

Jackson Hole Community Band

Business Manager Duties

WEEKLY

- Check post office for mail: PO Box 4073 at Pearl St branch
- Check email: office@jhcband.org
- Collect Dues and uniform payments at rehearsals

1st or 2nd WEEK OF THE MONTH

- Pay Monthly Bills

CFA: Monthly Invoices emailed to the JHCB email (office@jhcband.org). Usually arrives first week of a new month. Write a check and pop it in the mail, or put it in an envelope and drop it off at CFA info desk (at west entrance) on Rehearsal night. Be sure to check that non-rehearsal nights are NOT charged for (usually July, Aug, Thanksgiving, late Dec. and spring break-Mar/Apr)

Conductor: Pay promptly. Conductor provides and invoice. Write a check and hand-deliver on Rehearsal night or pop it in the mail.

- Pay Bills

Misc: music purchases & borrowing, printing (programs, flyers, posters), advertising (newspaper & radio), venue deposits, instrument repairs, reimbursements (with receipt!) for small purchases: paper, envelopes, stamps, ink, pizza, flowers, balloons, cake, cards, shipping, instrument or equipment repairs, trailer/show boat repairs....

Annual: ACB membership (Dec), CFA Lease on Library space (Dec/Jan), Accountant (Feb/Mar), Liability Insurance (paperless billing to office@jhcband.org , pay online, due May)

- Make bank deposits

Dues, donations, uniform purchases, record Amazon Smile donations (Feb, May, Aug)

3rd or 4th WEEK OF THE MONTH

- Pay Bills
- Reconcile bank statement
- Make bank deposits

QUARTERLY-ish (early March, late June, Sept, early Jan)

- Update Budget expenditures especially after concert expenses are tallied, and email to Board Members. Carefully track advertising expenses by concert, for future reference
- PayPal: Ask Website Manager to check website's donations and transfer funds to bank account

Jackson Hole Community Band

Business Manager Duties

ANNUALLY

- JAN: Annual Potluck Dinner (hosted by a Member on 1st Thursday after New Year's)
- JAN: Early, any prep & communicating for Feb Special Olympics Concert
- JAN: Board to set concert dates & venues for next season: Halloween (Walk Hall in MAY), Holiday/Christmas (CFA), Spring (CFA)
- JAN/FEB: Board to review, edit, and formalize Annual Budget
- FEB: At rehearsal, announcement about Dues & Uniforms
- FEB: SPECIAL OLYMPICS (1st week, on a Tuesday, usually at JH High School)
- FEB: At rehearsal, announcement about Dues & Uniforms
- FEB: Inquire w/Star Valley High School on Scholarship schedule/applications (apps due back to school 3/31)
- MAR/APR: select JH High School Scholarship winner(s): pick up applications 2nd week of MAR, decision due by 1st week of APR, awards night is 3rd week of APR (need volunteer to present at awards or information for school to do it)
- APRIL: confirm JH Lions 7/4th Pancake Breakfast mini-concert
- APRIL: Show Boat to be moved/prepped for Elkfest Auction (3rd Saturday in May)?
- APRIL: Old West Days Parade application/\$ to Chamber of Commerce, **due by 5/1-5/10**
- APR/MAY: select SV High School Scholarship winner(s): applications mailed 1st week of Apr, decision due by 1st week of MAY, awards night is around MAY 16th (need volunteer to present at awards or information for school to do it).
- APR/MAY: Pay Liability Insurances on-line? **due on May 1** (Agent: Wyoming Financial Insurance, Inc.) Update policy with new music & equipment purchases
- APR/MAY: Farmer's Market application due 5/30 (eligible every 2-3 years, 2016 was last time)
- MAY: Old Bill's Application **due May 15+**
- MAY: Board to set concert date & venue for next season: Halloween (for Walk Hall - when GTMF is fully staffed)
- MAY: SPRING CONCERT (1st week preferred, 7pm on a Saturday) [recognize HS Scholarship recipients]
- MAY: OLD WEST DAYS PARADE (Saturday at 10am of Memorial Day weekend)
- JUN: Fourth of July Parade Application & Fee to Chamber of Commerce
- JUN: Receive Scholarship recipients' school information and mail out checks.
- JUL: FOURTH OF JULY JH LIONS PANCAKE BREAKFAST CONCERT
- JUL: FOURTH OF JULY PARADE (Town Square)
- JACKSON LAKE LODGE CONCERT (and lunch) Weekend before or after 7/4 (Saturday, time?)
- JUL: catch-up bookkeeping before new season & report Budget to Board
- Summer Break-**
- JUL/AUG: Register for Old' Bill's (by JHCB President), design/print /mail postcards, 200 stamps?
- AUG: any prep for Old Bill's Concert
- AUG: Announce Old' Bill's dates at Rehearsal (**Aug 1 –Sept 15 for donating**)
- SEP: OLD BILL'S CONCERT on the town square (2nd Saturday)
- SEPT: At rehearsal, announcement about Dues & Uniforms
- SEPT: At rehearsal, recognize Board members and open positions
- SEPT: Walk Hall Deposit & Ins. Cert for October Concert (scheduling & application by JHCB President)
- SEPT/OCT: Contact elementary schools about flyers, posters, & distribution and PTO for their pumpkin sale on the town square fundraiser & our flyers (or band member handing out)
- OCT: Old Bill's Awards Night. "Thank you" mailing, need/purchase: paper, envelopes, (stamps)
- OCT: HALLOWEEN CONCERT (Saturday afternoon near Halloween, at Walk Hall)
- OCT: At rehearsal, announcement about Dues & Uniforms
- NOV: LIGHTING OF THE TOWN SQUARE (Friday evening after Thanksgiving)
- NOV: Board Meeting- concert prep
- NOV: CFA Deposit for Christmas Concert (JHCB Pres. to fill out application)
- NOV: Confirm annual Scholarship and amount w/JH High School (emailed from Counselor's office)
- NOV: Voting for ACB takes place (mail in, due 12/15)
- NOV/DEC: Ask for Member to host Pot Luck in January

