



## **Texas Bandmasters Association Virtual Convention July 20-22, 2020**

### **The Business Side of Being a Director: Financial Accountability**

**CLINICIAN:  
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# The Business Side of Being a Director

## Financial Accountability- Texas

### Learn Terms, Policies, and Procedures

- “This is the way we’ve always done it” is not good advice
- Texas Education Agency Resource Guide
- Texas Education Code/Texas Administrative Code
- Purchasing Ethics
- Educator’s Code of Ethics
- Local Policy

### Managing Your Budget

- Understand how it works
- Plan ahead
- District budget vs. activity account
- Authority to Charge Fees- TEC 11.158
- Vendor Relations
- Purchasing cooperatives

### Booster Organizations

- What is your district’s interpretation of how they should/can operate?
- Directors should NEVER be a signer on a booster checking account.
- It is best to run everything through a district/school account.
- Fundraising- booster vs. school

### General Recommendations

- Never do anything that would give the impression that you did something wrong.
- Be very transparent- nothing hidden or secretive.
- Always provide a receipt when collecting cash.
- Have a secondary source verify any large amounts of cash that you collect.
- Be sure to have a secure area to keep money until it is deposited.
- Deposit often- once a day is preferable. Never take money home.
- If possible, provide an on-line method for parents to pay fees, etc.
- Treat your budget as you would treat your personal budget- Don’t Buy Stuff You Cannot Afford.

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