

COMMUNITY CIRCLE PLAYERS, INC. / RIVERWALK THEATRE

BUDGET

July 1, 2021 to June 30, 2022

Approved by the board (June 16, 2021)

FY 2021/2022

REVENUE

| | | | | |
|---|----------------------------------|-----------------------------|---------|----------|
| Box Office Receipts - Main Stage Regular Season | | | | \$20,220 |
| Outdoor Cabaret #2 (Brian/Angie) | \$15/\$10 | (07/16-18/21 or 7/23-25/21) | \$1,800 | |
| Outdoor Cabaret #3 (???) | \$15/\$10 | (08/19/21) | \$400 | |
| Community Collaboration (Ferris prod.) | Donations only | (8/20-22/21) | \$820 | |
| Indoor Production #1 | Fr,Sa,Su \$15/\$12 & Th \$10/\$8 | (Sep. 2021?) | \$4,300 | |
| Indoor Production #2 | Fr,Sa,Su \$15/\$12 & Th \$10/\$ | (Nov. 2021?) | \$4,300 | |
| Holiday Show - \$15 | | (12/18-12/20/20) | | |
| Indoor Production #3 | Fr,Sa,Su \$15/\$12 & Th \$10/\$8 | (Mar. 2022?) | \$4,300 | |
| Indoor Production #4 | Fr,Sa,Su \$15/\$12 & Th \$10/\$8 | (May/Jun 2022?) | \$4,300 | |
| Black Box (~\$1800 for each show x 4 shows) | \$12/\$10 & \$10/\$8 Th | | | \$0 |
| Children's Workshop (????) | | | | \$0 |
| Readings (probably 2 - July-Sept) | | | | \$66 |
| Cabaret (budgeting info above) | | | | \$0 |
| Special Events (Heideman, Season Reveal) | *Tracking HolidayShow above | | | \$0 |
| Season Ticket Sales (Current Yr) | | | | \$0 |

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| Season Ticket Gift Certificate Sales | \$0 | |
| Season Ticket Sales (Upcoming Season) - rcvd before July 1 | \$0 | |
| Ticketing System Handling Fees (Collected at purchase) | \$0 | \$0 |
| Credit Card Fees/Commissions (Per Ticketing System in 2018-19 season) | | \$1,750 |
| Membership (Current yr) | | \$42,000 |
| Other Membership (for future year) | | \$12,000 |
| Other Donations | | \$15,550 |
| Online donations (thru ticketing system, Amazon Smile, etc) | \$300 | |
| Keep Theatre Alive/Act 2 Donations (Started April 2020) | | |
| Donations Twrd Parking Lot (In 2020-21 season, this was for Heat Exchanger Replacement) | \$13,000 | |
| Donations in Memoriam | \$250 | |
| Other Donations (Was Lockwood Bday in 2020-21 season) | \$2,000 | |
| Sewer Project Donation (will be spent in 20-21 budget though collected in 2019-2020 yr) | | |
| Interest Income | | \$35 |
| Workshops | | \$50 |
| Concessions (at shows) | | \$2,250 |

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| Misc Sales Income (online sales, Commissions, etc) | \$100 |
| Cookbook Sales | \$0 |
| Program Advertising | \$1,350 |
| ads for future year | \$500 |
| Rental Income - Building, Props | \$100 |
| Costume Shop | |
| Employee Salary Reimbursement from Costume Shop | \$4,715 |
| Employee FICA & Medicare (9.6% of salary) - Reimbursed from CS | \$500 |
| Rent | \$0 |
| Christmas bonuses | \$500 |
| Costume Rental | \$3,000 |
| Other (donations) | \$4,632 |
| Grants | \$47,500 |
| County of Ingham/ Hotel Motel grant | \$0 |
| MCACA Operations | \$12,500 |
| MCACA Capital Improvement | \$0 |
| City of Lansing (Mini grant for August 2021 show) | |
| MIOSHA (SOM matching grant for HVAC) | \$10,000 |
| Other - First Impressions, CRCF | \$0 |
| PPP Loan/Grant | \$0 |
| LEAP | |
| Other (Misc - (2021-22 Capital Campaign/Fundraising Efforts for \$10k of HVAC + Other operations (Parking Lot c | \$25,000 |

