

	A	B	C	D	E	F
1	ORGANIZATION:					
2	GENERAL: LAST ACTUAL 2018/19					
3		Events: list by series, if applicable, in		# of	Actual	Actual REVENUES
4	Date(s)	chronological order.	Venue	Performances	Attendance	(Fees & Admissions)
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
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23						
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25						
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27						
28						
29						
30						

SAMPLE

	A	B	C	D	E	F
1	ORGANIZATION:					
2	GENERAL: CURRENT YEAR 2019/20					
3	Date(s)	Events: list by series, if applicable, in chronological order.	Venue	# of Events or Performances	Actual/Projected Attendance	REVENUES Actual/Projected (Fees & Admissions)
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						

SAMPLE

	A	B	C	D	E	F
1	ORGANIZATION:					
2	GENERAL: PROJECTED YEAR 2020/21					
3						
4		Events: list by series, if applicable, in chronological		# of Events or	ATTENDANCE	REVENUES
5	Date(s)	order.	Venue	Performances	Actual/Projected	Actual/Projected (Fees & Admissions)
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

SAMPLE

	A	B	C	D	E
1	ORGANIZATION:				
2	GENERAL: OPERATING EXPENSES			<i>(Round to nearest dollar.)</i>	
3	Actual	Actual	Subtotals and totals cells are protected, and have automatic formulas.	Actual/Proj.	Forecast Budget
4	2017/18	2018/19		2019/20	2020/21
5			Production Expenses		
6			Salaries: Artistic/Executive Director		
7			Salaries: Support staff		
8			Salaries: Benefits		
9			Salaries: Artists		
10			Artists' Travel and Per Diem Expenses		
11			Facility Operations <i>(Specify)</i>		
12			Exhibitions/Juried Shows/Screenings		
13			Equipment/Maintenance		
14			Training/Workshop Expenses		
15			Instructors' Fees <i>(Specify)</i>		
16			Newsletter		
17			Other Publications <i>(Specify)</i>		
18			Other <i>(Specify)</i>		
19			Other <i>(Specify)</i>		
20			Other <i>(Specify)</i>		
21	0	0	(A) Total Production Expenses (Cash)	0	0
22			Administrative Expenses		
23			Salaries: General Manager/Administrator		
24			Salaries: Support Staff		
25			Salaries: Benefits		
26			Office Rent/Storage/Mortgage Payments		
27			Office Expenses		
28			Equipment/Maintenance		
29			Internet/Web Costs		
30			Bank Charges and Legal Fees		
31			Accounting and Audit Fees		
32			Travel (Administration only)		
33			Promotional Materials		
34			Advertising		
35			Subscription Costs		
36			Fundraising Costs		
37			Insurance Costs		
38			Gaming Expenses		
39			Volunteer Expenses		
40			Other <i>(Specify)</i>		
41			Other <i>(Specify)</i>		
42	0	0	(B) Total Administrative Expenses (Cash)	0	0
43	0	0	TOTAL (A)+(B) EXPENSES (CASH)	0	0

	A	B	C	D	E
1	ORGANIZATION:				
2	GENERAL: OPERATING REVENUES			<i>(Round to the nearest dollar.)</i>	
3	Actual	Actual	Subtotals and totals cells are protected, and have automatic formulas.	Actual/Projected	Forecast Budget
4	2017/18	2018/19		2019/20	2020/21
5			Earned Revenues		
6			Admissions		
7			Membership Fees		
8			Equipment Rental		
9			Facility Rental		
10			Tuition/Workshop Fees		
11			Other <i>(Specify)</i>		
12			Other <i>(Specify)</i>		
13			Other <i>(Specify)</i>		
14	0	0	(A) Total Earned Revenues (Cash)	0	0
15			Private Sector Revenues		
16			Fundraising: Corporate donations		
17			Fundraising: Corporate Sponsorships		
18			Fundraising: Individual Donations		
19			Foundations		
20			Endowment Income		
21			Bank Interest		
22			Special Events		
23			Other <i>(Specify)</i>		
24			Other <i>(Specify)</i>		
25	0	0	(B) Total Private Sector Revenues (Cash)	0	0
26			Grant Revenues		
27			BC Arts Council: Operating		
28			BC Arts Council: Project		
29			Gaming Revenues		
30			Government of BC: Other <i>(Specify)</i>		
31			Canada Council: Operating		
32			Canada Council: Project		
33			Canada Council: Other <i>(Specify)</i>		
34			Federal Employment Programs		
35			Federal: Other <i>(Specify)</i>		
36			CRD Operating		
37			CRD Special Project		
38			Municipal: Other <i>(Specify)</i>		
39			Other <i>(Specify)</i>		
40			Other <i>(Specify)</i>		
41	0	0	(C) Total Grant Revenues (Cash)	0	0
42	0	0	TOTAL (A)+(B)+(C) REVENUES (CASH)	0	0
43					
44	Summary of Operations				
45	0	0	TOTAL (A)+(B)+(C) REVENUES (CASH)	0	0
46	0	0	TOTAL (A)+(B) EXPENSES (CASH) pg 4	0	0
47	0	0	EXCESS REVENUES OVER EXPENSES	0	0
48					
49			TRANSFERS FROM RESERVE		

