Prairie Winds Orff Chapter # 68

of the

American Orff-Schulwerk Association

Finance Policies and Procedures

MANAGEMENT:
All financial accounts of the Prairie Winds Orff Chapter (PWO) will be managed by the Treasurer with required approvals from the Executive Board as outlined in this document. All budget-related matters are handled by the Treasurer under the supervision of the President with approvals required from the Executive Board. Any changes to these policies or finance-related policies in other Prairie Winds Orff Chapter documents must be reviewed and forwarded by the Executive Board to chapter membership for a simple majority approval.

ACCOUNT BALANCES:
All PWO held accounts must maintain minimum balances as outlined by the policies of the financial institution holding the funds.

FUNDS TRANSFER PROCEDURES:
All PWO receipts will be transferred by June 30th each year from receipt accounts to the PWO Checking account to be used for budget-related and other approved payables. Each receipt account will maintain funds equal to its minimum required monthly balance.

BUDGET DEVELOPMENT AND APPROVAL:
The PWO Treasurer will provide the Executive Board and President profit and loss statements from the prior fiscal year. These figures will be compared to the current budget and reconciled to be accurate for the proposed budget. The President and Treasurer will collaborate to create an overall draft budget for the following year. This draft is then sent to the Executive Board in May for their analysis and approval. Any requested changes are made by the Treasurer.

APPROVED PURCHASES BEYOND BUDGET:
The Executive Board has the right to approve small purchases that do not exist within the budget with total cost of no more than $250 as long as justification of the expense and identification of areas of under-spending within the budget can be identified to off-set the expense. For purchases beyond budgeted expenditures of $250 the Executive Board must receive approval from Membership with a simple majority vote.

Approved Available Member Payouts

Chapter Events:
$40 for Workshop Host
$10 for chapter share host

National Conference:
$700 to the President or board member representing the President to attend the national conference.

Required to attend all President's meetings at the conference, carry the banner, and other relevant national duties while at conference. Money is presented upon return from the conference and they are required to present at a chapter share to receive these funds.

$100 to members who attend conference who have attended before

Required to present information they received at the conference at a chapter share.

$250 split between members who are new conference attendees

Required to present information they received at the conference at a chapter share.

(These are to be re-evaluated each year based on available funds)

Music Camp:
$40 for camp host
$60 for camp presenter (½ day = $30)
$45 for open/close presenter if helping full day
$30 volunteers (½ day = $15)
$30 registration/camp organizer (typically president elect) @ camp

(These are to be re-evaluated each year based on available funds)

Orff Levels Scholarships:
3- $200 scholarships to a North Dakota Orff levels course. If that course is unable to run, the recipient may use the funds for another US course that summer. They may also elect to wait until the following summer for a North Dakota course. If the course is unable to run again, the funds may be used for another US course. If the money is not used the second summer, the recipient will forfeit the money and must reapply. The $600 may also be allocated differently by the PWO board if there are less than 3 applicants.

(These are to be re-evaluated each year based on available funds)

Approved Yearly Payables:

Yearly PayPal Fees: approximately $250
Yearly Website Fees: $145
Workshop Presenter Fees: $599 workshop fee + meals/travel/lodging in accordance with signed contracts
Yearly NDMEA booth: $90-$180
State Farm Liability Insurance: $157
Domain Name: $75.00/5 years
Advertising: Under $250