

# MEDFORD BAND PARENT ORGANIZATION

## Student Accounts Policy

### SECTION I

#### ACCOUNT INFORMATION

##### ***1.1 General Information***

A student account is set up by the Medford Band Parent Organization (“BPO”) for each member in the band. These accounts are necessary to maintain a record of amounts owed and paid by band students for trips and other fees. Credits may be deposited into student accounts to pay for these fees.

##### ***1.2 Allowed Uses***

A student’s account may be used to pay for fees assessed by the BPO. This includes, but is not limited to:

- Membership dues
- Merchandise purchases
- Travel/Trip costs

##### ***1.3 Balance Awareness***

It is the responsibility of the student or parent to periodically check the balance in their account and make payments in a timely fashion. Information on a student account, including balance and a list of credits and debits, may be obtained by visiting [accounts.medfordband.org](http://accounts.medfordband.org).

##### ***1.4 Bounced/Returned Checks***

Checks that are returned will be assessed a \$15 fee to cover the fee charged to us by our bank. This fee will be billed to the student.

##### ***1.5 Interest***

The BPO combines your Student Account balance with the balances of other BPO Student Accounts. The BPO, may, if it chooses, invest those funds in liquid investments in accordance with federal and state law. The BPO owns the interest or other earnings on these investments. These pooled amounts are held separate from the BPO’s general fund, and the BPO will not use these funds for its operating expenses unless these funds are transferred to the general fund, pursuant to Section 3.4.

### SECTION II

#### FUNDRAISING INFORMATION & CREDITS

##### ***2.1 501(c)(3) Regulations***

As the BPO moves toward becoming a 501(c)(3) public charity, it is important that the BPO abides by the regulations set for such a charity by the Internal Revenue Service (“IRS”). As a public charity, all funds raised through fundraising activities would be tax-exempt and donations may be tax-deductible. There are specific regulations on how these tax-exempt funds may be used. Therefore, the BPO owns all funds resulting from fundraising activities and

reserves the right to make decisions about the use of funds. The individuals who raised the funds do not own or control the funds from general or designated fundraisers.

As outlined by the IRS in a field directive, “If a booster club confers a benefit on a participant in return for their fundraising activities, such as by crediting amounts raised by a participant toward that participant’s dues requirement, or crediting amounts raised against the cost of a trip, the booster club is providing a private benefit to that participant. Consequently, such practices could result in the organization failing to be described as 501(c)(3).”

### **2.2 Returned Checks from Fundraising Activities**

Students will not be responsible for the fee from a check that is returned in connection to a fundraising activity. This fee will instead be assessed to the owner of the check.

### **2.3 Designated Fundraisers**

As mentioned in [Section 2.1](#), fundraisers run by the BPO will not result in *individual* student credits. Students will not be rewarded based on how much they fundraise. The BPO, however, may allocate some or all funds from designated fundraisers to be deposited into all student accounts. That is, some or all funds raised by a designated fundraiser will be equally divided by the student membership at the time of the fundraiser and will be credited toward their student accounts. Funds raised from these fundraisers would remain tax-exempt and might be tax-deductible.

Example:

The BPO designates the 2017 NESBA Program Booklet fundraiser as 75% student funds. The student membership during the fundraiser is 50 students. The fundraiser raises \$4,500 in funds. As a 75% designated fundraiser, \$67.50 would be credited toward each of the 50 students’ accounts.

### **2.4 Student Fundraisers**

Student fundraisers may also result in credits. These are fundraisers similar to the scratch ticket fundraiser. Although the BPO may facilitate these fundraisers by providing supplies, it will not assume any responsibility for collecting funds. This will be the responsibility of the student and the parent. Funds raised from such a fundraiser should be made payable to the student’s family not the BPO. These funds would not be tax-deductible. Families should consult their tax advisors on how such a fundraiser would affect their income tax obligations. After the fundraiser, students may choose to deposit funds they raised into their account.

### **2.5 Personal Deposits**

Families may choose to deposit funds into their student account for future use. These deposits are not considered donations and would not be tax-deductible.

## **SECTION III**

### **TRANSFER, REFUND, AND USE OF FUNDS**

#### **3.1 Refunds – General**

In general, refunds will not be given to students or parents unless otherwise stipulated.

#### **3.2 Student Account Balances**

The only portions of student account balances that may be authorized for refund are values remaining from student fundraisers, personal deposits, and/or payments received in excess. Under no other circumstance will refunds be authorized.

### ***3.3 Refund Request***

Refunds will only be considered when a student is leaving the Medford Public Schools (“MPS”) (e.g. when a student graduates or withdraws). Requests for refunds must be made using the “Refund Request Form” found on our website. This form must be submitted within 30 days from the student officially leaving the MPS. Please allow 14 business days for processing and payment.

### ***3.4 Transfer of Funds***

Unused funds will be carried over to the next school year until the student graduates or otherwise leaves the MPS. Students may transfer funds in their account to another account by submitting a “Funds Transfer Form” found on our website. This form will be accepted for up to 30 days after the student leaves the MPS. Funds remaining in their accounts after this period will be transferred to the BPO General Fund.

### ***3.5 Use of Funds***

Students who wish to use all or part of the funds in their account must submit a “Use of Student Funds Form” found on our website. Use of student funds must be for a purpose outlined in Section 1.2.

### ***3.6 Administrative Action***

At any point, the Board of Directors of the BPO (“Board”) may apply funds in a student account to the respective student’s outstanding balance.

### ***3.7 Finality***

All transfers made to another account or to the BPO General Fund when a student leaves the MPS are final. Funds will not be reverted to their account should the student return to the MPS. This does not apply to students who leave the band but remain in the MPS, as their account remains open until they officially leave the MPS.

## **SECTION IV**

### **AGREEMENT**

#### ***4.1 Agreement***

By continuing to utilize Student Accounts, you signify that you have read and agree to be bound by these terms. If you do not agree to be bound by these terms, please promptly contact the band director and the BPO.