



# MONEY MATTERS

We hope the following will answer any questions you may have about the accounting procedures in the Music Department. If you have any further questions, please direct them to your student's teacher. Thank you.

## HOW IT ALL WORKS

Student expenses in the Music Department may be paid for directly by the family or by fundraising using departmental fundraisers, of which there are several yearly. Any payments brought in by the student are acknowledged by paper receipts, which are issued in class upon receipt of payment.

## FUND-RAISING

It has been our long-standing policy in the Music Department to extend fund-raising monies as a courtesy to the specific student who raised the funds for his/her departmental expenses. All proceeds earned by that student are carefully tracked and banked in the student's account.

Students are **STRONGLY** encouraged to participate in the numerous music department and performing arts fundraisers. It is possible to pay for most music department expenses via fundraising if the student and his/her family actively participates!

Funds that are raised as part of a fund-raising program are school monies. Overages are never refunded to the student.

## ACCOUNT STATEMENTS

Beginning in September, students will receive a monthly statement. Students in multiple ensembles receive one statement listing all transactions.

## MISTAKES, THEY HAPPEN

With thousands of dollars in transactions and hundreds of payments given by our students, mistakes **DO** happen from time to time. If you encounter an error on your student's statement, simply send it back in with the adjustment form attached. We will do the research and get back to you. If we haven't credited a payment, we'd appreciate your assistance by attaching a copy of your student's receipt.

## AFTER THE YEAR IS OVER

Any overages in the student's individual accounts are banked for future years' expenses. If the student leaves the program, the monies revert to the department general fund. If the student has a younger sibling involved in or coming in to the department, the monies will be transferred to the sibling. Students can also bequeath their balances to others in the Music Department if they wish.

**...BECAUSE MONEY MATTERS.**