

Club Dues



Club Dues Overview

Enhance your club's dues management by upgrading to the new the **Club Dues** module. This is an *optional* premium solution offering available to all clubs. The new dues-accounting module, focuses on generating dues-invoices for the club membership and then tracking payments at the member level.

- ✓ Create multiple invoices
- ✓ PMAIL member invoices
- ✓ On-line payment via credit card
- ✓ Create Proforma Invoices (cash-basis)
- ✓ User defined Invoice templates
- ✓ Apply/track sales tax to table items
- ✓ User defined billing periods (e.g., Monthly, Quarterly, Semi-annually or Annually).

Once the charge items have been defined, member dues can be generated, printed and emailed to members in less than 10-mouse clicks. And, you can put in the "additional items" on an individual member (such as guest meals) before generating the invoice batch.

Chart of Accounts

Start by creating the Chart of Accounts for your club. Just pick one of the three pre-defined chart of accounts available to select from, ranging from a simple to complex. Each one can then be tailored to an individual club's needs by adding or deleting accounts. One or more accounts can be identified to export to Quicken, QuickBooks or Peachtree systems.

Chart of Accounts for: 6128 - Warrenton

GL Account	Account Code	Active	Account Type	Posting	Export?	External Account	Action
BANK ACCOUNT							
Checking Account	1020	Y	0	Y	N		Edit Delete
Online CC Account	1040	Y	0	Y	N		Edit Delete
LIABILITY ACCOUNTS							
Dues Payable to RI	2010	Y	0	N	N		Edit Delete
Dues Payable to District	2020	Y	0	Y	N		Edit Delete
ACCOUNTS RECEIVABLE							
Membership Dues	4000	Y	0	Y	N		Edit Delete

Note: We are not trying to duplicate the functionality or sophistication of a packaged accounting system (like a QuickBooks system).

Invoicing Overview

The process of invoicing members is a simple multi-step process. The steps include:

1. **Create the Invoice Group.** The invoice group is a simply a group of invoices. The Invoice Group defines summary information such as Invoice Description, Invoice Date, the Due Date, and the invoice message sent to all members receiving an Invoice in this group.

2. **Defined the Charge Items.** A Charge Item is a means to apply something like 'Club Dues' to all members with one-click. Each charge is assigned an amount, which can vary based on the Member Type, Meetings Attended, and Meetings Missed. Multiple charge items can be defined for different items being billed to the Members. The amount associated with each Charge Item should be reflective of the *billing period* the Club is using.

Member Type	Amount
Active	50.00
Active-Rule of 85	25.00
Alumni	10.00
Guest	0.00
Honorary	0.00
InAct-LOA	10.00

Charge Items can be defined as:

- ✓ Per Member
- ✓ Per Member Type
- ✓ Per Member Recurring
- ✓ Per Meetings Attended
- ✓ Per Meetings Missed

Meetings attended/missed are date period sensitive which can be defined as:

- ✓ Last month
- ✓ Last quarter
- ✓ Last year
- ✓ Last invoicing period
- ✓ Or a custom date period, that user defines

Club Dues, Invoicing and Accounting

3. **Select the Members to be invoiced.** This is typically all the members within a Club, but can be any number of members. By default the system will list all active members within the club; and terminated members can be included based on a date selection.

Member Name	Member Type
<input checked="" type="checkbox"/> Bagshawe, Nick	InAct-LOA
<input checked="" type="checkbox"/> Bell, Bruce	Honorary
<input checked="" type="checkbox"/> Benton, Selby G.	Honorary
<input checked="" type="checkbox"/> Blackman, Ken Ph.D.	Active
<input checked="" type="checkbox"/> Brown, Susan W.	Active
<input checked="" type="checkbox"/> Bugg, Sears	Active

4. **Apply the Charge Items.** Choose the charges to be applied to the members selected. One or more Charge Items can be applied.

