

Gap Fee Payments- October 2023



Gap Fee Reports-EFT (Bank Statements)

As previously communicated it is a requirement that a copy of bank statements be provided or uploaded monthly basis, as evidence that Gap payments have been received electronically. Bank Statements for 1st October to 31st October 2023 will be required to be sent via email in PDF format, listing all debit and credits, no later than 10th November 2023. Submissions after this date may affect further CCS payments, due to being unable to reconcile accounts. Please email statements to statements@enhancefdc.au

Before submitting please ensure your receipting reflects the exact amount the parents are paying into your bank account, if gap fee deposits on bank statements do not match each individual invoice or it is are not clear who the payment is for please write the invoice number(s) next to the payment and for any discrepancies or anomalies to payments listed please provide information within your email. Please ensure you are entering the date in which the payment is made to your bank account as the receipt date, this is extremely important to ensure we can cross-check payments during the audit process. It is also really important that you a cross-checking the dates you are submitting for each period ensuring that every date is on the statements.

During the audit process, admin may contact you if they see any discrepancies. If you are contacted via email or phone, it's extremely important that you work with admin to correct the error immediately. The department has advised they are now conducting regular audit at the service. We are required to provide them all relevant

documentation in a very strict timeline. If you have any questions or require support, please reach out to the administration team for help and guidance at any time. Kind regards Megan Walk Meegan Walsh General Manager, Enhance