**FOR INFORMATION PURPOSES ONLY**

This letter has been previously circulated with WI Treasurers & IFEs.

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**Suffolk West Federation Guidance**

**For WI Treasurers and Suffolk West Federation IFEs**

 **For the Financial Year End 31st March 2020**

In view of the current situation it is felt some guidance is necessary for the financial year end 31st March 2020.

The over-riding message is, please don’t worry, there is no urgency to complete the accounts, if you are well, have all the necessary paperwork, have no queries, then do finalise the accounts in readiness for the examination at some point.

If there are outstanding matters, perhaps invoices that need paying, reimbursement of expenses, refunds from Federation Office for cancelled outings and events, subscription payment to Federation, cheques and cash for banking. In these unprecedented times, our advice is only deal with issues within your present-day capabilities, all can wait until the current crisis has passed, meanwhile we must follow Government advice and self-isolate, if necessary, and avoid non-essential travel.

Send an email explaining you haven’t forgotten payment of an invoice or reimbursement of expenses etc., and as soon as the current restrictions are lifted you will action, will put your mind at rest and the beneficiary will be pleased to hear from you.

We are waiting for constitutional guidance from National regarding the timing of Annual Meetings, we assume they will take place, but probably not until the summer or even the autumn. Meanwhile, we ask Officers and Committees to remain in situ, no meetings will take place for at least three months, all WI activities have ceased, apart from local initiatives to keep in touch with members, perhaps to offer support or a friendly voice on the telephone to have a chat.

Finally, if you do complete your accounts in the next couple of weeks, there is no urgency to get them to your IFE, WI or External, once the current restrictions are lifted, that is the time to contact your IFE.

If you have any queries that can be answered either email or telephone, please contact me, Maggie Glavin or your IFE, we will do our best to help remotely. If you need your WI IFE’s email address, please contact me.

Maggie Glavin 30th March 2020

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