

New Attendance Based Contribution module for Clubs and Chargeable Sessions

The attendance based module of PFM has been developed and improved to provide a simple way to manage **billing for chargeable sessions**. This covers afterschool clubs, nursery sessions and some schools are even using this for dinner money.

It enables you to **bill** either **in advance** for sessions that the child has signed up, or **in arrears** for sessions where attendance is optional and only charged when the child comes. You can print invoices, provide registers, print attendance records, record money received and generate lists and letters for people behind on payment.

Here's how it works -

1. You set up an account in Accounts Maintenance, allocating all pupils who may attend and mark it as either ABC or ABCh - h indicates that the charging is hourly, no h indicates that the charging is on a per session basis.

2. Clicking on the ABC menu, enter the session cost or hourly cost.

<u>Breakfast Club Attendance Record for Abbot Peter [10A] from 04/11/2013 to 29/11/2013 (inclusive).</u>								
<u>Week Commencing</u>	<u>Mon</u>	<u>Tu</u>	<u>Wed</u>	<u>Th</u>	<u>Fri</u>	<u>Cost</u>	<u>Received</u>	<u>Balance</u>
04/11/2013	✓	×	✓	×	×	£3.00	£0.00	-£3.00
11/11/2013	✓	×	✓	×	×	£3.00	£0.00	-£6.00
18/11/2013	×	×	×	×	×	£0.00	£0.00	-£6.00
25/11/2013	×	×	×	×	×	£0.00	£0.00	-£6.00
						£6.00	£0.00	-£6.00

6. For billing in advance (when they book for a whole half term / term / year etc), tick the appropriate days they are coming and then use the COPY feature to copy these days to the rest of the term/year.

ABC - Attendance Based Contributions

Short Code: **AFTERSCHOOL**

After-school club

Week Commencing: **Mon 04 Nov 2013** [Copy to next week]

Cost per Session £: **3.00** [Clear this week]

	Mon 04	Tue 05	Wed 06	Thu 07	Fri 08					
Abbot Peter [10A]	✓		✓		✓	3.00	1.00		3.00	1.00
Baker Alice [10A]				✓		3.00			3.00	
Brown Benjamin [10A]	✓	✓	✓	✓	✓	1.00	1.00	1.00	3.00	1.00
Cooper Louise [10A]	✓					3.00	3.00			
Gault Rory [10A]	✓					3.00	3.00			
James Jasper [10A]*	✓	✓				3.00	1.00	3.00		
Luff James [10A]*		✓	✓			1.00		1.00	3.00	
Mitchell Jessmin [10A]		✓	✓	✓		3.00		3.00	3.00	
Stevens Alexander [10A]	✓	✓		✓	✓	3.00	1.00	1.00	3.00	1.00

Total Attendees: **6** **5** **4** **4** **3**

[Post Register] [Attendance Record] [Monies Due] [Letters] [Close]

7. For billing in advance, you can then use the Invoicing feature. Select dates to invoice for and enter any required invoice narrative. Invoice can then be printed onto your own tailored invoice paper (provided as a word document for amendment)

Register for Afterschool club
from 04/11/13 to 08/11/13

Person(s) Responsible :
Details :

Name [Class]	M	Tu	W	Th	F	Notes
Abbot Peter [10A]						
Baker Alice [10A]						
Brown Benjamin [10A]						
Cooper Louisa [10A]						
Gault Rory [10A]						
James Jasper [10A]*						
Luff James [10A]*						
Mitchell Jasmin [10A]						
Stevens Alexander [10A]						

9. Generate lists and reports of amounts due

Payments Received for BREAKFAST.
Breakfast Club

Person(s) Responsible:
Details: 9 students are attending.

