



August 22, 2017

Dear Parents,

Thank you for your patience as we make improvements to our Business Office operations. Mr. David Stromquist has worked very diligently with the office staff, parents, and the Catholic Center to learn his new position and to assess and improve the financial operations of our school. We would like to thank Mairead Baker and Marian DeMoss for all their assistance in the transition.

There is a reminder and a change about which we would like to inform you. First, a reminder that all supply fees are \$225 for each student. This covers a great deal, including all student and teacher supplies, fieldtrips, t-shirts, retreats, clinic supplies, Catholic Schools Week activities, etc. You have the choice to pay your supply fee up front or to roll it into your tuition through your FACTS account. We understand that families have a lot to purchase at the beginning of the school year, and it can be significant, especially for those with multiple children. If you do not otherwise pay your supply fee prior to September 30, the fee will be rolled into your FACTS payment; therefore, if you choose to pay it through FACTS, you will see a slight increase in your October through April payments.

The one change is how we use RenWeb for financial reporting. Previously, Mrs. Baker manually entered the financial transactions from FACTS into RenWeb for each family so they would only have to view RenWeb to see an overall account status. Obviously, this took a lot of the Business Manager's time. In order to be most effective and efficient, Mr. Stromquist will be unable to continue that practice. Families will have to log into their FACTS account to view all billing except cafeteria. Cafeteria charges vary from month to month so they will still be billed through RenWeb. All other charges, including tuition, supply fees, regular Aftercare, and Extended Day Program charges, will be billed through FACTS.

Each family has a FACTS account. If you do not know your login information for FACTS, please go to **FACTS**mgmt.com, click on **login**, and **forgot username/password**. FACTS will send you an email and allow you to change your password. Please make sure you go into your account and view charges prior to your FACTS pull on either the 5th or the 20th of the month. Contact Mr. David Stromquist at dstromquist@ckslex.org if you have questions about your account. Again, thank you for your understanding and patience as we create a more efficient business office.

Many Blessings,

Paula Smith, Ed.S.
Principal