



Portal Players Dramatic Society
Board of Directors Meeting AGENDA
For: Monday, June 2, 2014, 7:00 pm at the Capitol Theatre

1. Call to order
2. Adoption of agenda
3. Adoption of May 2014 board meeting minutes.
4. Correspondence:
 - Alberni Valley Community Foundation
5. Treasurer's Report:
 - April 2014 Financials; comparatives to June 1, 2014; "Little Women" project report
6. President's report:
 - NIZ Festival (2014 and 2015), Gaming proposal, costume room updates, Volunteer Squared renewal
7. Old Business
 - Quote on changing theatre locks
 - Quote on secure box for electric drums and keyboard
 - 2014/15 budget
8. New Business
 - a. New GLs for 2014-2015
 - b. Advertising in local press
 - c. Board approval for Price's Alarms payment online
 - d. Summer board meeting schedule
 - e. LED show and tell
 - f. Carpentry of the new lounge tables and the new stage 'maquette'.
 - g. Seussical Update
 - h. *Security of Argyle St. doors*
9. Reports:
10. Next board meeting: 7 pm, Monday, July 7, 2014 at the Capitol Theatre Lounge
11. Adjournment



**Portal Players Dramatic Society
Board of Directors Meeting Minutes
Monday, May 5, 2014, 7:00 pm at the Capitol Theatre**

In attendance: Brent Ronning, Janet Deakin, Carrera Schroeder, John Kenchenten, Chris Arthurs, Derek Burke

Regrets: Peter Wienold, Sandy Bouleau, Cody Taylor, Irene Williams

1. Call to order: 7:03
2. Adoption of agenda: **Motion** by Carrera to adopt, 2nd by Chris, all in favour, motion carried.
3. Adoption of April 2014 board meeting minutes: **Motion** by Derek, 2nd by Chris all in favour, carried.
4. Correspondence: none
5. Teresa Drew: summer theatre program proposal
"Get Creative with Teresa Drew" - 5 week program, 9 – 12 Mon – Friday with a show every Friday night. Start date July 7th, 2014
Proposal and budget attached.

Motion to approve the program by Chris, 2nd by John, all in favour, motion carried.

6. Treasurer's Report: New GLs for 2014-2015
Colleen is preparing the budget for the AVGA Grant application and this budget will be a guideline for next year's budget. This is the first year we will be approving a yearly budget. New list of GLs have been created to more accurately budget our revenue and expenses, de-amortization, etc.
7. President's report: nothing
8. Old Business: IMPROV – needs direction. Chris would like to see it go back to being the educational program it originally started as. The program needs Terms of Reference to help define PPDS expectations and IMPROV responsibilities and rules of conduct.
9. New Business
 - a. **Set ticket pricing** for 2014-2015
Carrera moves that regular show ticket prices all rise by \$1.00, and that musicals should be: \$15/18 for 12 and under, \$25/28 for adults. 2nd by John, all in favour, motion carried.
All other shows: Student/senior: \$14/16, Adult \$17/\$19
One Acts \$10 (no change)

Motion by Derek to set the Season Ticket Price: \$60.00 across the board, 2nd by Carrera, all in favour, motion carried.
 - b. Doreen Anderson Volunteer of the Year Award Terms of Reference – See document developed by Peter Wienold (attached). Motion to accept TOR by Janet, 2nd by John,

all in favour, motion carried.

- c. LED lighting discussion and direction – tabled for further pricing investigation. We can rent lights for now, or borrow John Kenchenten's at no charge. Thank you John.
- d. 2014-2015 Budget – Finance committee needs to meet with the board later this month to revise/accept the budget. Budget will be sent to the board via email for discussion.
- e. Re-keying of Theatre Doors. Carrera submits that there are many sets of keys to the theatre 'out there' that aren't being returned. Carrera would like to develop a procedure/policy for handling of keys. We also need to reset the alarm code.
Board – one code
Admin – one code
Production – one code
Janet will get a quote & recommendations from the LockMonster.

10. Reports:

John: report on Seuss – maquette being built for set, John volunteered to have the lounge tables project completed.

Chris: Gary was here to let the furnace guys in. Green room project will be completed in summer.

