Spring Grove Music Boosters
Financial Committee Policy and Procedures

Adopted by: Spring Grove Music Boosters
Authority: Article IV, Sections II-III of the SGMB Bylaws (Executive Board management of organizational business)
Effective: *Upon adoption at the August general membership meeting*
Related documents: Independent Contractor Agreement (Bookkeeper)--adopted separately; sets compensation, billing cadence, and termination terms

1. **Purpose**
   This procedure establishes a division of financial duties between the elected Treasurer and a contracted Bookkeeper, in order to reduce the administrative burden of the Treasurer position and support volunteer recruitment for the role. This is adopted as an internal operating procedure of the Executive Board and does not alter, supersede, or require amendment of the SGMB By Laws.

2. **Authority and Status**
   a. This procedure is adopted under Article IV, Sections II and III of the SGMB By Laws, which authorize the Executive Board to manage the business and affairs of the organization and to review and prepare proposals and reports for presentation to the general membership.
   b. Under this organization a composed Financial Committee will be recognized as consisting of, but not limited to, the President, Vice President, Treasurer, Bookkeeper, Ways and Means Coordinator, Student Accounts Coordinator and/or the designated music department staff.
   c. The bookkeeper is engaged as an independent contractor and is not an officer of the organization, is not a member of the Executive Board, and holds no voting authority under Article IV or Article V of the By Laws.
   d. Nothing in this procedure modifies the duties, signing authority, or accountability assigned to the Treasurer under Article V, Section II.D of the By Laws. The Treasurer remains the official custodian of the organization's financial records and funds.
   e. This procedure may be amended or rescinded by majority vote of the Executive Board, consistent with Article IV, Section II, without requiring a By Laws amendment under Article XIV.

3. **Division of Responsibilities**
   a. The table below sets out the standing division of duties between the Treasurer and the Bookkeeper.

Treasurer	Bookkeeper
Funds Handling	
Shall be granted full access to QuickBooks for verification and reconciliation process Shall be granted full banking access in collaboration with the President and/or additional designated executive board member	Shall be granted full access to QuickBooks accounts Shall be granted access to Digital Banking and banking records
Collect and document all incoming funds. (Original Files to be kept by the Treasurer.)	Shall receive documentation of all incoming funds. (Copies to be generated for the Bookkeeper).
Utilizes bank access to make deposits and cash withdrawals (start-up cash)	Verify all deposits and withdrawals have been reconciled in QuickBooks

Directs the Bookkeeper to generate needed checks/payments, with thorough detailed requests (via forms)	Generate checks in QuickBooks at the Treasurer's direction including 2 (digital) signatures from the Treasurer, President, and/or Vice President
Will have a monthly request sheet for the checks to be generated during each month with attached forms (including payment request, mailing addresses, contact information, etc.)	Generate checks (with digital signatures), direct mail all checks/invoices within the request. Generate checks (with digital signatures), transfer checks to designated officer(s) for distribution at the building levels.(Checks are documented on a signature tracking google.)
Verify transfer funds between accounts when requested (as noted in QuickBooks)	Transfer funds between accounts with online banking when requested and documented by Treasurer
Signing Authority	
Sign all checks and drafts of the organization (required by Article V, Sec. II.D.c)	Authorized to use safe, digital signatures for check generation
Records & Reporting	
Organize and maintain the yearly budget; track performance against each budget line on a regular basis	Generate and monitor monthly reports for the monthly meetings Contribute reports for the yearly budget
Keep all financial records; retain all receipts and invoices for 7 years	Maintain QuickBooks records supporting monthly and annual reporting
Verify funds needing transfer in and out of student accounts and initiate those online transfers between accounts as needed with online banking	Transfers between student accounts and general funds within Online banking.(when requested by Treasurer) Verifies transfers between student accounts and general funds through QuickBooks
Communication & Coordination	
Communicate with the booster organization monthly	Communicate regularly with the Treasurer on account activity and outstanding items
Collaborate regularly with the Student Accounts and Ways & Means Coordinators	
Manage bank account information together with the President President will complete monthly online QuickBooks/Digital banking reconciliation	
During large event or field trip coordination, the Treasurer is requested to review all documentation (business or financial based; booster), in collaboration with the coordinating director, prior to distribution.	
During large event or field trip coordination, the Treasurer is requested to oversee all	

income/payments with local businesses, trip advisors, etc. (in collaboration with the coordinating director).	
Platforms & Tools	
Manage PayPal account, including initiating transfers from PayPal into bank account	
Organize and verify use(s) of a Square reader for purchasing, tracking funds raised using this tool.	
Raise Right promotion and download of account activity (may be divided further: promotion to the Ways & Means chairperson; downloading student account information to the Student Accounts Coordinator)	
Generally provides verification of income/expenses/and categorization of the withdrawals and deposits that are automatically generated through the link between the Bank account and QuickBooks accounts for reconciliation/Checks/balances accounting.	Generally the QuickBooks manager with entering, documented income/expenses/transfers across both online banking and QuickBook status. All fund requested are documented through forms.
Compliance & Audit	
Organize an annual audit	Will generate all needed paperwork for the annual audit.
Prepare all documentation for filing of yearly 990	Preparation and filing of Tax 1099 will be established through a CPA beginning in August 2026.

