

Policies and Procedures for Handling Band Funds:
Adopted February 17, 2009
Amended March 8, 2016, January 23, 2018, August 2018, November 2021

Purpose: These policies and procedures are codified for the following reasons:

- To protect the funds used to support the Slater Band
- To protect the volunteers who handle funds from innuendo
- To add additional paper trails for finances and audit purposes

The following procedures for the handling of money must be followed by Band Booster volunteers.

Varsity Football Games, League Track Meets, and similar large events

Each Refreshment Stand will have two or more people count paper currency near the end of the event. The counters will write a deposit slip and place the slip and money in a lock bag. In the event that the deposit is over \$1,500, one or more people shall go to the bank with the money and deposit it in the night deposit box with an escort from school security after Varsity football games. In addition, the person in charge of the stand will maintain a book containing forms documenting the amount of monies deposited along with the signatures of the counters. The treasurer will be informed of the amount of the deposit within 24 hours. Copies of the completed forms should be given to the treasurer on or before the next booster meeting. People responsible for taking the deposit to the bank should contact school security if they wish an escort.

Memorabilia

For events as noted in the previous section, paper currency and checks will be counted by at least two people near the end of the event. The counters will write a deposit slip and place the slip and money in a dedicated lock bag. The bag should be given to the home Refreshment Stand workers to take to the night deposit box. The person in charge of the Memorabilia Stand will maintain a book containing forms of the amount of monies deposited with the signatures of the counters. The treasurer will be informed of the amount of the deposit by the person in charge of the Memorabilia Stand within 24 hours. Copies of the completed forms should be given to the treasurer on or before the next booster meeting. Approximately \$100 may be kept in the cash box for start up money for the next event.

Membership

The chair of the Membership Committee shall be responsible for collecting annual dues from members and supplying those members with membership cards. The Membership Chair shall maintain a list of members in good standing. The Chair shall surrender the cash and checks collected to the treasurer for deposit as soon as possible but no later than the next membership meeting.

Band Festival

Refreshment Stand and the Memorabilia Stand receipts should be handled in the same manner as they are for football games. The treasurer or designee will be responsible for money collected from candy grams, raffles, ticket sales, and programs. Each source of money should be counted by two people.

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Monies from ticket sales and program sales will be collected by the treasurer or their designee in the event of their absence and an assistant near the end of the event, taken to another location for counting, and deposited that evening. The treasurer will keep a record of the receipts and the signature of the person assisting in the counting.

Events with Smaller Gross Receipts

Near the end of the event, two or more people will count the paper currency and record the amount present in a book maintained by the person in charge of the stand. This book will contain forms for this information along with the signatures of the counters and the amount to be deposited (if any). Copies of the completed forms should be given to the treasurer on or before the next booster meeting. When the amount of money present exceeds \$250, the person in charge of the event will keep out start-up money for the next event (if necessary) in an amount not to exceed \$250 for the Refreshment Stand or \$100 for the Memorabilia Stand, write a deposit ticket for the remaining money, place the deposit ticket and money in a lock bag, and either immediately deposit the money in the bank or deliver the bag to the treasurer for depositing. Every effort should be made to have more than one person present until the money is deposited.

Fundraising

Order forms will be used to prove the amount deposited for given sale. All cash should be immediately given to the treasurer. Checks may be bundled and given to the treasurer periodically during the fund raising event.

Handling of Cash

For the protection of all volunteers and the Band Boosters organization, all monies collected must be deposited as per the guidelines in this policy. Equipment and supplies purchased to run the fundraising or other activities must be paid for with a check from the Boosters to the business supplying the goods or to the volunteer purchasing the supplies after a written receipt is submitted to the treasurer. In no case should money from one activity be intermingled with another activity. Booster cash should not be used to purchase supplies. This process enables accurate auditing of the accounts.

Every effort shall be made to pay for goods and services by check. In a situation where it is not feasible to receive an invoice and pay by check, a debit card may be used for a maximum payment of \$2500 from the General Fund or \$750 from the Refreshment Stand fund provided that at least two signatories are aware of and approve the use of the debit card. Financial records should include, for each debit transaction, the items purchased and the names of the two signatories approving the purchase.

Receipts shall be given for any cash received in excess of \$10 from an individual for any goods or services not immediately available.

Banking Accounts

The Boosters shall maintain three checking accounts. One account shall be the General Fund, one account shall be used for Refreshment Stand purchases and income, and the

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third account will be strictly for trip expenses. Each account shall be associated with their own debit card, the use of which shall follow the policies set forth in this document. The Refreshment Stand account should be used only for Refreshment Stand business.

Money may be transferred between these accounts as needed with approval of the general membership.

A Booster member other than an officer shall be appointed to reconcile monthly bank statements along with the treasurer. The statements shall be printed, signed and dated by the appointed member and preserved by the treasurer.

Annual Reports

The Booster accounts shall be reviewed annually by a review committee appointed by the President. Signatories on checks cannot serve on this committee. The review shall be completed by June 30.

Student Money

Money from student fund raising activities or collected from students towards the cost of a trip shall be deposited in the Booster Trip Account, and shall not be commingled with other Booster accounts. Accurate records of the Booster Trip Account shall be maintained by the band and choir directors and treasurer. Unused student credits will remain in the Booster Trip Account when a student graduates or leave the district. However, parents may choose to assign residual credit to another student in Middle or High School. Unassigned money in the Booster Trip Account may be used to help a student with financial need at the Band or Choir Director's discretion. Credit is not redeemable for any purpose other than trip expenses. Individuals may donate money to the Booster Trip Account as unassigned money.

Signatures on Checks and Other Accounts

Two signatures will be required on checks and other monetary transactions. The valid signatories will be two of the following: President, Vice President, Treasurer, Secretary, and High School Band Director. Married couples or domestic partners may not both be signatories on a single transaction. A signatory may not be the payee.