Derek: re: access to the theatre for rehearsals; 5JD had only two weeks on stage to rehearse and it should be 4 weeks which put tech and directing 'behind the 8 ball'. Derek hopes that future PPDS shows will be given more time and reducing difficulties for the production.

Brent: "Jeeves in Bloom" has been removed from the season list until rights are secured. Brent reports that Bill Morin installed weather stripping. Brent will look in to keeping the stage door locked during shows. "The Wall" donated a \$150 gift certificate from Triangle Music in thanks to Dennis and Nathan for the audio/visual technical work for their concert.

Janet: Will be away for the May 26th meeting. Janet will pick up the bursary information on Thursday, May 8th from Chris.

11. Next board meeting: 7 pm, Monday, June 2, 2014 at the Capitol Theatre Lounge

12. Adjournment: Motion to adjourn by Derek Burke, 2nd by Carrera, all in favour, carried.

PPDS/jd

**APRIL 2014
FINANCIALS
PORTAL PLAYERS
DRAMATIC
SOCIETY**

Prepared by Colleen Brooks for internal discussion only

Portal Players Dramatic Society

Account Reconciliation with Outstanding Transaction Detail Report 04/01/2014 to 04/30/2014

Report By: Statement end date

Deposit No.	Date	JE#	Source	Comment	Amount	Total
Account: 1025 Scotiabank Chequing Account						
Previous Statement Start Date:		03/01/2014				
Previous Statement End Date:		03/31/2014				
Statement start date:		04/01/2014				
Statement end date:		04/30/2014				
Reconciliation date:		05/09/2014				

Reconciled

Statement End Balance as of 04/30/2014	29,182.77
Add: Outstanding Deposits	0.00
Subtract: Outstanding Withdrawals	-2,382.41
Adjusted Bank Balance as of 04/30/2014	<u>26,800.36</u>

Book balance as of 04/30/2014	<u>26,800.36</u>
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Outstanding Deposits 0.00

Outstanding Withdrawals

02/14/2014	J699	00038	Echo Players North Island Zo...	-100.00
03/15/2014	J825	0072	Gittan Klemetsrud	-8.95
04/13/2014	J954	0112	Windsor Plywood	-601.51
04/27/2014	J988	123	D'Sign Guy	-67.20
04/28/2014	J987	122	Chris Doman	-358.51
04/28/2014	J989	124	Marina Connah	-976.24
04/28/2014	J996	125	Canadian Mental Health Asso...	-270.00
Total Outstanding Withdrawals				<u>-2,382.41</u>

**Portal Players Dramatic Society
Comparative Income Statement**

	Actual 04/01/2014 to 04/30/2014	Actual 03/01/2014 to 03/31/2014
REVENUE		
Revenue		
Membership Dues Revenue	20.00	0.00
Donation Revenue	419.81	99.71
Sponsorship Revenue	0.00	200.00
Ticket Sales Revenue	1,658.00	33,125.40
Improv/Readings Revenue	95.00	225.00
Youth Programs	1,130.00	210.00
Concession Revenue - Lobby	600.50	2,214.50
Concession Revenue - Lounge	1,225.00	2,382.00
Lobby Concession Bottle Return	21.80	36.90
Lounge/Bar Bottle Return	0.00	17.80
Other Revenue	31.40	0.00
Costume Rentals Revenue	0.00	10.00
Rental Revenue	0.00	200.00
Interest Revenue	0.00	2.90
Sales Tax Commission	55.00	0.00
Total Revenue	<u>5,256.51</u>	<u>38,724.21</u>
TOTAL REVENUE	<u>5,256.51</u>	<u>38,724.21</u>
EXPENSE		
Expenses - General		
Advertising & Promotion	1,252.89	875.81
Scripts & Royalties	1,288.85	160.04
Makeup & Costumes	88.67	466.06
Technical & Sound Expenses	1,338.31	221.21
Set production Expenses	1,162.28	132.64
Cast Parties Expenses	0.00	1,584.21
Props Expense	100.09	37.16
Green Room Supplies	79.18	254.93
Theatre BC Dues	425.60	100.80
Glee Expenses	0.00	100.00
NIZ Festival	50.00	0.00
Membership Events	498.45	0.00
Cash Over/Short	89.00	0.00
Donations	0.00	0.01
Interest & Bank Charges	234.32	218.80
Insurance	911.80	911.80
Licenses & Dues	70.00	250.00
Office Supplies & Expenses	759.32	2,289.04
Postage & Photocopying (dont use)	0.00	203.49
Supplies	0.00	199.38
Concession Expense	116.45	350.58
Liquor Purchase for Lounge	355.32	720.11
Utilities	1,196.04	2,122.59
Repairs & Maintenance - General	725.12	468.00
Telephone	113.31	113.01
Travel	36.58	0.00
Wages	947.70	1,669.20
CPP Expense	25.25	53.75
EI Expense	24.96	43.94
WCB Expense	4.88	14.19
Sub-contractors	484.40	0.00
Subcontractors - Programming	0.00	1,213.75
Total Expenses - General	<u>12,378.77</u>	<u>14,774.50</u>
TOTAL EXPENSE	<u>12,378.77</u>	<u>14,774.50</u>
NET INCOME	<u>-7,122.26</u>	<u>23,949.71</u>

