

EVENT FINANCIAL REPORT

Send Original for Each Event to:
VMEA Treasurer - Doug Martin
607 Malcolm Place
Alexandria, VA 22302
treasurer@vmea.com
Please make sure you have updated this address

This form must be used for: All VMEA, VBODA, VCDA, and VEMEA Events
Collect VMEA Participation Fee of \$.20 all events. These fees are collected and submitted to the VMEA treasurer.

VMEA Event _____ MS _____ HS _____ Combined _____

VMEA District/Region _____ Date of Event _____ Date of Financial Statement _____

Event Chair _____ Home Phone (____) _____

Chair's School _____ School Phone (____) _____

School Mailing Address _____

Email _____ City & Zip _____

Event Host _____ Home Phone (____) _____

Host's School _____ School Phone (____) _____

Host's Mailing Address _____

Email _____ (City and Zip) _____

Income

| <u>Solo and Ensemble Assessment Only</u> | Circle One: | Band | Orchestra | Combined |
|--|--------------------|-------------|------------------|-----------------|
| _____ Solos @ \$ _____ each | | | \$ _____ | |
| _____ Duet members @\$ _____ each | | | \$ _____ | |
| _____ Ensemble members @\$ _____ each | | | \$ _____ | |
| _____ VMEA Participation Fee: \$.20 per participant for all events | | | \$ _____ | |

| <u>All Other Events</u> | Circle One: | Band | Orchestra | Combined |
|--|--------------------|-------------|------------------|-----------------|
| _____ Students @ \$ _____ each | | | \$ _____ | |
| _____ Ensembles @ \$ _____ each | | | \$ _____ | |
| _____ VMEA Participation Fee: \$.20 per participant for all events | | | \$ _____ | |
| _____ Elementary Teacher Workshop @ \$ _____ each | | | \$ _____ | |

| | |
|--|----------|
| Balance Received from Auditions (District Band, Chorus, Orchestra) | \$ _____ |
| Meal Money | \$ _____ |
| Tapes and/or Recordings | \$ _____ |
| Exhibitor Fees | \$ _____ |
| _____ Non-Member Fees @ \$126.00 each | \$ _____ |
| Other Income (List) _____ | \$ _____ |
| _____ | \$ _____ |

Total Income (A) \$ _____
 (Enter Amount in Summary A below)

Service Expenses (paid by host/chair)

| Name | Service Provided | Fee | Expenses |
|--|------------------|----------|----------|
| _____ | _____ | \$ _____ | \$ _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| Technology Support (not to exceed \$150) | _____ | _____ | _____ |
| Security | _____ | _____ | _____ |
| Custodian | _____ | _____ | _____ |
| Bookkeeper (not to exceed \$150) | _____ | _____ | _____ |

Subtotal (Service Expenses) (B) \$ _____
(Enter Amount in Summary B below)

Operating Expenses

| | | | |
|------------------------------------|----------|-----------------------|----------|
| Tapes and/or Recording | \$ _____ | Printing: Programs | \$ _____ |
| Piano Rental/Tuning | \$ _____ | Certificates | \$ _____ |
| Student Housing | \$ _____ | Photocopying Services | \$ _____ |
| Meals | \$ _____ | Badges/Name tags | \$ _____ |
| Reception/Hospitality for students | \$ _____ | Medals/Awards | \$ _____ |
| Envelopes/Paper | \$ _____ | Sight Reading Music | \$ _____ |
| Postage | \$ _____ | Office Supplies | \$ _____ |
| Other Expenses (List) | \$ _____ | | |
| _____ | \$ _____ | | |
| _____ | \$ _____ | | |

Subtotal (Operating Expenses) (C) \$ _____
(Enter Amount in Summary C below)

VMEA Monies (sent to VMEA)

VMEA Participation Fee _____ **@\$.20 per student for ALL Events** \$ _____
(Number of students)

Non-Member Fee _____ non-members @ \$126 (include form on page 6) \$ _____

Host Honorarium(s) (if requesting) – must not exceed \$500 in total: \$ _____
(Include signed VMEA Honorarium Form on page 4 of this document)

