

# Statement Guide



**1 Only About Children - TEST Campus**  
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# STATEMENT

**000-024-799**  
**Sample Family**

Sample Family  
ABC Address

**2 General Account**  
Statement Issued: Sunday, 8 July 2018  
**3** Statement Begins: Monday, 2 July 2018  
Statement Ends: Sunday, 15 July 2018  
**4 Due Now: \$314.25**

## Family Summary (Totals for this Statement Period)

Child	<b>6</b> Days	<b>7</b> Fee	<b>8</b> Discount	<b>9</b> CCS	<b>10</b> ACCS	<b>11</b> Gap
Sample Child 1	6	\$630.00	\$120.00	\$343.08	\$0.00	\$286.92
Sample Child 2	6	\$750.00	\$120.00	\$408.42	\$0.00	\$341.58
	<b>12</b>	<b>\$1,380.00</b>	<b>\$240.00</b>	<b>\$751.50</b>	<b>\$0.00</b>	<b>\$628.50</b>

**13 CCS Paid YTD:**  
Sample Child 1 \$343.08  
Sample Child 2 \$408.42

**14 YTD Absences:** Period ending (30/06/2019)  
Sample Child 1: 0 Last Update(6/07/2018)  
Sample Child 2: 0 Last Update(6/07/2018)

**15 Period Absences:** Period ending (15/07/2018)

## **16** Messages

**17** Need help understanding this statement? Check out our video online at: [www.myfamilylounge.com.au/statements](http://www.myfamilylounge.com.au/statements)

**18** CCS Amounts that are **Bold and underlined** are ESTIMATES and will be confirmed on your next statement

1. The address and contact details of the Service
2. Displays the date the statement was Issued
3. **Date Range** the Statement covers
4. Displays the **Due Now** Amount for this Period or the **In Credit** Amount for the selected period
5. Displays each child linked to the account who attended the Service for the statement date range
6. **Days** - Displays how many days the child attended the Service for the statement period
7. **Fee** - Displays the Total Fee charged per child for all attendances within the statement period after removing the discount (the room fee minus any discount shown in point 8 if applicable)
8. **Discount** - Displays total reductions that have been applied per child within the statement period and has already been removed from the Total Fee (see point 7)
9. **CCSS** - Displays the CCS reduction applied per child within the statement period (based on the family assessment). If this is \$0.00 this could be because the family's entitlements have not been processed yet, they have not applied for CCS yet, they have disputed any details regarding their child's enrolment or they are not eligible to receive CCS entitlements.
10. **ACCS** - Displays any [Additional Child Care Subsidy](#) (ACCS) reductions applied per child within the statement period
11. **Gap** - Displays the fee payable by the Guardian for the attendances within the statement period based on the formula of Daily Fee minus CCS minus ACCS equals the Gap (NB: The applicable discount has already been removed from the fee)
12. Displays the **Total** of each of the columns for the account for the statement period
13. **CCS Paid YTD** - Displays the CCS paid to this service for the current financial year to date (YTD)
14. **YTD Absences** - Displays the Year To Date (YTD) Absences (total absences) for the current financial year per child
15. **Period Absences** - Displays the absences per child for the period of the statement
16. **Messages** - Displays key messages from the Service to note
17. **Instructions** - a link to a video that provides another form of instructions on how to understand the statement
18. **Estimates** - is referencing how to read CCS amounts on page 3 of the statement. If the CCS amount is bold and underlined it means they are estimates, based on the family's entitlements, and will be updated at the next statement once the child has attended the service.

