

Board Member Job Descriptions: Budget Committee

Committee members:

The budget committee will consist of a Director, the Treasurer and one or two other SLCT members. The Director of the budget committee should be familiar with the prior SLCT operations to be able to project future income and expenses.

Primary Duties:

- Work with Show Director's to prepare estimated income and expense for each production for the upcoming year.
- Discuss with the Board and Treasurer the Indirect or General Overhead and administrative costs for the upcoming year.
- Define the budget timeline.
- Estimate the expected dates and amount of revenue to be generated.
- Compare the expected dates and amount of revenue to the estimated expenses.
- Prepare Cash Flow budget based on dates of revenue and expenses.
- Develop a final budget for operations.
- Develop a cash flow budget.
- Present final budget to Board for approval.