

Parents,

A \$15 late fee will be posted to all accounts not current and/or not **completely paid in full** by the 20<sup>th</sup> of each month. For example, if on the 20<sup>th</sup> of the month your account still shows a balance due of \$50, your account will be charged a late fee of \$15, which will be detailed on the following months invoice. If you only have one cent (\$0.01) remaining as an outstanding balance, your account will be assessed a \$15 late fee. The website billing software does not distinguish between one cent and any amount in excess of one cent remaining on your invoice balance, it only recognizes that there is a balance due and therefore will charge your account the late fee.

This policy is being put in place because it is important for our club to be able to collect our monthly fees when due. This allows the club to better manage the cash flow and to meet our expense obligations in a timely manner.

If you have any questions or concerns regarding this policy, please contact any Board Member or myself. Contact information is available through the website.

Jolisa Buchner  
Business Manager