



E.C.H.O. PLAYERS SOCIETY

FINANCIAL STATEMENTS

AND

TREASURER'S REPORT

AS AT JULY 31ST 2018

E.C.H.O. PLAYERS SOCIETY

ANNUAL GENERAL MEETING AUGUST 30, 2018

TREASURER'S REPORT

So I have come to the end of my fourth year as Treasurer. Once more it was a busy year for finances – mainly money going out! But I will come to that later.

It has also been a difficult year for our bookkeeper, Debby Lecerf. In September of 2017 we started to use our new point-of-sale box office software, the Vendini system. With Vendini we are able to offer “on line” booking as well as the usual methods of ticket access. Vendini is good, but as anyone who has worked with changing software will know, it didn't come without a massive learning curve, not just for box office workers, but the accounting department as well. Debby was trying to access sales information from reports with print so small she couldn't read them; she had to equip herself with a magnifying glass that she attached to her head and raised and lowered as and when needed. Frustrating and time consuming. To better cope with daily problems in credit/debit card sales, it was decided to open a second chequing account with a national bank; after research into various banks we chose TD Canada Trust.

Debby has coped admirably with the Vendini and other issues that have arisen through the year, so I am saying a big thank you to her for consideration of me and a willingness to give so much more time than she claimed payment for. The people slogging it through at the front line were the box office co-ordinators and workers.; a big thank you to them for that work. But an even bigger thank you must go to our President, Rose, for she was the one who worked at the set-up and learning of the system and then the task of teaching everyone else. Even after it was up and running she spent hours with Vendini and the box office workers sorting out teething problems; sometimes dropping everything at home to run into the theatre to solve an issue that could not be dealt with by phone. Thank you Rose.

Onto the financial reports; as usual, I have attempted to present the detail in a format that makes some sense to you – I know that most people shudder just at the sight of a Balance sheet!

BALANCE SHEET (COMPARATIVE WITH YEAR END 2017)

The balance sheet is presented with a comparison to assets, liabilities and equity of 2017. I have provided two schedules on the second page; namely a breakdown of prepaids and the Investment Portfolio. Our fiscal year-end is July 31st and all amounts are rounded to dollars only.

1. Current assets: Cash in bank at July 31st, was **\$57,291**, this is **\$26,789** less than at the same time last year. But last year's total included \$30,000 from a GIC cashed out to cover the cost of the Mural. Fortunately most of it was not needed, as donations and grants were coming in throughout the year. Also under current assets there are several sundry items which need no explanation. Prepaids are standard operating expenses for the 2018/2019 season and Schedule 1 also shows \$3,603 for prepaid insurance.

2. Long Term Assets: Looking at Investments: The total now is \$54,834, an increase of \$933 over the prior year, which is the amount of interest earned this past year. If it had been necessary, a GIC purchased in 2016 could have been cashed, but we managed to limp along without it.

3. Capital Assets The Book Value of our assets now stands at \$278,256, which is more realistic than in 2015, when I became treasurer. It needs no further reduction in value at this time, which explains the small amortization expense this year. Four years ago, Leasehold improvements of \$7,197, had not been written down, so it was decided to reduce the value by one fifth for five years. There is one more write-off of \$1,439 remaining which will be applied at next fiscal year's end. Capital purchases this year were minimal: \$6,143 for five LED stage lights, which had to be purchased as five of the existing lights were faulty and could not be repaired, plus \$1,239 for a Head Set Body Pack, which enables backstage staff to communicate with the Tech booth.

4. Current Liabilities Accounts payable at July 31 were \$3,596, paid in August. The Gift certificate liability is reasonable at \$2,929. The unearned revenue is purchases of our Season passes. A large number of patrons prepay a discounted amount for tickets to all four plays in the season. As at July 31, the amount received was \$15,585, which is tremendous. It increased by \$3,118 from last year. This is a striking endorsement of the quality of theatre we present throughout our play season; it also helps provide cash for the prepayments paid out for that same season; which as noted was \$15,241.

5. Long Term Liabilities The Arts Fund, which is renamed the Donation fund, now has a positive balance of \$2,946, a vast improvement on its deficit of \$8,312 last year. A further production of the Spam and Maple Syrup concert was staged in May 2018 which raised \$7,909 in sales, with absolutely minimal expenses; this means that the mural has now paid for itself via the many vehicles of donations, fundraisers and grants.

The contingency fund now is down to a balance of \$7,070. Last year's balance of \$52,960 was reduced by the purchase of the HVAC system, the heating/air-conditioning unit on the roof, at a cost of \$32,916; and by the cost of \$12,287 for taking our winning Festival play, Collected Stories, to Vernon for the Mainstage Drama Festival. A big thank you to all involved with that amazing play. We also received a grant from the Regional District of Nanaimo of \$7,500 towards the cost of the HVAC System, though the money was not received until August of this year.

6. Equity Net excess of income over expenses for the year amounts to **\$10,768**. This is higher than last year by \$2,486. But last year we applied an amortization (depreciation) expense of \$12,644 and this year we applied only \$1,644. If \$11,000 of that amortization was added back, last year's excess would be \$19,281.

