

The WI Advisers invite you to a  
**Treasurers' Workshop**

**£6.00** per session (including tea/coffee and biscuits)

**Evelyn Suffield House, NR1 3LY**  
**Monday 6<sup>th</sup> March**  
**10.30am-1.00pm Manual**  
**Last half hour- 12.30-1.00 – Any**  
**questions on digital accounting**  
**2.00pm-4.00pm Manual**

**Sporle Community Centre,**  
**The Street, PE32 2DR**  
**Tuesday 14<sup>th</sup> March**  
**10.30am-12.30pm Manual**  
**1.30pm-3.30pm Computerized**



**Topics will include:**  
The job of the Treasurer  
WI finance in general  
Dealing with "Petty Cash"  
And most of all ...Helpful hints to make it easier



**If you have any specific questions, please list overleaf**

Allocation date 23rd January 2023

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**Treasurers' Workshop**  
6<sup>th</sup> & 14<sup>th</sup> March 2023

..... WI

Name.....

Address.....

..... Post code ..... Tel no .....

Email.....

Monday 6<sup>th</sup> March Please tick your preferred time 10.30am-1.00pm  2.00pm-4.00pm  Both  or either

Tuesday 14<sup>th</sup> March Please tick your preferred time 10.30am-12.30pm  1.30pm-3.30pm  Both  or either

Please email Helen at [admin@norfolkwi.org.uk](mailto:admin@norfolkwi.org.uk) to book or complete the application form and return to the office, Evelyn Suffield House, 45 All Saints Green, Norwich NR1 3LY

By cheque made payable to NFWI, on the reverse write "T workshop" and the name of your WI

By BACS: To NFWI Sort Code 08-92-99 Account No. 65431449

Payments should be referenced with your Surname, WI and "T workshop"

**Please bring ticket or email conformation with you**

FOR OFFICE USE ONLY **Please do not staple cheques to this form**

Date received ..... Amount ..... P  I   Cash  BACS

Date Tickets sent ..... By Post  By Email

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Treasures Workshop 6<sup>th</sup> & 14<sup>th</sup> March 2023

WI

Name(s)

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Questions :-

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