

# HOW TO READ YOUR STATEMENT

- 1. Centre Name
- 2. Centre ARN
- 5. Details of enrolling parent.
- 7. Centre bank account details.
- 8. Reference that you must use on your payment transactions.
- 12. Annual membership fee for 2011.
- 13. Date of session.
- 16. Service Type BSC/ASC/VAC
- 18. Session details AM/PM Casual or Permanent

**SAMPLE OSHC**

Happy Ave  
Ryde 2122

**Invoice Statement**  
ABN: 39 783 283 457

5/11/2010 to 29/7/2011

John Smith  
1 Green St  
Ryde

Parent Code: 1000

The Centre's preferred payment method is direct debit to:  
BSB:  
Account:  
Reference: 1000- SMITH

**Account Summary**

Invoices & Sundry Charges	\$522.00
Payments & Sundry Credits	\$518.48
<b>Total Payable:</b>	<b>\$3.52</b>

Please pay promptly - Net **\$3.52**

Date Raised	Type	Details	Debit	Credit	Outstanding
		Open Balance		\$17.28	\$-17.28
05-Nov-2010	Invoice	MEM11	\$25.00		\$7.72
05-Nov-2010	Invoice	Wk4,T4	\$15.00		\$22.72

Invoice No. 418822

Date	Product	Child	Relief %	Rate
4-Nov-2010	PERMANENT PM			15.00
Total:				15.00

05-Nov-2010 CCB/CCR Trans \$10.95 \$41.77

**CCB Trans Breakdown**

Child	Date	Ref	Service	Type	Amount
	7/11/2010	603233	ASC	CCB	\$10.95
Total					\$10.95

12-Nov-2010 Invoice Wk5,T4 \$15.00 \$26.77

Invoice No. 418924

Date	Product	Child	Relief %	Rate
11-Nov-2010	PERMANENT PM			15.00
Total:				15.00

12-Nov-2010 CCB/CCR Trans \$10.95 \$15.82

**CCB Trans Breakdown**

Child	Date	Ref	Service	Type	Amount
	14/11/2010	603272	ASC	CCB	\$10.95

- 3. Centre Address
- 4. Time period of statement.
- 6. Your parent code at the centre.
- 9. Summary of charges and payments on account.
- 10. Amount owing on your account.
- 11. Opening Balance
- 14. Full fee charge for session.
- 15. Total Centrelink rebate amount.
- 17. Type of payment CCB/CCR
- 19. Running Total

BSB: Account: Reference:		Total Payable: <b>\$306.00</b>	
		Please pay promptly - Net <b>\$306.00</b>	

  

Date Raised	Type	Details	Debit	Credit	Outstanding
		Open Balance	\$306.00		\$306.00
05-2012	Future Receipt	906276			\$306.00
			<b>Total Payable</b>		<b>\$306.00</b>

  

Any payments below were received after the cutoff date and may affect the balance.

Tran #	Date Paid	Amount
Receipt		

**Non Allowable Absences (Financial YTD) - Max 42**

Child	Total Absences
	<b>8</b>

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20. Receipts that will be applied at a future date.

21. Payments that were received after the statement period.

22. Number of absences your child has had this financial year.

## KEY

1. This is the name of the Centre your child attends.
2. This the ABN number for the Centre.
3. This is the address of the Centre.
4. This is the time period of the statement. Payments received after this date **WILL NOT** have been applied to the balance on your statement.
5. These are the details of the enrolling parent. This is generally the parent who completed the enrolment form.
6. This is your parent code at the centre. This number only applies to this centre. If your child attends another centre, this number will be different.
7. These are the **Centre** bank account details. Please make **payment** into this account. Please note: YOUR personal bank account details do not appear on the statement.
8. This is the reference you must use when making payment. Please put your **parent code and surname** into the description field when transferring funds to the Centre.
9. This is a summary of all payments and charges for the time period of this statement.
10. This amount indicates the total amount owing on your account. If this figure is a negative number, your account is in credit.
11. This is the opening balance of your account. This is the balance of your account as at the "from" date of the statement.
12. This charge indicates the annual membership fee for 2011. **Every family** is charged an annual membership fee when they enrol at the centre for the New Year; and this is how it will appear on your statement.
13. This shows the date of the session your child/ren attended the Centre.
14. This is the full amount charged for the session. This figure has not been adjusted for CCB or CCR.
15. This is the total Centrelink rebate amount. Full details of the payment are in the box below this figure, titled: 'CCB Trans Breakdown.'
16. Service type indicates what type of session it has been applied to:
  - **BSC:** Before School Care
  - **ASC:** After School Care
  - **VAC:** Vacation Care
17. This show what type of payment was received
  - **CCB:** Child Care Benefit
  - **CCR:** Child Care Rebate
18. This gives you the details of the session your child attended. It tells you whether your child attended AM/PM and if it was a permanent or casual booking.
19. This is the running total on the statement.
20. Future receipts are payments that have been made for Vacation Care. They will be applied to your statement at a future date (during the Vacation Care period) and **DO NOT** affect the balance of your account.
21. Payments that appear in this box were received after the statement period. They have not been applied to this statement, and will not be deducted from the balance of this statement.
22. This figure shows the number of days your child has been absent from their approved childcare centre in the past financial year. An allowable absence is the number of absentee days without proof, that a child can have per financial year without CCB payments being suspended. This is a total figure across all forms of approved childcare per financial year.