# INFORMATION for NOTTINGHAMSHIRE WI TREASURERS February 2024

Please retain for reference for the coming year.

## MEMBERSHIP FEES FOR April 2024/2025:

## For the year commencing April 2024 these are:

|  |  |  |
| --- | --- | --- |
| WI | 23.60 | WIs may waive this fee or charge a lesser amount. Please refer to information already sent to your WI. |
| Federation | **11.30** |  |
| National | **13.10** |  |
| **Total** | **£24.40** | To be sent to County Office |

## Dual Members: - Dual members should pay their dual WI the amount agreed for the year by the WI Committee. If the WI has waived their fee, the dual member pays nothing.

## You will receive a form from the Federation requesting payment of both National £13.10 and Federation £11.30 totalling £24.40 per member. (An increase of £1.00) These should be paid (by cheque or BACS) to Notts Federation of WIs before Monday 21 May 2024 please. We have to transfer the NFWI subscription part by a set date. Late payments of Subscriptions from this year will stop benefits (WI Life) that your members receive. Send in what you have by that date, do not wait for late payments. Further forms will be sent out during the year to collect new or late payments.

Pro-rata Membership fees for New Members

New members joining the WI in 2024 who have not previously been a member of any WI in the past year, will pay a pro-rata subscription depending on the quarter in which they join. The rate per quarter and the distribution are shown below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of joining 2024/25** | **Total subscription** | **WI share** | **Federation share** | **NFWI share** |
| 1 April-30 June | **£48.00** | £23.60 | £11.30 | £13.10 |
| 1 July-30 Sept | **£36.00** | £17.70 | £8.48 | £9.82 |
| 1 Oct-31 Dec | **£24.00** | £11.80 | £5.65 | £6.55 |
| 1 Jan-31 March | **£12.00** | £5.90 | £2.83 | £3.27 |

There is no pro-rata rate for dual membership (see information above).

For WIs forming in 2024, all membership fees paid are kept by the WI for 2024.

**WI FINANCIAL STATEMENTS AND ACCOUNTS:**

Please forward a copy, together with the Annual Report after your Annual Meeting.

Accounts: We recommend your WI Accounts are audited by a trained WI IFE (Independent Financial Examiner) by applying to the County Office. Our IFEs are fully trained and kept up to date on how WI Accounts should be maintained and presented. The charge for their services is £15.00 which must be paid direct. If you have your accounts audited independently then please ensure they are conversant with Charity Commission Rules. Please be aware that as Trustees, your committee members are legally bound to adhere to Charity Commission Rules.

WI Accounts: Accounts can be done electronically using excel. Download a new spreadsheet at the beginning of your account year from MyWI <https://mywi.org.uk/running-your-wi/wi-finances/wi-accounts-and-financial-statement>

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## ACCOUNTING GUIDELINES:

**BACS payments:** You can pay via BACS if you wish. Please state either the invoice number or event reference and send an email to admin@nottswi.org.uk with confirmation and state your WI name. The Federation will pay refunds to WIs by BACS. It would be helpful, if you have not already done so, to supply us with your WI Bank account details.

**Cheques:** Cheques should be made payable to ‘Notts WI’ or ‘Nottinghamshire FWI’ and not NFWI.Please ensure that all cheques have two signatures, are correctly dated and agree in both words and figures. You may send a composite cheque for separate events, but please provide the necessary information as to the ‘split’. We do not issue receipts for cheques.

**Refunds** will not be paid after the event closing date unless in exceptional circumstances. To minimise the possibility of the Federation losing deposits on hall/coach fees because of a lack of a timely response to our events, will you please comply with the closing date. To assist our bookkeeper, will you kindly present any cheques from County Office as soon as possible.

**Cash:** Please ensure that you have an official receipt for any cash transactions at the County Office.

## PUBLIC LIABILITY INSURANCE: The Federation currently has an umbrella policy with NFU Mutual which is available for your WI. The renewal date is 1 May 2024, and a form will be sent to your WI for completion. If you arrange your own insurance cover, please submit a ‘Nil’ return and inform us who your policy is with and the policy number.

**ACWW:** We make a collection each year for ACWW (Associated Countrywomen of the World) to which the Federation and National Federation are affiliated. This is entirely voluntary, and any contributions are used to support projects run by ACWW. You have received a form asking for a donation. Please pay by cheques made payable to **‘ACWW’** (not the Federation).

## CHARITY COMMISSION: It is advisable to use the Notts Federation County Office as your address and we will forward any correspondence on to your WI. The Trustees of your WI are all the members of your committee; names only need to be on the form.

**FUNDRAISING GUIDELINES:** are available on MyWI. You can fundraise for your WI or for charities which further the objects of the WI Constitution. A group of WI members acting as individuals and not in the name of the WI may fundraise for other charities outside the scope of the objects, but they must not use any WI or NFWI trademarks in the project and there should be no cost to WI Funds.

**GIFT AID:** WIs can only reclaim from HMRC the basic rate tax paid on the WI share of the membership feesfrom Tax paying members’ subscriptions. This can be claimed for up to four prior years. Please forward a copy of your HMRC Claim Form to County Office as we can claim Gift Aid on the Federation share. The claim equates to 25p in every £1 of the subscriptionfor members who have completed a Gift Aid Declaration – provided the member has not received more than 25% of the subscription in benefits.

Guidelines were updated in January 2024 and are available on MyWI, Running your WI, WI Finances page, Key Documents. Please keep checking here for further updates. If your WI is adjusting its portion of the subscription fee and wishes to claim Gift Aid, please download the “Adjustable Gift Aid Form 2024” from the Key Documents section. This is a Word version of the Gift Aid form with the total donation amount and WI portion replaced with “XX”. You should adjust these accordingly to the amount your WI is charging for its portion of the subscription fee.

**POOLING OF FARES & EXPENSES:** The pooling of fares is a mandatory payment made by every WI to NFWI towards travel costs for the NFWI Annual Meeting. The Federation collects the payments and transfers them to NFWI. The pooling of expenses is a payment for your WI delegate costs to the NFWI Annual Meeting and changes every year. This is done on a pro-rata basis and paid to the Federation.

## TREASURERS A–Z: July 2023. WIs should have a copy. It is a useful guide, particularly for new treasurers and is available on SharePoint, from County Office, or from the Notts Federation website.

I hope that you and your fellow members will continue to enjoy your membership of the WI during 2024.

 Jenny Bailey. Federation Treasurer