



## TREASURER WORKSHOP

THE FIRS, BLACKHORSE, EXETER, EX5 2FT

FRIDAY 23 FEBRUARY

10.30 a.m. – 3.00 p.m.

This workshop is intended for existing Treasurers or anyone with an interest in the role. We will be covering all aspects of the role, including the legitimate use of funds, day to day record keeping, bank reconciliation, the completion of the Financial Statement and a practical session using the Excel spreadsheet, so please bring your laptop if possible.

£6.00 per person, to include tea or coffee and biscuits. Please bring your own light lunch.

**APPLICATIONS AS SOON AS POSSIBLE, PLEASE**

IF OVERSUBSCRIBED FURTHER WORKSHOPS WILL BE HELD TO ENSURE NO ONE IS DISAPPOINTED

### TREASURER WORKSHOP FRIDAY 23 FEBRUARY

Please return to Maureen Hunter, WI Adviser (email: [m.hunter@devonwi.org.uk](mailto:m.hunter@devonwi.org.uk))

Name of WI.....

Contact Name: .....

Contact Email Address: .....

Telephone Number .....

Number of tickets required

Amount payable by BACS or cheque

#### BACS Details

Account Name: Devon Federation of Women’s Institutes

Sort Code: 08-92-99 Account Number: 67185081 **Please quote reference MS/5**

If paying by cheque, please make payable to DFWI, and return with this slip to The Firs, Honiton Road, Blackhorse, Exeter EX5 2FT