



Annual Treasurer's Report

S21/22

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S2122 Actuals - Income - Shows

- The Fantasticks, Christmas Cabaret and SMTY's Dara's Dream
- The Fantasticks – our only mainstage show almost broke even – however we were back on the stage!
- Some production expenses are usually split over three shows not just one mainstage show.

Ticket Revenues		The Fantasticks	Xmas Cabaret	SMTY Dara's Dream
Revenues, Shows	Single Tickets	\$22,382	\$2,130	\$4,305
	SMTY Program Fees			\$2,482
Revenue Totals		\$22,382	\$2,130	\$6,787
Production Expenses				
Expense, Show	Theatre Scarborough Box Office Costs	(\$2,008)	(\$225)	(\$477)
	1. Royalties	(\$10,947)		(\$303)
	2. Letters of Agreements (LOA)	(\$1,450)	(\$250)	(\$250)
	3. Honoraria, Orchestra	(\$2,350)		
	4. Production Expenses	(\$4,394)	(\$329)	
	5. Program	(\$1,629)		
	6. Publicity, Show	(\$1,311)		(\$522)
	7. Theatre Usage/TS Costs	(\$4,081)		(\$106)
	8. BOD Show Costs	(\$1,609)		
	9. Miscellaneous	(\$0)		(\$260)
Expense Totals		(\$29,779)	(\$804)	(\$1,918)
Totals		(\$7,397)	\$1,326	\$4,869

S2122 Actuals - Expenses, Other

- Higher Unit Maintenance due to electrical and sprinkler updates
- Increase in Unit Repair/Equip due to...
 - Reconfiguration of workshop
 - Sound Proof Wall (Reh Hall/Workshop)
 - Three new rolling workshop tables
 - New LED lighting in workshop
 - Waste Mgmt. - purging of old set pieces
 - Retooling and updating equipment
- Charitable Donation in memory of Rhoda Silzer

1a. Unit-Rent	(\$43,541)
1b. Unit-Utilities	(\$12,021)
1c. Unit-Annual Maintenance	(\$5,467)
1d. Unit-Repair/Equip	(\$9,146)
2. Publicity, General	(\$0)
3. Grp/Assn. Memberships	(\$325)
4. Insurance	(\$1,532)
5. Professional Fees	(\$2,599)
6. Capital Equip-WD	(\$1,421)
7. Misc-Exp	(\$2,537)
8a. G/HST Rebates	\$6,438
8c. Property Tax Rebates	\$406
8d. Charitable Donations	(\$500)
9. Bank Fees	(\$1,016)
Total	(\$73,261)

S2122 Actuals – Revenues, Other

- Trillium Operating Grant - \$50,000 – November 2021 to November 2022
- CNC Signs and Sayings Valentines Day Fundraiser increased donations and allowed unit managers to train on machine – projected to grow to include standard signs for shows – possibly specific to show's themes (i.e. Charlie Brown – Happiness)
- Little Shop Puppets had a rental this past year. Additional rentals are scheduled for this fall and possible others as well. Rental revenues have now surpassed build costs
- SMTY Dara's Dream limited to 13 participants (usually 40) due to COVID
- Youth Summer Camps only two weeks this summer – projected to expand next year

a. Investment Income	\$654
b. Membership Fees	\$212
c. Fundraise, 50/50	\$1,141
d. Donations, Gen	\$3,707
d. Donations, Non-RCT	\$58
e. Donations, Proactive	\$350
g. Grants/Sponsorships	\$51,830
h1. Fundraising, Rev	\$3,146
h2. Fundraising, Exp	(\$2,910)
i. Youth-Edu, Rev, Camp	\$5,238
j. Youth-Edu, Exp, Camp	(\$2,353)
k. Youth-Edu, Rev, SMTY	\$6,787
l. Youth-Edu, Exp, SMTY	(\$2,331)
m. Other Misc. Rev	\$2,222
Total	\$67,751

Changes to Theatre Scarborough's (TS) Ticketing and Common Service Fees

- S2223 SMT will only pay Arts People fee of \$0.65 per ticket + 3.65%
- Common Service Fees
 - Theatre Scarborough has expenses which need to be covered by the three groups.
 - Box Office staff and services
 - Theatre Coordinators
 - Professional Fees
 - Brochure
 - Insurance
 - All expenses to be split evenly between groups with the proviso SMT can **ALWAYS** hold their SMTY shows, Christmas (while STG/SP are in the space) and SMTY Cabarets, without changes to the TS Theatre Rent allocations.

