



Membership and Tournament System

Society Treasurer Handbook

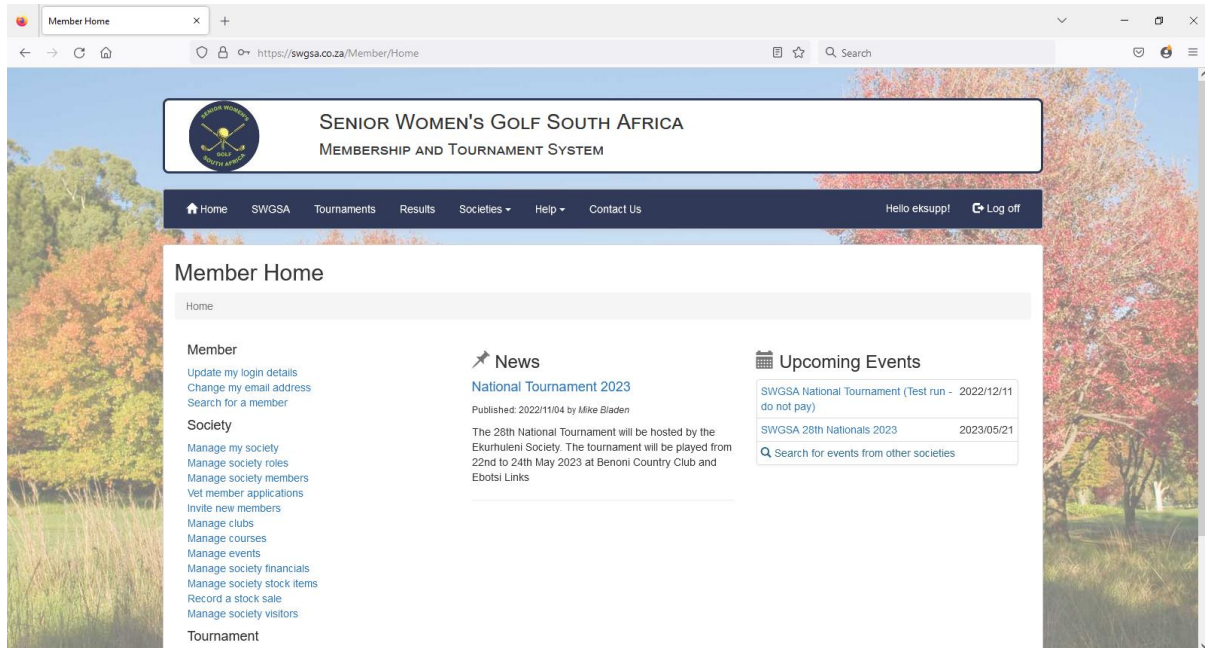
www.swgsa.co.za

Introduction

The Society Treasurer is responsible for recording all payments received from, and refunds made to members and for setting up Annual Subscription fees payable by member categories.

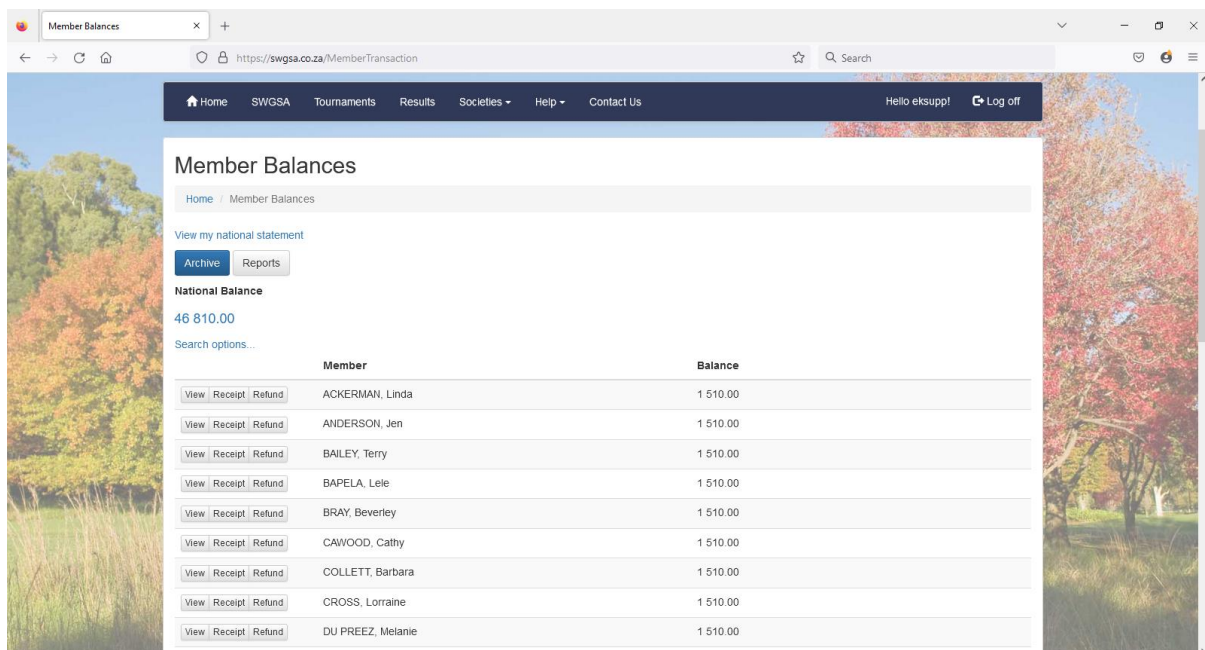
Recording receipts

As Society Treasurer, you have the Manage society financials function available to you.



