

December 19, 2007

Dear NCMEA Student Event Chair,

Thank you for the service you render to the music teachers and students in your district.

The NCMEA Office provides the following services for you.

- Provides Certificates for participants
 - Order through the Executive Director prior to your event.
 - Designate Band, Chorus, or Instrumental event.
 - Designate Large Ensemble or Solo & Small Ensemble Festival.
- Processes Certificate of Insurance for venues which require such documentation.
 - See separate attachment for information needed to process request.
- Processes plaque orders.
- Facilitates state and IRS compliance
- Gathers and files IRS W-9 forms
- Facilitates the annual audit of all NCMEA financial records,
 - to include student-sponsored events income and expenses.

Guidelines

Banking -

- Use a bank which does not charge monthly fees for non-profit organizations.
 - State Employee's Credit Union charges \$1.00 per month
 - but they provide interest checking which helps balance the expense.
 - Small town banks may provide free checking.
- When you have a check from a participating group bounce,
 - do all you can to get re-payment to cover both the initial cost
 - and the bank charges incurred.

Banking Records –

- Send NCMEA copies of all your bank statements for the entire year,
 - July through June.
 - Send statements you have at the time you mail your report.
 - All other bank statements are due in the NCMEA Office by June 15.
- Send NCMEA copies of your bank deposits.
- Send NCMEA copies of the checks that you write.
 - Some banks provide copies in statements.
 - Some banks return checks.

Purchases and payments –

- Receipts or invoices are required for all payments.
- Get and keep all receipts for payments.
- Organize receipts by expenses categories (Office Supplies, Postage, etc.)
 - Tape and label receipts, by categories, to an 8.5" x 11" paper (office supplies, meals, etc.)

Adjudicator / Clinician Documentation –

- 2008 NCMEA Adjudicator / Clinician Agreement form
 - Use this form when you hire the clinician.
- 2008 NCMEA Adjudicator / Clinician Payment Request
 - The clinician fills out this form and provides all receipts at the close of the event.
 - The event chair reviews the form and signs the approval of the expenses.
 - Meal reimbursement allotments must have receipts and must stay within the maximum amount allowed.

Event chairs do not pay their own reimbursements.

- File a reimbursement request with your financial report for payment by the NCMEA Executive Director or Treasurer of your Band or Orchestra District.

Best wishes!

Reta R. Phifer, Executive Director

Summary of 2008 NCMEA Student Events Financial Report Requirements

The completed Financial Report Form and all documentation shall be submitted within 45 days following the event in order for the chairperson to be paid an honorarium.

Please place all documentation in the order outlined below. All of the following are required for a report to be complete.

1. **NCMEA Student Event Financial Report Form (2-page document completed)**
If an event involves an audition in addition to the actual student event, 2 financial forms should be remitted documenting both parts of the event, and submitted together, after the event.
2. **Invoices and/or Receipts** to support all expenditures
All expenditures require a written invoice or receipt.
All receipts should be dedicated to the student event.
(Avoid personal purchases as part of an association or student-event purchase.)
Tape and label receipts, by categories, to an 8.5" x 11" paper (office supplies, meals, etc.)
3. **Signed 2008 NCMEA Adjudicator, Clinician Agreement**
4. **2008 NCMEA Adjudicator / Clinician Payment Request form** with supporting receipts
Adjudicator receipts should be stapled to the back of the form. Meal receipts are required.
The event chair signs the form indicating approval of expenditures.
5. **W-9 Form/s** for the Student Event Chair, and each Adjudicator, Clinician, Director
All W-9's should be paper clipped together
6. **NCMEA Student Event Income Log**
Each school's registration fee should be logged.
Log reimbursements, when necessary
7. **Bank Statements** for the entire year, July 1- June 30. Submit statements through the month just completed. At the end of the NCMEA fiscal year (June 30), you will submit your bank statements for the final month/s of the fiscal year to arrive by June 15.
8. **Cancelled Checks** or copies of checks you write
9. **Deposit slips or copies of deposit slips**
10. **Check to NCMEA** for the excess funds.
11. **Clinic/Contest/Festival Program**
12. **Ratings for Contest/Festivals** – Please use the Excel file, **NCMEA Student Event Rating Score Report Form**. Send the information to the Executive Director, your Section Chair and your Section's Student Activities Chair, as an email attachment. NCMEA Section Chairs are responsible for submitting ratings for publication in *The North Carolina Music Educator*.

