

Dues & Fees Postings

When dues and fees 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.**” If Life Membership Dues collected at the fraternal unit, follow the “**MEMBER DUES PROCEDURE**” for guidance on posting in QBOs.

The distribution of the dues and fees collected is entered into QuickBooks Online (QBOs) using the “**Enter Sales Receipts**” screen for the Women of the Moose, Legion or Lodge. Exception being that the Lodges may now use “**Make Deposit**”:

LOOM Membership Dues \$38 to 2515 and balance to 4005

WOTM Membership Dues \$10 to 2515 and balance to 4005

LOOM Application Fee \$20 to 2510 unless “no fee” issued by MI

WOTM Application Fee \$20 to 2510 and balance to 4010 unless “no fee” issued by MI

WOTM Re-enroll Application Fee \$20 to 2510 and balance to 4010 unless “no fee” issued by MI

LOOM Re-enroll Application Fee \$20 to 2510 and balance 4010 unless “no fee” issued by MI

LOOM** Transfer of Membership \$20 to 4025

WOTM** Transfer of Membership \$10 to 4025

LOOM** Transfer of Life Membership \$20 to 4025

WOTM** Transfer of Life Membership \$10 to 4025

LOOM Life Membership*** Must be remitted to the Moose International (MI) Lockbox

WOTM Life Membership**** Must be remitted to the MI Lockbox

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

Dues & Fees Postings

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

Sales Receipt #1004

 Help

Customer Cc/Bcc

NEW MEMBER Email (Separate emails with a comma)

Send later

AMOUNT

\$70.00

Billing address

NEW MEMBER
NEW MEMBER

Sales Receipt date

09/18/2021

[Create recurring sale](#)

Sales Receipt no.

1004

Tags [Manage tags](#)

Start typing to add a tag

Payment method

Choose payment method

Reference no.

Deposit to

1199.00 Undeposited Funds

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	
1	2510 - Application Fee to MI	Membership Application Fee (\$20 unless none per MI) J Davis	1	20	20.00	
2	2515 - ABCD Per Capita to MI	ABCD - Per Capita (MI portion \$38) J Davis	1	38	38.00	
3	4005 - Membership Dues	Fraternal Unit Membership Dues (Balance) J Davis	1	12	12.00	
4						

[Add lines](#) [Clear all lines](#)

[Add sales tax](#)

Message displayed on sales receipt

James Davis new member

Total **\$70.00**

Amount received **\$70.00**

Dues & Fees Postings

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.

Bank Deposit
 Help

1-2
« ‹ 1 › »

Total 110.00

Selected Payments Total 0.00

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT	
⋮ 1	Weekly Deposit	4230.00 Social Quarters Sales:Beer Sales				300.00	
⋮ 2	Weekly Deposit	4235.00 Social Quarters Sales:Liquor Sales				500.00	
⋮ 3	Weekly Deposit	4245.00 Social Quarters Sales:Miscellaneous Merchandise Sales				100.00	
⋮ 4	Weekly Deposit	4255.00 Kitchen Sales:Food Sales				400.00	
⋮ 5	Weekly Deposit	2305.00 Other Liabilities:Sales Tax Liabilities				113.75	
⋮ 6	NEW MEMBER	2510.00 Due Other Fraternal Units:Application Fees to MI	John Davis			20.00	
⋮ 7	NEW MEMBER	2515.00 Due Other Fraternal Units:ABCD/Per Capita Due MI	John Davis			38.00	
⋮ 8	NEW MEMBER	4005.00 Dues And Fees Income:Membership Dues	John Davis			12.00	
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Enter Text"/>	<input type="text"/>		
⋮ 10							

Other funds total **\$1,483.75**

Dues & Fees Postings

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

Sales Receipt #1005
⚙️ ? Help

Customer Cc/Bcc

NEW MEMBER Email (Separate emails with a comma)

Send later

AMOUNT

\$40.00

Billing address Sales Receipt date

NEW MEMBER 09/18/2021

NEW MEMBER [Create recurring sale](#)

Sales Receipt no.

1005

Tags [Manage tags](#)

Start typing to add a tag

Payment method

Choose payment method

Reference no.

Deposit to

1199.00 Undeposited Funds

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
1	2510 - Application Fee to MI	Membership Application Fee (\$20 unless none per MI) S Smith	1	20	20.00
2	2515 - ABCD Per Capita to MI	ABCD - Per Capite (MI portion \$15) S Smith	1	15	15.00
3	4005 - Membership Dues	Fraternal Unit Membership Dues (Balance) S Smith	1	5	5.00
4					

[Add lines](#) [Clear all lines](#)

[Add sales tax](#)

Message displayed on sales receipt

Susan Smith new member

Total **\$40.00**

Amount received **\$40.00**

*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.

Dues & Fees Postings

*** The cost of a Life Membership is as follows (**starting May 1, 2021**):

Loyal Order of Moose – \$1,200

Women of the Moose – \$500

Moose Legion – \$500

The option to purchase a Life Membership at a reduced rate is also available, based on your years of service with your respective fraternal unit. Below is a chart indicating the current pricing for a Life Membership. Payments should be mailed via our Lockbox.

Years of Service 0-14

Loyal Order of Moose – \$1,200

Women of the Moose – \$500

Moose Legion – \$500

Years of Service: 15-19

Loyal Order of Moose – \$960

Women of the Moose – \$400

Moose Legion – \$400

Years of Service: 20-24

Loyal Order of Moose – \$840

Women of the Moose – \$350

Moose Legion – \$350

Years of Service: 25-29

Loyal Order of Moose – \$720

Women of the Moose – \$300

Moose Legion – \$300

“Continued on next page”

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Years of Service: 30-34

Loyal Order of Moose – \$600

Women of the Moose – \$250

Moose Legion – \$250

Years of Service: 35-39

Loyal Order of Moose – \$480

Women of the Moose – BUYOUT*

Moose Legion – BUYOUT*

Years of Service: 40-44

Loyal Order of Moose – \$360

Women of the Moose – BUYOUT*

Moose Legion – BUYOUT*

Years of Service: 45-49

Loyal Order of Moose – BUYOUT*

Women of the Moose – BUYOUT*

Moose Legion – BUYOUT*

*Buyout means that you pay dues for the number of years you need to make 50 years.