

June 28, 2021

**TO:** Board of Directors

**FROM:** Heller An Shapiro, Executive Director; Lynn Taylor Moore, Director of Finance and Administration

**RE:** FY22 Budget Proposal

---

**GOALS:**

- Sustain and grow grant revenue
- Sustain and grow individual donors/revenue
- Increase outreach to identify new families, students, contracting organizations
- Ensure staffing meets strategic goals for virtual and in-person programming

We're proposing a conservative budget for FY22 based on the following:

A. Revenue is budgeted below FY20 levels, at \$833,900 because one-time emergency funding grants of \$120,000 will not reoccur.

(FY20 actual: \$887,604, FY19 actual: \$771,911)

B. Class and performing company revenues are at FY19 levels based on the typical number of in-person classes, along with some zoom classes. Class tuition increases 5% (see Teaching Artist Fee/Class Registration memo) and ITC/CAB tuition remains at current rates (\$750 for ITC; \$400/single Cabaret, \$675 for both). Class/rehearsal size will be dictated by space requirements – we may not be able to fill classes/rehearsals to 15-person capacity.

C. Program partner fees will increase by 8% January 1, 2022, from \$130/hour to \$140/hour.

D. Expenses increase over FY20 by 18% to \$802,063

(FY20 actual: \$678,656 FY19 actual: \$681,592)

This is based on:

+ 20% increase in Teaching Artist fees for classes

The total paid to Teaching Artists will be \$170,140 which is 30% over the FY20 actual Teaching Artist expense of \$129,971.

+ Staff salaries increase with a 3% merit raise on the hiring anniversary

E. This budget assumes in-person classes and performances throughout the year, with accompanying rental fees. Note that theatre costs are estimated for Cabaret and Virginia Inclusive Theatre Companies because rentals are not yet available.

**ArtStream, Inc.**  
**Profit & Loss Budget Performance**  
September 2020 through August 2021

09/01/2021 thru 08/31/2022

letm 6/28/22

In-Person Performances 2022

Annual Budget

Notes

**Income**

**Supporting Revenues**

**General Support**

<i>Individuals</i>	200,000
<i>In Honor - In Memory</i>	30,000
<i>Service Organizations</i>	3,000
<i>Corporations</i>	35,000
<i>Foundations</i>	130,000
<i>Government</i>	80,000

Grant income expected to increase with dedicated staff to source new grant resources.

*Total General Support* 478,000

**Grants (restricted)**

<i>Corporate Grants</i>	-
<i>Foundation Grant</i>	8,350
<i>Government Grants</i>	-

Scholarship

*Total Grants* 8,350

**Other Income**

<i>Inkind Donations Income</i>	4,000
<i>Miscellaneous Income</i>	5,000
<i>Convenience Fees</i>	2,500