Bookkeeper (if requesting AND not paid by host/chair) – not to exceed \$150 \$ _____
(Include signed VMEA Honorarium Form on page 4 of this document)

Extra Checks (only if host/chair cannot issue these checks for some reason) \$ _____
(Include VMEA Extra Check request Form on page 5 of this document)

Subtotal (VMEA Monies) (D) \$ _____
(Enter Amount in Summary D below)
(Send this amount to VMEA Treasurer)

Summary

A. Total Income \$ _____

B. Service Expenses Subtotal \$ _____

C. Operating Expenses Subtotal \$ _____

D. VMEA Monies Subtotal (Send this amount to VMEA treasurer) \$ _____

E. Total Expenses (B+C+D) \$ _____

SURPLUS

Balance (A minus E) see page 3 of report for where to send this amount \$ _____

OR

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

Be sure to include ALL supporting paperwork including the bookkeeper's ZERO BALANCE ledger sheet.

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 _____ In how many sites did this event occur?

_____ Number of Teachers Participating in Elementary Workshop

For questions and/or help: Doug Martin: treasurer@vmea.com

Next Steps:

- 1. Send Original Event Financial Report and zero balance ledger and any other required forms to VMEA Treasurer. Please be sure to include a check for the VMEA Expenses from D in the Summary.**
- 2. Send Copies of the Event Reports to your district representative and send surplus monies as follows:**

Choral Events

All District Choral Auditions – Balance of the auditions goes to the Chair of the All District Event
 All District Chorus – Send surplus fees to the VCDA treasurer
 All Virginia Chorus Auditions - Send surplus fees to the VCDA treasurer
 All Virginia Chorus - Send surplus fees to the VCDA treasurer
 District Solo and Ensemble - Send all fees and surplus to VMEA treasurer
 Honors Choir Auditions - Balance of the auditions goes to the Chair of the Event
 Honors Choir - Send all fees and surplus to VMEA treasurer
 District Choir Assessment – Send all fees and surplus to VMEA treasurer

Instrumental Events

All District Band or Jazz Auditions - Balance of the auditions goes to the Chair of the All District Event
 All District Band or Jazz Event - Send surplus fees to the VBODA treasurer
 All Regional or District Orchestra Auditions - Balance of the auditions goes to the Chair of the All /Regional District Event
 All Regional or District Orchestra Event - Send surplus fees to the VBODA treasurer
 All Virginia Band and Orchestra Auditions/Event – Send surplus fees to VBODA Treasurer
 District Solo and Ensemble - Send all fees and surplus to VMEA treasurer
 Marching Band Assessment - Send surplus fees to the VBODA treasurer
 All Virginia Jazz Auditions - Balance of the auditions goes to the Chair of the Event
 All Virginia Jazz Ensemble- Send surplus fees to VBODA treasurer
 All Virginia Guitar Ensemble - Send all fees and surplus to VMEA treasurer
 District Concert Assessment - Send all fees and surplus to VMEA treasurer

Elementary Events

District Elementary Workshop/Grants – Send fees to VEMEA treasurer
 All Virginia Elementary Chorus – Send fees to VEMEA treasurer
 Elementary All District Chorus – Send fees to VEMEA treasurer

Please Note:

Host/chair Honorariums will be paid in full (total not to exceed \$500) if report is postmarked AND complete with 8 weeks of the event. The deadline will be strictly adhered to unless the VMEA treasurer is emailed (treasurer@vmea.com) prior to this deadline, with the district representative cc'ed on this email. Extensions can only be considered in this fashion and must be strictly adhered to.

If 8-12 weeks after, honorariums are reduced to a maximum of \$200 total.

After 12 weeks the honorarium will not be paid.

This is VMEA policy, which the treasurer cannot override.

VIRGINIA MUSIC EDUCATORS ASSOCIATION, INC.
HONORARIUM REQUEST FORM

NOTE: Host/chair Honorariums will be paid in full (total not to exceed \$500) if report is postmarked AND completed with 8 weeks of the event.

