USER GUIDE

FR Association Loi 1901

Keep the register of an association loi 1901: members in categories with their dues of the year, donations with the regime and the estimated tax reduction of the donor, tax receipts numbered and issued from eligible gifts, and general assemblies with attendance, proxies, quorum and the vote on each resolution.

English

Odoo 18 · 19 · 20 · support@pokutsoft.com · pokutsoft.com

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1. Overview

Keep the register of an association loi 1901: members in categories with their dues of the year, donations with the regime and the estimated tax reduction of the donor, tax receipts numbered and issued from eligible gifts, and general assemblies with attendance, proxies, quorum and the vote on each resolution. Belgian associations can record gifts under article 145/33 CIR.

2. Features

- **Members and categories.** Categories with annual dues, voting rights and a minimum age; members with number, contact, birth date, join and leave date. The membership status follows the dues.
- **Dues of the year.** Call Dues creates the due of the current year per member from the category amount; mark it paid with the date and the payment mode; overdue dues are flagged. A category without dues (honorary members) gets its due marked paid, so its members stay up to date.
- **Donations.** Donor (member or contact), date, amount, payment mode and regime: article 200 (66 %), article 200 aid to people in difficulty (75 % within the dated ceiling, 66 % above), article 238 bis (60 %), article 978, or Belgian article 145/33 CIR.
- **Tax reduction estimate.** The estimated reduction is computed with the ceiling in force at the gift date, the part above the ceiling at its own rate, and a note that the donor's income limits are not applied. Gifts in kind and expense waivers are not receipted automatically.
- **Tax receipts.** Create the receipt from an eligible gift; it is numbered, carries the beneficiary, the donor, the amount, the rate and the article, and is issued as a file. A receipted gift can no longer be changed.
- **General assemblies.** AGO, AGE, board or bureau: attendance and proxies, quorum computed against the eligible members, resolutions with votes for, against and abstentions under simple, two-thirds or three-quarters majority. An assembly without quorum cannot be closed.
- **Annual donor summary.** Totals per donor for a fiscal year, receipt-eligible gifts only if you wish, as a CSV file.

3. Installation

Open Apps, search for “FR Association Loi 1901” (technical name fr_association_loi_1901_vzw_membership) and install it. Required modules: base, mail. Available for Odoo 18.0, 19.0 and 20.0.

4. Workflow

1. Under Association > Configuration > Categories set the annual dues, the voting rights and the minimum age of each category; check the dated Donation Ceilings.

2. Under Members register each member with category, contact and join date.

3. Select the members and use Call Dues: the dues of the year are created. Mark them paid with the date and the payment mode.

4. Under Donations record each gift: donor, date, amount, payment mode and regime; Confirm it.

5. On an eligible gift click Create Receipt, then Issue on the receipt and download the file.

6. Under Assemblies create the assembly, Convene it, record attendance and proxies, compute the attendance, Hold it, enter the resolutions and votes, then Close.

7. Reporting > Annual Donor Summary gives the totals per donor and the CSV.

5. Roles and access rights

Association User: members, dues, donations, receipts and assemblies of the association. Association Manager: in addition categories and donation ceilings.

6. Frequently asked questions

Does the module file anything with the tax office?

No. It issues the receipts and the donor summary; the association keeps them and sends the receipts to its donors.

Is the 75 % ceiling kept up to date?

Ceilings are dated records under Configuration > Donation Ceilings, each with its source and a verified flag; you add the next one when the law changes.

7. Support

Questions are answered at support@pokutsoft.com.