

Cheshire Federation of Women's Institutes

Items required by the Auditor / Independent Examiner to carry out the examination of WI accounts at the end of the Financial Year

1. The current year's Financial Statement signed by the WI Treasurer and the President
2. Last year's Financial Statement
3. Bank Statements. These should include the final bank statement from last year
4. Bank Statements for deposit and savings accounts. This should include any building society pass books.
5. WI Accounts books. If you keep electronic accounts there should be hard copies of the annual accounts kept on file in the WI records and a back-up copy of the accounts available on a memory stick
6. Cheque Books
7. Invoices in chronological order, or proof of payment if no invoices are available
8. Paying in Book
9. Receipt book – general and subscriptions
10. Petty Cash Book
11. All receipts in chronological order
12. A copy of the WI programme for the year
13. Copy of the WI Budget or copies of the minutes of the WI meetings
14. Any other books, ie. Day book, note books etc

If you would like the Administrator of our county Independent Financial Examiner scheme to arrange an IFE for you please contact Paula. Email: paula.daniels@btinternet.com