

Guidelines for Spring-Ford Music Association Budget Allocation

Purpose: The purpose of this document is to outline the guidelines to be used when allocating SFMA Funds in support of music programs in the Spring-Ford School District.

References:

Spring-Ford Music Association Charter

Definitions:

Fiscal year - The fiscal year of the Music Association shall begin on the first day of July.

Annual Budget – listing of all planned income and expenditures for the Association.

Emergency (as pertaining to \$100 allocation by board) - any unplanned expenditure for the good of the students as agreed by a majority of the Music Association board.

Guidelines:

1. The annual budget will identify all planned expenditures and expected income.
2. The annual budget will balance (expenditures will not exceed income plus savings)
3. The annual budget will be adopted by a majority vote of the members present at the June meeting.
4. Any expenditure of money outside the approved budget must be disclosed to the membership, any amount over one hundred (\$100.00) dollars must be approved by a majority vote of the members present at a general membership meeting.
5. The approval of an expenditure up to a maximum of one hundred (\$100.00) dollars, without the approval of the general membership, will be permitted on an emergency basis. All other monies will be used, as needed, as outlined by the approved budget.
6. The Treasurer shall disburse the funds of the association as may be ordered by the Executive Board, taking proper vouchers for such disbursements
7. The Treasurer shall provide a monthly account of all transactions and of the financial condition of the association.
8. The Treasurer shall deposit the monies of the association in a separate account to the credit of the association within seven (7) days of receipt of such monies.

9. All checks written will require the signature of two members of the Executive Board.
10. Checks will only be written if an auditable receipt or invoice is provided which explicitly identifies the expense, the date of the expense, and the person, company or organization to whom the check is to be written.
11. If there is more than one receipt provided, a summary will be provided which totals the receipts for each person requesting a check.
12. Receipts must be submitted in the fiscal year the costs were incurred unless advance permission is given by the treasurer, usually in the case of an expense occurring at the end of the fiscal year.

Process:

1. The Spring-Ford Music Association Executive Board will solicit inputs from the Spring-Ford Music Directors to develop the planned expenditures for the coming year.
2. The Spring-Ford Music Association Executive Board will prepare a proposed annual budget to be adopted by the membership by the June meeting
3. If monies not included in the annual budget are needed a request must be made to the Executive board prior to their monthly Executive meeting. This request must include the amount of money requested, the reason for the request, the impact of not fulfilling the request, and the students who will benefit from this expenditure (e.g. HS Marching band, MS Jazz band, HS Chorus, HS Madrigal Choir, etc).
4. The Executive Board will review the request and identify any questions or missing information.
5. All appropriate requests will be brought to the next scheduled membership meeting and presented by the requester
6. The Executive Board has the right to refuse a request, but the request and the reason for refusal must be identified at the next membership meeting.
7. The person requesting reimbursement will put their name and the reason for the expense on each receipt and submit the receipts within a reasonable time to the treasurer.