

Independent Theatre Annual Operating Budget Example

Comments

This is based on the last years with the company that I was managing.

REVENUE		Actuals 2017-2018	Actuals 2018-2019	Budget 2019-2020	Budget 2020-2021	
EARNED REVENUE						It is good to show a couple years history to see shifts. Since the budget for the next year is created early, in this example 2019/2020 is still a budget rather than actuals since the year is still in progress.
Box Office						
	Guaranteed Fees	\$ 5,378.53	\$ 19,361.47	\$ 5,000.00	\$ 15,000.00	Touring to schools occurs every second year.
	Ticket Revenue	\$ 25,830.04	\$ 14,497.06	\$ 24,500.00	\$ 25,000.00	
	Subscription Packages	\$ 314.04				Independent companies may try a subscription, but the lack of regular programming can make this more effort than it is worth.
	Total:	\$31,522.61	\$33,858.53	\$29,500.00	\$40,000.00	
Other Earned Revenue						
	Co-Production	\$ 5,339.88	\$ 371.84	\$ 1,500.00	\$ 2,000.00	
	Program Ads	\$ 4,250.00	\$ 1,325.00	\$ 1,500.00	\$ 1,500.00	
	Promotional Material/Merchandise Sales	\$ 786.67	\$ 232.46	\$ 500.00	\$ 1,000.00	
	Workshops	\$ 6,897.00	\$ 7,533.17	\$ 5,000.00	\$ 5,000.00	This is income from offering workshops for a fee to community.
	Miscellaneous	\$ 417.70	\$ 878.85		\$ 1,350.00	
	Total:	\$17,691.25	\$10,341.32	\$8,500.00	\$10,850.00	
	Total Earned Revenue:	\$49,213.86	\$44,199.85	\$38,000.00	\$50,850.00	
GOVERNMENT REVENUE						
Project Grants						
Federal						
	Canada Council	\$ 43,000.00		\$ 40,000.00	\$ 40,000.00	
	DCH - Arts Presentation Canada	\$ 13,500.00	\$ 17,550.00	\$ 17,550.00	\$ 17,550.00	
	DCH - InterAction Grant/CSMARI	\$ 25,000.00	\$ 5,971.42	\$ 50,000.00	\$ 17,000.00	
	ESDC - Service Canada	\$ 13,896.65	\$ 12,881.35	\$ 8,500.00	\$ 8,500.00	For summer student positions.
Provincial & Municipal						
	Manitoba Arts Council	\$ 13,000.00	\$ 20,000.00	\$ 15,000.00	\$ 26,500.00	
	Manitoba Heritage, Culture, Tourism and Sport	\$ 7,669.00	\$ 8,125.50	\$ 8,270.00	\$ 8,270.00	
	Manitoba Status of Women	\$ 200.00		\$ -		
	Manitoba Community Fund	\$ 2,250.00	\$ 8,000.00	\$ 20,000.00	\$ 36,000.00	
	Manitoba - Summer Student Support			\$ 5,000.00	\$ 5,000.00	
	Recreation Division - City of Winnipeg	\$ 1,350.00		\$ -		
	Other	\$ 8,000.00	\$ 900.00	\$ 10,000.00	\$ 15,000.00	
	Total:	\$127,865.65	\$73,428.27	\$174,320.00	\$173,820.00	
Operating Grants						
Federal						
	Canada Council for the Arts	\$ 28,991.23	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	These are annual/multi-year grants versus the project ones noted above.
Provincial						
	Manitoba Arts Council					
Municipal						
	Winnipeg Arts Council	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	
	Total:	\$ 43,991.23	\$ 46,000.00	\$ 46,000.00	\$ 46,000.00	

