

## Everything you need to know about your band fees

More than 50% of all fees collected are used to fund direct instruction of band students. This includes instructors to assist with musicianship, performance skills and leadership. In addition to instructors, fees are also used to offset costs associated with uniforms, instruments/repairs, competitions and logistics associated with performing at home and around the county. All board and committee members of the CHHS Booster Association are volunteers and are not compensated for their service per our by-laws.

CHARMS is an online student financial account that allows parents to see the fees that are due, fees that have been paid, credit that has been earned and a statement of all financial activity related to your band student. This is available to you from any computer at anytime. These statements are periodically e-mailed to parents, but please consider signing into Charms to view your account. The formatting makes it easier to understand than the mailed statement.

Parents are required to go into CHARMS and input/update all contact information. If this is not done, then you will not receive essential communications from the program. This is required to be completed prior to band camp starting. Website is [www.charmsoffice.com](http://www.charmsoffice.com) and the School Code is CollinsHillHSBand.

Please review your account in Charms before you email your questions to the treasurer. While Charms is a little tricky to understand, it is not our volunteer treasurer's job to analyze your student's account for you.

## Charms Instructions

Charms is the software that is used by the Collins Hill High School Band program. We communicate a great deal by email so it is important that e-mail addresses stay up-to-date.

1. Go to [www.CharmsOffice.com](http://www.CharmsOffice.com).
2. Go to the "Enter/Login" drop down menu in the upper right corner and choose "Parents/Students/Members".
3. Enter "CollinsHillHSBand" where it asks for School Code.
4. If you are logging on for the first time, the student's ID number is the Student Area Password. This number can be found on report cards and schedules. This password can be changed once you are logged in.
5. Now that you are in your student's Charms [account](#), it is important to confirm the student and adult addresses, phones, and email contacts. The email addresses that are entered will be the ones that receive the group emails that are sent out by Charms on behalf of the band directors.

To [confirm](#) these contacts, go to the top menu bar and click the person icon (Student Info). Then click the Personal Information tab to review and update the student's information. Now go down to the bottom left corner and click on the adult's name to review the adult's contact information, and add more adults as needed.

Next, return to the homepage and follow the "Finances" link. Here you will find a statement of your student's band account.

Student Financial Statement - Karen Stecovich

FIRST OR LAST NAME:  SCAN ID:

Trip Ledger Balance	\$ 0.00	
Fixed Payments Due	50.00	
Fundraising Balance	\$ 0.00	
Miscellaneous Balance <a href="#">Credit</a>	80.97	
<b>CREDIT BALANCE</b>	<b>\$ 30.97</b>	  

There are no scheduled trips for this student

Student Fixed [Payment](#) Detail

Paid Date	Item	Amt.	Paid By	Dep. Num	
7/3/2019	5. Colorguard Pmt by Aug 2019	180.00	txfr	txfr	 
7/3/2019	A. Marcher REBATE 5 Aug 15 2019	-25.00	txfr	txfr	 
6/9/2019	4. Colorguard Pmt July 2019	180.00	txfr	txfr	 
6/9/2019	A. Marcher REBATE 4 July 15 2019	-25.00	txfr	txfr	 
5/24/2019	1. Colorguard Pmt 1 April 2019	155.00	txfr	txfr	 
5/24/2019	2. Colorguard Pmt 2 May 2019	180.00	txfr	txfr	 

The top section of the screen is a summary of your financial statement. The Trip Ledger Balance is \$0. The Fixed payments represent fees, for which she owes \$50.00. The fundraising balance shows a \$0.00 balance, and she has a miscellaneous credit balance of \$80.97. The total balance due on her account is \$30.97 credit, made up of her \$50.00 fee less her \$80.97 miscellaneous credit.

Please note that this Balance Due does not take into account whether a Charge is due yet or not. Due dates are noted in the fee description.

After the summary at the top, is the statements. The first section is the Student Fixed Payment. This includes all the fees that have been charged to your student. Note that the unpaid items appear at the bottom of the detail. So, in the screen below, this student's funds have been applied to all fees except the Fundraising Obligation, which is due Feb 2020. The fees that have been paid will either show that escrow funds were applied (transferred), or a check or charge was applied.

