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**COMPLETING THE ANNUAL MEETING PAPERWORK**

**NEW ANNUAL INFORMATION UPDATE BOOKLET – AM3**

Enclosed is the newly revised WI Annual Report Form. This MUST be completed and returned to email: [helenainley@nottswi.org.uk](mailto:helenainley@nottswi.org.uk) or by post to: PO Box11460, Newark, Notts, NG24 9TY immediately after your Annual Meeting.

* The section asking for the names and contacts of the President, Secretary, Treasurer and MCS Rep are for the **COMING YEAR**. This information is required by the office for administration purposes and must therefore be up to date.

The online Yearbook will be updated throughout the year, so if there is any change of officers, venue etc. please notify the office immediately of the change.

**TRUSTEES ANNUAL REPORT TO MEMBERS (Committee 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. The proforma with AM3 should be used.

**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. Your Federation and National trustees have had to complete these forms as well.

* Photocopy a declaration form for every new trustee to complete, plus a spare copy.
* Photocopy the joint signatories’ page (15 spaces) for continuing trustees to sign. Repeat each year and destroy old copy.
* These forms STAY with the WI

**FINANCIAL STATEMENT**

The completed Financial Statement is a legal requirement. Please make sure that you are using the latest version which has a pro-rata subscription section and acting as an agent.

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 (AM1) and return it to email: [helenainley@nottswi.org.uk](mailto:helenainley@nottswi.org.uk) or by post to: PO Box11460, Newark, Notts, NG24 9TY immediately after your Annual Meeting.

Updated October 2025 AM1