



CAPITOL

September 1, 2018

Town of Riverview
30 Honour House Court
Riverview, N.B.
E1B 3Y9
Attention: Robert Higson, Director of Finance

Dear Sir,

RE: 2019 Operations Grant

This year makes our 25th programming season and we are excited to receive more than 100,000 visitors to over 250 events. We have programmed some of the best artists touring the country today with performances in music, theatre, circus and dance. As always, our programming will be accessible, affordable and offer something for everyone. We are also focused on ensuring that our patrons continue to feel at home and that each experience is **Always: Exciting, Inviting, Stunning, Vibrant and Entertaining**. So much so that we have designed a marketing campaign around each of these sentiments.

Highlights from the past year include record attendance to our Presents performances, celebrating our nation's 150th anniversary with special programming and cutting the ribbon to our new lobby. Our Theatre Academy also hit record numbers with a third week of Drama Camp classes and we were thrilled that several alumni from our Capitol Theatre Academy shared the stage with professional actors during our 3rd musical production: Mary Poppins.

As always, the staff and Board of Directors of the Capitol Theatre work diligently to create enriching cultural opportunities, all while operating within a balanced budget. This year, based on the projected ticket sales of our fourth annual musical theatre production: **Beauty and the Beast**, we have increased our total ops budget to \$2,167,633, representing growth through ticket sales rather than public funds. Our 2019 grant request from the town remains at **\$74,730**. Without the ongoing support from the Town of Riverview, we will not be able to deliver quality entertainment experiences for the residents of Riverview. Our Operation budget for July 1, 2018 – June 30, 2019, reflecting all operations revenues and expenses, is enclosed.