INCOME OVER EXPENSE STATEMENT (ACTUAL VS. BUDGET)

7. The incomes and expenses are set out in summarized form at the top of this report. Further detail is provided in schedules 3, 4 and 5. The summary demonstrates that the box office revenue for the year, \$113,777, was less than the prior year by \$3,987; but that the total of other income was more by \$3,502, ergo the total income for both years was almost equal. This year there was a new category for income, namely Vendini. This is a \$1 fee added to the cost of each ticket sold to cover the Vendini administration charges, on each ticket sold. \$11,493 was collected, but only \$9,439 was paid, giving us a gain of \$2,054. All contributions gratefully received!

8. Production expenses came in at \$1,153 less than budget, which is good and were less than last year. Occupancy costs were \$3,413 higher than budget, but during the year it was decided to rent extra storage space for all the furniture that was in the red room and an annual fee of \$1,612 was prepaid giving us a good discount.

9. Administration costs were higher than budget. One reason being the aforementioned Vendini costs, plus accounting costs are higher now as the workload for our bookkeeper has increased dramatically. A higher budget allowance for this will have to be created in the next fiscal year.

SUMMARY

To sum up, 2017/2018 was certainly a spending year for E.C.H.O. Players but we have now accomplished two very necessary improvements to the building and equipment, namely the roof and heating/cooling system replacements. These expenses cannot be classified as Capital Improvements, as they are bringing these items back up to their original usefulness. I would like to emphasise that these expenses were covered by the Contingency fund which was put in place when I took over as Treasurer. The cost for them came out of retained net worth, along with the cost of taking the Festival play to Mainstage.

Before closing I would like to draw your attention to the \$13,000 rent that our Summer renter, Bard to Broadway has paid the past two years alone. They have been our main renters since the summer of 2011, and their rent has increased from \$7,840 to the current day \$13,000. If that extra income had not been received this year, we would be looking at a deficit of \$2,232 – last year's would have been \$4,719. Without their rent we would have to consider presenting a fifth production or cutting spending drastically. It is definitely a two-way street; their using our theatre for their yearly summer theatre, and us having them, benefits both Societies.

Now I have to say that this is my last AGM report. Due to health concerns and a need to do something different from accounting, I am standing down. But, I can assure you, not without sadness and some doubt. I have enjoyed my five years on the board of E.C.H.O. Players, one as a director at large, and the four as treasurer. It was exciting being at the heart of everything that was happening within a much loved theatre group. I have made some truly wonderful friends and have so enjoyed working with them all. I will miss our monthly board meetings and want to thank each and every one of the board members for the encouragement I have received while working with them.

I will always be a proud member of E.C.H.O. Players; I am truly filled with admiration for how the society is administered and the hours of dedication that many volunteers willingly donate to keep it operational. After a suitable rest, I may come back to the board again to offer my time and skills - but not as Treasurer.

Submitted with respect
Wendy Punter, Treasurer,

On behalf of E.C.H.O. PLAYERS SOCIETY.

E.C.H.O. PLAYERS SOCIETY
COMPARATIVE BALANCE SHEET
AS AT JULY 31, 2018

	<u>JUL 31, 18</u>	<u>JUL 31, 17</u>	<u>\$ CHANGE</u>
<u>ASSETS</u>			
CURRENT ASSETS			
Bank Accounts			
Cash in banks	\$ 57,291	\$ 84,080	\$ -26,789
Advances and floats			
Total advanced	300	254	46
Receivables			0
Accounts Receivable	1,098	220	878
GST Rebate Receivable	1,982	2,025	-43
Total receivables	<u>3,080</u>	<u>2,245</u>	<u>835</u>
Total prepaid expenses (see Schedule 1)	15,241	16,432	-1,191
Script Library	2,964	2,964	0
TOTAL CURRENT ASSETS	\$ 78,876	\$ 105,975	\$ -27,099
LONG TERM ASSETS			
Security deposit - Hilliers	1,208	1,208	0
Investments			
Total Portfolio (See Schedule 2)	54,834	53,901	933
TOTAL LONG TERM ASSETS	\$ 56,042	\$ 55,109	\$ 933
CAPITAL ASSETS			
Non-amortized assets			
Land and Building	147,703	147,703	0
Capital Improvements to Building	107,905	107,905	0
Amortized assets			
Furniture, Equipment, Wardrobe	254,391	247,008	7,383
Computer equipment	9,594	7,468	2,126
Small Tools	2,737	2,737	0
Set Flats	1,020	0	1,020
Total historic value of amortized assets	<u>\$ 267,742</u>	<u>\$ 257,213</u>	<u>\$ 10,529</u>
Less: Total amortization	<u>-245,094</u>	<u>-244,890</u>	<u>-204</u>
TOTAL CAPITAL ASSETS - BOOK VALUE	\$ 278,256	\$ 267,931	\$ 10,325
INTANGIBLE ASSETS			
Hilliers Leasehold Improvements	7,198	7,197	0
Accumulated Amortization Leasehold	<u>-5,758</u>	<u>-4,318</u>	<u>-1,440</u>
TOTAL INTANGIBLE ASSETS	1,440	2,879	-1,439
TOTAL ASSETS	\$ <u>414,614</u>	\$ <u>431,894</u>	\$ <u>-17,280</u>