**Portal Players Dramatic Society
Comparative Income Statement**

	<u>Actual 07/01/2013 to 06/02/2014</u>	<u>Actual 07/01/2012 to 06/02/2013</u>
REVENUE		
Revenue		
Bursary Revenue	25.00	0.00
Membership Dues Revenue	1,860.00	2,030.00
Donation Revenue	5,639.15	1,233.10
Sponsorship Revenue	11,225.00	2,000.00
Donations In Kind	4.50	0.00
Ticket Sales Revenue	65,771.97	39,987.90
Improv/Readings Revenue	1,025.00	2,326.90
Concert Revenue	0.00	70.00
Season Ticket Revenue	1,650.00	405.00
Season Ticket Upgrade	701.00	420.00
Youth Programs	19,780.00	23,028.00
Concession Revenue - Lobby	5,807.40	3,435.42
Concession Revenue - Lounge	8,542.35	7,476.70
Lobby Concession Bottle Return	61.70	0.00
Lounger/Bar Bottle Return	54.60	0.00
Other Revenue	275.84	45.00
Costume Rentals Revenue	1,482.00	1,235.00
Fund Raising Revenue	0.00	726.00
Grant Revenue	1,400.00	0.00
Workshop Revenue	1,072.50	280.00
Rental Revenue	920.00	2,370.00
Interest Revenue	72.90	0.00
Sales Tax Commission	99.00	22.00
Total Revenue	<u>127,469.91</u>	<u>87,091.02</u>
TOTAL REVENUE	<u>127,469.91</u>	<u>87,091.02</u>

EXPENSE

Expenses - General

Advertising & Promotion	9,598.43	8,432.16
Improv Expense	0.00	975.18
Scripts & Royalties	12,501.74	8,047.42
Makeup & Costumes	3,598.07	2,061.65
Technical & Sound Expenses	12,621.62	2,647.09
Set production Expenses	3,903.08	1,238.19
Cast Parties Expenses	2,785.50	1,781.95
Props Expense	642.07	559.15
Green Room Supplies	831.71	531.64
Honorariums	50.00	3,700.00
Play Costs (other theatres)	0.00	160.00
Theatre BC Dues	891.20	341.60
Stages Expenses	40.00	0.00
Glee Expenses	265.00	0.00
NIZ Festival	699.92	1,338.04
Membership Events	732.40	1,292.73
Cash Over/Short	274.79	-20.00
Rental Expense	0.00	1,438.00
Donations	500.01	1,306.75
Interest & Bank Charges	2,356.08	1,658.41
Insurance	8,053.60	9,079.34
Licenses & Dues	442.75	1,341.82
Bursaries	500.00	0.00
Legal & Accounting	2,996.94	1,861.03
Office Supplies & Expenses	5,601.55	2,647.05
Postage & Photocopying (dont use)	227.62	0.00
Supplies	753.01	747.10
Concession Expense	2,181.43	5,522.12
Liquor Purchase for Lounge	2,297.11	0.00
Utilities	13,659.40	12,274.69
Rehearsal Space Expense	4,200.00	4,200.00

