

March 12, 2018

TO: Board of Directors

FROM: Heller An Shapiro

RE: FY18 Q1+ Budget Report as of January 31, 2018

At five months (41%) into FY18, total income is \$369,715, which is 55% of budget.

Total expenses are \$263,668, which is 39% of budget.

Projections for the full year (FYE) show only confirmed revenue. Grants, events, and donations are not included if they are not confirmed. This shows that by August we still need to raise at least \$130,903 from new sources to balance the FY18 budget.

Projected Gifts from Individuals/Direct appeals includes \$44,208. This is 45% of budget, and 7% over FY17 actual.

The first four months of the Fiscal year are a peak income period, with the Gala, Inclusive Theatre Company tuition, Giving Tuesday, and end-of-year giving.

Currently, the following grant proposals have been submitted. Because there is no guarantee this will come in, these funds are not shown in the budget.

Immanuel Presbyterian Church \$4,000

Masonic and Eastern Star Home of the District of Columbia Charities (MESH) \$5,000

Corrina Higginson \$5,000

Nora Roberts Foundation \$5,000

Paul M. Angell \$15,000

Dominion Guild \$25,000

Abell Foundation \$25,000

Cafritz \$25,000

NEA Creativity Connects \$44,000 (shared with Target Community Services)

TOTAL: \$153,000

We also plan to bring in additional funding through a lapsed donor mailing, and a wine tasting event. In addition to funding, both of these should bring in new donors/volunteers for future engagement.

We are in the process of hiring a new grant writer, enabling us to research and apply for additional grants.

New sources of revenue received:

Foundation Grants are at \$33,350. This is 38% of budget and 10% over FY17 actual.

Includes four new foundations: Safeway Foundation for \$5,000, Shared Horizons Foundation for \$2,000, Milton and Dorothy Sarnoff Raymond Foundation for \$5,000, Kelly Cares for \$4,300.

Clark Winchcole returned (after two years) for \$5,000, Porto returned for \$4,000, Dimick returned for \$3,000, Campbell Family Foundation returned for \$5,000.

Government Grants are at \$57,621. This is 75% of budget and just under FY17 actual. The Arts and Humanities Council of Montgomery County (AHCMC) awarded an additional \$1,165, bringing the total grant amount to \$23,872.60 spread over FY17 and FY18. Both the Maryland State Arts Council (MSAC) and the AHCMC grants arrive over the summer. In FY18 we applied to AHCMC for a large organization grant (rather than mid-size), which could result in a higher award.

Contracted Services Fees increase with the addition of classes for NCC, St. Mary's County, The Treatment and Learning Center's (TLC) summer camp, and Bender JCC spring break classes.

Decreases in Revenue:

Special events income (Gala) is at \$58,914, which is 61% of budget.

Reston Winter class and January VA Super Social Saturday were cancelled due to low enrollment. The spring Reston class is still on the schedule.

Increases in Expenses:

Conferences are at \$620, which is 155% of budget. Although it is unbudgeted, You are a Work of Art (YAWA) funding is available to cover this cost, related to a conference presentation made about the YAWA program.

Travel and Meeting expenses for Meetings: Board/Committee/Strategic Plan (\$898), which is 107% of the budget includes the cost of the Town Hall Meeting and Parent/Sibling Meet and Greet events. We are trying to schedule the Meet and Greet events at the rehearsal venue (instead of a local restaurant) and will stop serving snacks.

Travel and Meeting expenses for Registration Classes (\$682), which is 81% of budget, includes the cost of travel for Montgomery County teaching artists to travel to teach Virginia classes.

Advertising/Marketing Costs are at \$2,066, which is 394% of budget. This covers a long-term investment in table covers, displays and a "selfie wall" (logo back drop).

Other Expenses for Dues and Subscriptions (\$2,708), which is 112% of budget, includes dues for the Greater Bethesda Chamber of Commerce, and the Board Match 2018 event, both of which have been very useful so far.

