

## HOW TO PROCESS A DUES INCREASE

This procedure provides information on processing a dues increase for a fraternal unit. The first step in increasing dues for a fraternal unit is to take the request for an increase through the Board of Officers to a vote of the fraternal unit. Upon completion of the favorable vote the Administrator, Recorder, or Moose Legion Secretary will enter the increase into LCL Net using the following procedure:

Scroll down on the **FRU Information** page to the section entitled “Rates”.

Chapter Number	9999
Chapter Name	JEFFERSON

FRU Information | Members | Applications | Sponsors

Rates Add Edit Remove

Type	Start Date	End Date	Moose International Amount	Fraternal Unit Amount	Total Amount	Currency
▶ Dues	01/01/2002		12.00	8.00	20.00	USD
Life Member	01/01/2002		250.00	150.00	400.00	USD

Select “**Add**” as you are adding a new dues rate to LCL Net. **NOTE:** You cannot modify the existing rate to change it to the new increased rate. The only change you can make within this screen is to enter the “**End Date**” to show when the existing dues rate will end (meaning it will end on the day that the new rate you are entering begins). Once Moose International (MI) processes the new rate the “**End Date**” on the old rate should get populated, if it does not you can enter it at a later date or just leave it blank.

**Add Rate**

Number: 9999      Name: JEFFERSON

**Rate Information**

Rate Type: Dues

Start Date: 04/29/2009

End Date: (none)

Moose International Amount: 12.00

Fraternal Unit Amount: 8.00

Total Amount: 20.00

Currency Type: United States Dollar

Save      Reset      Close

New Mode      01/29/2009      10:02 AM

Notice that the “**Start Date**” has automatically been populated as 90 days in the future based on the date the new rate is being entered into LCL Net. You cannot change this date as it takes MI 90 days to get the rate updated in the Centralized Dues process so that your member’s dues renewal notices will show the new rate. **NOTE:** If you neglect to enter the new dues rate into LCL Net after you have voted on it, it will not become effective until the date shown in the screen as this is the only method for processing the increase. You can continue to charge your new members the rate you voted upon but your existing members will not see the increase on their dues renewal notices until you transmit it to MI using LCL Net and it gets updated in the Centralized Dues process.

Also note that you can use the drop down arrow to change the date to a date farther into the future if you so desire. (for example if you voted to make it effective on June 1). It is best to let it default to the date 90 days into the future since the Centralized Dues process will ensure that it becomes effective with the beginning of the month. In this case it would show on the dues renewal notices for the month of May 2009.

Start Date: 04/29/2009

End Date: April 2009

	S	M	T	W	T	F	S
Moose Internatio	29	30	31	1	2	3	4
Fraternal Unit Am	5	6	7	8	9	10	11
Total Amount	12	13	14	15	16	17	18
Currency Type	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
	3	4	5	6	7	8	9

Today

The next available field is entitled “**End Date**” which is the effective date of when you want the dues to end so ***DO NOT*** populate this field.

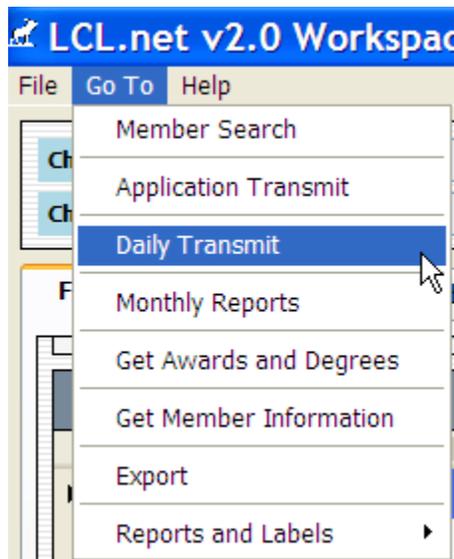
The final field that is editable in the screen is the “**Total Amount**” field which is the total amount of the dues that you wish to charge your members. The “**Moose International Amount**” is controlled by the rate that is set by MI so you cannot edit this field. When you enter the new “**Total Amount**” the system will automatically update the “**Fraternal Unit Amount**” to be the amount that the fraternal unit will retain since the “**Moose International Amount**” is updated and regulated by MI through software updates.