**E.C.H.O. PLAYERS SOCIETY
COMPARATIVE BALANCE SHEET
AS AT JULY 31, 2018**

	JUL 31, 18	JUL 31, 17	\$ CHANGE
<u>LIABILITIES</u>			
CURRENT LIABILITIES			
Accounts payable	3,596	1,870	1,726
Gift Certificate Liability	2,929	2,139	790
Damage Deposits from Rental customer	1,000	500	500
Refundable deposit	450	0	450
Unearned Revenue	15,585	12,467	3,118
	<u>\$ 23,560</u>	<u>\$ 16,976</u>	<u>\$ 6,584</u>
TOTAL CURRENT LIABILITIES			
LONG TERM LIABILITIES			
E.C.H.O. Donation Fund (formerly Arts Fund)	2,946	-8,312	11,258
Contingency fund	7,070	52,960	-45,890
	<u>10,016</u>	<u>44,648</u>	<u>-34,632</u>
TOTAL LONG TERM LIABILITIES			
	<u>\$ 33,576</u>	<u>\$ 61,624</u>	<u>\$ -28,048</u>
TOTAL LIABILITIES			
<u>EQUITY</u>			
Retained net worth	370,270	361,989	8,281
Net excess income over expenses	10,768	8,281	2,487
	<u>\$ 381,038</u>	<u>\$ 370,270</u>	<u>\$ 10,768</u>
TOTAL EQUITY			
	<u>\$ 414,614</u>	<u>\$ 431,894</u>	<u>\$ -17,280</u>
TOTAL LIABILITIES AND EQUITY			

SCHEDULE 1 - PREPAIDS			
Prepaid Royalties	3,747	1,235	
Prepaid scripts	603	553	
Prepaid - other	7,288	8,477	
Prepaid insurance	3,603	6,167	
Bar inventory at YE.	0	0	
	<u>\$ 15,241</u>	<u>\$ 16,432</u>	
TOTAL PREPAIDS			

SCHEDULE 2 - INVESTMENT PORTFOLIO			
Class A Equity Shares	17	17	
GIC 5 yr - matures Jan 2020	21,173	20,707	
GIC - 5 yr matures Jun 16 2020	13,277	13,029	
GIC Matures 27 Nov 2016	20,367	20,148	
	<u>\$ 54,834</u>	<u>\$ 53,901</u>	
TOTAL INVESTMENT PORTFOLIO			

¹ This money was set aside to cover the cost of the mural, should that prove necessary, it was cashed out in October 2016

INCOME OVER EXPENSE STATEMENT - ACTUAL VS BUDGET

August 1, 2017 through July 31, 2018

	AUGUST 2017 - JULY 2018	2017/2018 BUDGET	\$ OVER BUDGET	PRIOR YEAR JULY 2017
INCOME				
Box Office Revenue (See Schedule 3)	113,778	101,190	12,588	117,764
Total other income (See Schedule 3)	55,400	40,715	14,685	51,899
TOTAL ALL INCOME	\$ 169,178	\$ 141,905	\$ 27,273	169,663
EXPENSE				
Production expenses (See Schedule 4)	37,277	38,430	-1,153	40,535
Theatre occupancy costs (See Schedule 4)	53,242	49,829	3,413	48,016
Administration (See schedule 5)	67,891	53,646	14,245	63,431
TOTAL ALL EXPENSES	\$ 158,410	\$ 141,905	\$ 16,505	151,982
TOTAL INCOME OVER EXPENSES	\$ 10,768	\$ 0	\$ 10,768	17,681
EXTRA-ORDINARY INCOME AND EXPENSES				
Extra-ordinary income	4,683	0	4,683	22,986
Extra-ordinary expense (Transfers)	4,683	0	4,683	32,386
TOTAL EXTRA-ORDINARY INCOME/EXPENSES	\$ 0	\$ 0	\$ 0	-9,400
NET INCOME	\$ 10,768	\$ 0	\$ 10,768	8,281

SCHEDULE 3 - STATEMENT OF REVENUES

Box Office Revenue				
Play 1 - Hilda's Yard	30,278	25,910	4,368	23,342
Play 2 - The Christmas Express	32,114	24,510	7,604	29,253
Play 3 - Hay Fever	35,823	26,260	9,563	25,431
Play 4 - Collected Stories	15,562	24,510	-8,948	39,738
Total Box Office Revenue	\$ 113,777	\$ 101,190	\$ 12,587	\$ 117,764
Other Income				
Box Office one-Act Festival	4,178	4,000	178	3,463
One-Act Festival Entry Fees	1,040	600	440	470
One-Act Party Fees	0	150	-150	0
Rentals	15,723	13,480	2,243	13,950
Education/Workshop Revenue	1,844	600	1,244	0
Concession	3,761	4,000	-239	4,142
Sponsors	5,450	5,740	-290	5,650
Membership	3,580	3,100	480	3,608
Bar receipts	4,686	3,800	886	3,879
Vendini Income - ticket fees	11,493	0	11,493	0
Ticket Advertising	875	875	0	0
Program Advertising	1,875	3,500	-1,625	3,400
T-shirts	-239	100	-339	-194
Interest & Investment Income	1,003	600	403	1,286
Donations	0	0	0	450
PST Commission	132	170	-38	152
Miscellaneous Income	0	0	0	2,143
Grants (2 rec'd, both transferred to Arts Fund)	0	0	0	9,500
Total other income	\$ 55,401	\$ 40,715	14,686	51,899
TOTAL ALL INCOME	\$ 169,178	\$ 141,905	27,273	169,663

