**Budgeting:**

At the start of each semester, SPT, like any other club, must submit a budget. This will contain anything that Troupe would like the SFC (Student Finance Committee) to help pay for during the course of the semester. It is Troupe’s primary source of income, supplemented by fundraising. Pay attention to e-mails that go out from the SGA Treasurer regarding when budgets are due and when budgeting workshops are. Contact the SPT Treasurer for any other information regarding SFC matters, including who the SFC representative assigned to SPT is. Be sure to have the contact info of the SFC representative assigned to Troupe, as she is a good source of information regarding budgeting and SFC policies.

At the very beginning of the semester, there are mandatory budgeting workshops which all clubs who receive SFC funding must go to. This workshop will highlight budgeting protocol for that academic year. While it is the job of the SPT treasurer to attend this workshop, it is a good idea for stage managers to do so as well, to gain a sense of how the SFC relates to us. These meetings are short, usually under an hour. It is worth your time to go to one.

Budgets are typically due to the SGA house by 5:00 pm a week after the budgeting workshops. Again, pay attention to e-mails sent out about the deadline and ask the SPT Treasurer. This deadline will also be repeated at the workshop.

The creative teams of each show work to compile their own budget and the stage managers of these shows typically meet to combine these two budgets into a single Troupe budget, with any additional supplies that are for both productions to share (makeup, publicity, new binding, etc.) and any other items the Co-Coordiantors think might be necessary for Troupe (workshops, equipment, etc.). The budget should clearly delineate what you seek to order and how much you want for it. The budget should be organized with headings for each show, “both shows,” and “general Troupe.”

This budget is then sent to the SPT Treasurer who compiles the budget and turns it in to the SGA House. The SPT Treasurer should receive the budget no less than 24 hours before it is due so she can work to format it, submit online and turn 3 copies of it in on time.

The SPT Treasurer will schedule a budget meeting when she hands in the budget. This will probably be in the week after budgets are due. The SPT Treasurer and the director(s) and stage manager(s) of each show should expect to be at this meeting to negotiate the various line items.

The SFC usually cuts at least 30% of every budget they receive; they have been known to cut as much as 60% from clubs they deem as “unreliable.” Pad your budget with this in mind. Do not pad outrageously, but always place price estimates as higher than they actually are. Take shipping fees into account if ordered online. Discuss ahead of time with your creative team which items on the budget are negotiable and by how much. Have a plan for where to cut corners.

Once the budget is approved, you can start spending the money. Be sure to get a receipt for anything and everything you wish to be reimbursed by the SFC for. For online orders, this is a little tricky. Sometimes there is a printable receipt, a shipping invoice that comes with the product is necessary to turn in as a receipt if it comes.

Photocopy every receipt before you turn it in to have as a record of the transaction, in case any receipt should go missing after you turn it in. Staple the **original** (not photocopied) receipt to an SFC reimbursement slip, available online

http://www.brynmawr.edu/activities/forms.shtml

which is to be filled out, listing whomever is to be reimbursed (whomever fronted the money to purchase this item). You will need that person’s ID # and mailbox #. Turn in the receipt and the slip to the box of the SFC representative to SPT on the 2nd floor of the SGA House (not campus mail!). If you have a direct deposit account with the school, the money will get sent there. If you do not they will cut a check and put it in your mailbox. If you are awaiting reimbursement, be sure to check your mailbox regularly.

Receipts must be turned in no later than 30 days after purchase. Budgeted money can not retroactively cover items purchased before the start of the semester, before the budget was turned in.

Sometimes a stage manager hands in all the receipts, and sometimes a director does. Sometimes multiple people do, but it is a good idea for one person to keep track of all finances for a show. A stage manager is the person for this. Directors or anyone else who purchases something with money from the budget should turn the slip into the stage manager of a show. An exception to this rule would be in the case of something purchased not for a specific show but for Troupe as a whole. In this case, the person who purchased the item should either photocopy the receipt and turn in the original with its SFC reimbursement slip (giving the SPT Treasurer or a stage manager the photocopy) or give it to the SPT Treasurer to photocopy and turn in.

If you choose to use budgeted funds for something that you did not budget for, fill out an SFC reallocation form prior to the purchase and hand it in to the mailbox of SFC representative to SPT in the SGA House.

Keep track of how much money you have spent and how much you left over to avoid going over budget. If you are the first show performing in a semester, let the second show know if you have any leftover cash in your budget once you have finished paying off your show’s expenses. That way, the second show can know whether or not there are additional funds that may be reallocated to their show. Pay attention as to whether or not you have cash in your budget at the end of the semester. If it is a lot of cash, you will want to use it up. Too much leftover cash may result in SPT being deemed “unreliable,” meaning the following semester’s budget will be cut more by the SFC since you did not use all the money given to you the previous semester. Discuss with the other stage managers and Co-Coordinators what you all feel should be done with the money.

Be sure to turn in all receipts by the deadline at the end of the semester. This information will be disseminated via e-mail. Ask the SPT treasurer or the SFC representative for this information if you are unsure.

The SFC will not reimburse clubs for food and beverages consumed at meetings. Parties are a separate matter and are under the auspices of the Party Policy.

When in doubt, contact the SPT Treasurer, your SFC representative, or the Student Activities Website.