

OCEWI Annual Meeting Reports November 2024

President

These reports will be brief due to the change to the WI year. My last report was in February; you will have a fuller report in November 2025. I would like to thank all Committee members, without whose help and support during the year I would be a nervous wreck! We must thank Shelagh, who has served over four years as Secretary and is stepping down from the Committee so that she has more time for herself and for other commitments, which I hope will include chairing the Legacy Subcommittee. Most of us are standing for re-election, but of course we would welcome new members.

I would also like to record my thanks to those not on Committee who do so much to keep our WI and our meetings running smoothly, and to recognise those who generously give their time at Federation level to support all Norfolk WIs.

We are enjoying our links with Spixworth WI and hope Swallowtails WI will join us on our walks next year. All our groups continue, although 2024 has been very busy and one or two are perhaps failing to thrive: the Craft group has been given a donation towards materials and the Strollers have needed to cancel three walks. As all groups now report briefly each month, I hope we will share ideas and help each other.

The audio equipment has been purchased and installed for us and other Hall users – I hope you can hear me! We hope to get the Bursaries underway so we can share our photos and Zoom our meetings to those who can't join us.

I am very proud to have been your President for the last five years: our membership is formed of friends who enjoy fun and laughter, and who support each other in every way. I feel a change is needed so we don't get stale: I will be standing down next November 2025.

Lorna Brigden, President

Treasurer's Report (accompanying Provisional Financial Statement for year ending 30/09/24 - PTO)

Please note that the figures show only half the cost of the audio equipment - installation took place in early October, which is in the new WI accounting year. Veronika Bartram replaced Rosie Hare as Assistant Treasurer this year. I would like to record my thanks to Rosie for all her help and support in 2023 when we took over the books.

I am grateful that we are banking online and that more members are making payments this way. I look forward to the Legacy Subcommittee making recommendations for investing a significant amount of the money left by Mavis Smith-Jones, thus safeguarding the long-term financial future of OCEWI. In the meantime, it is very satisfying to have been able to fund events such as Get Comfortable Online, Tea on the Train, the garden party, the birthday meal, the Christmas Party and the forthcoming January meal from Mavis' legacy. As we move forward, we need to consider whether we continue to fund/subsidise events like this – I urge restraint.

As the accounts have not yet been audited, I will not be proposing that members accept them this evening. I propose that Peter Casson be accepted as our Independent Financial Examiner.

Sheila Elson, Treasurer

Committee

We have continued to work well as a team, meeting on Zoom and using WhatsApp between meetings. We help each other out, but sometimes feel a bit short-handed. Please do consider joining us if you can.

We have set up a new system to try to ensure that members receive cards if they are experiencing prolonged illness or difficulty - if you are aware of a member who should receive one, please mention it to Babs or another Committee member. Thank you.

We have tried to support blister pack recycling, which proved to be tricky once Superdrug stopped their collections. We will keep an eye on this on your behalf; we note that it is a possible WI Resolution next year.

We remain committed to Warm Welcome until at least the end of February 2025.

We are always appreciative of open communication - if you feel something isn't right, please be constructive and tell a member of the Committee. Thank you!

Shelagh Maple, Secretary

WI name
Charity number (if registered)
Federation

OLD CATTON EVENING
1016841
NORFOLK



Please review the 'Notes to Financial Statement' sheet before completing this Statement.

FINANCIAL STATEMENT

For the period from **01/10/2023** to **30/09/24**

Section A Receipts and Payments

A1 Receipts	Total £	Last year £	A2 Payments	Total £	Last year £
Receipts at meetings	£ 367.00	£ 514.04	Meeting expenses	£ 1,840.62	£ 3,045.93
Subscriptions (WI share)	£ 749.50	£ 707.80	Committee Members' expenses	£ 280.29	£ -
Gift Aid	£ -	£ -	Pooling of fares / expenses	£ 16.00	£ 16.00
Publications	£ 14.86	£ -	Publications	£ 45.00	£ 24.50
Activities & events	£ 290.20	£ 1,017.00	Activities & events	£ 3,725.55	£ -
WI fundraising	£ -	£ 4.64	WI fundraising	£ -	£ -
Interest received			Insurance	£ 28.00	£ 26.00
Paid into current account	£ -	£ -	Donations made	£ 3,094.22	£ 52.00
Paid into deposit account	£ 416.53	£ -	Other payments	£ 1,946.94	£ -
Grants and donations	£ -	£ 120.60	WI-owned hall - total payments		£ -
Other income	£ 44,848.88	£ 150.00			
WI-owned hall - total receipts		£ -			
Total Receipts	£ 46,686.97	£ 2,514.08	Total Payments	£ 10,976.62	£ 3,164.43