INCOME OVER EXPENSE STATEMENT - ACTUAL VS BUDGET
August 1, 2017 through July 31, 2018

AUGUST 2017 - JULY 2018	2017/2018 BUDGET	\$ OVER BUDGET	PRIOR YEAR JULY 2017
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SCHEDULE 4 - STATEMENT OF PRODUCTION AND OCCUPANCY EXPENSES

PRODUCTION EXPENSES

Marquee sign	481	550	-69	901
Graphic Design (all)	4,869	3,800	1,069	3,578
Printing Costs-tent,rack,poster	2,501	2,000	501	1,691
Program Cost	5,845	4,300	1,545	5,228
Photographer	670	700	-30	680
Costumes	2,092	1,600	492	1,927
Hair & Makeup	388	800	-412	981
Royalties	6,832	6,371	461	2,749
Professional Fees	4,050	5,050	-1,000	1,500
Scripts	823	1,025	-202	976
Set (Including Window Decorations)	5,685	6,478	-793	4,889
Set Furnishings	150	1,350	-1,200	659
Lighting	58	150	-92	3,792
Sound	0	225	-225	70
Props	790	725	65	1,663
Musicians & Music	0	0	0	5,675
Rehearsal space rental	348	256	92	903
Production Office Expenses	109	400	-291	19
Rehearsal/Set Construction Refreshments	384	1,000	-616	689
Post Production Party	930	850	80	1,048
Offsite hall rental for Post Production Party	150	600	-450	250
Miscellaneous	122	200	-78	667
TOTAL PRODUCTION EXPENSES	\$ 37,277	\$ 38,430	\$ -1,153	40,535

THEATRE OCCUPANCY COSTS

Insurance	10,165	10,000	165	9,809
Lighting Maintenance	2,097	1,200	897	1,549
Building & Equip. Maintenance	8,035	6,000	2,035	4,965
Equipment & Tools < \$500	386	700	-314	1,074
Sound	133	300	-167	154
Janitor's Supplies	624	400	224	317
Janitorial Services	4,522	5,000	-478	4,961
Rent - Hilliers	15,170	15,729	-659	14,760
Rent - Storage space	1,612	0	1,612	0
Security	369	400	-31	369
Utilities - Hydro, Water&Sewer	10,129	10,100	29	10,058
TOTAL OCCUPANCY COSTS OF THEATRE	\$ 53,242	\$ 49,829	\$ 3,413	48,016

INCOME OVER EXPENSE STATEMENT - ACTUAL VS BUDGET
August 1, 2017 through July 31, 2018

AUGUST 2017 - JULY 2018	2017/2018 BUDGET	\$ OVER BUDGET	PRIOR YEAR JULY 2017
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SCHEDULE 5 - STATEMENT OF ADMINISTRATION EXPENSES

ADMINISTRATION

Vendini Expense - ticket fees	9,439	0	9,439	0
Amortization	1,644	0	1,644	12,644
Accounting	8,667	6,000	2,667	7,268
Insurance-officers & directors	505	550	-46	505
Advertising & Promotion	15,715	17,000	-1,285	16,356
Bar costs plus license	2,735	2,650	85	2,569
Concession	1,849	2,000	-151	2,015
Donations / Scholarships	1,500	1,500	0	790
Memberships, dues and licenses	1,421	1,050	371	1,248
Bank Charges/Credit card fees	4,936	4,380	556	4,739
Membership Benefits	1,746	1,800	-54	1,725
Office Expense	3,109	3,200	-91	2,995
Postage & Courier	753	1,200	-447	1,353
Telephone	3,616	3,500	116	3,397
Ticket Printing & Consumables	1,415	1,400	15	182
Website	275	350	-75	255
Education Expense	1,529	1,000	529	74
Special Meetings	501	350	151	227
Sundry Wardrobe purchases	125	150	-25	110
Scripts expense for library and ADC	565	500	65	
Expenses Unique to One Act	2,492	2,580	-88	2,334
NIZ Festival entry costs	3,354	2,486	868	2,645
TOTAL ADMINISTRATION	67,891	53,646	14,245	63,431

