

Secretary's Report – 1st April 2024 to 31st March 2025

Good Morning

This report covers our financial and subscription year.

A record of all Monthly Meetings are in a blue book which is available to every member every month on the Notices Table.

At the Annual Meeting held in May 2024, the Officers of our WI were confirmed to remain as Fiona Haroutunian, President; Pauline Dee, Treasurer and myself as Secretary. The Committee, albeit still smaller than it should be, remains strong and committed. We were sad to say goodbye to two long standing members but very pleased to welcome a new member who was also new to our Group. It has become an increasingly important task for the Committee to encourage members to join.

Our new 'home' at All Saints Church Hall has proved to be very successful and everyone has enjoyed the Meetings we now hold there.

Our fund raising has gone from strength to strength. These have included a monthly raffle, the 'fun lottery' and second-hand book stall – with all the unsold books now being sold to World of Books with surprisingly good results – three Deli/Bake Sales in June, November and February - the card making sessions – Sales and Bric A Brac – Visitor fees – cup sales/donations – a Tombola and a very successful tea party in August hosted by our Treasurer. All have given us some excellent funds for the Group.

Our clubs continue to thrive. The Walking Group has proved very popular and have enjoyed some wonderful walks, with dogs in attendance! The card making sessions have also been very popular. The 'Ladies Who Lunch' group had five outings to different venues which were all well supported.

In July, Cathy Harrison organised a wonderful outing to Polesden Lacy - hugely enjoyed by all.

The Garden Party held at The Hove Club in August was yet another very successful event. Despite the weather being rather unkind this year, we were able to utilize rooms inside the Club and yet again, our members showed tremendous generosity in their participation and support for the stalls.

In September, Pat Edwards organised and took a number of members and friends on a splendid holiday to Bournemouth. This trip included several outings and even a last minute hotel change did not deter our intrepid organiser and all was for the best and a huge amount of fun was had by all.

We celebrated another wonderful Christmas Lunch at the Sussex Cricket Club with 58 members attending. This year we supported a local Food Bank with donations which was particularly appreciated. A good time was had by everyone including another excellent raffle and everyone had a small gift to take home.

Due to the change of venue for the Federation Annual Meeting held in March from Eastbourne to Bexhill on Sea, it was decided that there would not be any organised visit due to the high cost of the coach which was prohibitive. Two members attended representing us all on our behalf and one gave an excellent report at the April Meeting. It was hoped that the venue would return to Eastbourne next year. Hove WI did not provide any baskets this year.

Seven speakers came to entertain us speaking on a variety of different subjects.

The Membership stands at 72 members. Happily, due to a relaxation of the numbers we can have in the Hall, we will be in a position to offer membership to a number on our waiting list which is particularly satisfying.

Overall, a excellent year for our thriving WI.
Hilary Barker – Secretary HOVE WI

WI name
 Charity number (if registered)
 Federation

HOVE
1017761
EAST SUSSEX



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

FINANCIAL STATEMENT

For the period from **01.04.24** to **31.03.25**

Section A Receipts and Payments

A1 Receipts	Total £	Last year £	A2 Payments	Total £	Last year £
Receipts at meetings	-		Meeting expenses	1,387.58	
Subscriptions (WI share)	1,663.80		Committee Members' expenses	789.77	
Gift Aid	-		Pooling of fares / expenses	-	
Publications	-		Publications	-	
Activities & events	20,657.20		Activities & events	19,487.55	
WI fundraising	-		WI fundraising	-	
Interest received	-		Insurance	28.00	
Paid into current account	-				
Paid into deposit account	-				
Grants and donations	100.00		Donations made	-	
Other income	3,432.75		Other payments	5,265.14	
WI-owned hall - total receipts			WI-owned hall - total payments		
Total Receipts	25,853.75	-	Total Payments	26,958.04	-

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)

A5 Total cash funds brought forward from last year (equals last year's total at B1.6)	-	1,104.29
A6 Total cash funds carried forward at this year end		5,487.63
		4,383.34
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 **HOVE**

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	4,341.39	5,487.63
B1.2 Reconciliation of final bank balance from Account Book to bank statement		
Bank statement total at year end	43,889.44	
Plus amounts paid in to bank but not cleared		
Less cheques written but not cleared	47.55	
Less any cheques still uncleared from last year		

