -</p> <p>Confirm year end date If using Account Book: enter figures from Accounts Book on to Financial Statement under relevant headings and total to check for accuracy. (DO NOT include transfers of monies between accounts) Present to President and ask her to sign at foot</p>		
<p>Reporting -</p> <p>Arrange for accounts to go to independent examiner with ALL relevant paperwork* (see next page) Copy Financial Statement or type a summary and take photocopies for all members - it is their money and important they see results Present to committee members and then to members at Annual Meeting.</p>		
<p>Completion -</p> <p>Complete the Charity Commission database update form and finance information Complete and return Annual Report Form after new committee known, together with the Financial Statement File away, in a safe place, the Accounts Book and WI Copy of Financial Statement Pay Independent Examiner. Claim Gift Aid.</p>		
<p>New Year -</p> <p>Start new spreadsheet or new page in Accounts Book.</p>		