E.C.H.O. Players Society
Balance Sheet
As of 31 March 2019

	<u>31 Mar 19</u>
ASSETS	
Current Assets	
Chequing/Savings	
Total 10000 · Bank Accounts	60,471.11
Total 11400 · Investments	55,364.11
Total 11500 · Petty Cash/Advance	<u>4,884.83</u>
Total Chequing/Savings	120,720.05
Total Accounts Receivable	2,000.00
Other Current Assets	
13410 · GST Rebate Receivable	2,067.28
Total 13500 · Script Library Net Total	2,964.08
Total 14000 · Prepaid Expenses	1,767.90
14500 · Unexpired Insurance	8,904.01
14999 · Undeposited Funds	30.00
Total Other Current Assets	<u>15,733.27</u>
Total Current Assets	138,453.32
Fixed Assets	
15000 · Property & Equipment	
15100 · Land	20,500.00
15200 · The Village Theatre Building	127,202.62
15250 · Capital Improvement- Theatre	107,905.40
Total 15300 · Furniture, Equip & Wardrobe Theatre	18,216.26
Total 15314 · Small Tools >\$500!	923.18
Total 15317 · Set Flats	816.00
Total 15320 · Cmppt Equipment	<u>3,977.79</u>
Total 15000 · Property & Equipment	<u>279,541.25</u>
Total Fixed Assets	279,541.25
Other Assets	
18100 · Security Deposit - Hilliers	1,207.50
Total 18200 · Leasehold Improvements-Hilliers	1,439.51
18300 · Refundable Deposit	150.00
Total Other Assets	<u>2,797.01</u>
TOTAL ASSETS	<u>420,791.58</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Total Accounts Payable	2,445.33
Total Other Current Liabilities	<u>5,433.50</u>
Total Current Liabilities	7,878.83
Long Term Liabilities	
25000 · Arts Fund	7,416.74
Total Liabilities	<u>15,295.57</u>
Equity	
31000 · Retained Net Worth	381,037.54
Net Income	24,458.47
Total Equity	<u>405,496.01</u>
TOTAL LIABILITIES & EQUITY	<u>420,791.58</u>

E.C.H.O. Players Society
Profit & Loss Budget vs. Actual
August 2018 through March 2019

	<u>Aug '18 - Mar 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
41100 · Box Office Revenue				
Total 41100 · Box Office Revenue	134,966.35	136,075.00	(1,108.65)	99.19%
41160 · Box Office One Act Festival	5,633.12	4,000.00	1,633.12	140.83%
41165 · One Act Festival Entry Fees	970.00	1,000.00	(30.00)	97.0%
42100 · NIZ Festival - Revenue				
Total 42100 · NIZ Festival - Revenue	600.00	4,000.00	(3,400.00)	15.0%
43000 · Rentals/Sales				
Total 43000 · Rentals/Sales	8,157.00	16,350.00	(8,193.00)	49.89%
43500 · Education/Workshop Revenue		1,800.00	(1,800.00)	
44000 · Concession	3,184.13	3,800.00	(615.87)	83.79%
45000 · Sponsors	2,520.00	5,040.00	(2,520.00)	50.0%
46000 · Membership	4,062.00	4,000.00	62.00	101.55%
47010 · Bar receipts	4,290.29	4,700.00	(409.71)	91.28%
49050 · Vendini Income	10,180.65			
49100 · Ticket Advertising	700.00	800.00	(100.00)	87.5%
49200 · Program Advertising	3,700.00			
49300 · Shirts for ECHO Members	130.00	180.00	(50.00)	72.22%
49400 · Other Income				
Total 49400 · Other Income	<u>1,006.34</u>	<u>1,100.00</u>	<u>(93.66)</u>	<u>91.49%</u>
Total Income	<u>180,099.88</u>	<u>182,845.00</u>	<u>(2,745.12)</u>	<u>98.5%</u>
Expense				
61000 · PRODUCTION EXPENSES				
Total 61000 · PRODUCTION EXPENSES	58,044.95	60,512.00	(2,467.05)	95.92%
65000 · OCCUPANCY COSTS OF THEATRE				
Total 65000 · OCCUPANCY COSTS OF THEATRE	41,173.53	53,662.60	(12,489.07)	76.73%
69800 · Uncategorized Expenses	395.00			
71000 · ADMINISTRATION				
Total 71200 · Advertising & Promotion	15,213.66	15,700.00	(486.34)	96.9%
71245 · Green Room Collages&Posters	358.01	500.00	(141.99)	71.6%
71300 · Bar costs	1,966.84	2,500.00	(533.16)	78.67%
71310 · Bar License/Admin	580.00	250.00	330.00	232.0%
71600 · Concession	1,327.03	2,000.00	(672.97)	66.35%
71700 · Donations / Scholarships	518.00	1,500.00	(982.00)	34.53%
71800 · Membership, Dues & Licenses	860.15	1,450.00	(589.85)	59.32%
71952 · NIZ Festival - ECHO's Entry				
Total 71952 · NIZ Festival - ECHO's Entry	1,678.43	950.00	728.43	176.68%
72100 · Bank Charges & Credit Crd Fees	3,461.40	5,000.00	(1,538.60)	69.23%
72150 · Credit Card Merchant Fees	37.50		37.50	100.0%
72160 · Vendini Expenses	8,121.76	10,000.00	(1,878.24)	81.22%
72300 · Membership Benefits	1,545.48	1,800.00	(254.52)	85.86%
72700 · Office Expense-includes copying	2,359.71	3,000.00	(640.29)	78.66%
72730 · Postage & Courier	492.45	800.00	(307.55)	61.56%
72742 · Telephone	3,061.26	3,700.00	(638.74)	82.74%
72747 · Travel	120.00	100.00	20.00	120.0%
72910 · Ticket Printing & Consumables	1,857.43	1,450.00	407.43	128.1%
73100 · Website		350.00	(350.00)	
73300 · Education/Workshop Expense	132.23	1,000.00	(867.77)	13.22%
73400 · Special Meeting		350.00	(350.00)	
73450 · Sundry Wardrobe Purchases	286.45	150.00	136.45	190.97%
73455 · Scripts for Library and ADC	505.56	500.00	5.56	101.11%
73510 · Expenses Unique to One Act				

