

FREQUENTLY ASKED QUESTIONS

Document	Subject	Section	Comments/Questions	FCPS Response	Action	Respondents
MOA and Guidelines	General		August 1 draft documents are a drastic change from previous documents.	N/A	N/A	Ron Hutchinson McLean HS Band Parents Association
MOA and Guidelines	General		Prior draft documents were the result of extensive efforts of the booster working group and FCPS.	N/A	N/A	Ron Hutchinson McLean HS Band Parents Association
MOA and Guidelines	Legal Opinion		Would like to have a copy of the external legal opinion.	FCPS cannot share the legal opinion with the booster organizations.	N/A	Ron Hutchinson McLean HS Band Parents Association
MOA	Liability		Does not include limitation of liability for consequential and incidental damages or indemnification (including legal defense) of third party claims brought against an organization or individual member(s).	The School Board has no legal authority to assume the tort liability of another by way of an indemnification agreement. School boards in Virginia are immune from tort liability and cannot extend this immunity to others. However, individuals volunteering and performing their duties under the supervision of FCPS staff may be covered for their liability exposure.	N/A	Margaret Flynn Lake Braddock Band Boosters
MOA	Training		Does not include FCPS' obligation to provide annual training to booster organizations.	FCPS will and plans to provide training and workshops for band boosters.	N/A	Margaret Flynn Lake Braddock Band Boosters
MOA	Costs		Does not include FCPS' obligation to reimburse any costs incurred to comply with the MOA.	Services being received are voluntary and therefore no reimbursements are planned. Costs of software and supplies (check stock) will be paid for by FCPS.	N/A	Margaret Flynn Lake Braddock Band Boosters
MOA	Budget		Does not include the timeframes by which the principal must act regarding budget-related decisions and disbursements.	These will be coordinated with schools' finance staff.	N/A	Margaret Flynn Lake Braddock Band Boosters

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MOA	General		Does not include FCPS' responsibility to provide booster organizations with updated and current documents (regulations, directives, and guidelines).	It is implicit that changes and additions to the guidelines will be communicated and provided in a timely manner.	N/A	Margaret Flynn Lake Braddock Band Boosters
MOA	General		The new MOA is more work and we're not sure we can sign it or find volunteers to do all the work that's required.	The intent of the MOA and Guidelines is to continue to allow Boosters to collect fees and help support the marching band program.	N/A	Diana Tippet Robinson Band and Orchestra Parents Organization
MOA	General		The August 1 draft MOA is generally acceptable with a few suggested changes.	Revisions to the MOA will be reviewed and accepted as applicable.	MOA updated	Ron Hutchinson McLean HS Band Parents Association
MOA	Changes	II., second paragraph	Would like it added that Guidelines are to be changed annually when the MOA is executed for the new school year.	FCPS needs to have flexibility to change if school board policy and/or state code changes are made midstream. Every effort will be made to ensure that these changes are not disruptive.	N/A	Ron Hutchinson McLean HS Band Parents Association
MOA	Booster Sponsored Activity	II., third paragraph	A sentence has been added (regarding their tax-exempt, charitable status) and is important to booster organizations. It needs to be included in the MOA and not just in the Guidelines. This is very important to Boosters.	Revision noted.	MOA updated	Ron Hutchinson McLean HS Band Parents Association
MOA	FOIA	IV., sixth paragraph	Change "produce requested documents" to "provide a response" within 5 days.	FCPS has stringent FOIA deadlines which must be adhered to. Information requested may be readily available in FCPS system.	N/A	Ron Hutchinson McLean HS Band Parents Association
MOA	Term	VI.	Deleted part of the sentence. Wants it made clear that the MOA is only for one school year at a time and that a new MOA must be executed each school year.	Revision noted.	MOA updated	Ron Hutchinson McLean HS Band Parents Association
Guidelines	General		The August 1 draft Guidelines requires extensive revision and imposes unreasonable burdens on Boosters.	Revisions to the Guidelines will be reviewed and accepted as applicable.	Guidelines updated	Ron Hutchinson McLean HS Band Parents Association