Charge Item
<input checked="" type="checkbox"/> RI Dues (sem annual)
<input checked="" type="checkbox"/> District Dues (semi annual)
<input checked="" type="checkbox"/> Club Dues (monthly)
<input checked="" type="checkbox"/> Club Meeting Meals (monthly)
<input checked="" type="checkbox"/> Rotary Foundation Giving

5. **Enter one-off invoice items.** Any one-off invoice items that apply to an individual member should be added, prior to generating the Invoice group. For example, if a member purchased raffle tickets or had guest meals, the quantity and cost can be entered on the member's invoice.

Item Description	Account	Qty	Rate	Amount
District Dues (semi annual)	Dues Payable to District	1	14.00	14.00
RI Dues (sem annual)	Dues Payable to RI	1	36.00	36.00
Club Dues (monthly)	Club Dues Payable	1	50.00	50.00
Club Meeting Meals (monthly)	Club Dues Payable	0	0.00	0.00
Rotary Foundation Giving	Rotary Foundation Giving	1	50.00	50.00
GS Cookies	Club Dues Payable	10	3.75	37.50

6. **Preview the Invoices.** Print Preview or Print the invoices, reviewing each for completeness and any errors. Apply necessary corrections.

Rotary Club of Warrenton
Warrenton NC 27589

Michael W Thacker
1234 Main St
Warrenton NC 27589
USA

INVOICE
Invoice Number: INV-11
Invoice Date: Aug-05-2008
Due Date: Jul-31-2008

Item Description	Qty	Rate	Tax	Amount
1 District Dues (semi annual)	1	\$14.00	\$0.00	\$14.00
2 RI Dues (sem annual)	1	\$36.00	\$0.00	\$36.00
3 Club Dues (monthly)	1	\$50.00	\$0.00	\$50.00
4 Club Meeting Meals (monthly)	0	\$0.00	\$0.00	\$0.00
5 Rotary Foundation Giving	1	\$50.00	\$0.00	\$50.00
6 GS Cookies	55	\$3.75	\$0.00	\$206.25
SubTotal:				\$356.25
Tax:				\$0.00
TOTAL:				\$356.25

7. **Post the Invoices.** The system will "Post" the invoices to each members account and to the designated account in the chart of accounts. Note: Proforma invoices will not be posted until they are paid.

8. **Print/PMail the Invoices.** All member invoices can be printed for handouts or snail mailing and/or kept as part of the club treasurer's records. Optionally, the member invoices can be sent via PMAIL to each member with an e-mail address. And then optionally, members can pay their invoice on-line with a credit card (note: a secure payment gateway is required to process credit card payments on-line).

Accounting Overview

The accounting section of the Dues module displays the account details for each chart of account or member.

Chart of Account

Each item in the chart of accounts is listed in the account tree on the left side of the screen. The accounts can be navigated by expanding or collapsing the account tree.

Then, when clicking on the lowest level account item, the register details are displayed on the right side of the screen.

Date	Reference	Description	Account	Due Date	Amount	Deposit	Balance	Split
01/01/2008	INV-11	1st Qtr Dues	Dues Payabl	01/31/2008	0.00	14.00	14.00	Y
01/01/2008	INV-11	1st Qtr Dues	Dues Payabl	01/31/2008	0.00	14.00	28.00	Y
01/01/2008	INV-11	1st Qtr Dues	Dues Payabl	01/31/2008	0.00	14.00	42.00	Y
04/01/2008	INV-11	2nd Qtr Dues	Dues Payabl	04/30/2008	0.00	14.00	56.00	Y
04/01/2008	INV-11	2nd Qtr Dues	Dues Payabl	04/30/2008	0.00	14.00	70.00	Y

The user has the ability to add new entries, modify existing entries, or delete an entry. And, since this is a double-entry accounting system, the corresponding change will be made to the other side of the ledger.

Reports

Several new reports are available to support the accounting functions.

- ✓ Chart of Accounts
- ✓ Balance Sheet
- ✓ Aged Trial Balance (member dues)
- ✓ Club Accounts Register Summary
- ✓ Club Accounts Register Detail

Other reports will be developed over time based on user needs.

For more information on DUES and Invoicing, or to arrange for an on-line demo, please contact:

- Mike Thacker 252-257-2563
- Mark Landmann 303-470-1928

Ask about including the ATTENDANCE modules, and getting a CLUB web site at package pricing, which is less than the sum of the individual options)..