## CCS Weekly Summary

Only About Children - TEST Campus (Centre Based Day Care-190006344V) for this Statement Period

### 1 Sample Child 1

Date	Percentage	Sess. Hrs	CCS Hrs	Fee	Discount	CCS	ACCS	Gap
<b>CCS Week 1</b>								
02/07/2018	57.32	11.00	11.00	\$105.00	\$20.00	\$57.18	\$0.00	\$47.82
03/07/2018	57.32	11.00	11.00	\$105.00	\$20.00	\$57.18	\$0.00	\$47.82
06/07/2018	57.32	11.00	11.00	\$105.00	\$20.00	\$57.18	\$0.00	\$47.82
<b>Weekly Total:</b>		<b>33.00</b>	<b>33.00</b>	<b>\$315.00</b>	<b>\$60.00</b>	<b>\$171.54</b>	<b>\$0.00</b>	<b>\$143.46</b>
<b>CCS Week 2</b>								
09/07/2018	57.32	11.00	11.00	\$105.00	\$20.00	\$57.18	\$0.00	\$47.82
10/07/2018	57.32	11.00	11.00	\$105.00	\$20.00	\$57.18	\$0.00	\$47.82
13/07/2018	57.32	11.00	11.00	\$105.00	\$20.00	\$57.18	\$0.00	\$47.82
<b>Weekly Total:</b>		<b>33.00</b>	<b>33.00</b>	<b>\$315.00</b>	<b>\$60.00</b>	<b>\$171.54</b>	<b>\$0.00</b>	<b>\$143.46</b>

### 1 Sample Child 2

Date	Percentage	Sess. Hrs	CCS Hrs	Fee	Discount	CCS	ACCS	Gap
<b>CCS Week 1</b>								
02/07/2018	57.32	11.00	11.00	\$125.00	\$20.00	\$68.07	\$0.00	\$56.93
03/07/2018	57.32	11.00	11.00	\$125.00	\$20.00	\$68.07	\$0.00	\$56.93
06/07/2018	57.32	11.00	11.00	\$125.00	\$20.00	\$68.07	\$0.00	\$56.93
<b>Weekly Total:</b>		<b>33.00</b>	<b>33.00</b>	<b>\$375.00</b>	<b>\$60.00</b>	<b>\$204.21</b>	<b>\$0.00</b>	<b>\$170.79</b>
<b>CCS Week 2</b>								
09/07/2018	57.32	11.00	11.00	\$125.00	\$20.00	\$68.07	\$0.00	\$56.93
10/07/2018	57.32	11.00	11.00	\$125.00	\$20.00	\$68.07	\$0.00	\$56.93
13/07/2018	57.32	11.00	11.00	\$125.00	\$20.00	\$68.07	\$0.00	\$56.93
<b>Weekly Total:</b>		<b>33.00</b>	<b>33.00</b>	<b>\$375.00</b>	<b>\$60.00</b>	<b>\$204.21</b>	<b>\$0.00</b>	<b>\$170.79</b>

- Displays **each child's** attendances for the period of the statement
- CCS Week 1 or Week 2** - Displays the Government Week and each date the child attended for the week
- Percentage** - Displays the CCS percentage the family has been approved entitled to receive
- Sess. Hrs** - Displays the Charged Session hours for the service
- CCS Hrs** - Displays the hours covered by CCS
- Fee** - Displays the Total Fee charged per child per day after removing the discount (the room fee minus any discount shown in point 7 if applicable)
- Discount** - Displays any daily fee reduction already removed from the total fee charged per day (see point 6)
- CCS** - Displays the CCS estimated/paid dollar amount per day
- ACCS** - Displays any [Additional Child Care Subsidy](#) (ACCS) estimated/paid per day
- Gap** - Displays the fee payable for the day based on the formula of Fee minus CCS minus ACCS equals the Gap (NB: The applicable discount has already been removed from the fee)
- Weekly Total** - Displays the **Total** of each of the columns for the account for the week. Please note Week 1 may be less than Week 2 if a child is in the service for more hours than has been approved by the Government as the majority of CCS will be applied to the first week resulting in a larger gap payable.

