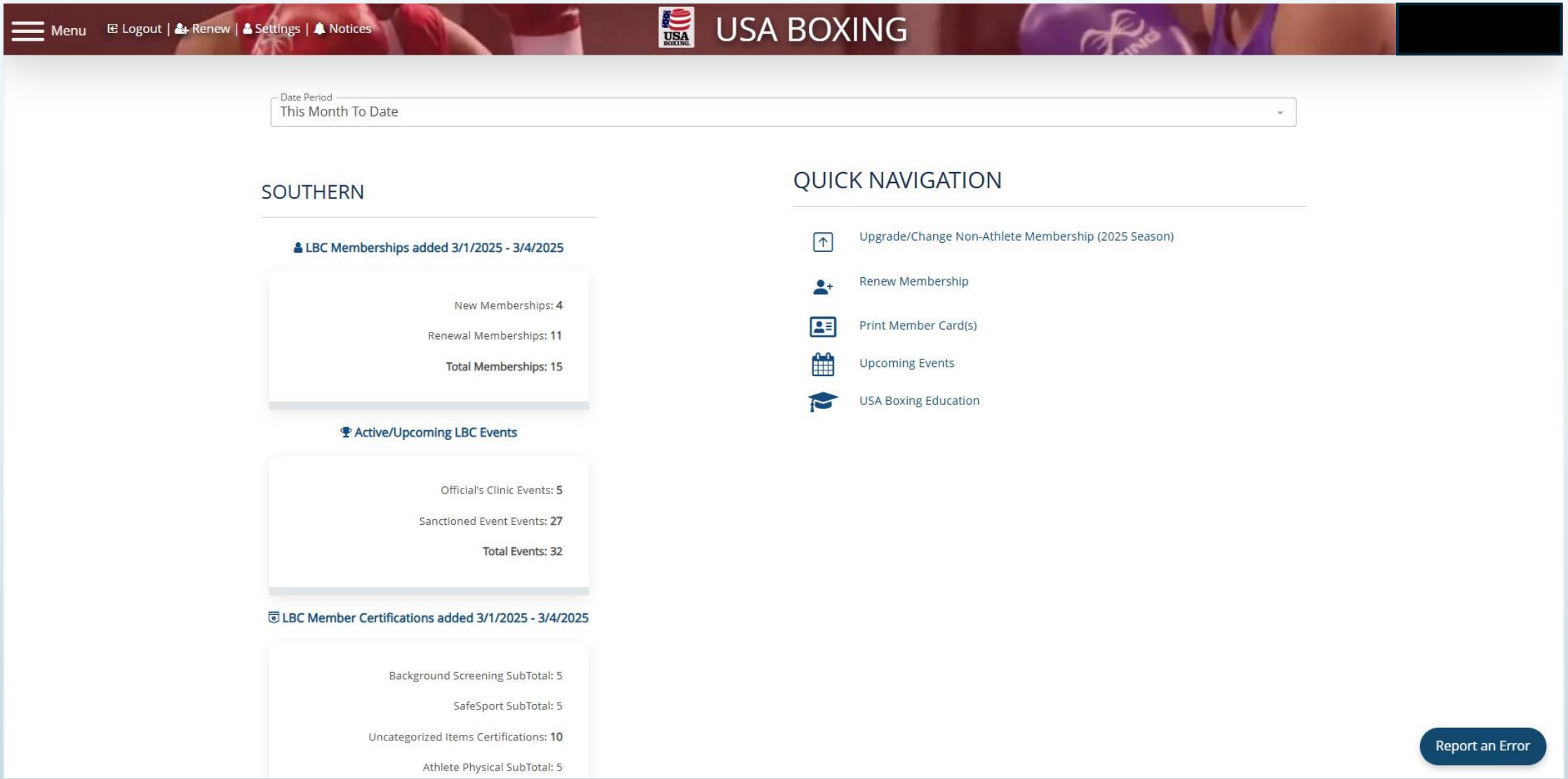
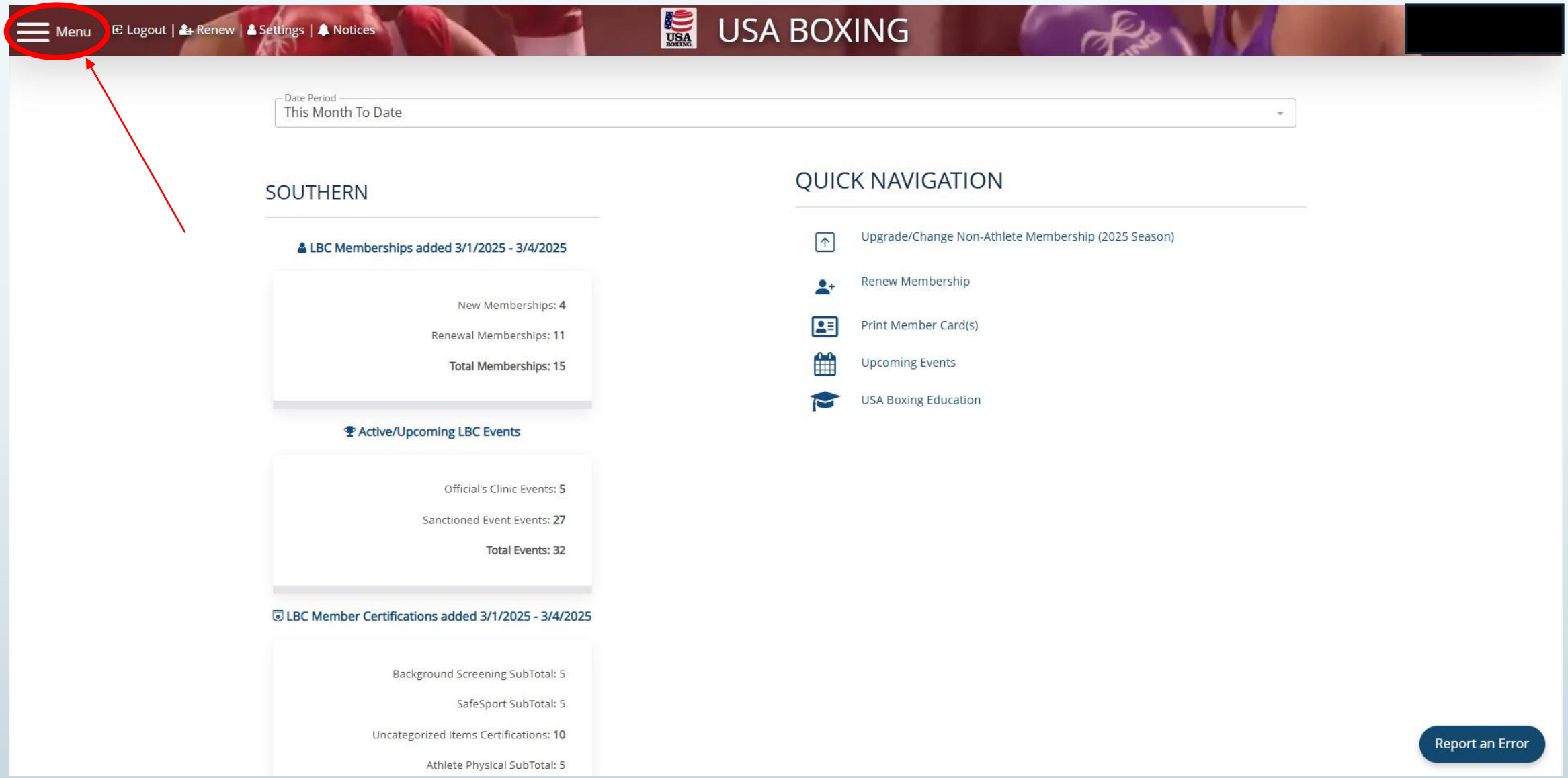
Running and Using a Membership Dues Report for Year End Compliance

