

Guide To CAPS Student Statements

- A positive balance indicates that money is owed to CAPS.
- A negative balance indicates that funds are available for your use and no payment is required.
- Fundraising money earned and payments are displayed as negative. Fundraising money may be used to pay for any choir expense, choir trip expense and private lessons.
- Invoices for choir-related charges are entered as positive.
- 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: <http://www.herseychoir.com/docs/StudentAcctsCkReqst2014.pdf>.
- 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 deposit them and then enter the payments into QuickBooks.

Some notes on this example statement:

- This student has been invoiced for two On-Stage charges of \$600 and \$300, the returning student choir fee of \$50, two Florida charges of \$250 and \$300, and a field trip to the Opera (the positive amounts).
- This student earned \$56.00 from donating time at Frontier Days (posted as a negative).
- This student made payments of \$300, \$50, \$35, \$500, and \$250 (the negative amounts).
- The student still owes \$300 for the second Florida payment. Their owed balance of \$300 has been reduced by the \$56.00 that they earned during Frontier Days so their current balance is \$244.00. They can pay this amount and be even or pay the total \$300 and save the \$56.00 for the future.



John Hersey High School Choral
Assn of Parents & Students

1900 East Thomas Street
Arlington Heights, IL 60004

Statement

| Date |
|-----------|
| 9/15/2014 |

To:
SAMPLE STUDENT

| Date | Transaction | Amount | Balance |
|------------|---|---------|---------|
| 06/30/2014 | Balance forward | | 0.00 |
| 07/01/2014 | PMT #2225. | -300.00 | -300.00 |
| 07/15/2014 | INV #12606. --- OS 6/15 & 7/15 Installment, 1 @ \$600.00 = 600.00 | 600.00 | 300.00 |
| 08/20/2014 | INV #12748. --- Choir Fee-Returning Student \$50.00 | 50.00 | 350.00 |
| 08/27/2014 | #STMTCH. Frontier Days Fundraiser Credit --- Frontier Days \$-56.00 | -56.00 | 294.00 |
| 09/03/2014 | PMT #2270. | -50.00 | 244.00 |
| 09/03/2014 | INV #13135. --- Opera Field Trip \$35.00 | 35.00 | 279.00 |
| 09/03/2014 | PMT #2269. | -35.00 | 244.00 |
| 09/05/2014 | PMT #2265. | -500.00 | -256.00 |
| 09/05/2014 | INV #12896. --- Florida Deposit \$250.00 | 250.00 | -6.00 |
| 09/09/2014 | PMT #2271. | -250.00 | -256.00 |
| 09/15/2014 | INV #12855. --- OS Sept Show Choir Installment \$200.00 | 200.00 | -56.00 |
| 09/15/2014 | INV #12950. --- Florida Sept Installment \$300.00 | 300.00 | 244.00 |

**SAMPLE
ONLY**

If you have any questions, please contact Dave Boidt @ jmscaps@gmail.com

| Amount Due |
|------------|
| \$244.00 |