

POLICY NUMBER: 3.4	DATE ADOPTED: Jan 6, 2026
POLICY TYPE: Finance	DATE AMENDED:
POLICY TITLE: Expenses and Reimbursement	

Expenses and Reimbursement

The Treasurer has the responsibility of ensuring that proper accounts are kept, and that Theatre funds are expended properly and responsibly. These procedures are to provide order to the process of incurring expenses whether related to a production or general overhead, and the reimbursement of those expenses when theatre members have paid for them out of their own pockets.

1. A Department Head has authority to incur expenses within the budgeted amount for that department (e.g. Set Décor, Marketing, Building Manager, House Technical Director, etc.).
2. Expenses incurred by non-department heads should be preauthorized by the appropriate Department Head or the Producer.
3. We have charge accounts with several local businesses. The Producer, Bookkeeper or Treasurer can tell you which businesses those are. Where possible, this is the recommended way of paying for needed items. We also have two business credit cards and, where necessary, arrangements may be made to charge expenses that way.
4. A stack of Expense Reimbursement Forms is to be made available in the office area or in another convenient place.
5. Itemized receipts for Production Expenses are to be attached to a fully completed Reimbursement Form and either left in the provided container or given to the Producer. **This is required whether the item was charged to the theatre account or paid for by the member, so that the Bookkeeper can properly allocate all expenses.**
6. For Production expenses, the Producer must sign off on all Reimbursement Forms before the Bookkeeper issues payment.
7. Production receipts must be submitted no later than 10 days after the end of the show.
8. Receipts may be originals, scans or clear photocopies. Original receipts are required only if the item has a warranty or may have to be returned by someone else.
9. Reimbursements will be made within three weeks of being submitted. Expedited payment may be arranged with the Bookkeeper if needed.
10. Reimbursement will be made to the purchaser via e-transfer or cheque, which may be mailed or delivered to the purchaser in a manner agreed upon between the purchaser and the bookkeeper. If no payment is received within 30 days, the purchaser may contact the Producer or the Bookkeeper to inquire.