



STEVENS DRAMATIC
SOCIETY
HOBOKEN, NJ

SDS Financial Report (by Robert Gonzales)

November 2010

1. After contacting the Stevens Finance Office, I found that 4 previous check requests for show reimbursements had been misplaced and not processed, totaling \$1382.97. Therefore, I was able to speak with the Finance Office and resubmit all of the check requests and those affected (Larry Giannechini, Maggie Michniuk, Zak Moy and Heather Tomaszek) should be receiving a check by Friday, December 3.
2. Two additional check requests for show reimbursements were found and processed for Heather Tomaszek, Maggie Michniuk and Gerritt Turner, totaling \$352.42.
3. All Purchasing Card receipts were accounted for and expensed to the correct categories of the show budget.
4. I found that the rights for *Noises Off* had not been paid. Therefore, a check request for the rights were submitted, totaling \$225.
5. I found that the invoice for the printing of the SDS Anniversary Invitations and Envelopes had not been paid. Therefore, a check request for that invoice was submitted, totaling \$1828.
6. The purchase order (PO) to pay the fight director for *Noises Off* has been processed through the Finance Office. Once the final PO has been received, an invoice will be created to pay him the amount due, totaling \$260.
7. The final invoice for the Cast Party has yet to be received, but the estimated cost is \$750.
8. Budget sheets were created for SDS, for production and operations, and account sheets were created for SDS, for Accounts 951760 and 951763, and are currently up-to-date—with the exception of *Rocky Horror*, as no expenses have been found or submitted for this production.
9. The production and operations budget sheets reflect the initial amounts as dispersed by the SGA, and not as was distributed to the show's production board, as the accounting for SGA must accurately reflect what was given for their records.

10. All records from this past semester were located and accounted for. They have all been processed and expensed to the correct categories of the SDS budget.
11. All expenses associated with the SDS Centennial Gala have been accounted for, but still awaiting a few more expenses to arrive. Once it is complete, a total amount to cover any outstanding balance will be transferred from SDS. In addition, all revenue from ticketing, cast party, raffle and t-shirts have been disbursed into the correct accounts.
12. An envelope of cash from ad sales for the *Noises Off* program and a refund check from the deposit of *Assassins* were located and deposited, totaling \$315.
13. Of the \$5183.21 located in the SDS cash boxes, it was decided that it should be distributed as follows: 25% to the SGA Account (\$1295.80) and 75% to the SDS Deposit Account (\$3887.41). Since the SGA was not requested and did not disburse money for the SDS Centennial Gala, the amount deposited into the SDS Deposit Account should help cover the outstanding balance for the Gala.
14. An additional Purchasing Card has been requested for the SDS Deposit Account and should be arriving this week. Procedures for requesting and checking out the PCards should be made available this week.
15. The \$400 deposit for the rights to produce *Dirty Rotten Scoundrels* was paid to MTI this week and the purchase order for the remaining amount of \$900 was processed. This amount will be paid once the invoice and all materials have been received. I have asked the MTI Representative to send all materials to DeBaun Auditorium to my attention so that they will be received in a timely manner.
16. DeBaun Center for Performing Arts is in the process of leasing their own copy machine, which will make both black/white and color copies. The copier will be stored in the Music Room and, by the agreement of SDS, will be available for use by SDS. SDS has agreed to pay for half of the monthly leasing fee through the SGA Account (as discussed and approved by Dean Nilsen) for \$77.15 per month and paper purchases. Since the Fall Semester's allocated amount from the SGA for printing programs, scripts and paper equals close to \$2000, this amount per month falls way beneath the semesterly and yearly expense.