

**Please note:** Theatre Scarborough bookkeeping is done on an accrual basis and has a fiscal year-end of 31-Jul-yy, which is aligned to that of the three theatre groups operating out of Scarborough Village Theatre.

# Playhouse-66 / Theatre Scarborough

## Season-2021/22 Annual Finance Report

*August 1, 2021, to July 31, 2022*

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## 1. Season 2021/22 Income/Expense (I/E) Statement (01-Aug-21 to 31-Jul-22)

I&E	Yes								
Season	S-21/22								
T\$-Amt		Class							
Category	Sub-Cat		1. SMT	2. SP	3. STG	4. General	Grand Total		
<b>1. Expenses, shared</b>	1. Theatre Lease, 21/22		\$4,081	\$5,830	\$5,830	(\$15,741)	\$0		<b>B</b>
	2. Sub Brochure		\$3,288	\$3,288	\$3,288	(\$9,864)	(\$0)		
	4. Insurance		\$1,532	\$1,532	\$1,532	(\$4,596)	\$0		
	8a. AP, Donations thru AP		(\$3,231)	(\$2,809)	(\$1,410)	\$7,449	\$0		
	8b. AP, Donat-exp thru AP		\$89	\$66	\$23	(\$178)	\$0		
	9a. AP, Retail thru AP		(\$380)	(\$40)	(\$200)	\$620	\$0		
	9b. AP, Retail-exp thru AP		\$26	\$3	\$16	(\$45)	\$0		
<b>1. Expenses, shared Total</b>			<b>\$5,406</b>	<b>\$7,870</b>	<b>\$9,078</b>	<b>(\$22,355)</b>	<b>(\$0)</b>		
<b>2. Revenue, Tkts</b>	1. Tkt-Purch-Sales		\$29,498	\$30,447	\$19,989		\$79,934		
	2. Tkt-Sales-Distrib		(\$26,711)	(\$27,284)	(\$17,815)		(\$71,811)		
	3. Tot-AP-Fees		(\$1,962)	(\$2,127)	(\$1,365)		(\$5,454)		
<b>2. Revenue, Tkts Total</b>			<b>\$825</b>	<b>\$1,035</b>	<b>\$809</b>		<b>\$2,669</b>		
<b>3. Expenses, BO</b>	1. Phone (Rogers)					(\$156)	(\$156)		
	2. Internet (Rogers)					(\$741)	(\$741)		
	4. Mailing costs					(\$740)	(\$740)		
	8. BO-vol T/Y					(\$1,010)	(\$1,010)		
	9. z-other					(\$1,065)	(\$1,065)		
<b>3. Expenses, BO Total</b>						<b>(\$3,712)</b>	<b>(\$3,712)</b>		
<b>4. Revenue, other</b>	1. Refreshment rev					\$1,720	\$1,720		
	2. Refreshment exp					(\$1,041)	(\$1,041)		
	2. Refresh-Mgr T/Y					(\$300)	(\$300)		
	3. Donations, passive					\$2,617	\$2,617		
	6. Assistance, Federal					\$24,305	\$24,305		<b>C</b>
	6. Assistance, Provincial					\$10,000	\$10,000		<b>D</b>
	7. interest					\$103	\$103		
	8. HST Rebate					\$13,114	\$13,114		<b>E</b>
	9. z-other rev					\$115	\$115		
<b>4. Revenue, other Total</b>						<b>\$50,633</b>	<b>\$50,633</b>		
<b>5. Expenses, other</b>	1. P-copy/Stationery					(\$467)	(\$467)		
	1. Theatre Lease, 21/22					(\$39,204)	(\$39,204)		<b>F</b>
	1. Theatre Lease, CAM adj					\$13,511	\$13,511		<b>G</b>
	2. TC Honorarium					(\$630)	(\$630)		
	2. Theatre equip-exp					(\$976)	(\$976)		
	4. Website					(\$201)	(\$201)		
	5. Fundraising exp					(\$91)	(\$91)		
	6. Professional fees					(\$7,402)	(\$7,402)		
	8. Bank Fees *					(\$164)	(\$164)		
	9. gifts 2 qualified donees		(\$775)	(\$293)	(\$665)		(\$1,733)		
	9. misc-exp					(\$1,661)	(\$1,661)		
	9. volunteer training					(\$100)	(\$100)		
<b>5. Expenses, other Total</b>			<b>(\$775)</b>	<b>(\$293)</b>	<b>(\$665)</b>	<b>(\$37,384)</b>	<b>(\$39,118)</b>		
<b>6. Capital-events</b>	2a. SVT-angel-2, Defer-don					\$2,438	\$2,438		
	2b. SVT-angel-2, Cap-Dep					(\$2,438)	(\$2,438)		
	2c. SVT-angel-2, Defer-don					\$1,314	\$1,314		
	3a. Hear-Assist, Defer-grant					\$3,900	\$3,900		
	3b. Hear-Assist, Cap-Dep					(\$4,757)	(\$4,757)		
	4a. SVT-angel-3, Defer-don					\$1,923	\$1,923		
	4b. SVT-angel-3, Cap-Dep					(\$2,197)	(\$2,197)		
	5a. Lighting-equip, Cap-Dep					(\$13,129)	(\$13,129)		<b>H</b>
	5a. Lighting-equip, Defer-donate					\$11,619	\$11,619		
<b>6. Capital-events Total</b>						<b>(\$1,327)</b>	<b>(\$1,327)</b>		
<b>Grand Total</b>			<b>\$5,456</b>	<b>\$8,613</b>	<b>\$9,222</b>	<b>(\$14,146)</b>	<b>\$9,145</b>		<b>A</b>

