



Consolidated Financial Statements

ACTRA Toronto

February 29, 2020

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Independent Auditor's Report

Grant Thornton LLP
Suite 200
15 Allstate Parkway
Markham, ON
L3R 5B4
T +1 416 366 0100
F +1 905 475 8906

To the Members of
ACTRA Toronto

Opinion

We have audited the consolidated financial statements of **ACTRA Toronto** (“the Organization”), which comprise the consolidated balance sheet as at February 29, 2020, and the consolidated statements of operations, surplus and funds, and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of **ACTRA Toronto** as at February 29, 2020, and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

The logo for Grant Thornton LLP, featuring the company name in a stylized, cursive script font.

Markham, Canada
June 2, 2020

Chartered Professional Accountants
Licensed Public Accountants

ACTRA Toronto

Consolidated Balance Sheet

February 29

2020

2019

Assets

Current

Cash and cash equivalents	\$ 2,972,044	\$ 2,076,768
Term deposits (Note 3)	25,090	409,122
Accounts receivable (Note 4)	750,562	597,970
Current portion of loans receivable (Note 5)	202,096	321,288
Prepaid expenses	<u>88,182</u>	<u>112,647</u>
	4,037,974	3,517,795
Bonds held in trust for engagers	3,937,467	5,442,512
Long-term loan receivable (Note 5)	136,411	169,704
Investments (Note 6)	8,524,336	8,044,711
Investment in Creative Arts Savings & Credit Union Limited (Note 7)	1,219,148	1,625,530
Property and equipment (Note 8)	<u>263,875</u>	<u>155,018</u>
	\$ 18,119,211	\$ 18,955,270

Liabilities

Current

Accounts payable and accrued liabilities (Note 9)	\$ 1,363,340	\$ 1,348,403
Due to ACTRA Fraternal Benefit Society (Note 4)	423,687	408,698
Due to ACTRA National (Note 4)	<u>273,153</u>	<u>279,638</u>
	2,060,180	2,036,739
Deferred leasehold inducement	210,680	116,111
Due to engagers	<u>3,937,467</u>	<u>5,442,512</u>
	6,208,327	7,595,362

Funds (Page 5)

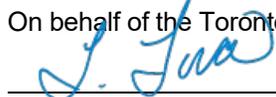
Internally restricted

Toronto Action / Defence Fund	6,069,656	6,026,368
Toronto Emergency Operating Expense Fund	4,528,532	4,360,372
Computer Systems Development Fund	22,370	22,370
Invested in Capital Assets Fund	263,875	155,018
Council Surplus	<u>167,342</u>	<u>167,342</u>
	11,051,775	10,731,470
Surplus	<u>859,109</u>	<u>628,438</u>
	11,910,884	11,359,908
	\$ 18,119,211	\$ 18,955,270

Commitments (Note 10)

Subsequent event (Note 15)

On behalf of the Toronto Branch Council



President



Treasurer

See accompanying notes to the consolidated financial statements.

ACTRA Toronto

Consolidated Statement of Operations

Year ended February 29

2020

2019

Revenue (Page 16)		
Members	\$ 6,168,322	\$ 5,644,865
Non-members	2,147,197	1,647,198
Other	<u>2,897,469</u>	<u>2,491,399</u>
	<u>11,212,988</u>	<u>9,783,462</u>
Expenses (Pages 17, 18, 19 & 20)		
Union democracy and advocacy	584,016	588,044
Executive director's office	557,104	605,386
Communications unit	622,667	595,318
Membership services unit	682,428	651,233
Film, tv and digital media unit	1,773,996	1,692,932
Commercial production unit	1,062,127	1,077,806
Finance unit	1,134,052	1,152,229
Reception	229,897	231,720
Occupancy and office	811,591	814,136
Data, statistics and information technology	295,617	330,292
Affiliations	40,580	40,560
Legal fees	54,279	41,780
Transfers to ACTRA National	<u>2,378,844</u>	<u>2,348,100</u>
	<u>10,227,198</u>	<u>10,169,536</u>
Excess (deficiency) of revenue over expenses before the undernoted	985,790	(386,074)
Provision for impairment of loans receivable (Note 5)	(28,432)	(25,840)
Unrealized loss on investment in Creative Arts Savings & Credit Union Limited (Note 7)	<u>(406,382)</u>	<u>-</u>
	<u>\$ 550,976</u>	<u>\$ (411,914)</u>

See accompanying notes to the consolidated financial statements.