Next click the  button to save the new dues rate.

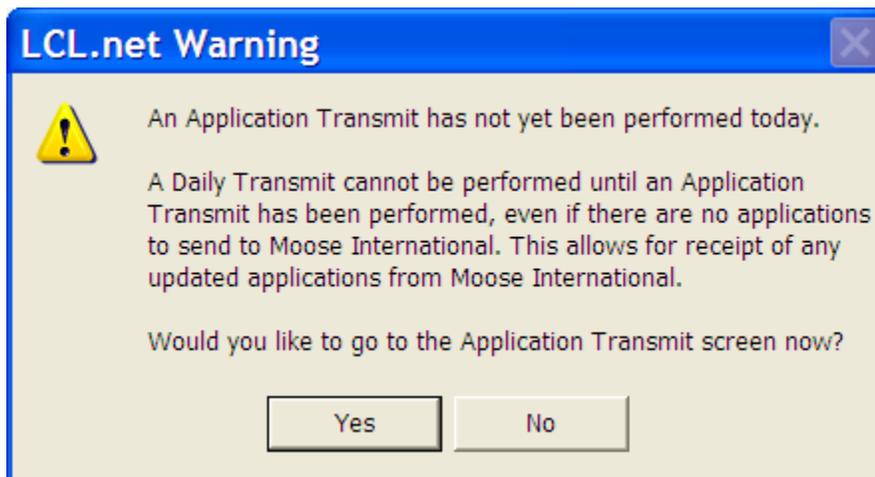
Rates							Add	Edit	Remove
Type	Start Date	End Date	Moose International Amount	Fraternal Unit Amount	Total Amount	Currency			
▶ Dues	04/29/2009		12.00	18.00	30.00	USD			
Dues	01/01/2002		12.00	8.00	20.00	USD			
Life Member	01/01/2002		250.00	150.00	400.00	USD			

The new dues rate will now appear in the “**Rates**” section of the “**FRU Information**” screen.

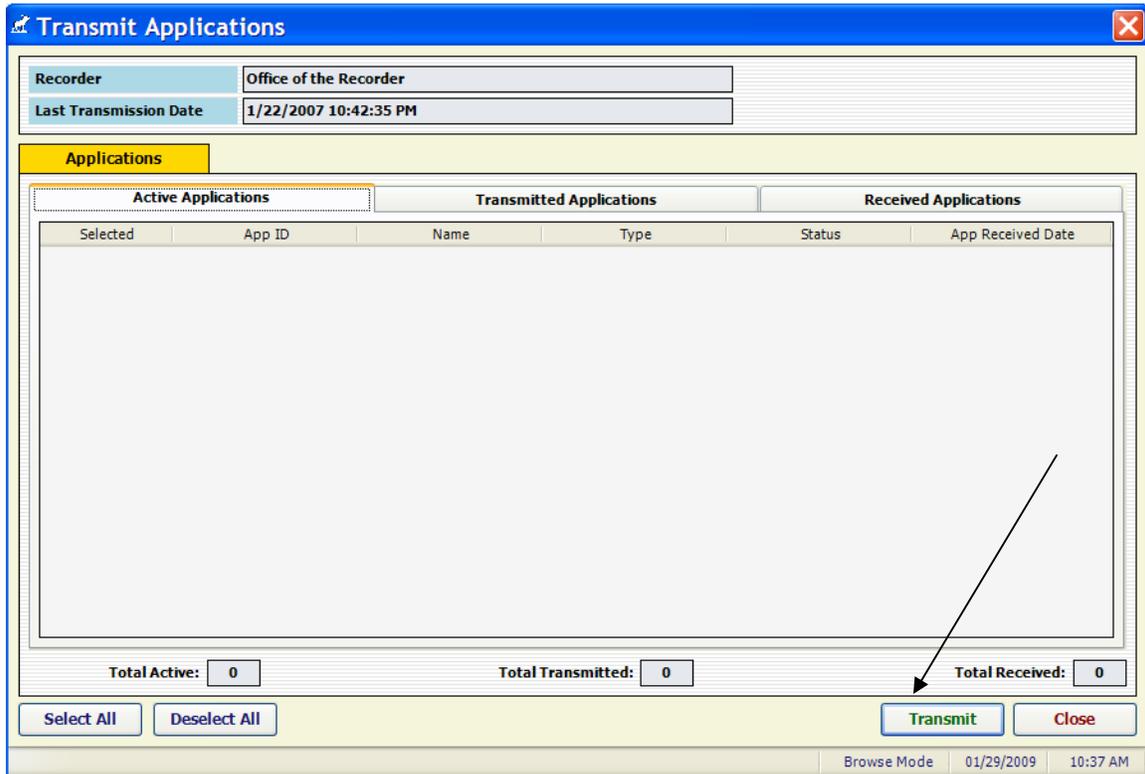
The final step in processing the new dues rate is to transmit the update to MI through the “**Daily Transmit**”. Go to the top of the LCL screen and select “**Go To**” and slide down to “**Daily Transmit**”.



