

LEAD ROLE: Money Matters Lead

Summary: Responsible for working with the WGPAB Treasurer to obtain money that will be used to make change for all of the show sales. The lead will be responsible for setting up the cash boxes for each sales station. He/she will deliver the cash boxes prior to each show and collect them at the end of each show. The lead will make sure the boxes are reset for each show. When the production is completed, the lead will pass the revenue and initial withdrawal on to the WGPAB Treasurer for deposit. The lead will also create the necessary deposit forms and revenue sheet to send to the Treasurer.

Responsibilities	Deadlines
Request change and cash boxes from current WGPAB Treasurer. Cash request form is located http://wgpab.org/resources/ . Information regarding the withdrawal amounts/denominations are detailed in the WGMS Theater Cash Handling Procedure Document.	Two weeks before show
Pick up the money and cash boxes from the WGPAB Treasurer. You will need 4-5 cash boxes.	One week before show
Set up cash boxes. Tape Cash Box Lid instruction sheet inside lid of box after filling out starting balance with denominations used so volunteers know what to leave for next show. Underneath the tray, leave the deposit slip, a pen and ziploc bag. Details in the Procedure document.	A few days before show
Bring all of the cash boxes and give to the Lobby Manager. Make sure he/she understands how to fill out the deposit slips/cash handling procedures so they can show each volunteer when he/she distributes the cash boxes.	An hour before each show
Collect deposits from each box and make sure the correct starting cash and new deposit slips are in place.	End of each show when there is a second show the same day
Collect cash boxes	End of final show of the day
Verify deposit slips and record totals on the spreadsheet	Prior to the next show - repeat
Complete deposit slip and check deposit list. Both are found http://wgpab.org/resources/	End of all shows
Deliver boxes and deposit to the WGPAB Treasurer	Within a day or two of show end