Workshops	550.00	816.83
Repairs & Maintenance - General	3,637.34	5,973.39
Telephone	790.49	347.71
Travel	174.16	0.00
Wages	14,809.68	7,698.60
CPP Expense	502.16	258.35
EI Expense	387.22	200.39
WCB Expense	291.44	71.31
Sub-contractors	4,264.15	12,279.00
Subcontractors - Programming	7,198.50	0.00
Total Expenses - General	<u>125,810.17</u>	<u>102,808.69</u>
Expenses - Gaming		
Bank Charges & Interest (Gaming)	9.00	6.00
Supplies (Gaming)	0.00	88.44
Advertising (Gaming)	0.00	74.44
Office Supplies & Admin. (Gaming)	0.00	31.01
Honorariums (Gaming)	0.00	75.00
Total Expenses - Gaming	<u>9.00</u>	<u>274.89</u>
TOTAL EXPENSE	<u>125,819.17</u>	<u>103,083.58</u>
NET INCOME	<u>1,650.74</u>	<u>-15,992.56</u>

Generated On: 06/01/2014

**LITTLE WOMEN
PROJECT REPORT
PORTAL PLAYERS DRAMATIC
SOCIETY**

Prepared by Colleen Brooks for internal discussion only

Portal Players Dramatic Society

Project Income Detail 07/01/2013 to 05/11/2014

Date	Description	Source	JE#	Amount	Cumulative
Little Women					
REVENUE					
4008	Sponsorship Revenue				
03/31/2014	Deposit #21 - Box Office Mar 24-27	Deposit #21	J893	100.00	100.00
4010	Ticket Sales Revenue				
01/08/2014	Jan 7th - Box Office - Goes with Batc...	Scotiaban...	J497	400.00	500.00
04/04/2014	Deposit #23	Dep #23	J925	40.00	540.00
04/07/2014	Deposit #24	Batch #44...	J935	218.00	758.00
04/07/2014	Deposit #24	Batch #44...	J935	1,190.00	1,948.00
				<u>1,848.00</u>	
TOTAL REVENUE				<u>1,948.00</u>	
EXPENSE					
5003	Scripts & Royalties				
03/14/2014	Kaj Knudsen	2014-45	J817	255.92	255.92
04/12/2014	Kaj Knudsen	2014-83 KK	J941	10.24	266.16
				<u>266.16</u>	
5005	Makeup & Costumes				
04/12/2014	Colleen Brooks	2014-85 ...	J943	14.15	280.31
5011	Set production Expenses				
04/01/2014	Windsor Plywood	161521	J1054	19.27	299.58
04/12/2014	Windsor Plywood	Windsor ...	J940	230.81	530.39
04/12/2014	Colleen Brooks	2014-85 ...	J943	66.69	597.08
				<u>316.77</u>	
5014	Props Expense				
04/12/2014	Colleen Brooks	2014-85 ...	J943	10.58	607.66
5170	Office Supplies & Expenses				
03/27/2014	The Graphics Factory	21675	J914	179.58	787.24
04/30/2014	The Graphics Factory	21759	J1006	85.35	872.59
				<u>264.93</u>	
5350	Sub-contractors				
04/07/2014	Teresa Drew	2014-82T...	J936	434.40	1,306.99
TOTAL EXPENSE				<u>1,306.99</u>	
REVENUE minus EXPENSE				<u>641.01</u>	



Portal Players Dramatic Society

President's Report

Monday, June 2, 2014, 7:00 pm at the Capitol Theatre

Submitted by Brent Ronning

NIZ Festival

- Thank you to ECHO Players for hosting a wonderful week of theatre with SIX (!) memorable productions. Adjudication has been educational and meaningful for all participants and the feedback has been very positive about adjudicator Fran Gephard. Congratulations to Nanaimo Theatre Group for their production of "God of Carnage" and to CLT for the runner up of "On Golden Pond"
- We are very proud of Best Supporting Actress Carrera Schroeder and Honourable Mentions for Set Design and Costume Design (Chris Doman/Peter Kulich and Marina Connah)
- 2015: Port Alberni; 2016: Campbell River; 2017: Courtenay
- Mainstage news: South Island Zone is unable to send a production to Kamloops, so we are now down to 7 productions for the week and the final Friday night is dark (Skeena Zone and Peace River Zone were unable to mount zone festivals this year).
- Theatre BC will fill the 8th spot with a "Wild Card" entry from other productions throughout the zone who would be willing to bring their show to Kamloops
- The 2014 recipient of the Donna Lamb is Lesley McVey for her contributions to her home club, NIZ, and her previous long involvement in the Central Interior Zone (Prince George). You might remember that Portal Players was awarded the honour last year.
- Peter Wienold is Chairing our Festival Committee and will call a meeting this summer to assemble committee heads so that they can get their teams together.

