

South Salem Music Booster
General financial Policies and Procedures
and
Treasurers' Accounting Responsibility
Last update 4/13

South Salem (SSMB) Music Boosters is a non-profit entity. This organization supports the music programs at South Salem High School and its feeder schools. Responsibility for the direction of the SSHS music program rests with the Directors of Band, Orchestra, and Choir. It is the role of SSMB to support this direction through fundraising, stewardship of funds, and advocacy for music education at SSHS and in the greater Salem-Keizer community.

The following financial policies and procedures have been established to help ensure the SSMB safeguards finances while they are under its control and spends the money wisely, for authorized purposes that meet the mission of the organization.

Programs that support students:

1. Summer Camps
 - a. Marching Band Camp
 - b. Middle School Camp
 - c. Summer Strings
 - d. Music Camp
 - e. Marching Leadership Camp
 - f. Other approved programs
2. Scholarships
 - a. All-State
 - b. All-Northwest
 - c. Need-based lessons
 - d. Travel Scholarship
 - e. College Awards
 - f. Misc. need-based scholarships
3. Events
 - a. Concerts
 - b. Workshops
 - c. Festivals
 - d. Community Events
 - e. Travel
4. Equipment
 - a. Repair and purchase
 - b. Supplies
5. Instruments
 - a. Purchase
 - b. Maintenance
6. Performance Attire
 - a. Purchase
 - b. Maintenance

7. Music
8. General supplies/consumable supplies
9. General operating expenses to facilitate funds

Administration Account:

1. Working Capital—sufficient funds shall be retained to cover a minimum of three months' expenses.
2. Income will be generated from Gold Cards, decals, cd's, dvd's and other memorabilia.
3. Non-designated donations.

Student Accounts, Both Regular and Travel:

Student accounts are established to track each student's fundraising income and program charges. Transfers are made from accounts to pay for music program activities such as fees and travel expenses.

1. All student accounts will be tracked using QuickBooks or another chosen accounting program.
2. Monthly recap of all activity with deposits will be emailed to Treasurer after the end of each month. This will be used by Treasurer to reconcile deposits and accounts receivable. Back-up should be made and held by each student accounts manager.
3. Treasurer will reconcile:
 - All bank deposits to credits for student accounts, as provided by student accounts manager.
 - Student account balances provided by student accounts manager will equal Treasurer's general ledger.
4. Band, Choir and Orchestra student accounts managers are assigned by Directors and approved by SSMB. These positions should be ratified at the annual business meeting of SSMB.
5. Any account that has a credit balance from fundraising remaining when a student graduates or leaves the program will be disbursed at the discretion of the Director:
 - a. It may be rolled over into a program general fund.
 - b. It may be rolled over into a sibling's account.
6. All credits or write-offs must be identified in the student account manager's ledgers. If the credit is from an overpayment received from the family, then a refund check will be issued to the family. The student account manager will notify families of any overpayment balance.
7. On occasion a student needs a scholarship to cover the cost of his/her educational program.
 - a. Scholarship decisions will be left to the discretion of the Directors.
 - b. Scholarship payments will come out of the Director's general program account unless voted by the board to come out of the Administration account.
 - c. Scholarship payments must be authorized in writing by the Director.

Check Writing:

1. The check request form must be filled out by Directors for program expenses, or by the Booster President for Administration expenses, for each check needed. Two Directors must sign any check request form that utilizes Admin funds.
2. Original receipts for any reimbursement will be attached to the check request form. If original receipts are not available, a detailed accounting must be attached (including place of purchase, date of purchase, purpose of expenditure, and amount).
3. Treasurer will submit monthly report of all payments made.
4. Any person receiving professional compensation requiring a W-9 must file with Boosters before the check is dispersed.
5. Student Account Reimbursements: The student account manager will provide the Treasurer with details of all transactions in student account which caused the overpayment. The reimbursement needs the signature approval of the appropriate Director.

Bank Reconciliation:

1. Upon receiving the monthly bank statement from Pioneer Trust, the Music Booster Treasurer will perform reconciliation for the month. Reports will be run from QuickBooks to show the statement has balanced with Music Booster books. The reconciliation report from QuickBooks, along with the Pioneer Bank statement, will both be copied. These copies will be turned over to the President for review. The President will have the right to question any check written. After review by the President, the copies will be shredded.
2. A print-out from QuickBooks will be given to each director showing all checks written during the month, and accounts that were charged, so that directors will know the status of their accounts.