The screenshot shows the 'Member Home' page of the Senior Women's Golf South Africa (SWGSA) Membership and Tournament System. The page features a navigation menu with options like Home, SWGSA, Tournaments, Results, Societies, Help, and Contact Us. The main content area is divided into three sections: 'Member' (with links for updating login details, email address, and searching for a member), 'Society' (with links for managing society roles, members, applications, and financials), and 'Upcoming Events' (listing the SWGSA National Tournament and SWGSA 28th Nationals 2023).

When you click on this function you get the Member Balances screen.

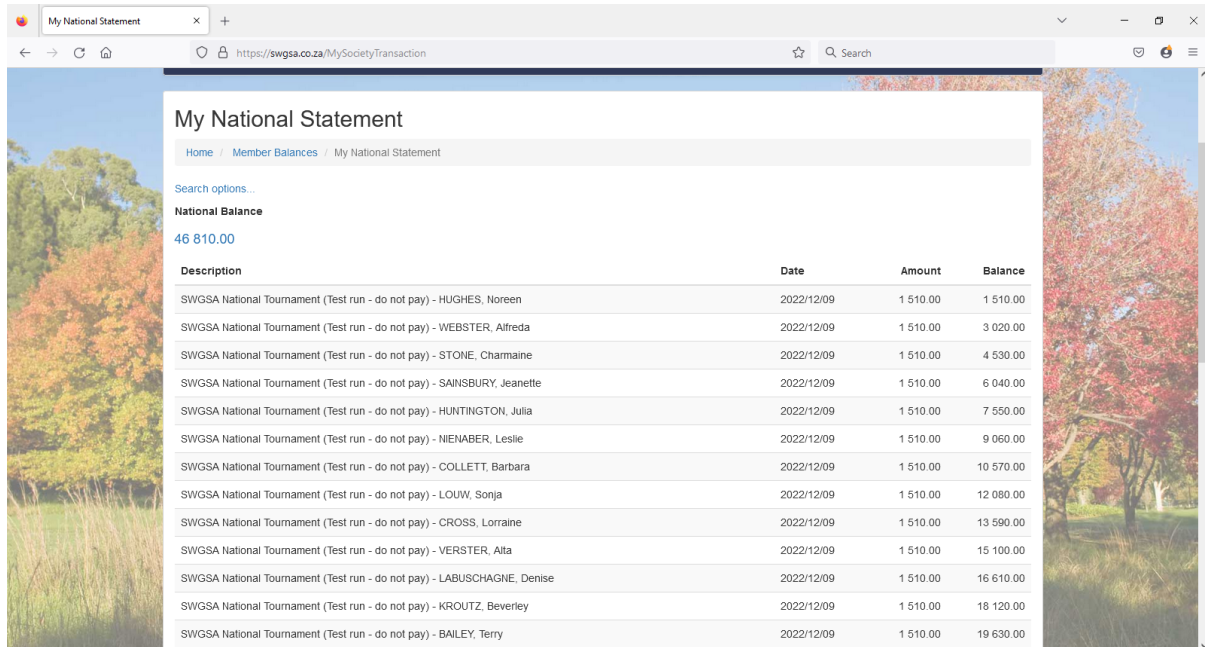


The screenshot shows the 'Member Balances' screen. It displays a 'National Balance' of 46 810.00. Below this, there is a table listing members and their balances. Each row includes a 'View | Receipt | Refund' link and the member's name and balance.

	Member	Balance
View Receipt Refund	ACKERMAN, Linda	1 510.00
View Receipt Refund	ANDERSON, Jen	1 510.00
View Receipt Refund	BAILEY, Terry	1 510.00
View Receipt Refund	BAPELA, Lele	1 510.00
View Receipt Refund	BRAY, Beverley	1 510.00
View Receipt Refund	CAWOOD, Cathy	1 510.00
View Receipt Refund	COLLETT, Barbara	1 510.00
View Receipt Refund	CROSS, Lorraine	1 510.00
View Receipt Refund	DU PREEZ, Melanie	1 510.00

This screen firstly shows how much is owed by your society to the National body. It is your responsibility to make the payment, but it is not your responsibility to record the payment, that is the National treasurer's job.

To see how this balance is calculated, click on View my national statement, which will look like this.



