

# Parent/Guardian Statement

The Parent/Guardian Statement can be used to give to your parents for easy information on their account and child's usage at the service.


The statement is comprised of two distinctive sections: the Transaction Listing and the Parent/Guardian Usage.

The Transaction Listing includes a running transaction balance for the account. This displays all of the activity that has occurred against the account for the period the statement was generated for. This includes weekly attendances, payments, attendance adjustments etc. The transaction listing is very similar to a bank statement as it provides a running balance of the account for the statement period.

The Parent/Guardian Usage section of the report displays information concerning the government subsidy that the family is are entitled to based upon the number of days your child has attended the centre. Please note that this section will not display information for periods in the future as these payments are paid in arrears.

The balance listed in the right-hand corner of the report is your account balance at the time the report was generated. This value will also correspond with the total listed at the bottom of the Transaction Listing.

**Brice Ellison-9856**  
**To: Brice Ellison-9856**  
 17 McBumey Crescent  
 Wavell Heights QLD 4012



**Parent/Guardian Statement**  
 From: 02/07/2018 to 21/10/2018

**From: Centre Based Care**  
 12 Lakeview Drive  
 Chemsides QLD 4032  
 Ph: 07 2435 1234

**Amount Owing \$477.00**

Transaction Listing													Opening Balance -\$586.30		
Date	Reference	Type	Week Ending	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	Total Amount	Subsidy	Total Payable	Running Balance
18/07/2018	INV-00001026	Attendance (Child)	08/07/2018	10.00	10.00	10.00	10.00				40.00	\$400.00	\$0.00	\$400.00	
		Attendance Adjustment (Tracey)	15/07/2018									\$0.00	\$109.30	-\$109.30	-\$877.00
18/07/2018	INV-00001027	Attendance Cancellation (Tracey)	15/07/2018	-10.00	-10.00	-10.00	-10.00				-40.00	-\$400.00	-\$400.00	\$0.00	-\$877.00
18/07/2018	INV-00001029	Attendance Adjustment (Child)	15/07/2018	-10.00	-10.00	-10.00	-10.00				-40.00	-\$400.00	\$0.00	-\$400.00	
		Attendance (Tracey)	15/07/2018	10.00	10.00	10.00	10.00				40.00	\$400.00	\$400.00	\$0.00	-\$477.00

Parent/Guardian Usage						
Tracey Ellison-9856 Enrolment ID: E8000034085						
Week Ending	Days	Total Fee	Subsidy	Total Payable	YTD ABS	Status
15/07/2018	Mon Tue Wed Thu	\$400.00	\$0.00	\$400.00		Submitted
<b>Total:</b>		<b>\$400.00</b>	<b>\$0.00</b>	<b>\$400.00</b>		

Submitted and processed weekly usage and the subsidy paid to the service