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Guidelines	Consumable Fee	General	Prefer county minimally charge for consumables (i.e. \$190) to maintain financial support.	FCPS Notice 5922 has set the marching band fee at actual cost not to exceed \$300.	N/A	Cathy Dettmer Centreville High School Boosters
Guidelines	Consumable Fees	General	Would like to add Booster marching dues (for uniform usage and supplemental instruction) to FCPS consumable fee.	Booster assessed dues are not to be included in the marching band fee.	N/A	Cathy Dettmer Centreville High School Boosters
Guidelines	Consumable Fees	General	What happens to unspent FCPS consumable money at the end of the year?	Unspent consumable fees must be returned to the parent/guardian paying the fees.	N/A	Cathy Dettmer Centreville High School Boosters
Guidelines	Consumable Fees	General	Could the unspent monies be automatically assigned to a uniform reserve account or is refunding the only option?	No. Parents/Guardians must be notified of this prior to paying the fees.	N/A	Cathy Dettmer Centreville High School Boosters
Guidelines	Student Fees	II., first paragraph	Would like "FCPS sponsored" removed from second sentence of the paragraph because it implies there are aspects that are not mandatory but are still "FCPS sponsored." Non-mandatory activities that are FCPS sponsored are addressed in the third sentence.	Revision noted.	Guidelines updated	Ron Hutchinson McLean HS Band Parents Association
Guidelines	Student Fees	II.	We've added a paragraph that we feel is necessary to clarify that the Guidelines and MOA regarding the tax-exempt, charitable status of booster organizations. This is very important to Boosters. Without inclusion of this provision, MHSBPA will not be able to sign the MOA.	Revision noted.	Guidelines updated	Ron Hutchinson McLean HS Band Parents Association
Guidelines	Consumable Fees	II.A.	Would like to include "uniform reserve funds" and "food and drinks for marching band week" to non-exhaustive list of potential consumable items.	List has to be finite and defined. There is a provision for food and uniform replacement.	N/A	Diana Tippet Robinson Band and Orchestra Parents Organization
Guidelines	General	II.B.	Would like it clearly stated in this section (and throughout the rest of the documents when possible) that the guidelines only apply to marching bands.	Clarification noted.	Guidelines updated	Diana Tippet Robinson Band and Orchestra Parents Organization
Guidelines	Student Fees	II.B.	As written, this provision is unclear and subject to a variety of interpretations. We've added language where the determination of what constitutes an FCPS sponsored activity should be made by the local principal using the criteria in this provision.	Revision noted.	Guidelines updated	Ron Hutchinson McLean HS Band Parents Association

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Guidelines	Booster-sponsored Activity	II.C.	This is a new provision on booster-sponsored activities that constitutes booster-sponsored activities.	Revision noted.	Guidelines updated	Ron Hutchinson McLean HS Band Parents Association
Guidelines	Student Fees	III., first paragraph	Please insert "student" and "charged by FCPS" to clarify that only student fees charged by FCPS are FCPS funds.	Revision noted.	Guidelines updated	Ron Hutchinson McLean HS Band Parents Association
Guidelines	Budget Exceptions	III.A., second paragraph	What constitutes a "deviation" from the annual approved budget? Is there a dollar amount associated with "any new or modified disbursements" that would trigger the additional, separate approval needed from the principal?	5% or \$40, whichever is less.	Guidelines updated	Diana Tippet Robinson Band and Orchestra Parents Organization
Guidelines	Budget Exceptions	III.A., second paragraph	Please insert the word "material" or "materially" so that it is not necessary to require written approvals by the principal when there is a small deviation of the approved budget.	The tolerance limits for FCPS appropriated funds is the lower of \$40 or 5% of the line item.	Guidelines updated	Ron Hutchinson McLean HS Band Parents Association
Guidelines	FCPS-sponsored Trips	III.B.	Deleted the requirement to use FCPS letterhead and use FCPS official communication systems as long as the communication is approved by the principal	We need FCPS forms and letterhead to be used to notify parents if it is an FCPS fee.	N/A	Ron Hutchinson McLean HS Band Parents Association
Guidelines	Student Fees	III.C.	Deleted the third and fourth paragraph, added an additional paragraph. The requirement should be that student fees charged by FCPS and collected by the booster organization on behalf of FCPS should be clearly identified to the parents. Parents should not be required to split up their payments in the manner suggested nor should the booster organizations be expected to collect split payments	Following revision made: It shall be the duty of each principal and the booster organization to ensure that students and parents are informed of the FCPS student fees charged separate from any optional booster dues/assessments. Where feasible, students and parents should be requested to make payment of FCPS student fees by separate checks made payable to the local school.	Updated; understand requirement from practice.	Ron Hutchinson McLean HS Band Parents Association