## 1a. Notes for Season 2021/22 Income/Expense (I/E) Statement

#	Category	Category Definition
1	Expenses, Shared	<ul style="list-style-type: none"> <li>Shows the categories that are directly shared between the three groups.</li> <li>It is set up to show that the categories balance to \$0. We see that this season, shared expenses fully balances.</li> </ul>
2	Revenue, Tickets	<ul style="list-style-type: none"> <li>Shows the net revenue that Theatre Scarborough receives from managing the box office.</li> <li>Given the switch to a Common Service Fee model, TS will no longer receive revenue in this category.</li> <li><i>Ticket Purchase Sales are the funds handed over by our patrons. Ticket Sales Distribution are the funds that Theatre Scarborough hands over to the groups – less the TS-fee withheld. Starting in this fiscal (01-Aug-17) Theatre Scarborough introduced our TS ticket-Fee = \$1 per tkt + 4% of the tkt sale price which is withheld from this amount. Total AP-fees are the fees that Arts People takes away for managing the Box Office (a 3-fee system that includes a credit card fee, per tkt fee, and a per credit card order fee). What's left must at least cover Box Office expenses.</i></li> </ul>
3	Expenses, Box Office	<ul style="list-style-type: none"> <li>Reflects the expenses directly required to run the box office.</li> <li><i>The Phone that patrons call and leave messages, which allows our outstanding volunteers to work from home, or that is used in the Box Office during shows. The Internet that is used by the Box Office in the booth during shows. Sub-tickets, print the annual cost of printing the stack of subscription tickets. Mailing costs – The monthly rental of the Pitney-machine and the volume cost of running mail through – mostly for ticket mailing. z-Other other Box Office costs, including PO Box rental, blank tickets, and printer toner.</i></li> </ul>
4	Revenue, Other	<ul style="list-style-type: none"> <li>Shows all other revenue streams – most often refreshments plus any donations made directly to Theatre Scarborough.</li> </ul>
5	Expenses, Other	<ul style="list-style-type: none"> <li>Captures all other operational expenses not related to the box office but covered by Theatre Scarborough. A feature of the 2011 lease (which expired in Jul-16) is that we are now responsible for all equipment in the theatre – which is quite different than 11 years ago.</li> </ul>
6	Capital Events	<ul style="list-style-type: none"> <li>Tracks the EOY result of these four events as we amortize the equipment and write down the donations and The Trillium grant (Hearing Assist system).</li> </ul>

