



**Surrey Federation of WIs**  
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## Instructions for Paying 2026-27 Subscriptions

**2026/27 Subscription Rates:** 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. The rates for 2026/27 are set out in the letter dated 8<sup>th</sup> October 2025 (Membership subscription rates for 2026/27) from NFWI. This letter can be found in the treasurers' section of our website:

<https://surreyfedwi.org.uk/resources/document-library-2/>

**Annual Subscription Payment (using 2026-27 Subscription Payment Form).** The annual payment to be made by WI's to SFWI by the **30<sup>th</sup> April 2026** comprises:

### 1. Subscriptions

WIs should pay over the proportion of the subscriptions they receive for NFWI and SFWI using the 2026-27 Subscription Payment form provided. Excel and PDF versions are available to download from the treasurers' section of our website: <https://surreyfedwi.org.uk/resources/document-library-2/>

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

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 note that dual/ multiple members should not be included in these numbers as the dual / multiple 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. Additional costs - Insurance

In addition to subscriptions each WI needs to make a contribution to insurance for each full member. The Federation provides Public Liability Cover for WI meetings, outings and events. For 2026/27 this has been set at 66p (2025/26: 63p) for every member. Dual/ multiple members are covered by their primary WI and do not need to be included in your payment.

**Insurance Cover:** Our insurers have clarified that our cover at our WI meetings protects the WI and its members against claims made against them. If a member attends the April meeting, or any subgroup, without having paid her renewal she will not be protected by insurance should a claim be made against her. 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 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 makes it easier for you to pay onward to SFWI by the end of April.

Your first subscriptions and additional costs payment should be paid to **SFWI by 30<sup>th</sup> April 2026** (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.

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 onto SFWI.

**We need to forward a payment to NFWI in May, so we need your payment in April.**

**Additional Subscription Payments (using 2026-27 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.