

## HOW TO RECORD DUES AND FEES IN QUICKBOOKS 2007

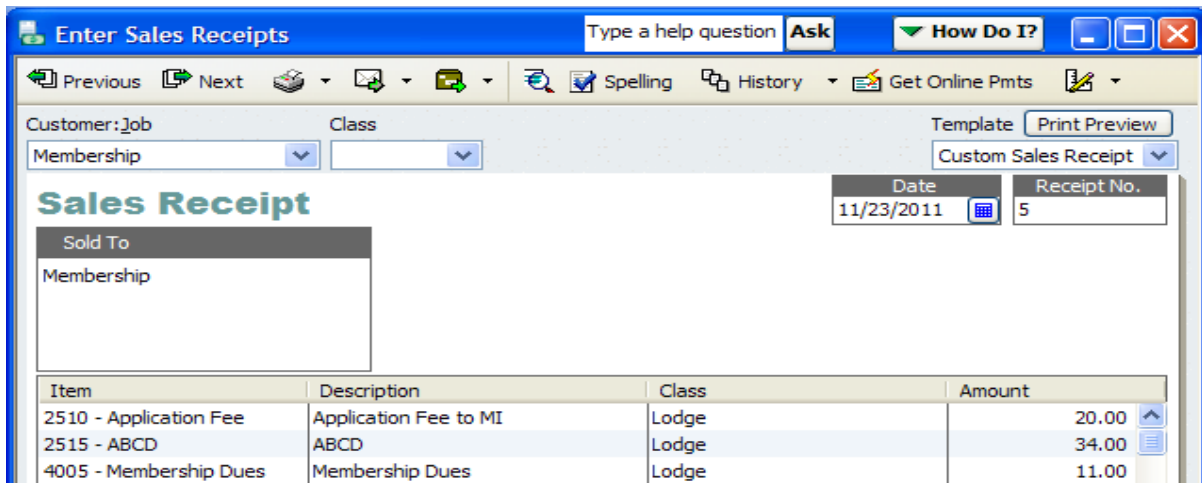
When dues and fees are collected for new applicants, transfers, reinstatements, and re-enrollments, create a manual receipt as required by the General Laws. **NOTE:** The Official Business Receipt is the only receipt book for the WOTM. **NOTE:** If the dues collected are for dues that must be sent to the lockbox (centralized dues collections) use the “**MEMBER DUES PROCEDURE**”.

The distribution of the dues and fees collected is entered into QuickBooks (QBs) using the “**Enter Sales Receipts**” screen:

LOOM Membership Dues	\$34 to 2515 and balance to 4005
WOTM Membership Dues	\$20 to 2515 and balance to 4005
LOOM Application Fee	\$20 to 2510
WOTM Application Fee*	\$20 to 2510 and balance to 4010
WOTM Re-enroll Application Fee*	\$20 to 2510 and balance to 4010
LOOM Re-enroll Application Fee	\$20 to 2510
LOOM Transfer of Membership	\$20 to 4025
WOTM Transfer of Membership	\$10 to 4025
LOOM Transfer of Life Membership**	\$20 to 4025 and \$50 to 4020
WOTM Transfer of Life Membership**	\$10 to 4025 and \$50 to 4020
LOOM Life Membership***	Must be remitted to the Moose International (MI) Lockbox
WOTM Life Membership****	Must be remitted to the MI Lockbox

**NOTE:** If life membership dues are collected at the fraternal unit, follow the “**MEMBER DUES PROCEDURE**” for guidance on posting in QBs.

Here is an example of a LOOM Sales Receipt for dues and fees. This sample is shown as a separate receipt for the dues and fees.



**NOTE:** Dues and Fees can be added to the LOOM weekly sales receipt and memorized. This sample shows the entire weekly receipt that includes the dues and fees collected.

Customer: Job Class: [ ] Template: [ ] Print Preview  
 Weekly Receipts [ ] Custom Sales Receipt [ ]

Date: 11/23/2011 Receipt No.: 4

**Sales Receipt**

Sold To: Weekly Receipts

Item	Description	Class	Amount
4230 - Beer Sales	Beer Sales	Social Quarters	250.00
4235 - Liquor Sales	Liquor Sales	Social Quarters	160.00
4245 - Misc Mdse	Miscellaneous Merchandise	Social Quarters	50.00
4240 - Wine Sales	Wine Sales	Social Quarters	75.00
2510 - Application Fee	Application Fee to MI	Lodge	20.00
2515 - ABCD	ABCD	Lodge	34.00
4005 - Membership Dues	Membership Dues	Lodge	11.00
Total			600.00

Customer Message: [ ]

Sample WOTM receipt for Dues and Fees collected for a new applicant.

Customer: Job Class: [ ] Template: [ ] Print Preview  
 Membership [ ] Custom Sales Receipt [ ]

Date: 04/21/2009 Sale No.: 11

**Sales Receipt**

Sold To: Membership

Item	Description	Class	Amount
2510 - Application Fees	Application Fees to MI	Membership Dues	20.00
2515 - ABCD	ABCD/Per Capita due to MI	Membership Dues	20.00
4005 - Membership dues	Fraternal Unit Membership Dues	Membership Dues	10.00

\*In accordance with the WOTM General Laws a chapter may increase the application fee provided the recommendation has been presented to the Board and approved by the chapter. It should be noted however that fees cannot be entered into LCL net at the fraternal unit level into the "Rates" portion of the "FRU Information" screen. Any amount above the minimum \$20 is posted to account 4010.00.

\*\*The transfer fee is waived for an earned Life Membership

\*\*\*According to the General Governor's office a check **from the member** for the full amount of the life membership (which is currently \$1,000) is forwarded to the MI lockbox. A portion of the submitted fee will be retained by MI, and the remainder will be deposited to the member's lodge through the centralized dues process. **The MID and the words "Life Membership" should be annotated in the memo line of the check.** See Section 31.1 of the LOOM General Laws for the rules regarding a LOOM Life Membership.

\*\*\*\*In accordance with the WOTM general laws, a member who wishes to purchase a life membership is to remit a check for \$400 to the MI lockbox. \$250 of the fee submitted will be retained by MI and \$150 will be deposited to the member's chapter through the centralized dues process. The MID and the words "Life Membership" should be annotated in the memo line of the check. See Section 35 of the WOTM General Laws for the rules regarding a WOTM Life Membership.