S2223 Budget - Revenues - Shows

Assumptions: 250 Seats x 11 shows = Total 2750 seats - Subscription Price – \$23 - Single Ticket Price – \$30

Estimates:

- Subscription Sales - 30% - 35%, Single Ticket Sales – 35% - 45%
- TS Ticket Charges - \$0.65 per ticket, 3.65% per ticket price

Category		1. Charlie Brown	2. Bridges Madison	3. Godspell	4. SMTY - Legally Blonde Jr	5. Cabarets (Xmas/SMTY)	Total
250 Seats x 11 shows = Total 2750 seats			Subscription Tickets	Single Tickets	Single Cabaret-SMTY Ticket		
Revenue, Show	Total Tickets Sellable	2750	\$ 23.00	\$ 30.00			
	Subscriptions Tickets	30%	35%	35%	\$20.00		
	Single Tickets	35%	35%	45%			
	Subs Tickets Sold	825	963	963			
	Single Tickets Sold	963	963	1,238	500	275	
	1. Subscriptions	\$18,975	\$22,138	\$22,138			\$63,250
	2. Single Tickets	\$28,875	\$28,875	\$37,125	\$10,000	\$5,500	\$110,375
	4. TS B/O Costs	(3,534)	(\$3,787)	(\$4,363)	(\$865)	(\$475)	(\$13,025)
	Total Revenue, Show	\$44,316	\$47,226	\$54,899	\$9,135	\$5,025	\$160,600

S2223 Budget - Expenses - Shows

- Rights are actual not estimates
- Letters of Agreement and Orchestra Sizes are estimates per show requirements
- Production Expenses are set at estimated \$7,500
- Programs are costed at 0.95 based on estimated audience
- Publicity – Season brochure and poster printing costs...Some costs are captured in Expense Other section
- Board of Directors (BOD) are costs born by the Board – audition costs etc.
- G/HST Rebate is the show's allocation of HST paid and rebated back.

Expenses – Shows						
Category	1. Charlie Brown	2. Bridges Madison	3. Godspell	4. SMTY (Legally Blonde Jr	5. Cabarets (Xmas/SMTY)	Total
1. Royalties	(\$11,508)	(\$10,505)	(\$10,768)	(\$1,244)	(\$300)	(\$34,325)
2. Letters of Agreements	(\$7,250)	(\$7,250)	(\$7,250)	(\$2,000)	(\$600)	(\$24,350)
3. Honoraria, Orch Size	7	11	6			
3. Honoraria, Orch Cost	(\$5,600)	(\$8,800)	(\$4,800)	(\$300)	\$0	(\$19,500)
4. Production Expenses	(\$7,500)	(\$7,500)	(\$7,500)	(\$1,000)	(\$100)	(\$23,600)
5. Program	(\$1,800)	(\$1,800)	(\$1,800)	(\$200)	(\$50)	(\$5,650)
6. Publicity, Show	(\$800)	(\$800)	(\$800)	(\$150)	(\$150)	(\$2,700)
7. Theatre Usage	(\$7,000)	(\$7,000)	(\$7,000)	\$0	\$0	(\$21,000)
8. BOD Show Costs	(\$500)	(\$500)	(\$500)	(\$400)	\$0	(\$1,900)
Z-G/HST Rebates	\$500.00	\$500.00	\$500.00	\$0	\$0	\$1,500
Total Expense, Show	(\$41,458)	(\$43,655)	(\$39,918)	(\$5,294)	(\$1,160)	(\$131,525)

S2223 Budget - Expenses, Other

1a. Unit-Rent	(\$56,050)
1b. Unit-Utilities	(\$10,000)
1c. Unit-Annual Maintenance	(\$1,000)
1d. Unit-Repair/Equip	(\$2,120)
2. Publicity, General	(\$6,000)
3. Grp/Assn. Memberships	(\$75)
4. Charitable Donations	\$0
5. Insurance	(\$1,800)
6. Professional Fees	(\$3,500)
7. Loan Repayment	(\$3,000)
X-Capital Equip- 3 Pianos (5 of 5)	(\$1,492)
X-Misc-Exp	(\$5,000)
Y1-G/HST Rebates	\$4,500
Z-Property Tax Rebates	\$2,000
Z2-Bank Fees	(\$400)
Total Expense, Other	(\$83,937)