Total (should equal balance at B1.1)		434.39	£
B1.3	Savings / deposit account balance		
B1.4	Petty cash in hand		
B1.5	Less any funds held as agent for federation/NFWI, i.e. subscriptions received but not yet paid over <i>enter as a negative amount</i>	41.95	
B1.6	Total cash funds	4,383.34	5,487.63

B2 Investments (if any) [] []

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

B4 Other assets held by the WI e.g. WI owned hall, other equipment	Value (optional)*	Original cost (optional)*

* 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	
<i>[Signature]</i>	FLOWA HAROUTUNIAN		President
			Treasurer

Independent financial examiner's initials: [Signature]

WI name HOVE

Section C Notes to the financial statement

C1 Funds received and paid as agent
Complete this section with total amounts received and paid over to the federation in the year

	Any balance from previous year	Receipts this year	Payments this year	Any balance held at year end
	£	£	£	£
Federation / NFWI share of subscriptions		1,671.40	1,713.35	41.95
Federation event bookings by individual members		-	-	-
NFWI and / or federation raffle		-	-	-
Total	-	1,671.40	1,713.35	41.95

C2 Details of restricted funds
Complete this section if the WI had any restricted funds during the year

Name or description of restricted fund:	Receipts this year	Payments this year	Any balance held at year end
	£	£	£
Total	-	-	-

C3 Further details of WI activities / fundraising / other
Include additional details that would be helpful to WI members or other readers of the financial statement

Activities & events (description)	Receipts this year	Payments this year
	£	£

Total WI activities	-	-
WI fundraising (description)		
Total WI fundraising	-	-
Grants & donations		
Total grants & donations	-	-
Other income / expenditure		
Total other income / expenditure	-	-

Independent financial examiner's initials: SJK

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

INDEPENDENT FINANCIAL EXAMINER'S REPORT

To the Trustees of HOVE WI
 Charity number (if registered) 1017761

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:

Signed: *S. Hawkey*
Name: SANDRA HAWKLEY
Address: 58 VALLEY ROAD
NEWHAVEN
BN9 9XB

Date: 2 May 2025

IFE Sandra Hawkey

Name of WI Heve

Year-end. 31 March 2025

Charity No. 1017761

Date of Annual Meeting.....

Checklist for Independent Financial Examiner	
Letter of Engagement received from Federation IFE Administrator	✓
If income more than £5,000 is WI a registered charity?	✓
Confirm year end date consistent	✓
Confirm brought forward figures correct	✓
Is the Trustees Report (if seen) consistent with the Financial Statement?	✓
Accounting Records – Check:	
Bank statements to Accounts Book	✓
Cheque book stubs completed and agree to Account Book/Spreadsheet	✓
Paying in slips completed and agree to Account Book/Spreadsheet	✓
If receipts were paid into bank promptly	✓
All entries in Accounts Book with receipts book and invoices	✓
Bank reconciliation for all bank accounts held	✓
If social events paid for by members in advance (without using WI funds)	✓
Petty cash: check and confirm all entries with receipts/vouchers	N/A
President signed that she agrees petty cash balance	N/A
If applicable, that Restricted funds been spent in accordance with their terms	N/A
If applicable, Gift Aid claim form against members' forms	N/A
If WI owns any assets not stated on Financial Statement	N/A
Arithmetical accuracy of Financial Statement and Account Book	✓
Agree figures on Financial Statement to the Account Book	✓
If sufficient information provided to complete the examination	✓
Reporting:	
An Unqualified Report was issued	✓
A Qualified Report was issued due to Inappropriate use of funds (e.g. subsidising subscriptions/non-charitable events/donations to Charities who do not share objectives of WI movement.):	
A Qualified Report was issued due to Insufficient supporting documentation	
A Qualified Report was issued due to other reasons (please state)	
The following matters required discussion with the WI Treasurer	
The following matters required reporting to Federation Treasurer and/or WI Adviser?	

Signed Independent Financial Examiner S. Hawkey

Date 31 March 2025

To be completed for every Independent Examination carried out and a copy returned to Scheme Administrator.