Lions Club of Woop Woop

MEMBER'S DUES LEDGER

MEMBER NAME: John Q Marshall

DATE	ITEM	AMOUNT DUE	AMOUNT PAID	BALANCE	DUES PAID UP TO	INITIALS
30/6/97	Dues for 1997-98	$100		$100		
1/7/97	Dues part paid		$50	$50	31/12/97	JM
23/12/97	Dues part paid		$50	$0	30/6/98	JM
30/6/98	Dues for 1998/99	$110		$110		
2/7/98	Dues paid in full		$110	$0	30/6/99	JM

This simple ledger card keeps track of members dues, what amounts are due, what has been paid and how current the member's dues are. It is the easiest way to do what can sometimes be a time consuming and difficult task. Having the member initial the ledger each time dues are paid can help in later disputes over payment. A column could be added to provide a cross reference to the cash book entry although it should be on the same date as the ledger entry so this is not strictly necessary. Dues become due on the first of July each year, even if the Club allows payment in installments. As shown in the first three lines here, the full amount is debited each July, and payments are noted down as they are made, with a consequent change to the balance due and to the date dues are paid to. In this example the amounts due are shown in red, other amounts in blue. This is not necessary in practice, but serves here to clarify the procedure.