

## STUDENT ACCOUNTS

As you know, there are considerable costs involved in providing a first class band experience for all of our students. We have worked hard to provide a number of fundraising opportunities for your student in order to reduce or eliminate the impact of the required fees. As a result, some of you may have excess funds in your student's account that may be available to you at this time. If you have excess (current band year) funds in the account, you may request reimbursement for music related expenses, request a refund of fees that were paid by check or credit card and later replaced through fundraising, or request that funds be transferred to another student.

If your child is a graduating senior, or is for some reason leaving the band program, you can "will" the excess funds to another student, or designate how you wish the funds to be used by the band in the future.

If you desire to seek reimbursement, refund or disbursement of excess funds in your student's account, please complete the attached request form and submit it to the Treasurer's Lock Box in the band room, or mail to:

*McIntosh Band Boosters, Inc*

*Attn: Treasurer*

*P.O.Box 3642*

*Peachtree City, GA 30269*

Forms must be received no later than May 15, 2017.

Excerpt from McIntosh Band Handbook:

### **Reimbursement and Disbursement of Band Account Monies**

Students with an account balance of \$25 or more may ask for a reimbursement of funds.

To comply with IRS regulations, reimbursement of funds is permitted if the student or parent has paid band-related expenses during the current Booster fiscal year of June 1, 2016 - May 31, 2017. Students will be reimbursed no more than the final balance in their account even though *out of pocket expenses* may exceed that amount. (For example, if a student has a final balance of \$95 in her account and her parents wrote a \$125 check for private music lessons, the student may only be reimbursed the \$95.)

Requests for reimbursement must be made in writing by May 15, 2017. A parent's signature is required. Additional Reimbursement Request forms are available on our band website, [www.mcintoshbands.com](http://www.mcintoshbands.com).

If a student graduates, moves, or quits band, **disbursement of student account money** is as follows:

- Band account funds can be transferred to a sibling, only if the sibling is currently enrolled in high school or is a rising freshman. We do not hold funds for siblings who will not be in high school the next school year.
- Students can "will" their balance to another MHS band student.
- Students can donate their balance toward an item on the Band Director's *wish list* or pool their money with other students to purchase an item.
- After May 15, 2016, all money in senior or transfer student accounts will revert to the MHS Band Booster General Fund.

Rising freshmen with a positive balance in their J.C. Booth Band Account will have their monies credited to their McIntosh Band Booster Student Account at the beginning of the school year.

**As per IRS non-profit guidelines, all student account monies are the property of MHS Band Boosters.**

## REQUEST FOR REIMBURSEMENT AND/OR DISBURSEMENT

### FROM STUDENT BAND ACCOUNT (Balance $\geq$ \$25)

STUDENT NAME:			
	(Please print)		
PARENT NAME:			Phone
	(Please print)		
PARENT SIGNATURE:			
ADDRESS:			
Mark one or more blocks and fill in the blank(s).			
	I request reimbursement for music related expenses from my child's final balance. <u>I have attached copies of receipts or cancelled checks for instrument/music purchases, lessons, etc.</u> (Reimbursement limited to contributions/expenses this band year and cannot exceed the final balance.)		
			\$
			\$
	TOTAL		\$
	I have paid fees via check or credit card which were later supplemented through fundraising. I request a refund of \$_____ of the final balance. (The refund will be limited to excess check/card deposits credited this band year.)		
	I request that \$_____ from the account be transferred to the account of		

		(my child's sibling). The student is
	currently enrolled in high school or is a rising freshman.	
	I desire to "will" \$_____ (or "all") of the final balance in the account to another	
	student,	
	My child is a senior and I wish for the balance of the account to be used toward	
	the following:	
	(New instruments, uniforms, underprivileged students, etc.)	
<p><u>Form must be received no later than May 15, 2017</u>, and should be placed in the Treasurer's Lock Box in the MHS Band Room, or mail to:</p>		
<p><b><i>McIntosh Band Boosters, Inc</i></b>  <b><i>Attn: Treasurer</i></b>  <b><i>P.O. Box 3642</i></b>  <b><i>Peachtree City, GA 30269</i></b></p>		
<p>Additional forms are available on our website, <a href="http://www.mcintoshbands.com">www.mcintoshbands.com</a></p>		