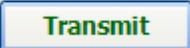
**NOTE:** If you have not yet performed an “**Application Transmit**” on the day you are transmitting the new dues rate the following warning will be received:

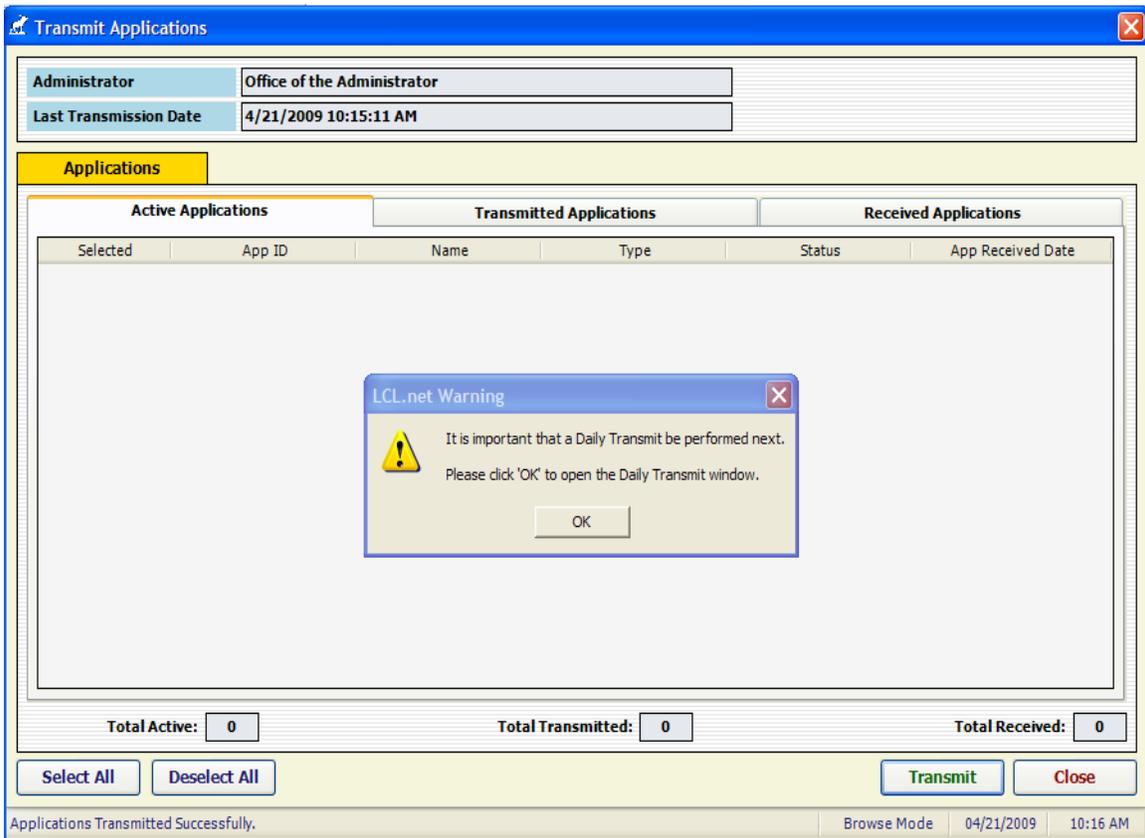


This is a reminder that you must always perform an “**Application Transmit**” before performing a “**Daily Transmit**”. Click “**Yes**” to go to the “**Application Transmit**”.