### Let's look a little closer:

#	Sub-Cat	Status
A	EOY Bottom Line	<ul style="list-style-type: none"> <li>We closed the year with a <b>\$9,145 profit</b>. That appears good but is due to a number of COVID assistance items that were required to be recognized this fiscal.</li> </ul>
B	SVT Lease, shared	<ul style="list-style-type: none"> <li>Our lease for the year is approx. \$54k. As well, there were an additional \$5k in outstanding CAM fee adjustments.</li> <li>When we deducted the COVID Assistance that TS received, there was only \$15.7k to be covered by the MPAO.</li> </ul>
C	COVID Assist, Federal	<ul style="list-style-type: none"> <li>This is the Federal COVID Assistance (CERS) and the replacement program THRP</li> </ul>
D	COVID Assist, Provincial	<ul style="list-style-type: none"> <li>This is the Provincial COVID Assistance (MSSBG) that we received as we had been successful with the application in S-20/21</li> </ul>
E	HST Rebate	<ul style="list-style-type: none"> <li>This is the HST portion that belongs to TS. It is particularly high this year as TS covered 85% of the SVT rent for the past two years. The majority of which was covered this year.</li> </ul>
F	SVT Lease	<ul style="list-style-type: none"> <li>This is the portion of the \$54k lease that TS is covering via COVID Assistance programs.</li> </ul>
G	CAM Fee adjustment	<p>We now know that each year – during the month of May – TS will receive a CAM Fee adjustment invoice, indicating:</p> <ul style="list-style-type: none"> <li>The City owes TS money as our monthly funds over-paid the actual CAM fees; or</li> <li>TS owes the City more money as our monthly funds didn't cover actual CAM fees</li> </ul>
H	Capital event, Lighting	<ul style="list-style-type: none"> <li>This is the tracking the depreciation of our \$65.6k purchase of high-tech lights, and the recognizing of the generous donation that supported that purchase.</li> </ul>

## 2. Comparative Income/Expense Statements (past 4-years)

I&E		Yes				
T\$-Amt	Season		S-18/19	S-19/20	S-20/21	S-21/22
Category	Sub-Cat					
<b>2. Revenue, Tkts</b>	1. Tkt-Purch-Sales		\$452,857	\$324,118		\$79,934
	2. Tkt-Sales-Distrib		(\$411,452)	(\$288,567)		(\$71,811)
	3. Tot-AP-Fees		(\$28,059)	(\$24,094)		(\$5,454)
<b>2. Revenue, Tkts Total</b>			<b>\$13,346</b>	<b>\$11,457</b>		<b>\$2,669</b>
<b>3. Expenses, BO</b>	1. Phone (Rogers)			(\$102)	(\$96)	(\$156)
	1. Phone line (Bell)		(\$1,388)	(\$389)		
	2. Internet (Rogers)		(\$1,480)	(\$893)	(\$502)	(\$741)
	3. sub-tkts (print)		(\$1,989)	(\$1,027)		
	4. Mailing costs		(\$1,957)	(\$3,101)	(\$752)	(\$740)
	7. Phone (Rogers)		(\$155)	(\$38)		
	8. BO-vol T/Y		(\$1,280)	(\$880)	(\$240)	(\$1,010)
	9. z-other		(\$1,869)	(\$407)	(\$271)	(\$1,065)
<b>3. Expenses, BO Total</b>			<b>(\$10,117)</b>	<b>(\$6,836)</b>	<b>(\$1,861)</b>	<b>(\$3,712)</b>
<b>4. Revenue, other</b>	1. Refreshment rev		\$11,929	\$6,625		\$1,720
	2. Refreshment exp		(\$6,934)	(\$2,368)		(\$1,041)
	2. Refresh-Mgr T/Y		(\$360)	(\$300)		(\$300)
	3. Donations, passive		\$7,306	\$4,273	\$740	\$2,617
	3. Donations, proactive				\$34,199	
	4. Donations, non-rct			\$1,387		
	6. Assistance, Federal				\$41,552	\$24,305
	6. Assistance, Municipal				\$20,604	
	6. Assistance, Provincial				\$20,000	\$10,000
	7. interest			\$8	\$65	\$103
	8. HST Rebate		\$4,684	\$1,856	\$2,236	\$13,114
	9. realized gain				\$13,533	
	9. z-other rev				\$1,038	\$115
<b>4. Revenue, other Total</b>			<b>\$16,624</b>	<b>\$11,480</b>	<b>\$133,967</b>	<b>\$50,633</b>
<b>5. Expenses, other</b>	1. P-copy/Stationery		(\$492)	(\$709)	(\$90)	(\$467)
	1. Theatre Lease, 20/21				(\$59,524)	
	1. Theatre Lease, 21/22					(\$39,204)
	1. Theatre Lease, CAM adj				(\$18,611)	\$13,511
	2. TC Honorarium		(\$1,005)	(\$1,425)		(\$630)
	2. Theatre equip-exp		(\$2,590)	(\$569)		(\$976)
	4. Website		(\$161)		(\$164)	(\$201)
	5. Community O/R		(\$382)			
	5. Fundraising exp		(\$185)	(\$105)	(\$137)	(\$91)
	6. Professional fees		(\$2,486)	(\$113)	(\$4,012)	(\$7,402)
	8. Bank Fees *		(\$142)	(\$157)	(\$173)	(\$164)
	8. COVID Fees			(\$447)	(\$258)	
	9. gifts 2 qualified donees			(\$880)	(\$23,580)	(\$1,733)
	9. misc-exp		(\$1,605)	(\$1,262)	(\$227)	(\$1,661)
	9. unrealized loss			(\$3,431)		
	9. volunteer training					(\$100)
	99. accounting adj.		(\$3,207)	(\$17,203)		
<b>5. Expenses, other Total</b>			<b>(\$12,255)</b>	<b>(\$26,300)</b>	<b>(\$106,775)</b>	<b>(\$39,118)</b>
<b>6. Capital-events</b>	1a. SVT-angel-1, Defer-don		\$4,199	\$4,199	\$3,204	
	1b. SVT-angel-1, Cap-Dep		(\$4,199)	(\$4,199)	(\$4,199)	
	2a. SVT-angel-2, Defer-don		\$2,438	\$2,438	\$2,438	\$2,438
	2b. SVT-angel-2, Cap-Dep		(\$2,438)	(\$2,438)	(\$2,438)	(\$2,438)
	2c. SVT-angel-2, Defer-don			\$1,314	\$1,314	\$1,314
	3a. Hear-Assist, Defer-grant		\$3,900	\$3,900	\$3,900	\$3,900
	3b. Hear-Assist, Cap-Dep		(\$4,757)	(\$4,757)	(\$4,757)	(\$4,757)
	4a. SVT-angel-3, Defer-don			\$1,923	\$1,923	\$1,923
	4b. SVT-angel-3, Cap-Dep			(\$2,197)	(\$2,197)	(\$2,197)
	5a. Lighting-equip, Cap-Dep					(\$13,129)
	5a. Lighting-equip, Defer-donate					\$11,619
<b>6. Capital-events Total</b>			<b>(\$857)</b>	<b>\$184</b>	<b>(\$811)</b>	<b>(\$1,327)</b>
<b>Grand Total</b>			<b>\$6,741</b>	<b>(\$10,015)</b>	<b>\$24,520</b>	<b>\$9,145</b>

