

Understanding Your Charms Statement



Every student and parent involved in Instrumental Music receives a Charms statement via email once a month. This "no frills" email statement lacks formatting that would make it easy to read or understand. You can access a more user-friendly statement at any time by logging into your Charms account.

To do that, go to www.charmsoffice.com. Click on "Enter/Login". In "Parent/Students/Members" enter mountainviewmusic and hit your enter key or click on the green bar beneath the school code area. On the next screen, enter your 5-digit student number. Then click on the "Finances" icon.

While the online Charms Statement offers four colors and better formatting, you still may find it baffling, particularly if you are new to the department or your student is involved in many Instrumental Music Programs. We hope the explanations below will help.

Still have questions? Contact Mary Feliz at mcfeliz@gmail.com

TRANSFER REQUEST: Click here if you have a credit balance in your MISCELLANEOUS LEDGER sufficient to pay a **FIXED PAYMENT** in full.

FIXED PAYMENTS DUE: This amount reflects the total amount of unpaid Fixed Payments. It will NOT reflect any partial payments you've been making to your MISCELLANEOUS ACCOUNT.

FUNDRAISING BALANCE CREDIT: We don't use this portion of Charms. This item balance will always be 0.00. Any Fundraising Balance you have earned will be included in your MISCELLANEOUS ACCOUNT BALANCE.

MISCELLANEOUS BALANCE DUE: This shows the balance of your MISCELLANEOUS ACCOUNT. The detail of the account is shown in the MISCELLANEOUS LEDGER DETAIL in the lower portion of your statement. Your MISCELLANEOUS LEDGER will include FUNDRAISING (if any), CREDITS or DEBITS carried over from previous years, and any PARTIAL PAYMENTS. Any other payments that are student specific, such as instrument repair or replacement charges, will also be included here.

TOTAL BALANCE DUE: This is the **Total Balance** in your account. Your goal should be to reduce this total to zero by the end of the year. If this number is negative, it means you have a credit balance. That credit can be applied to any payment items as long as you are enrolled in Instrumental Music. When you graduate, the balance can be donated to a sibling, another student, or to our Scholarship Fund. If your balance is sufficient to pay a **FIXED PAYMENT** in full, click the **TRANSFER REQUEST** button at the top of the page.

2013 MB FAIR SHARE and 2013 FAIR SHARE (Not in Marching Band)
It costs in excess of \$150 per student to provide our programs to Marching Band students and in excess of \$50 per student to provide programs to students enrolled in other Instrumental Music Classes. Statements should show either a \$50 Fair Share OR a \$150 Fair Share, but not both. Students taking Winter Percussion and Winter Guard have additional FAIR SHARE responsibilities.

We encourage students to make these contributions in a lump sum, in incremental payments, or to arrange to earn them via fundraising opportunities that will be discussed in their classes. **Note:** Fair Share is \$150 per year for students enrolled in Marching Band, no matter how many other year-long instrumental music classes they take. For students not enrolled in Marching Band, Fair Share is \$50 annually, no matter how many other year-long instrumental music classes they take.

Fair Share is completely separate from the Direct Appeal Fundraising campaign run by the Instrumental Music Parents Association.

THERE IS NO FUNDRAISING ACTIVITY: Instrumental Music does not use the Fundraising portion of the Charms program, so these words will appear on every student's statement every month, **even if he or she has earned fundraising dollars**. All fundraising dollars will be itemized in the Miscellaneous Ledger below.

FUNDRAISING:
This is where we will itemize any fundraising amounts students have earned via fundraising performances, sales of coupon books, coupon cards, gift wrap, or any other fundraising efforts.

Fundraising can be applied to any **FIXED PAYMENT** as soon as the full amount of the **FIXED PAYMENT** is available in the MISCELLANEOUS ACCOUNT. If that is the case, click on **TRANSFER REQUEST** at the top of the page. To supplement your fundraising and apply it to a **FIXED PAYMENT**, click on **MAKE MISCELLANEOUS PAYMENT**. Make your payment, then click on **TRANSFER REQUEST**.

MOUNTAIN VIEW HS MUSIC BAND: This is the name of the Instrumental Music Charms Account. It covers all finances for *all* Mountain View High School Instrumental Groups, including String Orchestra, Chamber Orchestra, Symphonic Band, Wind Ensemble, Symphony Orchestra, Jazz Ensemble, Studio 501 Big Band, Winter Percussion, Winter Guard, Color Guard, and Marching Band. It does not include Direct Appeal or other programs run by the Instrumental Music Parents Association.

TRIP LEDGER: We only use this portion of Charms when we are planning a trip. For most students, this line will be "0.00" most of the time.

Click here to pay a **FIXED PAYMENT in full**.

To make a **PARTIAL PAYMENT**, scroll down to **MAKE MISCELLANEOUS PAYMENT**

2013 MB TRANSPORTATION: This \$130 Fixed Payment is applied to the accounts of Marching Band students to help pay for the busses and trucks that transport students and their equipment to performances and competitions. This payment must be made by September 1.

INSTRUMENT CLEANING: This Fixed Payment is assessed to students who borrow school instruments to pay for cleaning and refurbishment and to those in Pit or Percussion or Drumline to pay for supplies such as drumsticks, and/or cleaning and refurbishment.

MARCHING BAND CAMP: Camp takes place before school starts, and camp payments are due in May. Students who are selected to serve on camp leadership staff go to camp one day early to get everything ready for our campers. They are charged an additional \$50 for the extra day of food and lodging. Camp charges include a \$15 Field Show T-shirt.

SHOES AND OTHER UNIFORM ITEMS: These expenses are charged to Marching Band Students at Uniform Fitting in August.

MISC BALANCE CARRY FORWARD: These items represent either credits or unpaid fixed payments from previous years. Credits can be applied to any Fixed Payment. To do so, click on **MAKE MISCELLANEOUS PAYMENT**, and deposit the difference between the credit balance and your Fixed Payment. Then click on **TRANSFER REQUEST** at the top of the page.

The screenshot shows the Charms Office Assistant interface for Mountain View HS Music Band. It includes sections for:

- FINANCIAL STATEMENT:** A summary table showing Trip Ledger Balance Credit (0.00), Fixed Payments Due (975.00), Fundraising Balance Credit (0.00), Miscellaneous Balance Due (-22.00), and a Total Balance Due of \$997.00.
- Student Fixed Payment Detail:** A table listing various payments such as 2013 MB Fair Share, 2013 MB Transportation, and 2013 Marching Band Camp, all marked as "not paid".
- Student Miscellaneous Ledger Detail:** A table showing ledger entries like Misc Balance Carryforward and Fundraising amounts.

About Payments...

Payments made in Charms via PayPal are credited on Charms within minutes, and a receipt will be automatically sent from PayPal to your email address.

Payments made by Check (Payable to MVHS MUSIC) must be retrieved from the school mail room and entered by hand. This process will take a little longer, so please be patient.

For more detailed payment instructions, download our Charms Instructions at <http://www.mvla.net/view/1208.pdf>