*Total Other Income* 11,500

**Total Supporting Revenues** **497,850**

**Program Revenues**

**Tuition**

<i>Classes</i>	54,550
<i>Companies</i>	70,000
<i>Contracted Classes</i>	55,000

Based on increased tuition fees for 21-22

Based on increase contract fees for 21-22

*Total Tuition* 179,550

**Ticket Sales**

<i>Online Ticket Sales</i>	7,000
<i>Box Office Receipts</i>	25,000

*Total Ticket Sales* 32,000

**Other Program Income**

<i>Concessions</i>	-
<i>Program ads</i>	3,500

**ArtStream, Inc.**  
**Profit & Loss Budget Performance**  
September 2020 through August 2021

	09/01/2021 thru 08/31/2022	
	<i>In-Person Performances 2022</i>	
	<b>Annual Budget</b>	Notes
<i>Total Other Program Income</i>	3,500	
<b>Total Program Revenues</b>	<b>215,050</b>	
<b>Dev. &amp; Fundraising Revenues</b>		
<b>Fall/Winter Appeal</b>	30,000	
<b>Spring Appeal</b>	15,000	
<b>Quarterly Newsletter</b>		
<i>1st Quarter Newsletter Appeal</i>	3,000	
<i>2nd Quarter Newsletter Appeal</i>	3,000	
<i>3rd Quarter Newsletter Appeal</i>	-	Instead of a 3rd Quarter Newsletter appeal a Spring Appeal is planned for 2022
<i>4th Quarter Newsletter Appeal</i>	-	
<b>Total Quarterly Newsletter</b>	<b>6,000</b>	
<b>Annual Gala Revenues</b>	85,000	
<i>Total Dev. &amp; Fundraising Revenues</i>	<b>121,000</b>	
<b>Total Revenues</b>	<b>833,900</b>	
<b>Total Income</b>	<b>833,900</b>	
<b>Expense</b>		
<b>5000 · Expenses</b>		
<b>5001 · Payroll Expenses</b>		
<b>5010 · Salaries &amp; Wages</b>		
<b>5011 · Salaries &amp; Wages</b>	384,512	
<b>Total 5010 · Salaries &amp; Wages</b>	<b>384,512</b>	
<b>5040 · Employer Taxes</b>		
<b>5041 · Medicare</b>	5,575	1.45% of gross salaries
<b>5042 · FICA</b>	23,840	6.20% of gross salaries
<b>5043 · MD Suta</b>	2,200	
<b>Total 5040 · Employer Taxes</b>	<b>31,615</b>	
<b>5050 · Other Employer Payroll Expenses</b>		
<b>5051 · AD&amp;D Ins</b>	36	(\$.30*10*12)
<b>5052 · Life Insurance</b>	648	(\$5.40*10*12)
<b>5053 · Medical Insurance</b>	6,800	Estimated-age based
<b>5054 · Short-term Disability</b>	1,663	(\$15.40*9*12)
<b>5055 · Worker's Compensation</b>	7,500	
<b>Total 5050 · Other Employer Payroll Expenses</b>	<b>16,647</b>	

**ArtStream, Inc.**  
**Profit & Loss Budget Performance**  
September 2020 through August 2021

		09/01/2021 thru 08/31/2022	
		<u>In-Person Performances 2022</u>	
		<u>Annual Budget</u>	Notes
<b>Total 5001 - Payroll Expenses</b>		432,775	
<b>Concessions</b>		500	
<b>Tuition Assistance</b>		8,300	Trawick Foundation and L. Dreyfuss Scholarship Fund
<b>Licenses and Permits</b>		250	(Gala alcohol permit-Montgomery County-estimated)
<b>Dues &amp; Subscriptions</b>		1,500	estimated expense
<b>Production</b>			
	<i>Costumes</i>	3,500	
	<i>Production Equipment</i>	150	
	<i>Set and Props</i>	1,600	
	<i>Sound/Recording</i>	1,500	
	<i>Total Production</i>	<u>6,750</u>	
<b>Occupancy</b>			
	<i>Class occupancy</i>	6,000	
	<i>Performance occupancy</i>	23,000	
	<i>Rehearsal occupancy</i>	15,000	
	<i>Office rent</i>	44,456	9/01 thru 7/31/22 @\$3,695.42/mo plus 8/1/22@ \$3,806.29 (8401 Connecticut Avenue)
	<i>Total Occupancy</i>	<u>88,456</u>	
<b>Program Supplies</b>		2,500	
<b>Travel &amp; Transportation</b>			
	<i>Parking</i>	200	
	<i>Mileage Reimbursement</i>	800	(\$100 is budgeted for non-program related travel-document signature etc.)
	<i>Vehicle Rental</i>	750	
	<i>Total Travel &amp; Transportation</i>	<u>1,000</u>	
<b>Printing</b>		13,250	General Support expenses-stationary; quarterly cost of \$62.50 or \$250
<b>Contractual Services</b>			
	<i>Professional Development</i>	1,500	Staff Trainings
	<i>Third Party Outsourcing</i>	9,700	Payroll Processing Services \$5K, Bill.com (\$390/mo for 12 mos.)
	<i>Website Maintenance</i>	1,500	
	<i>Background Checks &amp; CPR</i>	500	
	<i>Design Services</i>	18,000	KDL Design @ \$1,500/mo
	<i>Outreach Services</i>	2,000	(M. Brown)
	<i>ASL Interpreters</i>	1,200	