Community Gaming Proposal

- Submitted online on Saturday, May 31. We have asked for \$15 000 to support our youth programs; financials noted how the programs are sustainable with tuition and expenses, but we are seeking support for the utilities and salary of our administrative support.
- Gaming account: we will need to open a new one at Scotiabank should we be successful in our proposal; Suzanne at Scotia will reserve an account for us and provide us with a void cheque for that account to submit to Community Gaming

Costume Room/Alberni Valley Community Foundation

- We received the \$1000 cheque from the Foundation on May 27 at a presentation at the Athletic Hall. Marina Connah helped explain the project; we will return next year to show them photos and give them material for their archives.
- Heather Maloney has engaged Jim Lawson and the carpentry students at VAST and ADSS to do the work as project based assignments. The first phase will be done in June, and then continue in September. We will provide the students with season passes for our shows next season. The area around the desk will be completed this month (and the desk will need to go).

Volunteer Squared

- We have renewed our license for our membership database for another year at a cost of over \$300. Without another alternative for managing our data, we really do not have another option. I have raised Andrea's privileges (she had been limited to "Admin assistant" which was an enormous source of frustration when using the system—especially considering that she is the only user). Andrea has committed to learning and using the system to its full capacity.

May 26, 2014

Keys & Locks for The Capitol Theatre:

Chris from Lock Monster (on Argyle) gave me some prices for options to re-key or change the deadbolts. I would recommend that the costume room keys be changed out as well with copies for Marina, Heather, Vanessa and Brent only.

To change out the deadbolts on all exterior doors; (5 in total):

1. Re-key current deadbolts: Keeping our existing deadbolts and having them rekeyed is the cheapest option, as well, keys can be copied anywhere.

\$16.00 re-key existing deadbolt
\$16.00 per door x 5 = \$80.00
Additional keys are \$2.50 each

2. MX Key System: More copying restrictions than regular keys. Other than Lock Monster, who will only make copies by an authorized member(s) of PPDS, geographically, one would have to travel to Victoria to find someone capable of copying these types of keys.

\$40.00 hardware
\$16.50 set up fee
\$11.00 installation fee
\$67.50 per door x 5 = \$337.50
Each additional key is \$5.50.

3. Multilock 7x7 system (high security) **Additional keys are \$15.00 each** and cannot be copied by anyone else other than Lock Monster.

\$60.00 each cylinder
\$33.00 set up fee
\$11.00 installation fee
\$104 per door x 5 = \$520.00

MEMORANDUM

TO: PPDS Board

Date: May 5, 2014

FROM: Janet Schlackl

RE: COST ESTIMATE RE EXPANSION OF MUSIC PIT AND DRUMS/KEYBOARD ENCLOSURE

In accordance with the proposal submitted at the April Board meeting regarding the expansion of the music pit and enclosure to house the new electronic drum kit and keyboard, I submit the following for consideration and approval by the PPDS board:

- Peter Kulich to construct both the expansion and enclosure.
- Once the drums are received the construction of the enclosure will begin
- the expansion of the pit will likely begin over the summer but will be ready for the fall

And that the board approves a budget not to exceed \$500.00 for both. This may be a high estimate but it will prevent a stall in operations should we not have enough of an approved budget with which to operate.

