



Surrey Federation of WIs
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Instructions for Paying 2024 Subscriptions

Annual Subscription Payment (using 2024 Subscription Payment Form)

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

1. Subscriptions

The WI receives a subscription from a full member that comprises a 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 for the forthcoming year, plus any members whose subscriptions have not yet been paid over for 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 their MCS rep on a regular basis (we suggest quarterly) to check that membership numbers agree.

2. Additional Costs

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

In the past you have paid a fixed amount for your WI, but this year it has changed to per member charge, so the amount your WI pays will vary depending on your membership.

- **Public liability insurance** – this provides Public Liability Cover for WI meetings, outings and events
- **A yearbook** (the second and third copies were sent free)
- **Pooling of fares re NFWI AGM 2024** –based on a fee set by NFWI so the cost of delegate travel to the national meeting are shared equally among WIs. Your WI is part of linked group of 4 WIs that one delegate represents so even if your WI has not sent the delegate attending you are represented, so the pooling of fares needs to be paid.

Surrey WI News Credit note. In January you were sent a credit note for your SWIN after we changed the method of publication. If you have not already use this against another payment to SFWI please deduct the amount from the subscription and other costs now payable.

