

**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, VEDA, or VEMEA Treasurer as indicated on page 1)..... \$ \_\_\_\_\_

Deficit (See Event Manual No. 19 on page 12) ..... (\$ \_\_\_\_\_)

***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 @ \$105.00 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 @ \$105.00 \$ \_\_\_\_\_

\_\_\_\_\_ (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 **5 C** – 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 **5 F**: (Send to VBODA Treas)

**Services**

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

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

**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 **5 E Subtotal** (Operating Expenses) **(9 D)** \$ \_\_\_\_\_

(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](mailto:vmeatreas@comcast.net)

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