

## Guide To CAPS Student Statements

A negative balance indicates that funds are available for your use.

A positive balance indicates that money is owed to CAPS.

Fundraising money earned and payments are entered as negative.

Fundraising money may be used to pay for any choir expense, choir trip expense and private voice lessons.

Invoices for choir charges are entered as positive.

Even though it may look like invoices are “paid”, we will not close an invoice unless you instruct us to. For example, if you have a negative balance of \$20 and we invoice you for \$100 (creating a balance owed of \$80), you can either pay the entire \$100 or the balance of \$80. In this way you can save the money in the student account for the future or use it immediately.

If you want to use student account funds please fill out the “Student Account Payment Request” form available on the choir website: [www.herseychoir.com](http://www.herseychoir.com).

Please keep in mind there is a lag time between when you send a check to school and when it is posted. We have to pick the checks up, sort and post them to spreadsheets and then enter the payments into QuickBooks.

### Some notes on this example statement:

- This student has been invoiced for two Ladies First charges of \$500 and \$150, the new student choir fee of \$85 and two Florida charges of \$200 and \$300 (the positive amounts).
- This student earned \$27.35 from participating in the September Manna fundraiser (posted as a negative).
- This student made payments of \$500, \$85 and \$200 (the negative amounts).
- The student still owes \$150 for the second LF payment and \$300 for the second FL payment. Their owed balance of \$450 has been reduced by the \$27.35 that they earned so their current balance is \$422.65. They can pay this amount and be even or pay the total \$450 and save the \$27.35 for the future.

John Hersey High School Choral Assn of Parents & Students  
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Statement

Date
9/27/2012

To:

			Amount Due	Amount Enc.
			\$422.65	
Date	Transaction	Amount	Balance	Item
06/30/2012	Balance forward		0.00	
07/07/2012	INV #10809. --- LF show Choir 6/1 & 7/1 Payment, 1 @ \$500.00 = 500.00	500.00	500.00	
07/31/2012	PMT #1975/80.	-500.00	0.00	
08/25/2012	INV #10867. --- Choir Fee-New Student, 1 @ \$85.00 = 85.00	85.00	85.00	
08/25/2012	PMT #1984.	-85.00	0.00	
09/17/2012	INV #10981. --- LF Sept Show Choir Pymt, 1 @ \$150.00 = 150.00	150.00	150.00	
09/17/2012	INV #11040. --- Florida August 1 PYMT, 1 @ \$200.00 = 200.00	200.00	350.00	
09/17/2012	PMT #1985.	-200.00	150.00	
09/17/2012	Manna Student Portion --- Manna Student Portion \$-27.35	-27.35	122.65	Manna Student Port...
09/17/2012	INV #11079. --- Florida Sept 1 PYMT, 1 @ \$300.00 = 300.00	300.00	422.65	

If you have any questions,  
please contact Cathy Busse  
at [cbusse@airtechenv.com](mailto:cbusse@airtechenv.com).

Amount Due
\$422.65