ACTRA Toronto

Consolidated Statement of Surplus and Funds

Year ended February 29

2020

2019

Toronto Action / Defence Fund

Balance, beginning of year	\$ 6,026,368	\$ 6,026,368
Allocated during the year	<u>43,288</u>	<u>-</u>
Balance, end of year	<u>\$ 6,069,656</u>	<u>\$ 6,026,368</u>

Toronto Emergency Operating Expense Fund

Balance, beginning of year	\$ 4,360,372	\$ 4,360,372
Allocated during year	<u>168,160</u>	<u>-</u>
Balance, end of year	<u>\$ 4,528,532</u>	<u>\$ 4,360,372</u>

Computer Systems Development Fund

Balance, beginning of year	\$ 22,370	\$ 22,370
Allocated during year	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 22,370</u>	<u>\$ 22,370</u>

Invested in Capital Assets Fund

Balance, beginning of year	\$ 155,018	\$ 242,636
Fund transfer	<u>108,857</u>	<u>(87,618)</u>
Balance, end of year	<u>\$ 263,875</u>	<u>\$ 155,018</u>

Council Surplus

Balance, beginning of year	\$ 167,342	\$ 167,342
Allocated during year	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 167,342</u>	<u>\$ 167,342</u>

Surplus

Balance, beginning of year	\$ 628,438	\$ 952,734
Fund transfers	(320,305)	87,618
Allocated during the year	<u>550,976</u>	<u>(411,914)</u>
Balance, end of year	<u>\$ 859,109</u>	<u>\$ 628,438</u>

See accompanying notes to the consolidated financial statements.

ACTRA Toronto

Consolidated Statement of Cash Flows

Year ended February 29

2020

2019

Increase in cash and cash equivalents

Operating		
Excess (deficiency) of revenue over expenses	\$ 550,976	\$ (411,914)
Unrealized loss on investment in Creative Arts Savings & Credit Union Limited	406,382	-
Amortization	103,374	101,421
Provision for impaired loans	28,432	25,840
Change in unrealized appreciation of investments	<u>(177,832)</u>	<u>(22,566)</u>
	911,332	(307,219)
Change in non-cash operating working capital		
Accounts receivable	(152,592)	(227,848)
Prepaid expenses	24,465	19,745
Accounts payable and accrued liabilities	14,937	(69,275)
Deferred lease inducement	<u>94,569</u>	<u>(81,960)</u>
	<u>892,711</u>	<u>(666,557)</u>
Financing		
Advances (to) from ACTRA National, net	(6,485)	6,105
Advances from ACTRA Fraternal Benefit Society, net	<u>14,989</u>	<u>187,258</u>
	<u>8,504</u>	<u>193,363</u>
Investing		
Proceeds from term deposits, net	384,032	1,724,110
Purchase of property and equipment	(212,231)	(13,803)
Purchase of investment in Addenda Commercial Mortgage Fund	(301,793)	(282,871)
Purchase of loans receivable	-	(606,277)
Repayments of loans receivable, net	<u>124,053</u>	<u>89,445</u>
	<u>(5,939)</u>	<u>910,604</u>
Increase in cash and cash equivalents	895,276	437,410
Cash and cash equivalents, beginning of year	<u>2,076,768</u>	<u>1,639,358</u>
Cash and cash equivalents, end of year	<u>\$ 2,972,044</u>	<u>\$ 2,076,768</u>

See accompanying notes to the consolidated financial statements.

ACTRA Toronto

Notes to the Consolidated Financial Statements

February 29, 2020

1. Nature of operations

The ACTRA Toronto (“AT”) is an autonomous branch of the ACTRA Performers Guild. The Branch represents performers in the live transmission and recorded media.

2. Summary of significant accounting policies

These financial statements have been prepared in accordance with accounting standards for not-for-profit organizations (“ASNPO”). ASNPO require entities to select policies appropriate for their circumstances from choices provided in the specific standards. The following are details of the choices selected by AT and applied in these financial statements.

