**SURREY FEDERATION INDEPENDENT FINANCIAL EXAMINATION SCHEME 2024-25**

**Would all WIs who wish to use this service in 2025, please complete and return the application slip. Please email it to** [**secretary@surreyfedwi.org.uk**](mailto:secretary@surreyfedwi.org.uk) **or post to address at the top of this letter as soon as possible but no later than Friday 6 June 2025.**

Please note you will hear end of August or Early September who your appointed IFE will be.

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 and the office 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 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.

**SFWI INDEPENDENT EXAMINER APPLICATION**

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| WI Name: | Surrey No: SUR |
| Name of Treasurer: | |
| Tel No. | |
| Mobile No.: | |
| Email: | |
| Year End date: | Date of Annual Meeting: |
| Receipts over £10,000 | Yes / No |
| If you have a preferred Surrey IFE you wish to use, please state here. (***we cannot guarantee you get them***) |  |
| If your WI stores all or some documents e.g. payments made electronically only and ***nothing*** printed, please advise this as not all examiners are happy viewing electronic and need paper. |  |
| Signed by treasurer (*on behalf of WI*) | Date: |