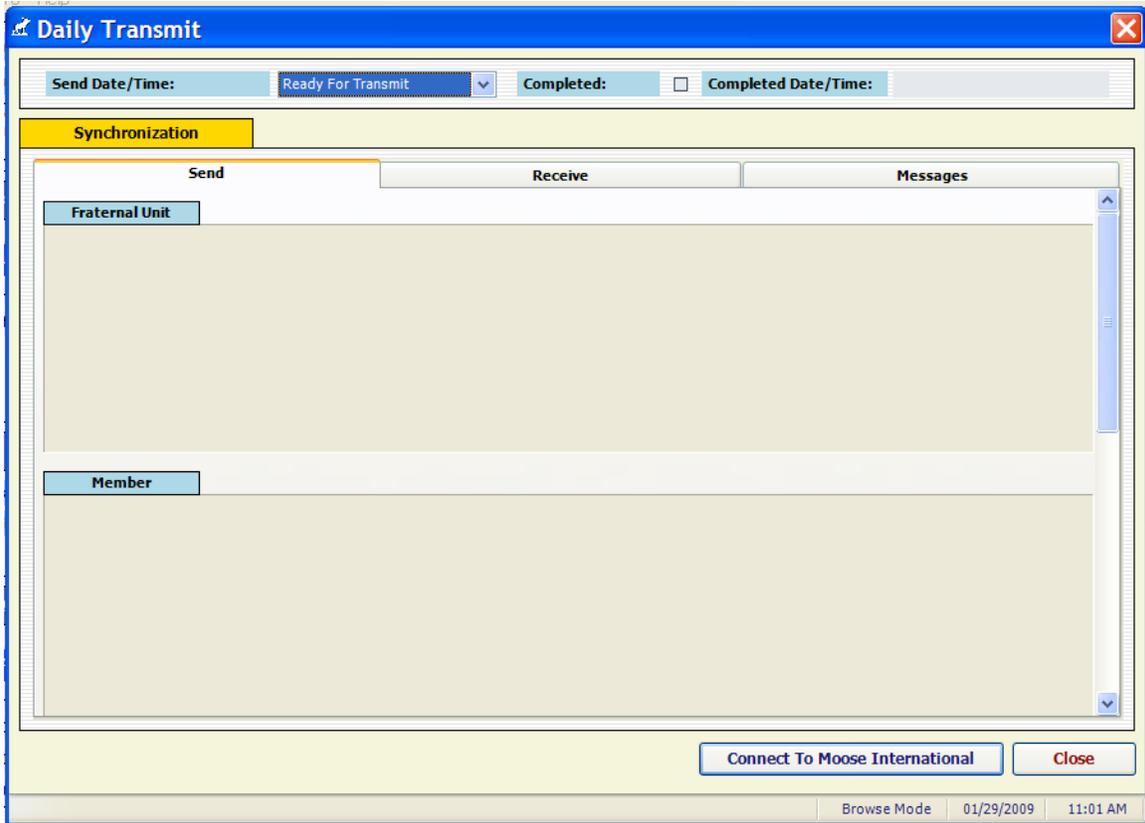


**NOTE:** It is important to remember that transmitting to MI is not about whether or not the fraternal unit has information to transmit, but is about ensuring that the two way transmission from the fraternal unit to MI and from MI to the fraternal unit is being performed on a regular basis. Every day or as a minimum every week an **“Application Transmit”** and a **“Daily Transmit”** *MUST* be performed to keep the fraternal unit LCL Net database and the MI database (**Moose Membership Management System (MMMS)**) in synchronization with each other. In other words, to ensure that the data in the fraternal unit LCL Net database is as up-to-date as the data in the MMMS.

