

2018 INSTITUTE TREASURER'S REMINDERS

Please would you ensure that ALL BOOKING FORMS are **returned to the address given on the Booking Form** - sending them to The Firs could mean missing the closing date.
Closing Dates are given on the Booking Forms

Please also ensure that **ALL WI CHEQUES** have **TWO Signatures**.

<u>JANUARY</u>	DEVON WI CALENDAR Competition entries due to The Firs by Tuesday 9
<hr/>	
<u>MARCH</u>	ALL AFFILIATION FEES to The Firs, Exeter and INSURANCE's and VALUABLE EFFECTS INSURANCE direct to BHS Insurance by 31 March SPRING COUNCIL MEETING Luncheon Bookings & Ticket Applications
<hr/>	
<u>APRIL</u>	COINS FOR FRIENDSHIP DONATIONS - in envelopes sent with February News Sheet - to be handed in to ACWW Table at Spring Council Meeting, or posted direct to Mrs Sue James (in envelope provided) ANNUAL REPORTS, FINANCIAL STATEMENTS and ADVISER REQUEST FORMS to be sent to The Firs directly after the WI's APRIL Annual meeting
<hr/>	
<u>MAY</u>	ANNUAL REPORTS, FINANCIAL STATEMENTS and ADVISER REQUEST FORMS to be sent to The Firs directly after the WI's MAY Annual meeting
<hr/>	
<u>JULY</u>	CALENDAR & DIARY ORDER due end of this month.
<hr/>	
<u>SEPTEMBER</u>	Any late AFFILIATION FEES to be sent to The Firs by 15 AUTUMN EVENT - ticket applications (if applicable)
<hr/>	
<u>NOVEMBER</u>	DEVON NEWS SHEET ORDERS due to The Firs beginning of the month. DEVON RESOLUTIONS for Spring Council Meeting direct to Resolutions Adviser
<hr/>	
<u>ACCOUNT BOOKS</u>	Institute Account Books to be closed FOUR WEEKS BEFORE the Annual Meeting
<u>DEVON NEWS SHEET</u>	Items for insertion to be received by the Editor NOT LATER THAN 25 of previous month – i.e. 6 weeks prior to publication .

N.B. Stationery Price List - **pto**

2018 INSTITUTE SECRETARY'S REMINDERS

*Please would you ensure that all members are made aware of ALL Federation Events and the BOOKING FORMS are **returned to the address given on the Booking Form** – sending them to The Firs could mean missing the closing date.
*Closing Dates are given on the Booking Forms**

Please also ensure that **ALL WI CHEQUES** have **TWO Signatures**.

<u>JANUARY</u>	DEVON WI CALENDAR Competition entries due to The Firs – Tuesday 9
<hr/>	
<u>MARCH</u>	ALL AFFILIATION FEES, INSURANCE's to The Firs, Exeter and VALUABLE EFFECTS INSURANCE direct to BHS Insurance by 31 March SPRING COUNCIL MEETING Luncheon Bookings & Ticket Applications
<hr/>	
<u>APRIL</u>	COINS FOR FRIENDSHIP DONATIONS - in envelopes sent with February News Sheet - to be handed in to ACWW Table at Spring Council Meeting, or posted direct to Mrs Sue James (in envelope provided) ANNUAL REPORTS, FINANCIAL STATEMENTS and ADVISER REQUEST FORMS to be sent to The Firs directly after the WI's APRIL Annual Meeting
<hr/>	
<u>MAY</u>	ANNUAL REPORTS, FINANCIAL STATEMENTS and ADVISER REQUEST FORMS to be sent to The Firs directly after the WI's May Annual Meeting.
<hr/>	
<u>JULY</u>	CALENDAR & DIARY ORDER due end of this month.
<hr/>	
<u>SEPTEMBER</u>	Any late AFFILIATION FEES to be sent to The Firs by 15 AUTUMN EVENT - ticket applications (if applicable)
<hr/>	
<u>NOVEMBER</u>	DEVON NEWS SHEET ORDERS due to The Firs beginning of the month. DEVON RESOLUTIONS for Spring Council Meeting direct to Resolutions Adviser
<hr/>	
<u>DEVON NEWS SHEET</u>	Items for insertion to be received by the Editor NOT LATER THAN 25 of previous month – i.e. 6 weeks prior to publication .

N.B. Stationery Price List - **pto**