My National Statement

Home / Member Balances / My National Statement

Search options...

National Balance

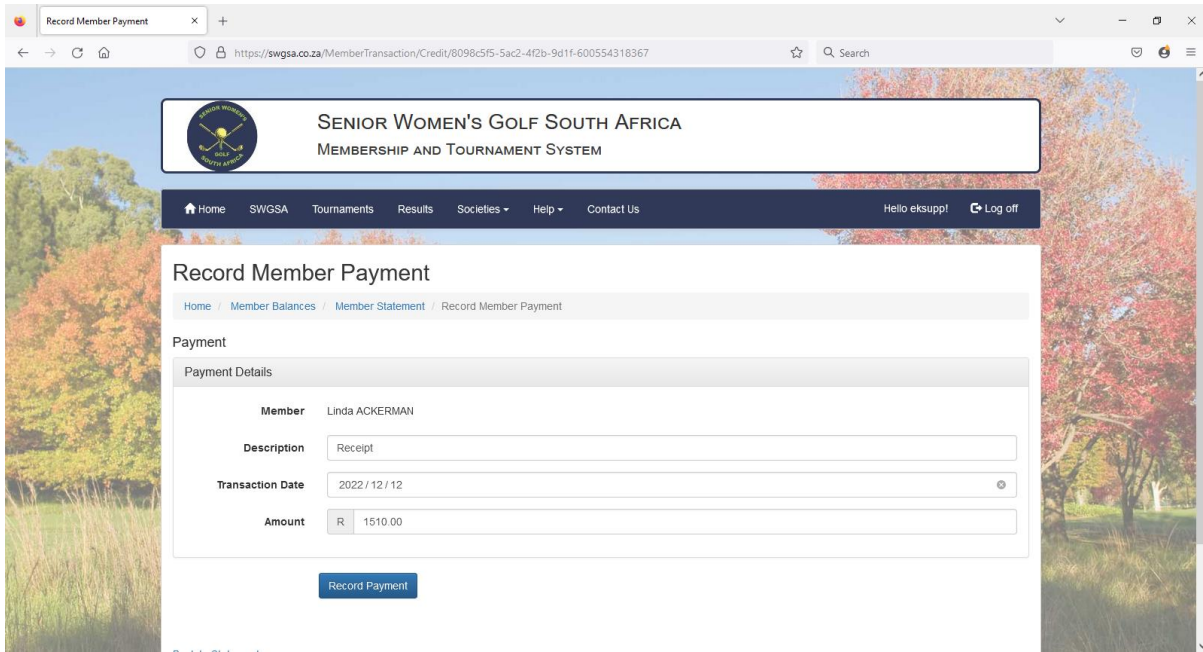
46 810.00

Description	Date	Amount	Balance
SWGSA National Tournament (Test run - do not pay) - HUGHES, Noreen	2022/12/09	1 510.00	1 510.00
SWGSA National Tournament (Test run - do not pay) - WEBSTER, Alfreda	2022/12/09	1 510.00	3 020.00
SWGSA National Tournament (Test run - do not pay) - STONE, Charmaine	2022/12/09	1 510.00	4 530.00
SWGSA National Tournament (Test run - do not pay) - SAINSBURY, Jeanette	2022/12/09	1 510.00	6 040.00
SWGSA National Tournament (Test run - do not pay) - HUNTINGTON, Julia	2022/12/09	1 510.00	7 550.00
SWGSA National Tournament (Test run - do not pay) - NIENABER, Leslie	2022/12/09	1 510.00	9 060.00
SWGSA National Tournament (Test run - do not pay) - COLLETT, Barbara	2022/12/09	1 510.00	10 570.00
SWGSA National Tournament (Test run - do not pay) - LOUW, Sonja	2022/12/09	1 510.00	12 080.00
SWGSA National Tournament (Test run - do not pay) - CROSS, Lorraine	2022/12/09	1 510.00	13 590.00
SWGSA National Tournament (Test run - do not pay) - VERSTER, Alta	2022/12/09	1 510.00	15 100.00
SWGSA National Tournament (Test run - do not pay) - LABUSCHAGNE, Denise	2022/12/09	1 510.00	16 610.00
SWGSA National Tournament (Test run - do not pay) - KROUTZ, Beverley	2022/12/09	1 510.00	18 120.00
SWGSA National Tournament (Test run - do not pay) - BAILEY, Terry	2022/12/09	1 510.00	19 630.00

Click Member Balances at the top, or Back to balances at the bottom to return to Member Balances screen.

The default listing only includes members with a non-zero balance. Click the Search options... tab to search for specific members, or to include members with a zero balance.

If a payment has been made by a certain member (on your bank statement), click the Receipt tab next to that member's name.



This allows you to record the description, date and amount of the payment made by the member. You may change any of the default fields prefilled by the system.

If a payment is made to a member, click on the Refund tab. Once again, the default prefilled fields can be changed.