## 2a. Notes for Comparative Income/Expense Statements

Let's look a little closer:

#	Sub-Cat	Status
A	EOY Bottom Line	<ul style="list-style-type: none"> <li>We closed the year with a <b>\$13,948 profit.</b></li> </ul>
B	Revenue, Tkts Total	<ul style="list-style-type: none"> <li>Nominal funds from ticket sales.</li> <li>This revenue stream goes away next season with the conversion to the Common Service Fee model.</li> <li>Of course, the goal of that model is that the MPAO will equally share all TS expenses (except SVT lease and brochure). We will monitor this change closely over the next couple of seasons.</li> </ul>
C	B/O Rogers, Phone & Internet	<ul style="list-style-type: none"> <li>Our x-year deal expired, and we had to renegotiate our contract.</li> <li>Fortunately, our negotiator has a Long-standing relationship with Rogers which resulted in a pleasant drop in costs for Theatre Scarborough.</li> </ul>
D	B/O Exp, z-other	<ul style="list-style-type: none"> <li>A little higher this year as we purchased: a new B/O chair; and a new B/O computer; in addition to our annual P/O Box rental.</li> </ul>
E	Refreshments	<ul style="list-style-type: none"> <li>Wonderful that we are starting to see refreshments revenue ← thank you team!</li> <li>We can see that the team perhaps should look to increasing prices slightly to enable a slightly better profit margin.</li> </ul>
F	COVID assistance	<ul style="list-style-type: none"> <li>Federal shows the Federal Assistance TS received from the <b>Canadian Emergency Rent Subsidy</b> and the <b>Tourism and Hospitality Recovery</b> program during the year.</li> <li>Provincial shows the Provincial Assistance TS received from the COVID Mainstreet Small Business Support Grant.</li> <li>The was no municipal support, aside from their flexibility in our repayment schedule.</li> </ul>
G	HST Rebate	<ul style="list-style-type: none"> <li>Our HST Rebate is so significant this year as the majority of the SVT rent was paid this year, and TS paid the majority of the rent.</li> </ul>
H	Theatre Lease, S21/22	<ul style="list-style-type: none"> <li>This is the portion of our lease covered directly by TS</li> </ul>
I	Theatre Lease, CAM fees	<ul style="list-style-type: none"> <li>The Lease of 2011 states that TS is required to pay 17% (our Proportionate share of the space) of annual operating CAM costs for the facility.</li> <li>CAM = Common Area Maintenance fees.</li> <li>Once the calendar year has ended, if what we paid doesn't cover the actual CAM costs, we'll be given an invoice for the difference and are required to pay that.</li> <li>Once the calendar year has ended, if what we paid is more than the actual CAM costs, TS receives a rebate.</li> <li>The City has confirmed that we will receive the CAM Fee adjustment invoice for activity the previous calendar year no later than May 30 of following year.</li> </ul>
J	Professional Fees	<ul style="list-style-type: none"> <li>As a result of recent regulatory changes in reporting requirements, we are required to accrue the accounting fees to the year for which the services are performed.</li> <li>Thus, this category includes S21/20 actuals, as well as the estimate for S21/22 work.</li> </ul>

