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Attached is the paperwork relating to your upcoming Financial Year End and Annual Meeting.

Items included in this pack:

* Guide to writing your Agenda (1)
* Guide to Writing an Annual Committee Report (2)
* WI Annual Report Form (3)
* Financial Statement (pass to your Treasurer as soon as possible) (4)
* Declaration Forms (5)
* Declaration Checklist (6)
* Application for Independent Financial Examiner (IFE) (7)

**COMPLETING THE ANNUAL MEETING PAPERWORK**

1. **Guide to Writing an Agenda for your Annual Meeting:**

The guide shows what items should appear on your Annual Meeting Agenda.

We recommend that a member of the WI Support Team assist at your Annual Meeting especially if you anticipate there is likely to be a problem eg recruiting officers, or if a Team members has not visited your WI for more than 5 years.

1. **Guide to Writing an Annual Committee Report:**

The guide lists all aspects of what must be included in the Report. This is generally written by the Secretary on behalf of the Trustees (committee) summarisingthe activities of the WI throughout the year and reflect how the WI has spent its money and fulfilled the objects of the WI. One side of A4 should be sufficient.

1. **WI Annual Report Form**

This must be completed and returned to the Federation Office immediately after your Annual Meeting. The information is required by the Office for administration purposes and must therefore be up-to-date. Please use the 365 email addresses issued by the office, so that we conform to GDPR. Your MCS rep must also update the details on the MCS immediately after your meeting.

1. **Financial Statement**

A completed Financial Statement is a legal requirement. Please ensure you are using the latest version. The Financial Statement indicates that members’ money is spent appropriately and in accordance with the Rules of the WI Constitution. It is advisable for a WI to carry forward two year’s running costs. If money is being saved for a special purpose the following year, this should be mentioned in the Annual Report. Members’ money should be used to further their education and experiences, not accumulated nor given to charities.

Your accounts mustbe examined by someone not associated with your WI. We strongly recommend that you use one of our own Independent Financial Examiners (known as IFEs), who have been trained by the NFWI. They not only check the accounting but also ensure that your WI is keeping within the objects of the WI. Please apply for an IFE on the form attached and return it to the Office after your Annual Meeting, so that it is on file ready for the following year.

1. **Committee Member’s Declaration Form**

Being a Trustee (committee member) of your WI is a responsible position. Your WI may not be registered as a Charity itself but it is part of the National Charity called the WI. It is excellent practice and to help safeguard members, the trustees are asked to declare that there is no reason why they should not be on the Committee. All trustees of charitable institutions have to complete these forms. Please ensure that all trustees have read the **Trustee Eligibility & Responsibility form** (it may be useful for them to keep a copy) before signing the Declaration Form. After each Annual Meeting, a Trustee should either complete a new Declaration Form or as a minimum, ensure all the details are checked. These forms should be kept by your WI in a safe place for 4 years after a Trustee has stepped down from the Committee as per GDPR.

1. **Declaration Checklist**

This should be completed by the Secretary once the Declaration Forms have been signed.

1. **Application for an Independent Financial Examiner**

Please complete and return to the office by post or email to [assistsec@nottswi.org.uk](mailto:assistsec@nottswi.org.uk)

**Programmes**

Please send 2 copies of your programme. These reflect a WIs commitment to the objectives of the WI. We do share programmes with other WIs when we hold Programme Planning sessions. If you do not want us to use your printed programme in this way please draw a line through the front of it.

**Federation**

Your Annual Returns are retained in the Office for three years then destroyed. We do not pass the information to any third parties.