

BUDGET CHAIR

Revised: 06/10/2017

Duties:

-) Prepare a yearly budget for the following year by the end of the fiscal year.
-) Present final budget to Board for approval.
-) Work with play Directors to prepare estimated income and expense for each production for the upcoming year.
-) Prepare financial statements and budgets for grant applications.
-) Review monthly financial statements and compare to budget.
-) Establish and work with a committee on issues related to budget and finance, if necessary.