

Club Treasurer Menu

As a Club Treasurer you will be able to access the following menus:

Club Details

This will detail a list of the club(s) for which you are the Treasurer. By selecting a club you will see the club details. You can update the Club details, but please be aware that this facility is also available to your Club Secretary. This section also includes the payment record and balance available for the Electronic Transfer of points if applicable.

Recording Payments

This screen allows you to view all Home Members of your club for which you collect the SBU subscription fee. The SBU subscription year runs annually from 1 September to 31 August and is considered 'This season' in MEMPAD. At certain times of the year you can also process payments for the previous season or the forthcoming season. This is to a) allow Members to join retrospectively so that any Master Points credited during that time will be valid and b) to accommodate clubs whose membership year does not coincide exactly with that of the SBU. The following table shows the relevant payment schedule:

Date	Payment Year
1 September to 31 December	Previous Season
1 September to 31 August	Current Season = This season
1 May to 31 August	Next Season

You can either select 'all members' or select members individually to create a payment record. The system will default to 'This Season' but this can be changed if required via the drop-down box. Once the payment record has been created the status is changed to 'Pending confirmation' and the SBU Treasurer will then change the record to 'Confirmed' once payment has been received. If you try to create a payment record for the same season again, an error message will appear.

You will also be able to download a spreadsheet of the payments received – once created the file is displayed in the bottom left hand corner of the screen. This is in '.csv' format, you can save a copy of the file by using the 'Save As' function in Excel.

Please also annotate the spreadsheet with the SBU Club Affiliation fee and, if required, any SBU News Subscriptions. Then send a copy of the spreadsheet to the SBU Treasurer, together with payment. Please also continue to advise the SBU Membership Secretary of any SBU News Subscriptions so that the distribution list is maintained.

N.B. the Club Secretary and Club Treasurer can be the same person.

Club Officials

This is a list of all SBU Clubs with contact information for Secretaries and Treasurers – you will only be able to view a Member's information if you are the Secretary or Treasurer of their specific home club.

SBU Treasurer: Tim Wickens
6 Academy Street
Fortrose, Ross-shire IV10 8TW
01381 620170
tim@timwickens.plus.com

SBU Membership Secretary: Bill Richardson
Kintail, Longmorn
Elgin, Moray IV30 3RJ
01343 860450
w.p.richardson@open.ac.uk