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**To: ALL WI TREASURERS**

1. HFWI has a small team of WI trained Independent Examiners who can examine a WI’s accounts.

If your WI would like to make use of their services, you should ask your members to approve the appointment of a WI trained “Independent Examiner” at your next Annual Meeting and return the request slip below to WI House.

There is a fee of **£20** for this service plus any expenses (such as postage or travel) incurred by the Independent Examiner. After completion of audit an invoice will be sent from HFWI who will then forward payment to the respective IFE. Any IFE, who is a Trustee, does not receive payment, their fee will be retained by Herefordshire Federation of Women’s Institutes.

If you have difficulty in having your WI accounts independently examined, please contact WI House as soon as possible.

1. Please note that even if you have used the services of an Independent Examiner before, you must still apply each year if you require their services. Please return the application form below to Caroline Wright, Federation Secretary by **28th November 2023**, either by post or email: fedsec@herefordshirewi.org.uk

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To be returned to Federation Secretary by **28th November 2023**

**HFWI IFE REQUEST YEAR END JANUARY TO DECEMBER 2023**

…………………………………………………………………………………………………………… WI would like the services of a WI trained Independent Examiner for 2023 accounts.

Our Annual Meeting is held in the ……………………week of ………….……………….. (month)

**Treasurer:**

Email address: ……………………………………………………………………………………

Printed: ………………………………………………………………… Signed: ……………………………………..

**Secretary or President:**

Email address: …………………………………………………………………………………..

Printed: ………………………………………………………..……… Signed: ……………………………………..

Please note that email addresses will be used for WI or HFWI use only.