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Accrual Basis

E.C.H.O. Players Society
Profit & Loss Budget vs. Actual
August 2018 through March 2019

	<u>Aug '18 - Mar 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 73510 · Expenses Unique to One Act	3,907.28	4,330.00	(422.72)	90.24%
Total 71000 · ADMINISTRATION	56,022.56	68,843.00	(12,820.44)	81.38%
Total Expense	155,636.04	183,017.60	(27,381.56)	85.04%
Net Ordinary Income	24,463.84	(172.60)	24,636.44	(14,173.72%)
Net Other Income	(5.37)		(5.37)	100.0%
Net Income	<u>24,458.47</u>	<u>(172.60)</u>	<u>24,631.07</u>	<u>(14,170.61%)</u>

E.C.H.O. Players Society
Balance Sheet
 As of 31 March 2019

	31 Mar 19
ASSETS	
Current Assets	
Chequing/Savings	
Total 10000 · Bank Accounts	60,471.11
Total 11400 · Investments	55,364.11
Total 11500 · Petty Cash/Advance	<u>4,884.83</u>
Total Chequing/Savings	120,720.05
Total Accounts Receivable	2,000.00
Other Current Assets	
13410 · GST Rebate Receivable	2,067.28
Total 13500 · Script Library Net Total	2,964.08
Total 14000 · Prepaid Expenses	1,767.90
14500 · Unexpired Insurance	8,904.01
14999 · Undeposited Funds	<u>30.00</u>
Total Other Current Assets	15,733.27
Total Current Assets	<u>138,453.32</u>
Fixed Assets	
15000 · Property & Equipment	
15100 · Land	20,500.00
15200 · The Village Theatre Building	127,202.62
15250 · Capital Improvement- Theatre	107,905.40
Total 15300 · Furniture,Equip&Wardobe Theatre	18,216.26
Total 15314 · Small Tools >\$500!	923.18
Total 15317 · Set Flats	<u>816.00</u>
Total 15320 · Cmpt Equipment	3,977.79
Total 15000 · Property & Equipment	<u>279,541.25</u>
Total Fixed Assets	279,541.25
Other Assets	
18100 · Security Deposit - Hilliers	1,207.50
Total 18200 · Leasehold Improvements-Hilliers	1,439.51
18300 · Refundable Deposit	<u>150.00</u>
Total Other Assets	<u>2,797.01</u>
TOTAL ASSETS	<u><u>420,791.58</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Total Accounts Payable	2,445.33
Total Other Current Liabilities	<u>5,433.50</u>
Total Current Liabilities	7,878.83
Long Term Liabilities	
25000 · Arts Fund	<u>7,416.74</u>
Total Liabilities	<u>15,295.57</u>
Equity	
31000 · Retained Net Worth	381,037.54
Net Income	24,458.47
Total Equity	<u>405,496.01</u>
TOTAL LIABILITIES & EQUITY	<u><u>420,791.58</u></u>

E.C.H.O. Players Society
Profit & Loss Budget vs. Actual
August 2018 through March 2019

	<u>Aug '18 - Mar 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
41100 · Box Office Revenue				
Total 41100 · Box Office Revenue	134,966.35	136,075.00	(1,108.65)	99.19%
41160 · Box Office One Act Festival	5,633.12	4,000.00	1,633.12	140.83%
41165 · One Act Festival Entry Fees	970.00	1,000.00	(30.00)	97.0%
42100 · NIZ Festival - Revenue				
Total 42100 · NIZ Festival - Revenue	600.00	4,000.00	(3,400.00)	15.0%
43000 · Rentals/Sales				
Total 43000 · Rentals/Sales	8,157.00	16,350.00	(8,193.00)	49.89%
43500 · Education/Workshop Revenue		1,800.00	(1,800.00)	
44000 · Concession	3,184.13	3,800.00	(615.87)	83.79%
45000 · Sponsors	2,520.00	5,040.00	(2,520.00)	50.0%
46000 · Membership	4,052.00	4,000.00	62.00	101.55%
47010 · Bar receipts	4,290.29	4,700.00	(409.71)	91.28%
49050 · Vendini Income	10,180.65			
49100 · Ticket Advertising	700.00	800.00	(100.00)	87.5%
49200 · Program Advertising	3,700.00			
49300 · Shirts for ECHO Members	130.00	180.00	(50.00)	72.22%
49400 · Other Income				
Total 49400 · Other Income	<u>1,006.34</u>	<u>1,100.00</u>	<u>(93.66)</u>	<u>91.49%</u>
Total Income	<u>180,099.88</u>	<u>182,845.00</u>	<u>(2,745.12)</u>	<u>98.5%</u>
Expense				
61000 · PRODUCTION EXPENSES				
Total 61000 · PRODUCTION EXPENSES	58,044.95	60,512.00	(2,467.05)	95.92%
65000 · OCCUPANCY COSTS OF THEATRE				
Total 65000 · OCCUPANCY COSTS OF THEATRE	41,173.53	53,662.60	(12,489.07)	76.73%
69800 · Uncategorized Expenses	395.00			
71000 · ADMINISTRATION				
Total 71200 · Advertising & Promotion	15,213.66	15,700.00	(486.34)	96.9%
71245 · Green Room Collages&Posters	358.01	500.00	(141.99)	71.6%
71300 · Bar costs	1,966.84	2,500.00	(533.16)	78.67%
71310 · Bar License/Admin	580.00	250.00	330.00	232.0%
71600 · Concession	1,327.03	2,000.00	(672.97)	66.35%
71700 · Donations / Scholarships	518.00	1,500.00	(982.00)	34.53%
71800 · Membership, Dues & Licenses	860.15	1,450.00	(589.85)	59.32%
71952 · NIZ Festival - ECHO's Entry				
Total 71952 · NIZ Festival - ECHO's Entry	1,678.43	950.00	728.43	176.68%
72100 · Bank Charges & Credit Crd Fees	3,461.40	5,000.00	(1,538.60)	69.23%
72150 · Credit Card Merchant Fees	37.50		37.50	100.0%
72160 · Vendini Expenses	8,121.76	10,000.00	(1,878.24)	81.22%
72300 · Membership Benefits	1,545.48	1,800.00	(254.52)	85.86%
72700 · Office Expense-includes copying	2,359.71	3,000.00	(640.29)	78.66%
72730 · Postage & Courier	492.45	800.00	(307.55)	61.56%
72742 · Telephone	3,051.26	3,700.00	(638.74)	82.74%
72747 · Travel	120.00	100.00	20.00	120.0%
72910 · Ticket Printing & Consumables	1,857.43	1,450.00	407.43	128.1%
73100 · Website		350.00	(350.00)	
73300 · Education/Workshop Expense	132.23	1,000.00	(867.77)	13.22%
73400 · Special Meeting		350.00	(350.00)	
73450 · Sundry Wardrobe Purchases	286.45	150.00	136.45	190.97%
73455 · Scripts for Library and ADC	505.56	500.00	5.56	101.11%
73510 · Expenses Unique to One Act				

