

WI TREASURER'S CALENDAR 2021

Payments that WI Treasurers are required to make on behalf of their WI linked to Federation and NFWI events.

This table allows you to plan ahead by setting out the payments that need to be made during the year and when they need to be completed. It shows who the cheques need to be payable to and by which date.

MONTH	TYPE OF PAYMENT	PAYMENT METHOD
January	Ask any members wishing to attend the NFWI Annual Meeting to send in their Application form and payment. Closing date 5 Jan.	By cheque payable to SYFWI or BACS transfer
January	Send in payments for members wishing to attend the Belvoir Castle visit. Closing date 26 Jan.	By cheque payable to SYFWI or BACS transfer
April	Collect Subscriptions for 2021=£44 WI=£21.60 Federation=£10.30 NFWI=£12.10 Dual members will pay £21.60 to their second WI (this can be kept by the WI do not send any dual members payment to the office)	By cheque payable to SYFWI or BACS transfer
April	Collect ACWW Pennies for Friendship - to be taken to the Federation Annual Meeting or sent in advance to the Federation office if your WI is not attending.	ACWW (WIPfF)
April	Send in Application for Delegates/Visitors to attend Federation Annual Meeting - closing date 13 April	By cheque payable to SYFWI or BACS transfer
April	Individual members - application to join 50/50 Club draw. Application form to be received by 9 April	By cheque payable to SYFWI or BACS transfer
May	Complete the collection of Subscriptions - when all members have paid, send SYFWI fees, NFWI fees and Insurance to SYFWI by 25 May	By cheque payable to SYFWI or BACS transfer
July	Treasurers will receive a notification letter from NFWI - Subscriptions 2022	
September	Additional Membership Fees to be paid for members who have joined between 1 July - 30 September	By cheque payable to SYFWI or BACS transfer

November	Order Federation News 'n' Views for 2022	By cheque payable to SYFWI or BACS transfer
December	Additional Membership Fees to be paid for members who have joined between 1 Oct - 31 December	By cheque payable to SYFWI or BACS transfer
March 2022	Additional Membership Fees to be paid for members who have joined between 1 Jan - 31 March	By cheque payable to SYFWI or BACS transfer

- Please remember to close your books at least 2 months prior to your Annual Meeting.
- Charity Number (where applicable) must be on the Annual Financial Statement.
- KEEP - two copies of the WI Annual Report and Financial Statement in case the Charity Commissioners ask for a copy (where applicable).
- Most of our forms are available to download from the SY Website www.southyorksfedwi.org.uk or by contacting the Federation office.

● Please note for **2021 only** – WIs **do not need to pay Pooling of Fares and Annual Meeting contributions** as they were paid last year and are to be carried forward.

PAYMENTS

- When sending in Application forms for events/workshops etc., please include a multi-payment slip using one cheque.
- ALL CHEQUES need **TWO signatures** with the name of the WI.
- **ALL cheques** to be made payable to 'SYFWI'

Except for **ACWW payments** – cheques to be made payable to 'ACWW WIPfF'.

- Payment by BACS transfer to:- Account No: 00014286 Sort Code: 40-52-40

Bank: CAF Bank **Account Name:** South Yorkshire Federation of Women's Institutes

- If paying online please ensure you indicate what event you are paying for and which WI you are from in the reference section of the bank transfer.