Jackson Hole Community Band Business Manager Duties

- (DEC: Tuba Christmas – Organized by Heinz Walter or other band member. Reimburse for expenses (from receipts!). Rehearsal room charged to JHCB)
- **DEC: HOLIDAY CONCERT (7pm Saturday, 1-2 weeks before Christmas)**
- DEC: Renew CFA Annual Lease on Library Space & review rehearsal rate changes/increases
- DEC: update ACB – (download list from JHCB website) submit music list and renew membership **by 1/15**
- **DEC/JAN: send annual Tax Preparation to accountant by 1/15 (cash basis 1/1-12/31)**
- DEC/JAN: prepare a draft of next year's budget (based on prior year: Old Bill's donations, expenses)
- JAN/FEB: Coordinate list/spreadsheet of prior year's music purchases and get to Insurance Company

AS NEEDED

- Collect W-9 from new Conductor and Guest Conductors receiving \$600+ per year
- Concerts at Walk Festival Hall: solicit Certificate of Insurance for dress rehearsal and concert day 4-6 weeks before the concert and submit to Artistic Operation Manager
- New Board Members: authorize them as signers on the bank account
- Track and update account passwords (related to Business Manager duties: bank, insurance)
- Petting Zoo: usually mid-July at Grand Teton Music Festival's family Concert (5pm zoo)
- Farmer's Market: (Participated in 2016) every 2-3 years, apply to host a booth at the Saturday market on the town square (also supply 4 carafes of coffee, vendors donate a portion of their income: \$2,000+/-) Applications open in May, due 5/30
- Maintenance work on the parade trailer, about every 8-10 years (last done in 2015)
- Show Boat: We own it – check in on it. Used annually by Boy Scouts for their Elkfest auction....

ANNUAL TAX PREPERATION/CLOSING

Have Accountant: file the E-card for JHCBand's 501(c)-3 and send out the 1099 to the conductor(s)

Send/Email to Accountant: by **JAN 15**

- W-9's
- INT-1099 from bank (and investment account)
- Jan & Dec Bank Statements
- QuickBooks Financial Reports (annual, cash basis):
 - Profit & Loss, standard
 - Balance Sheet
 - Trial Balance
 - 1099 Report

Other:

- Renew JHCB Non-Profit with WY Sec'y of State (**JAN**)