

WI TREASURER'S CALENDAR 2026

A handy table to let you know when and what payments are to be made throughout the year.

| MONTH | TYPE OF PAYMENT | PAYMENT METHOD |
|---------------|--|--|
| January | Additional Membership Fees for members who have joined between 1 October – 31 December 2025. (Pay by 6 January 2026) | By cheque payable to SYFWI or BACS transfer |
| January | Send in Application Form to attend Brass Band Concert – closing date 27 January 2026 | By cheque payable to SYFWI, BACS transfer or Ticketlab |
| January/March | Send in Application for Delegate/Visitors to attend Federation Annual Meeting - closing date Early bird 31 January 2026 Other applications 24 March 2026. | By cheque payable to SYFWI, BACS transfer or Ticketlab |
| March | Send in Application Form to enter a Team for the Jigsaw Challenge – closing date 10 March 2026 | By cheque payable to SYFWI, BACS transfer or Ticketlab |
| March | Additional Membership Fees to be paid for members who have joined between 1 January 2026 – 31 March 2026. (Pay by 7 April 2026) | By cheque payable to SYFWI or BACS transfer |
| March | If it is your WI's turn to provide a Delegate for the NFWI Annual Meeting in June, closing date is 3 March. | By cheque payable to SYFWI or BACS transfer |
| **April | Collect Subscriptions for 2026=£54 WI=£27.10 Federation=£12.55 NFWI=£14.35 Multi members (previously named Dual members) will pay £27.10 to their second WI (this can be kept by the WI) | By cheque payable to SYFWI or BACS transfer |
| April | Individual members - application to join 50/50 Club draw. Application form to be received by 28 April. | By cheque payable to SYFWI or BACS transfer |
| May | Send in Application Form to attend NFWI Annual Meeting Watch Party – closing date 19 May. | By cheque payable to SYFWI, BACS transfer or Ticketlab |
| May | Complete the collection of Subscriptions - when all members have paid, send SYFWI fees, NFWI fees and Insurance to SYFWI by 12 May. (Do not send any multi members payments to the office.) | 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 |

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| 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 2027 | Additional Membership Fees to be paid for members who have joined between 1 January 2027 - 31 March 2027. | 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.

PAYMENTS

- When posting Application Forms for events/workshops etc., please include a multi-payment slip using one cheque. Multi-payment slips can be found on our website.
- 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 Pauline Hallam (Federation Treasurer) or Lesley Philipson (Finance Secretary) at any time if you need help.

Pauline – paulinehallam@hotmail.co.uk

Lesley – southyorksfedfinance@gmail.com or Tel: 01302 579027