Maine Music Educators Association

DISTRICT 3

Financial Procedures for Festival Hosts

1. Read the budget by finding the current year's tab to ensure that you and the managers are following the set budget.

2. Fill in expenditures on the budget link under 'actual'. Get music costs from managers and ensure that managers select at least <u>one title</u> from the District 3 Library.

3. Secure hotels if needed (check with managers). District 3 will only provide housing for those living in excess of one hour from the festival site. Treasurer can book with the district credit card if needed.

4. <u>2 weeks prior to the festival/event</u> request conductor/accompanist/adjudicator checks from the treasurer and obtain mileage from managers if necessary. (d3treasurer@mainemea.org)

5. <u>Within 2 weeks following</u> the festival/event fill out the three following forms. Then mail a copy of these forms along with invoices and income. (Do not mail cash. Have your school, if possible, write a check for cash received at the gate.)

   ● Gate Receipt Form
   ● Deposit Form
   ● Reimbursement/invoice request form

6. Send the above 3 forms along with receipts and invoices to the treasurer for payment, no later than 2 weeks after the festival.

Treasurer info:
Mast Landing School
Attn: Ben Potvin
20 Mollymauk Lane
Freeport, ME 04032
d3treasurer@mainemea.org
207-450-3871

NOTE: Honorariums will be paid at the end of the school year from the Surplus Budget upon vote of the membership. **All items on the financial checklist must be completed in order to receive payment.**
NOTE: Managers should be in communication with hosts regarding the budget for music, etc. so the host can record expenditures on the on-line budget .
NOTE: It is the responsibility of the host to update financial information on the on-line budget and send bills, registration, and gate fees no later than 2 weeks after a festival.
NOTE: When mailing music, it is considered MEDIA. When mailing media the rate is considerably lower than first class mail and it doesn't take any longer to arrive at its destination.