

CBST Billing Information:

Each CBST swimmer has an account for billing.

Bills are sent out monthly via email and are due upon receipt and not later than the 25th of the month. This payment deadline provides adequate time to get payments applied to your account before the next bills are sent. Swimmers' accounts must be kept up-to-date to continue participation in the program.

Bills have the following categories of expenses: dues, escrow, travel, non-taxable sales.

Some of the items billed through the dues category are program fees (whether paid all up front or in periodic payments), MA annual registration, out-of-district fees.

Entry fees for meets are billed through the escrow category. Any time an escrow account reaches \$5 or less in balance, the account is billed to return the escrow account balance to \$50 to cover future meet entry fees.

Fees for team travel are billed through the travel category.

Purchased items such as team caps and apparel are billed through the non-taxable sales category.

Each month any items due are billed to your swimmer's account and any payments you make are credited to your swimmer's account.

All payments made are fully reflected in the accounts. Often one payment is made to cover several different fees. If this is the case, the single payment will be reflected in the account statement as multiple smaller amounts by category. These payments will all be listed for the same date so if all payments for a particular date are summed up, they will equal the amount of the total payment. Payments are generally applied to older balances and items that have already been paid on the swimmer's behalf to other parties (like entry fees) first. Replenishment of the escrow account is the last item to which payments will be applied.

When viewing your bill the amount you should pay is the amount listed in three places:

1. "Please Pay this amount"
2. "Make Check Payable To: CB Community School"
3. Total in the "Due" column

The top section of the bill shows a list of current transactions. Note that similar to credit card statements, transactions are moved to history each month so will only be visible on your bill in the month when they are current charges. If at any time you need to see a history or your account email Jennifer Steinberg. The summary grid at the bottom of the bill shows amounts by category. The balance column reflects the total amounts in each category – positive numbers are amounts currently due and negative numbers are credits in your account. Generally, there should only be credits in your escrow account. Thus, the balance column will usually be less than the amount due in order to keep money in your escrow account. If you have a credit listed on your bill in a category **other than escrow** and would like that to be applied to the amount due you should contact Jennifer Steinberg.

Note that bills will be sent for all accounts each month regardless of balance. If you do not have a payment due, the bill is just for your reference.

Please email Jennifer Steinberg if you do not receive a bill during the first week of any month.

If you have any remaining questions please email Jennifer Steinberg.