**Instructions for Paying Subscriptions**

**Annual Subscription Payment (using 2023 Subscription Payment Form)**

The annual payment to be made by WI’s to SFWI by the 30th April 2023 comprises:

1. **Subscriptions**

The WI receives a subscription from a full member that comprises as part for their use and part of both Surrey Federation of WIs and National Federation of WIs.

WIs should pay over a proportion of the subscriptions they receive for NFWI and SFWI using the form provided. A paper copy has been sent to all Treasurers. Excel and PDF versions are available to download from the treasurers’ section of our website. <https://surreyfedwi.org.uk/resources/document-library-2/>

The form asks for the number of members paying a full subscription in the forthcoming year, plus any members whose subscriptions have not yet been paid over in the last quarter of the previous membership year. There is also an opportunity to pay over any other subscriptions owing, for example if any errors have been found by IFEs. If you are using excel, the spreadsheet calculates the amount due based on membership numbers. If you are not using excel then please handwrite the form.

Please ensure you put your WI name and SUR number on the form.

*Please note that dual members should not be included in these numbers as the dual membership fee is fully retained by the WI.*

Periodically we will compare the membership numbers paid by each WI to the membership records held on MCS, so we suggest that Treasurers liaise with MCS reps on a regular basis (we suggest quarterly) to check that membership numbers agree.

1. **Additional Costs**

In addition to subscriptions, the following costs which need to be paid annually by every WI:

* **Public liability insurance** – this provides Public Liability Cover for WI meetings, outings and events
* **A yearbook** (the second copy was sent free)
* **Postage for 5 copies of SWIN** this will be deducted from the invoice each WI receives in July for SWIN from 1st July 2023 to 30th June 2024. WI’s should not try to get ahead and make their full SWIN payment at this time, but should wait to receive the invoice
* **Pooling of fares re NFWI AGM 2023** – a fee set by NFWI and the same amount is payable by all WIs.
* **WIs share of delegates accommodation at NFWI AGM** – to be paid by all WIs who have to provide accommodation for delegates to the meeting. The same charge applies to all Surrey WIs
* Your WI is part of a linked group of 8 WIS that one delegate represents so even if your WI has not sent the delegate attending you are represented so the pooling of fares and accommodation need to be paid .

The total of subscriptions and additional costs should be paid to us by 30th April 2023 (preferably by bank transfer). Please do not forget to email or send us a copy of your form (and retain one for yourself) so we can work out the split of your payment. We will accept an email containing a photo of the form if this is easier. We need to forward payment to NFWI in May so we need you to make payment this early. Please pay what you can based on what you have received in and catch up on any late paid subs in the next payment on the additional subs forms .

2022 formed WIs – you might not have to pay all the costs – if you are unsure, please contact the federation office.

**Additional Subscription Payments (using 2023-24 Additional Subscription Payments Form)**

After the main subscription payment has been made in April, any further subscriptions should be sent in at the end of each quarter using the Additional Subscription payment form. This includes members who have paid a full membership late and members who are new to the WI movement (i.e. not been a member of a WI in the last year ) and have paid pro rata.

Please send one form each quarter to include all joiners in that quarter, even if it’s just one additional member. Nil returns are not necessary.