Name	Class	Year	Amt Due	Amt Paid	Amt Owing
Abbot Peter	10A	10	£7.50	£0.00	£7.50
Baker Alice	10A	10	£10.50	£0.00	£10.50
Brown Benjamin	10A	10	£10.50	£0.00	£10.50
Cooper Louisa	10A	10	£13.50	£0.00	£13.50
Gault Rory	10A	10	£16.50	£0.00	£16.50
James Jasper	10A	10	£9.00	£0.00	£9.00
Luff James	10A	10	£4.50	£0.00	£4.50
Mitchell Jasmin	10A	10	£10.50	£0.00	£10.50
Stevens Alexander	10A	10	£9.00	£0.00	£9.00
			£91.50	£0.00	£91.50

10. Create follow up letters for balances outstanding

ABC - Attendance Based Contribution

Short Code: **BREAKFAST** **Breakfast Club**

Week Commencing: **Mon 04 Nov 2013** Copy to next week

Cost per Session £: **1.50** Clear this week

	Mon 04	Tue 05	Wed 06	Thu 07	Fri 08				
Abbot Peter [10A]	✓		✓			1.50	1.50		1.50
Baker Alice [10A]		✓			✓	1.50		1.50	1.50
Brown Benjamin [10A]	✓	✓			✓	1.50	1.50	1.50	1.50
Cooper Louisa [10A]	✓	✓			✓	1.50	1.50	1.50	1.50
Gault Rory [10A]	✓	✓	✓	✓	✓	1.50	1.50	1.50	1.50
James Jasper [10A]*			✓		✓	1.50		1.50	1.50
Luff James [10A]*				✓		1.50			1.50
Mitchell Jasmin [10A]			✓	✓		1.50		1.50	1.50
Stevens Alexander [10A]		✓	✓	✓		1.50	1.50	1.50	1.50

Total Attendees: **4 5 5 1 8**

Print Register Attendance Record Monies Due Letters Close

11. For sessions charged on an hourly basis, setup the account and tick the ABCh option, then enter the hourly charge and the number of hours attended on each day.

ABC - Attendance Based Contribution

Short Code: **REVISIONCLUB**

Revision Club

Standard Hours: **1**

Cost per Hour £: **0.50**

Week Commencing: **Mon 04 Nov 2013** Copy to next week

Mon 04 Tue 05 Wed 06 Thu 07 Fri 08 Clear this week

Abbot Peter [10A]	1	1				0.50	0.50	0.50		
Baker Alice [10A]				1		0.50				0.50
Brown Benjamin [10A]				1		0.50				0.50
Cooper Louise [10A]	1	2				0.50	0.50	0.50		
Gault Rory [10A]	3					0.50	0.50			
James Jasper [10A]*		1				0.50		0.50		
Luff James [10A]*	1	1	1	1	1	0.50	0.50	0.50	0.50	0.50
Mitchell Jasmin [10A]	2					0.50	0.50			
Stevens Alexander [10A]			2	1		0.50			0.50	0.50

Total Attendees: **5** **4** **2** **1** **3**

Print Register Attendance Record Monies Due Letters Close

12. If certain pupils pay a different amount for their sessions, then the default cost can be overridden.
In this example, we have a default cost of £1.50, but some are paying £1, some 50p and others zero.

ABC - Attendance Based Contribution

Short Code: **BREAKFAST**

Breakfast Club

Cost per Session £: **1.50**

Week Commencing: **Mon 04 Nov 2013** Copy to next week

Mon 04 Tue 05 Wed 06 Thu 07 Fri 08 Clear this week

Abbot Peter [10A]	✓		✓			1.50	1.50		1.50	
Baker Alice [10A]		✓			✓	1.00		1.00		1.00
Brown Benjamin [10A]	✓	✓			✓	1.50	1.50	1.50		1.50
Cooper Louise [10A]	✓	✓			✓	0.50	0.50	0.50		0.50
Gault Rory [10A]	✓	✓	✓	✓	✓	1.50	1.50	1.50	1.50	1.50
James Jasper [10A]*			✓		✓	0.00			0.00	0.00
Luff James [10A]*					✓	0.00				0.00
Mitchell Jasmin [10A]			✓		✓	1.50			1.50	1.50
Stevens Alexander [10A]		✓	✓		✓	1.50		1.50	1.50	1.50

Total Attendees: **4** **5** **5** **1** **8**

Print Register Attendance Record Monies Due Letters Close