

San Juan Music Educators Association

2016-17 School Year Payment Procedures

SJMEA has a centralized mailing address, which will help make event payment easier by all parties. All past payment addresses are now invalid. All payment will be sent to the following address:

**San Juan Music Educators Association (SJMEA)
PO Box 32236
Bellingham, WA 98226**

Elementary Massed Choir Coordinators Responsibilities and Information:

1. Set a registration deadline and a payment postmark deadline.
2. Communicate through Doug where to send registration (online form)
3. Directors will submit their invoice (located on the registration page). On the invoice, they need to alter the date, invoice number, school name and address, number of students and the amount. Remind teachers that they need to pay for all students who were registered, regardless of whether they perform. **Under no circumstance should individual families send payment to the SJMEA PO Box.**
4. You have been provided a shared link to **DROPBOX**. This folder is yours, and includes a registration and expense spreadsheet. (make sure you download excel, then resave to the same folder)
 - a. In the spreadsheet – as you receive registration information, **input the school name the number of students**, and any additional information (comments) that may help the payment process or things we need to be aware of. The calculations will handle themselves... please don't enter into the shaded fields.
 - b. The Bookkeeper will also alter the document as payment comes in. The payment must match the invoice.
5. For every person who receives an honorarium (coordinators, hosts, conductors, accompanists, adjudicators) - they need to submit the following:
 - a. Honorarium Form (with all personal reimbursements and receipts)
 - b. Current W9 – one per calendar year

- c. Contract – one per event
- 6. When the event concludes – or as bills come in, there is an expense spreadsheet available in **DROPBOX** to record contractor honorariums and personal and event expenses.
- 7. If you have any problems gaining permission from GOOGLE for registration or DROPBOX for your event folder – email me at SJMEATreasurer@outlook.com or call me 360-220-2744.
- 8. When the event is finished, mail all paperwork and receipts to the treasurer at the above address. Everything that is paid out must have a paper trail.
- 9. Make sure YOU and your site host submit your honorarium form, contract and W9.
 - a. Each honorarium form must include all honorariums, mileage, **personal** expenses and **event** expenses summarized (only those which need to be reimbursed)

If you have any questions, Please feel free to email: sjmeatreasurer@outlook.com

Visit our website for additional information: <http://www.sjmea.org>

Thank You

Mitch DeGrace – SJMEA Treasurer