

Guide To CAPS Student Statements

- A negative balance indicates you have a credit balance, and you can use those excess funds towards payment of choir or other fine arts related expenses. Just send an email request to use the funds to jhscaps@gmail.com.
- A positive balance indicates money is owed to CAPS. Please make payment accordingly.
- Fundraising money earned and payments you make are entered as negative amounts. Fundraising money may be used to pay for choir expenses and other fine-art related expenses.
- Invoices for choir charges are entered as a positive amount.
- If you have a negative balance of \$20 in your account and we invoice you for \$100 (this creates an overall account balance of \$80). You can either pay the entire \$100 invoiced or the balance of \$80. If you pay the \$100, you are saving the excess funds of \$20 in the student account for future use. If you pay \$80, you are using the excess funds immediately to reduce your current payment.
- If you want to use excess student account funds, please email jhscaps@gmail.com and include the following information in the email:

1. Student Name
2. Parent Name
3. Amount of funds to be used
4. Date of Request
5. Description of what the funds will be used to pay for [i.e., Concert Tickets, Theatre performances, Voice lessons, Spring Choral Banquet, Accompanist, Apparel, Other fine-arts related expenses, etc.]
6. If the money is to pay for private lessons, please indicate the teacher's name and the address of where the payment should be sent.

Please Note: there is a processing time lag if you send payments by check to when it is posted to your student's account. If you make payment by credit card, debit card, or bank transfer it is immediately posted to your student's account.

Updated 6.29.22

Some Notes on this Sample Statement

- This student has been invoiced a new student choir fee of \$85 (posted as a positive amount).
- This student made payment by clicking on the "Review and Pay" button on the invoice emailed from CAP+S accounting software QuickBooks (posted as a negative amount).
- This student earned \$16.00 from participating in the Cookie Fundraiser (posted as a negative amount).
- This student has an overall **-\$16.00** statement balance [which means he/she has \$16 to use towards future expenses and can email jhscaps@gmail.com to request to use those funds].

John Hersey High School Choral
Assn of Parents & Students 1900
E. Thomas St.
Arlington Heights, IL 60004
847-718-4800



jhscaps@gmail.com
www.herseychoir.com

Statement

TO
Parents of
78 N Boxwood Dr
Mt. Prospect, IL 60056

STATEMENT NO. 3217
DATE 04/30/2022
TOTAL DUE \$ -16.00
ENCLOSED

DATE	DESCRIPTION	AMOUNT	BALANCE
06/30/2021	Balance Forward		0.00
08/01/2021	Pledge #22024: New Student Choir Fee 21/22	85.00	85.00
11/29/2021	Payment: Paid via QuickBooks Payments: Payment ID 024153	-85.00	0.00
12/18/2021	Journal Entry #2021-2022 11: 21/22 Cookie Fundraiser credit to student accounts	-16.00	-16.00

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
0.00	0.00	0.00	0.00	-16.00	\$ -16.00