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Guidelines	Checks and Purchase Orders	III.H., second paragraph	It says, "No Booster may be given authority to debit funds from, or issue checks against, the FCPS school account without the principal or school finance officer's signature." Does this just refer to the process of submitting a purchase order for approval or does it extend to the actual writing of the checks as well?	It applies to both purchase orders and checks which must be signed by the principal.	N/A	Diana Tippet Robinson Band and Orchestra Parents Organization
Guidelines	Checks	III.H.	If the purchase is approved, can the Booster then write the check (with 2 signatures) or does the principal or his/her designee has to then sign the check too?	The principal must sign the checks.	N/A	Diana Tippet Robinson Band and Orchestra Parents Organization
Guidelines	Checks	III.H.	If there is an approved budget in effect, why is this even necessary?	The bank account must be under the control of FCPS and Boosters are only allowed to perform ministerial tasks.	N/A	Diana Tippet Robinson Band and Orchestra Parents Organization
Guidelines	Checks	III.H.	Why do we have to submit additional paperwork to justify individual purchases and then have a school official sign the check?	Disbursements must have proper supporting documents.	N/A	Diana Tippet Robinson Band and Orchestra Parents Organization
Guidelines	Records	IV.C., second paragraph	Deleted requirement of bringing paper records to the school to be stored every two weeks due to being too burdensome for volunteers.	Changed to monthly.	Guidelines updated	Ron Hutchinson McLean HS Band Parents Association
Guidelines	Records	IV.C.	Deleted third and fourth paragraphs, added an additional paragraph. The two paragraphs must be deleted because they're not feasible or practical. A more reasonable approach should be used that was included in prior drafts.	FCPS funds will be accounted for using FCPS software.	N/A	Ron Hutchinson McLean HS Band Parents Association
Guidelines	Changes	V.	Deleted entire section. Any changes needed to the Guidelines should be done on an annual basis and can be incorporated into the new MOA for the new school year	FCPS needs to have flexibility to change if school board policy and/or state code changes are made midstream. Every effort will be made to ensure that these changes are not disruptive.	N/A	Ron Hutchinson McLean HS Band Parents Association
N/A	General		Last year's county appropriation reduced Centreville's band fees which in turn helped their collection rate.	N/A	N/A	Cathy Dettmer Centreville High School Boosters

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N/A	General		Can the CHARMS database be used for other music programs in addition to the marching band program?	Yes. FCPS is aware Booster Organizations deal with a broad spectrum of music programs (concert band, orchestra, chorus and guitar) and that in many cases they are using CHARMS. FCPS will work with Booster Organizations to ensure all music programs currently being managed can be implemented.		
N/A	General		Can Booster Organizations use CHARMS to record Booster-sponsored transactions?	Yes. CHARMS will accommodate both the accounting of FCPS funds and Booster Organizations financial activity. FCPS will meet with Booster Organizations to map the requirements for the use of CHARMS.		
N/A	General		Can Booster Organizations opt out of the MOA and not charge any FCPS consumable fees but instead charge only Booster assessments/payments in place of the FCPS fees?	If Booster Organizations opt out of the MOA, all activity related to the collection/disbursement of FCPS funds will be done by FCPS. Booster Organizations opting out of the MOA may charge assessments or dues to its members. Such payments cannot be required for students to participate in the FCPS marching band program. Booster Organizations cannot require or assess dues/fees to FCPS students in lieu of the consumable fee.		



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N/A	General	*	Are student fees charged for optional FCPS-sponsored activities, such as trips and the summer marching band program, considered FCPS fees under the MOA and are those FCPS fees limited to covering only consumable expenses?	Student fees charged for optional FCPS-sponsored activities, including trips and the summer marching band program, are considered FCPS fees under the MOA and Guidelines. Student fees for such optional activities are to cover the actual cost of the activity and are not limited to consumable expenses.		