PAYMASTER TRAINING

2023 NATIONAL CONVENTION

WEDNESDAY 16 AUGUST 2023

PAYMASTER TRAINING

2 LEVELS OF THE PAYMASTER POSITION INVOLVED IN THE DAY-DAY OPERATION OF THE MCL:

DETACHMENT PAYMASTERS

DEPARTMENT PAYMASTERS

THEY HAVE THE SAME SCOPE, BUT DIFFERING ROLES & FOCUS

PAYMASTER TRAINING

WHAT ARE A PAYMASTER'S AORS (AREAS OF RESPONSIBILITY)?

IN GENERAL, AORS ARE 1 OF 4 TYPES

M – MEMBERSHIP TRANSACTIONS

R – RECORD KEEPING

F – FINANCIAL & BANKING

T – TAXES & INCORPORATION

PAYMASTER TRAINING

AREA OF RESPONSIBILITY	TYPE	PAYMASTER		TRANSMITTAL FORM USED?	COMMENT
		DETACHMENT	DEPARTMENT		
MEMBERSHIP TRANSACTIONS	M	PRIMARY	QA / QC ROLE		
RENEWALS	M	X	CHECK	YES	CONF # YEARS
NEW MEMBERS	M	X	CHECK	YES + APPLIC	CHECK APPLIC
TRANSFERS	M	X	CHECK	YES + TRANS	CONF GD STNDG
DELINQUENT MEMBERS	M	X	CHECK	YES + APPLIC (T)	CONF # YEARS
REINSTATEMENTS	M	X	CHECK	YES + APPLIC	CHECK / CONF
LIFE MEMBERSHIPS	M	X	CHECK	YES	CONF GD STNDG
NOTICE-OF-DEATH	M	X	CHECK	YES	CHECK / CONF
CHANGE OF ADDRESS	M	X	DEPT MC TRADE	YES OR PORTAL	ENTER IN MCL IS
CHANGE OF NAME	M	X	DEPT MC TRADE	YES OR PORTAL	ENTER IN MCL IS
KEEPS MEMBERSHIP RECORDS	M, R	X	COPIES ONLY	N/A	OWN METHOD
MAINTAINS ROSTER	M, R	X	ALL DETS / DEPT	N/A	OWN METHOD
CHECKS NATL VS DETACH ROSTER	M, R	DET PRIMARY	COPIES ONLY	N/A	OWN METHOD
CONDUCTS ANNUAL PLM AUDIT	M, R	DET PRIMARY	COPIES ONLY	N/A	PLM ROSTER
SUBMITS ANNUAL PLM AUDIT *	M, R	DET PRIMARY	COPIES ONLY	N/A	MAIL / EMAIL

* COMPLIANCE OFFICER TRACKS THE INDICATED ITEMS

PAYMASTER TRAINING

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KEEPS MEMBERSHIP RECORDS	M, R	X	COPIES ONLY	N/A	OWN METHOD
MAINTAINS ROSTER	M, R	X	ALL DETS / DEPT	N/A	OWN METHOD
CHECKS NATL VS DETACH ROSTER	M, R	DET PRIMARY	COPIES ONLY	N/A	OWN METHOD
CONDUCTS ANNUAL PLM AUDIT	M, R	DET PRIMARY	COPIES ONLY	N/A	PLM ROSTER
SUBMITS ANNUAL PLM AUDIT	M, R	DET PRIMARY	COPIES ONLY	N/A	MAIL / EMAIL
RECEIVES PAYMENTS	F, R	X	X	N/A	OWN METHOD
PAYS INVOICES	F, R	X	X	N/A	OWN METHOD
MAINTAINS BANK ACCOUNTS	F, R	X	X	N/A	OWN METHOD
KEEPS FINANCIAL RECORDS	F, R	X	X	N/A	OWN METHOD
FILES IRS 990 RETURNS *	T, R	X	X	N/A	IRS / PROVIDER
SUBMIT IRS 990 RECPT TO NHQ *	T, R	X	X	N/A	MAIL / EMAIL
FILES ANNUAL INCORP REPORT *	T, R	X	X	N/A	MAY BE ADJUTANT

* COMPLIANCE OFFICER TRACKS THE INDICATED ITEMS

PAYMASTER TRAINING

NOTE THE DIFFERENCES IN ROLES BETWEEN DETACHMENT AND DEPARTMENT PAYMASTERS

DEPARTMENT PAYMASTERS HAVE A QUALITY ASSURANCE AND OVERSIGHT ROLE ESPECIALLY FOR MEMBERSHIP ACTIVITIES

PAYMASTER TRAINING

DEPARMENT PAYMASTERS ARE ALSO THE LOCAL "EXPERT" ON THEIR AORS BY VIRTUE OF POSITION

CONSEQUENTLY, THEY MUST BE TEACHERS & MENTORS AS WELL

THE FOCUS TODAY IS ON THE DEPARTMENT PAYMASTER

PAYMASTER TRAINING

TOPICS FOR THIS CLASS:

MENTOR DETACHMENT PAYMASTERS:
RESOURCES FOR TEACHING PROCESS & MCL-IS
KEY BYLAWS AND ADMIN PROCEDURES

ENHANCE DEPARTMENT PAYMASTER'S SKILLS
QA/QC FOR TRANSMITTALS WITH THE MCL-IS
SUBMITTING TRANSMITTALS ELECTRONICALLY
PRINTING ROSTERS & OTHER REPORTS "AT WILL
IMPROVE THE MCL INFORMATION SYSTEM

PAYMASTER TRAINING

TOPICS OUT OF SCOPE FOR TODAY…

COMPLIANCE ISSUES *

BUDGETING

ACCOUNTING / BOOKKEEPING

IRS 990 FILING / INCORP FILING *

* COVERED IN THE 2023 PM COURSE

PAYMASTER TRAINING

DETACHMENT PAYMASTER RESOURCES
(MEMBER LIBRARY)

- **DETACHMENT PAYMASTER COURSE 2023**
- **PROFILE ID AND MEMBER NUMBER**
- **101 DETACHMENT DATABASE PROCEDURES**
- **101VIDEO – DET DATABASE PORTAL**
- **NATL BYLAWS AND ADMIN PROCEDURES**

(+ DEPARTMENT AND DETACHMENT BYLAWS)

DETACHMENT PAYMASTER COURSE OUTLINE

THIS Course will Cover

- Job Description, Duties, Responsibilities, Skills and Qualifications for the Detachment Paymaster
- Membership Processes including New Members, Transfers, NODs
- Membership Transmittal Form(s)
- Member Database Overview
- Rosters & Roster Maintenance
- PLM Audits
- Filing 990 Tax Returns
- Final Recommendations

THIS IS THE OUTLINE OF THE NEW PAYMASTER COURSE NOW POSTED ON THE RESTRICTED MEMBER LIBRARY.

PAYMASTER TRAINING

NOTE ON BYLAWS

PAYMASTERS SHOULD BE FAMILIAR WITH

- **MEMBERSHIP**: BL ARTICLE V / AP CHAP 7

- **DETACHMENTS**: BL ARTICLE IX / AP CHAP 6

- **SUBSIDIARIES**: BL ARTICLE X / AP CHAP 8

THEY NEED TO BE REVIEWED EVERY YEAR
  AFTER UPDATES FOLLOWING CONVENTION

PAYMASTER TRAINING

DEPARTMENT LEVEL
QA / QC
FOR TRANSMITTALS
USING THE MCL INFO SYSTEM
(AKA DATABASE)

PAYMASTER TRAINING

DEPARTMENT PAYMASTER RESOURCES
(MEMBER LIBRARY)

- 102 – DEPARTMENT PROFILE SEARCH
- TRANSMITTALS ONLINE
- 102 – ROSTER PRINTING
- 102 – VIDEO DEPARTMENT DATABASE
- EVERYTHING FOR DETACHMENTS!