ArtStream
1.31.18 Actuals to YE Projections (at 41% of Year)
FYE 8/31/2018

	ACTUAL TO 01/31/18	FYE '18 PROJECTED	ANNUAL BUDGET FYE '18	YTD FYE '18 TO BUDGET	PROJECTED FYE '18 VARIANCE	PRIOR YR (FYE '17) ACTUAL	
Ordinary Income/Expense							
Income							
Contracted Services Fees	\$ 38,724	\$ 95,100	\$ 96,390	40%	99%	\$ 65,980	Reston winter cancelled. TLC Camp and St. Mary's added
Registration (Tuition Classes)	\$ 31,995	\$ 51,000	\$ 66,975	48%	76%	\$ 55,389	reduced # class participants; of GMU rate 1st semester
ITC Income							
ITC Tuition (includes Cabaret)	\$ 62,520	\$ 64,170	\$ 67,750	92%	95%	\$ 61,750	SLS Co A at 13 participants
ITC Box Office	\$ -	\$ 24,200	\$ 24,200	0%	100%	\$ 21,634	
ITC Ad Sales	\$ 190	\$ 3,300	\$ 3,930	5%	84%	\$ 4,560	
ITC Merchandise Sales	\$ 22	\$ 1,955	\$ 1,955	1%	100%	\$ 1,925	
ITC Concessions (Donations)	\$ -	\$ 1,680	\$ 1,650	0%	102%	\$ 1,638	
ITC Other Income	\$ -	\$ -	\$ -				
Total ITC Income	\$ 62,732	\$ 95,305	\$ 99,485	63%	96%	\$ 91,507	
Special Events Income	\$ 58,903	\$ 61,000	\$ 96,745	61%	63%	\$ 99,743	Gala underperformed
Allies in The Arts/Nurses YAWA Grants	\$ 35,000	\$ 35,000	\$ 30,000	117%	117%	\$ 22,500	
Foundation Grants	\$ 33,350	\$ 45,000	\$ 87,850	38%	51%	\$ 30,400	proj YE includes Porto and Dimick (\$7K rec'd Fed);
Government Grants	\$ 57,621	\$ 73,665	\$ 77,100	75%	96%	\$ 59,936	Proj YE includes add'l award of \$1165 from AHCMC
Gifts Individuals (other than Direct Appeals/Spec Events)	\$ 6,110	\$ 7,000	\$ -	0%	0%	\$ 41,072	
Corporate and Matching	\$ 256	\$ 22,500	\$ 22,500	1%	100%	\$ 50,562	Kajalst; IBM;
Service Organizations	\$ -	\$ -	\$ -				
Direct Appeals (newsletters, annual appeal, peer-to-peer)	\$ 44,208	\$ 46,000	\$ 99,300	45%	46%	\$ 41,157	spring and summer newsletters plus one - two races
In-kind Donations (Gala)		\$ 900	\$ -	0%	0%	\$ 6,976	
In-kind Services (Gala + audit)		\$ 50	\$ -	0%	0%	\$ 5,850	
Credit Card Convenience Fees	\$ 248	\$ 850	\$ -	0%	0%	\$ 936	ITC ticket purchases
Interest Income	\$ 568	\$ 800	\$ 600	95%	133%	\$ 348	
Investment Income - Other	\$ -						
TOTAL INCOME	\$ 369,715	\$ 534,170	\$ 676,945	55%	79%	\$ 557,144	

