

**WARKWORTH DRAMA GROUP**  
**Stewardship Principles**



**Background**

The Warkworth Drama Group has a significant turnover of income and expenditure, and significant reserves in the bank. The Treasurer is the administrator of these funds, acting under the authority of the Drama Group Committee members, who are collectively the stewards of the funds.

Whenever a production is being mounted then the director/producer needs to be authorised to make certain financial commitments and to spend money on behalf of the Group. These guidelines are intended to clarify the checks and balances to which we should adhere in order to ensure that we are acting as responsible stewards of the Group's funds.

**1. Expenses associated with a production**

- 1.1. At the start of any production (preferably even before the casting meeting) the Treasurer and/or Chairman of the group should meet with the Director/Producer of the production to agree a budget for it.
- 1.2. Unless previously agreed by the Committee, all productions should be targeted to make a small profit. (This is essential to cover our non-production related expenses, such as public liability insurance.)
- 1.3. All expenses directly associated with the production should be identified and included in the budget. These will be likely to include the following items:-
  - 1.3.1. Royalties for performances
  - 1.3.2. Hire of hall for both rehearsals and performances
  - 1.3.3. Hire of any other rehearsal rooms (e.g. parish room)
  - 1.3.4. Printing and publicity costs
  - 1.3.5. Hire and/or purchase of costumes
  - 1.3.6. Hire of lighting, sound or special effects equipment
  - 1.3.7. Purchase of props
  - 1.3.8. Contingency allowance
- 1.4. If the Director/Producer wishes to have an "after show" party funded by the group, then this must also be included in the budget for the production.
- 1.5. It is the Director/Producer's responsibility to manage their production within the agreed budget. If one area of expense is seen to be going above budget then another area must be cut to hold the overall expenditure within budget. If it becomes likely that the total production expenditure will go above budget then the Director/Producer must contact the Treasurer and/or Chairman for advice.
- 1.6. Any decision to donate any part of the takings, whether from ticket sales, raffle or any other activity, to any third party (e.g. a charity or another local

organisation) must be agreed in advance by the Committee. (See note below on Charitable Donations.)

- 1.7. Under normal circumstances, any gift for the Director/Producer should be funded from a collection made amongst those who have participated in the production. However, if a production has an unusually small cast then the Treasurer may, at his discretion, subsidise the collection with a maximum of £20 from Group funds.

## **2. Expenses not directly associated with a production**

- 2.1. Non-discretionary expenditure (e.g. public liability insurance) will be itemised in the annual accounts and reviewed by the Committee when the accounts are presented.
- 2.2. Any other major items of non-production related expenditure must be agreed in advance by the Committee. (Examples might be money to be spent on the stage or dressing room areas.)
- 2.3. Smaller items of non-production related expenditure (less than £100 each) may be approved by the Chairman or Treasurer and reported at the next Committee meeting. (Neither the Chairman nor the Treasurer may approve their own expenditure.)
- 2.4. All donations to third party organisations (e.g. charities or other local organisations) must be approved in advance by the Committee. This applies whether the money comes from our general funds, or from specific production activities (e.g. a raffle at a production).

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The above principles were discussed by the Warkworth Drama Group Committee and adopted as the practice for the group.

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Mike Dixon - Chairman

26 January 2006