Use of estimates

In preparing the financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenue and expenses during the reporting period. Actual results could differ from these estimates. The significant estimates in these financial statements have reflected the amounts recorded for impairment of investments, impairment of loans receivable and amortization of property and equipment.

Principles of consolidation

The consolidated financial statements include the accounts of ACTRA Toronto, and its wholly-owned subsidiary, ACTRA Toronto Sponsor Inc. All significant intercompany transactions and balances have been eliminated.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, balances with banks and short term deposits with original maturities of three months or less. Bank borrowings are considered to be financing activities.

Investments

The investment in the Creative Arts Savings & Credit Union Limited is accounted for at cost, which is the initial amount paid for the investment. The carrying value of the investment is written down to net realizable value when the decline in value of the investment is considered to be other than temporary.

Investments in marketable securities

Investments in marketable securities are equity instruments quoted in an active market and accounted for at fair value with changes in fair value recorded in net income.

ACTRA Toronto

Notes to the Consolidated Financial Statements

February 29, 2020

2. Summary of significant accounting policies (continued)

Property and equipment

Property and equipment are recorded at cost and are amortized on a straight-line basis over their estimated useful lives as follows:

Computer equipment	3 years
Furniture and fixtures	5 years
Leasehold improvements	over term of lease

AT tests for impairment when events or changes in circumstances indicate the carrying amount of an item, or class, of property and equipment may not be recoverable. The recoverability of long lived assets is based on the net recoverable amounts determined on an undiscounted cash flow basis. If the carrying amount of an asset exceeds its net recoverable amount, an impairment loss is recognized to the extent that fair value is below the asset's carrying amount. Fair value is determined based on quoted market prices when available, otherwise on the discounted cash flows over the life of the asset.

Deferred leasehold inducements

Deferred leasehold inducements are amortized into the statement of operations over the term of the lease.

Funds

Toronto Action / Defence Fund

This fund has been established for use in times of crisis such as an actor's strike.

Toronto Emergency Operating Expense Fund

This fund has been established for use only if there is a shortfall in any budgetary year caused by extraordinary events.

Computer Systems Development Fund

This fund has been established for ongoing upgrades to the Branch's computer systems.

Invested in Capital Assets Fund

This fund represents the carrying value of the capital assets held by the Branch.

Council Surplus

This fund has been established for special council projects.

ACTRA Toronto

Notes to the Consolidated Financial Statements

February 29, 2020

2. Summary of significant accounting policies (continued)

Financial instruments

AT's financial instruments consist of cash and cash equivalents, term deposits, bonds held in trust for engagers, accounts receivable, loans receivable, investments, accounts payable, and amounts due from related parties.

Initial measurement

AT's financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transaction costs. Transaction costs and financing fees relating to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred.

Subsequent measurement

At each reporting date, AT measures its financial assets and liabilities at cost or amortized cost (less impairment in the case of financial assets), except for equities quoted in an active market, which must be measured at fair value. AT has also irrevocably chosen to measure its investments in bonds and other fixed income instruments at fair value. All changes in fair value of AT's investments in equities quoted in an active market are recorded in the statement of operations. AT uses the effective interest rate method to amortize any premiums, discounts, transaction fees and financing fees to the statement of operations for items measured at cost or amortized cost. The financial instruments measured at amortized cost are cash and cash equivalents, accounts receivable, loans receivable, investments, bonds held in trust for engagers, accounts payable, and amounts due from related parties.

For financial assets measured at cost or amortized cost, AT regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and AT determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in operations in the year the reversal occurs.

Revenue recognition

Revenue is recognized when pervasive evidence of an arrangement exists, services have been rendered, and there are no significant obligations remaining, the price is fixed or determinable and collectability is assured.

