

WI TREASURER'S CALENDAR 2020

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 to
January	Collect Subscription for 2020 = £43 WI = £21.10; Federation = £10; NFWI = £11.90	SYFWI
	Dual members will pay £21.10 to their second WI (this can be kept by the WI do not send any dual members payment to the office)	
February	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)
	Collect for Denman Dip - to be taken to the Federation Annual Meeting	
	Send in Application for Delegates/Visitors to attend Federation Annual Meeting - closing date 18 February	SYFWI
	Complete the collection of Subscriptions - when all members have paid, send SYFWI fees, NFWI fees, Insurance, Pooling of Fares and AM Contribution to SYFWI by 25 February	SYFWI
March	Additional Membership Fees to be paid for members who have joined between 1 January - 31 March	SYFWI
April	Individual members - application to join 50/50 Club draw by 9 April	SYFWI
May		
June	Additional Membership Fees to be paid for members who have joined between 1 April - 30 June	SYFWI
July	Treasurers will receive a notification letter from NFWI - Subscriptions 2021	
August		
September	Additional Membership Fees to be paid for members who have joined between 1 July - 30 September	SYFWI
	Ind. Examiner Application Forms to be completed and returned to 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	SYFWI

Please remember to close your books at least 2 months 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**. Many of our forms are available to download from our Website [www.southyorksfedwi.org.uk/Downloads](http://www.southyorksfedwi.org.uk/Downloads) or by contacting the office.

ALL CHEQUES TO BE MADE PAYABLE TO 'SYFWI'

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