E.C.H.O. Players Society
Profit & Loss Budget vs. Actual
August 2018 through March 2019

	<u>Aug '18 - Mar 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 73510 · Expenses Unique to One Act	3,907.28	4,330.00	(422.72)	90.24%
Total 71000 · ADMINISTRATION	56,022.56	68,843.00	(12,820.44)	81.38%
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Net Ordinary Income	24,463.84	(172.60)	24,636.44	(14,173.72%)
Net Other Income	(5.37)		(5.37)	100.0%
Net Income	<u>24,458.47</u>	<u>(172.60)</u>	<u>24,631.07</u>	<u>(14,170.61%)</u>

E.C.H.O. Players Society
Profit Loss Budget

	Aug '17 - Jul 18	Aug '18 - Jul 19
Ordinary Income/Expense		
Income		
41100 · Box Office Revenue		
41148 · Play 1	\$25,910.36	\$34,899.00
41149 · Play 2	\$24,509.80	\$38,056.00
41150 · Play 3	\$26,260.50	\$38,056.00
41151 · Play 4	\$24,509.80	\$25,064.00
Total 41100 · Box Office Revenue	\$101,190.46	\$136,075.00
41160 · Box Office One Act Festival	\$150.00	\$4,000.00
41165 · One Act Festival Entry Fees	\$4,000.00	\$1,000.00
42100 · NIZ Festival - Revenue	\$600.00	\$4,000.00
43000 · Rentals/Sales		
43100 · Rental/Sale - Costumes	\$480.00	\$350.00
43300 · Rental- Theatre	\$13,000.00	\$16,000.00
Total 43000 · Rentals/Sales	\$13,480.00	\$16,350.00
43500 · Education/Workshop Revenue	\$600.00	\$1,800.00
44000 · Concession	\$4,000.00	\$3,800.00
45000 · Sponsors	\$5,740.00	\$5,040.00
46000 · Membership	\$3,100.00	\$4,000.00
47010 · Bar receipts	\$3,800.00	\$4,700.00
49100 · Ticket Advertising	\$875.00	\$800.00
49200 · Program Advertising	\$3,500.00	
49300 · Shirts for ECHO Members	\$100.00	\$180.00
49400 · Other Income		
49401 · Interest & Investment Income	\$600.00	\$1,000.00
49404 · PST Commission	\$170.00	\$100.00
Total 49400 · Other Income	\$770.00	\$1,100.00
Total Income	\$141,905.46	\$182,845.00
Expense		
61000 · PRODUCTION EXPENSES		
61300 · Marquee sign	\$550.00	\$400.00
61400 · Graphic Design (all)	\$3,800.00	\$4,900.00
61500 · Printing Costs-tent,rack,poster	\$2,000.00	\$3,100.00
61600 · Program Cost	\$4,300.00	\$5,350.00
61710 · Photographer	\$700.00	\$700.00
61800 · Costumes	\$1,600.00	\$4,500.00
61900 · Hair & Makeup	\$800.00	\$620.00
62100 · Royalties	\$6,371.00	\$8,767.00
62150 · Professional Fees	\$5,050.00	\$4,500.00
62200 · Scripts	\$1,025.00	\$1,550.00
62300 · Set	\$6,478.00	\$5,200.00
62310 · Set Furnishings	\$1,150.00	\$1,600.00
62400 · Lighting	\$150.00	\$850.00
62500 · Sound	\$225.00	\$1,275.00
62600 · Props	\$725.00	\$1,300.00
63100 · Musicians & Music	\$200.00	\$9,200.00
63200 · Rehearsal space rental	\$256.00	\$3,100.00
63300 · Production Office Expenses	\$400.00	\$400.00
63400 · Rehearsal/Construction Food	\$1,000.00	\$1,000.00