ACTRA Toronto

Notes to the Consolidated Financial Statements

February 29, 2020

3. Term deposits

	<u>2020</u>	<u>2019</u>
Creative Arts Savings & Credit Union Limited – bears interest at 1.65%, matures September 11, 2023	\$ 9,381	\$ 9,122
Vancouver City Savings Credit Union- bears interest at 1.20% and matures July 2020	<u>15,709</u> \$ <u>25,090</u>	<u>400,000</u> <u>409,122</u>

4. Related party transactions

	<u>2020</u>	<u>2019</u>
The Branch had the following transactions with related parties:		
(a) Transfers to (from) ACTRA National		
Per capita payments	\$ 2,378,844	\$ 2,348,100
Other revenue	<u>(254,072)</u>	<u>(241,794)</u>
	<u>\$ 2,124,772</u>	<u>\$ 2,106,306</u>
(b) Transfers from ACTRA Performers Rights Society (“APRS”)	<u>\$ (1,888)</u>	<u>\$ (5,181)</u>
(c) Transfers to ACTRA Fraternal Benefit Society RRSP, health and insurance premiums	<u>\$ 21,489,894</u>	<u>\$ 18,845,050</u>

Included in other income is an amount of \$275,000 (2019 – \$ Nil) which represents an allocation of excess surplus from ACTRA National.

Included in accounts receivable is an amount of \$294,683 (2019- \$223,413) due from Creative Arts Savings & Credit Union Limited (“CASCU”) and other affiliated branches of ACTRA National.

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

The amounts due from related parties consist of deposit re-allocations and reimbursements to affiliated branches of ACTRA National, as well as amounts due from ACTRA National itself. These amounts are non-interest bearing and are due on demand.

ACTRA Toronto

Notes to the Consolidated Financial Statements

February 29, 2020

5. Loans receivable

	<u>2020</u>	<u>2019</u>
Loans receivable – line of credit	\$ 222,265	\$ 304,702
Loans receivable- term loans	<u>170,514</u>	<u>212,130</u>
	392,779	516,832
Less: provision for impaired loans	<u>(54,272)</u>	<u>(25,840)</u>
	338,507	490,992
Less: Current portion	<u>(202,096)</u>	<u>(321,288)</u>
Long term	<u>\$ 136,411</u>	<u>\$ 169,704</u>

Term loans mature over a 5 year period. Interest on loans ranges from 0% to 11%.

In 2019 AT purchased a portfolio of 67 unsecured personal loans from CASCUC at their face value of \$606,277 through a Personal Loan Sale and Administration Agreement. During the year, CASCUC received total repayments of \$124,053 (2019- \$89,445), including interest of \$18,789 (2019- \$18,700), on behalf of AT. Included in accounts receivable is a balance of \$Nil (2019- \$108,145) from CASCUC.

6. Investments

	Number of Units	Average Cost	<u>2020 Fair Value</u>	<u>2019 Fair Value</u>
Addenda Corporation Mortgage Fund	764,546	\$ 8,365,872	<u>\$ 8,524,230</u>	<u>\$ 8,044,605</u>
Return on Innovation Fund Inc., at cost (100 Class B shares)			<u>100</u>	100
Vancouver City Savings Credit Union, at cost (5 common shares)			<u>6</u>	<u>6</u>
			<u>106</u>	<u>106</u>
			<u>\$ 8,524,336</u>	<u>\$ 8,044,711</u>

ACTRA Toronto

Notes to the Consolidated Financial Statements

February 29, 2020

7. Investment in Creative Arts Savings & Credit Union Limited

	<u>2020</u>	<u>2019</u>
Investment in Class B shares, at cost	\$ 2,167,375	\$ 2,167,375
Provision for unrealized loss	<u>(948,227)</u>	<u>(541,845)</u>
	<u>\$ 1,219,148</u>	<u>\$ 1,625,530</u>

The Class B shares are non-voting, non-cumulative, with a right to a dividend equal to the maximum of the yearly average of the five year guaranteed investment certificate rate plus 1.25%.

8. Property and equipment

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2020 Net Book Value</u>	<u>2019 Net Book Value</u>
Computer equipment	\$ 674,630	\$ 658,650	\$ 15,980	\$ 24,140
Furniture and fixtures	374,152	340,325	33,827	41,576
Leasehold improvements	<u>976,280</u>	<u>762,212</u>	<u>214,068</u>	<u>89,302</u>
	<u>\$ 2,025,062</u>	<u>\$ 1,761,187</u>	<u>\$ 263,875</u>	<u>\$ 155,018</u>

9. Accounts payable and accrued liabilities

Included in accounts payable and accrued liabilities are government remittances receivable of \$3,003 (2019 – payable \$8,834).

