 **Derbyshire Federation of WIs**

Derbyshire House, Sherwin Street, DERBY DE22 1GP

Tel. 01332 342596 E-mail office@dfwi.co.uk

(Affiliated to the National Federation of Women’s Institutes)

**WI ANNUAL REPORT FORM 2024**

**TO BE SAVED UNTIL NEEDED**

*(WI Secretaries, please fill in this form as far as possible* ***before*** *your annual meeting in* ***BLOCK******CAPITALS*** *so that it can be completed, signed and sent off immediately afterwards)*

*…………………….……..***WI** Financial Year ending on……..……..2024 Annual Meeting Date.........................

Monthly meeting: Day………………………..Week in month………………………Time…………………..........

Month you DO NOT hold a meeting: …..…………………………………………………………………………….

Venue Address…………….……………………………………………................................................................

……………………………………………………………………………… Post Code.………………....................

**OFFICERS for the coming year** Please print name clearly in **BLOCK** capitals & inform Group Coordinator of any change

|  |  |  |  |
| --- | --- | --- | --- |
|  | First name in full | Surname | Address and telephone number |
| **PRESIDENT** |  |  | Post Code:  Tel.  email: |
| **SECRETARY** |  |  | Post Code:  Tel.  email: |
| **TREASURER**  Details do not appear in DFWI Directory |  |  | Post Code:  Tel.  email: |

**Has your WI contact email address** **changed?** **YES / NO**

**If YES please write new details clearly, including dots and underscores, and double check.**

**The contact does not have to be an Officer.**

**-------------------------------------------------------------------------------------------------------------------------------------------------------------------**

In order to update the information held by DFWI does your WI undertake catering for outside parties?

If so, please provide a contact name and phone/email information.

Name .................................................................................. Tel................................................... email............................................................

**Committee for the coming year**: **Membership:**

Please list names below

|  |  |
| --- | --- |
|  | Number of full members at end of Financial Year  Number of dual members at end of Financial Year |

|  |  |  |  |
| --- | --- | --- | --- |
|  | First name | Surname |  |
| MCSRep. |  |  | **email:** |

|  |
| --- |
| **Last visit by WI Adviser to your Annual Meeting:**  Adviser’s Name………………......................…………….................................................…….. Date…….........................……………… |

**Please advise DFWI office@dfwi.co.uk of any good speakers you have had, together with their contact details,**

**also, speakers you consider to be disappointing so that amendments can be made to the Speaker’s Handbook.**

**Has your WI discussed the Equality and Diversity Statement with members at the Annual Meeting?**  **YES / NO**

**Does your WI have a Privacy and Consent Form signed by all members? YES / NO**

This should be given out with the Membership Registration Form to new members.

**The committee have approved this report.**

**Signed ……………………..…….….........…… PRESIDENT ……….………………….....................……….….WI Date……..................………**

Please return this report to DFWI **within** **one month** of your annual meeting, retaining a copy for your records.

**Please also enclose your Committee Report, Financial Statement (which must be signed by the outgoing**

**President, Treasurer and Financial Examiner). Also, if available next year’s programme.**

If your WI owns its meeting place, a separate balance sheet for the Hall accounts should be included to comply

with Charity Commission rules.