

Mempad - Club Treasurer Guide 2020-21

The club treasurer's role is to record payments of "home club members". The club treasurer collects the SBU annual subscription and sends the funds to the SBU. Other members of the club may have their home club elsewhere, these are known as "away club members". The SBU constitution states all members of an affiliated club must be members of the SBU.

The recommended approach is to collect funds, record this act on Mempad, then pay the majority of club member subscriptions in one payment, prior to 30th November each year. Subsequent receipts may then be forwarded as and when convenient. As per the SBU constitution, subscriptions are due on 30th Nov. As of 1st January, unpaid members are labelled as lapsed and thus are ineligible to play in SBU events. From April 1st, new members and members returning after a long absence have no payment to make for the period of April 1 to August 31; provided that they have not taken part in SBU events earlier in the season.

Payment Process

The club treasurer records payments received from home members - this is called the "First Tick". He/she then sends the due amount (for details how to, see later). Member Services receives the payment and updates MEMPAD with "Payment Confirmed" – this is called the "Second Tick". The Club Secretary, the Club Treasurer, and Club Mempad Administrator (if there is one) as well as the members themselves, can then see the member status as "Paid".

Logging on to Mempad by going to www.mempad.co.uk

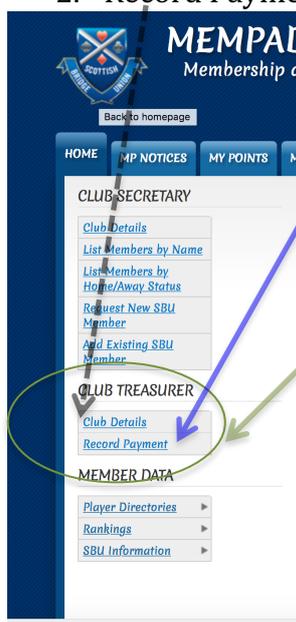
Enter your username (= your SBU masterpoint number)

Enter your password.

If you have forgotten your password, you should click on the "Request New Password' link. A separate guide is available – email masterpoints@sbu.org.uk to request this guide.

Once logged on, the treasurer will be able to see a menu with various options:

1. View club details – see page 2
2. Record Payment – see page 3



Club Details

Clicking on “Club Details” will show the following screen:



You may then click on the club name to show the details of the club as follows:



Note: for clubs sending in masterpoints by xml file the current certificate balance is shown. **Treasurers should ensure that the balance does NOT descend to zero.**

Details are shown as follows:

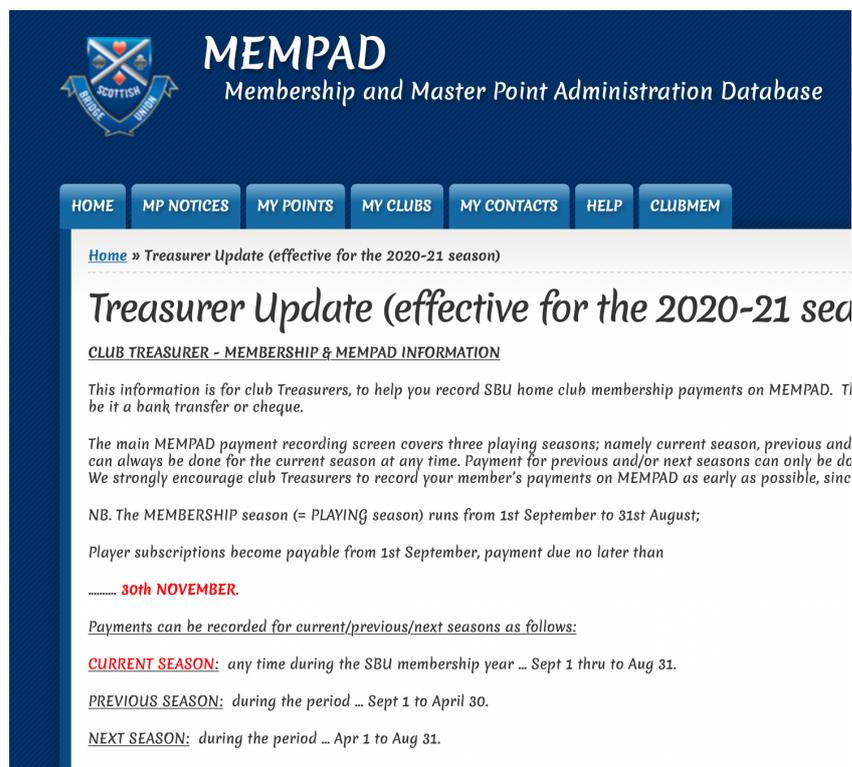
the name of the Club Secretary, Treasurer, Mempad Administrator, and the club's email address (if it has one), and also the email address to which automated emails are sent on processing of masterpoint xml files.