## 3. Comparative Balance Sheet (past 4-years)

Remember, a "true" Balance Sheet shows ...

**Assets - Liabilities - Reserves = \$0**

Source	Manual-BS		*** As at ***				
Bal-Sheet	Yes		31-Jul-19	31-Jul-20	31-Jul-21	31-Jul-22	
T\$-Amt			Season				
Section	Category	Sub-Cat	S-18/19	S-19/20	S-20/21	S-21/22	
I. Assets	1a. Liquid assets	Bank Acct, AP	\$35,669	\$21,117	\$54,414	\$12,547	
		Bank Acct, Ops	\$17,801	\$17,541	\$28,715	\$80,001	
		Bank Acct, Ops invest		\$6,410	\$3,542	\$4,742	
		Bank Acct, SVT				\$10,000	
		Refreshments IOH*	\$650	\$748	\$748	\$396	
	<b>1a. Liquid assets Total</b>			<b>\$54,120</b>	<b>\$45,816</b>	<b>\$87,419</b>	<b>\$107,686</b>
	1b. Acct receivable	CERS Period 10&11				\$7,348	
		HST-Rebate	\$4,684	\$1,856	\$2,021	\$3,975	
		TT/AP final pmt	\$615	\$87	\$120	\$10,827	
		z-misc-receivable	\$39		\$0	\$3,288	
	<b>1b. Acct receivable Total</b>			<b>\$5,337</b>	<b>\$1,943</b>	<b>\$9,489</b>	<b>\$18,090</b>
	1c. Pre-paid Exp	as required			\$0		
		Pitney device \$\$\$				\$1,346	
	<b>1c. Pre-paid Exp Total</b>					<b>\$0</b>	<b>\$1,346</b>
	1d. Capital Assets	a. purchase value	\$56,968	\$67,953	\$67,953	\$133,600	
b. accum-depreciation		(\$19,792)	(\$33,382)	(\$46,973)	(\$69,494)		
<b>1d. Capital Assets Total</b>			<b>\$37,177</b>	<b>\$34,571</b>	<b>\$20,980</b>	<b>\$64,107</b>	
<b>I. Assets Total</b>			<b>\$96,634</b>	<b>\$82,330</b>	<b>\$117,888</b>	<b>\$191,229</b>	
II. Liabilities	2a. Short-term	a. Owed to groups	(\$14,104)	(\$8,669)	(\$2,391)	(\$33,144)	
		b. GC, unused	(\$4,451)	(\$5,168)	(\$5,168)	(\$33,822)	
		COVID-rtns		(\$3,739)	\$0		
		COVID-sub-rtns		(\$3,795)	(\$69)		
		Professional fees	(\$2,486)			(\$4,803)	
		SVT CAM fees (19&20)			(\$18,611)		
		SVT Lease costs			(\$18,919)		
		x-misc-exp	(\$820)	(\$360)	(\$390)	(\$1,075)	
	<b>2a. Short-term Total</b>			<b>(\$21,861)</b>	<b>(\$21,730)</b>	<b>(\$45,549)</b>	<b>(\$72,844)</b>
	2b. Deferred funds	Deferred donations & grants	(\$39,327)	(\$35,168)	(\$22,388)	(\$59,289)	
<b>2b. Deferred funds Total</b>			<b>(\$39,327)</b>	<b>(\$35,168)</b>	<b>(\$22,388)</b>	<b>(\$59,289)</b>	
<b>II. Liabilities Total</b>			<b>(\$61,188)</b>	<b>(\$56,898)</b>	<b>(\$67,937)</b>	<b>(\$132,132)</b>	
III. Reserves	3a. Mid-term	1. Members Equity	(\$28,706)	(\$35,447)	(\$25,432)	(\$49,952)	
		2. Retained Earnings	(\$6,740)	\$10,015	(\$24,520)	(\$9,145)	
	<b>3a. Mid-term Total</b>			<b>(\$35,446)</b>	<b>(\$25,432)</b>	<b>(\$49,952)</b>	<b>(\$59,097)</b>
<b>III. Reserves Total</b>			<b>(\$35,446)</b>	<b>(\$25,432)</b>	<b>(\$49,952)</b>	<b>(\$59,097)</b>	
<b>Grand Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$0)</b>	

