

# ***MICHIGAN FEDERATION OF MUSIC CLUBS***

## **Guidelines for Festival Finances**

1. Festival sites will maintain their own finances, each site with its own account. \$500 of seed money will be provided by the State Treasurer to open a new Festival site. Festivals are not for raising money, however, if there is an excess after bills are paid, \$500 may be kept for next year's Festival. **Any profit over \$500 must be returned to the State Treasurer by June 15.**
2. Data entry assistants may be reimbursed up to \$100.00. Computer programming expenses may also be reimbursed up to \$100.00 without prior authorization by the Finance Committee Chairperson.
3. Expenditures of \$100 or more, other than fixed expenses, ex. judges, site fees, dues, etc., must be preapproved by the MFMC Finance Chair. Be sure to retain all receipts.
4. Certificates, the use of and the type of, are at the discretion of the Festival Administrator. All certificates are to be ordered from NFMC by the State Festival Chair.
5. No MFMC money is to be used for personal gain or personal expenditures but is to be solely used for the running of each site.
6. This is a volunteer organization and must remain so as designated in the MFMC guidelines. The Finance Committee of MFMC is responsible for all for all MFMC monies and budgeting; this includes all Festival funds and their use.

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Detach here, sign and return by October 1 to: Mary Jane Timmer  
3635 Leonard NW  
Grand Rapids, MI 49534  
[k.timmer@sbcglobal.net](mailto:k.timmer@sbcglobal.net)

I, \_\_\_\_\_, agree to abide by these guidelines for financing the MFMC Festival site at \_\_\_\_\_.