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| Corporation Contributions/Underwriting | \$2,500 |
| Other Income | |
| TOTAL REVENUE | \$159,318 |

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EXPENSES

| | FY 2021/2022 |
|--|--------------|
| Salaries | |
| Resident Agent/Manager (was \$39,295 - changed to \$46,948 as of 11/24/16, then \$48,884 in 2019) | \$48,885 |
| Maintenance (~12.5 hrs/wk) x 52 weeks x \$11 = \$7150 including CS cleaning- chngd during 2019-20 season) | \$5,992 |
| Costume Shop Costuming Assistant (2021 - down from ~10hrs/wk @ \$10.75/hr, to 180 ttl hrs/yr @ \$10.50/hr) - Cate Koskinen | \$1,890 |
| Costume Shop Sales Clerk (2021 - down from ~10 hrs/wk @ \$10/hr to 160ttl hrs/yr @\$10/hr)- Cathy Wotring | \$1,600 |
| 2nd/TEMP CShop Sales Clerk (2021- chng from avg 10.5 hrs/wk @ \$9.50/hr to 32.5 ttl hrs/yr @ \$10/hr -(Let this position go in 1 | \$325 |
| Costume Shop Discretionary Payroll (To cover extra hours worked) | \$400 |
| Payroll Taxes (FICA & Medicare = ~7.8% of Salaries) | \$5,300 |
| (Other Taxes withheld) - approx 14.1% of salaries | \$8,273 |
| Employee Benefits (Manager's Health, Vision and Life insurance) | \$1,485 |
| (Christmas Bonuses) | \$1,331 |
| Employee Mileage (\$.56/mile up to \$100/yr) | \$100 |
| Bank Charges | \$184 |
| Ticketing System Handling Fees | \$0 |
| Credit Card Fees/Commissions | \$3,500 |

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| Telephone | \$2,280 |
| Internet | \$1,250 |
| Utilities - Electric, Water, Sewer & Gas (avg of \$1668/mnth) | \$14,808 |
| Trash Removal | \$720 |
| Rental - Equipment (copier lease...) | \$2,100 |
| Grant-Related Projects (includes bequeathed \$ projects, too) | |
| MCACA Capital Improvement - (help twrd pkng lot??) | \$0 |
| MCACA Technical Improvement | \$0 |
| Lighting upgrade | \$0 |
| Sound upgrade | \$0 |
| Ingham County (Hotel/Motel - out of county billboard ads) | \$0 |
| Capital Campaign (Parking Lot repave) | \$13,000 |
| MCACA Operations | |
| City of Lansing (\$500 Mini Grant for August Show - already counted below in the Production Costs) | \$0 |
| Miscellaneous grant expenditures (CRCF) | |
| MIOSHA (SOM matching grant - for HVAC upgrades) | \$20,000 |
| Advertising/Marketing | \$2,000 |

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| Insurance (building, worker's comp, bonds; liquor licenses are in separate line) | \$8,400 |
| Professional Fees & Compensation - Audit & Tax prep | \$7,000 |
| Dues, Fees & Royalties | \$11,507.00 |
| Amazon Prime | \$160 |
| American Association of Community Theater (AACT) | \$300 |
| Arts Council Center | \$150 |
| ASCAP dues (allows us to use licensed music covered by them) | \$261 |
| BMI dues (allows us to use licensed music covered by them) | \$251 |
| Chamber of Commerce Dues | \$450 |
| PSD: Downtown Lansing, Inc. | \$140 |
| Community Theatre Association of Michigan (CTAM) | \$0 |
| Fire, burgler alarm, sprinkler services & maintenance | \$2,000 |
| Liquor Special Use permit (used to be \$25 ea, but 2 last yr were \$50 ea) | \$100 |
| Mail Permit and PO Box | \$500 |
| MICH (For raffle licenses if we do any) | \$0 |
| SOM Non-profit fee (Incorporation fee) | \$20 |
| Sam's Membership | \$100 |
| Website (Domain fees & Website software fee & Zoom Fees) | \$600 |
| Quickbooks (Intuit payroll software fees) | \$615 |
| | \$0 |
| Budgeted Indoor Show #1 | \$1,400 |

