



NOTTINGHAMSHIRE FEDERATION OF WIs  
BOARD OF TRUSTEES  
**WI Independent Financial Examiners**

As you know our Constitution requires all WIs to have their books independently examined. The Charity Commission recommends that this is done by someone competent who has no connection with the Charity Trustees (Committee). They have approved the scheme run by the Notts Federation who have trained members to independently examine WI accounts with a turnover of less than £10,000.00. If your WI turnover exceeds £10,000.00 special arrangements may be made.

Independent examiners are spread around the Federation and if possible we try to appoint someone within a reasonable distance. The WI would be asked to take or send by recorded post, the books etc., to the examiner. If the examiner collect the books the WI would be asked to pay travel at Federation rate. A thank-you of £15 will be payable to the examiner. If asked to do additional work eg. make up the financial statement, then a further fee would also be payable. Application forms are sent early so that Treasurers may ask for members' approval at the earliest opportunity. When appointing an IFE you do not need to NAME the person, but appoint a Federation Independent Financial Examiner.

The Federation makes no charge for arranging this service.

Please note – **All requests MUST be made through the office on the form below so do not contact an IFE directly.** You will need to re-apply on an **ANNUAL** basis even if you already use this scheme.

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**NOTTINGHAMSHIRE FEDERATION OF WIs**  
**INDEPENDENT FINANCIAL EXAMINER APPLICATION FORM**

WI..... Treasurer.....

Address.....  
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Email..... Tel no.....

The above WI wishes to apply for a WI Independent Financial Examiner for the financial year ending:-

Day/Month/Year..... (please specify actual date)

Date of Annual Meeting.....

Signed..... Hon Treasurer

Please send this application to: Notts Fed WIS, Trent Bridge House, Beastmarket Hill, Newark, Notts NG24 1BN or [admin@nottswi.org.uk](mailto:admin@nottswi.org.uk)