10. Commitments

AT has entered into an agreement to lease its premises. Minimum payments for the premises for each of the next five years, and thereafter are as follows:

2021	\$ 331,833
2022	376,808
2023	397,855
2024	412,889
2025	412,889
Thereafter	<u>206,445</u>
	<u>\$ 2,138,719</u>

ACTRA Toronto

Notes to the Consolidated Financial Statements

February 29, 2020

11. Awards

	<u>2020</u>	<u>2019</u>
Awards expenditures	\$ 195,257	\$ 182,991
Less: sponsorships received	(155,300)	(143,500)
Guest fees	<u>(7,700)</u>	<u>(9,900)</u>
Awards, net	<u>\$ 32,257</u>	<u>\$ 29,591</u>

12. Financial risk management

In the normal course of business, AT's activities expose it to a variety of risks associated with financial instruments, as follows: market risk (including price risk, currency risk and interest rate risk), credit risk, and liquidity risk.

Market risk

AT's investments in marketable securities are subject to market risk which is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices.

Price risk

AT is exposed to price risk, which is the risk that the fair value of investments in marketable securities will fluctuate because of changes in market prices (other than those arising from currency risk or interest rate risk), whether caused by factors specific to an individual investment or all factors affecting all investments traded in a market or market segment. All investments present a risk of loss of capital. The maximum risk resulting from financial instruments held by AT is determined by their fair value. Financial instruments held are susceptible to fair value fluctuations arising from uncertainties about future market prices of the instruments.

A 5% fluctuation in market prices of AT's investments in marketable securities with all other factors remaining constant would have an impact on the excess of revenue over expenses of \$426,212.

Currency risk

Currency risk is the risk that the value of investments in marketable securities denominated in currencies, other than the Canadian dollar, will fluctuate due to changes in foreign exchange rates. As at February 29, 2020, AT did not hold any investments denominated in foreign currencies.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in interest rates. AT is exposed to interest rate risk through its investment in term deposits.

ACTRA Toronto

Notes to the Consolidated Financial Statements

February 29, 2020

12. Financial risk management (continued)

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. AT's main credit risks are its accounts receivable and loans receivable.

Liquidity risk

Liquidity risk is the potential that AT will encounter difficulty in meeting the obligations associated with its financial liabilities. AT is exposed to this risk mainly in respect of its accounts payable and due to related parties. AT reduces exposure to liquidity risk by ensuring it maintains adequate cash reserves to pay trade creditors and amounts due to related parties.

13. Fair value measurement and disclosures

AT's assets recognized at fair value have been categorized based upon a fair value hierarchy.

AT classifies fair value measurements within a hierarchy which gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). The three levels of the fair value hierarchy are:

Level 1: Quoted price (unadjusted) in active markets for identical assets or liabilities that the Investment Manager can access at the measurement date;

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly;

Level 3: Inputs are unobservable for the asset or liability and require significant management judgment or estimation.

If different levels of inputs are used to measure an asset's or liability's fair value, the classification within the hierarchy is based on the lowest level of input that is significant to the fair value measurement. Changes in valuation methods may result in transfers into or out of an investment's assigned level. The following table illustrates the classification of AT's investments measured at fair value within the fair value hierarchy:

	Investments			
	Level 1	Level 2	Level 3	Total
As at				
February 29, 2020	\$ -	\$ 8,524,230	\$ -	\$ 8,524,230
February 28, 2019	\$ -	\$ 8,044,605	\$ -	\$ 8,044,605

ACTRA Toronto

Notes to the Consolidated Financial Statements

February 29, 2020

13. Fair value measurement and disclosures (continued)

All fair value measurements above are recurring. Fair values are classified as Level 1 when the related security or derivative is actively traded and a quoted price is available. If an instrument classified as Level 1 subsequently ceases to be actively traded, it is transferred out of Level 1. In such cases, instruments are reclassified into Level 2, unless the measurement of its fair value requires the use of significant unobservable inputs, in which case it is classified as Level 3.

a) Short-term investments

Short-term investments are stated at amortized cost, which approximates fair market value.

There were no transfers between levels during reporting periods.

14. Comparative figures

Comparative figures have been adjusted to conform to changes in the current year presentation.

