

June 2026

LANCASHIRE FEDERATION OF WOMEN'S INSTITUTES

FOCUS ON FINANCE

Dear WI Treasurer

I'd like to take the opportunity to introduce myself as the new LFWI Treasurer. My name is Jane Jackson, and I'm a member at Cherestanc WI. I look forward to meeting you over the coming weeks and months. This is my first Focus on Finance, so if you have any queries, you can reach me at treasurer@lfwfi.org.uk

SUBSCRIPTIONS

The 30th of June is the end of the first quarter of the subscription year. Please ensure you pay over any existing/new members as soon as possible after your June meeting. Please use the full fees form; the pro-rata form will be available in the July mailing. Please remember that if you pay by BACS, you should send a copy of the form into the office to accompany the payment.

MCS

A report will shortly be undertaken on the number of members on MCS against the number of members for whom the Federation has received fees.

Please make sure your subscriptions received match the number of members on MCS. This is an audit check for both WIs and the Federation.

USEFUL NOTES

At your financial year-end please complete the front page of the Financial Statement – A6 should be the same figure as the total cash funds (B) on page 2. Your Acting as Agent columns should balance, or adjustments made.

Please remember you can now download the new up-to-date edition of the Account Book spreadsheet from 'My WI'. Please only use the 'protected' version.

If your WI is registered with the Charity Commission, please ensure you update your records with any change of information, i.e., Trustees.

A reminder that the form to request an IFE (Independent Financial Examiner) is available to download from the LFWI website under useful forms and information.

Jane Jackson – Federation Treasurer