

DIRECTOR'S TIMELINE FOR FINANCIAL RECAP FORMS

Directors shall return their financial recap (completed budget forms with all receipts) to Treasurer no later than 30 days from close of show. If for some reason the director is unable to meet this deadline, it is the director's responsibility to contact the board (through the board liaison or board treasurer) addressing their extenuating circumstances. If the director does not meet these criteria, the board maintains its right to withhold or refrain from paying the director's stipend if determined necessary or appropriate.

Approved by Pentacle Theatre Governing Board January 18, 2003