**COMPLETING THE ANNUAL MEETING PAPERWORK**

**WI ANNUAL REPORT FORM**

This MUST be completed and returned to Federation Office immediately after your Annual Meeting.

* This 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.

The office will be issuing up-dates during the year so if there is any change of officers, venue etc. please notify the office immediately after the change.

**FINANCIAL STATEMENT**

The completed Financial Statement is a legal requirement. Please make sure that 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. A WI should only carry forward one years running costs, unless money is being saved for a special purpose the following year. If this is so it 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 **must** be financially examined by someone not associated with your WI. We **strongly recommend** that you use one of our own Independent Financial Examiners [also known as IFEs], who have been trained by the NFWI. They not only check the accounting but can ensure that your WI is keeping within the objects of the WI. Please apply for an IFE on the appropriate form and return it to the Federation Office as soon as possible after your Annual Meeting, so that it is on file.

**A GUIDE TO WRITING A WI ANNUAL REPORT [Committee report]**

The guide lists all aspects of the written annual report which **must be** included in the report. This is generally written by the secretary on behalf of the Trustees [committee] **summarising** the activities of the WI throughout the year. It is a written account reflecting how the WI has spent its money and fulfilled the objects of the WI. One side of A4 should be sufficient.

**DECLARATION FORM**

Being a trustee of your WI is a responsible position. To safeguard members, trustees are asked to declare that there is no reason why they should not be on the committee. Ensure that all trustees have read the declaration notice. Photocopy the joint signatories page [15 spaces] for trustees to sign. **These forms stay with the WI**

**REQUEST FOR A WI SUPPORT TEAM MEMBER AT WI ANNUAL MEETING**

It is recommended that a member of the WI Support Team assist at WI Annual Meetings especially if there is a problem or one has not attended for more than 5 years

**PROGRAMMES**

These reflect a WIs commitment to the objectives of the WI. However, 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.

**THE FEDERATION**

Annual Returns are filed for three years, and then destroyed. We do not pass this information to any third parties