Burbank Council
PTA
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HOW TO HANDLE MANUAL MEMBERSHIPS IN MyPTEZ

Example: *Membership dues for Sunshine Elementary PTA are $7.00. There was a membership table at registration and 100 memberships were paid for ($700 total), with 70 memberships paid by check and 30 memberships paid in cash. Memberships are not set up as a product.***

REMEMBER: This unit keeps $1.50 for each membership and forwards $5.50 up through channels.
(See your bylaws for the breakdown of the $5.50 that gets forwarded by Burbank units.)

STEP ONE: FINANCIAL SECRETARY enters the receipt in MyPTEZ and assigns categories.
1. Go **to Receipts/Write New Receipt**
2. Enter date
3. In the "From" box – you can enter "Multiple Receipts" or "Bulk Receipts"
4. **ALWAYS ENTER A DESCRIPTIVE MEMO**! In this case it could be "Membership table at Registration – 100 members"
5. Under Category type choose "Membership Dues Income"* – enter $150.00; click "Add"
6. Under Category type choose "Membership Receipts Pass-Through"* - enter $550.00; click "Add"
7. Select Cash or Check; enter amounts as appropriate
8. Click "Save"

STEP TWO: TREASURER deposits the receipt in MyPTEZ
1. Go to **Receipts/Make Deposit**
2. Check the box next to the receipt
3. Click "Ok"
4. You are taken to a new "Make Deposit" screen – verify that the deposit amount matches the actual deposit.
5. Enter date of deposit at bank. date.
6. Enter descriptive memo
7. Enter the name of the bank account, e.g., "Checking"*
8. Click "Save"
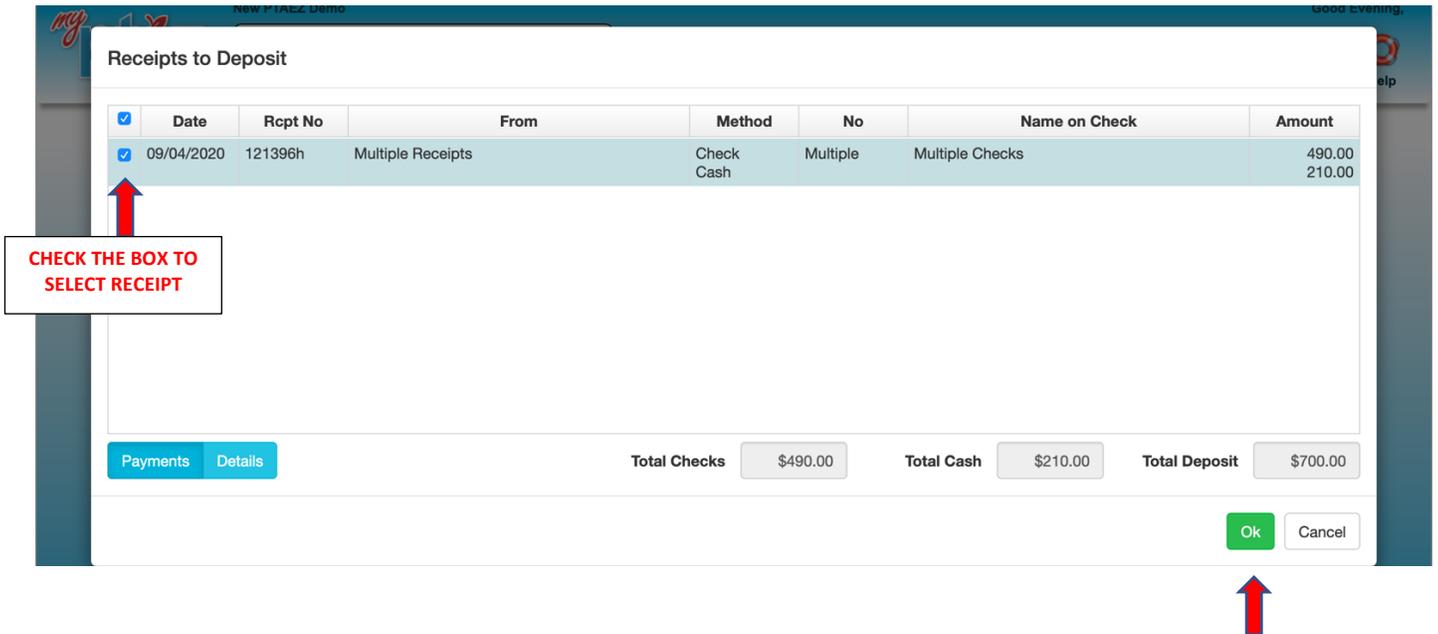
STEP THREE: TREASURER writes the check for $550.00 and sends the forwarded dues to BCPTA.
(Don't forget to include your remit form in triplicate and SASE!)

STEP FOUR: TREASURER enters the check in MyPTEZ
1. Go to **Checks/Write New Check**
2. Select correct bank account (checking)
3. Enter date
4. For "Payable To" enter: "Burbank Council PTA"
5. Enter check amount – in this case, $550.00
6. Verify that the check number is correct
9. **ALWAYS WRITE A DESCRIPTIVE MEMO!** In this case it could be "Membership dues forwarded to Council – 100 memberships"
7. Enter Category as "Membership Disbursements Pass-Through"*
8. Click "Save"

(screen shot for writing check on next pag

*Please note that **your** category names might be slightly different than the category names in the example here. **Treasurers should go over the Category List with Financial Secretaries to make sure they are using the same categories for the same things.**

**If you wish, treasurers can set up manual membership dues as a PRODUCT in MyPTEZ that correctly categorized the split between unit portion and forwarded portion of dues. Setting it up as a product will streamline the receipt process for financial secretaries. Please contact the Council Financial Team and we can walk you through this process.