**Financial Manager**

The Financial Manager is usually the club treasurer and is responsible for handling all monetary aspects of the show, including:

1. Establishing an overall show budget based on the results of prior shows
2. Working with each committee to establish their individual budgets
3. Writing checks, usually 2 signatures required
4. Making deposits of cash and checks
5. Verifying that all proposed contracts are within budget limits
6. Receiving, reviewing, analyzing and storing receipts from each committee
7. Maintaining detailed financial records for tax reporting and post show analysis
8. Maintaining a petty cash account for minor expenditures
9. Arranging billing matters with the show facility, food service group, security firm etc.
10. Consulting with any committee that is not meeting budget objectives
11. Making regular financial reports to the **Show Chairman** and the show committee at large
12. Making all records available at the end of the show for an audit

The main source of revenue for any stamp show is dealer bourse fees. It is critical that the Financial Manager maintains an accurate current list of all dealer tables available for sale. At least monthly this list should be reviewed with the Dealer Bourse Manager to verify that all dealer deposits are recorded in a timely fashion and that sales of bourse tables are meeting projections. The simplest way to do this is for the Dealer Bourse Manager to collect table fees at the start of the show and have dealers make a deposit to renew their space for next year. By starting with the prime booth spaces and working back, it is easy to get a quick renewal once dealers realize that you are maintaining a waiting list for new dealers and for dealers who want to move up to a better space.

The Financial Manager is the early warning system for a show. If any committee is not meeting financial objectives, not submitting receipts for expenditures, not turning in cash and checks or dodging relevant questions, the matter should be immediately reported to the **Show Chairman** for action.