

**GUIDELINES FOR USE OF FUNDRAISED BUDGET SURPLUS - Adopted
Fall 2007**

After several discussions and meeting with a tax attorney and accountant, the following guidelines are a summary of what is allowable by law for budget expenses and carryover. Failure to adhere to these guidelines could result in our tax exempt status being revoked, as well as the school district's involvement with the association's funds.

* The following surplus carryover policies are being established at this time, with the understanding that if carryover allowances cause the band to fall into a negative funding situation, the carryover policies will be revisited and revised to meet the band's funding needs. **Keep in mind that all fund-raising activities of the WBBA are for the intent of supporting the WHS Band and its needs.***

Budget money can be carried over into subsequent school years and used for a band trip (if one is taken) and other specified expenses.

Monies in excess of the current year's basic budget can be used for: instrument supplies, uniform costs (including band clothing, chaperone shirts and visors), banquet tickets, accompanists at solo assessments, hotel fees at assessments.

Purchases of music supplies must be made through approved vendors and approved in advance by the band director. The supplies must be billed to the band boosters association and paid for with a band booster association check - this will also enable the purchase to be tax-exempt.

Surplus budget monies cannot be used to purchase personal instruments or equipment (i.e. batons) unless the instrument/equipment will be property of the band after graduation.

Private lessons cannot be paid for from budget surplus.

End-of-year items such as DVD's cannot be purchased with budget surplus.

Upon a student's graduation, or if the student does not continue in the band program, surplus budget money is transferred to the band booster association's general fund.

Surplus money can be transferred between siblings only.

Surplus money carried over must first be applied to the budget for the following year. This will automatically occur on July 1 following the carryover year. For example, if after 2007-08 you carried over \$700.00 in surplus budget monies, and the basic budget in 2008-09 was set at \$450, you would begin the 2008-09 band year with a surplus of \$250, because your 08-09 budget would be paid first. The remaining surplus of \$250 would then be available for items listed in this document.