

## **Student Individual Account Policies**

**Effective Date: 7 / 1 / 2008**

### **1. Summary of Policies**

#### **1.1. Permitted Uses of Band Student Individual Accounts**

Student Individual Accounts may be used for:

1. Band performance cost
2. Fair share cost
3. Assessments for travel on official band trips
4. Fees for approved Honor Band and Solo & Ensemble Participation Fees
5. Approved charges assessed against band members such as:
  - Approved Concert Band Attire and Accessories
  - Approved Marching Band Uniform Accessories

Student Individual Accounts may not be used to acquire items that remain in the personal possession of any individual – student, student family member, or anyone else. See Section 2.2 for a listed of approved items that can be bought with money from S.I.A.

#### **1.2. Transfers of funds to other organizations**

Under no circumstances may funds from a student activity account be transferred to another organization – profit or non-profit – even if that organization is sponsored by Treasure Coast High School.

#### **1.3. Transfer of funds between student activity accounts**

Transfer of funds between student activity accounts of non-related band members is not permitted. If a student leaves the band because of graduation, transfer, or for any other reason, the balance remaining in the student activity account will be transferred to the general fund or to a sibling who is an active member of the Band Program.

#### **1.4. Refunds of direct cash contributions**

At the end of each school year, excess balances in student activity accounts for students who are leaving the band program may be refunded to band members if the excess funds were the result of payments received in cash or by check during that school year. The last day of school will be the deadline for requesting refunds of excess cash contributions for the current year. No refunds will be issued for excess cash contributions from prior years.

If no request for a refund is made by the deadline, the entire excess balance will be rolled over to the same account for the subsequent year for continuing students. For students leaving the band, the excess balance will be handled as described in Section 1.3.

Refunds of less than one dollar will not be made.

## 2. Additional Background

### 2.1. Tax-Exempt Status

The Treasure Coast High School Band is classified as a tax-exempt 501(c) 3 non-profit organization. As such, all funds raised through fundraising activities are exempt from income tax, sales tax, and payroll taxes. The regulations and legislation governing the use of tax-exempt funds specify that charitable donations are made "to or for the use of a qualified organization" – not for the use of any individual. Therefore, the Treasure Coast High School Band owns all funds resulting from fundraising activities. The individuals who raised the funds do not own or control the funds. Ownership privileges would include the right to make decisions about the use of funds.

### 2.2. Student Individual Accounts

To make it possible for families to meet band expenses, and to ensure that all students can participate in band activities, the band department organizes and manages fundraising activities for students and their families. Funds raised are equitably divided among participants according to a measure of their involvement in the activity: hours worked, items sold, or other measures as determined by the band director and or fundraising chairperson.

A record of fundraising dollars "earned" by the student, the student's parents, or others to meet band financial obligations is maintained year round. This record begins the date that the student enters the band program and ends on the date that the student leaves the band program for any reason (graduation, transfer to another school, or other reason). Carryover of excess fundraising balances is permitted from year to year as long as the student remains in the band program. If sufficient funds have not been earned to pay the amounts owed to the band, students and families may pay the balance due with cash or check payable to Treasure Coast Band Department. Student activity accounts may not be used to acquire items that remain in the personal possession of any individual, student, student family member, or anyone else. Examples would include band letterman jackets, spirit gear, etc. Listed below are items that are eligible to be purchased with money from S.I.A :

- Approved Concert Band Attire and Accessories
- Approved Marching Band Uniform Accessories
- Instrument Accessories
  - Reeds
  - Valve Oil
  - Flip Folders, Lyres, Extra Flip Folder Sheets

### 2.3. Contributions to Student Individual Accounts

Additions to student activity accounts may be made in any of the following ways:

1. Payment from personal funds
2. Allocations from fundraising activities
4. Transfer of balance from a sibling

#### **2.4. Deductions from Student Individual Accounts**

Deductions from student activity accounts may be made to satisfy charges allocated to the student for band activities. These charges include assessments for band participation or other band function expenses. Occasionally, other payments from student activity accounts for other expenses allowable as authorized band expenditures may be authorized. These additional expenditures must be for items which have broad applicability to the band program and do not have a significant personal use characteristic.

Student activity account funds may be used to cover expenses for chaperones when these expenses are authorized and necessary for band activities. Deductions may not be made for expenses of persons not performing official duties for the band.

At no time may students or their families have funds disbursed to them or on their behalf unless: 1. Funds to be disbursed consist solely of contributions made to student activity accounts from excess cash contributions that school year.

#### **2.5. Balances in Accounts of Graduating or Departing Students**

Should a student, or the student's family, raise or contribute more funds than necessary to fulfill the student's fundraising obligation, the excess funds can be:

- refunded to the extent that their source was cash contributions
- transferred to another family member who is currently enrolled in the band program for use on future band financial assessments

At all times, participants in fund-raising activities should understand that the purpose of those activities is to benefit the band program at Treasure Coast High School. Use of funds to provide personal benefits is not permitted. Bartering or other trading of favors or funds with respect to account balances in individual student accounts is not permitted by the tax code.

#### **2.6. Fundraising for Non-Related Students**

From time to time, students or their families may wish to contribute to the fundraising efforts of other band members who are not in the immediate family of the fundraiser. This is allowed as long as the following guidelines are followed:

1. The fundraiser declares to the record-keeper for the event (band director or event coordinator) that the fundraiser is working for a non-family member. Such declaration must be made before the fundraising event starts. If no declaration is made, it is assumed that the fundraiser is working for his/her own individual account.
2. Details of the amount and source of funds credited to the account of a non-related band member will not be reported to the recipient from the band director or event coordinator.