E.C.H.O. Players Society

Profit Loss Budget

63415 · Post Production Party	\$850.00	\$1,200.00
63450 · Offsite Hall Rental Cast Party	\$600.00	\$600.00
63500 · Misc	\$200.00	\$400.00
Total 61000 · PRODUCTION EXPENSES	<u>\$38,430.00</u>	<u>\$60,512.00</u>
65000 · OCCUPANCY COSTS OF THEATRE		
65100 · Insurance	\$10,000.00	\$10,000.00
65200 · Lighting Maintenance	\$1,200.00	\$700.00
65312 · Building & Equip. Maintenance	\$6,000.00	\$7,300.00
65316 · Equipment & Tools < \$500	\$700.00	\$350.00
65320 · Sound	\$300.00	\$3,240.00
65330 · Janitor's Supplies	\$400.00	\$600.00
65340 · Janitorial Services	\$5,000.00	\$4,800.00
65380 · Rent - Hilliers	\$15,729.00	\$15,800.00
65400 · Security	\$326.60	\$695.60
65600 · Utilities - Hydro, Water&Sewer	\$10,100.46	\$10,300.00
Total 65000 · OCCUPANCY COSTS OF THEATRE	<u>\$49,756.06</u>	<u>\$53,785.60</u>
71000 · ADMINISTRATION		
71010 · Amortization	\$0.00	\$2,213.00
71100 · Accounting	\$6,000.00	\$8,700.00
71150 · Insurance-officers & directors	\$550.00	\$550.00
71200 · Advertising & Promotion		
71210 · Advertising	\$13,500.00	\$13,000.00
71230 · Season Brochure	\$2,700.00	\$2,700.00
Total 71200 · Advertising & Promotion	<u>\$16,200.00</u>	<u>\$15,700.00</u>
71245 · Green Room Collages&Posters	\$800.00	\$500.00
71300 · Bar costs	\$2,400.00	\$2,500.00
71310 · Bar License/Admin	\$250.00	\$250.00
71600 · Concession	\$2,000.00	\$2,000.00
71700 · Donations / Scholarships	\$1,500.00	\$1,500.00
71800 · Membership, Dues & Licenses	\$1,050.00	\$1,450.00
71952 · NIZ Festival - ECHO's Entry		
71953 · Royalties - NIZ	\$156.00	\$150.00
71954 · Truck Rental - NIZ	\$400.00	\$0.00
71955 · Transport. allowance - NIZ	\$0.00	\$50.00
71959 · Theatre BC Memberships - NIZ	\$500.00	\$400.00
71960 · Registration - NIZ	\$100.00	\$150.00
71962 · Promotion - NIZ	\$0.00	\$100.00
71963 · Miscellaneous - NIZ	\$1,100.00	\$100.00
Total 71952 · NIZ Festival - ECHO's Entry	<u>\$2,256.00</u>	<u>\$950.00</u>
72100 · Bank Charges & Credit Crd Fees	\$4,380.00	\$5,000.00
72160 · Vendini Expenses	\$0.00	\$10,000.00
72300 · Membership Benefits	\$1,800.00	\$1,800.00
72700 · Office Expense-includes copying	\$3,000.00	\$3,000.00
72730 · Postage & Courier	\$1,400.00	\$800.00
72742 · Telephone	\$3,500.00	\$3,700.00
72747 · Travel	\$100.00	\$100.00
72910 · Ticket Printing & Consumables	\$1,400.00	\$1,450.00
73100 · Website	\$350.00	\$350.00
73300 · Education/Workshop Expense	\$1,000.00	\$1,000.00
73400 · Special Meeting	\$350.00	\$350.00

E.C.H.O. Players Society

Profit Loss Budget

73450 · Sundry Wardrobe Purchases	\$150.00	\$150.00
73455 · Scripts for Library and ADC	\$500.00	\$500.00
73510 · Expenses Unique to One Act		
73515 · Newspaper Advertising One Ac	\$400.00	\$400.00
73550 · Awards One Act	\$205.00	\$360.00
73551 · Gifts	\$130.00	\$100.00
73552 · Adjudicators/Technicians	\$1,000.00	\$1,000.00
73560 · Travel & Accommodation	\$50.00	\$50.00
73570 · Program One Act	\$450.00	\$500.00
73580 · Posters One Act	\$130.00	\$100.00
73593 · One Act expenses for ECHO entry		\$1,200.00
73594 · photo album One Act	\$120.00	\$120.00
73595 · Party	\$100.00	\$100.00
73596 · Office for One Act	\$75.00	\$200.00
73598 · Misc.	\$50.00	\$200.00
Total 73510 · Expenses Unique to One Act	<u>\$2,710.00</u>	<u>\$4,330.00</u>
Total 71000 · ADMINISTRATION	<u>\$53,646.00</u>	<u>\$68,843.00</u>
Total Expense	<u>\$141,832.06</u>	<u>\$183,140.60</u>
Net Ordinary Income	<u><u>\$73.40</u></u>	<u><u>(\$295.60)</u></u>