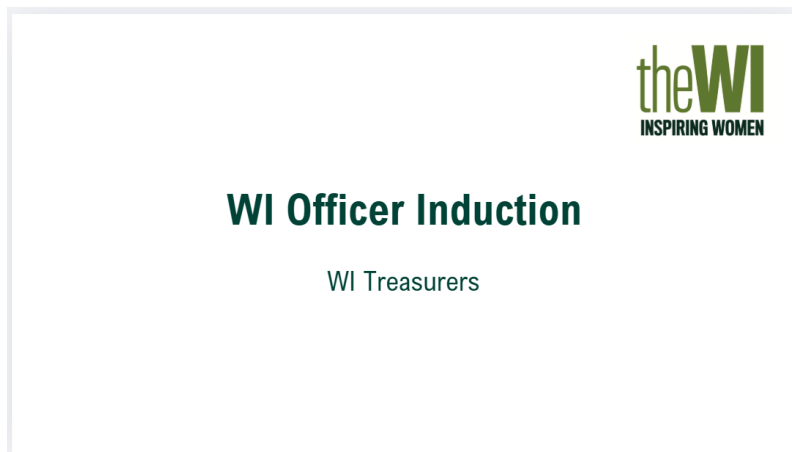


WI Officer Induction Transcript – WI Treasurers

Slide 1 – Welcome



Welcome to the WI Officer Induction for WI Treasurers and congratulations on your new role! We're thrilled to have you join us and thank you for supporting the WI with your time and skills. We hope you find this induction to be a helpful and inspiring start to your role as a WI Treasurer.

This induction is designed to complement the WI Core Module Programme and give you a deeper understanding of the responsibilities and opportunities of your new role. The WI Core training is organised into three key modules, covering essential topics: an introduction to the WI, an overview of the Constitution, and an in-depth look at the Policies and Procedures established by the NFWI, some of which will be compulsory for your WI to adopt.

For a smooth and comprehensive learning experience, we recommend completing the WI Core Modules first, as they provide helpful context and include important background information. You'll find a link to these modules just below the video.

All resources mentioned in the induction, including a full transcript and contact information, are available under the 'Helpful Links' section below the video.


We have created an additional training module to help with the tasks involved in being a WI Treasurer which is available below this video, we hope you find this useful.

There is a brief knowledge test at the end of the module to reinforce your learning.

Thank you for stepping into this leadership role within your WI! We hope you find it both rewarding and a valuable part of your personal development.

Slide 2 - Introduction to Treasurers' Induction

Introduction to Treasurers' Induction



This induction course aims to:

- Identify the role of the WI Treasurer
- Discover the essential documents and tools needed
- Explore what acting as agent means
- Learn about the supportive tools and resources available to you

This induction course is designed to help you:

- Identify the role of the WI Treasurer
- Discover the essential documents and tools needed
- Explore what acting as agent means
- Learn about the supportive tools and resources available to you


By the end of this session, we hope you'll feel confident in your understanding of what's involved in your role as Treasurer.


Slide 3 – The WI Treasurer Role

The WI Treasurer Role

- Preparing, presenting and monitoring the budget
- Keeping accounts up to date and reconciled
- Presenting monthly balances to the committee
- Preparing an end of year financial statement

Some duties can be delegated to an Assistant Treasurer or other committee members





The Treasurer is appointed by the committee, to look after the financial affairs of the WI. The committee as a whole is responsible for the financial well-being of the WI.

All charity funds must be used in accordance with the charitable objects as set out in the constitution.

Some of the key responsibilities as Treasurer of your WI include:

- Preparing, presenting to the committee, and monitoring of budgets
- Keeping accounts up to date and reconciled
- Presenting monthly balances to the committee
- Preparing a financial statement for the end of year examination
- Managing any financial commitments of the WI and processing payments

There are also specific duties for a Treasurer, such as:

- Maintaining the WI bank account or opening one if necessary
- Collecting annual subscriptions
- Promptly paying out obligatory fees such as membership to the federation and NFWI
- Paying bills

This is just a summary, of course there is more to the role than this and we've created a role description outlining the key responsibilities of the Treasurer.

This document can be found in the 'Helpful Links' section below this video, and we'd recommend reading this before taking the knowledge test and saving the document to refer back to when needed.