Financial Statements:

1. Treasurer will prepare a Cash-On-Hand accounting after the end of each month. This will be reviewed and approved by the board at their monthly meeting.
2. Yearly statements will be presented and approved by the board. Fiscal year is September 1 through August 31.

GENERAL FINANCIAL POLICIES AND PROCEDURES

Fundraising:

Prior to the initiation of a fundraiser:

- Each fundraiser will be approved by SSMB Board and Directors.

- Distribution of funds to general Admin fund and/or student accounts will be decided by the board.
- Proper paperwork for SSHS will be completed to register the fundraiser with the building administration.
- Coordinator will need to complete a fundraiser summary and send one copy to Booster President and one to Treasurer.
- Fundraising money will be deposited by fundraising coordinator or given by the particular coordinator(s) to the Treasurer for deposit.

Fundraising Revenue Allocation:

- Concert revenues go directly to the sponsoring program (choir, band, orchestra)
- Music Day: Split proportionately among programs, based on number of participating students from each program, with a portion going to Admin for printing costs, etc.
- Pie Sales: To student accounts *
- Gold Cards: Directly to Admin
- Wreaths: \$5 per item sold goes to student accounts, with remainder going to Admin; bow sales go to Admin
- Flower Baskets: To student accounts *
- Art Fair Parking: An hourly rate is paid to student accounts, figured by dividing the contracted fee by the number of volunteers working per hour
- Hardy Plant Sale in Portland: Hourly rate/tips to student accounts
- Farm Labor: Hourly rate to student accounts
- State DVDs/CDs: Directly to Admin
- Special Events (Orchestra/Culinary gigs): To sponsoring program

District policy specifies that at least 40% of product price must go to the student

* Costs of printing may be recouped by Admin

Cash Receipting:

1. CASH: All cash from events (fundraisers, concerts, etc.) needs to be counted and signed off by two people collecting the money. The money will be placed in an envelope and both individuals will sign off on the cash receipt form or envelope and place in the red box. The Treasurer will then be responsible to deposit money at Pioneer Trust Bank by the end of that week. No money should be held in the Treasurer's home for longer than one week.
2. All cash received (other than event admission) should be documented. Directors are responsible for documenting money received.

Red Boxes

1. The Red Boxes are "receipt boxes" for the receiving of money from students.
2. Each music classroom maintains a red box for that particular director's program. This money is typically for payments on a student's account and will be taken from box by the accounting person for that group or the Music Booster Treasurer.

3. Every time the red box is open there will be every attempt made to have two people in attendance. If funds in box are for a fundraiser, it should be taken from box with Director's knowledge by the person coordinating that fundraiser.
4. Each box will contain a cashbox for that groups' use at concerts or events.
5. Keys to each group's Red Box will be given to the Music Booster Treasurer, the specific group's student accounts manager and the Director.

Treasurer Back Up: The Vice-President should be available to back up the position of Treasurer should the Treasurer be unavailable.

Travel Activities:

Travel activities in this context include extended trips that typically occur during school vacations.

1. Preliminary research for travel should be performed to determine the following:
 - a. If students/parents are interested in going on the trip
 - b. The estimated cost of the tripAll travel must be presented to the Salem-Keizer School Board and the Music Booster board prior to the initiation of any formal negotiations for travel arrangements.
2. Proposed trips will have a preliminary budget and tentative itinerary when presented to the Music Boosters. Items that will be addressed include, but are not limited to:
 - a. Where group is going and who is anticipated to be in the group.
 - b. Travel dates.
 - c. Activities that will take place during the trip.
 - d. Estimated cost for travel (air or land), lodging, food, shipping of materials, tips, required personnel, and every other expense that could reasonably be expected to be incurred.
 - e. Specification of fundraising expectations in order to cover trip cost.
 - f. Whether the director has selected a trip coordinator and whether this person(s) is a volunteer or is being paid.
3. The provision of two bids from travel companies is desirable.
4. Trip costs must always include the travel costs for the director and other personnel as determined by the director.
5. Plans for accommodating increased group costs, discovered after the trip has been approved, as well as distribution of overage funds in the trip account after the trip is completed, will be described in the budget document.
6. Benefits received from the travel company will be disclosed to the board or the traveling group members upon request. If benefits are paid to the travel coordinator by the travel company this will be disclosed to the Music Booster board.