

TACTICS Treasurer's Report

The following documents were prepared by Heather Marie Connors of Lowertown Books in November 2021 for the fiscal year August 1, 2020 to July 31, 2021:

1. Profit & Loss / Income Statement
2. End of fiscal year budget and actuals
3. Balance Sheet

Approved January 10, 2022 by

A handwritten signature in black ink, appearing to read 'Bronwyn Steinberg', written in a cursive style.

Bronwyn Steinberg, Treasurer



TACTICS Theatre Group Inc.

Profit and Loss
August 2020 - July 2021

	TOTAL
INCOME	
Grant Revenue	0.00
City of Ottawa	20,000.00
Ontario Arts Council	13,500.00
Total Grant Revenue	33,500.00
Workshop series (PWYC)	1,189.00
Total Income	\$34,689.00
GROSS PROFIT	\$34,689.00
EXPENSES	
Administrative Expenses	0.00
Artistic Director fees	8,000.00
Bank charges	214.64
Board and staff development	353.76
Employer payroll expenses	345.54
Legal and professional fees	1,028.30
Website	23.59
Total Administrative Expenses	9,965.83
Artistic Expenses	0.00
Artist fees	19,212.00
Total Artistic Expenses	19,212.00
Production/Programming Expenses	0.00
Green Room Series expenses	0.00
Artist / Facilitator fees	1,511.50
Total Green Room Series expenses	1,511.50
Technician fees	504.00
Venue rental	578.00
Total Production/Programming Expenses	2,593.50
Total Expenses	\$31,771.33
PROFIT	\$2,917.67



REVENUE		2020-2021 Budget	Actual as at July 31, 2021
Earned Revenues			
	1 Ticket sales / entry fees	5,600.00	
	2 Workshops / course registrations	200.00	
	3 Sales / concessions / commissions		
	5 Memberships		
	6 Interest		
	8 Workshop Series (PWYC admission)		1,189.00
Sub-total: Earned Revenues		5,800.00	1,189.00
Private Revenues			
	12 Corporate donations	-	
	13 Individual donations	-	
	14 Sponsorships (in cash)	1,000.00	
	15 Foundations	-	
	16 Fundraising activities	1,500.00	
Sub-total: Private Revenues		2,500.00	
Public Sector Revenues			
Municipal			
	20 Cultural Funding	20,000.00	20,000.00
Provincial (specify)			
	25 Ontario Arts Council - Theatre Projects	13,500.00	13,500.00
Federal (specify)			
	29 Canada Council for the Arts - Public Outreach (Mainstage Series)	24,000.00	
	30 Canada Council for the Arts - Sector Innovation (Workshops & Green Room Series)		
Sub-total: Public Revenues		57,500.00	33,500.00
Surplus carried over		979.00	
TOTAL REVENUE		66,779.00	34,689.00
EXPENSES			
Program Expenses			
	37 Artistic salaries	12,000.00	8,000.00
	Salary expenses	480.00	345.54
	38 Artist fees	24,000.00	19,036.00
	39 Artistic consultants		
	40 Other (specify) Access Support - ASL Interpreter	150.00	
	41 Mainstage Series Artist - Co-Production Contribution	-	
	42 Mainstage Series Artist - Box Office Pay-out (75%)	4,200.00	
Sub-total: Program Expenses		40,830.00	27,381.54
Production Expenses			
	43 Technical salaries		
	44 Technical fees (contingency to cover extra tech hours)	200.00	504.00
	45 Production costs		
	46 Shipping / transportation		
	47 Outreach costs (Green Room Series activities)	1,920.00	1,687.50
	48 Venue rental	4,086.00	578.00
	49 Security/Contingency Fund	1,500.00	
	50 Other (specify)		
	51 Front of House Services at Arts Court Theatre	680.00	
	52 Box Office Service Fee at Arts Court Theatre	240.00	
Sub-total: Production Expenses		8,626.00	2,769.50
Marketing Expenses			
	53 Marketing salaries	3,000.00	
	54 Communications fees		
	55 Communications production costs (print marketing materials)	500.00	
	56 Advertising	1,000.00	
	57 Other (specify)		
	58 Graphic Designer and Photographer	1,000.00	
	59 Web Series	1,800.00	
Sub-total: Marketing Expenses		7,300.00	

Administrative Expenses		
60	Administrative salaries	
61	Office rental / mortgage	
62	Utilities	
63	Office supplies	100.00
64	Accounting / legal fees	1,500.00
65	Insurance	2,000.00
66	IT / web costs	
	zoom	170.00
	wordpress/domain	80.00
67	Board and staff development	300.00
	Organizational Contingency Fund 5% -	1,920.00
68		
69	Artists Advisory Honoraria* Jury members, etc. (3 x \$200)	600.00
70	Bank fees	150.00
Sub-total: Administrative Expenses		6,820.00
Fundraising Expenses		
71	Fundraising salaries / fees	500.00
72	Fundraising activities	500.00
73	Grant writing	
75		
Sub-total: Fundraising Expenses		1,000.00
TOTAL EXPENSES		64,576.00
	Net	2,203.00
		31,771.33
		2,917.67



TACTICS Theatre Group Inc.

Balance Sheet
As of July 31, 2021

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
TD Chequing	32,199.74
Total Cash and Cash Equivalent	\$32,199.74
Prepaid Expenses	1,000.00
Total Current Assets	\$33,199.74
Total Assets	\$33,199.74
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts payable	3,303.44
Total Accounts Payable (A/P)	\$3,303.44
Unearned Revenue	24,500.00
Total Current Liabilities	\$27,803.44
Total Liabilities	\$27,803.44
Equity	
Retained Earnings	2,478.63
Profit for the year	2,917.67
Total Equity	\$5,396.30
Total Liabilities and Equity	\$33,199.74