**A GUIDE TO WRITING A WI ANNUAL REPORT**

Keep your Annual Report succinct and to the point – no more than one side of A4

Items that MUST be included:

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| Paragraph | Content | Included |
| Membership | Number of: full members,  dual members and  new members |  |
| Committee | Number of committee members  Number of times committee met |  |
| Monthly meetings | Review of the most significant or enjoyable monthly 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 their members, excluding refreshments and raffle. The 12th meeting can be a break, or a paid activity, or whatever] |  |
| WI activities and events | Review of extra activities and events offered by your WI to members |  |
| Community Activities and donations | Activities where your WI has joined in or supported the local community.  Donations either given or received |  |
| Federation /National activities | Review of any events or activities, attended by your members, put on by the Federation or National, including Denman |  |
| WI Fundraising | Did you claim Gift Aid?  Did you receive a grant from the council or elsewhere?  What fund raising did you do and how was the money spent? |  |
| Promoting your WI | What have you done to promote your WI?  What social media avenues do you use? |  |
| Goods and chattels | Where are your archives kept?  Have you taken an inventory of what your WI owns e.g. photo albums, a gavel, tablecloth etc.  Have you bought anything new? |  |
| Looking forward | Future plans.  How will the members’ money be spent next year? |  |