- FOR COMPLIANCE…
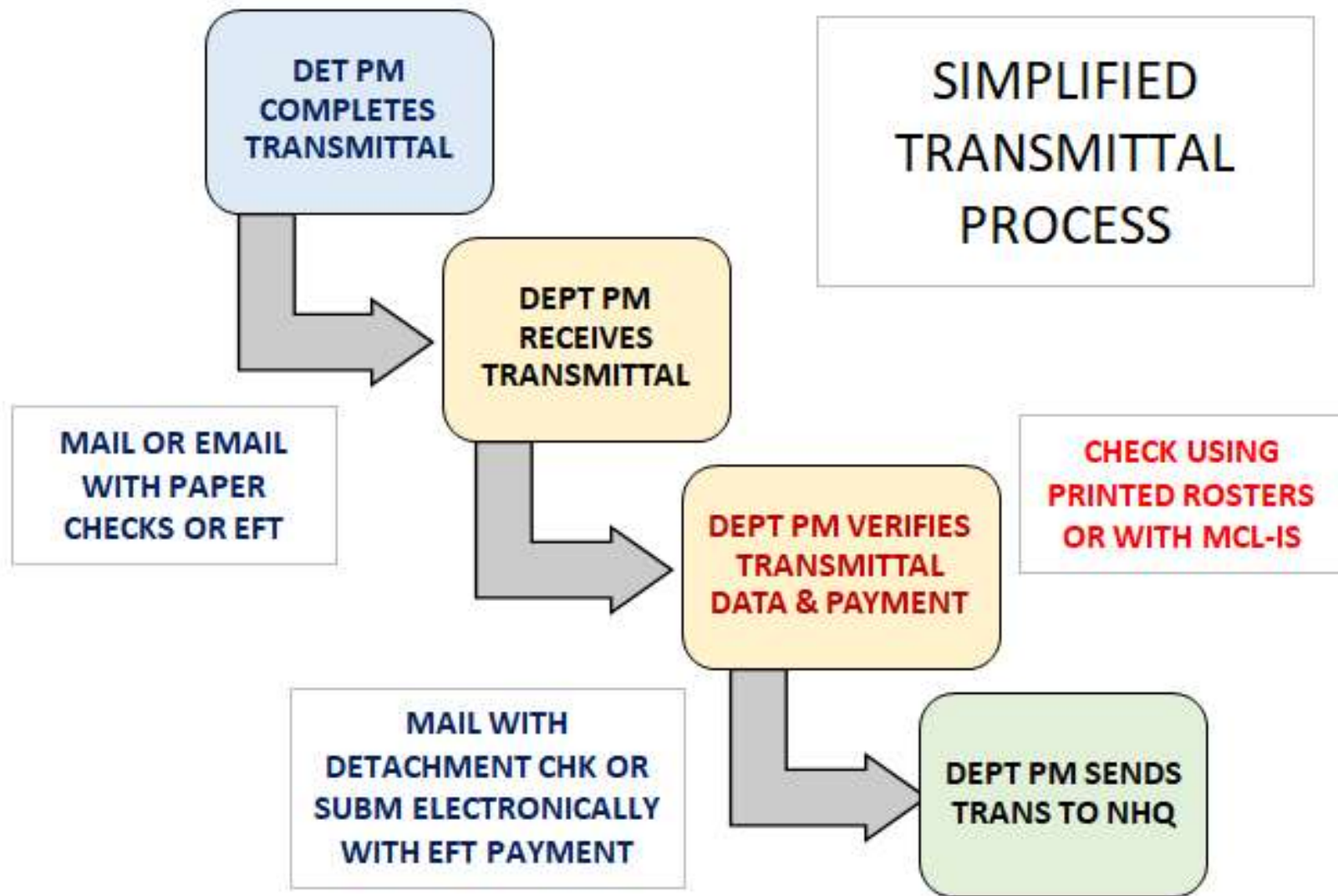 - IRS CHECKING STATUS
  - IRS HOW TO REINSTATE

PAYMASTER TRAINING

WHY QA / QC ?

- ALL RENEWALS DUE SEPTEMBER 1ST
- MOST TIME-CONSUMING ACTIVITY
- MISTAKES COST TIME (AND $ AT HQ)
- **MISTAKES CREATE ANXIETY!**
- MANUAL PROCESSES NOT 100%
- # TRANSMITTALS (7-8,000/YEAR)
- ERRORS FIXED / NOT PASSED ON

PAYMASTER TRAINING

SIMPLIFIED TRANSMITTAL PROCESS

DET PM COMPLETES TRANSMITTAL

MAIL OR EMAIL WITH PAPER CHECKS OR EFT

DEPT PM RECEIVES TRANSMITTAL

DEPT PM VERIFIES TRANSMITTAL DATA & PAYMENT

CHECK USING PRINTED ROSTERS OR WITH MCL-IS

MAIL WITH DETACHMENT CHK OR SUBM ELECTRONICALLY WITH EFT PAYMENT

DEPT PM SENDS TRANS TO NHQ

EXAMPLE -1   (SEE HANDOUT)

THIS RENEWAL WILL "BOUNCE!" RENEWING FOR ONE YEAR SHOULD BE OK ACCORDING TO THE ROSTER. WHY NOT?

information needed from this form.

MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc).	FIRST	MI	# of Years Paying
x327425	RAM		ALPINI	RUTH	D	1
PLM #	☑ **	STREET ADDRESS (or PO BOX #) CORRECT / VERIFY IF DIFFERENT AND NOT	CITY LISTED WITH CODE COA	ST	ZIP + 4	Prior Expiration
PROFILE ID # 35546		E-MAIL ADDRESS ADD IF ON TRANSMITTAL & NOT IN DATABASE SAME FOR ==>		TELEPHONE NUMBER	DATE BIRTH / DEATH	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc).	FIRST	MI	# of Years Paying
PLM #	☐ **	STREET ADDRESS (or PO BOX #)	CITY	ST	ZIP + 4	Prior Expiration

As of: 08/04/2023   Division: NEDIV NORTHEAST DIVISION   Department: PA DEPARTMENT OF PENNSYLVANIA

Detachment: 288 DELAWARE COUNTY   Detachment ID: 27048

	Profile ID	Member	Address	City	St Zip		MemberID	Life Nur
A	35546	RUTH D ALPINI	303 BIRCH LANE	BROOKHAVEN	PA	19015-2512	X327425	
	35527	MILLER DESPER	142 GARWIN RD	WOOLRICH TWP	NJ	08085	359409	

A - Denotes Non-Voting Member, M - Denotes Non-voting Multiple Member

Detachment: 288 DELAWARE COUNTY   Detachment ID: 27048

Profile ID	Member	Address	City	St Zip		MemberID	Life Nur
35547	JACK AMIS JR	642 CONVENT RD	ASTON	PA	19014-1221	003862	11015
35546	THOMAS ANDERLONIS	25 Williams Drive	Aston	PA	19014	196374	62908

PAYMASTER TRAINING

RUTH D ALPINI

No Membership Level

Member Since
November 19, 2018

Profile ID
35546

Profile Status
Active - Single Detachment

Address
309 BIRCH LANE
BROOKHAVEN, PA 19011

Email Address

Phone Numbers

Social Media

Website

0
Full-Time
Employees

0
Part-Time
Employees

Sold By

Assigned To

$80.00
Total invoiced amount

■ $80.00
Dues

■ $0.00
Non-Dues

Recurring Billings

288 DELAWARE COUNTY NATIONAL DUES $20.00
September (Every 12 Months)

Aging Summary

Current
$0.00

30 days
$0.00

60 days
$0.00

90 days
$0.00

120+ days
$40.00

Primary Relationships

...COUNTY   DELCOMCL@COMCAST.NET
                            (347) 885-7859

Member ID
X327425

Member Activity

September 1, 2022   Dropped - Nonpayment

DATABASE SHOWS "ACTIVE" BUT MEMBER WAS DROPPED AFTER TWO YEARS NON-PAYMENT.

PAYMASTER TRAINING

DATABASE SHOWS "ACTIVE" BUT MEMBER WAS DROPPED AFTER TWO YEARS NON-PAYMENT.

Transactions   Total amount due $40.00   ⤴ Share link to Online Bill Pay

RUTH D ALPINI (35546)

NEW INVOICE

ACTIONS ▼   There are 0 tagged invoices to take action on   07/0 /2019   📅 through   02/04/2024

Invoices   Unapplied Payments

	Invoice date ⇕	Invoice ⬇	Description ⇕	Due date ⇕	Amount ⇕	Paid	Due ⇕	
☐	09/01/2022	121150	288 DELAWARE COUNTY NATIONAL DUES	09/01/2022	$ $20.00	$ $0.00	$ $20.00	A
☐	09/01/2021	80297	288 DELAWARE COUNTY NATIONAL DUES	09/01/2021	$ $20.00	$ $0.00	$ $20.00	W
☐	09/01/2019	32441	288 DELAWARE COUNTY NATIONAL Expand DUES	09/01/2019	$ $20.00	$ $20.00	$ $0.0	A
☐	09/01/2020	30956	288 DELAWARE COUNTY NATIONAL Expand DUES	09/01/2020	$ $20.00	$ $20.00	$ $0.00	A

« ‹ 1 › »

PAYMASTER TRAINING

MEMBER IS ACTUALLY DROPPED
2 YEARS UNPAID DUES
DATABASE ENTRY ERROR (INACTIVE)
CORRECT TRANSMITTAL AS SHOWN

information needed from this form.

MUST EITHER RENEW FOR 2 YRS -OR- REINSTATE & SUBM APPLICATION

MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST		MI	# of Years Paying
x327425	RAM		ALPINI	RUTH		D	1
PLM #	☑ **	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4	Prior Expiration
		CORRECT / VERIFY IF DIFFERENT AND NOT	LISTED WITH CODE COA				9-1-21
PROFILE ID #		E-MAIL ADDRESS		TELEPHONE NUMBER		DATE BIRTH / DEATH	
35546		ADD IF ON TRANSMITTAL & NOT IN DATABASE SAME FOR ==>				DROPPED 9/1/22	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST		MI	# of Years Paying

DON'T SUBMIT W/O CORRECTION!