15. Subsequent event

Since December 31, 2019, the spread of COVID-19 has severely impacted many local economies around the globe. In many countries, including Canada, businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

AT continues to operate at a reduced capacity as it not deemed to provide an essential service as defined by the Province of Ontario. Management has assessed the initial impact and anticipates some loss of revenue in fiscal 2021, the amount of which is currently not determinable.

AT has determined that these events are non-adjusting subsequent events. Accordingly, the financial position and results of operations as of and for the year ended February 29, 2020 have not been adjusted to reflect any impact from the COVID-19 crisis. The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of AT for future periods.

ACTRA Toronto

Consolidated Schedule of Revenue

Year ended February 29

2020

2019

Members		
Basic dues	\$ 1,875,110	\$ 1,847,465
Working dues	3,155,566	2,851,493
Initiation	609,767	459,612
Withdrawal fees	12,819	17,695
Reinstatement fees	20,952	17,154
Members fines	1,950	3,855
Apprentice dues and initiation fees	215,185	211,345
Apprentice permits	249,202	218,534
AABP dues	27,771	17,712
	<u>6,168,322</u>	<u>5,644,865</u>
Non-members (work permit fees)		
Resident	1,189,426	899,525
Non-resident	957,771	747,673
	<u>2,147,197</u>	<u>1,647,198</u>
Other		
Administrative fees - IPA	878,970	725,565
- Other	70,861	67,951
Contract service fees	153,646	173,570
10% service charges	482,766	372,701
Other income	458,164	411,083
Transfer from National (Note 4(a))	254,072	241,794
Interest	421,158	476,168
Change in fair value of investments	177,832	22,567
	<u>2,897,469</u>	<u>2,491,399</u>
	<u>\$ 11,212,988</u>	<u>\$ 9,783,462</u>

ACTRA Toronto

Consolidated Schedule of Expenses

Year ended February 29

2020

2019

Union Democracy and Advocacy		
Council & Committees	\$ 82,827	\$ 78,088
Ombudsperson	5,715	5,548
Council & stunt elections	12,979	-
	<u>101,521</u>	<u>83,636</u>
President		
Honorarium	34,287	33,289
President's expenses	9,657	8,616
Event, festivals and conferences	6,915	7,683
Voice committee	849	(108)
Stunt committee	-	133
Background advocate honorarium	5,715	5,548
Additional BG Performers Caucus	-	501
FM BG Committee	895	-
	<u>58,318</u>	<u>55,662</u>
Past President		
Honorarium	11,429	11,041
Vice President (Communications)		
Honorarium	11,429	11,096
Performers Magazine – Editor honorarium	5,715	5,548
Awards (Note 11)	32,257	29,591
Performers Magazine, On set, On Line	41,348	80,431
OutACTRA to committee	829	-
Act Your Age	1,804	2,124
	<u>93,382</u>	<u>128,790</u>
Vice President (Internal)		
Honorarium	11,429	11,096
Children's advocate	5,715	5,548
Member conferences	196,403	184,061
TAWC	4,738	5,042
Kids & Co.	2,116	2,500
	<u>220,401</u>	<u>208,247</u>
Vice President (Member Services)		
Honorarium	11,429	11,096
YEAA	5,386	6,048
Parades	8,653	12,696
	<u>25,468</u>	<u>29,840</u>
Treasurer		
Honorarium	11,429	11,096
Executive I&R	14,478	15,979
Diversity committee	2,910	1,320
Diversity Outreach Partnerships	6,700	7,590
Diversity advocate honorarium	5,715	5,548
ASL – Interpreters	4,080	4,650
Apprentice Caucus	446	216
	<u>45,758</u>	<u>46,399</u>

ACTRA Toronto

Consolidated Schedule of Expenses (continued)

