

## WI TREASURER'S CALENDAR 2024

Payments that WI Treasurers are required to make on behalf of their WI for 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 paid by.

MONTH	TYPE OF PAYMENT	PAYMENT METHOD
January	Additional Membership Fees for members who have joined between 1 October – 31 December 2023. (Pay by 9 January 2024)	By cheque payable to SYFWI or BACS transfer
March	Additional Membership Fees to be paid for members who have joined between 1 January 2024 – 31 March 2024. (Pay by 9 April 2024)	By cheque payable to SYFWI or BACS transfer
April	Collect Subscriptions for 2024=£48 WI=£23.60 Federation=£11.30 NFWI=£13.10 Dual members will pay £23.60 to their second WI (this can be kept by the WI)	By cheque payable to SYFWI or BACS transfer
April	Send in Application for Delegates/Visitors to attend Federation Annual Meeting - closing date 2 April 2024.	By cheque payable to SYFWI or BACS transfer
April	Individual members - application to join 50/50 Club draw. Application form to be received by 16 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, Pooling of Fares and Insurance to SYFWI by 15 May. <b>(Do not send any dual members payments to the office.)</b>	By cheque payable to SYFWI or BACS transfer
June	Additional Membership Fees to be paid for members who have joined between 1 April – 30 June.	By cheque payable to SYFWI or BACS transfer
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
December	Additional Membership Fees to be paid for members who have joined between 1 October – 31 December.	By cheque payable to SYFWI or BACS transfer

March 2025	Additional Membership Fees to be paid for members who have joined between 1 January 2025 - 31 March 2025.	By cheque payable to SYFWI or BACS transfer
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- 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](http://www.southyorksfedwi.org.uk) or by contacting the Federation office.

### 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'
- 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.

Treasurer's may contact Ingrid House or Lesley Philipson at any time if you need help.

Ingrid – [philip.house2@btopenworld.com](mailto:philip.house2@btopenworld.com)      Tel: 01709 879328 / 07759 237017

Lesley Philipson, Federation Finance Secretary – [southyorksfedfinance@gmail.com](mailto:southyorksfedfinance@gmail.com) or

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