## Account Transactions

1 Date	2 Description	3 Sess. Hrs	4 Fee	5 Hourly Rate	6 CCS	7 ACCS	8 Debit	9 Credit	10 Balance
	11 Balance Carried Forward				\$0.00	\$0.00	\$0.01	\$0.00	\$-0.01
02/07/2018	Sample Child 2 (2.1 Toddlers Toddler) Red: \$20.00 (SCRN:190006344V)	11.00	\$125.00	\$11.36	<b>\$68.07</b>	<b>\$0.00</b>	\$56.93	\$0.00	\$-56.94
02/07/2018	12 Sample Child 1 (3.1 Preschool Preschool) Red: \$20.00 (SCRN:190006344V)	11.00	\$105.00	\$9.55	<b>\$57.18</b>	<b>\$0.00</b>	\$47.82	\$0.00	\$-104.76
02/07/2018	13 Fee Payment By Batch DD (Rec:00020588) Thank You				\$0.00	\$0.00	\$0.00	\$314.26	\$209.50
03/07/2018	Sample Child 2 (2.1 Toddlers Toddler) Red: \$20.00 (SCRN:190006344V)	11.00	\$125.00	\$11.36	<b>\$68.07</b>	<b>\$0.00</b>	\$56.93	\$0.00	\$152.57
03/07/2018	Sample Child 1 (3.1 Preschool Preschool) Red: \$20.00 (SCRN:190006344V)	11.00	\$105.00	\$9.55	<b>\$57.18</b>	<b>\$0.00</b>	\$47.82	\$0.00	\$104.75
06/07/2018	Sample Child 2 (2.1 Toddlers Toddler) Red: \$20.00 (SCRN:190006344V)	11.00	\$125.00	\$11.36	<b>\$68.07</b>	<b>\$0.00</b>	\$56.93	\$0.00	\$47.82
06/07/2018	Sample Child 1 (3.1 Preschool Preschool) Red: \$20.00 (SCRN:190006344V)	11.00	\$105.00	\$9.55	<b>\$57.18</b>	<b>\$0.00</b>	\$47.82	\$0.00	\$0.00
09/07/2018	Sample Child 2 (2.1 Toddlers Toddler) Red: \$20.00 (SCRN:190006344V)	11.00	\$125.00	\$11.36	<b>\$68.07</b>	<b>\$0.00</b>	\$56.93	\$0.00	\$-56.93
09/07/2018	Sample Child 1 (3.1 Preschool Preschool) Red: \$20.00 (SCRN:190006344V)	11.00	\$105.00	\$9.55	<b>\$57.18</b>	<b>\$0.00</b>	\$47.82	\$0.00	\$-104.75
10/07/2018	Sample Child 2 (2.1 Toddlers Toddler) Red: \$20.00 (SCRN:190006344V)	11.00	\$125.00	\$11.36	<b>\$68.07</b>	<b>\$0.00</b>	\$56.93	\$0.00	\$-161.68
10/07/2018	Sample Child 1 (3.1 Preschool Preschool) Red: \$20.00 (SCRN:190006344V)	11.00	\$105.00	\$9.55	<b>\$57.18</b>	<b>\$0.00</b>	\$47.82	\$0.00	\$-209.50
13/07/2018	Sample Child 2 (2.1 Toddlers Toddler) Red: \$20.00 (SCRN:190006344V)	11.00	\$125.00	\$11.36	<b>\$68.07</b>	<b>\$0.00</b>	\$56.93	\$0.00	\$-266.43
13/07/2018	Sample Child 1 (3.1 Preschool Preschool) Red: \$20.00 (SCRN:190006344V)	11.00	\$105.00	\$9.55	<b>\$57.18</b>	<b>\$0.00</b>	\$47.82	\$0.00	\$-314.25

- Date** - Displays each date the child attended care
- Descriptions** - Displays the child's name, the room name and Fee name in brackets plus any discount (see point 12)
- Sess. Hrs** - Displays the Charged Session hours for the service
- Fee** - Displays the Total Fee charged per day after the discount has been removed (see point 12)
- Hourly Rate** - Displays the Hourly fee breakdown per day (calculated by the fee divided by the session hours)
- CCS** - Displays the CCS estimated/paid dollar amount per day
- ACCS** - Displays any [Additional Child Care Subsidy](#) (ACCS) estimated/paid per day
- Debit** - Displays debits applied to the account eg. Out of pocket daily expenses
- Credit** - Displays any credits applied to the account eg. Fee Payments or refunds
- Balance** - Displays the rolling daily balance ie each line takes the debit or credit amount from the line above to create the balance. If you see a negative number that is a debit balance and a positive number means a positive balance.
- Balance Carried Forward** - Displays the status of your account from the previous statement and shows either a credit, debit or zero balance prior to the start date of the statement
- Red: \$20.00 refers to a **Discount Amount** - displays any daily fee reduction already removed from the total fee charged per day (see point 4). It will show the exact dollar amount of the discount eg Red:\$4.20 or Red: \$30
- Fee Payment** - Displays the Fee Payment and method eg DD is direct debit, CC is credit card plus the Receipt number in brackets