4. **Check Signing Procedure**
    a. The Treasurer will generate forms and requests for all checks (monthly) for Bookkeeper.
    b. The Bookkeeper generates checks in QuickBooks (or current financial software) only at the direction of the Treasurer.
    c. Check request and generation is documented on a monthly google sheet.
    d. Bookkeeper generates checks with dual signatures for all checks and drafts of the organization, consistent with the requirement in Article V, Section II.D.c that an Officer sign all checks or drafts.
    e. Signed checks are managed by the bookkeeper or treasurer for mailing/distribution; subject to check volume and handling terms set in the Bookkeeper’s contractor agreement.

5. Reporting
    a. The Bookkeeper generates a monthly financial report for each general membership meeting.
    b. The Treasurer reviews the report, represents it at the meeting, and ensures a copy is physically affixed to the minutes, consistent with Article V, Section II.D.f
    c. At the annual meeting, the Treasurer presents the audited financial statement and proposed budget, and provides copies to the music staff, district business manager, and School Board, consistent with Article V, Section II.D.h.

6. Engagement Terms
    a. Compensation, billing frequency, check-handling volume, Form 990 filing, and related administrative terms for the Bookkeeper are governed by a separate Independent Contractor

Agreement, approved by the Executive Board. This procedure does not set or restate those terms, so that the contractor agreement may be updated independently without requiring revision of this procedure.

7. Adoption

a. This procedure was reviewed and adopted by the Spring Grove Music Boosters Executive Board at the general meeting held on __________________, 20___, by a vote of the Executive Board, consistent with Article IV, Section II of the SGMB By Laws.

Appendix A
Month-by-Month Duty Calendar
(Fiscal Year: July-June)

The calendar below maps recurring Treasurer and Bookkeeper tasks across the fiscal year, consistent with the meeting cycle in Article VIII and fiscal year defined in Article VI, Section II.

Month	Treasurer	Bookkeeper
July	• Confirm prior fiscal year's books are closed out with the Bookkeeper • Begin organizing records for the annual audit • Request/Sign checks as needed • Make deposits • Review opening balances against the new budget • Download RaiseRight account activity • Share report for RaiseRight with Student Accounts coordinator	• Close out prior fiscal year in QuickBooks • Provide year-end financial statement to the Treasurer • Enter all deposits and withdrawals into QuickBooks • Monitor online banking • Reconcile bank statement (Quarterly, with President) • Generate checks/payments as directed by the Treasurer • Process student account transfers as directed by the Treasurer- (transfer of remaining graduating senior accounts to general fund). Document amount for August meeting. • Enter RaiseRight monthly deposit into QuickBooks • Generate monthly report for the meeting
August	• Present financial report at the August meeting • Request/Sign checks as needed • Make deposits/withdrawals as deemed necessary • Generate start-up funds for the Spirit Store • Coordinate with the Executive Board on opening fundraising needs • Coordinate with the Department chair/President for beginning of the school year director’s financial, budget, and program requests. • Download RaiseRight account activity • Share report for RaiseRight with Student Accounts coordinator • Participate in the Marching Spectacular Planning committee (as financial advisor).	• Enter all deposits and withdrawals into QuickBooks • Monitor online banking • Generate checks/payments as directed by the Treasurer • Process student account transfers as directed by the Treasurer • Enter RaiseRight monthly deposit into QuickBooks • Generate monthly report for the meeting
September	• Present financial report at the September meeting • Request/Sign checks as needed • Make deposits/withdrawals as deemed necessary • Collect written budget requests from Music Directors (Article XIII, Sec. II)	• Enter all deposits and withdrawals into QuickBooks • Monitor online banking • Generate checks/payments as directed by the Treasurer • Process student account transfers as directed by the Treasurer • Enter RaiseRight monthly deposit into QuickBooks • Generate monthly report for the meeting