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| Budgeted Indoor Show #2 | \$1,400 | |
| Budgeted Indoor Show #3 | \$1,400 | |
| Budgeted Indoor Show #4 | \$1,400 | |
| Holiday Show? | \$60 | |
| Cabaret (July) | \$0 | |
| Cabaret (August) | \$0 | |
| August community event (August) | \$0 | |
| | \$0 | |
| | \$0 | |
| | \$0 | |
| Other Dues & Fees (Grant app fees, AACTFest, etc) Convention and Visitor Bureau?? | \$200 | |
| Royalties OTHER (for this season's fees pd during the last fiscal yr & adjusted) | | |
| Children's Workshop Fees | \$0 | |
| Scripts | | \$540 |
| | \$0 | |
| Budgeted Indoor Show #1 | \$110 | |
| Budgeted Indoor Show #2 | \$110 | |
| Budgeted Indoor Show #3 | \$110 | |
| Budgeted Indoor Show #4 | \$110 | |
| Holiday Show? | \$0 | |

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| Cabaret (July) | \$0 |
| Cabaret (August) | \$0 |
| August community event (August) | \$0 |
| | \$0 |
| | \$0 |
| Subscr, Ref Mtls, Scripts- Other (Perusals) | \$100 |
| Costume Shop | \$5,000 |
| grant-related \$\$ | |
| (building rental) | \$0 |
| Postage, Express Mail, Mailing Services | \$500 |
| Maintenance Services - Building | \$6,500 |
| Maintenance Services - Building OTHER | \$1,000 |
| Maintenance Services - Equipment | \$2,000 |
| Contracted Services - snow plowing, landscaping, parking lot, print layout, photography , pest control, plumbing, etc. | \$6,000 |
| Concessions | \$1,000 |

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| Other Printing (All but Programs: brochures, fliers, Ripples, Membership mailing, tax forms, checks, etc) | \$1,000 |
| Program Printing | \$2,000 |
| Food Supplies | \$300 |
| Office Supplies - Including Ticket Stock | \$1,600 |
| Maintenance & Cleaning Supplies | \$2,500 |
| Other Supplies & Materials - Landscape, Awards, Lighting, Batteries, Sound Equipment, Software, Computer Hardware, Equipment | \$5,500 |
| Production Costs | \$2,900 |
| Outdoor Reading #1 (June 24 OR July 1) | \$0 |
| Cabaret - Cabaret BF, AS (July 16-18) | \$50 |
| Outdoor Reading #2 (Aug 5) | \$0 |
| Cabaret #3 - Who?? (Aug 19) | \$50 |
| August community event (August 21-22) - Adado Park | \$700 |
| Outdoor Reading #3 (Sep 2) | \$0 |
| Budgeted Indoor Show #1 | \$350 |
| Budgeted Indoor Show #2 | \$350 |
| Budgeted Indoor Show #3 | \$350 |

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| Budgeted Indoor Show #4 | \$350 |
| Holiday Show | \$350 |
| Black Box (\$150 per show) | |
| Children's Workshop | \$0 |
| Renegade | \$0 |
| Cabarets (we have 2 planned- in July & August 2021 - shown above) | \$0 |
| Special Events (This is for 2 or 3 Readings for 21-22 season;) | \$0 |
| Barney production expenses | \$350 |
| Other | \$0 |
| RWT Scholarship | |
| Prize | |
| Scholarships (2 x \$2500) | |
| Transfer to Building Account | |
| TOTAL EXPENSES | \$200,670 |
| BALANCE | -\$41,352.39 |