Bills and Accounts

Most residents have **two** accounts a **Discretionary Dollar Account** and a **Westminster Place Account**

Bills and Accounts **1**
Discretionary Dollar Account 1
Westminster Place Account 2
Business Office 2
More Details on Discretionary Dollars 3

Discretionary Dollar Account.

- In General
  - You are assigned a certain amount each month. (Couples may combine their accounts.)
  - This is used primarily for your expenses in the dining room.
  - Items like charges in the Gift Shop, Beauty Salon, massages and most things that you buy on campus may also be charged to this account. See also More Details on Discretionary Dollars.
- Months
  - These are **not** calendar months.

If your primary name starts with:	Your cycle start on:
A – D	The 1st Friday of each month
E – K	The 2nd Friday of each month
L – R	The 3rd Friday of each month
S – Z	The 4th Friday of each month

  - This means that some "months" will have four weeks and some "months" will have five weeks.
  - In 2026 the months that have five weeks (Jan, May, Aug and Oct) the amount will be $635 and in the four week months it will be $508.
- Balances
  - Balances do **not** roll over. You can use it, lose it or give it to the Geneva Foundation.
  - If they have a balance as the end of the month approaches and wish to use up their money, residents sometimes get a massage or order wine from the kitchen.
- Gift to the Geneva Foundation
  - If your balance exceeds $25.00, you may make a donation to the Geneva Foundation. Forms for doing this are available at the Concierge Desk or on Icon. You must fill out and file the form before the end of the day on the **Wednesday** before the end of your cycle. More information about deductions is available here.

- Receipts
    - Most of the time you will get a receipt when you charge anything to your Discretionary Dollar Account. You should **Look at it:**
        - Is your **name** correct?
        - Is the **amount** what you expected?
        - Is the **balance** what you expected?
- Monthly Bill
    - You will receive an itemized listing of the charges to your Dictionary Dollar Account with your Westminster Account statement after the end of each month.
    - Because the Westminster Place Account is based on a calendar month there is often a delay between the end of the billing period and the time you receive your statement.
    - If you exceed your allocation, you will be billed for the balance on the next statement of your Westminster Place Account.
- If you are away.
    - You will receive credit to your Westminster Place monthly statement if you are away for 15 or more consecutive midnights. This will happen automatically when you file your Resident Absent Notice.
    - More details about being away overnight are available here.
- Review your account
    - You can review your Discretionary Dollar expenses on MealSuite. On the menu the second time from the button shows your "meal plan remaining balance". By clicking on this you can see a list of your expenditures. More information about MealSuite is available here.
- Long timers
    - Residents who moved in before May of 2012 are on a different program.

Westminster Place (House) Account

- You are billed for your **Westminster Place Account** on the basis of a **calendar** month. You will ordinarily receive your bill by the 5th business day of the next month.
- You can pay by leaving a check at the Business Office or the Concierge Desk, arrange to have a direct payment made by your bank or sign up for ACH.

Business Office

The business office is located in the lower level of One Calvin Circle. Residents are welcome there. If you have questions about any of these issues, stop by or call the Business Office at (847) 492-4846. The Business Office Manager is Tina Spingola, 847 492-4846, TSpingola@presbyterianhomes.org, Residents find Tina to be very helpful. New (and long-time)

residents are encouraged to stop by and meet Tina. She can help you understand the accounting systems.

You can also **cash personal checks** up to $200.00 at the business office.

More Details on Discretionary Dollars

What can I use my Discretionary Dollars for?

Your dollars can be used for:

- Catering: food and beverage but not if from outside vendors.
- Bar Service
- Additional housekeeping, maintenance and landscaping services
- Beauty & barber salon services
- Guest room charges if rooms are available within WP but not at outside hotels
- Transportation services provided by WP
- Guest meals and meal delivery
- Gift Shop purchases
- Massage services
- Staff assisted copies and color copies
- Fees for Westminster Place activities and sponsored events that occur on campus (i.e., Art Class, First Monday Book Club and Bridge)

*What can Discretionary Dollars **not** be used for?*

- Discretionary Dollars may not be utilized for off campus and third-party events and purchases such as
- Symphony, Opera or Theater tickets.
- Pharmacy charges,
- Gift Certificates and Gift Cards may not be purchased with the Discretionary Dollars.
- Charges from the Little Store cannot be paid with Discretionary *Dollars.*