Year ended February 29

2020

2019

Vice President (External)		
Honorarium	\$ 11,429	\$ 11,096
Archives & Legacy project	1,425	2,060
Gordon Pinsent studio	1,369	44
Political action	2,087	133
	<u>16,310</u>	<u>13,333</u>
Member-at-large		
Honorarium	<u>11,429</u>	<u>11,096</u>
	<u>\$ 584,016</u>	<u>\$ 588,044</u>
Executive Director's Office		
Salaries	\$ 431,287	\$ 476,557
General benefits	64,114	69,271
RRSP	45,664	47,616
Travel & expenses	9,617	7,368
Industry relations expenses	6,422	3,374
Consultants and projects	-	1,200
	<u>557,104</u>	<u>605,386</u>
Communications Unit		
Salaries	357,124	346,167
General benefits	53,015	55,103
RRSP	39,064	37,925
Marketing and Outreach	109,278	101,611
Sponsorships	19,800	18,250
Subscriptions and periodicals	4,945	3,469
Director expenses	687	391
Member education	16,338	14,091
Promotional items	22,416	18,311
	<u>622,667</u>	<u>595,318</u>
Membership Services Unit		
Salaries	496,093	485,806
General benefits	97,705	101,097
RRSP	58,388	56,763
HAVEN	29,750	7,000
Director expenses	492	567
	<u>682,428</u>	<u>651,233</u>

ACTRA Toronto

Consolidated Schedule of Expenses (continued)

Year ended February 29

2020

2019

Film, tv and digital media unit

Salaries	\$ 1,266,580	\$ 1,165,108
General benefits	216,880	234,676
RRSP	127,143	125,247
TIP administration	36,706	50,841
Business Representative expenses	6,775	6,178
OSLO per diems	76,435	65,760
OSLO training	2,288	2,768
OSLO expenses	16,935	15,384
Stunt Community Liaison	12,418	11,383
Director expenses	11,836	8,307
Census	-	7,280
	<u>1,773,996</u>	<u>1,692,932</u>

Commercial Production Unit

Salaries	828,723	822,678
General benefits	135,080	157,490
RRSP	91,751	87,259
Business Representative expenses	58	13
OSLO per diems	3,555	6,534
OSLO expenses	1,294	1,790
Director expenses	1,666	2,042
	<u>1,062,127</u>	<u>1,077,806</u>

Finance Unit

Salaries	498,102	562,777
General benefits	88,619	84,389
RRSP	50,231	47,570
Accounting and auditing costs	68,000	68,000
Office supplies	36,913	31,855
Letterhead and other printing	2,013	2,888
Postage	25,589	24,608
GST/HST expenses	134,234	123,166
Health benefits for retirees	63,242	65,011
Sundries	13,707	13,915
Staff development	11,493	7,649
Visa charges	67,123	60,650
MasterCard charges	44,260	34,631
AMEX charges	5,513	3,580
Bank charges	23,635	19,604
Courier	580	949
Director expenses	798	987
	<u>1,134,052</u>	<u>1,152,229</u>

ACTRA Toronto

Consolidated Schedule of Expenses (continued)

Year ended February 29

2020

2019

Reception		
Salaries	\$ 177,077	\$ 179,400
General benefits	38,726	38,040
RRSP	14,094	14,280
	<u>229,897</u>	<u>231,720</u>
Occupancy and Office		
Rent and property taxes	620,863	625,367
Office equipment contracts and leases	35,931	38,772
Telephone	25,954	27,356
Insurance	39,460	33,086
Leased Assets	61,898	61,898
Furniture capital costs (incl. Depreciation)	27,485	27,657
	<u>811,591</u>	<u>814,136</u>
Data, Statistics and Information Technology		
Salaries	190,829	215,601
General benefits	43,501	48,773
RRSP	22,792	24,654
Amortization - hardware	18,167	16,780
Maintenance	2,922	3,357
Data communications	-	264
Software, supplies, programming	14,981	18,495
Security systems	2,425	2,368
	<u>295,617</u>	<u>330,292</u>
Affiliations		
Ontario Federation of Labour	7,560	7,560
Film Ontario	30,000	30,000
Toronto District and Labour Council	3,020	3,000
	<u>40,580</u>	<u>40,560</u>
Legal fees	<u>54,279</u>	<u>41,780</u>
Total Branch Expenses	<u>\$ 7,848,354</u>	<u>\$ 7,821,436</u>
Transfers to ACTRA National		
Per capita payments (Note 4(a))	<u>\$ 2,378,844</u>	<u>\$ 2,348,100</u>
Total Revenues	11,212,988	9,783,462
Total Branch Expenses	7,848,354	7,821,436
Transfers to ACTRA National	<u>2,378,844</u>	<u>2,348,100</u>
Excess (deficiency) of revenue over expenses	<u>\$ 985,790</u>	<u>\$ (386,074)</u>