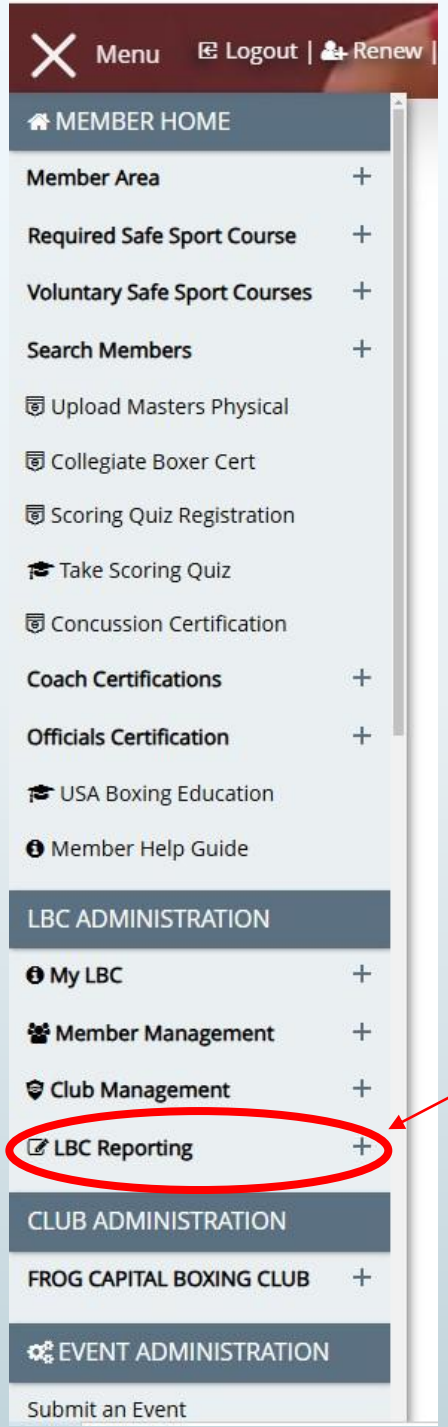
A Step by Step Guide

Step 1 – Login to Webpoint

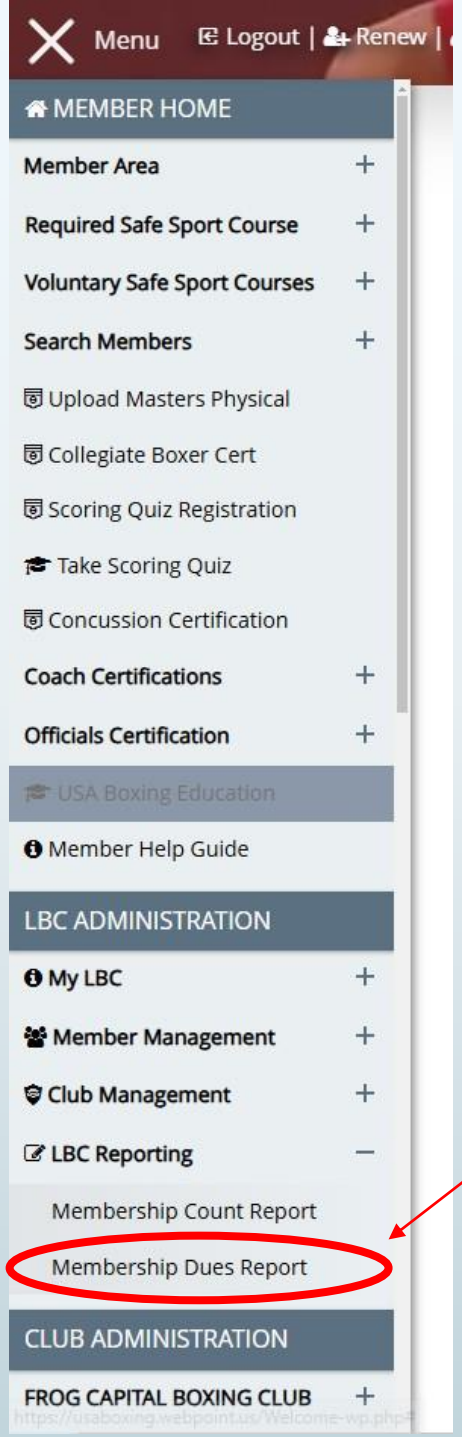


Step 2 – Click on the three