

Understanding Your Charms statement

Charms is the software that the CRHS Band and the CRHS Band Boosters use to keep track of student payments to each organization. Since there is a single statement combining the payments for both organizations, the Charms statement is confusing for many users. Hopefully, the examples below will help you to better understand the Charms statement.

Key Things to Remember:

- Negative Amounts are **amounts that are owed**
- Positive Amounts indicate a **credit or available funds**
- Booster Fees are reflected in the **Fixed Payments Section**
- Band Fees are reflected in the **Miscellaneous Balance Section**
- **Funds cannot be transferred between organizations.** That is, Band Fees credits cannot be applied to Booster Fees. Because of this the Total Balance figure is really irrelevant. You should **manage according to the two balances in each section**, not a combined total.

The Fixed Payment Balance is for the Booster Fees. "Fixed Payments" means that the software only allows us to accept payments for an individual item. For CRHS Boosters, the fixed dollar amounts (items) are \$100 Booster payments and \$25 Solo and ensemble payments. Payments need to be made in these dollar amounts in order to be applied to the student account.

The Miscellaneous Balance is where band fees and payment for other items like lyres, shoes and gloves are recorded. In the miscellaneous ledger payments of any amount can be applied. The miscellaneous portion of the statement is like a credit card statement. Purchases and payments can be made in any amount and any payments will reduce the outstanding balance.

Here is a charms statement where money is owed to both Boosters and Band.

Trip Ledger Balance:	\$ 0.00
Fixed Payments Balance: Booster and Solo Fee	\$ -325.00
Fundraising Balance:	\$ 0.00
Miscellaneous Balance: Band Fee	\$ -200.00
TOTAL BALANCE:	\$ -525.00

You would pay \$325 to CRHS Band Boosters and \$200 to CRHS Band

In this example, a payment of \$325 will be owed to CRHS Band Boosters and a payment of \$200 is owed to CRHS Band

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In the example below, there is a credit on the band account, but \$225 is still owed to the CRHS Band Boosters.

The credit cannot be applied to booster fees since it belongs to CRHS band (school organization) and not to the CRHS Band Boosters (nonprofit organization)

Remember:

Negative balances are those amounts that are owed.

Positive balances are credit balances that can be applied to future charges.

Trip Ledger Balance:		\$ 0.00	
Fixed Payments Balance: Booster Fees owed		\$ -225.00	
Fundraising Balance:		\$ 0.00	
Miscellaneous Balance: Credit on Band account (no band fees owed)		\$ 2355.61	
TOTAL BALANCE: Charms adds booster and Band Fees		\$ 2130.61	

You will pay \$225 to Band Boosters. Band Credit cannot be applied to Booster Fees