QA / QC APPROACH USING DATABASE

SYSTEMATICALLY CHECK…

PROFILE AND MEMBER NUMBER
NAME / ADDRESS / EMAIL / PHONE / DOB
RENEWAL TYPE AND NUMBER OF YEARS
PRIOR EXPIRATION DATE
DROPPED OR NOT
CHECK APPLICATION, TRANSFER OR NOD
CHECK CODES AND DUES LISTED
FINALLY, CONFIRM PM EMAIL ADDRESSES

PAYMASTER TRAINING

QA / QC APPROACH (2)

ONLY MAKE DATABASE CHANGES TO THE
PROFILE IF SUBMITTED W/ PROPER
CODES - COA (N/O) OR CON
CONSULT DETACHMENT PAYMASTER
TO CORRECT DISCREPANCIES
CLOSE OUT TRANSMITTAL WITH COA / CON
CHANGES EITHER W/ THE DETACHMENT
OR SEND IN CONFIRMING TRANSMITTAL

QA / QC APPROACH (3)

DO NOT CHANGE STATUS, CLEAR ANY INVOICES, OR RELATIONSHIPS
DO REPORT ANYTHING YOU DO NOT UNDERSTAND TO JD FOSTER AT NATIONAL HQ MEMBERSHIP

THE GOAL IS TO FORWARD TRANSMITTALS THAT ARE FREE OF OBVIOUS ERRORS AND TO CLEAN UP THE DATABASE AT THE SAME TIME

PAYMASTER TRAINING

QA/QC SUMMARY

- USE THE DATABASE INSTEAD OF ROSTERS
- DO NOT PASS-ON INCORRECT TRANSMITTALS
- REPORT IDENTIFIED ISSUES TO MEMBERSHIP
- THINGS TO LOOK AT IN ADDITION TO PROFILES
  TRANSACTIONS / RELATIONSHIPS / ACTIVITY

GETTING IT RIGHT THE FIRST TIME ULTIMATELY SAVES TIME, HEADACHES AND MONEY

PAYMASTER TRAINING

TRANSMITTAL SUBMISSION
HOW CAN WE REDUCE TIME/COST?

SEVERAL POSSIBILITIES

- MORE TRANSACTIONS/TRANSMITTAL
- USE LONG FORM TRANSMITTAL
- SPREADSHEET (MUST HAVE ALL FIELDS)
- SUBMIT ELECTRONICALLY

PAYMASTER TRAINING

ONLINE TRANSMITTAL PROCESS

THIS PAGE IS FOR MEMBERS TO ACCESS DOCUMENTS

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DEPARTMENT ONLINE TRANSMITTAL PROCESS

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PAYMASTER TRAINING

ONLINE TRANSMITTAL PROCESS (2)
(AKA ELECTRONIC SUBMISSION)

PROCEDURE IN THE LIBRARY…
SEE: "TRANSMITTALS ONLINE"

UPLOAD TRANSMITTALS
PAY BY ACH, DEBIT OR CREDIT CARD
PAYMENT IS FROM DEPARTMENT!

PAYMASTER TRAINING

ROSTERS AND OTHER REPORTS
    CAN BE RUN ON DEMAND
    DETACHMENT OR DEPARTMENT

PROCEDURE/VIDEO IN LIBRARY…
    SEE "102 DEPT ROSTER PRINTING"
    NOTE NEW REPORTS AFTER VIDEO

NEED PROFILE ID FOR DEPT/DETACH

PAYMASTER TRAINING

ROSTERS AND OTHER REPORTS ON-DEMAND

ROSTERS ARE UNDER CUSTOM REPORTS

DETACHMENT OR DEPARTMENT

NEW REPORTS APPEAR HERE. COMPLIANCE REPORT IS THE NEWEST

Dashboard | Profiles | Events | Revenue | Reports | Communicat

- Run a Report
- Run a Saved Query
- Manage Custom Report

⊞ Referral Reports
⊞ Contact Reports
⊞ Task Reports
⊞ Event Reports
⊞ Committee Reports
⊞ Revenue Reports
⊞ Sales Opportunities
⊞ Exception Reports
⊟ Custom Reports

Compliance_Report_By_DeptID.rpt
DataReview_Implementation_Summary.rpt
DataReview_Parent_Record_List.rpt
DataReview_Profile_Snapshot.rpt
Deceased Report Without Taps Date.rpt
Detachment Dues.rpt
Detachment Summary.rpt
DetachmentDetailByDept.rpt
DetachmentDuesInvoice.rpt
Life Interest Check Edit List - Page1.rpt
Life Interest Check Edit List - Page2.rpt
Life Interest Check Edit List - Page3.rpt
Life_Member_EngraversList_Joins_DateRange.rpt
MCL-Department Roster_detail.rpt
MCL-Detachment Roster_detail.rpt

QUESTIONS