- If 8-12 weeks after - honorariums are reduced to a maximum of \$200 total
- After 12 weeks the honorarium will not be paid
- This is VMEA policy, which the treasurer cannot override.

Payment To Be Made As Follows: Maximum allowable amount is not to exceed \$500 per event. If more than one person receives an honorarium the maximum amount of \$500 is divided among those involved.

Complete Accordingly and include with your Event Financial Report

Event: _____

District _____ Date of Event: _____

This Form Completed By: _____
Print Your Name

Your Signature _____ Date _____



Required Signature of District Choral Rep, District Instrumental Rep or Elementary Rep.

Rep. _____ Date _____

Choral Event or Instrumental Event or Elementary Event



Required Signature of VBODA String Rep for Regional Orchestral Events

Rep. _____ Date _____

Chairperson _____ at \$ _____.

Address _____

Social Security No. _____ - _____ - _____

Host (s) _____ at \$ _____.

Address _____

Social Security No. _____ - _____ - _____

Host (s) _____ at \$ _____.

Address _____

Social Security No. _____ - _____ - _____

- **Include this form with the completed Event Financial Report and check payable to VMEA within 8 weeks following the Event. The VMEA Treasurer will send Payment(s) after the report is verified.**

VIRGINIA MUSIC EDUCATORS ASSOCIATION, INC.

EXTRA CHECK REQUEST FORM

This form is to be used for requesting extra checks to be written beyond the responsibility of the VMEA or a related section treasurer. Mail this form and fees to the VMEA Treasurer (607 Malcolm Place Alexandria, VA 22302)

Complete accordingly and thoroughly:

Event: _____

District _____ Date of Event: _____

This Form Completed By: _____
Print Your Name

Your Signature _____ Date _____

Name: _____ at \$ _____.

Service Provided: _____

Address _____

Social Security No. _____ - _____ - _____

Name: _____ at \$ _____.

Service Provided: _____

Address _____

Social Security No. _____ - _____ - _____

Name: _____ at \$ _____.

Service Provided: _____

Address _____

Social Security No. _____ - _____ - _____

Name: _____ at \$ _____.

Service Provided: _____

Address _____

Social Security No. _____ - _____ - _____

Non-Member Report Form Virginia Music Educators Association, Inc.

List the names and home addresses of all non-members who participate in VMEA events. This information will be used only to send membership application forms. **Mail this form and fees to the VMEA Treasurer (607 Malcolm Place Alexandria, VA 22302)**

Event _____ Date of Event _____ VMEA District _____

Event Chair Signature _____

Chair's mailing address _____

_____ Non-member Fees @ \$126.00 each (Check payable to VMEA) ----- \$____.____

1. Name _____

Home Address _____

City/State/Zip _____

2. Name _____

Home Address _____

City/State/Zip _____

3. Name _____

Home Address _____

City/State/Zip _____

4. Name _____

Home Address _____

City/State/Zip _____

5. Name _____

Home Address _____

City/State/Zip _____

6. Name _____

Home Address _____

City/State/Zip _____

VMEA Event Financial Report Check List

DID YOU REMEMBER TO.....

- **SIGN** the report as Event Chair and obtain the Signature of your District Rep on the Honorarium form
- **SECURE** the signature of your SCHOOL FINANCE OFFICER of ADMINISTRATOR
- **COMPLETE** all participation information
- **COLLECT and SUBMIT** the 20¢ student fee for each VMEA event
- **FOR ALL-DISTRICT BAND AND ALL-REGIONAL ORCHESTRA HOSTS**, have you sent a copy of the program indicating eligibility for All-Virginia auditions?
- **CHECK** your math
- **INCLUDE** the ZERO balance ledger sheet from your finance officer
- **NOT PAY YOURSELF THE VMEA HONORARIUM.** Those funds go to the VMEA Treasurer with the completed and **on-time** report and **THEN** the VMEA Treasurer issues the honorarium.

Questions: Doug Martin, VMEA Treasurer
treasurer@vmea.com