

## WI TREASURER'S CALENDAR 2017

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	CHEQUE
Payable		payable to
January	Collect Subscription for 2017 = £39 WI = £19; Federation = £8.80; NFWI = £11.20 Dual members will pay £19 to their second WI	SYFWI
	Annual Meeting - Applications to be received for Delegates and Observers by 10 January 2017	SYFWI
February	Send in Application for Visitors to attend Spring Meeting - closing date 13 February	SYFWI
	Collect ACWW Pennies for Friendship	ACWW (Pff)
	Collect for Denman Dip	
	(if your members would like to donate but are not attending the Spring Meeting) These monies to be taken to the Spring Meeting	
	Complete the collection of Subscriptions - when all members have paid send SYFWI fees, NFWI fees, Insurance and Pooling of Fares to SYFWI by 24 February	
March	Additional Membership Fees to be paid for members who have joined between 1 January - 31 March	SYFWI
April	Individual members - application to join 100 Club draw by 11 April	
May		
June	Additional Membership Fees to be paid for members who have joined between 1 April - 30 June	SYFWI
July		
August		
September	Additional Membership Fees to be paid for members who have joined between 1 July - 30 September	SYFWI
	Send in Application for Visitors to attend Autumn Meeting	SYFWI
October		
November	Order Federation News'N'Views	SYFWI
December	Additional Membership Fees to be paid for members who have joined between 1 October - 31 December	

Please remember to close your books one month prior to your Annual Meeting.

ALL CHEQUES need TWO signatures with the name of the WI

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)

When sending in Application forms for events/workshops etc., please include a multi-payment slip using **one cheque**. These are available to download from our Website [www.southyorksfedwi.org.uk](http://www.southyorksfedwi.org.uk) or by contacting the office.

EXCEPT FOR ACWW payments which need making payable to 'ACWW'.

