



**Surrey Federation of WIs**  
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## Instructions for Paying 2025 Subscriptions

### Annual Subscription Payment (using 2025 Subscription Payment Form)

The annual payment to be made by WI's to SFWI by the 30<sup>th</sup> 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 the 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 subscription 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. Insurance

In addition to subscriptions each WI needs to make to make a contribution to insurance for each full member. The Federation provides Public Liability Cover for WI meetings, outings and events.

#### 3. Additional costs

In 2025 insurance is the only additional cost. If you are paying late subscriptions for 2024 there is also a contribution due towards

- **2024 yearbook** (the second and third copies were sent free)
- **Pooling of fares re NFWI AGM 2024** –based on a rate 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.

#### Payment date

Your first subscriptions and additional costs payment should be paid to SFWI by 30<sup>th</sup> April 2025 (preferably by bank transfer). Please do not forget to email or send us copy of your form (and retain one for yourself) so

we can work out the split of your payment. An email containing photo of the form can be sent if this is easier. We need to forward a payment to NFWI in May so **we need your payment in April.**

Please pay what you can based on what you have received in during April and catch up on any late paid subscriptions in the next payment on the additional subscription forms (details below). NFWI would like the bulk of your subscriptions in May and then the rest in a couple of months. Do not wait until you have received in all your subscriptions to send any on to SFWI.

### **Additional Subscription Payments (using 2025-26 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 Additional Subscription payment form. This includes members who have paid a full annual 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 amounts. It is suggested that you pay at the end of each calendar quarter.

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.

### **INSURANCE COVER**

Our insurers have reminded me that our cover at our WI meetings applies to members and guests. If a member attends the April meeting, or any subgroup, without having paid her renewal she is not covered by insurance at that meeting. We all have those few members who forget their cheque book, or for whatever reason don't pay, but we need to really encourage everyone to pay in advance of advance of the April meeting. Our subscription year is from 1<sup>st</sup> April so the payment date is actually 1<sup>st</sup> April and not the date of your meeting. If you encourage your members to pay in March it make it easier for you to pay onward to SFWI by the end of April