

# **ACTRA Toronto**

## **2010 Budget**

	<i>Actual</i> 08/09	<i>Forecast</i> 09/10	<i>Budget</i> 10/11	<i>Notes</i>
<b>INCOME</b>				
<b>Income from members</b>				
Basic dues	1,434,897	1,450,000	1,455,000	
Working dues	1,486,268	1,535,000	1,540,000	
Initiation fees	180,774	185,000	190,000	
Withdrawal fees	19,020	20,000	20,000	
Reinstatement fees	12,620	15,000	15,000	
Member fines	41,519	10,000	5,000	
Apprentice members dues	237,523	250,000	255,000	
Apprentice members permits	373,420	425,000	430,000	
Member training course fees	19,850	20,000	30,000	
Additional BG Performer dues	1,024	1,000	1,000	
<b>Total</b>	<b>3,806,915</b>	<b>3,911,000</b>	<b>3,941,000</b>	
<b>Income from non-members</b>				
Performer permits (residents)	631,312	700,000	705,000	
Performer permits (non-residents)	236,867	350,000	355,000	
<b>Total</b>	<b>868,179</b>	<b>1,050,000</b>	<b>1,060,000</b>	
<b>Other sources</b>				
Administration fees (IPA)	427,882	390,000	395,000	
Administration fees (other agreements)	31,993	30,000	30,000	
Administration fees (TIP)	10,400	15,000	15,000	
Contract service fees (commercials)	250,556	250,000	255,000	
10% service charges (commercials)	325,378	300,000	305,000	
Other income	220,429	110,000	50,000	
<b>Total</b>	<b>1,266,638</b>	<b>1,095,000</b>	<b>1,050,000</b>	
<b>Investment income</b>				
Investment income	676,818	650,000	650,000	
ROI LSVCF Sponsor Fee	349,329	350,000	375,000	(1)
Capital gains on investments	155,721	0	0	
<b>Total</b>	<b>1,181,868</b>	<b>1,000,000</b>	<b>1,025,000</b>	
<b>TOTAL REVENUE</b>	<b>7,123,600</b>	<b>7,056,000</b>	<b>7,076,000</b>	

	08/09	09/10	10/11	Notes
<b>EXPENSES</b>				
<b>(1) Union democracy and advocacy</b>				
<b>Advocacy and Council operations</b>				
Council & Committees	50,410	40,000	40,000	
Ombudsman	5,000	5,000	5,000	
Children's advocate	5,000	5,000	5,000	
Diversity advocate	5,000	5,000	5,000	
Council & Stunt Elections	-239	25,000	0	(2)
Professional & consulting fees	0	15,000	15,000	
<b>President</b>				
President	30,000	30,000	30,000	
Past-President	5,000	5,000	5,000	
President's Expenses	5,189	5,000	5,000	
Council Travel	3,678	0	0	
<b>VP-Finance</b>				
VP-Finance	10,000	10,000	10,000	
<b>Vice President (External)</b>				
VP-External	10,000	10,000	10,000	
Political Action	14,014	20,000	20,000	
Gordon Pinsent Studio	142	2,500	2,500	
Archives Project	296	500	500	
<b>Vice President (Communications)</b>				
VP-Communications	10,000	10,000	10,000	
Performers Magazine - editor honorarium	5,000	5,000	5,000	
Performers Magazine	57,226	70,000	70,000	
Direct Mail bulletins	28,270	25,000	25,000	
Events, Festivals and Conferences	8,468	10,000	10,000	(3)
ACTRA Toronto Awards Program	18,946	20,000	20,000	
<b>Vice President (Member Services)</b>				
VP-Member Services	10,000	10,000	10,000	
Apprentice Caucus	0	500	500	
Additional BG Performers Caucus	525	525	525	
Youth	0	0	500	
<b>Vice President (Internal)</b>				
VP-Internal	10,000	10,000	10,000	
Diversity Committee	2,754	3,500	3,500	
Act Your Age	0	0	500	
<b>Member-at-large</b>				
Member-at-large	5,000	5,000	5,000	
TAWC	0	500	500	
Member Conferences	170,348	120,000	120,000	
<b>Total</b>	<b>470,027</b>	<b>468,025</b>	<b>444,025</b>	