### 3a. Notes for Season 2021/2022 Balance Sheet

Let's look a little closer:

#	Sub-Cat	Status
A	EOY Bottom Line	<ul style="list-style-type: none"> <li>The Balance Sheet balances!</li> </ul>
B	Total Liquid assets	<ul style="list-style-type: none"> <li>Liquid assets are significantly up, as:               <ul style="list-style-type: none"> <li>We are holding \$33.0k in COVID Gift Certificates;</li> <li>We are holding \$33.4k in monies owed to the groups for EOY monies.</li> </ul> </li> <li>The funds owed to the groups will clear as they cash their cheques.</li> <li>The GCs will deplete over the next several months as clients apply the funds to ticket purchases.</li> </ul>
C	Acct-Rec, HST Rebate	<ul style="list-style-type: none"> <li>This is the HST-Rebate, Part-2.</li> </ul>
D	TT/AP final pmt	<ul style="list-style-type: none"> <li>The final monies owed is higher than in past years as we started subscriptions later than in previous years.</li> </ul>
E	Pre-paid Exp	<ul style="list-style-type: none"> <li>We will always have funds in our Pitney machine at the end of the year, as it's not practical to clear it during the year.</li> </ul>
F	Capital Assets, Total	<ul style="list-style-type: none"> <li>Although we continue to write down our capital assets, the significant purchase of lightly used, high-end lighting equipment gives us additional capital equipment to track.</li> </ul>
G	Assets, Total	<ul style="list-style-type: none"> <li>Total assets are up significantly, due to the above comments in <b>Liquid Assets, Final TT/AP pmt</b>, and our increase in <b>Capital Assets</b>.</li> </ul>
H	GC, Unused	<ul style="list-style-type: none"> <li>No TS proactive work on unused GCs due to our COVID environment.</li> <li>Unused GCs increased by <b>\$28.3k</b> due to conversion of COVID tickets to GCs, which               <ul style="list-style-type: none"> <li>provides better tracking for the organization,</li> <li>is easier for our Box Office team to manage, and</li> <li>enables clients to self-manage their funds on account.</li> </ul> </li> </ul>
I	S21/22 SVT Lease costs	<ul style="list-style-type: none"> <li>Our lease was all paid up by end of fiscal so no liability at end of year!</li> </ul>
J	Short-term Liabilities, Total	<ul style="list-style-type: none"> <li>Again, total short-term liabilities are up due to the COVID GCs on file and the August for July Arts People activity.</li> </ul>



## 4. Status of Gift Certificates (as at 01-Aug-22)

**GC, Unused** – TS sells gift certificates (GCs). When things are “normal”, some are sold directly to patrons; some are purchased by patrons for gifts to family/friends.

When the pandemic hit, many of our patrons agreed to leave the funds from their unused tickets in our hands. However, the way we set things up at the start of the pandemic meant that patrons would have to call the box office directly in order to have their unused funds applied to ticket purchases. That was a terribly manual and onerous purchase. Over May through July 2022, M. Scott converted all the funds from the unused tickets to gift certificates in the name of each client. That enables to client to self-manage their GC’s ... and allows our patrons to apply their funds to subscription or single ticket purchases of their choice. Of course, the options still exists that they can engage our Box Office staff for help!

