

SOUTH YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES

November 2016

To WI Treasurers and Group Treasurers:

W I Independent Examiners

Our Constitution requires all WIs to have their books independently examined. The Charity Commission recommends that this is done by someone competent who has no connection with the Charity Trustees (Committee). They must also be familiar with the WI Constitution. NFWI have approved the scheme run by Federations who have trained members to independently examine WI accounts with a turnover of less than £10,000.

The Independent Examiners are spread around the Federation and if possible we try to appoint someone within a reasonable distance. The WI would be asked to take the books etc., to the Examiner. If the Examiner collects the books the WI would be asked to pay travel at Federation rates. Alternatively the Treasurer can send the papers to the Examiner recorded delivery. A charge of £25 (for up to 4 hours) will be payable to the Examiner. If your accounts take longer than this to audit an additional charge of £5 per hour will apply, **provided everything is presented in an orderly fashion, and all paperwork is enclosed (as stated in your allocation confirmation letter) and the accounts balance.** These charges vary for WIs with a Hall. Application Forms may also be downloaded from our website www.southyorksfedwi.org.uk on the 'Downloads' page.

The Federation makes no charge for arranging this service but would appreciate a stamped addressed envelope with your application. **Please apply at least 6 weeks prior to your Annual Meeting.**

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INDEPENDENT EXAMINER APPLICATION

Institute _____

Treasurer's name _____

Address _____

Post Code _____

Telephone number _____ Email address _____

The above WI wishes to apply for a WI Independent Examiner for the financial year 201 /1 .

My WIs End of Year is ----- and Annual Meeting is -----

Signed on behalf of the WI _____

Please send this application to the Federation Office at least 6 weeks prior to your Annual Meeting.