	08/09	09/10	10/11	Notes
<b>(2) Executive Director's Office</b>				
Salaries	241,835	202,000	209,000	
General benefits	39,578	27,000	24,000	
RRSP	27,684	24,000	26,000	
Travel & expenses	28,927	20,000	20,000	
Consultants & professional fees	18,297	15,000	15,000	
<b>Total</b>	<b>356,321</b>	<b>288,000</b>	<b>294,000</b>	
<b>(3) Organizing &amp; Communications unit</b>				
Salaries	292,194	308,000	347,000	
General benefits	53,035	54,000	55,000	
RRSP	26,597	32,000	39,000	
Manager's expenses	1,076	1,000	1,000	
Advertising & industry marketing	775	775	775	
Sponsorships	21,275	20,000	15,000	(4)
Public relations events/Press Conferences	320	1,000	1,000	
Subscriptions and periodicals	2,237	2,000	2,000	
Promotional items	6,399	6,500	6,500	
Organizing and strike action	0	37,500	75,000	(5)
<b>Total</b>	<b>403,908</b>	<b>462,775</b>	<b>542,275</b>	
<b>(4) Membership service unit</b>				
Salaries	273,011	250,000	231,000	(6)
General benefits	49,737	50,000	47,000	
RRSP	27,210	28,000	24,000	
<b>Total</b>	<b>349,958</b>	<b>328,000</b>	<b>302,000</b>	
<b>(5) Film and television production unit</b>				
Salaries	725,953	819,000	798,000	(7)
General benefits	136,856	156,000	157,000	
RRSP	74,291	90,000	88,000	
TIP administration	34,311	37,000	37,000	
Stewarding expenses	5,437	5,000	5,000	
IPA manager's expenses	1,654	2,000	2,000	
OSLO per diems	13,526	35,000	25,000	
OSLO expenses	4,372	15,000	10,000	
<b>Total</b>	<b>996,400</b>	<b>1,159,000</b>	<b>1,122,000</b>	
<b>(6) Commercial production unit</b>				
Salaries	615,833	664,000	682,000	
General benefits	134,685	140,000	132,000	
RRSP	65,407	72,000	82,000	
Stewarding expenses	14	500	500	
Commercial manager's expenses	2,501	2,000	2,000	
OSLO per diems	3,060	7,500	7,500	
OSLO expenses	862	2,000	2,000	
Apprentice training program	10,533	15,000	15,000	
<b>Total</b>	<b>832,895</b>	<b>903,000</b>	<b>923,000</b>	

	08/09	09/10	10/11	Notes
<b>(7) Finance unit</b>				
Salaries	313,914	337,000	346,000	
General benefits	59,260	60,000	62,000	
RRSP	35,455	41,000	42,000	
Director of Finance & Admin's expenses	1,203	1,000	1,000	
Accounting and auditing fees	50,000	50,000	50,000	
Office supplies	37,284	35,000	35,000	
Postage	23,294	28,000	28,000	
GST/HST expenses	41,509	40,000	100,000	(8)
Health benefits for retirees	25,088	30,000	30,000	
Sundries	10,028	10,000	10,000	
Staff development	11,004	10,000	10,000	
Letterhead & Other printing	2,354	5,000	5,000	
VISA charges	34,237	35,000	35,000	(9)
MasterCard charges	13,978	15,000	15,000	(9)
Bank charges	14,223	15,000	8,000	(10)
Courier	771	800	800	
<b>Total</b>	<b>673,602</b>	<b>712,800</b>	<b>777,800</b>	
<b>(8) Reception unit</b>				
Salaries	140,669	147,000	153,000	
General benefits	27,510	27,000	31,000	
RRSP	9,317	12,000	13,000	
<b>Total</b>	<b>177,496</b>	<b>186,000</b>	<b>197,000</b>	
<b>(9) Occupancy</b>				
Rent	577,207	573,000	578,000	(11)
Leased assets	18,849	18,849	16,604	(12)
Office contracts and leases	63,763	50,000	50,000	
Telephone	56,690	55,000	45,000	
Insurance	18,020	31,000	38,000	
Furniture capital costs (incl. Depreciation)	6,851	5,500	13,000	(13)
<b>Total</b>	<b>741,380</b>	<b>733,349</b>	<b>740,604</b>	
<b>(10) Data, statistics &amp; information technology</b>				
IT Unit - Salaries	143,875	140,000	156,000	(14)
IT Unit - General benefits	30,767	39,000	37,000	(14)
IT Unit - RRSP	11,231	11,000	13,000	(14)
Amortization - hardware	13,942	15,000	15,000	
Maintenance	1,773	5,000	5,000	
Data communications	2,091	5,000	5,000	
Software, supplies, programming	5,799	12,000	7,500	
Security System	5,113	3,000	3,000	
<b>Total</b>	<b>214,591</b>	<b>230,000</b>	<b>241,500</b>	

