

**Quill Theatre**  
**Profit & Loss**  
September 2015 through August 2016

	Sep '15 - Aug 16	
<b>Income</b>		
General Operation Income-Other		
Checking Interest Received	1.03	
<b>Total General Operation Income-Other</b>		1.03
<b>Support</b>		
Grant/Foundation Donations		
Carpenter Foundation	100,000.00	
VCA Grant	4,763.00	
VCA Technical Grant	1,000.00	
Amazing Raise	2,500.00	
<b>Total Grant/Foundation Donations</b>		108,263.00
Patron Donations		
Corporate Donations	57.84	
Individual Donations	20,869.88	
Matching Gifts	10,000.00	
Golden Chest	8,849.33	
<b>Total Patron Donations</b>		39,777.05
Show/Educational Sponsorship		
Corporate Sponsorship	1,000.00	
Foundation Sponsorship	48,787.00	
<b>Total Show/Educational Sponsorship</b>		49,787.00
Special Events		
Auction Sales Income	4,955.00	
Raffle Ticket Income	110.00	
<b>Total Special Events</b>		5,065.00
<b>Total Support</b>		202,892.05
<b>Revenues</b>		
Season Productions		
Bootleg		
Bootleg Season Subscriber	1,075.00	
Bootleg Food Donations	165.00	
Bootleg Phil the Bucket	562.76	
Bootleg VIP Tickets	600.00	
Bootleg - Other	50.00	
<b>Total Bootleg</b>		2,452.76
Ticket Income	99,484.39	
Student Matinee Tickets Income	10,884.00	
Season Tickets Income	10,574.00	
Gift Certificate	0.00	
Agecroft Ticket Payments	40,250.00	
Agecroft Media Payments	3,000.00	
Maymont Payment	8,000.00	
Retail Merchandise Income	418.50	
RTCC Award Tickets	-40.00	
<b>Total Season Productions</b>		175,023.65

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<b>Educational Program Income</b>	
Tour Income	12,709.09
Workshop & Event Income	12,230.21
Festival Young Company Income	3,456.00
Summer Camp Income	-80.00
	28,315.30
<b>Total Educational Program Income</b>	
<b>Total Revenues</b>	203,338.95
<b>Total Income</b>	406,232.03
<b>Gross Profit</b>	406,232.03
<b>Expense</b>	
<b>Educational Program Expenses</b>	
Glen Allen Cultural Arts Ctr	250.00
Festival Young Company Season Assistant	450.00
<b>Total Festival Young Company</b>	450.00
<b>Total Educational Program Expenses</b>	700.00
<b>Personnel Expenses</b>	
Artistic Director	60,000.00
Managing Director	60,000.00
Education Director	30,000.12
Administrative Services Manager	17,654.34
Office Manager Assistant	213.00
Payroll Tax	13,007.98
	180,875.44
<b>Total Personnel Expenses</b>	
<b>Show &amp; Event Expenses</b>	
<b>Show salaries</b>	
Directors	4,256.00
Director Union Pension	297.78
Director Union Health	500.00
Equity Actor	6,639.63
Equity Union Pension	446.56
Equity Dues	116.03
Actors	50,465.00
Production Manager	2,175.00
Stage Manager	4,908.96
Set Designer	2,200.00
Costume Designer	2,900.00
Lighting Designer	3,250.00
Sound Designer	1,200.00
Properties Master	664.09
Fight or Dance Choreographer	1,000.00
Dialect/Text Coach	150.00
Music Director	200.00
Musicians	2,060.00
Set Builder	1,750.00
Set Painter	225.00
Costume Construction	1,100.00
Chorographer	500.00
Wardrobe	750.00
Crew	2,250.00
Box Office Manager	1,195.00
Teacher/actor Fees	2,022.71
Teacher Mileage	36.00
Intern - Acting	25.00
	93,282.76
<b>Total Show salaries</b>	

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<b>Production Expenses</b>	
Stage Rentals	1,747.21
Richmond City Sales Tax	2,760.27
Royalties	4,000.00
Theater Rental	14,486.00
Set Expenses	2,597.17
Costume Expenses	5,470.34
Lights Expenses	2,726.31
Prop/Food Expenses	2,016.89
Truck and Van Rental and repair	850.43
Gas/Tolls	89.54
Dry Cleaning/Laundry	221.00
Police Security Expenses	1,188.00
Lighting	100.00
Food	376.90
	38,630.06
<b>Total Production Expenses</b>	
<b>Marketing Costs</b>	
Media Advertising	15,659.03
Photographer - Promo Shots	1,600.00
Photographer - Show Shots	2,150.00
Programs	4,024.68
Posters - Printing	743.34
Postcards - Printing/Mailing	7,094.22
Video	500.00
	31,771.27
<b>Total Marketing Costs</b>	
<b>Center Stage Expenses</b>	
Theatre Rental	400.00
	400.00
<b>Total Center Stage Expenses</b>	
<b>Total Show &amp; Event Expenses</b>	164,084.09
<b>Special Events</b>	
Fundraiser - Rent	675.00
Fundraiser - Rental Items	1,330.76
Fundraiser - Decorations	145.28
Fundraiser - Food	1,779.57
Fundraiser - Wine/Beer/ABC Lic	318.07
Fundrasier - Folio Award	74.68
Fundraiser - Printing & Supplie	113.27
Fundraiser - Mailing House	780.86
	5,217.49
<b>Total Special Events</b>	
<b>General Operating Expenses</b>	
County Prop Tax	33.21
Education, Conferences, Shows	3,561.68
Consultants	11,125.00
Liability Insurance	4,205.25
WC Insurance	4,606.00
D&O Insurance	2,052.00
Auto Insurance	261.75
Website, Email and Cloud Fees	3,598.31
Credit Card Ticketing Fees	7,219.83
Fundraiser Software	413.00
Mailer Mailer	479.52
Payroll Processing Fee - DPS	1,541.29
Phone	353.41
Office Supplies	2,193.02
Mail Box Fee	56.00
Dept of Agriculture Fee	200.00
SCC Annual Registration	32.95
Petty Cash	0.00
Memberships	50.00

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05/03/18

Accrual Basis

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	<u>Sep '15 - Aug 16</u>
Miscellaneous	420.59
Donations from HSTC	85.00
<b>Total General Operating Expenses</b>	<b>42,487.81</b>
<b>General Production Expenses</b>	
Season Brochure Printing/Mail	4,187.35
Season Ad Purchase	407.00
Education Advertsing	1,265.00
Education Printing/Mailings	1,060.85
Donation Letter Printing/Mail	3,405.31
Additonal Theatre/Show Expenses	155.00
Cast/Crew Food	140.73
Retail Merchandise	121.50
<b>Total General Production Expenses</b>	<b>10,742.74</b>
<b>Total Expense</b>	<b>404,107.57</b>
<b>Net Income</b>	<b><u>2,124.46</u></b>