	• Participate in the Marching Spectacular Planning committee (as financial advisor). • Coordinate with Bookkeeper, Marching Spectacular Coordinator for financial needs/generate start-up funds • Download RaiseRight account activity • Share report for RaiseRight with Student Accounts coordinator	
October	• Present financial report at the October meeting • Request/Sign checks as needed • Make deposits/withdrawals as deemed necessary • Review fundraising activity to date against budget lines • Download RaiseRight account activity • Share report for RaiseRight with Student Accounts coordinator • Generate a report for the Marching Spectacular	• Enter all deposits and withdrawals into QuickBooks • Monitor online banking • Reconcile bank statement (Quarterly with President) • Generate checks/payments as directed by the Treasurer • Process student account transfers as directed by the Treasurer • Enter RaiseRight monthly deposit into QuickBooks • Generate monthly report for the meeting
November	• Present financial report at the November meeting • Prepare a Director's recap for the first Quarter of budgetary spending. • Request/Sign checks as needed • Make deposits/withdrawals as deemed necessary • Make final deposits and close out Start up for the Spirit store. (Prepare earnings as a part of the monthly report). • Check in with Bookkeeper on outstanding reconciliations before year-end • Download RaiseRight account activity • Share report for RaiseRight with Student Accounts coordinator	• Enter all deposits and withdrawals into QuickBooks • Monitor online banking • Generate checks/payments as directed by the Treasurer • Process student account transfers as directed by the Treasurer • Enter RaiseRight monthly deposit into QuickBooks • Generate monthly report for the meeting
December	• Present financial report at the December meeting • Request/Sign checks as needed • Make deposits/withdrawals as deemed necessary • Mid-year check-in: actual spending vs. budget lines with the Executive Board • Download RaiseRight account activity • Share report for RaiseRight with Student Accounts coordinator	• Enter all deposits and withdrawals into QuickBooks • Monitor online banking • Generate checks/payments as directed by the Treasurer • Process student account transfers as directed by the Treasurer • Enter RaiseRight monthly deposit into QuickBooks • Generate monthly report for the meeting
January	• Present financial report at the January meeting • Request/Sign checks as needed • Make deposits/withdrawals as deemed necessary • Begin drafting the annual financial statement for audit • Download RaiseRight account activity • Share report for RaiseRight with Student Accounts coordinator	• Enter all deposits and withdrawals into QuickBooks • Monitor online banking • Reconcile bank statement (Quarterly with President) • Generate checks/payments as directed by the Treasurer • Process student account transfers as directed by the Treasurer • Enter RaiseRight monthly deposit into QuickBooks • Generate monthly report for the meeting
February	• Present financial report at the February meeting	• Enter all deposits and withdrawals into QuickBooks • Monitor online banking

	• Make deposits/withdrawals as deemed necessary • Begin drafting next year's budget with the Executive Board (Article V, Sec. II.D.i) • Present Director’s with recap of their budgetary spending (quarter 2) and request edits for upcoming budget. • Download RaiseRight account activity • Share report for RaiseRight with Student Accounts coordinator • Support Student Account Coordinator with senior audit & final SA transfer/reimbursement	• Generate checks/payments as directed by the Treasurer • Process student account transfers as directed by the Treasurer • Enter RaiseRight monthly deposit into QuickBooks • Generate monthly report for the meeting
March	• Present financial report at the March meeting • Request/Sign checks as needed • Make deposits/withdrawals as deemed necessary • Generate start-up funds for the Celebrate the Arts • Continue budget drafting for the annual meeting • Download RaiseRight account activity • Share report for RaiseRight with Student Accounts coordinator • Support Student Account Coordinator with senior audit & final SA transfer/reimbursement	• Enter all deposits and withdrawals into QuickBooks • Monitor online banking • Generate checks/payments as directed by the Treasurer • Process student account transfers as directed by the Treasurer • Enter RaiseRight monthly deposit into QuickBooks • Generate monthly report for the meeting
April	• Present financial report at the April meeting • Request/Sign checks as needed • Make deposits/withdrawals as deemed necessary • Finalize draft budget for the annual meeting • Schedule the annual audit with the Bookkeeper • Download RaiseRight account activity • Share report for RaiseRight with Student Accounts coordinator • Support Student Account Coordinator with senior audit & final SA transfer/reimbursement	• Enter all deposits and withdrawals into QuickBooks • Monitor online banking • Reconcile bank statement (Quarterly with President) • Generate checks/payments as directed by the Treasurer • Process student account transfers as directed by the Treasurer • Enter RaiseRight monthly deposit into QuickBooks • Generate monthly report for the meeting • Begin preparing year-end records for the audit
May	• Present financial report at the May meeting • Request/Sign checks as needed • Make deposits/withdrawals as deemed necessary • Generate start-up funds for the Jazz Festival • Finalize budget materials for the June annual meeting • Download RaiseRight account activity • Share report for RaiseRight with Student Accounts coordinator • Support Student Account Coordinator with senior audit & final SA transfer/reimbursement	• Enter all deposits and withdrawals into QuickBooks • Monitor online banking • Generate checks/payments as directed by the Treasurer • Process student account transfers as directed by the Treasurer • Enter RaiseRight monthly deposit into QuickBooks • Generate monthly report for the meeting • Provide supporting documentation for the annual audit
June (Annual Meeting)	• Present financial report at the June meeting • Present audited financial statement and proposed budget (Article V, Sec. II.D.h–i) • Request/Sign checks as needed • Make deposits/withdrawals as deemed necessary	• Generate year-end report for the annual meeting • Complete annual reconciliation and support the audit • File Form 990 per the contractor agreement • Prepare 1099 for the Treasurer if needed, per the contractor agreement • Enter RaiseRight monthly deposit into QuickBooks

	• Provide budget/audited statement copies to the President, Department chair. (President to conduct the end of the year district business manager and School Board report.) Accordance with Article V, Sec. II.D.h • Complete and organize the annual audit • Download RaiseRight account activity • Share report for RaiseRight with Student Accounts coordinator • Support Student Account Coordinator with senior SA Final transfer/reimbursement.	• Generate monthly report for the meeting