A3 Restricted funds included in total receipts			A4 Restricted funds included in total payments		
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Total Receipts less Total Payments (Surplus/Deficit for the year)	£ 35,710.35
A5 Total cash funds brought forward from last year (equals last year's total at B1)	£ 6,709.06
A6 Total cash funds carried forward at this year end	£ 42,419.41

A7 Total restricted funds at year end included in total cash funds above

The main purposes of the Women's Institute organisation are:
 (a) to advance the education of women and girls for the public benefit in all areas including (without limitation): (i) local, national and international issues of political and social importance; (ii) music, drama and other cultural subjects; and (iii) all branches of agriculture, crafts, home economics, science, health and social welfare;
 (b) to promote sustainable development for the public benefit by: (i) educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and (ii) promoting sustainable means of achieving economic growth and regeneration;
 (c) to advance health for the public benefit; and
 (d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

WI name

OLD CATTON EVENING

Section B

Statement of assets and liabilities at the year end

B1 Cash funds

	Total £	Last year £
B1.1 Final bank balance as per Account Book, including uncleared items	£ 803.81	£ 1,438.53
B1.2 Reconciliation of final bank balance from Account Book to bank statement		
Bank statement total at year end	£ -	
Plus amounts paid in to bank but not cleared	£ -	
Less cheques written but not cleared	£ -	
Less any cheques still uncleared from last year	£ -	
Total (should equal balance at B1.1)	£ -	
B1.3 Savings / deposit account balance	£ 41,548.90	£ 5,117.18
B1.4 Petty cash in hand	£ 66.70	£ 153.35
B1.5 Less any funds held as agent for federation/NFWI, i.e subscriptions received but not yet paid over enter as a negative amount	£ 0.00	£ -
B1.6 Total cash funds	£ 42,419.41	£ 6,709.06

B2 Investments (if any)

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B3 Other monetary assets (e.g. any money owed to the WI)

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B4 Other assets held by the WI

e.g. WI owned hall, other equipment

	Value (optional)*	Original cost (optional)*
2 x ASUS Computers (S. Maple & S. Elson)		
L. BRIGDEN		

* cost / value should only be completed if meaningful information is available



B5 Liabilities

Payments due immediately but not paid, or due at a future date, e.g. loans

	Date due (optional)*	Amount due (optional)*

* amount / date due should only be completed if meaningful information available

Signed on behalf of all the trustees (WI Committee members)

Signature	Name	Date of approval	
	Lorna Brigden	9/12/2024	President
	Sheila Elson	10/12/2024	Treasurer

Independent financial examiner's initials:



Guidance on completing the WI Financial Statement is available on the My WI website

INDEPENDENT FINANCIAL EXAMINER'S REPORT

To the Trustees of
Charity number (if registered)

OLD CATTON EVENING

1016841

WI

I report on the Receipts and Payments Accounts set out on the attached Financial Statement pages 1-3 for the above named WI for the year ended

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent Examiner's Statement

In connection with my examination no matter has come to my attention, (other than disclosed below*):

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

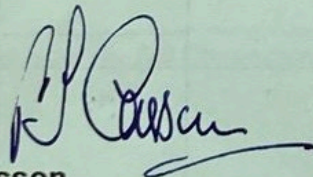
*Please delete the words in brackets if they do not apply.

Comments:

Although these accounts were not completed in accordance with recognised WI standards, there has been transparency of detail at all times. There is complete support from the Committee; improvements with record keeping have been implemented for the future.

With the records supplied I can, with confidence, vouch for the honesty of all and that there are no problems with the income and expenditure for the WI.

Signed:



Name: Peter Casson

Date:

08/12/2024

Address: The Old Forge, Market Place, New Buckenham, NR16 2AN