Submitted
Janet Schlackl

1000	ASSETS	H	
1001	SUSPENSE	G	BANK
1005	CASH CLEARING	G	ASSET
1010	PETTY CASH	G	ASSET
1015	TILL FLOATS	G	ASSET
1025	SCOTIABANK CHEQUING	G	BANK
1030	SCOTIABANK GAMING ACCOUNT	G	BANK
1035	SCOTIABANK VISA SECURITY	G	BANK
1080	A/R - PRIOR YEAR	G	ACCTS RECEIVABLE
1085	ACCOUNTS RECEIVABLE - CURRENT	G	ACCOUNTS RE
1105	GST RECEIVABLE	G	ASSET
1115	GST RECEIVABLE - GAMING	G	ASSET
1116	GST ON ASSETS PURCHASED (100%)	G	ASSET
1410	TOOLS	G	ASSET
1411	ACC. DEPR. TOOLS	G	ASSET
1420	SOUND & LIGHT EQUIP	G	ASSET
1430	ACC. DEPR. SOUND & LIGHTG EQUIP	G	ASSET
1440	COMPUTER EQUIPMENT	G	ASSET
1450	ACC. DEPR. - COMPUTER EQUIPMENT	G	ASSET
1460	FURNITURE AND FIXTURES	G	ASSET
1470	ACC. DEPR. FURNITURE AND FIXTURES	G	ASSET
1471	ELECTRONICS	G	ASSET
1472	ACC. DEPR. ELECTRONICS	G	ASSET
1480	BUILDINGS	G	ASSET
1490	ACC. DEPR. BUILDINGS	G	ASSET
1500	LAND	G	ASSET
1600	TOTAL ASSETS	T	
2000	LIABILITIES	H	
2050	A/P - PRIOR YEAR	G	ACCOUNTS PAYABLE
2051	A/P - PRIOR YEAR (GAMING)	G	LIABILITY
2052	ACCOUNTS PAYABLE - CURRENT	G	ACCOUNTS PAYABLE
2060	ACCRUED LIABILITIES	G	LIABILITY
2070	CPP PAYABLE	G	LIABILITY
2080	EI PAYABLE	G	LIABILITY
2090	INCOME TAX PAYABLE	G	LIABILITY
2100	ACCOUNTS PAYABLE - CURRENT	G	ACCOUNTS PAYABLE
2120	VACATION PAYABLE	G	LIABILITY
2130	PAYROLL CLEARING	G	LIABILITY
2140	WCB PAYABLE	G	LIABILITY
2300	PST PAYABLE	G	LIABILITY
2590	DEFERRED REVENUE - CAPITAL GRANT	G	LIABILITY
2591	DEFERRED REVENUE - GAMING	G	LIABILITY
2595	DEFERRED INCOME	G	LIABILITY

2599	TOTAL LIABILITIES	T	
3000	EQUITY	H	
3110	EQUITY IN CAPITOL ASSETS	G	EQUITY
3120	GAMING EQUITY	G	EQUITY
3140	CAPITAL ASSET ADDITIONS	G	EQUITY
3145	TRANSFER TO/FROM CAPITAL	G	EQUITY
3150	TRAMSFER TP/FROM GAMING	G	EQUITY
3155	TRANSFER TO/FROM OPERATING	G	EQUITY
3500	RETAINED EARNINGS	G	EQUITY
3600	CURRENT EARNINGS	X	CURRENT EARNINGS
3900	TOTAL EQUITY	T	
4000	REVENUE		
4006	MEMBERSHIP DUES REVENUE	G	REVENUE
4007	DONATIONS REVENUE	G	OPERATING REVENUE
4008	SPONSORSHIP REVENUE	G	REVENUE
4009	DONATIONS IN KIND REVENUE	G	OPERATING REVENUE
4010	SALES REVENUE	G	REVENUE
4014	SEASON TICKET REVENUE	G	REVENUE
4015	SEASON TICKET UPGRADE REVENUE	G	REVENUE
4019	EDUCATIONAL PROGRAM TUITION REVENUE	G	REVENUE
4020	NON-LIQUOR SALES REVENUE	G	OPERATING REVENUE
4025	LIQUOR SALES REVENUE	G	OPERATING REVENUE
4026	NON-LIQUOR BOTTLE RETURN	G	OPERATING REVENUE
4027	LIQUOR BOTLE RETURN	G	OPERATING REVENUE
4030	OTHER REVENUE	G	REVENUE
4055	GRANT REVENUE	G	REVENUE
4060	RENTAL REVENUE	G	REVENUE
4061	INTEREST/EXCHANGE REVENUE	G	REVENUE
4062	INTEREST/EXCHANGE REVENUE (GAMING)	G	REVENUE
4064	SALES TAX COMMMISSION	G	OPERATING REVENUE
4900	TOTAL REVENUE	T	
	EXPENSES		
5001	ADVERTISING AND PROMOTION	G	EXPENSE
5003	NEWSPAPER ADVERTISEMENTS	G	EXPENSE
5005	RADIO ADVERTISEMENTS	G	EXPENSE
5010	ROYALTIES	G	EXPENSE
5012	SCRIPTS AND MUSIC	G	EXPENSE
5015	MAKEUP AND HAIR	G	EXPENSE
5020	COSTUMES	G	EXPENSE
5025	SET PRODUCTION	G	COST OF GOODS SOLD
5030	PROPS	G	COST OF GOODS SOLD