Your report will be audited by the NCMEA accountant as outlined in the NCMEA Bylaws. Financial Reports and supporting records will be maintained in the NCMEA Office for seven (7) years.

Please keep copies for your records.

Mail completed documentation to:

NCMEA
Dr. Reta R. Phifer, Executive Director
7520 E. Independence Blvd., Suite 155
Charlotte, NC 28227

2008 NCMEA Student-Sponsored Events Financial Report Form

NCMEA Section _____

Type of Event: Circle One – Clinic, Contest, Festival, All-State, Honor, or _____

Size of Group: Circle One – Large, Solo/Small Ensemble, or _____

Chairperson _____ Phone _____

Address where check should be mailed _____

Street City Zip

Email _____

Site _____ Date/s of Event _____
Month, Date, Year

Number of Schools Participating _____
 Number of Participating Musical Organizations _____
 Total Number of Student Participants _____

1. Beginning Bank Balance _____ as of _____
 (Put on line 1 of Summary) Date: Month, Date, Year

2. Income
 Fees from Participants/Schools _____ @ _____ = _____
 Other Income (Please Specify) _____
Total Income (Put on line 2 of Summary) _____

3. Local Expense
 Building Rent (to include Deposit) _____
 Janitorial Services _____
 Moving Equipment _____
 Stage Crew _____
 Piano Tuning _____
 Lodging (if on Master Account) _____
 Office Supplies _____
 Phone _____
 Postage _____
 Program Printing _____
 Adjudicator On-site Meals _____
 Secretarial Support _____
 Rehearsal CDs _____
 Recording of Performance _____
 Refund for Participation Cancellation _____
 Other (Please Specify) _____
Total Local Expenses (Put on line 4 of Summary) _____

2008 NCMEA Student-Sponsored Events Financial Report Form

4. Adjudicator/Clinician/Conductor Expenses

Name _____ Honarium _____
 Address _____ Travel _____
 City, State _____ Meals _____
 Lodging _____ Total \$ _____

Name _____ Honarium _____
 Address _____ Travel _____
 City, State _____ Meals _____
 Lodging _____ Total \$ _____

Name _____ Honarium _____
 Address _____ Travel _____
 City, State _____ Meals _____
 Lodging _____ Total \$ _____

Name _____ Honarium _____
 Address _____ Travel _____
 City, State _____ Meals _____
 Lodging _____ Total \$ _____

Total Clinician Honoraria _____
 Total Clinician Travel _____
 Total Clinician Meals _____
 Total Lodging _____

Total Clinician Expenses (Put on line 5 of Summary) _____

Financial Summary

- | | |
|--|-----------|
| 1. Beginning Bank Balance | 1. _____ |
| 2. Total Income | 2. _____ |
| 3. Total Funds (Add Lines 1 & 2) | 3. _____ |
| 4. Local Expenses | 4. _____ |
| 5. Clinician Expenses | 5. _____ |
| 6. Total Expenses (Add Lines 4 & 5) | 6. _____ |
| 7. Income Less Expenses (#3 minus #6) | 7. _____ |
| 8. Amount to be Held in Checking Account | 8. _____ |
| 9. Check Amount to be Submitted to NCMEA (#7 minus #8) | 9. _____ |
| 10. Honorarium to be Sent to Event Chair by NCMEA Ex. Director | 10. _____ |
| 11. Event Profit/Loss | 11. _____ |

I hereby request the following amount as my Student Event Chair's Honorarium: \$ _____
 This amount will be paid to the Student Event Chair by the NCMEA Executive Director after receipt of all required materials and approval of the report.

Reports are due 45 days following the event for honorarium to be paid.

Student Event Chair Signature: _____ Date: _____

Mail all documentation to: NCMEA, Dr. Reta R. Phifer, Executive Director
 7520 E. Independence Blvd., Suite 155, Charlotte, NC 28227