

## Receipts

## Headings for Account Book Columns

## Payments

|                                  |  |   |  |
|----------------------------------|--|---|--|
| <b>1. Receipts at meetings</b>   | Raffle, refreshments, sales table, commission from speakers in respect of goods sold   | <b>1. Meeting Expenses</b>                          | a) Hall,<br>b) Speakers and other costs<br>general running costs such as postage, programmes, stationery, raffle prizes, refreshments<br>c) Committee/Trustee expenses<br>travel expenses & phone calls incurred by committee members.   |
| <b>2. Subscriptions</b>          | Use the *'new members Oct-Dec' column for members joining and paying subs at the following year's rate.<br>NB.this will not apply if your year end is 30 <sup>th</sup> Sept. | <b>2.Obligatory Payments to Federation and NFWI</b> | a) Federation membership fees include insurance paid through Federation and Federation pooling of expenses.<br>b) NFWI Membership fees & Pooling of fares NFWI run a pooling of fares scheme for the National AGM. This is an obligatory payment paid annually with membership fees. |
| <b>3. Publications</b>           | Newsletters, Diaries and calendars   | <b>3. Publications</b>                              | Newsletters, Diaries and Calendars   |
| <b>4. WI Activities</b>          | a) Federation money collected from members to attend any federation event<br>b)WI Money collected from members for any events or outings organised by WI, eg Darts night     | <b>4. WI Activities</b>                             | a) Federation Events and activities organised by Federation<br>b)WI Events, educational outings and activities organised by your WI.   |
| <b>5. WI Fund Raising Events</b> | Include:<br>Federation fund raising (bulbs, *100 club)<br>NFWI raffle<br>Any activities to raise funds for WI eg car boot sale or BBQ  | <b>5. WI Fund Raising</b>                           | NFWI raffle, bulb scheme, expenses relating to fund raising event.   |
| <b>6. Other items</b>            | Include any grants or lottery funding, Gift aid, ACWW donations or current account interest  | <b>6. Donations</b>                                 | ACWW, Denman College Bursary, donations to NFWI, Federation or Denman College  |
| <b>7. Total Receipts</b>         | Total each row   | <b>7. Other Items</b>                               | Independent Examiner fee, AGM delegate expenses, council meetings.   |
| <b>8. Total Paid into Bank</b>   | Total of cash and cheques paid into bank   | <b>8. Petty Cash</b>                                | This column is only for money taken from Bank for use as petty cash. Expenditure from petty cash is analysed in cash book.   |
|                                  |  | <b>9. Total Payments</b>                            | Total each row   |

\* Note 100 club and new member payments no longer appropriate

## Notes for Computerised accounts

|   |   |
|---|---|
| <p><b>At the year end, before you complete the financial statement:</b></p> | <p>Pay any outstanding bills.<br/>         Ensure you have collected all money due and paid in to the bank.<br/>         Reconcile the bank statement to the balance in the account book, as below:</p> <ul style="list-style-type: none"> <li>• Bank balance as per bank statement at year end</li> <li>• Plus amounts paid in but not cleared</li> <li>• Less cheques written but not cleared</li> <li>• Less any cheques still uncleared from last year</li> <li>• Total to agree with bank balance as per accounts (<i>from Receipts, cell U1</i>)</li> </ul> |
| <p><b>Entering details in the financial statement</b></p>                   | <p>The name of your WI is entered automatically from the details in the Receipts sheet.<br/>         Enter the name of your federation<br/>         Enter the date your financial year ended, e.g. 31 March 2015.</p>   |
| <p><b>Receipts and payments totals</b></p>                                  | <p>Receipts and payments totals are entered automatically from the Receipts and Payments sheets. You should double check the totals against the Receipts and Payments column totals<br/>         If helpful to your WI, you may provide a further breakdown of receipts and payment from activities and events, on page 3.</p>  |
| <p><b>Subscriptions receipts</b></p>  | <p>Enter the number of</p> <ul style="list-style-type: none"> <li>• full members and the rate</li> <li>• dual members and the rate</li> <li>• new members who paid a pro-rata amount ( you do not need to enter the rate here as there are 3 different rates).</li> </ul>   |
| <p><b>Deposit account interest</b></p>                                      | <p>enter the total interest earned in the year</p>  |
| <p><b>WI-owned hall receipts and payments</b></p>                           | <p>If your WI owns a hall that has a separate set of accounts, enter the total receipts and payments from the hall accounts.</p>  |
| <p><b>Restricted funds</b></p>  | <p>If your WI has any restricted funds you must show any receipts or payments relating to these funds. Enter the total receipts and payments and the balance at the year end where shown. You should also provide a breakdown on page 3.</p>  |
| <p><b>Independent Financial Examination</b></p>                             | <p>Provide the independent examiner with the completed financial statement and the supporting paperwork.</p>  |
| <p><b>Signing the Financial Statement</b></p>                               | <p>The Financial Statement should be signed by the President and Treasurer and the independent examiner once the independent examination has been completed. This is because matters may come up during the independent examination that you are able to correct before the Financial Statement is finalised. The accounts should be signed on behalf of all the WI Trustees (Committee Members) by two of the trustees, normally the President and Treasurer.</p>  |
| <p><b>Presenting the accounts to WI members at the Annual Meeting</b></p>   | <p>In accordance with the WI Constitution, the retiring Committee must present to the Annual Meeting a report of the work of the year together with the signed and independently examined financial statement. The signed accounts must be available to all WI members.</p>   |