	A	B	C	D	E
1	ORGANIZATION:				
2	GENERAL: IN-KIND EXPENSES & REVENUES				
3	<i>Some organizations have in-kind expenses that are significant to their operations. Indicate the total amount of in-kind expenses and revenues; itemize specific items if relevant. In-kind expenses and revenues should balance to zero.</i>				
4					
5	Actual	Actual	Subtotals and totals cells are protected, and have automatic formulas.	Actual/ Projected	Forecast Budget
6	2017/18	2018/19		2019/20	2020/21
7	In-Kind Expenses				
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21	0	0	Total In-Kind Expenses	0	0
22	In-Kind Revenues				
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36	0	0	Total In-Kind Revenues	0	0

SAMPLE

	A	B	C	D	E	F	G	H	I
1	ORGANIZATION:								
2	GENERAL: STATISTICS								
3	Actual	Actual	Subtotals and totals cells are protected, and have automatic formulas.			Actual/Projected	Forecast		
4	2017/18	2018/19				2019/20	2020/21		
5			Exhibitions						
6			# Exhibitions						
7			Total attendance						
8			Screenings						
9			# Screenings						
10			Total attendance						
11			Workshops/Lectures						
12			# Workshops/Lectures						
13			Total attendance						
14			Other Events						
15			# Other events (<i>Specify</i>)						
16			Total attendance						
17			Tickets/Passes						
18			Average ticket price (\$)						
19			Total # of single tickets sold						
20			Average pass price (\$)						
21			Total # of passes sold						
22			Members						
23			# of society members						
24			\$ membership fees						
25			# of active volunteers						
26			Marketing						
27			# E-newsletters						
28			# Facebook followers						
29			# Twitter followers						
30			Other – identify statistics or measures of success for your organization (please specify)						
31									
32									
33									

SAMPLE

ORGANIZATION:											
GENERAL: STATISTICS											
Actual 2017/18		Actual 2018/19		Subtotals and totals cells are protected, and have automatic formulas.				Actual/Projected 2019/20		Forecast 2020/21	
				Students							
				Total # students (if training/educational institution)							
FT	PT	FT	PT	Paid Staff / Employees				FT	PT	FT	PT
				# Paid Office/Admin Staff: Regular							
				Contract							
				# Paid Technical Staff: Regular							
				Contract							
				# Paid Instructors: Regular							
				Contract							
				# Other Paid Employees (<i>Specify</i>)							
0	0	0	0	# TOTAL PAID STAFF				0	0	0	0
FT	PT	FT	PT	Paid Artists (musicians, actors, dancers, writers, etc.)							
				BC: Regular							
				Contract							
				Other Canadian: Regular							
				Contract							
				International: Regular							
				Contract							
0	0	0	0	# TOTAL PAID ARTISTS				0	0	0	0

SAMPLE

STAFF BY MUNICIPALITY 2019/20		
	Staff	Student
C.Saanich		
Colwood		
Esquimalt		
Highlands		
Langford		
Metchosin		
N. Saanich		
Oak Bay		
Saanich		
Sidney		
Sooke		
S. Gulf Islands		
Victoria		
View Royal		
Other		
Total*	0	0

*Total Staff should equal the combined FT + PT columns for TOTAL PAID STAFF from Actual/Projected 2019/20 above.

Student - should be completed only by training and educational institutions.