

**MILLS E. GODWIN HIGH SCHOOL  
BAND BOOSTERS**

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**STANDING RULES**

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**May 2022 - REVISED**

**REVISION HISTORY**

<b>Approval Date</b>	<b>Author</b>	<b>Revision Purpose</b>
August 8, 2011	Michele Matthews	Approved initial Standing Rules to support the Constitution and ByLaws.
September 6, 2011	Michele Matthews	Updated to include new rule providing for the appointment of a Bookkeeper
May 7, 2012	Michele Matthews	Added Budget Carry Over Policy
May 27, 2022	Robert Trull Melissa Spaulding	Simplified member fee and updated Financial Policy section to reflect current practices.

1. This document consists of the standing rules for the Mills E Godwin High School Band Boosters. These rules are governed by the Constitution and Bylaws of the Mills E Godwin High School Band Boosters. These rules may be amended by a majority vote of the Executive Committee.
2. No work shall be undertaken or monies distributed or commitments made without the approval of the Executive Committee of the organization.
3. The President or his/her appointed representative shall be the official representative of the organization at all meetings where a representative is required.
4. All officers and chairpersons shall deliver to their successors all official material by June 30<sup>th</sup> of the year ending the outgoing officer's term.
5. The Executive Committee shall prepare a budget for the next year to be presented at the August meeting or regular September meeting. When the organization's activities require that funds be dispersed after July 1 and before the approval of the annual budget, a special budget shall be prepared to cover those activities and presented for approval by the membership at the regular June meeting.
6. The Booster Treasurer may from time to time require the assistance of a Bookkeeper. This role may be established at the discretion of the Treasurer and is fully accountable to the Treasurer. The responsibilities and accountabilities of the Treasurer as stated in the organization's By-Laws remains the same with or without the use of the Bookkeeper role. The Bookkeeper must be an Active Member of the organization and approved by the Executive Committee. The Bookkeeper will maintain the records of receipts and expenditures and the allocations of funds. The Bookkeeper would balance bank records against booster records and assist the Treasurer in the creation of the monthly financial reports, fiscal year closeout reports and any documentation needed for local, state or federal authorities. The Bookkeeper would not have check signing authority.
7. Document Retention Policy
  - a. Tax Returns/Records: All tax returns, tax preparation documents and all correspondence related to the tax account of the organization shall be kept by the current treasurer for an indefinite period of time.
  - b. Financial Records/Documents: All records and documents related to the financial health and stability of the organization shall be kept for a period of ten (10) years from the date of documentation. This includes all meeting minutes related to any aspects of the financial accounts of the organization.
  - c. Other Non-Financial Records/Documents: All other documents not related to matters of finance and/or Tax Returns or Tax Records shall be kept for a period

of three (3) years. This may include but is not limited to membership rosters, general correspondence, etc.

#### 8. Financial Policy

- a. Annual dues for active members of this association shall be determined by the Executive Committee and approved by the general membership. Membership fees are as follows:
  - i. Active Member -- \$30 per year
- b. Fiscal Year and Payment: The fiscal year of this Association shall be from July 1 through June 30. All dues are payable at the beginning of the fiscal year and must be paid in full by October 1.
- c. All officers and the Band Director are authorized to pay expenses. Budgeted items need no prior approval but do require an email and receipt sent to the Treasurer documenting funds spent. Non budgeted items and any monies requested by Committees should be approved via email to the Executive committee. A majority of the executive Committee will be needed to approve the request and a receipt must be submitted to the Treasurer to document funds spent.
- d. Any expense authorized per (c) above will be paid via Debit card, Check (with one either President, Vice President or Treasurer signature), or reimbursement to whomever paid the expense using their own funds.
- e. The financial statements from each fiscal year shall be audited by September 15 and filed with the Henrico County School System Director of Internal Audit. The Audit committee shall be headed by the 1<sup>st</sup> Vice President and shall consist of at least 2 additional Booster Members in good standing.
- f. Waiver, Reduction or Extension: The Executive Committee shall be authorized to reduce, extend the time of payment, or waive dues or fees of any member.
  - i. All reduction or extension requests beyond the required deadlines must be received and considered by the Executive Committee no later than their October meeting or as agreed to by the Executive Committee.
  - ii. All requests must be in writing.
  - iii. All requests shall be for only the current fiscal year. Requests for additional year considerations must be submitted on an annual basis.
  - iv. Reduction considerations shall specify the percentage of dues or fee reduction required, the reasons for such, and any and all other appropriate information to assist the Executive Committee in considering such request.
- g. Student Accounts
  - i. The treasurer shall keep track of all fees and deposits associated with each student band member.
  - ii. All funds associated with these accounts must be used to cover dues, fees or trip expenses in support of the activities outlined in Article III – Objectives.
  - iii. All funds associated with these accounts must be used in their entirety prior to the student's graduation from Mills E Godwin High School. Any funds remaining in the students account, at the preference of the student, must either be allocated to another current band student or allocated at the discretion of the Executive Committee for the support of the activities outlined in Article III – Objectives.

- iv. There shall be no refunds of the amounts in these accounts to the students or their families.
- h. Budget Carry Over Policy -- The Boosters shall limit the amount of monies carried over in the checking account from one year to the next to comply with accepted accounting practices and any state or federal regulations. The amount of carry-over in the checking account for each year shall be estimated prior to the end of each fiscal year based on expected expenses and operating income required for the Fall Season to be paid before the start of the next school year balanced with the estimated remaining operating expenses. Typically, the items to be covered are prior year scholarship awards, Drum Major camp fees, Startup Cash for the Fall Show, Insurance Premiums. An assessment will be made each year for that carry over. Any remaining funds may be used to purchase equipment needed for the band or transferred into a long range capital fund earmarked for large future expenses.