A close up of a logo

Description automatically generated with low confidence

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**Writing an ANNUAL REPORT**

Keep your Annual Report succinct using the form below. Items that **MUST** be included are:

|  |  |  |
| --- | --- | --- |
| **Item** | **Content** | **In the Report**  **(ü)** |
| Membership | Number of full, dual and new members |  |
| Committee | Number of committee members and how many times they have met |  |
| Monthly Meetings | Review of the most significant or enjoyable meetings (not all of them!). What, if anything, you did for your 12th meeting. A WI must hold 11 meetings at no extra cost to members excluding refreshments/raffle. The 12th meeting could be e.g. a break or paid activity. |  |
| Events/Activities | A review of extra activities/events offered by your WI to your members. |  |
| Community | Has your WI has joined in or supported the local community and what donations were given or received. |  |
| Federation/National Activities | A review of any attended by your members. |  |
| Fundraising | Did you claim Gift Aid? Did you receive a grant from anywhere? Did you undertake any fundraising and if so, how was the money spent? |  |
| Promotion | How have you promoted your WI? What social media do you use? |  |
| Good/Chattels | Where are your archives kept? Do you have an Inventory of items your WI owns e.g. photo albums, a gavel, a tablecloth? Have you bought anything new? |  |
| Accounts | Total funds carried forward to the following year.  Notification of who examines your Accounts. |  |
| The Future | What are your plans? How will members money be spent next year? |  |

Please note: The above form can be overwritten

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