

**General Financial Policy:**

- The General Manager has the final say on all financial matters.
- All cheques must be signed by the General Manager and/or the treasurer.
- If a financial situation arises in which neither the General Manager nor the treasurer are equipped to handle, they are to seek council from Bert (or the current Phoenix Production Manager).
- The treasurer is responsible for creating the semi-annual reports. The General Manager is responsible for approving the final draft.
- Semi-annual reports are to be formed after each season.

**Box Office Revenue:**

- All SATCo shows have a \$4.00 suggested donation as admission. Patrons are not to be turned away if they do not pay the suggested donation.
- All cash collected from the Front of House Manager must be stored and locked in the SATCo cupboard in the Phoenix Box Office.
- Cash from each season must be deposited before the beginning of a new season.
- Coins must be rolled by the treasurer, General Manager, or FOH Manager. No loose change should be deposited.
- The FOH Manager must count all revenue, the same day of the show. After the run of the show, the FOH Manager must send a revenue report to the SATCo email in a spreadsheet. This revenue report should include the total revenue of the run and a breakdown of earnings each day.
- The treasurer and the General Manager must count the revenue of each run and confirm that is accurate to the revenue report sent by the FOH manager.
- The General Manager must confirm that the deposit amount recorded on the monthly bank statement is accurate to the FOH revenue report from each show.

**Season Budget:**

- Each show is allowed a \$100.00 budget, provided by SATCo.
- Printing for cast and crew scripts will be initially paid for by the stage manager and will be reimbursed by the treasurer with a breakdown of number of scripts, pages, and printing price per page. This amount is not included in the initial \$100.00 budget.

- All shows are eligible to apply for extra funds. This request must state the amount of extra funds being requested and why it is necessary for their artistic or technical vision. This request must be sent to the SATCo email with at least five (5) days of notice prior to the date that the purchase must be made. The maximum amount of extra funds that may be requested is \$100.00, for a total budget of \$200.00. SATCo has the right to refuse any requests without question. If a member of the production team spends more than the approved budget without requesting extra funds they will not, under any circumstances, be reimbursed for that amount.
- Production teams are to stay within the predetermined budget and SATCo does not, under any circumstances, support personal funds being spent.
- All production expenses are to be paid for initially by a production team member, to be reimbursed by SATCo. In order to be reimbursed, the Stage Manager must submit all receipts to the Treasurer, in an envelope with the title of the show, the date, and the payee of the reimbursement. Receipts must be submitted within ten (10) days from the final performance.
- Receipts should be submitted with a breakdown of what was purchased and why. Acceptable expenses include anything that is used for the show (i.e. props, costumes,). Unacceptable expenses include anything that is not used for the show (i.e. dinner for the cast, alcohol for the after party, snacks for rehearsals).
- Production team members will be reimbursed by SATCo within ten days of receiving receipts.
- A production team member will not be reimbursed without a receipt.
- SATCo must maintain \$1000.00 in the bank account in the case of a show causing extreme damage to department property. In the case of irreparable damage, the full or partial amount of \$1000.00 can go towards repairs or replacement of damaged property.

**Pick of SATCo:**

- Following the Spring season, SATCo will hold a vote among the student body to determine the Pick of SATCo. Every SATCo show produced within that school year will be considered unless under special circumstances.
- The winner of Pick of SATCo is eligible to claim up to \$500 to be spent on remounting, workshopping, or otherwise working further on their production. The prize money must be claimed within eighteen months, starting from the date that the Pick of SATCo Winner is publicly announced. After those 18 months, the \$500.00 is forfeited to SATCo, and the creators no longer have any claim over those funds.
- To be reimbursed, the playwright or director must submit an estimated budget within 6 months, starting from the date that the Pick of SATCo Winner is publicly announced. The budget should detail what the expected costs will be PRIOR to making any purchases. This is

to be reviewed and approved by the Treasurer and the General Manager. If the projected purchases are not approved, the purchases will not be reimbursed. Any changes to the budget following the initial approval must be re-approved by the Treasurer and the General Manager.

- To be reimbursed, SATCo must receive physical or scanned receipts from all expenses within the eighteen (18) month period. Physical copies of receipts must be submitted to the treasurer in an envelope with the name of the SM, director, and the date. Emailed receipts must contain this information in the email.
- Receipts should be submitted with a breakdown of what was purchased and why. Acceptable expenses include anything that is used for the show (i.e. props, costumes, venue rental). Unacceptable expenses include anything that is not used for the show (i.e. dinner for the cast, alcohol for the after party, snacks for rehearsals).
- SATCo must reimburse expenses within two weeks of receiving the receipts.
- If the amount is too expensive to pay out of pocket (i.e. venue rentals), the General Manager and treasurer can write a cheque directly to the payee.
- You cannot be reimbursed without a receipt.

#### **SATCo Events:**

- It is acceptable to purchase food and non-alcoholic drinks for SATCo events (i.e. coffee for Speed Dating or pizza for lighting hangs). Treasurer must document these purchases.
- All reimbursements follow the same guidelines as those indicated in the Season Budget section above.

#### **Printing:**

- At the beginning of the fall season, SATCo will load a ZAP account with \$200.00.
- The ZAP account can be used by any member of the board to print SATCo related documents (i.e. posters for season printed by marketer).
- The log-in information will be available to all members of the SATCo Board.