

Midlothian HS Band Boosters Uniform and Equipment Policy Statement

1. The Band Boosters shall provide means by which Marching Band uniforms may be purchased and maintained for each participating group. Uniforms and equipment purchased by the Band Boosters shall be recorded and become the property of Chesterfield County Public Schools. Uniform and equipment purchases are to be itemized at the end of the fiscal year and submitted to the Principal. Uniforms and equipment shall be used by succeeding groups through their useful life.
2. Fees for uniform replacement shall be separated for each participating group in the Marching Band. This includes music students and Guard.
3. Each participating group will be responsible for the management of their group's uniforms.
4. All fees as they relate to uniforms for each group shall be assessed each year based on the replacement cost and life span of the uniforms, the number of uniforms needed and any existing funds. For band uniforms, this is a period of ten (10) years.
5. Cost of uniform replacement will take into consideration inflation rates, interest rates, number of years to replacement and number of students.
6. An annual Band Uniform fee will be proposed by the Finance Committee as part of the annual budget process. Recommendations will be reviewed and approved by the Executive Board for presentation to the General Membership at the April meeting. Band Uniform fees will be approved by the General Membership at the May meeting.
7. Any adjustments in the fees will be incorporated into the budget during the budget process in May.
8. Annual fees for uniform replacement shall be documented in the Uniform Reserve Analysis spreadsheet, maintained by the Finance Committee, and updated each year based on the balance in replacement fund accounts as well as the anticipated cost of replacement.
9. Uniform fees for students may include, but are not limited to, uniform replacement, uniform cleaning and uniform repair.
10. Upon issuance of a marching uniform regardless of group, a contract signed by both student and parent shall commit the student and parent to maintain and return the specified uniform in good condition or be assessed the cost of replacement or repair.
11. Contributions from the county for marching band uniforms, identified as a \$10,000 contribution once every 5 years, will not be counted as a guaranteed contribution and shall not be taken into consideration when determining annual fees.
12. Participation in the uniform replacement process as outlined in this policy will be determined by each participating group, not limited to but including musicians, dance and guard.
13. The Guard and Dance teams do not contribute to the Band Uniform fee and claim no portion of the contribution made by the county for band uniforms. The Guard Sponsor, the Dance Sponsor and the Band Director will specify the fee for Guard and Dance uniforms, respectively, which will be the responsibility of the team members. The Guard sponsor and the Dance Sponsor will organize fundraisers for their respective teams to help off-set uniform fees, as deemed necessary. Uniforms will be inventoried and remain the property of the Guard program.

Midlothian HS Band Boosters Financial Policy Statement

1. The Midlothian Band Booster budget shall be developed by the Finance Committee and the Treasurer. The Treasurer shall not serve as the Chair of the Finance Committee.
2. Budgeted expenses for the Band year will not exceed the estimated revenues generated in the prior year.
3. The Band year is as defined in the Constitution and Bylaws of the organization. After review by the Executive Board, the Finance Committee will present the budget to the general membership at the April meeting for review. The budget will be approved by majority vote of a quorum of active members at the May General Membership meeting.
4. The Executive Board is authorized to appropriate monies from the “unallocated” contingency fund up to the outstanding balance in the fund. In no case may total spending be in excess of the budget without approval of the general membership.
5. The Finance Committee shall review the contingency fund and all other budget line items during or before January to determine possible reallocations of budget surpluses. If requested by the Executive Board, the Finance Committee shall meet to review the budget at other times or occasions. The Executive Board will approve budget modifications resulting from these reviews.
6. The Treasurer shall not expend monies in excess of any budget line unless the budget is modified as stated in item 5. The responsibility of monitoring budget items falls on both the Treasurer and the Finance Committee Chair.
7. The budget will include the minimum budgetary requirements as set forth in the Standing Rules.
8. The minimum unallocated balance of the cash reserves as of each year end will be the revenue for the year just completed plus a reserve as from time to time recommended by the Finance Committee and approved by the Executive Board. This will ensure funding for the upcoming expense budget.
9. The Finance Committee will periodically review cash reserve investments. The Executive Board shall approve recommended investment alternatives. High risk, speculative investments are prohibited.
10. The Treasurer and one other member of the Executive Board shall be appointed joint trustees for investment accounts. The Band Booster checking and saving accounts will not be considered an investment account.
11. At the end of each fiscal year, unexpended balances budgeted for band instruments shall roll over and be made available for instrument purchases in the succeeding fiscal year.
12. Financial records for the Band Boosters Organization shall be kept for a period of seven (7) years.
13. At the end of each fiscal year, the net unexpended balances in the other expense budget accounts may be rolled over and made available for the next fiscal year.