Paid Date	Item	Amt.	Paid By	Dep. Num	
7/3/2019	5. Colorguard Pmt by Aug 2019	180.00	txfr	txfr	🟢🔴
7/3/2019	A. Marcher REBATE 5 Aug 15 2019	-25.00	txfr	txfr	🟢🔴
6/9/2019	4. Colorguard Pmt July 2019	180.00	txfr	txfr	🟢🔴
6/9/2019	A. Marcher REBATE 4 July 15 2019	-25.00	txfr	txfr	🟢🔴
5/24/2019	1. Colorguard Pmt 1 April 2019	155.00	txfr	txfr	🟢🔴
5/24/2019	2. Colorguard Pmt 2 May 2019	180.00	txfr	txfr	🟢🔴
5/24/2019	3. Colorguard Pmt 3 June 2019	180.00	txfr	txfr	🟢🔴
5/24/2019	A. Marcher Pmt REBATE May 15 2019	-25.00	txfr	txfr	🟢🔴
5/24/2019	A. Marcher REBATE June 3 15 2019	-25.00	txfr	txfr	🟢🔴
not paid	6. Fundraising Obligation TOCH Feb 2019-2020	50.00			
<b>Total Fixed Payments Due</b>		<b>\$825.00</b>			
<b>Total Fixed Payments Paid</b>		<b>\$775.00</b>			
<b>Total Unpaid Fixed Payments</b>		<b>\$50.00</b>			

There is no Fundraising Activity

The remaining financial detail can be seen lower on the screen. These lines are the detail behind the flow of money to and from the student's acct. For example, this student paid Ck 7089 on 6/15, and paid with Paypal on 5/14. The other lines are funds being applied to outstanding fees.

Escrow funds cannot be applied to an outstanding bill if the funds are smaller than the amount due. The escrow is displayed as a credit until the balance is large enough to apply to a fee.

Student account transactions are posted every time the green box is pulled, about once per week during the band's busy seasons. If you have questions about the account, please email [chbandtreasurer@gmail.com](mailto:chbandtreasurer@gmail.com)

We do not issue paper statements except in unusual circumstances.

Date	Notes	Amt	Running Balance	Payee	Paid By	Dep. Num	Paid To	From	
6/15/2019	Band 2019-2020	175.00	0.00		Check-7089	061519	Not Posted	ML	🟢🔴
6/15/2019	Txfer to fps - A. Marcher Pmt 3 June 2019	-200.00	-175.00		txfr	txfr		F	🟢🔴
6/15/2019	Txfer to fps - A. Marcher REBATE June 3 15 2019	25.00	25.00		txfr	txfr		F	🟢🔴
5/29/2019	Txfer to fps - A. Marcher Pmt 2 May 2019	-200.00	0.00		txfr	txfr		F	🟢🔴
5/29/2019	Txfer to fps - A. Marcher Pmt REBATE May 15 2019	25.00	200.00		txfr	txfr		F	🟢🔴
5/24/2019	Txfer to fps - A. Marcher Pmt 1 April 2019	-175.00	175.00		txfr	txfr		F	🟢🔴
5/24/2019	Txfer to fps - New Marcher Band Shoes May 2019	-45.00	350.00		txfr	txfr		F	🟢🔴
5/23/2019	Misc Balance Carryforward(2018-2019)	220.00	395.00			2018-2019			🟢🔴
5/14/2019	Band 2019-2020	175.00	175.00		PayPal		PayPal	ML	🟢🔴
<b>Total</b>		<b>0.00</b>							

## How to Make a Payment

The CHHS Band Booster Association accepts Cash, Check, PayPal and Credit Card payments. In addition to these payment methods, work at the Gwinnett Arena and credits from fundraising/SCRIP can be used to pay as well. In many cases parents are able to offset most, if not all of their fees and costs by participating in these programs. For more information, go to [www.chhsband.org](http://www.chhsband.org).

### To Make a Payment:

1) Drop your payment in the green box. The Green Box is a large wooden box that sits at the front of the band room. It is used to submit all payments throughout the year. It is locked and secure and is only accessible by the Booster Treasurer and other designees. Parents may submit a payment by enclosing it in an envelope with the student's name, amount, and what the payment is for written on the front

.2) Make a payment using Paypal, either through [www.chhsband.org](http://www.chhsband.org), or CHARMS. If you pay through your Paypal account, please forward the receipt to [chband@gmail.com](mailto:chband@gmail.com) so it can be posted to your Charms account.

In addition to these payment methods, work at the Gwinnett Arena and credits from fundraising/SCRIP can be used to pay as well. In many cases parents are able to offset most, if not all of their fees and costs by participating in these programs. Look at [chhsband.org](http://chhsband.org) for more information about these programs.

The following people are able to assist with all questions related to financial requirements (including assistance or payment arrangements):

Band Office: 770-682-4109

Jeremy Lumpkin – Director of Bands [jeremy\\_lumpkin@gwinnett.k12.ga.us](mailto:jeremy_lumpkin@gwinnett.k12.ga.us)

Bryan Daniels – Associate Director of Bands [bryan\\_daniels@gwinnett.k12.ga.us](mailto:bryan_daniels@gwinnett.k12.ga.us)

Band Treasurer for CHHS Band Boosters [chbandtreasurer@gmail.com](mailto:chbandtreasurer@gmail.com)

CHHS Band Website [www.chhsband.org](http://www.chhsband.org)