

Pratt's Bottom Dramatics Society

Committee Finance Policy

1. Financial Year

The financial year of Pratt's Bottom Dramatics Society runs from **30th May to 31st May** each year.

2. Financial Responsibility

The **Chairman has ultimate financial responsibility for the Society.**

All Committee Members share responsibility for ensuring that Society funds are used responsibly and only in furtherance of the Society's purposes.

All expenses must represent **good value for money**, and members should aim to **spend the least amount possible without reducing production standards.**

3. Bank Accounts and Debit Cards

The Society maintains a bank account operated by the Committee in the name of the Society.

The following individuals are authorised cardholders and listed on the Society's bank account:

- **Jack Holloway – Chairman**
- **Bryony Da Silva – Finance Director**
- **Richard Kerlogue – Front of House Manager**

Society debit cards:

- **Must only be used by the authorised cardholder**
 - **Card details must not be shared with any other person**
 - Must not be used by others for convenience under any circumstances.
 - All expenses must be **immediately** forwarded to the finance director no later than 1 day after making the purchase.
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4. Use of Society Funds

The funds of the Society, including **membership fees, donations, box office income and bequests**, shall be applied **solely in furthering the purpose of the Society**.

All funds must be paid into the Society bank account.

No member shall receive payment directly or indirectly for services to the Society except:

- Reimbursement of **legitimate expenses** incurred on behalf of the Society (e.g. production costs), or
 - Where the Committee has explicitly approved **reasonable payment for services**, which may include but is not limited to acting as a **Director for a production**.
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5. Production Budgets

For each production:

- **Budgets will be agreed in advance** between the **Heads of Department, Chairman, and Finance Director**.
- Each department will receive an **allocated production budget**.

Heads of Department are responsible for managing their department's expenditure within this budget.

6. Budget Control

Heads of Department:

- **Must not exceed the agreed budget** for their department.
- Must track all spending using the **budget tracker for the current show**.
- Any expenses **above the agreed budget may not be reimbursed**.

If additional spending is required:

- **Explicit approval must be obtained from the Chairman, or Finance Director if the Chairman is unavailable, before** the expense is incurred.
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7. Emergency Spending

The **Chairman may authorise up to £200 of additional spending** from within approved production budgets **in an emergency** without seeking Committee approval.

Any expenditure **above £200 must be approved by the Committee.**

8. Expense Claims

Expenses may be submitted using the Society's **expense claim form.**

https://docs.google.com/forms/d/e/1FAIpQLSfwpeZTWL2bUZIVTN32r-VC3jX3NZkU9UP_U3gNKf7zkDIN_g/viewform?usp=header

Requirements:

- All expenses **must be supported by receipts.**
- Claims may be submitted **as expenses occur or at the end of the production.**
- No reimbursable expenditure should be incurred **without agreement from the relevant budget holder.**

All expenses will be **reviewed and authorised by the Finance Director.**

Items purchased on personal accounts can be reclaimed as you go using the **expense claim form** or at the end of the production within the expense deadline.

9. Production Expense Deadlines

All expenses relating to a production must be submitted **within 7 days after the final performance.**

Expenses submitted after this time **may not be reimbursed** unless exceptional circumstances apply.

10. Production Financial Reporting

Within **two calendar months of the final performance** of a production, the Finance Director will prepare a **full statement of receipts and expenses** for that production.

This statement shall be **available for inspection by Committee Members** at a time and place determined by the Committee.

11. Recovery of Monies Owed

All monies due to the Society, including **performance fees and membership fees**, shall be **recoverable at law** if necessary.

12. Compliance with Policy

All Committee Members and budget holders are expected to follow this policy.

Failure to comply may result in **expenses not being reimbursed and/or Committee review**.

Financial Approval Workflows

These workflows define how financial decisions and expenses should be approved within the Society.

1. Production Budget Approval Workflow

Step 1 – Draft Budget

The **Head of Department** (e.g. Set, Costume, Props, Lighting, Sound, Marketing, Front of House) prepares an estimated budget for their department.

Step 2 – Budget Review

The draft budget is reviewed with:

- Chairman
- Finance Director
- Relevant production team members if required

Step 3 – Budget Agreement

Once reviewed, the **Chairman and Finance Director approve the final departmental budgets**.

These budgets are then recorded in the **production budget tracker**.

Step 4 – Budget Confirmation

Heads of Department receive confirmation of their **maximum approved budget**.

No expenditure should be incurred before budgets are confirmed.

2. Standard Expense Approval Workflow (Within Budget)

Step 1 – Expense Identified

The **Head of Department** identifies a required purchase within their approved budget.

Step 2 – Budget Check

The Head of Department confirms:

- The purchase fits within the **approved department budget**
- The expense is recorded in the **budget tracker**

Step 3 – Purchase Made

The purchase can then be made either by:

- An authorised debit card holder, or
- A member who will submit an expense claim.

Step 4 – Expense Recording

The expense must be:

- Logged in the **budget tracker**
- Supported by a **receipt**

Step 5 – Expense Submission

Expense claims are submitted using the **Society expense claim form**.

https://docs.google.com/forms/d/e/1FAIpQLSfwpeZTWL2bUZIVTN32r-VC3jX3NZkU9UP_U3gNKf7zkDIN_g/viewform?usp=header

3. Out-of-Budget Approval Workflow

If a department needs to exceed its allocated budget:

Step 1 – Request Approval

The Head of Department must request approval **before making the purchase**.

Step 2 – Approval Authority

Approval must be given by:

- **Chairman**, or
- **Finance Director if the Chairman is unavailable**

Step 3 – Budget Adjustment

If approved, the additional amount will be recorded in the **budget tracker**.

Step 4 – Expense Submission

Expenses must still be submitted with **receipts and documentation**.

Expenses made without approval **may not be reimbursed**.

4. Emergency Spending Workflow

In urgent circumstances during a production:

Step 1 – Emergency Identified

An immediate purchase is required to allow the production to continue.

Step 2 – Chairman Authorisation

The **Chairman may authorise up to £200** of additional spending from within approved production budgets without committee approval.

Step 3 – Record Keeping

The expenditure must be:

- Logged in the **budget tracker**
- Reported to the **Committee at the next meeting**

Step 4 – Committee Approval

Any emergency expenditure **above £200 must receive Committee approval** before it is incurred.

5. Expense Reimbursement Workflow

Step 1 – Expense Form Submission

The claimant submits:

- Completed **expense claim form**
- **Receipts**
- Description of the expense
- Production and department

Step 2 – Budget Holder Verification

The relevant **Head of Department** confirms the expense:

- Relates to the production
- Is within the approved budget (or has approved overspend)

Step 3 – Finance Review

The **Finance Director** reviews the claim.

Step 4 – Payment

If approved, reimbursement is made from the Society bank account.

6. End of Production Financial Reporting Workflow

Step 1 – Expense Deadline

All production expenses must be submitted **within 21 days of the final performance**.

Step 2 – Financial Reconciliation

The **Finance Director/Treasurer** reconciles:

- All production expenses
- Box office income
- Other production-related income

Step 3 – Production Financial Statement

Within **two months of the final performance**, a **production financial report** will be prepared.

Step 4 – Member Access

The report will be made **available for inspection by committee members** at a time and place determined by the Committee.

