

Complete this report by either printing off and completing by hand, or by using Adobe Reader to fill in all applicable fields (saving as you go) and then printing a copy, signing on this page and mailing.

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Send by June 30, 2009 to:
BC Touring Council
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British Columbia Touring Council
www.bctouring.org

FINAL REPORT FOR COMMUNITY PRESENTER or KEY PRESENTER

For Performance Season: July 1, 2008 – June 30, 2009

ORGANIZATION INFORMATION

Name of Organization (please print)

Mailing Address

City

Postal Code

Phone

Alt. Phone

Fax

Email Address

Alt. Email Address

Submitting Officer

Ms.

Mr.

Name (please print)

Title

Home Phone (required)

The figures in this Final Report represent a true and accurate statement of revenues and expenses.

Signature of Submitting Officer

Date

Briefly assess your 2008-09 Season. Its successes, issues, challenges, etc.

FINAL REPORT 08-09

Financial Summary – 2008-2009 Final Report

Round all figures to dollar amounts. If entering data manually, check totals and addition carefully. The Forecast figures should be the same as what was shown on your application for funding for the 2008-2009 season.

REVENUES	FORECAST 08-09	ACTUAL 08-09
EARNED REVENUES		
Tickets – Single Admissions	_____	_____
Tickets – Subscriptions, Series/Season, Memberships	_____	_____
Concession / Catering	_____	_____
Program Advertising	_____	_____
Workshop Fees / Tuition, etc.	_____	_____
Interest – Bank	_____	_____
Other _____	_____	_____
Total Earned Revenues	_____ ●	_____ ●
PRIVATE SECTOR REVENUES		
Fundraising – Corporations / Sponsors	_____	_____
Fundraising – Foundations	_____	_____
Fundraising – Individual Donors	_____	_____
Fundraising – Special Events	_____	_____
Endowment Income	_____	_____
Bingos / Raffles	_____	_____
Other (in-kind donations, etc.)	_____	_____
Total Private Sector Revenues	_____ ●	_____ ●
GRANT REVENUES		
BC Arts Council (BCAC) – Operating Funds	_____	_____
BC Arts Council – CPA GRANT	_____	_____
Direct Access to Gaming	_____	_____
Government of BC – Spirit of BC	_____	_____
2010 Legacies Now / Arts Now	_____	_____
Canada Council (specify program) _____	_____	_____
Dept. of Canadian Heritage (specify program) _____	_____	_____
Federal Employment Programs	_____	_____
Local – Government (Municipal)	_____	_____
Local – Arts Council	_____	_____
Local – Other (e.g. Regional District)	_____	_____
Other Grants (specify) _____	_____	_____
Total Grant Revenues	_____ ●	_____ ●
TOTAL ALL REVENUES	_____ ←	_____ ←

EXPENSES

FORECAST 08-09

ACTUAL 08-09

PRESENTATION EXPENSES

Artists' Fees Total	_____	_____
Artists' Travel/Accommodation/Meals/Hospitality	_____	_____
Performance Salaries-Techs/Security/Custodians	_____	_____
Ticketing Costs – Surcharges/Printing/Fees	_____	_____
Materials – Programs	_____	_____
Technical Expenses – Equipment Rent/Purchase	_____	_____
Technical Expenses – Piano Maintenance/Tuning	_____	_____
Technical Expenses – Sound / Lighting/Other	_____	_____
Royalties – SOCAN, Other	_____	_____
Performance Facility Rental	_____	_____
Concession/Catering/Other Audience Services	_____	_____
Complimentary Tickets	_____	_____
Misc. Presentation Expenses	_____	_____
Other _____	_____	_____
Total Presentation Expenses	_____	_____

ADMINISTRATIVE EXPENSES

Salary – Administrator	_____	_____
Salaries – Support Staff	_____	_____
Office Rent	_____	_____
Office Supplies/Printing/Equip Rental	_____	_____
Bank Charges/Credit Card Fees	_____	_____
Legal / Society Reporting/Audit/Insurance Fees	_____	_____
Membership Fees/Dues	_____	_____
Travel/Conferences/Workshops (Admin only)	_____	_____
Promotion/Advertising	_____	_____
Campaigns – Subscription/Fundraising	_____	_____
Bursaries/Scholarships/Donations	_____	_____
Telecommunications – Phone/Fax/Internet	_____	_____
Misc Administration	_____	_____
Other (specify) _____	_____	_____
Other (specify) _____	_____	_____
Total Administrative Expenses	_____	_____

TOTAL ALL EXPENSES

TOTAL ALL REVENUES (from previous page)	_____	_____
TOTAL ALL EXPENSES (from above)	_____	_____
SURPLUS/DEFICIT (Revenues less Expenses)	_____	_____