NB. Club officers currently do not have authority to change any of this data.

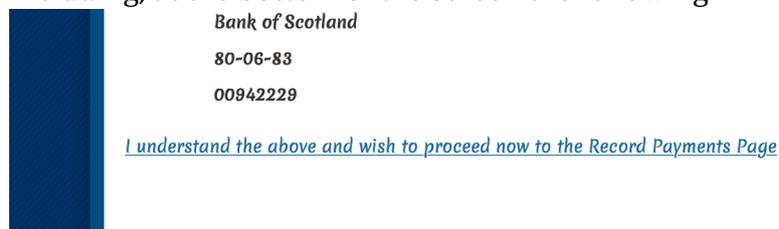
If any data do need to be changed, please contact masterpoints@sbu.org.uk.

Record a Payment

Selecting this menu option will display the following screen:



Including, at the bottom of the screen the following:



You must click on the "I understand...." link to continue. This shows the following screen

— Please choose the club you wish to process membership payments for:

Title	#Home Members	#Current Season Submitted Payment to Club	#Current Season Members Confirmed as Paid	#Current Season Members Not Paid
Peebles (E/PEB)	Process Payments <u>113</u>	<u>0</u>	<u>0</u>	<u>113</u>

Click on the Process Payments Link.

This results in a full list of all 'Home' members as shown overleaf.

Click on the number shown in each category (underlined and in blue) to obtain a listing of any members in that category.

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The list shown is a list of all members of the club who are HOME club members.

The responsibility of ensuring members are correctly notated as either “home” or “away” lies with the club secretary, **not** the club treasurer.

You should now select each person for whom you wish to send payment - tick the box at the start of the line. Clicking on the top box will select ALL.

If you have a total of say 50 members, but are only paying for 40, then tick “ALL”, and then un-tick those 10 that have not paid.

Ensure, for each person selected, that the correct season is set at (Last Season, Current Season) as appropriate. Click on the Create Payment Record button.

<input type="checkbox"/>	Number	Membership ID	Current Season	Season Payments already submitted*	New Payment - Season Selector
<input type="checkbox"/>	1	Contacts	Payment Confirmed by SBU	15/16, 16/17	<input type="radio"/> LAST SEASON <input checked="" type="radio"/> CURRENT SEASON <input type="radio"/> ---
<input type="checkbox"/>	2	Contacts	Payment Confirmed by SBU	15/16, 16/17	<input type="radio"/> LAST SEASON <input checked="" type="radio"/> CURRENT SEASON <input type="radio"/> ---
<input type="checkbox"/>			Payment		<input type="radio"/> LAST SEASON

After confirmation, this will submit the payment record and will send you a confirmation email with the amount (£) to be paid and details of how to pay.

The club treasurer is also responsible for making payment of the club annual affiliation fee. There is no need to make any Mempo update for this.

Subscription Rates	2020-2021
Club Member – Junior	£5
Club Member – Regular (Adult)	£10
Club Member – Senior	£10
Direct Member- All ages (excludes SBU magazine)	£13
Club Affiliation fee	£0

Please follow the directions as to how payments should be made.

For example; if by cheque then where to send it, and if by internet bank transfer, how to notify this to the right people.