

TREASURER'S REPORT

ANNUAL GENERAL MEETING – June 23, 2024

Prospera Credit Union - Balances as of May 31, 2024

Chequing	\$66,862.12
Savings	\$29,934.08
Gaming	3913.00
Equity	5.00
<u>Term Deposits (revised)</u>	<u>155,786.33</u>
Total Monies	\$256,500.53

Finances - Completed:

- **Revenue:** Confession sales = \$2694.40 / Box Office = \$222 / Fifty-Fifty = \$2090.50 Cash Deposits were made on May 10th as well as a donation of \$89.50. Also on May 10th, PayPal Transfer of 21782.00 less 418.65 allocated to Paypal fees and \$21363.35 to bank).
- **PayPal** – On June 3, I did two transfers to Prospera: \$2300 for Jazz Night and the remaining monies of \$1,387.38. There is \$685 in donations and I will need to do a reconciliation of the PayPal Account to allocate the rest.
- **Play On** – Revenue \$22,020 / Expenses \$7,475 = Profit \$14,545
- **Jazz Night** Revenue \$ 2375 / Expense 174.00 / Vagabond 30% of Revenue \$660.30/ Due to Will Chernoff \$1,540.70
- **2024/2025 Season** Rights for Mauritius, A Nice Indian Boy and The Revolutionists have been purchased
- **2024 Financials - April & May are entered. Attached are the Balance Sheet and Income Statement**

Budget 2024/2025 – Attached is the budget for approval. I did make a note that in order to make budget we need 3 shows plus a musical or 5 regular shows. In the production portion of the budget you will note that I removed Royalty + Scripts and Ticket Fees from Production working budget as these are administrative. There is a Production tab where you can see all the shows in the 2022/2023 Season as well as 2023/24.

Audienceview Contract Renewal- AudienceView contacted us re: non-payment on two subscription fee invoices past due. Val investigated and found the contract that states the first 3 years were free then \$250/subscription fee which went up to \$275, plus an increase in 10% in ticket fees. Val and I met with AudienceView Toronto and we have entered a new 3-year contract with the rate of \$100/month as savings of \$2100 per year. Fee Rate is now \$1.01.

Member /Volunteer Appreciation- On May 1st there were 90 members (5 life time. There were 70 who participated as well as 10 non- current members who also volunteered for a total of 80.

Finances & Legal - Ongoing:

Bernie Legge Theater Lease – Schedules requirements were forwarded to Board. Todd returns on June 10th.

Primary Liquor License: I have done a Liquor Analysis for Play on which shows 11-13% of liquor sales per audience member. I have prepared the letter of intent which will be accompanied with documents from City of New West and the BC LRB:

- **City of NW - Carolyn Armanini**, MCIP, RPP | Acting Manager, Economic Development & (Adam Laranjeiro | Planning Technician). We have an email from the City of New West acknowledging our intent and the requirements.
- **BC Liquor Review Board – Garth Fraser** has provided me with an email the same data with SEP limitations and Vagabonds Players SEP Permits for 2023.
- **Consultants - Edna (Rising Tide)** – I contacted Edna, because the Primary Liquor License Application initial question is do you have zoning. She told me to check it as yes. We also discussed City of New West and she said the Arena and the Theatre would be two separate zoning applications and a separate liquor license for each as we have different addresses. We also discussed the documentation I have put together and strategy. I am consolidating the documents and will be sending her a copy this week to review before we submit.
- **Note upon my review of the Queens Park Zoning there is a bylaw that no person shall stay between dusk and dawn on the property.**

Annual Report for City of NW – Val, Cindy & I have begun to work on the 2023/2024 Season Report.

Entandem – This is for music licensing. I will need to do calculations for 2024 so far & have payment for AGM.

Records – I obtained a free lockable 4 drawer cabinet which is now in the pass-through (extra key cut and in safe). I will keep 2023 & 2024 financial/legal documents at my place everything else will be moved back to the theatre

Vagabond Guidelines – I am working on updating the Treasurers Duties.

As Treasurer, it has been a very, very busy year for me. From paying bills, to reconciling the different systems Audienceview, Square, PayPal, and making deposits attending meetings. Doing the bookkeeping on Simply Accounting, running reports, filing reports, obtaining rights, permits & licenses. Doing the analysis and putting together a budget for the first time in forever, plus co-producing Play On and working on the City of New Westminster Lease and the Primary Liquor License. Should I be re-elected for next year I can wrap up what I began last year and enjoy a slower pace. An Honor to Serve, Deb Tom