5035	CAST PARTY	G	COST OF GOODS SOLD
5037	GREEN ROOM SUPPLIES	G	COST OF GOODS SOLD
5039	CATERING	G	EXPENSE
5045	THEATE BC DUES/FEES	G	EXPENSE
5047	MEMBERSHIP EVENT	G	COST OF GOODS SOLD
5050	CASH OVER/SHORT	G	EXPENSE
5055	INTEREST AND BANK CHARGES	G	EXPENSE
5060	INSURANCE	G	EXPENSE
5065	LICENCE AND DUES	G	EXPENSE
5070	BURSARIES	G	EXPENSE
5075	LEGAL AND ACCOUNTING	G	EXPENSE
5077	OFFICE SUPPLIES	G	EXPENSE
5079	POSTAGE/COURIER	G	EXPENSE
5081	PHOTOCOPIES	G	EXPENSE
5085	MISC. SUPPLIES	G	EXPENSE
5090	CONCESSION EXPENSES	G	EXPENSE
5095	LIQUOR PURCHASES	G	EXPENSE
5170	TRAVEL	G	EXPENSE
5180	AMORTIZATION	G	EXPENSE
5200	HYDRO	G	EXPENSE
5205	NATURAL GAS	G	EXPENSE
5210	TELEPHONE/INTERNET	G	EXPENSE
5215	JANITORIAL SUPPLY	G	EXPENSE
5220	JANITORIAL SUB-CONTRACTOR	G	EXPENSE
5225	REPAIRS AND MAINTENANCE - GENERAL	G	EXPENSE
5230	REHEARSAL SPACE	G	COST OF GOODS SOLD
5300	WAGES	G	OPERATING EXPENSES
5310	CPP EXPENSE	G	OPERATING EXPENSES
5320	EI EXPENSE	G	OPERATING EXPENSES
5330	WCB EXPENSE	G	PAYROLL EXPENSE
5350	SUB-CONTRACTOR	G	PAYROLL EXPENSE
5355	SUB-CONTRACTOR - PROGRAMMING	G	PAYROLL EXPENSE
5360	LIGHTING EXPENSE	G	EXPENSE
5365	SOUND EXPENSE	G	EXPENSE
5370	TECHNICAL CONSUMABLES	G	EXPENSE
5399	EXPENSES - TOTAL		
	EXPENSES - GAMNG		
5401	ADVERTISING (GAMING)	G	EXPENSE
5450	SUB-CONTRACTORS - PROGRAMMING (GAMING)	G	EXPENSE
5455	BANK CHARGES AND INTEREST (GAMING)	G	EXPENSE
5477	OFFICE SUPPLIES AND ADMINISTRATION (GAMING)	G	EXPENSE
5485	SUPPLIES (GAMING)	G	EXPENSE
5500	HYDRO (GAMING)	G	EXPENSE

5505	NATURAL GAS (GAMING)	G	EXPENSE
5510	TELEPHONE/INTERNET (GAMING)	G	EXPENSE
5515	ALARM MONITORING (GAMING)	G	EXPENSE
5520	GARBAGE (GAMING)	G	EXPENSE
5599	EXPENSES TOTAL (GAMING)		
	DEPARTMENTS		
1	PLANT AND BUILDING		
2	PORTAL PLAYERS		
3	ADULT CHOIR		
4	IMPROV		
5	GLEE		
6	STAGES		
7	COSTUMES		
8	NIZ FESTIVAL HOST		
	PROJECT		
	SHOWS		
	WORKSHOPS		
	RENTAL SHOWS WHERE WE MAKE MONEY FOR MORE THAN FACILITY RENTAL		