## CCS Attendance Summary

Only About Children - TEST Campus (Centre Based Day Care-190006344V) for this Statement Period

Sample Child 1

Date	Sign In	Sign Out	Session Start	Session End
Mon 02/07/2018	08:06 AM	05:13 PM	07:00 AM	06:00 PM
Tue 03/07/2018	08:05 AM	05:10 PM	07:00 AM	06:00 PM
Fri 06/07/2018	08:04 AM	05:22 PM	07:00 AM	06:00 PM
Mon 09/07/2018			07:00 AM	06:00 PM
Tue 10/07/2018			07:00 AM	06:00 PM
Fri 13/07/2018			07:00 AM	06:00 PM

Sample Child 2

Date	Sign In	Sign Out	Session Start	Session End
Mon 02/07/2018	08:06 AM	05:13 PM	07:00 AM	06:00 PM
Tue 03/07/2018	08:05 AM	05:10 PM	07:00 AM	06:00 PM
Fri 06/07/2018	08:04 AM	05:22 PM	07:00 AM	06:00 PM
Mon 09/07/2018			07:00 AM	06:00 PM
Tue 10/07/2018			07:00 AM	06:00 PM
Fri 13/07/2018			07:00 AM	06:00 PM

## 7 CCS Provider Information

Provider Name	Provider ABN	Provider ID	Service ID	Centre Name
Only About Children Pty Ltd	94107666624	190000755B	19000XXXX	Only About Children - TEST Campus

Issuer's Signature: .....

1. Displays each child linked to the account who attended for the period of the statement
2. **Date** - Displays each date the child attended for the period of the statement
3. **Sign In** - Displays the actual arrival time at the Service as recorded by parents/carers via Kiosk or Sign In/Out sheets
4. **Sign Out** - Display the actual departure time from the Service as recorded by parents/carers via Kiosk or Sign In/Out sheets
5. **Session Start** - Displays the beginning time of the Service/Session
6. **Session End** - Displays the end time of the Service/Session
7. **CCS Provider Information** - Displays the Provider details for the Service that the child is linked to for CCS entitlements

NOTE: If the child is yet to attend (for statement periods in advance) or is absent (for statement periods in arrears), the Sign In/ Out Columns will be blank and the Session Start and End Times will display the fee times.

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## Fee Decision

This section contains the fee decision made by the government for each session of care. Please note that this data does not include adjustments or offsets that have been created by customer debts. The details will only be displayed when the fee decision has been returned.

Oac - Test Campus (Centre Based Day Care-19000XXXXX) for this Statement Period

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### Sample Child 1 **1**

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<b>Date</b> <b>2</b>	<b>Subsidy Entitlement</b> <b>3</b>
02/07/2018	\$68.07
03/07/2018	\$68.07
06/07/2018	\$68.07
09/02/2018	\$68.07
10/07/2018	\$68.07
13/07/2018	\$68.07

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### Sample Child 2

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<b>Date</b>	<b>Subsidy Entitlement</b>
02/07/2018	\$57.18
03/07/2018	\$57.18
06/07/2018	\$57.18
09/02/2018	\$57.18
10/07/2018	\$57.18
13/07/2018	\$57.18

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1. Displays each child linked to the account who attended for the period of the statement
2. **Date** - Displays each date the child attended for the period of the statement
3. **Subsidy Entitlement** - Displays the amount of subsidy paid for each day