

Personal Accounts

Personal Accounts are "mini-savings accounts" that are established for each dancer to help cover expenses such as clothing, shoes, school athletic fees, KBC fees, etc. The dancer can earn money for their personal account through several fundraising events throughout the year. Because we are a non-profit organization, the money from personal accounts may only be used for dance related expenses such as:

- Mandatory Season Fees for the KBC
- Athletic Fees charged by Jefferson and Kennedy (receipt necessary)
- Team Clothing
- Athletic Shoes (receipt necessary—1 pair per season)
- Competition T-Shirts that are ordered by the team
- Camp fees
- Team trips

The money may not be used for:

- Secret Pal Gifts
- Make-up
- Parents who Chaperone Trips
- Practice Clothes (Ex: a new pair of sweat pants that you wear to practice.)

Contact the KBC treasurer if you are unsure whether an expense can be paid for with funds from your Personal Account.

Using the Personal Account to Pay for Dance Expenses

If you wish to use money in your personal account for expenses that are paid directly to the KBC (ex: KBC fees, team clothing, etc) you must contact the treasurer in advance, preferably by email. If you wish to be reimbursed for an item that you have already paid for out of your own pocket (ex: athletic shoes, athletic fees paid to Kennedy or Jefferson, etc) you must submit a copy of your receipt to the treasurer. Reimbursements from personal accounts will only be made to dancers who are current members of the Kolleens and for qualifying expenses which are incurred and submitted during the current school year.

***** YOU WILL NOT BE ABLE TO PAY WITH YOUR PERSONAL ACCOUNT IF THERE IS NOT ENOUGH MONEY TO COVER THE EXPENSE. IF THE EXPENSE EXCEEDS THE AMOUNT IN YOUR ACCOUNT YOU MAY MAKE A PAYMENT FOR THE DIFFERENCE. WE DO NOT LOAN MONEY TO ANYONE. *****

Making Payments

When making payments to the booster club, checks should be written to "Kolleens Booster Club" or "KBC". In the event a check bounces, the check owner will be charged a returned check fee by the booster club. If paying with cash, place the money in an envelope and mark the outside of the

envelope with the dancer's name, amount enclosed, and what payment is for. Turning in cash without a marked envelope may result in the dancer not being credited for that payment.

Payment Plans

We do understand the cost of Kolleens is high. It is your responsibility to contact the head coach and treasurer if you will not be able to make a payment on time. Payment plans are available and can be set up with the treasurer. This is a written agreement between you and the KBC with specific dates as to when money is due. Failure to make payments on time will result in consequences at the discretion of the head coach (ex: the dancer may not be allowed to participate in a particular event or performance). Dancers who owe the KBC money or are on payment plans are expected to participate in all fundraising events and volunteer at KBC functions along with their family members.

Note: All clothing must be paid for in full prior to orders being placed and cannot be paid for with a payment plan.

Balances

The KBC uses QuickBooks software to manage the Booster Club finances and dancer Personal Accounts. A statement of your personal account will be e-mailed to you by the treasurer periodically and upon request. Money deposited into your personal account will show up as a negative amount (credit). A negative balance in your account means you have money to use for dance related expenses. Payments made from your personal account will show up as a positive amount (debit). A positive balance means you owe the KBC money. Please note, there may be a time lag for money to be deposited into personal accounts from fundraising events. As soon as the KBC has received the money earned from fundraisers, the treasurer will distribute the money into the dancer's personal account.

Remaining Money

Any money remaining in a personal account after graduation becomes the property of the KBC's general account. If a dancer chooses to leave the Kolleens organization, the balance of the money will remain in her account through her graduation, at which time it will roll into the KBC general account. **UNDER NO CIRCUMSTANCES WILL REMAINING MONEY BE REFUNDED TO THE DANCER/PARENT.**

If you have questions about your personal account, contact the KBC Treasurer.