Treasurer

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| **Productions** | Notes |
| Inventory Concessions |  |
| PO (purchase order) for Costco for concessions as needed (turn in to Dave Pyle) |  |
| Cash box request to Janine Johns by Mon. of opening week (5 $10s, 10 $5s, 30 $1s = 130.00); pick up Friday right after school (or opening night) |  |
| Deposit slip filled out each weekend and turned in with cash box to Janine (minus the cash box startup money) |  |
| Presale tickets: create tickets and ticket checkout\in, distribute tickets, collect sales and unsold tickets, deposit |  |
| Credit presale ticket money to student balance sheet |  |
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| **Balance Sheets** |  |
| Ashland Balance sheet (payments, credits from ad sales, fundraisers, presale tickets) , RECEIPTS for each payment |  |
| Thespian Troupe 990 balance sheet: leadership and tech Olympics, Regionals, State, and Internationals payments and credits from fundraisers |  |
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| **Other** |  |
| Track expenses/costs of each production and profits (collect receipts) |  |
| Track costs and profits from fundraisers |  |
| Submit POs to Dave Pyle as requested |  |
| Give tax exempt letters to anyone buying materials and supplies for productions, fundraisers, |  |
| Write receipts for all donations and payments |  |
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