

	A	B	C	D	E	F	G
1	ORGANIZATION:						
2	PERFORMING: LAST ACTUAL SEASON 2018/19						
3					Actual	Actual REVENUE	
4					Audience	Fees and/or	Box Office &
5	Date(s)	Events: list by series, if applicable, in chronological order.	Venue	# of Performances	Attendance	Guarantees	Subscriptions
6							
7							
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SAMPLE

	A	B	C	D	E	F	G
1	ORGANIZATION:						
2	PERFORMING: CURRENT SEASON 2019/20						
3				Actual/Projected		Actual/Projected REVENUE	
4		Events: list by series, if applicable, in chronological order.	Venue	# of	Audience	Fees and/or	Box office &
5	Date(s)			Performances	Attendance		
6							
7							
8							
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SAMPLE

	A	B	C	D	E	F	G
1	ORGANIZATION:						
2	PERFORMING: PROJECTED SEASON 2020/21						
3					Projected	Projected REVENUE	
4					Audience	Fees and/or	Box Office &
5	Dates:		Venue	# of	Attendance	Guarantees	Subscriptions
6							
7							
8							
9							
10							
11							
12							
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SAMPLE

	A	B	C	D	E
1	ORGANIZATION:				
2	PERFORMING ARTS: OPERATING EXPENSES			<i>(Round to 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			Production Expenses		
6			Salaries: Artistic/Executive Director		
7			Salaries: Artists (and Guest Artists)		
8			Salaries: Technical		
9			Salaries: Benefits		
10			Artists' Travel and Per Diem		
11			Sets, Props, Costumes, etc.		
12			Scripts, Music, Royalties, etc.		
13			Sound, Lighting, etc.		
14			Theatre Operations/Rental		
15			Touring Expenses		
16			Workshop Expenses		
17			Instructors' Fees (e.g., conductors)		
18			Front of House		
19			Concessions Expense		
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			Volunteer Expenses		
39			Gaming Expenses		
40			Other <i>(Specify)</i>		
41	0	0	(B) Total Administrative Expenses (Cash)	0	0
42	0	0	TOTAL (A)+(B) EXPENSES (CASH)	0	0

	A	B	C	D	E
1	ORGANIZATION:				
2	PERFORMING ARTS: 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			Subscription Tickets		
7			Single Tickets		
8			Guarantees		
9			Concessions		
10			Royalties		
11			Program Advertising		
12			Tuition/Workshop Fees		
13			Other (Specify)		
14			Other (Specify)		
15	0	0	(A) Total Earned Revenues (Cash)	0	0
16	Private Sector Revenues				
17			Corporate donations		
18			Individual donations		
19			Corporate sponsorship (not in-kind)		
20			Foundations		
21			Endowment Income		
22			Bank Interest		
23			Special Events		
24			Other (Specify)		
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			Government of BC: Other (Specify)		
30			Gaming Revenues		
31			Canada Council: Operating		
32			Canada Council: Project		
33			Canada Council: Other (Specify)		
34			Federal Employment Programs		
35			Federal: Other (Specify)		
36			CRD Operating		
37			CRD Special Project		
38			Municipal: Other (Specify)		
39			Other (Specify)		
40			Other (Specify)		
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 OF REVENUE OVER EXPENSE	0	0
48					
49			TRANSFERS FROM RESERVE		

	A	B	C	D	E
1	ORGANIZATION:				
2	PERFORMING ARTS: 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. Organizations that receive compensation from the RMTS should list the value of these subsidies. In-kind expenses and revenues should balance to zero.</i>				
4	<i>zero.</i>				
5	Actual	Actual	Subtotals and totals cells are protected, and have	Actual/Projected	Forecast Budget
6	2017/18	2018/19	automatic formulas.	2019/20	2020/21
7	In-Kind Expenses				
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22	0	0	Total In-Kind Expenses	0	0
23	In-Kind Revenues				
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38	0	0	Total In-Kind Revenues	0	0

	A	B	C	D	E	F	G	H	I
1	ORGANIZATION:								
2	PERFORMING ARTS: 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			Productions						
6			Length of season (# weeks)						
7			# Mainstage productions						
8			# Second stage productions						
9			# Other (i.e., workshops, classes)						
10	0	0	TOTAL # PRODUCTIONS			0	0		
11			Performances						
12			# Mainstage performances						
13			# Second stage performances						
14			# Touring performances						
15	0	0	TOTAL # PERFORMANCES			0	0		
16			Attendance						
17			# Mainstage attendance						
18			# Second stage attendance						
19			# Touring attendance						
20			# Other (i.e., workshops, classes)						
21	0	0	TOTAL ATTENDANCE			0	0		
22			Members						
23			# of society members						
24			\$ membership fees						
25			# active volunteers						
26			Tickets/Subscriptions						
27			\$ average ticket price						
28			# of total single tickets sold						
29			\$ average subscription price						
30			# of total subscription pkgs sold						
31			Marketing						
32			# E-newsletters						
33			# Facebook followers						
34			# Twitter followers						
35			Other – identify statistics or measures of success for your organization (please specify)						
36									
37									
38									

ORGANIZATION:											
PERFORMING ARTS: 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.)				FT	PT	FT	PT
				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/Proj. 2019/20 above.

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