Slide 4 – Essential Documents

Essential Documents

- Account Book
- Cash box
- Day book/notebook
- Petty cash book
- Subscription receipt book
- Bank paying-in book
- Bank statements
- General receipt book
- Relevant correspondence

theWI
RESPONDING WOMEN

Being a treasurer is as much about looking after the paperwork as about looking after the money.



When you take over as Treasurer, there are several things that will generally be included in your handover, these may be physical or digital. These include:

- Account Book – The NFWI produces a hard copy account book (available from your federation office) and an Excel workbook template that can be downloaded from [My WI](#). You do not have to use these; any computerised system is acceptable as long as it is clearly understandable. Whichever system you use you do need to ask yourself these three things: Are my WI's finances clear to understand? Is my system uncomplicated? Can all transactions be easily followed? When you take on the role the existing system should be handed to you
- Cash box (and any rules relating to cash payments)
- Day book/notebook – this can help keep track of transactions made during meetings
- Petty cash book - It is recommended that WIs avoid using petty cash. If you do not use petty cash all expenses are paid by cheque or bank transfer, and members who regularly claim small amount (usually milk, biscuits etc), can be asked to accumulate receipts and be paid by either method less often. If you do use petty cash: Never use money taken at the meeting to make payments, keep a separate petty cash box and maintain a petty cash book
- Subscription receipt book
- Bank paying-in book
- Bank statements

- General receipt book
- Relevant correspondence.

You might also have vouchers to use as receipts if originals aren't available.


It's a good idea to have access to a Microsoft OneDrive, Google Drive or another cloud-based storage option to back up a copy if using electronic accounts. These can be shared with the WI Secretary and others as necessary. Please speak to your federation or NFWI if you would like further guidance on this.

Each WI is unique, so some aspects will differ from WI to WI. What is important is that you have a system for collecting money, paying out money and recording these transactions clearly. It is also important that you are given a full record of the WI's finances and the current systems in place when you take on the Treasurer role.

Being a Treasurer is as much about looking after the paperwork as about looking after the money. There needs to be a clear paper trail for every transaction as part of audit requirements. For example, paying the rent for the hall can be tracked as follows: invoice from Village Hall committee - cheque stub or evidence of BACs transfer-account book - bank statement.

Slide 5 – Acting as Agent

Acting as Agent



There are three types of receipt /payment where acting as agent applies:

- The share of the membership subscription that is to be passed on to the federation and the NFWI (i.e. the federation and NFWI shares).
- Payment for bookings by individual members on federation or NFWI events where members book and pay as individuals and the WI is doing nothing more than acting as a conduit to pass on information and members' payments to the federation or NFWI.
- Payments for the NFWI or federation raffle tickets that are collected and passed to the raffle operator.

A WI is acting as agent where a member makes a payment to the WI that she intends to be passed on to the federation or the NFWI.

The WI Committee has no discretion over the use of the funds when acting as agent. When the WI acts as agent the receipts and payments do go through the WI's bank account and are still recorded in the account book under the appropriate headings.

However, the funds are not included within the WI's total receipts and payments in the financial statement. The totals are transferred to the 'Notes' section (Section C) of the financial statement.

There are several types of receipt /payment that this applies to:

1. The share of the membership subscription that is to be passed on to the federation and the NFWI (i.e. the federation and NFWI shares).
2. Payment for bookings by individual members on federation or NFWI events where members book and pay as individuals and the WI is doing nothing more than acting as a conduit to pass on information from the federation and members' payments to the federation or NFWI.
3. Payments for the NFWI or federation raffle tickets that are collected and passed to the raffle operator.
4. Payment of pooling of fares for the NFWI Annual Meeting when appropriate.


There are also times when a WI is not acting as agent, such as:

- The WI organises an event or visit for a group of members and charges members a fee. In this case the WI Committee is exercising discretion in organising the event and the booking is made in the name of the WI. (Include under activities & events). If you are not sure, then you should assume the WI is not acting as agent.
- The WI is paying for members to attend a federation event from WI funds. (Include under activities & events).
- The WI orders and purchases diaries, calendars and other items from the federation and sells to members, where there is a single order in the name of the WI. (Include under publications.)


