



CHRISTCHURCH SCHOOL OF MUSIC Te Kura Puoro
Providing music education to Christchurch since 1955

POLICY ON ENSEMBLE TAGGED **FUNDS**

Approved on 15 June 2016

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RATIONALE

1. The School acknowledges that some of its ensembles undertake fundraising initiatives and receive donations and net profit from concerts. These monies are to be held within Tagged Funds for use specific to the ensemble concerned.

DEFINITIONS

2. In this policy the following terms stand for the following definitions:

“**Council**” means the Council of the Christchurch School of Music; and

“**School**” means the Christchurch School of Music.

“**Ensemble**” means any of the School’s orchestras, any of the string groups, the Concert Band, any of the wind or brass ensembles, any of the Rock or Jazz Bands.

“**CYO**” means the Christchurch Youth Orchestra

POLICY

3. The ensemble Tagged Funds are held within the main Christchurch School of Music account. Income and Expenditure relating to the Tagged Funds will be represented separately in the School annual accounts.
4. Monies held in the Tagged Accounts will consist of: Fundraising undertaken by the ensemble concerned; Donations given specifically for the purposes of the ensemble concerned; net profit from ensemble concerts once expenses have been settled;
5. Proposals for fundraising and expenditure from each Fund other than the CYO Tagged Fund shall be prepared by the conductor of the Ensemble in consultation with the School Music Director and the School Assistant Music Director, and presented to the Council by the Music Director annually. Council will give authorization for expenditure if appropriate funds are available in the Account, and may delegate the Music Director to spend small amounts without further consultation with Council if new proposals for expenditure arise during the year.
6. Proposals for fundraising and expenditure from the CYO Tagged Account will be made annually by a CYO Management Team consisting of the Music Director, the Assistant Music Director, the CYO conductor, the CYO Volunteer Manager, and one CYO player chosen by the CYO as their representative.
7. The CYO Management Team will present their fundraising and expenditure plans to the Council annually, plans which will be updated as required during the year. Council are responsible for considering whether the appropriate funds are available in the CYO Tagged Account for any expenditure. If the funds are available authorisation will be given. The Music Director and the CYO Volunteer Manager may be delegated to spend funds up to a given limit without consulting Council further.