**DFWI MEMBERSHIP SUPPORT SUB-COMMITTEE**



**TREASURER WORKSHOP**

**IVYBRIDGE LIBRARY**

**ERME COURT LEONARDS ROAD PL21 0SZ**

**TUESDAY 2 JULY**

**10.30 a.m. – 3.00 p.m.**

This workshop is intended for existing Treasurers and those wishing to understand more about the role.

We will be covering all aspects of WI finances, including the legitimate use of funds, day to day record keeping, bank reconciliation and the completion of the Financial Statement, with a practical session using the online spreadsheet. Please feel free to bring your own laptop if you have already downloaded the Excel spreadsheet from MyWI (MyWI/Running your WI/WI Finances).

£6.00 each, 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 TUESDAY 2 JULY**

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

Name of WI……………………………………………………………………………………..…………………..………….…………………

Contact Name: ……………………………………………………………………………..……………………………………………………

Contact Email Address: ………………………………………………………………………………..….………………………………..

Telephone Number ……………………………………………….…………………

Number of tickets required Amount payable by BACS/Cheque

BACS Details

Account Name: Devon Federation of Women’s Institutes

Sort Code: 08-92-99 Account Number: 67185081 **Please quote reference MS/8**

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