

# **LGBT History Project of the LGBT Center of Central PA**

**Located at Dickinson College  
Archives & Special Collections**

**<http://archives.dickinson.edu/>**

## **Documents Online**

**Title:** Lily White & Company Policies

**Date:** 1995

**Location:** LGBT-043 Lily White & Company Collection

**Contact:**

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Archives & Special Collections  
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717-245-1399

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## FINANCIAL GUIDELINES/POLICIES

### I. Bookkeeping

The Treasurer will maintain an accurate account of all income and cash disbursements of Company funds. Receipts will be kept to document all cash disbursements.

The Company's records will be available for any member in good standing to review upon request.

### II. Financial Reports

The Treasurer will prepare financial reports to present to the Company at least twice yearly: for the annual meeting in January, and again at year end.

The Treasurer will prepare reports for presentation at all meetings of the Board of Directors. Financial reports for each project/event/show will also be prepared for presentation to the Board.

Additional financial reports will be prepared and presented at the request of the Board of Directors.

Financial reports *may be obtained via a request to* [will not be provided to persons outside the Company without authorization from] the Board of Directors.

### III. Spending Authority

All expenditures over \$50.00 will require approval of the Board of Directors. Expenditures under that amount must be approved by the Treasurer. The Treasurer may request approval from the Board for expenditures in any amount.

### IV. Budgets

*The Finance Committee will develop a budget by July 31 with the input of all Committee Chairs, Artistic Director and Managing Director. The Board will approve the budget before its implementation, preferably, by August 31, but no later than the September Board meeting. The budget may be amended as necessary by a majority vote of the Board.* [The Treasurer will work in conjunction with the Artistic Director to prepare budgets for each event/project undertaken by the Company to present to the Board for approval.] All events/project/show budgets must be approved by the Board, regardless of the amount.

### V. Cash Advances

Cash advances or bills for purchases for a project/event will not be made prior to approval of a budget for that particular project/event.

Receipts must be provided to the Treasurer no more than two weeks after the cash advance is given. Additional cash advances will not be given until receipts are provided for the first disbursement.

In the event that a receipt cannot be provided from the original place of purchase, the cast member will provide a signed, itemized list of purchases.

Receipts for payments must be given to Treasurer no more than thirty (30) days after the project/event for reimbursement or after approval by the Board and/or Treasurer of said expenditure. The Company will not be responsible for any receipts submitted after the 30 day period.

LILY WHITE & COMPANY, Inc.  
2711 North Fourth Street  
Harrisburg, Pennsylvania 17110

(717)232-2918

POLICY FOR DISBURSEMENT OF CHARITABLE DONATIONS

Monies collected and designated for Lily White & Company's "Patient Relief Fund" will be donated to charities in keeping with the Mission Statement of the Company as follows:

- The monies will be disbursed biannually, that is March 15th and September 15th.
- Checks mailed will be accompanied by a letter requesting that the funds be used for direct patient care for Persons with AIDS if applicable.
- The Treasurer will maintain accurate records of the amounts donated and dates to comply with the City Amusement Tax regulations.

Approved 11/12/91



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POLICY FOR COMPANY COSTUME RENTAL

As a source of extra income, costumes belonging to the Company will be rented. Guidelines established by the Board are as follows.

- Costume rental would be promoted via Lily & Company mailings and word-of-mouth.
- Jack Sowers would serve as the contact person and arrangements should be made through him. All costumes not in use will be kept at his house where an accurate inventory will be maintained.
- The Artistic Director would give approval of which costumes could be rented. Under no circumstance would any costumes be rented without his prior approval.
- Only articles of clothing and some headpieces will be rented; no jewelry, shoes or wigs will be available for rent.
- For Halloween, specific dates and block times will be set up for interested persons to come and look at the costumes and try them on. During other times of the year, costumes would be available by appointment.
- All costumes will be rented on a "first come" basis.
- Company members only may borrow costumes from stock at no charge, however they will be responsible for returning costumes dry-cleaned. Friends of Company members are not eligible to borrow costumes free of charge.
- The general public would be charged \$20.00 costume rental with an additional deposit of \$15.00. The deposit would be refunded upon return of the costume dry-cleaned and in the same condition as when rented. Persons wishing to rent only a portion of a costume (i.e. a shirt) may be charged less for rental, however the deposit will remain the same.
- All persons wishing to rent a costume will be required to complete a rental agreement. Although rental fees are waived for Company members, they will also be asked to complete an agreement to better facilitate accurate record keeping.
- In the event of damage or loss of a costume, the Artistic Director will make the assessment of the cost of repair and/or replacement.