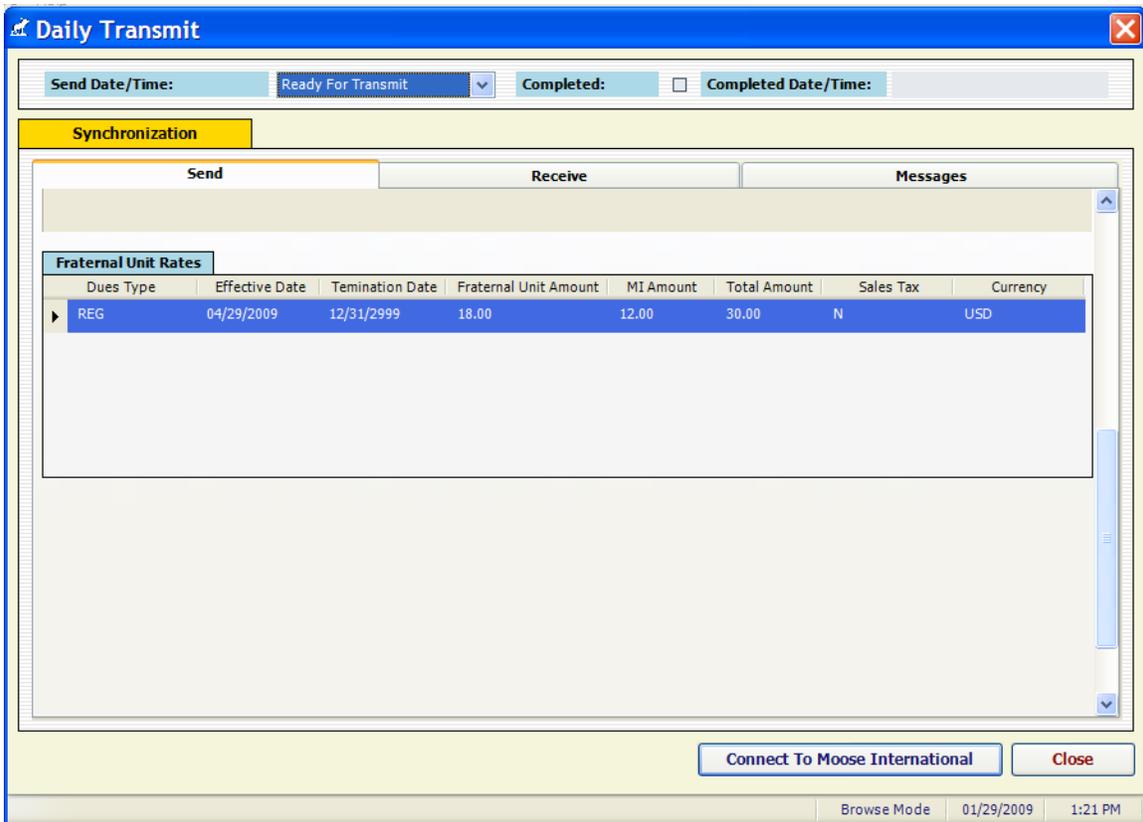
Click the  button to transmit using the **“Application Transmit”**. Upon completion of the **“Application Transmit”** the following screen will appear telling you to perform a **“Daily Transmit”**:



Click the “OK” button to go to the “Daily Transmit” screen.



Notice that you do not see the updated rate in the screen above. You must scroll down using the scroll bar on the right hand side of the screen to see the **“Fraternal Unit Rates”** portion of the Daily Transmit screen. The newly entered rate will appear in the screen in the **“Send”** tab because it is waiting to be sent through a transmit.



Click the  button to transmit the new dues rate to MI. Click  to close the “**Daily Transmit**” screen and then click  to close the “**Application Transmit**” screen.

During the next “**Daily Transmit**” the new rate should appear in the “**Receive**” tab which means that it has been acknowledged by MI.

For the Women of the Moose there is no further action required.

The Loyal Order of Moose you must send a copy of the meeting minutes that show the vote for the increase in dues to the General Governor’s office so that a new Resolution can be prepared indicating your new dues rate. The minutes may be faxed or mailed.