



**Surrey Federation of WIs**  
6 Paris, Parklands, Railton Road,  
Guildford, Surrey, GU2 9JX.  
01483 233230 [info@surreyfedwi.org.uk](mailto:info@surreyfedwi.org.uk)  
[www.surreyfedwi.org.uk](http://www.surreyfedwi.org.uk)



## SURREY FEDERATION INDEPENDENT FINANCIAL EXAMINATION SCHEME

The WI constitution requires that all WIs must have their accounts independently examined. The Charity Commission requires that the examination be done by a competent person, who has no connection with the Trustees (Committee). Surrey Federation has an approved scheme, whereby we train people to independently examine WI accounts. For WIs with **receipts of more than £10,000** the number of examiners in Surrey able to do these is restricted, so please ensure this is flagged in your request.

The Independent Examiners are spread around the Federation, and we try to appoint someone who lives within a reasonable distance of your WI. The WI should, if possible, take the books etc. to the Examiner, but if this is not possible, they should be posted by recorded delivery. If the Examiner collects and/or returns the books in person, the WI would be asked to pay travel at Federation rates. If the books are posted the WI pays the postage charge. By prior arrangement with your examiner the books may be brought to and collected from the office at 6 Paris, Parklands, Railton Road, Guildford, GU2 9JX

**A fee of £20 will be payable to the examiner.** If a little additional work is involved e.g. making up the Financial Statement a further charge of £10 will be payable. If a lot of extra work needs doing or you own your own hall, charges are to be negotiated with the Examiner.

**Would all WIs who wish to use this service in 2022, please complete and return the application slip. Please email it to [info@surreyfedwi.org.uk](mailto:info@surreyfedwi.org.uk) or post to address at the top of this letter as soon as possible and by no later than **Friday 15 July 2022**.**

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### SFWI INDEPENDENT EXAMINER APPLICATION

WI Name:	Surrey No:		
Treasurer Name:	Telephone:		
Address, including postcode:	Email:		
Yearend date:	Date of Annual Meeting:		
Receipts over £10,000	Yes		No

The above WI wishes to apply for a SFWI Independent Examiner for the financial year 2021/2022

Signed by treasurer:	Date:
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*Please complete and return to SFWI 6 Paris, Parklands, Railton Road, Guildford GU2 9JX or via email to [info@surreyfedwi.org.uk](mailto:info@surreyfedwi.org.uk) by no later than **Friday 15 July 2022**.*