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

Ethel Hunt Lodge 4 Hawkwell Business Centre, Maidstone Road, Pembury, Tunbridge Wells, Kent TN2 4AG

Registered Charity 1188341

**MEMBERSHIP NUMBERS RETURN April 2024 – March 2025**

***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 30 April with your payment. Hopefully all your full-year members will have paid their subscription by this time.

This section can be used again to notify us of additional full-year member payments made later in the year from 1 July 2024 to 31 March 2025 (see Section 2 for further information).

Each full-year member for the Membership Year April 2024 – March 2025 pays £48.00 to their WI, of which £24.40 is payable to WKFWI as follows:

WKFWI portion: ……… (number of members) @ £11.30 each = £

NFWI portion: ……… (number of members) @ £13.10 each = £

**Total for section 1: £…………….**

**Section 2 – Pro-rata Membership Subscriptions – for Completion at End of Each Quarter**

Members joining for the very first time or not having been a member in the past year (NFWI definition)  
are entitled to a pro-rata subscription rate as follows. You can use the section below to inform us of the numbers and payments for the relevant quarter after 30 June. However, the Federation will send out quarterly return forms as well.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | **Payable to WKFWI** | |  |
| **Date of Joining**  **2024 - 2025** | Total Subscription | WI Share (retained by WI) | **Number of New**  **Members** | WKFWI portion per member | NFWI portion per member | **Total** |
| Q2: 1 July 2024 –  30 Sept 2024 | £36.00 | £17.70 |  | £8.48 | £9.82 |  |
| Q3: 1 Oct 2024 –31 Dec 2024 | £24.00 | £11.80 |  | £5.65 | £6.55 |  |
| Q4: 1 Jan 2025 – 31 March 2025 | £12.00 | £5.90 |  | £2.83 | £3.27 |  |
|  |  |  |  | **Total for Section 2:** | |  |

**Total payment enclosed: £…………….**

Cheques should be made payable to: 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, which can of course be via email, to accounts@wkfwi.org.uk*

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).