**Kent-West Kent Federation of Women’s Institutes**

Ethel Hunt Lodge 4 Hawkwell Business Centre, Maidstone Road

Pembury, Tunbridge Wells, Kent, TN2 4AG

Registered Charity 228183

**MEMBERSHIP NUMBERS RETURN 2019**

***Please use this form to notify the Federation (WKFWI) of membership numbers and payments of subscription fees*** *(please keep the form as one sheet - do not separate the sections)*

**WI Name: …………………………………………………………………………**

**Section 1 – Full Year Membership Subscriptions**

Complete this section and send this form to us as soon as possible after 1 March 2019 with your payment. Hopefully all your full-year members will have paid their subscription by this time.

However, this section should be used again to notify us of additional full-year member payments made later in the year for 2019. (Alternatively, you can notify late payments via your statement payments.)

Each full-year member for 2019 pays £42.00 to their WI, of which £21.50 is payable to WKFWI as follows:

WKFWI portion: ……… (number of members) @ £9.80 each = £…………….

NFWI portion: ……… (number of members) @ £11.70 each = £…………….

**Total for section 1:** £…………….

**Section 2 – Pro-rata Membership Subscriptions**

Members joining for the very first time or not having been a member in the past 10 years (NFWI definition) are entitled to a pro-rata subscription rate as follows. Please use this section to inform us of the number of members and subscription payments for the relevant quarters after 31 March.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | **Payable to WKFWI** | |  |
| **Date of Joining**  **2019** | Total Subscription | WI Share (retained by WI) | **Number of New**  **Members** | WKFWI portion per member | NFWI portion per member | **Total** |
| 1 April – 30 June (Q2) | £31.50 | £15.38 |  | £7.35 |  |  |
|  | £8.77 |  |
| 1 July – 30 Sept (Q3) | £21.00 | £10.25 |  | £4.90 |  |  |
|  | £5.85 |  |
| 1 Oct – 31 Dec  (Q4) | £10.50 | £5.13 |  | £2.45 |  |  |
|  | £2.92 |  |
|  | | | | **Total for Section 2:** | |  |

**Total payment enclosed: £……………**

Cheques should be made payable to: Kent-West Kent Federation of WI.

On-line payment: Bank of Scotland, Sort Code 12-20-26 Account Number 01850876

*If paying on-line, please note that we must receive the relevant subscription details as per this form.*

If sending membership payments at the same time as making other payments to the Federation, you do not need to send separate payments/cheques. Any payments to the Federation can be combined into one cheque/bank transfer (as long as you provide details of what makes up the payments).