1. Once the slate and directors for the coming season are approved by the Board, it will be the responsibility of the show’s producer for each show to provide a budget for show-related expenses, no later than April 1 of the preceding fiscal year. The Board will volunteer one or more members to assist with this effort. This budget will be approved by the Board (although we expect most budgets to be pro-forma).

1. It will be the responsibility of the Treasurer to compose a budget for all non-production related expenses for St. Dunstan’s, no later than April 1 of the preceding fiscal year.
2. The Treasurer will assemble the individual show budgets (as created in #1, above) and the non-production budget (as created in #2, above) into one comprehensive budget for St. Dunstan’s. The Treasurer will distribute the proposed budget to the Board members no later than one week before the final Board meeting of the year (usually in April).
3. The Board will approve the budget fore the following fiscal year, no later than 10 days before the Annual Meeting.

1. It will be the responsibility of the show’s producer to track actual expenses against budget for that show. (The Board can provide some spreadsheet tools for that purpose).
2. The bookkeeper of St. Dunstan’s will not pay any show-related expenses for a show without the signature of the show’s producer. This is not intended as a check against the bookkeeper, but rather a check to guarantee that the producer is made aware of all show expenses in a timely manner.
3. The show’s production team can at will move monies from one show category to another without notifying the Board, so long as such changes are documented (see #2, above). However, if a show is going to spend more than 105% of the originally total budgeted amount, it is the producer’s responsibility to return to the Board for approval of each 5% increase.
   1. Exception to the “move monies freely” clause; the production team cannot reduce house-related expenses below their ability to function. These include: ticketing, concessions, and program printing. Cheaper alternatives can be found (such as alternative printers), but functionality cannot be impaired (such as deleting programs altogether).
4. The producer will give an accounting of budget vs. actual (expenses only) to the Board after the show closes.
5. The production team of the show cannot assess additional fees (beyond the standard $35.00 rehearsal fee/$80.00 membership fee) without express consent of the Board.