

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

Honor Event Coordinators

Responsibilities and Information:

1. Set a nomination deadline and a payment postmark deadline.
2. Communicate through Doug where to send nominations (online form)
3. Just after the nomination deadline, set your ensemble
4. Send a letter of acceptance to each director – make sure to give them the list of students, cost for each and the total amount due - **it will also serve as their invoice**. Include the SJMEA PO Box. In writing, remind teachers that they need to pay for all students who were accepted, regardless of whether they perform. **Under no circumstance should individual families send payment to the SJMEA PO Box.**
5. 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.
6. 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

7. When the event concludes – or as bills come in, there will be an additional Spreadsheet available in **DROPBOX** to record contractor stipends and personal and event expenses.
8. 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.
9. 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.
10. 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