As a result, the total value of GCs in Theatre Scarborough’s *Unearned Revenue* has increased significantly.

- To date, 691 GCs have been purchased, at a total value of \$55.1k. Some GCs have been partially redeemed; some have not been redeemed at all.
- As at 31-Jul-22, 458 GCs have full or partial value totalling \$33.5k. A significant increase over last season due to the unique circumstances of the pandemic.
- Some unused GCs date back to 2009. From the chart below, we can see that outstanding value of GCs purchased during the period 2009 through 2017 have not changed position from 2021 thru 2022.
- Understandably, no action last season due to COVID. In Season 2022/23 we will probably write off our stale-dated GCs (which doesn't affect any future claims to use). Perhaps, in some future season — once things "return to normal" — the Board might consider reaching out to these patrons to encourage converting GCs to tickets or suggest converting their GCs to donations.

Season	#-purch	T\$-purch	T\$-Remain	31-Jul-22	31-Jul-21
S-09/10	7	\$664	\$38	\$38	\$38
S-10/11	19	\$947	\$249	\$249	\$249
S-11/12	20	\$1,301	\$422	\$422	\$422
S-12/13	12	\$617	\$240	\$240	\$240
S-13/14	23	\$1,514	\$548	\$548	\$548
S-14/15	22	\$1,309	\$419	\$419	\$419
S-15/16	22	\$1,606	\$596	\$596	\$596
S-16/17	13	\$797	\$94	\$94	\$94
S-17/18	32	\$2,158	\$798	\$798	\$798
S-18/19	25	\$1,645	\$903	\$903	\$903
S-19/20	18	\$886	\$861	\$861	\$861
S-21/22	478	\$41,632	\$28,340	\$28,340	
<b>Grand Total</b>	<b>691</b>	<b>\$55,076</b>	<b>\$33,507.50</b>	<b>\$33,507.50</b>	<b>\$5,168</b>

GC Type	T\$-Remain	#-GC
1. pre-COVID	\$5,226	216
2. post-COVID	\$28,263	472
3. sub-overs	\$19	3
<b>Grand Total</b>	<b>\$33,507.50</b>	<b>691</b>



**5. EXTRA, comparative I/E stmt from Notice to Reader (past 4-years)**

The Income/Expense statement below is presented in the format our accountant prefers to use. This format provides less detail than is provided in the statement the Treasurer regularly sends to the Board, however the numbers in the two statements are fully aligned.

I&E	Yes				
T\$-Amt		Season			
HSS-Cat	HSS-SubCat	S-18/19	S-19/20	S-20/21	S-21/22
<b>1. Revenue</b>	Box Office Mgmt	\$41,405	\$35,551		\$8,123
	Donations (def)	\$10,537	\$13,774	\$12,780	\$21,194
	Donations (gross)	\$7,306	\$4,273	\$34,939	\$2,617
	Donations, non-rct		\$1,387		
	investments			\$13,533	
	Recovered Donate-Mail			\$1,958	
	Recovered Insurance	\$4,547	\$4,628	\$4,466	\$4,596
	Recovered Lease	\$55,135	\$50,636		\$15,741
	Recovered Promotion	\$8,100	\$8,206		\$9,864
	Refreshments (net)	\$4,995	\$4,257		\$679
	z-interest		\$8	\$182	\$148
	z-oth-rev			\$921	\$70
<b>1. Revenue Total</b>		<b>\$132,024</b>	<b>\$122,719</b>	<b>\$68,779</b>	<b>\$63,034</b>
<b>2. Expense</b>	Admin/Other Costs	(\$5,230)	(\$2,494)	(\$592)	(\$3,404)
	Box Office Admin	(\$8,837)	(\$5,956)	(\$1,621)	(\$2,702)
	Fundraising-exp	(\$185)	(\$105)	(\$137)	(\$91)
	Honorarium	(\$2,645)	(\$2,605)	(\$240)	(\$1,940)
	Interest/Bank-fees	(\$142)	(\$379)	(\$320)	(\$164)
	Professional fees	(\$2,486)	(\$113)	(\$4,012)	(\$7,402)
	Shared Insurance	(\$4,547)	(\$4,628)	(\$4,466)	(\$4,596)
	x-HST Rebate	\$4,684	\$1,856	\$2,236	\$13,114
	x-Shared Lease	(\$55,135)	(\$50,906)	(\$59,524)	(\$54,945)
	x-Shared Lease, CAM adj			(\$18,611)	\$13,511
	x-Shared Promotion	(\$8,100)	(\$8,206)		(\$9,864)
	z-Amortization	(\$11,394)	(\$13,591)	(\$13,591)	(\$22,521)
	z-Box Office AP Fees	(\$28,059)	(\$24,094)		(\$5,454)
	z-Gifts 2 qualified donees		(\$880)	(\$23,580)	(\$1,733)
	z-HSS-adjustment	(\$3,207)	(\$17,203)		
	z-Shared Donate-Mail			(\$1,958)	
	z-unrealized-invest-loss		(\$3,431)		
<b>2. Expense Total</b>		<b>(\$125,283)</b>	<b>(\$132,734)</b>	<b>(\$126,415)</b>	<b>(\$88,193)</b>
<b>3. COVID Assist</b>	COVID assist, Federal			\$41,552	\$24,305
	COVID assist, municipal			\$20,604	
	COVID assist, Provincial			\$20,000	\$10,000
<b>3. COVID Assist Total</b>				<b>\$82,156</b>	<b>\$34,305</b>
<b>Grand Total</b>		<b>\$6,741</b>	<b>(\$10,015)</b>	<b>\$24,520</b>	<b>\$9,145</b>

