



1-Minute Newsletter – January 2016

This is another installation of our 1-Minute Newsletter – we hope you find it helpful!

Save Thousand\$ of Dollar\$ Annually

Half the software needed to do this is built into the version of Club Office you already have. You only need the other half. We're talking about Online Statements here. The world is, of course, going electronic and the most popular way that people are buying things these days is online. The same goes for their monthly statements – they would prefer to view them in the convenience of their homes and offices on their time, and they want it *right now*. Go ahead. Ask some of them if they'd like to be able to view their statement at any time online or last month's statement, or the month before that... I'll bet they'd say "yes." And because they can view previous statements, they won't be calling the office to request copies of prior month statements, either.

You can be the hero here. Not only can you provide a valued member convenience, you can save the club money and time in the process. With Online Statements, members can print out their own statements if they want hard copies. It costs about \$1.75 per member per month to print, fold, stuff and mail a statement – sometimes *more*. Even if you have only 200 members, that totals more than \$4,000 annually in raw paper and postage costs. Those savings are going to look pretty good at those board meetings, too... Online Statements. It's a double-win: increased member service at less cost. Call us about it! You'll save money in your first year.

2016 Federal Wages

If you use Club Office payroll, remember to check your settings for 2016!

- The wages base is \$118,500 and unchanged from 2015.
- The FICA percentage remains at 6.2% for both employees and employers.
- The MEDICARE percentage remains at 1.45%.
- Check your state's 2016 requirements to see if they've changed!
- Check to see if your unemployment taxes have changed for the 2016 year, too!
- ALL of the above values are set at the Payroll Configuration screen!

"The CLOUD!"

This is one of the great computing buzzwords of all time! It's all the rage in the business world where collaboration between corporate developers, art designers and sales people do their collective magic. But is it right for you and your accounting system and the few people involved? First of all, understand that "the cloud" is essentially another computer server located somewhere in somebody's warehouse that has space allocated for people that have leased space on it. That's all it is. It's just another computer that's you can connect to via the Internet. Is "the cloud" right for your business? Well, if you were to use a "cloud-based" accounting system and suddenly your Internet connection went down, you won't

have access to your data -- you're kaput! That's exactly when a board member calls and asks about his or her statement and you say, "Uh, I can't get to it... our Internet is down again." Hmmm.... suddenly the cloud doesn't sound so enticing anymore... That's why Club Office is *not* a cloud application. We think having the data in-house is a better, more accessible and much more secure data storage mechanism than putting it somewhere in cyberspace where you not only don't have physical control of it, but where you may not be able to get to it when you need it.

Maybe "lost in space" has taken on new meaning...

Trouble getting to your private FTP Site?

We recently moved the clubdata.com web site to a new web host and the problem you may have encountered is easily solved. Now, whenever a screen prompts for the user name or user ID, type the whole thing, such as **clubname@clubdata.com** instead of just **clubname** by itself.

Your same password will work but the format of the user ID is expanded. Why the change? Only thing we can figure out is that it's somehow related to the heightened security setups required on the internet these days...

Club Office Update 16.01.01a

If you're not using the latest version of Club Office, you should! The web site has the new version, which includes the 2016 payroll tax tables for those of you that use the payroll system. Also included in this update is the latest W2 printing/data exporting feature for filing 2015 payroll with the IRS. Note also that you'll need to renew your 8-character ID with the SSA as we're told they expire after only 90 days, which is exactly the amount of time you have to submit 2015

data after January 1st. The new version also has an expiration date of January 15, 2017, so it can take you through all of 2016 without requiring a software update. However, you'll still want to periodically check the software updates page at the tech support web site because we plan on adding some new things to the software throughout the year that you're sure to want in your arsenal of data management tools at your facility. **Happy New Year!**