	08/09	09/10	10/11	Notes
<b>(11) Affiliations</b>				
FilmOntario	30,000	30,000	30,000	
Ontario Federation of Labour	3,780	7,560	7,560	
Toronto District & Labour Council	2,820	2,820	2,820	
Green Screen Toronto	0	5,000	0	
<b>Total</b>	<b>36,600</b>	<b>45,380</b>	<b>40,380</b>	
<b>(12) Grievances, arbitrations &amp; litigation</b>				
Grievances, arbitrations & litigation	56,274	50,000	25,000	(15)
<b>Total</b>	<b>56,274</b>	<b>50,000</b>	<b>25,000</b>	
<b>TOTAL ACTRA TORONTO EXPENSES</b>	<b>5,309,452</b>	<b>5,566,329</b>	<b>5,649,584</b>	
Operating Surplus (prior to transfers to National)	1,814,148	1,489,671	1,426,416	
<b>TRANSFERS TO ACTRA NATIONAL</b>				
Per Capita transfers	2,003,213	1,958,763	1,933,906	
Net cross-charges and adjustments	(186,267)	(227,500)	(281,000)	(5),(14)
<b>Net transfers to ACTRA National</b>	<b>1,816,946</b>	<b>1,731,263</b>	<b>1,652,906</b>	
<b>TOTAL EXPENSES</b>	<b>7,126,398</b>	<b>7,297,592</b>	<b>7,302,490</b>	
Operating Surplus (deficit)	(2,798)	(241,592)	(226,490)	

# Notes to the 2010 Budget

- (1) As a sponsor of the “Return on Innovation” Labour-Sponsored Venture Capital Fund, ACTRA Toronto receives a .25% sponsorship fee. This calculation is based on \$150 million in assets.
- (2) Council & Stunt Elections are held every two years.
- (3) Events, Festivals, and Conferences include the following: One delegate to Banff and Executive Academy memberships.
- (4) This budget proposes the following charitable giving and donations for 2010-2011. Charitable giving: The Actors’ Fund of Canada: \$8,000. PAL: \$1,000. Variety Club: \$500. Donations: Canadian Actor Online: \$5,000.
- (5) ACTRA Toronto receives funding for an Organizer from The National Organizing Campaign in the amount of \$37,500 for FYE 2010 and \$75,000 for FYE 2011.
- (6) A full-time employee retired from this unit in September 2009.
- (7) We have retained Eda Zimler as a part-time consultant for FYE 2011.
- (8) We anticipate that HST will be implemented in Ontario effective July 1, 2010. HST will be charged on many items that are currently PST exempt. ACTRA Toronto will still be able to claim a 50% input tax credit.
- (9) The increase in VISA and MasterCard charges is due to an increased volume of transactions rather than an increased level in fees. Each year more and more performers opt to pay their dues online through our website.
- (10) Bank charges will decrease in 2011 due to the good deal negotiated with Creative Arts Savings and Credit Union.
- (11) The new lease takes effect on August 1, 2010. We negotiated a competitive increase in rent as well as 8 months free basic rent. The free rent is amortized over the 10 year term of the lease.
- (12) The new leasehold allowance takes effect on August 1, 2010. This is for leasehold items not covered by the \$20 per square foot leasehold allowance we negotiated with the landlord.
- (13) Furniture capital costs include annual depreciation on our new office chairs.
- (14) Three full time clerks process ACTRA Toronto member’s work history information previously done at AFBS. Salaries and benefits for these clerks are fully recovered from ACTRA National.
- (15) This is a spending target. Legal costs are driven by emerging contract disputes and other forms of litigation and are difficult to forecast.