Account Name	S1819	S1920	S2021	S2122
2070-Theatre TS Costs	(\$15,551)	(\$16,627)		(\$4,081)
Unit				
3010-Rent	(\$37,446)	(\$40,455)	(\$41,288)	(\$43,541)
3020-Natural Gas	(\$3,209)	(\$2,895)	(\$2,378)	(\$3,690)
3021-Hydro	(\$1,907)	(\$1,886)	(\$1,477)	(\$1,903)
3022-Waste Management	(\$1,506)	(\$2,214)	(\$1,857)	(\$3,865)
3023-Phone	(\$603)	(\$451)	(\$151)	
3024-Internet				(\$1,030)
3025-Unit Cleaning	(\$1,492)	(\$1,057)		(\$1,534)
Unit Totals	(\$46,163)	(\$48,957)	(\$47,151)	(\$55,562)
3040-Annual Heater Check				(\$52)
3041-Annual-Maint. - Unit Mgr T/Y	(\$180)	(\$180)	(\$120)	
3042-Annual Maint. - Other				(\$5,416)**
3051-Unit Repair/Equip	(\$4,656)*	(\$441)		(\$9,146)
Grand Total:	(\$66,550)	(\$66,205)	(\$47,271)	(\$74,256)

* S1819 Kitchen renovation \$3,750

** Sprinkler (8) heads added (\$3,500) Electrical Plugs added (\$1,900)

S2223 Budget - Youth Programs

- Both SMTY and Youth programs are profitable – expansion is being considered & planned
- Trillium Grant for Youth Program expansion was successful (\$30K)
- PA Day Camps and Year(Round Program are being explored

	Cost	#	Revenues	Faciliators	Totals
Camps		Participants			
July2023 Teen	280	12	\$ 3,360	(\$1,000)	\$2,360
July2023 Youth	280	12	\$ 3,360	(\$1,000)	\$2,360
Aug2023 Youth	280	12	\$ 3,360	(\$1,000)	\$2,360
Mar2023 Youth	280	15	\$ 4,200	(\$1,000)	\$3,200
Totals			\$ 14,280	(\$4,000)	\$10,280
SMTY	Cost	# Participants	Revenues	Expenses	Total
Program	280	35	\$ 9,800		\$9,800
Tickets	20	500	\$ 10,000		\$10,000
Total Revenues					\$19,800
Facilitator (2)				(\$1,500)	
Vocal Coach				(\$400)	
Pianist				(\$300)	
Choreo				(\$300)	
Set				(\$500)	
Misc				(\$500)	
USB Keys				(\$250)	
Totals				(\$1,250)	\$18,550

Grants

- 2021 - Trillium – Resilient Communities Fund – \$50,000 – Operating (November start)
 - Lynette Hines was successful last year in obtaining an operations grant (\$50K)
 - Much of the funds went to rebuilding and improving our workshop
 - New table saw, chop saw, CNC machine (computerized router table), six months of rent and utilities, portable air conditioning and air purification units
 - Acknowledgement of the Grant was held during The Fantasticks with Mitzie Hunter in attendance
- December 2021 - Trillium – Resilient Communities Fund – Capital
 - Unsuccessful. We are in a large competitive area for grants. We were told that the fund demand was high.
- April 2022 - Trillium – Resilient Communities Fund - \$40,000 – Youth & Expansion
 - Focused on Youth Program (\$30K)
 - Expanding existing program – doubling size of summer camps
 - Establishing a Year(Round Youth Program – once a week January
 - Establishing a PA Day Camp
 - Development – Play Series at Todmorden Mills Theatre (\$10K)
 - Audience Building and Marketing consultants
- July 2022 – Trillium – Resilient Communities Fund – \$23,000 - Capital Projects
 - Applied in July 2022 for 12 wireless body mics and accessories (\$23K)
 - Usually a three-four month review period

Thanks to SJ Flynn, Robyn Hughes, Dot Routledge and Lesley Polson for input and review

Investment Plan

- Our investments/reserves were well stocked to start the year – Thanks to Lynette's fiscal management
- HASCAP Loan guaranteed 4% - over 10 years
- Both Lynette and I agree to the loan – good idea
- An Investment Policy Statement was created and approved by the board
- Loan Approved
 - \$100,000 was made available in May 2022
 - Many of the GICs invested came due over the past year (most with <1% interest rate)
 - We invested \$200,000 in low risk mutual fund and GICs including:
 - \$75,000 in Balance Growth Mutual Fund
 - \$75,000 in Conservative Growth Mutual Fund
 - \$50,000 in 90 Day GICs 2.87% (interest rates likely to go up again in September)
- GIC allows for liquidity as others will be considered long term investments

New Financial Systems

At the end of last season and at the direction of the Board our finances were migrated to a cloud based system (**Zoho Books, Expense and Analytics**). This provided more transparency and understanding of the financials.

Expense management is time consuming

- HST must be tracked and reported
- Allocated to proper show
- Reimbursements made in a timely fashion.

The Zoho Expense app allowed for individual production team members to submit their expenses, have them reviewed/approved by the Producer and Treasurer and to receive payment quickly and effortlessly.

For all other non(show related expenses, show rights, unit expenses etc. these also had two sets of approvers (both board signatories) before they were paid.