Slide 6 – Tools for the role

Tools for the role

- WI Constitution
- WI Handbook
- Federation Newsletter
- Your WI Adviser
- My WI
- WI Learning Hub
- NFWI Weekly Communications
- WI Life



Be sure to take a look at the online resources available to support you in your role!



There are also several tools available from the NFWI and your federation which you can use to help in your role, we have linked the relevant tools below this video.

- WI Constitution

The WI Constitution is an essential resource for all WIs, as you will find everything you need to know about running a WI. This document is the legal framework for running your charity. For more information on the WI Constitution make sure you take a look at WI Core Module 2, if you haven't already.

<https://mywi.thewi.org.uk/essential-information/the-wi-constitution>

- WI Handbook

The WI Handbook can be found on My WI. This handbook covers everything you need to know about the practical aspects of the WI, being a member, and setting up and running a WI. This includes the role of the WI Officers, recruiting and retaining members, and dealing with affairs across the organisation.

<https://mywi.thewi.org.uk/running-your-wi/members-resources/wi-handbook>

- Federation Newsletter

Your federation's role is to support you and your WI. Most federations have a newsletter that is full of useful information for your WI. Be sure to contact your federation if you don't already receive this to keep up to date with the activities and events happening in your area.

- WI Adviser

The role of the WI Adviser is to support WIs. This role has an entirely constitutional focus i.e. they open, suspend, enlarge, reform and close WIs. The role will also include a small number of key elements that will support these constitutional tasks, such as helping new WIs with initial 'interest meetings' and sourcing venues, and signposting to a portfolio of NFWI resources that WIs can access at any time to support their particular need.

- My WI

This member-only website is a great resource for members. It has information about running a WI, Officers roles, resolutions, campaigns, crafts, recipes and all the policies you need for running your WI. Anyone registered on the MCS can sign up.

If you haven't already done so, you can access My WI with the link included below this video: <https://mywi.thewi.org.uk/>

- WI Learning Hub

The WI Learning Hub is an online platform that delivers a rich variety of free learning experiences for members. Bringing together a joined-up feel to education across the WI. Courses are delivered in a range of formats; with live courses and recorded courses, meaning members will be able to access and watch at their leisure. This is a free resource for all members and [can offer you programme ideas as well](#) – some of these come at a small cost.

There are also training resources and courses to support WI Officers and Committee members.

Take a look at the Learning Hub to find out more and make sure your members are aware the majority of courses available on the hub are free to them as part of their membership!

<https://learninghub.thewi.org.uk/>

- NFWI weekly communications

This email, sent to you via your federation team, provides an overview of key messages and initiatives from NFWI which your members may be interested in. This can be sent on to members via email or you can share the details in your meetings depending on what works for your WI. This is an important part of ensuring that your members can access all the activities available to them as part of a national organisation.

- WI Life

The magazine features articles and news stories showcasing the diversity and wide-ranging interests of WI members and supporters from all walks of life.

WI Life magazine is delivered directly to members' doors eight times a year, or you can access the online version on My WI. If you don't already receive this or your members haven't received theirs you can contact: wilife@nfwl.org.uk The magazine is also a great recruitment tool within your community.

<https://mywi.thewi.org.uk/essential-information/wi-life>

Slide 7 – Summary of learning

Summary of Learning



In this Module you have:

- Identified the role of the WI Treasurer
- Learnt about the essential documents and tools needed
- Explored what acting as agent means
- Learnt about the supportive tools and resources available to you

We hope you have gained new insights into your responsibilities as a WI Treasurer



Thank you for joining this module! We hope you've gained new insights into your responsibilities as a WI Treasurer.

In this module you have:

- Identified the role of the WI Treasurer
- Learnt about the essential documents and tools needed
- Explored what acting as agent means
- Learnt about the supportive tools and resources available to you

We have created an additional module to help with the tasks involved in being a WI Treasurer which is available below this video, we hope you find this useful.

Slide 8 – Knowledge Test

Knowledge Test



Congratulations on completing this induction! We would recommend reading the resources provided prior to taking the knowledge test. There are five questions based on the material covered. If needed, feel free to review the slides to refresh your understanding.

Thank you for your dedication as a WI Treasurer. If you have any questions, the first point of contact for queries will be your Federation Treasurer but you can also reach out to the NFWI for support. We appreciate your time and commitment in this role.