

Williamsburg Players, Inc. Policy and Procedures Manual

Title: Financial Management Practices, Corporate Organization		Number:
Also see: Budgets and Budgeting, Corporate Organization Budgets and Budgeting, Show		e file name: finan.wpd
Date	Change Summary	
4/21/98	Initial inclusion in P&P Manual	

(Note, policies are statements or rules, procedures are methods or courses of action.)

1. Objectives or Purpose:

This set of policies is designed to guide the management of the Williamsburg Players finances.

2. Policies or Procedures:

- A. Estimated budget guidelines are required for each show (July 19, 1989 board discussion).
- B. Estimated Budgets required for Board/departments (July 19, 1989 board decision), see policy for "Budget and Budgeting - Corporate Organization."
- C. The use of the Farm Fresh card is limited to Board members and current show Producer by the board on August 13, 1989.
- D. All receipts (both reimbursable and non-reimbursable) must be annotated and signed by responsible party prior to giving to Treasurer per the board on August 13, 1989.
- E. 15 % of the Seasons Subscription sales will be earmarked for the Building Fund and funds transferred at the end of the season drive, first established as a policy in Oct 91 and revised up to 15 % later.
- F. LOWE's hardware credit cards are issued to the VP of Production and to the House TD/Show TD's.
- G. Approved Board members can acquire a SAM's card on the Williamsburg Players corporate membership.

H. The Williamsburg Players will maintain 30 day accounts at:

Ace Hardware (on Richmond Road)

Better Buy (on Ironbound Road)
Kinko's (on Richmond Road)
Master Cleaners (on Richmond Road)
Sam's Camera Shop
Backstage (on Broad Street, Richmond VA)
J&R Printing
Printwell