

## NEW POLICIES FOR MSMTA STUDENT ACTIVITY CHAIRS

Each chair now makes his/her own deposits of registration fees directly into Capital One Bank, with the bank deposit slips sent to me as soon as they are made. Chairs for events with multiple deadline dates such as the Keyboard Musicianship Exam and the Theory Test Program are asked to deposit checks in batches as each center's deadline is reached. Registration fees are non-refundable, so there is no reason to hang onto them past the deadline.

1) Within two weeks of the deadline for your event or individual center, using the deposit slips provided, please deposit all teachers' checks into any branch of Capital One Bank, Account No. 7614300092. Deposit stamps will be provided for chairs of the large events. Registration checks should be endorsed with "Deposit to MSMTA" and the account number. Please write the name of the activity or event for which the deposit is made on the deposit slip. Individual checks may but do not need to be itemized on the deposit slip if there are more than 15, but an adding machine tape or computer printout listing each check should be included with the deposit slip when making the deposit at Capital One Bank.

2) As soon as you have determined the judges' fees, send me the form for listing judges' fees and the check will be sent directly to you for distribution.

3) After your event takes place, the Financial Report form, all receipts, and the chair's reimbursement form for your event should be sent to: Claudette Horwitz @ 5004 Barkwood Place, Rockville, MD 20853. A copy of the Financial Report form should be sent to Daniel Lau @ 507 Walker Ave, Baltimore, MD 21212, or via email to [daniel.j.lau@gmail.com](mailto:daniel.j.lau@gmail.com).

I will forward the bank deposit slips and the request for checks and chair reimbursement to our bookkeeper. These checks will be sent to the chair of each event for distribution to the appropriate payee. Ansco Printing (Theory tests, Festival programs, etc.) will be billed to and paid directly by the bookkeeper.

If you have any questions, please contact me at [clhorwitz@gmail.com](mailto:clhorwitz@gmail.com). I promise to reply the same day. We appreciate your cooperation and thank you for your dedication and service to MSMTA.

Claudette L. Horwitz  
Vice President for Finance