

Guidelines for Festivals and Auditions

Chairpersons should use the following guidelines for managing the financial aspects of festivals and auditions. Following these guidelines will provide greater accountability for all and will make the treasurer's job easier.

Budget – the goal is for festivals to be self-supporting, allowing our Ameriprise investment to grow and support scholarships.

- **Prepare a budget** for the event and submit it 4 months in advance of the event for board approval. The intention is for student fees (or other income) to cover anticipated expenses, including judges' fees. In line with KMTA, judges will be paid \$35 an hour beginning in the fall of 2024.
- If additional money will be needed, consider, raising student fees, or soliciting sponsorships. If a balanced budget is not possible, obtain approval from WMMTA board.
- Special Event Festivals often qualify for grant money. This would happen in the early stages of planning at the board level.
- Event chairperson is responsible to track all income and expenses and **prepare a festival summary after the event**
 - This can be more detailed than appears in the quarterly report and will be very helpful for the next chairperson.
 - This is particularly helpful when income and expenses span multiple quarters.
 - The report can include other information such as number of participants, how judges were paid, how to best use volunteers, etc.
 - The report should be presented at a board meeting following the event and made available to future chairpersons.

Students Fees

- Chairperson (or appointed committee member) should collect all student fees
- Checks should be made out to WMMTA (if a check is inadvertently made out to an individual, be sure to endorse it before it goes to the treasurer)
- **Prepare a list of checks and cash and the total amount** before submitting to the treasurer for deposit. (This is important for accountability, particularly when handling cash.)

Distributions

- Send a written request (e-mail) to the treasurer for any checks needed on the day of the event. This should include judges' names, hours worked and mileage to be reimbursed.
- All reimbursement requests with receipts should be submitted to the treasurer **within 30 days of the event**. (Form may be printed from website.)
- Forward invoices to be paid to the treasurer. (Notify treasurer if a vendor is sending the invoice directly.) Be sure to include amount to be paid and mailing address.
- Chairperson is responsible to follow up on expected sources of income to assure that they come in as budgeted. Again, notify treasurer of anticipated income sources within 30 days.
- When a meal is partially covered by the event (i.e. judges and clinicians) and partially by individual teachers, the preferred method is for the hospitality chair to pay for the meal, collect payments from teachers and submit a reimbursement request for the difference. A report detailing income and expenses for the meals should accompany the reimbursement request.