ArtStream
1.31.18 Actuals to YE Projections (at 41% of Year)
FYE 8/31/2018

Expense	ACTUAL TO 01/31/18	FYE '18 PROJECTED	ANNUAL BUDGET FYE '18	YTD FYE '18 TO BUDGET	PROJECTED FYE '18 VARIANCE	PRIOR YR (FYE '17) ACTUAL
Contracted Service Expenses						
Professional Services						
Teaching Artists (Contracted Svcs-partner orgs)	\$ 27,978	\$ 66,330	\$ 66,899	42%	99%	\$ 47,863
TAs (Registration - tuition classes) incl TA trainings	\$ 10,602	\$ 23,000	\$ 21,174	50%	109%	\$ 22,648
Teaching Artists (WRNMMC Allies/Nurses YAWA)	\$ 8,500	\$ 25,000	\$ 25,450	33%	98%	\$ 27,038
Art and Drama Supplies						
WRNMMC Allies and Nurses YAWA	\$ 1,618	\$ 12,000	\$ 5,000	32%	240%	\$ 3,674
Registration (Tuition Classes)	\$ -	\$ -	\$ -			\$ -
Background Checks and CPR Training	\$ 374	\$ 600	\$ 1,000	37%	60%	\$ 938
Accounting & Legal/Design/Grant Writing/Curricula	\$ 9,810	\$ 20,000	\$ 27,300	36%	73%	\$ 29,930
Web Management / Support / E-mail	\$ 33	\$ 300	\$ 470	7%	64%	\$ 650
IT Consulting / Support	\$ 285	\$ 350	\$ -			\$ 4,130
Total Contracted Services Expense	\$ 59,200	\$ 147,380	\$ 147,293	40%	100%	\$ 136,871
Scholarships Awarded	\$ 3,550	\$ 9,000	\$ 9,090	39%	99%	\$ 6,980
ITC Expenses (other than Facilities/Equipment)						
Professional Services (Theatre personnel)	\$ 21,010	\$ 281	\$ 62,000	36%	106%	\$ 55,666
Printing / Merchandise	\$ 661	\$ 3,400	\$ 3,397	19%	100%	\$ 6,380
Lighting, Recording, Set, Sound	\$ 166	\$ 1,050	\$ 1,050	16%	100%	\$ 612
Sign Interpreters	\$ -	\$ 1,210	\$ 1,210	0%	100%	\$ 1,181
Travel (mileage) / Concessions Expense / Sales Tax	\$ 281	\$ 2,115	\$ 2,115	13%	100%	\$ 1,734
Salaries and Related Employee Expenses						
Payroll (1 - 3% merit on anniversary)	\$ 103,541	\$ 276,860	\$ 270,190	38%	102%	\$ 259,381
Empl Benefits, Empl PR Taxes, PR Processing Fees	\$ 11,332	\$ 28,800	\$ 28,685	40%	100%	\$ 22,131
Professional Development	\$ 129	\$ 300	\$ 1,000	13%	30%	\$ 1,183

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FYE 8/31/2018

	ACTUAL TO 01/31/18	FYE '18 PROJECTED	ANNUAL BUDGET FYE '18	YTD FYE '18 TO BUDGET	PROJECTED FYE '18 VARIANCE	PRIOR YR (FYE '17) ACTUAL	
Facilities and Equipment Expense							
Office Rent	\$ 17,761	\$ 40,745	\$ 46,600	38%	87%	\$ 32,708	
Contracts / Leasing / purchases	\$ 768	\$ 1,800	\$ 2,660	29%	68%	\$ 1,869	
Classroom Rentals	\$ 1,435	\$ 5,200	\$ 5,522	26%	94%	\$ 2,919	
ITC Rehearsal / Performance / Storage Rentals	\$ 6,982	\$ 32,000	\$ 36,630	19%	87%	\$ 29,265	
ITC Costumes / Props / Truck Rental	\$ 1,399	\$ 5,000	\$ 5,950	24%	84%	\$ 3,342	
Total Facilities and Equipment Expense	\$ 28,345	\$ 84,745	\$ 97,362	29%	87%	\$ 70,103	
Office Expenses							
Supplies / Software	\$ 1,303	\$ 2,100	\$ 3,415	38%	61%	\$ 1,981	
Telephone	\$ 971	\$ 2,000	\$ 1,200	81%	167%	\$ 1,281	
Postage and Shipping	\$ 860	\$ 1,200	\$ 1,050	82%	114%	\$ 1,751	
Printing and Copying	\$ 1,197	\$ 1,600	\$ 3,345	36%	48%	\$ 4,282	
Licenses and Permits	\$ 795	\$ 2,500	\$ 3,900	20%	64%	\$ 2,715	
Conference(s)	\$ 620	\$ 1,200	\$ 400	155%	300%	\$ 1,363	Military Program \$547
Volunteer Recognition	\$ 48	\$ 300	\$ 450	11%	67%	\$ 223	
Total Office Expense	\$ 5,794	\$ 10,900	\$ 13,760	42%	79%	\$ 13,596	
Travel and Meeting Expenses							
Staff Travel (non-program)	\$ 8	\$ 150	\$ 648	1%	23%	\$ 332	
Meetings: Board / Committee / Strategic Plan	\$ 898	\$ 950	\$ 840	107%	113%	\$ 987	added Town Hall Meeting and Parent Meet and Greets
Contracted Services Travel	\$ 25	\$ 1,295	\$ 509	5%	254%	\$ 296	
Registration Classes / Programs other than ITCs	\$ 682	\$ 800	\$ 837	81%	96%	\$ 496	
Total Travel and Meetings Expense (other than ITCs)	\$ 1,613	\$ 3,195	\$ 2,834	57%	113%	\$ 2,111	
Fundraising Expenses							
Special Events	\$ 14,412	\$ 15,200	\$ 16,740	86%	91%	\$ 22,772	
Direct Mail	\$ 1,838	\$ 3,000	\$ 5,645	33%	53%	\$ 2,508	
Total Fundraising Expenses	\$ 16,250	\$ 18,200	\$ 22,385	73%	81%	\$ 25,280	
Other Expenses							
Advertising / Marketing Costs	\$ 2,066	\$ 2,100	\$ 525	394%	400%	\$ 6,398	
Interest / Fines / Penalties	\$ -	\$ -	\$ -			\$ 1,350	
Insurance	\$ 7,416	\$ 10,600	\$ 10,600	70%	100%	\$ 22,030	