lines next to “Menu”



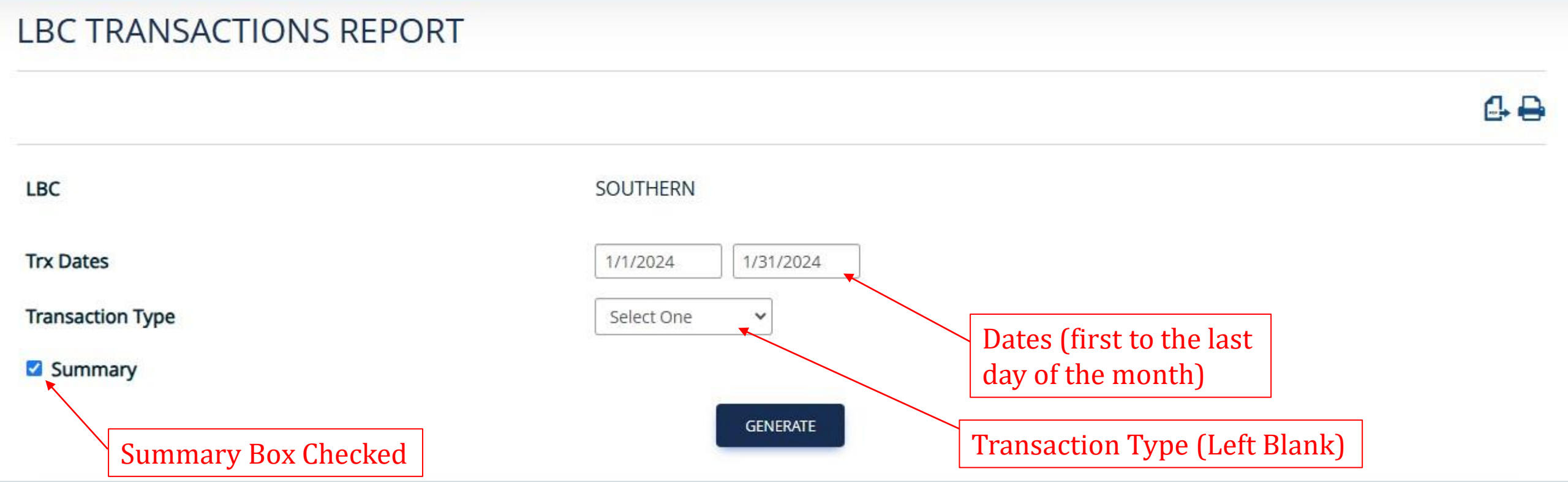


Step 3 – In the side bar menu that appears, click on the plus button next to "LBC Reporting"

