

**CHAPARRAL BAND AIDES, INC.**  
**(Db a Chaparral Band Boosters)**  
**ACCOUNTING POLICIES**  
**LAST UPDATED: September 21st, 2009**

- I. **SOURCES OF FUNDS** - The Chaparral Band Boosters are responsible for all funds generated through:
- a. The assessment and collection of annual Membership dues and fees.
  - b. The assessment and collection of special activity fees
  - c. Fundraising activities to
    1. Provide funds to support activities considered by the Scottsdale School District to be over and above what is required to operate a minimally acceptable band experience. These activities may include additional competitions, music instruction, marching camps, out of state trips, etc.
    2. Provide funds to the Director for scholarships, awards for outstanding individuals, financial assistance for deserving students in need, etc.
    3. Support opportunities for band members to raise funds for extra band activities (“Student Funds”).
- II. **STUDENT FUND ACCOUNTS:**
- a. Students shall receive credits to their personal accounts for dollars raised through their individual efforts on any project in which students take part. If a fundraising project is a combined student-parent activity, proceeds may be divided between students and the Chaparral Band Boosters.
  - b. Individual accounting records reflecting dollars raised by, and reimbursements paid to the students shall be maintained by the Treasurer.
  - c. Students may submit a “Request for Reimbursement from Student Account” to the Chaparral Band Boosters for reimbursement of expenses paid in excess of the maximum tax credit amounts per law, or for non-tax credit eligible band expenses (such as booster fees). Such reimbursements will be made to the extent that funds are available in the student’s account and upon receipt of proper documentation.
  - d. At Graduation, or upon termination of membership in the Band, any balance remaining in an individual student account shall be transferred to the Chaparral Band Booster General Account.
  - e. Funds in graduating or terminated student accounts shall be transferred to siblings. Account balances may be designated for use by siblings who are incoming freshmen and are anticipated to become band members. Should the younger sibling not join the band in their freshman year, any balance will be transferred to the Chaparral Band Booster General Account.
  - f. Should a students’ parent(s) participate in a Band activity and incur expenses in so doing (for example, acting as chaperone on a trip or marching camp),

balances available in the student's account may be used to offset the parent's expenses.

- g. Should a student find it necessary to forego participation in the Band for a semester or a year because of (1) legitimate scheduling conflicts or (2) health reasons, the student's account shall be held in abeyance until either their return to Band or their notice of intention not to return. Should the student quit the Band for unsubstantiated reasons their account will be closed and the funds shall revert to the Booster General Account.
- h. Should a student be dropped from the Band for misconduct, their account will be closed and the funds shall revert to the Chaparral Band Booster General Account.

### **III. CHAPARRAL BAND BOOSTER GENERAL ACCOUNT:**

1. The Treasurer shall be responsible for the deposit of funds from all sources to the Chaparral Band Booster General account. Such deposits may be for dues, fees, special activity fees, fundraising activities etc.
2. Accounting records shall be maintained by the Treasurer detailing the sources of all funds deposited to the Chaparral Band Booster General Account.
3. Disbursements from the General Account shall be made by check, debit card or electronic funds transfer. Disbursements in excess of \$500 require approval of two members of the Board. Disbursements will be documented with invoices, copies of which shall be marked "Paid" and filed in the accounting records of the Chaparral Band Boosters.
4. All Bank accounts shall be reconciled on a monthly basis and proper accounting ledgers shall be maintained by the Treasurer.
5. The Board shall make diligent efforts to prepare a budget for each fiscal year. Such budgets will serve as a guide for the Chaparral Band Boosters and the Band Director to properly allocate funds.
6. The Board may choose to designate funds for specific purposes, such as capital expenses, scholarship funds, reserve funds, etc. Such designation does not restrict the use of the funds, but serves as a budgeting tool. A vote of the Board would be required to remove such funds from the stated designation.

### **IV. REPORTING REQUIREMENTS:**

1. The Board shall make diligent efforts to comply on a timely basis with all governmental filing requirements including:
  - a. Annual income tax filing for tax exempt organizations with the Internal Revenue Service and the State of Arizona
  - b. Annual registration of non-profit organization with the Arizona Secretary of State
  - c. Annual Registration with the Arizona Corporation Commission
  - d. Continuance of the Corporation's tax exempt 501©(3) status through either annual renewal of its group exemption with "Parent Booster USA" or application for exemption with the Internal Revenue Service.

2. The Treasurer shall issue tax receipts for all contributions received.
3. The Board should give due consideration to having an independent CPA support and/or take on the accounting and tax reporting functions.