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FYE 8/31/2018

	ACTUAL TO 01/31/18	FYE '18 PROJECTED	ANNUAL BUDGET FYE '18	YTD FYE '18 TO BUDGET	PROJECTED FYE '18 VARIANCE	PRIOR YR (FYE '17) ACTUAL
Bank Service Charges	\$ 236	\$ 1,200	\$ 1,560	15%	77%	\$ 1,568
In Kind Expense		\$ 950				\$ -
Dues and Subscriptions	\$ 2,078	\$ 2,078	\$ 1,850	112%	112%	\$ 1,420
Total Other Expenses	\$ 11,796	\$ 16,928	\$ 14,535	81%	116%	\$ 32,766
Depreciation Expense						
Total Expenses	\$ 263,668	\$ 665,073	\$ 671,341	39%	99%	\$ 634,241
Net Ordinary Income	\$ 106,047	\$ (130,903)	\$ 5,604			\$ (77,097)
Other Income/Expense						
Other Income						
Gain or Loss on Mutual Funds						\$ 22,602
Net Other Income						\$ 22,602
Net Income						\$ (54,495)

ArtStream, Inc.
Balance Sheet
As of January 31, 2018

	Jan 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Capital Bank - 3911	28,235
Capital Bank - 4518 MMF	76,467
Folio Investments, Inc.	188,000
PayPal Account	87
Total Checking/Savings	292,789
Accounts Receivable	
Accounts Receivable	32,216
Total Accounts Receivable	32,216
Other Current Assets	
Prepaid Expenses	798
Undeposited Funds	165
Total Other Current Assets	963
Total Current Assets	325,968
Fixed Assets	
Accum. Depreciation - Computer	-8,125
Accum. Depreciation Furniture	-3,272
Computer Equip.	9,009
Furniture and Equipment	10,343
Total Fixed Assets	7,954
Other Assets	
Deposits Payable	12,667
Security Deposits	1,005
Total Other Assets	13,672
TOTAL ASSETS	347,594
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	13,495
Total Accounts Payable	13,495
Credit Cards	
Capital Bank MasterCard	3,557
Total Credit Cards	3,557
Other Current Liabilities	
Deferred Income	1,170

ArtStream, Inc.
Balance Sheet
As of January 31, 2018

	<u>Jan 31, 18</u>
Payroll Liabilities	
Accrued Salaries	908
Accrued P/R Taxes	-1,642
Employee Health Ins Deductions	-306
Employee Vision Ins Deductions	-9
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Total Payroll Liabilities	-1,049
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Total Other Current Liabilities	121
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Total Current Liabilities	17,173
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Total Liabilities	17,173
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Equity	
Retained Earnings	224,277
Net Income	106,144
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Total Equity	330,421
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TOTAL LIABILITIES & EQUITY	347,594
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