**ArtStream, Inc.**  
**Profit & Loss Budget Performance**  
September 2020 through August 2021

		09/01/2021 thru 08/31/2022	
		<u>In-Person Performances 2022</u>	
		<u>Annual Budget</u>	Notes
<b>Teaching Artists</b>			Teaching Artists expense budget reflects a 20% increase for lead, co-lead and assist.
	<i>ITC Teaching Artists</i>	59,040	
	<i>Cabaret Co Teaching Artists</i>	13,200	
	<i>Regist. Class Teaching Artists</i>	31,200	
	<i>Contract Class Teaching Artists</i>	64,000	
	<i>Master Teaching Artists</i>	2,400	
	<i>Script Writing Teaching Artists</i>	300	
	<i>Total Teaching Artists</i>	<u>170,140</u>	
<b>Total Contractual Services</b>		204,540	
<b>Staff/Employee Recruitment</b>		500	
<b>General Office supplies</b>		3,500	Toner cost contributes to the increased costs for general office supplies
<b>Telephone/Internet</b>		7,000	
<b>Postage/Delivery</b>		2,400	
<b>Equipment &amp; Computer</b>			
	<i>Equipment Lease</i>	250	Copier lease-\$5.95 per month plus copies over monthly allowance
	<i>Computer Software/Hardware</i>	3,500	Purchase of computer software/hardware
	<i>Computer Maintenance</i>	5,700	\$250/mo and \$218/mo for 12 months-maintenance and cloud license (F1)
	<i>Postage Machine Lease</i>	269	\$67.20 per quarter
	<i>Total Equipment &amp; Computer</i>	<u>9,719</u>	
<b>Marketing &amp; Advertisement</b>			
	<i>Advertisement Placement</i>	250	
	<i>Public Relations/Goodwill</i>	300	(friends of ArtStream-occasional cards, flowers etc)
	<i>Staff/Volunteer Goodwill</i>	500	
	<i>Total Marketing &amp; Advertisement</i>	<u>1,050</u>	
<b>Bank Service Charge</b>			
	<i>Bank Maintenance Fees</i>	2,500	Monthly Analysis Expenses (Capital Bank-Operating Account) estimated at
	<i>Credit Card Processing Fees</i>	2,000	
	<i>Bank Stop Payment Fees</i>	150	\$25 per stop payment estimated at 6 for the budget year
	<i>Total Bank Service Charge</i>	<u>4,650</u>	
<b>Investment Service Charges</b>		900	estimated
<b>Insurance</b>			
	<i>Director &amp; Officers Ins.</i>	1,086	\$89-9/21 thru 2/22 or 6 mos; 3/22 thru 8/22 or 6 mos estimated \$92/mo
	<i>Umbrella Liability</i>	1,457	\$118.75-9/21 thru 2/22 or 6 mos; 3/22 thru 8/22 or 6 mos estimated at \$124
	<i>Commercial Package Insurance</i>	<u>2,730</u>	\$225.08-9/21 thru 2/22 or 6 mos; 3/22 thru 8/22 or 6 mos estimated at \$230

**ArtStream, Inc.**  
**Profit & Loss Budget Performance**  
September 2020 through August 2021

	09/01/2021 thru 08/31/2022	
	<i>In-Person Performances 2022</i>	
	<b><u>Annual Budget</u></b>	Notes
<i>Total Insurance</i>	5,273	
<b>Other Expenses</b>		
<i>Miscellaneous Expense</i>	5,000	(medical insurance refunds offset by UHC insurance refund check from prior yr.-\$500)
<i>Statutory Compliance-Charitable</i>	2,250	Average of \$75 per state for 30 states
<i>Total Other Expenses</i>	7,250	
<b>Indirect Costs</b>	-	
<b>Total Expense</b>	<b>802,063</b>	
<b>Net Income</b>	<b><u>31,837</u></b>	