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| A picture containing text, clipart  Description automatically generated  Trent Bridge House, Beastmarket Hill, Newark, Notts, NG24 1BN  Tel: 01636 673550 E: admin@nottswi.org.uk | Logo  Description automatically generated |

**APPLICATION FOR AN INDEPENDENT FINANCIAL EXAMINER**

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 (WI 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. If your WI turnover exceeds £10,000 please contact the office for further information.

Independent examiners (IFEs) are spread around the Federation and where possible we appoint someone within a reasonable distance but if this is not possible your WI would be asked to take or send by recorded post, the books etc to the IFE. If the IFE were to collect the books your WI would be need to pay her travel at Federation rate. A charge of £15 is payable to the IFE for examining your books but if the IFE has to undertake any additional work a further sum may be payable.

All IFE requests must be made through the office on the form below; please do not contact an IFE directly. You should to apply for an IFE on an annual basis.

**APPLICATION FOR AN INDEPENDENT FINANCIAL EXAMINER**

(to be completed and submitted by the Treasurer)

WI………………………………………………….. Treasurer……………………………………….

Email Tel …………………………………………

Where possible, we will use email to inform you who has been appointed as your IFE. Please insert Treasurer’s address only if email is not being used:

…………………………………………………………………………………………………………..

Charity No: …………………

Financial Year End: …………………………………… (please specify actual date)

Annual Meeting date …………………………………...

Please submit this application to [assistsec@nottswi.org.uk](mailto:assistsec@nottswi.org.uk) or post to the address above.

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| ***For office use:*** |  |  |
| IFE allocated: | Email  Post | Date: |
| Treasurer notified | Email  Post | Date: |