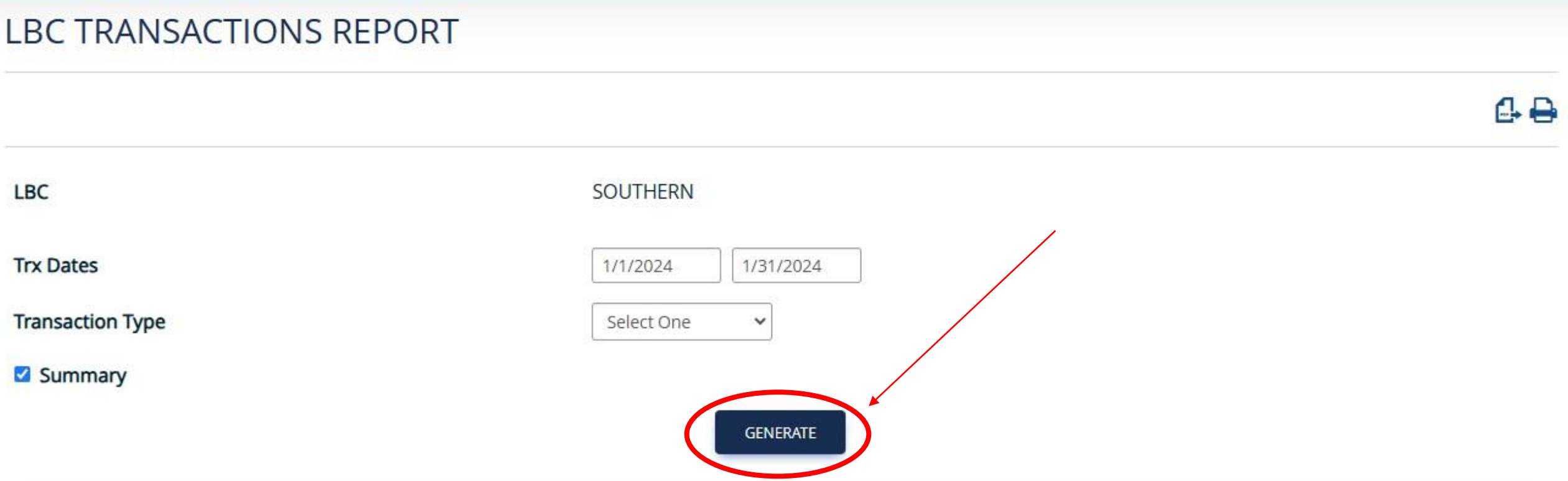


Step 4 – From the drop-down options that appear, select “Membership Dues Report”

Step 5 – In the new screen enter the dates for one month of the needed year, leave transaction type blank, and check the summary box.



Step 6 – Click Generate



Step 7 – Use the numbers from the report to enter revenue on the "Monthly Actual" tab of the "LBC Budget and Year End Spreadsheet" for that month

LBC TRANSACTIONS REPORT

Enter numbers for the same month for which the report was run

LBC: SOUTHERN

Trx Dates: 1/1/2024 – 1/31/2024

Transaction Type: Select One

Summary

GENERATE

LBC Athlete Fee (3,955.00) + LBC Club Fee (0.00) + LBC Non-Athlete Fee (1,150.00) = **5,105.00**

FRONT-END

LBC Athlete Fee Subtotal:	107	$3,955.00
LBC Club Fee Subtotal:	13	$0.00
LBC Non-Athlete Fee Subtotal:	46	$1,150.00
LBC Sanction Fee Subtotal:	2	$200.00
FRONT-END SUBTOTAL:	168	$5,305.00
TOTAL ITEM SALES:	168	$5,305.00

USA Boxing LBC Actual 20__

LBC Name:	Jan	Feb	Mar	Apr	May	Jun	Jul
REVENUE							
Memberships							
Fees collected from members	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Fees from USA Boxing	$5,105.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL MEMBERSHIP REVENUE	$5,105.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sanction Revenue							
Sanction Fees from USA Boxing	$200.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sanction Fees - other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other- ticket sales, ad sales, etc.	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL SANCTION REVENUE	$200.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Revenue							
Fundraising	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Donations / Sponsorships	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ProAm fees	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL OTHER REVENUE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUE	$5,305.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
EXPENSES							
Membership Fees-Athlethes/Non-Athlethes	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sanction Show Expenses							

Monthly budget | Monthly actual | Budget v Actual

Step 8 – Repeat Steps 5-7 for each month of the year

DONE!