Yours truly,

Kim Rayworth, Managing Director
THÉÂTRE CAPITOL THEATRE

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	A	B	C	D	E
1	CAPITOL THEATRE 2018-2019 Budget				
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3	REVENUE				
4	Sponsorships Season	\$120,000.00		Salaries/Wages Occupancy	\$42,000.00
5	Sponsorship Stage Production	\$32,000.00		Payroll Overhead - Occupancy	\$5,200.00
6	Donations/Activities (Casino)	\$20,000.00		Insurance	\$16,000.00
7	Contribution from Foundation	\$65,000.00		Water and Sewage	\$4,000.00
8	TOTAL REVENUE	\$237,000.00		Natural Gas	\$30,000.00
9	City of Moncton Grant	\$399,335.00		Electricity	\$40,000.00
10	City of Dieppe Grant	\$83,430.00		Maintenance, Materials, Supplies	\$5,000.00
11	Town of Riverview Grant	\$74,730.00		Maintenance Contracts	\$25,000.00
12	Other Grants	\$25,000.00		Outside Contractors	\$15,000.00
13	Heritage Canada Grant	\$50,000.00		Cleaning Supplies	\$6,000.00
14	TOTAL GRANTS	\$632,495.00		33 Church St	\$14,000.00
15	Lobby/Balcony Lounge Rental	\$3,000.00		Misc Occupancy	\$10,000.00
16	Empress Rental	\$5,000.00		TOTAL OCCUPANCY COSTS	\$212,200.00
17	Mainstage Rental	\$140,000.00		Salaries/Wages Technical	\$180,000.00
18	TOTAL RENTALS	\$148,000.00		Payroll Overhead - Technical	\$18,900.00
19	Box Office Fees	\$55,000.00		Repairs & Supplies - Technical	\$18,000.00
20	Technical Support Fees	\$115,000.00		Miscellaneous - Technical	\$3,000.00
21	Front of House Fees	\$20,000.00		TOTAL TECHNICAL COSTS	\$219,900.00
22	Cleaning Fees	\$8,500.00		Salaries/Wages - Marketing	\$51,000.00
23	Adv/Poster Dist. Fees	\$5,000.00		Payroll Overhead - Marketing	\$8,900.00
24	Other Fees	\$5,000.00		Advertising - Capitol Events	\$110,000.00
25	SALES OF SERVICES - RENTALS	\$208,500.00		Poster Distribution - Presents	\$2,500.00
26	Capitol Presentations Season	\$399,230.00		Presents Season Brochure/Launch	\$20,000.00
27	Stage Production Ticket Revenue	\$218,908.00		Advertising - Miscellaneous	\$47,000.00
28	CAPITOL PRESENTATIONS	\$618,138.00		Graphic Design	\$5,000.00
29	Drama School: Tuition	\$70,000.00		TOTAL MARKETING & ADVERTISING	\$244,400.00
30	School Grants: Projects	\$5,000.00		Salaries/Wages Administrative	\$360,000.00
31	School Grants Operation/Donations	\$3,000.00		Payroll Overhead - Admin.	\$51,000.00
32	TOTAL THEATRE SCHOOL REVENUE	\$78,000.00		Salaries/Wages FOH	\$18,500.00
33	Bar Sales: wine/Beer	\$93,500.00		Payroll overhead/Benefits FOH	\$1,200.00
34	Bar Sales: Water/Juice/Soft Drinks	\$0.00		Professional Development	\$3,000.00
35	TOTAL BAR REVENUE	\$93,500.00		Staff Recruitment	\$500.00
36	Commissions - M'dise	\$7,000.00		Dues,Memberships,Subscriptions	\$4,000.00
37	Bank Interest	\$2,000.00		Conferences	\$8,000.00
38	Investment Interest	\$3,000.00		Meeting Expenses - Other	\$2,500.00
39	Membership Fees Revenue	\$20,000.00		Office Equipment Leases	\$7,000.00
40	Exchange Fees	\$3,000.00		Postage & Shipping	\$6,000.00
41	Misc Revenue	\$4,500.00		Stationery & Office Supplies	\$8,000.00
42	Volunteer Fees	\$12,000.00		Computer Support	\$18,000.00
43	Mailing/Postage charge	\$7,500.00		Communications	\$10,000.00
44	Ticketing Fee	\$48,000.00		TOTAL ADMINISTRATIVE	\$497,700.00
45	Online Service Fee	\$45,000.00		Misc Expense (fundraising, Grants)	\$0.00
46	ANCILLARY REVENUE	\$152,000.00		Membership Fees/Costs	\$8,000.00
47				Board & Committee Meeting Exp.	\$18,000.00
48	TOTAL ALL REVENUE	\$2,167,633.00		Staff Function Expense	\$2,000.00
49				Credit Card Service Charges	\$40,000.00
50				Bank Charges	\$2,000.00
51	EXPENSES			Professional/Audit Fees	\$12,000.00
52	Artist Fees - Capitol Presents	\$290,000.00		Bad Debt Expense	\$500.00
53	Catering - Capitol Presents	\$9,000.00		Gifts	\$750.00
54	Travel/Accom. Capitol Presents	\$18,000.00		Miscellaneous General	\$500.00
55	Socan Presents - Presentations	\$9,000.00		TOTAL GENERAL	\$83,750.00
56	Volunteer Expense - Presents	\$2,000.00		Salaries/Wages - Box Office	\$77,000.00
57	Other - Capitol Presents	\$3,000.00		Payroll Overhead - Box Office	\$10,800.00
58	Major Production Expenses	\$250,743.00		Ticketing Supplies	\$4,000.00
59	CAPITOL PRESENTS EXPENSE	\$581,743.00		Ticket System Hosting & Support	\$28,000.00
60	Rental of Equipment - Rentals	\$150.00		Web site Expenses	\$2,500.00
61	Advertising/ Poster Dist Rentals	\$4,000.00		Miscellaneous Box Office	\$500.00
62	Other Costs - Rentals	\$1,000.00		TOTAL BOX OFFICE	\$122,800.00
63	COSTS OF SERVICES - RENTALS	\$5,150.00		TOTAL OPERATING EXPENSES	\$2,167,633.00
64	Bartender Wages	\$8,500.00			
65	Payroll Overhead-Bartender Wage	\$400.00			
66	Bar Supplies	\$45,000.00		NET INCOME	\$0.00
67	Liquor License	\$925.00			
68	TOTAL BAR EXPENSE	\$54,825.00			
69	Catering Supplies Expense	\$3,000.00		OTHER INCOME/EXPENSE	
70	Gallery Expense	\$1,000.00		Amort. of Deferred Contributions	-\$160,000.00
71	Gallery Exhibition Fee	\$6,000.00		Depreciation	\$265,000.00
72	Volunteer Expense	\$12,000.00		Ticket Levy, Cap. Improv. Fund	-\$135,000.00
73	25th Anniversary Expense	\$21,165.00		City of Moncton Debt Replacement	-\$20,000.00
74	TOTAL ANCILLARY COSTS	\$43,165.00		TOTAL OTHER INCOME/EXPENSE	(\$50,000.00)
75	Theatre School Expenses: Classes	\$4,000.00			
76	Theatre School Wages	\$85,000.00			
77	Payroll Overhead: School	\$8,000.00			
78	Theatre School Expenses: Projects	\$5,000.00			
79	TOTAL THEATRE SCHOOL EXPENSES	\$102,000.00			