	Total Government Revenue:	\$171,856.88	\$119,428.27	\$220,320.00	\$219,820.00
PRIVATE SECTOR REVENUE					
	Corporate Donations/Sponsorship	\$ 4,250.00	\$ 12,300.00	\$ 12,250.00	\$ 13,000.00
	Direct Mail Campaign	\$ 650.00	\$ 775.00	\$ 500.00	\$ 600.00
	Donations In-Kind	\$ 15,222.65	\$ 22,331.69	\$ 12,000.00	\$ 12,000.00
	Fundraising Events	\$ 5,827.70	\$ 9,251.66	\$ 500.00	\$ 5,000.00
	Individual Donations	\$ 13,535.68	\$ 9,150.29	\$ 3,000.00	\$ 6,300.00
	Media Sponsorship	\$ 58,100.00	\$ 29,673.00	\$ 26,000.00	\$ 30,000.00
	Other Foundations	\$ 7,948.85	\$ 22,500.00	\$ 15,000.00	\$ 25,000.00
	Other Revenue	\$ 750.00	\$ 1,151.03		
	Winnipeg Foundation - Capacity	\$ 30,716.68	\$ 39,283.32	\$ 40,000.00	\$ -
	Winnipeg Foundation - Reconciliation		\$ 25,000.00	\$ 25,000.00	\$ -
	Winnipeg Foundation - Community Fund				\$ 30,000.00
	Total Private Sector Revenue:	\$137,001.56	\$171,415.99	\$134,250.00	\$ 121,900.00
OTHER REVENUE					
	Investment Income	\$ 4,679.00	\$ 5,151.00	\$ 5,400.00	\$ 5,500.00
	Total Other Revenue:	\$4,679.00	\$5,151.00	\$5,400.00	\$5,500.00
TOTAL REVENUE		\$362,751.30	\$340,195.11	\$397,970.00	\$398,070.00
EXPENSES					
Production Expenses					
	Artist Fees	\$ 142,798.08	\$ 140,296.33	\$ 140,000.00	\$ 140,000.00
	Community Outreach	\$ 11,307.35	\$ 16,147.77	\$ 10,000.00	\$ 10,000.00
	Fundraising and Development	\$ 497.85	\$ 280.51	\$ 500.00	\$ 500.00
	Marketing/Publicity	\$ 93,749.11	\$ 61,372.44	\$ 60,000.00	\$ 60,000.00
	Physical Production	\$ 23,638.10	\$ 15,318.00	\$ 54,000.00	\$ 55,000.00
	Production Administration	\$ 22,328.27	\$ 22,893.58	\$ 25,000.00	\$ 25,000.00
	Programming	\$ 3,859.14	\$ 1,662.22	\$ 2,000.00	\$ 2,000.00
	Rehearsal Expenses	\$ 4,589.25	\$ 5,499.30	\$ 13,000.00	\$ 13,000.00
	Travel/Accomodation	\$ 10,459.56	\$ 30,073.24	\$ 3,500.00	\$ 3,500.00
	Workshop Costs	\$ 400.00	\$ 4,857.98	\$ 300.00	\$ 300.00
	Total Production Expenses	\$313,626.71	\$298,401.37	\$308,300.00	\$309,300.00
General Administration					
	Accounting Fees	\$ 725.00	\$ 733.65	\$ 750.00	\$ 750.00
	Administration Fees	\$ 21,788.08	\$ 23,748.23	\$ 38,000.00	\$ 39,900.00
	Annual Corporation Return	\$ 50.00	\$ 40.00	\$ 40.00	\$ 40.00
	Bank Fees	\$ 61.85	\$ 14.50	\$ 120.00	\$ 120.00

This section is based on the scope and scale of productions, therefore it will vary from year to year.

Board Meetings	\$ 144.54	\$ 80.81	\$ 50.00	\$ 50.00	
Equipment			\$ 5,000.00	\$ 1,000.00	New computers were planned for 2019/2020.
Fundraising and Development	\$ 1,575.16	\$ 3,650.35	\$ 3,500.00	\$ 3,500.00	
General Marketing and Publicity	\$ 502.30	\$ 1,354.27	\$ 1,500.00	\$ 1,500.00	
Insurance	\$ 697.68	\$ -	\$ 700.00	\$ 700.00	
Materials and Supplies		\$ -	\$ 200.00	\$ 200.00	
Memberships and Associations	\$ 604.00	\$ 460.00	\$ 500.00	\$ 500.00	
Office Costs	\$ 279.83	\$ 107.30	\$ 1,500.00	\$ 1,985.00	
Payroll & Benefits	\$ 7,274.51	\$ 5,662.93	\$ 11,000.00	\$ 11,000.00	
Phone	\$ 56.30	\$ -	\$ 200.00	\$ 200.00	
Postage	\$ 24.17	\$ 60.89	\$ 50.00	\$ 25.00	
Publications and Miscellaneous	\$ 428.43	\$ 308.93	\$ 100.00	\$ 100.00	
Rent/Utilities		\$ -	\$ 10,000.00	\$ 12,000.00	As a company grows there is a need for renting an office space and additional administrative and staffing costs overall.
Staff Training	\$ 115.00	\$ 73.80	\$ 150.00	\$ 150.00	
Travel		\$ -	\$ 50.00	\$ 50.00	
Workshops	\$ 13,789.95	\$ 6,104.43	\$ 15,000.00	\$ 15,000.00	
Total General Administration:	\$48,116.80	\$42,400.09	\$88,410.00	\$88,770.00	
Total Expenses	\$361,743.51	\$340,801.46	\$396,710.00	\$398,070.00	
Revenue	\$362,751.30	\$340,195.11	\$397,970.00	\$398,070.00	
Expenses	\$361,743.51	\$340,801.46	\$396,710.00	\$398,070.00	
Excess/ Deficiency	\$1,007.79	-\$606.35	\$1,260.00	\$0.00	
Accumulated Surplus/Deficit	\$ 1,167.61	\$ 561.26	\$ 1,821.26	\$1,821.26	