**6. Season 2021/22, List of Theatre Scarborough Donors**

Theatre Scarborough would like to thank our thoughtful 74 donors for their most generous donation this past season (total of \$63,894). Your support is deeply appreciated.

**NOTE:** This is a listing of those donating **DIRECTLY** to Theatre Scarborough.

***Platinum Level Supporter - \$1,000+***

Buffham, David  
 McDougall, Meridel

***Gold Level Supporter  
 - \$500 to \$999***

*No donors at this lever*

***Silver Level Supporter  
 - \$250 to \$499***

*No donors at this level*

***Bronze Level Supporter  
 - \$50 to \$249***

Appleton, Susan  
 Bennett, Kathleen  
 Beverly, Nancy  
 Bond, Suzanne  
 Boyd, Krista  
 Bradish, Andra  
 Burke, Jeff  
 Butt, Brenda  
 Campbell, Ian & Donna  
 Cash, Patricia  
 Crichton, George & Jane  
 Cutts, Charles and Barbara  
 Daca, Jerry  
 Dickinson, Roger  
 Donohoe, Linda  
 Fletcher, Elizabeth  
 Fraser, Jim & Anne  
 Galbraith, Don  
 Gall, Cam and Gail  
 Hall, Jean and James  
 Harrison, John

***Bronze Level Supporter  
 - \$50 to \$249, cont.***

Hines, Lynette & David  
 Hitchcock, Barry  
 Holmes, Catherine  
 Hooker, Wendy  
 Irwin, Margaret  
 Jones, Heather  
 Koscieljew, Ruth  
 Krentz, Ronald B  
 Marshall, Elizabeth  
 McQueen, Jessica  
 Miller, Wendy L  
 Misener, Marg  
 Morrissey, Jim  
 Nagano, Louise  
 Rightmyer, Susan  
 Seeley, Jo-Anne  
 Simionati, Peggy  
 Smith, Marilyn  
 Stephens, Lynne & Gordon  
 Stewart, Heather  
 White, Gail

***Supporter of PH66  
 - \$20 to \$49***

Ackerman, Susan  
 Beauvais, Lara  
 Boyer, Raymond & Judy  
 Brathwaite, Sylvia  
 Brown, Kim  
 Ekubor, Marianne  
 Gallagher, Tom  
 Gargrave, Deborah  
 Hill, Susan  
 Joseph, Jo Ann  
 Kazdan, Allan  
 King, Sharon A.  
 Lakhan, Leelawatee  
 MacOdrum, Catherine  
 Parsons, Pamela  
 Particka, Jean & Mel  
 Piggott, Louvain  
 Robinson, Joe  
 Roedding, Tom  
 Schnurr, Joan  
 Steininger, Pat  
 Tilley, Esther  
 van den Bergh, Mary Janet  
 Waters, Bonnie