

General Financial Policy:

- The General Manager has the final say on all financial matters.
- If a financial situation arises in which neither the General Manager nor the Financial Manager are equipped to handle, they are to seek counsel from the current Phoenix Audience Services Manager.
- The Financial Manager is responsible for creating the annual reports. The General Manager is responsible for approving the final draft.
- Annual reports are to be formed in April.
- Changes made to SATCo's budget must be voted on by staff and board.
- Staff and Board members seeking reimbursement must submit their receipts by December 15th or April 15th, whichever date follows most closely after their purchase.

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.
- All deposits and withdrawals must go through the current Phoenix Audience Services Manager.
- Cash from each season must be stored 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.

Season Budget:

- Each show is allowed a \$150.00 budget, provided by SATCo.
- Printing for cast and crew scripts as well as COVID equipment will be initially paid for by the stage manager and will be reimbursed by the Financial Manager. This amount is not included in the initial \$150.00 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 communicated to the Financial Manager. The maximum amount of extra funds that may be requested is \$50.00, 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, SATCo is not, under any circumstances, responsible for reimbursement.

- 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 Financial Manager in an envelope with the title of the show, the date, and the payee of the reimbursement. Receipts must be submitted within seven (7) 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 seven (7) 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.

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). The Financial Manager must document these purchases.
- All reimbursements follow the same guidelines as those indicated in the Season Budget section above.

Financial System:

- All cash in and cash out must be recorded in a financial form. This form must be signed by the Financial Manager and the current Phoenix Audience Services Manager.
- Financial forms should contain the following information:
 - Cash In
 - The source of the money (ex. Ticket sales from a certain show/show-date)
 - The date of the deposit
 - Cash Out
 - For reimbursement

- Date of the purchase
- Reason for the purchase (ex. Pizza for the tech team, costumes for a show, printing for a show)
- The persons who made the purchase/will be receiving reimbursement
- Date of the withdrawal
- The relevant receipts, stapled to the back
- For purchases to be made (ex. Large purchases to be made without burdening an individual pending reimbursement.)
 - Purpose of withdrawal
 - Date of withdrawal
 - Proof of payment