Special Thanks go out to **Rob Lachance** who took on the role of Bookkeeper as we continued to refine the processes and bounce ideas about. And to **Duane White** who was the other board signatory reviewing and approving submission through the Zoho Expense app.

All expenses submitted and approved are automatically fed into BOOKS and further into ANALYTICS where all the reporting happens. It has been very easy to track down transactions and reconcile to the Bank each month. This has saved countless hours of work on my part as the Treasurer.

Income Expense Statement S2122

Category	Groups	The Fantasticks	General	Total CAD(\$
Revenue, Show	2. Single Tickets	\$22,382	(\$465)	\$21,917
	4. TS B/O Costs	(\$2,008)		(\$2,008)
Revenue, Show		\$20,374	(\$465)	\$19,909
Expense, Show	1. Royalties	(\$10,947)	(\$0)	(\$10,947)
	2. Letters of Agreements (LOA)	(\$1,450)		(\$1,450)
	3. Honoraria, Orchestra	(\$2,350)		(\$2,350)
	4. Production Expenses	(\$4,016)	(\$378)	(\$4,394)
	5. Program	(\$1,629)		(\$1,629)
	6. Publicity, Show	(\$730)	(\$581)	(\$1,310)
	7. Theatre Usage/TS Costs		(\$4,081)	(\$4,081)
	8. BOD Show Costs	(\$505)	(\$1,104)	(\$1,609)
Expense, Show		(\$21,626)	(\$6,144)	(\$27,770)
Expense, Other	1a. Unit-Rent		(\$43,541)	(\$43,541)
	1b. Unit-Utilities		(\$12,021)	(\$12,021)
	1c. Unit-Annual Maintenance		(\$5,467)	(\$5,467)
	1d. Unit-Repair/Equip		(\$9,146)	(\$9,146)
	3. Grp/Assn. Memberships		(\$325)	(\$325)
	4. Insurance		(\$1,532)	(\$1,532)
	5. Professional Fees		(\$2,599)	(\$2,599)
	6. Capital Equip – 3 Pianos 4 of 5		(\$1,421)	(\$1,421)
	7. Misc.-Exp		(\$2,537)	(\$2,537)
	8a. Group G/HST Rebates		\$6,438	\$6,438
	8c. Property Tax Rebates		\$406	\$406
	8d. Charitable Donations		(\$500)	(\$500)
	9. Bank Fees		(\$1,016)	(\$1,016)
Expense, Other		\$0	(\$73,261)	(\$73,261)
Revenue, Other	a. Investment Income		\$654	\$654
	b. Membership Fees		\$212	\$212
	c. Fundraise, 50/50	\$1,141		\$1,141
	d. Donations, Gen		\$3,707	\$3,707
	d. Donations, Non(RCT		\$58	\$58
	e. Donations, Proactive		\$350	\$350
	g. Grants/Sponsorships		\$51,830	\$51,830
	h1. Fundraising, Rev		\$3,146	\$3,146
	h2. Fundraising, Exp		(\$2,910)	(\$2,910)
	i. Youth(Edu, Rev, Camp		\$5,238	\$5,238
	j. Youth(Edu, Exp, Camp		(\$2,353)	(\$2,353)
	k. Youth(Edu, Rev, SMTY		\$6,787	\$6,787
	l. Youth(Edu, Exp, SMTY		(\$2,331)	(\$2,331)
	m. Other Misc. Rev		\$2,222	\$2,222
Revenue, Other		\$1,141	\$66,610	\$67,751
Grand Total:		(\$111)	(\$13,260)	(\$13,371)

Bank Statements

- All Accounts as of Aug 18th, 2022
- Operating Account – Main Income/Expense Account
- Savings Account – Better Interest than Operating
- MasterCard – used for Rights, and subscriptions as required – fully paid off each month
- Investment-Mutual Funds/GIC – Balanced/Conservative
- GICs – pending from previous year – redeemable 2024
- HASCAP Loan – free interest for first year – 10year-4%

Bank Accounts		Total:	\$49,457.17	CAD
Operating-acct	Chequing	\$48,226.05	CAD	:
Savings-acct	Chequing	\$1,231.12	CAD	:
Credit Cards		Total:	-\$56.88	CAD
RBC Business Cash Back Mastercard	MasterCard	-\$56.88	CAD	:
⊕ Grow Your Business with Credit				
Investments		Total:	\$228,513.03	CAD
Investment Account	Investment Account	\$208,513.03	CAD	:
GIC		\$20,000.00	CAD	:
Lines & Loans		Total:	\$100,000.00	CAD
Government Guarantee		\$100,000.00	CAD	: