



## PTG BOARD POLICY 4-1

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### **POLICY TITLE: Production Budgets**

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#### **BACKGROUND**

The annual budget will establish the overall budget for each production in the playbill.

A production budget details how much money will be spent on each area of the production. It involves the identification and estimation of cost items for each phase of the production (development, pre-production, production, post-production/close of show).

#### **POLICY STATEMENT**

At PTG we strive to present excellent quality theatre productions, fostering the growth and artistic needs of the production cast and crew while still maintaining fiscal responsibility. A production budget is a means of identifying and allocating the appropriately approved funds to the various budget lines of the production.

#### **POLICY**

1. The annual budget establishes a maximum expenditure allowed for each production.
2. The production manager is responsible for creating a detailed production budget for a play. The production manager will provide a copy of the production budget line breakdown to the President and the Finance Manager at least eight weeks before opening; or prior to the first expenditure for the production, whichever comes first. The Board must approve any unusual circumstances that would put the Production over the amount allowed in the annual budget.
3. The Production Manager is responsible for making sure that the Production expenses are kept within the approved budget. The Production Manager shall submit weekly expenses and receipts to the Book keeper in order to monitor that the Production is staying on budget. The Finance Manager will present a monthly production budget report to the Board of Directors for review. Any anomalies will be addressed by the Chair of the Board with the Production Manager of the production.
4. The final report of actual expenses for the production will be prepared by the Finance Manager based on receipts submitted by the Production Manager. All receipts must be submitted within two weeks of the closing of the production and a final production budget report will be presented to the Board of Directors at the meeting following the close of the production. A copy of this final production report from the Board of Directors will be provided to the Production Manager and Director of the production.
5. In the event that a production goes over budget the Board of Directors may provide a written review to the Production Manager with copies to the President and the Play Selection Committee.

#### **MONITORING:**

The Production Chair will work with each Production Manager to establish a detailed budget for each show. The Finance Manager will monitor the weekly expense submissions and address any overspending or anomalies accordingly.

The Finance Manager will provide a monthly expense report to The Board who will review production expenses. Overspending of budgets will be addressed as noted in item 6.

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Related Policies: 2-3 Annual Budget

Related Documents: Production Budget Form