

**TREASURER'S REPORT prepared by Deborah Tom**  
**JUNE 12, 2023**

**Federal Government:**

- **GST Rebates** (2) were filed Jan-June 1226.67 and July-Dec \$414.90 and CRA notification in June that rebate is being issued.
- **Registered Charity Information Return** – the Members voted yes to forgoing an accountant and to use the financials I prepared for our 2022 financial year. Form T3010 filed May 9, 2023 Note no monies were paid or are due.
- **CRA tax receipt for donations** were sent out in February 2023. Executor for Tony Antonias' estate contacted us a CRA rejected our Tax Receipt, we are working with Minuteman Press to revise VP's receipt books in order to comply and will reissue the receipt with same date.

**Provincial Government**

- **BC Gaming** - As treasurer, I make the application (cost \$10/license) and complete the Gaming report after each production. In Feb 2023 BC Gaming changed their application process to be within 10 business days of the event, unfortunately this prohibited us to get the first week of Our Town. Note: Gaming money is to be used for Publicity and programs. The 50/50 money is deposited into the PCU Gaming account after each show and the money is transferred to chequing once a year.
- **BC Liquor Licensing** will only grant 24 Special Event Permits per year at \$100 per day plus PST. We have been able to get approval to exceed that limit based on Vagabonds pursuing a primary liquor license. We have provided Red Tide Consultants a \$1000 retainer to assist us through the Primary Liquor License process. As this application requires significant board information the decision has been made to wait until the new Board is elected to move forward.

**Municipal Government**

- We have entered into a one new year lease with the City of New Westminster effective April 1<sup>st</sup> and VP issued a cheque for \$3,600 as per the agreement. There were a few requirements one was to increase our insurance which we did for \$460. We will now need to negotiate a 5-year lease which we will be working with City of NW's Todd Ayotte.
- Todd has also offered to assist us in obtaining our Primary Liquor license on the Municipal side of things as we need to go the NW City Council for approval.
- I just received email for Permissive Property Tax Exemptions for the year 2024 (Due Aug 11)

**Financial Institution**

- Westminster Saving CU is now Propsera Credit Union and with this there were a few challenges as they moved their system over.

**Vagabonds Financial Systems and reporting.**

- **Square** - was purchased this year and is located at the concession where it is primarily used with the occasional box office purchase. This accommodates both cash and credit card sales. Initially we used it for a few 50/50 raffle sales, but due to discrepancies and the need for accuracy when completing BC Gaming reports it has been removed. Square, sends daily reports which are very detail and deposits money on a weekly basis.
- **Audienceview** – is our Box Office System and is used for Ticket Sales and Donations. It is linked to Paypal where all sales and donations are deposited with completed transactions. It has an excellent reporting system. I run a report once a month as the fee is taken from our chequing account every month. I also run a report at the completion of every show so that we can have the ticket revenue and know how much to withdraw from Paypal.
- **Paypal** – As mentioned above, Audienceview deposits sales and donations into Paypal. I as the Administrator, go in after the close of each production and transfer the funds to the PCU chequing account. I then go into our accounting system and apply it to the right account.

- **SAGE** – Simply Accounting. We have the non-cloud-based program that is on our the Vagabond Players designated red lap top. Each month I enter transactions from the PCU accounts into the computer and run reports which I present to the Board and Members. These reports include Balance Sheet, Income Statement and Production Financials.

#### **Treasurer's Duties**

- In a quick overview, I make sure the bills are paid and monies are collected and deposited. I also, make sure reports are created and filed, that being said much of what I do has been addressed above. The reconciling of concession, box office and gaming monies and floats have been a bit of a challenge. With different fee structures and sometimes human error things do not always balance, so I do my best to look at all the information and make sure that the gaming is accurate.

**Other Duties – Royalties** - I took on the task of obtaining scrips and rights for our 2023 portion of our season. Samuel French was bought out by Concord Theatricals and it has been a learning year. Applications take approximately 4 weeks to process and we have 90 days to pay for the rights. Once our payment is accepted, we can promote and advertise the show and we have 18 months to perform the show.

If I am to be re-elected, I believe we are now in a position to create a budget and I would like to put a small committee together to work together to prepare one for 2024.