

EVENT FINANCIAL STATEMENT **Send Original to VMEA Treasurer for Every Event**
1627 Trailridge Rd – Charlottesville, VA 22903

This form must be used for All VMEA, VBODA, VCDA, and VEMEA -sponsored events

Code:

- ⊕ = Send fees and/or surplus to VMEA Treasurer
- ▽ = Send fees and/or surplus to VCDA Treasurer (except non-member fees go to VMEA Treas.)
- = Send fees and/or surplus to VBODA Treasurer (except non-member fees go to VMEA Treas.)
- ⊗ = Balance sent to host of event (except non-member fees to VMEA Treas.)
- ◻ = Send \$.25 festival fees to VMEA Treasurer
- ⊗ = Send fees and/or surplus to VEMEA Treasurer

1. Choral Events

- ⊗ All District Chorus Auditions Jr HS Sr HS Combined Jr HS Sr HS Combined
- ▽ All-District Chorus Jr HS Sr HS Combined Jr HS Sr HS Combined
- ▽ All-Virginia Chorus Auditions
- ▽ All-Virginia Chorus
- ◻ ⊕ District Festival Jr HS Sr HS Combined Jr HS Sr HS Combined
- ⊕ District Solo and Ensemble Jr HS Sr HS Combined Jr HS Sr HS Combined

2. Instrumental Events

- ⊗ All-District Band Auditions Jr HS Sr HS Combined
- All-District Band Jr HS Sr HS Combined
- ⊗ All-Regional or District Orchestra Auditions
Participating Districts _____ Jr HS Sr HS Combined
- All-Regional Orchestra
Participating Districts _____ Jr HS Sr HS Combined
- ⊗ All-VA Band and Orchestra Auditions Jr HS Sr HS Combined
- All-Virginia Band and Orchestra
- ◻ ⊕ District Band Festival Includes Orchestra Jr HS Sr HS Combined
- ◻ ⊕ District/Regional Orchestra Festival
Participating Districts _____ Jr HS Sr HS Combined
- ⊕ District Solo and Ensemble Festival Jr HS Sr HS Combined
- Marching Band Festival NWest East NEast SEast West Central
- ⊕ (◻) Stage/Jazz Band Festival (Note if group fee is used do not send per student fee)

3. Elementary Events

- ⊗ District Elementary Workshops/Grants ⊗ All-VA Elementary Chorus

4. VMEA District _____ Date of Event _____ Date of Financial Statement _____

Event Chair _____ Home Phone (_____) _____

Chair's School _____ School Phone (_____) _____

School Mailing Address _____

Email _____

Event Host _____ (City) (Zip) _____
 Home Phone (_____) _____

Host's School _____ School Phone (_____) _____

Host's Mailing Address _____

Email _____ (City and Zip) _____

5. Summary

5A. Total Income (from number 8 – page 2) (5A) \$ _____

5B. Total Expenses (from number 9 – page 3)....(should equal sum of 5C,5D, 5E & 5F).... (5B) \$ _____

5C. VMEA Fees Subtotal (\$.25 per student) (from 9A – page 3) (send to VMEA treasurer) (5C) \$ _____

5D. Services Expenses Subtotal (from 9C – page 3) (5D) \$ _____

5E. Operating Expenses Subtotal (from 9D – page 3) (5E) \$ _____

5F. **VBODA Only:** Administrative Fee (from 9B – page 3) – send to VBODA Treasurer: (5F) \$ _____

Balance (send to VMEA, VBODA, VCDA, or VEMEA Treasurer as indicated on page 1)..... \$ _____

Deficit (See Event Manual No. 19 on page 10) (\$ _____)

Be sure to include ALL supporting paperwork including the bookkeeper's Zero balance ledger



6. Signatures

Event Chair

School Administrator or Finance Officer

7. Participation

_____ Number of Separate Schools Participating in this event _____ Number of Individual students participating

_____ Number of different groups participating (Festival Only) _____ In how many sites did this event occur?

_____ Number of Teachers Participating in Elementary Workshop

8. Income

Solo and Ensemble Festivals Only

_____ Solos @\$ _____ each \$ _____

_____ Duet members @\$ _____ each \$ _____

_____ Ensemble members @\$ _____ each \$ _____

Other Events

_____ Students @\$ _____ each \$ _____

_____ Choirs, Bands, Orchestras @ \$ _____ each \$ _____
(Include Stage/Jazz, Marching)

_____ Elementary Workshop Teachers@. \$ _____ each \$ _____

Balance Received from Auditions \$ _____

Meal Money \$ _____

Tapes and/or Recordings \$ _____

Exhibitor Fees \$ _____

_____ Non-Member Fees @ \$99.00 Each \$ _____

VBODA Only: Administrative Fee @ \$5.00 x _____ schools:..... \$ _____

Other Income (List) _____ \$ _____

_____ \$ _____

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Total Income \$ _____
(Enter Amount in Summary 5A-Above)

9. Expenses

VMEA Fees

Festival Fees _____ students @ .25¢ per students \$ _____
(NO VMEA fees for Solo/Ensemble Festivals)

Non-Member Fees _____ non-members @ \$99.00 \$ _____

_____ (number) of additional checks written by VMEA Treasurer @ \$10.00 each = \$ _____
(does not include checks for host honorariums, only checks beyond those):

Host Honorarium (if requesting) – must not exceed \$350 \$ _____

Page 2 Summary Line **5C** – Subtotal (VMEA Fees) **(9A)** \$ _____
(Send to VMEA Treas.)

VBODA “ONLY”

VBODA Administrative Fee: \$5.00 per school participating in each VBODA related event.

_____ @ \$5.00 per school = **(9B)** \$ _____
(number of schools) Page 2 Summary Line 5F: (Send to VBODA Treas)

Services

Name	Social Security #	Service Provided	Fee	Expenses
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Security	_____	_____	_____	_____
Custodian	_____	_____	_____	_____
Bookkeeper	_____	_____	_____	_____

Page 2 Summary Line **5D**.....Subtotal..(Service Expense)... **(9C)** \$ _____

Operating Expenses

Tapes and/or Recording	\$ _____	Printing: Programs	\$ _____
Piano Rental/Tuning	\$ _____	Certificates	\$ _____
Student Housing	\$ _____	Photocopying Services	\$ _____
Meals	\$ _____	Badges/Nametags	\$ _____
Reception/Hospitality for students	\$ _____	Medals/Awards	\$ _____
Envelopes/Paper	\$ _____	Sight Reading Music	\$ _____
Postage	\$ _____	Office Supplies	\$ _____
Long Distance Phone Calls	\$ _____	Property Damages/Theft	\$ _____
Other Expenses (List)	\$ _____		
_____	\$ _____		
_____	\$ _____		

Page 2 Summary Line **5E** Subtotal (Operating Expenses) **(9D)** \$ _____

(Sum of 9A, 9B, 9C, 9D) **Total Expenses**... \$ _____
Enter amount in Summary page 2 – line 5 B

For questions and/or help : vmeatreas@comcast.net

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