

Guide presenting the correlation between:

Previous Agents and Managers Financial Form	CADAC Financial Form	
REVENUES	4000	REVENUES
Earned:	4100	Earned Revenue
	4115	Co-production
Commissions or percentages on sales	4160	Sales, commissions and broadcasting (gross) Include all revenues received from co-producing partners. Include all revenues from sales and commissions related to: * sales of publications, programs, catalogues, CD/DVD, etc. * advertising sales * broadcast services or royalties * sales from shops, concessions, restaurants, bars, vestibule, etc. * retainers and other contractual revenues Include also commissions from sales or rental of works of art. Figures reported here should be gross revenues. Include the related expenses on the appropriate lines in the expenditures section of this form.
Revenues from gross bookings	4162	Net revenues obtained from artists' gross bookings Include only the amount from gross bookings retained by your organization. Do not include the portion of gross bookings that you remit to your artists.
Box office or presenter activities (net earnings after costs)	4125	Presenting / hosting admissions and box office Include all revenues from admissions / box office, from productions/exhibitions that your organization did not produce, but for which it is acting as a presenter, including circulating exhibitions that originated elsewhere.
Royalties	4160	Sales, commissions and broadcasting (gross) Include all revenues from sales and commissions related to: * sales of publications, programs, catalogues, CD/DVD, etc. * advertising sales * broadcast services or royalties * sales from shops, concessions, restaurants, bars, vestibule, etc. Include also commissions from sales or rental of works of art. Figures reported here should be gross revenues. Include the related expenses on the appropriate lines in the expenditures section of this form.
Other (provide details)	4170	Other earned revenues (Click here online or specify below in Excel) Include other earned revenues. Do not include revenue from bingos (see line 4330) or volunteer committee donations (see line 4340).
Fundraising:	4300	Private Sector Revenue Select the appropriate line(s) to record the revenues from private sector.
Public Support:	4400	Public Sector Revenue Include actual amounts granted, not deferred revenue amounts. For income tax return, use line 4540
Canada Council for the Arts	4410	Canada Council for the Arts
· Audience and Market Development Office	4415	* Operating grants
· Touring and (or) presenting	4420	* Project grants Include touring grants, project grants, Flying Squad and organizational capacity building grants.
· Other (provide details)	4425	* Other Canada Council grants (Click here online or specify below in Excel) Include other revenues received from Canada Council, one-time funds or reimbursements, e.g. supplementary operating grants, travel grants, reimbursement (translation, travel), etc.
Department of Canadian Heritage	4430	Department of Canadian Heritage (Click here online or specify below in Excel) Include revenues received from Department of Canadian Heritage
· Trade Routes		
Other federal sources (provide details)	4435	Other federal (Click here online or specify below in Excel) Include revenues received from Department of Foreign Affairs and International Trade (including embassies and cultural centres), other federal departments, Canadian International Development Agency (CIDA), Cultural Human Resources Council (CHRC).
Province and territory	4445	Provincial or territorial revenues Select the appropriate line(s) to record the revenues from public sector - provincial and municipal grant giving agencies.
	4505	Municipal and regional revenues
Total Revenues	4700	TOTAL REVENUES (A)

EXPENSES
Administration:
Salaries
- Director
- Other staff
Rent and maintenance
Office equipment (telephones, computers, etc.)
Courier and postage
Other expenses (provide details)
Marketing/Audience Development:
Salaries and fees (if not included in administration)
Publicity and promotion (advertising, website and printing costs, etc.)
Other expenses (provide details)
Travel and Conferences:
Registration and membership (provide details)
Travel (provide details)
Publicity and promotion (if not included in marketing and audience development)
Other expenses (provide details)

5000	EXPENSES	
5500	Administration Expenses	Use line 5520 for breakdown of your other administrative expenses.
5505	Administrative salaries - permanent and temporary employees	Include all amounts paid directly as salaries to permanent or temporary administrative staff of your organization, full or part time (e.g. general manager, executive director, administrator, administrative assistant, etc.). Include benefits. Prorate (split proportionally) salaries of staff with combined responsibilities.
5510	Administrative professional fees	Include all amounts paid directly as professional fees to those contracted for administrative services by your organization (e.g. legal fees, accounting fees, audit fees).
5515	Rent or mortgage for administrative space	Include rent or interest portion of mortgage payment for administrative offices only. Prorate (split proportionally) between administration and operations (see line 5225).
5520	Other administrative expenses (Click here online or specify below in Excel)	Include the cost related to: * rental and services contracts * banking interest (do not include the interest paid for mortgage fees, see line 5515) * travel of the non-artistic staff * equipment, furniture and office supply * phone, fax, internet, mail * municipal taxes and permits * board of directors.
5300	Marketing and Communications Expenses	Use line 5325 for breakdown of your other marketing and communications expenses.
5305	Marketing and communications salaries - permanent and temporary employees	Include all amounts paid directly as salaries to permanent or temporary staff of your organization, full or part time, for marketing and communication activities (e.g. marketing director or manager, communications director, advertising coordinator, marketing production coordinator). Include benefits. Prorate (split proportionally) salaries of staff with combined responsibilities.
5315	Marketing production fees	Include production fees for advertising and other marketing tools.
	and	
5320	Advertising purchases	Include advertising expenses (purchasing local, national and international advertising).
5325	Other marketing and communications expenses (Click here online or specify below in Excel)	Include all other marketing and communications expenses.
5187	Membership and Registration	Include the costs related to: * membership * registration and participation in conferences / workshops / classes / conferences / annual meetings / seminars / colloquia that contribute to develop your artistic activities * registration and participation in contact events, trade fairs and networking development events
5190	Other artistic, program, and services expenses (Click here online or specify below in Excel)	Include costs for other artistic, program, and services expenses (e.g. staff travel, hospitality costs, local taxes and permits), travel and publicity and promotion specific to contact events and trade fairs (use the details of this line to provide breakdown of costs for travel, publicity, promotion and other).

Service and (or) Artistic Expenses:
Fees paid to other artists (provide details)
Fees for external contractors (provide details)
Other service expenses (provide details)
Fundraising:
Total Expenses

Net income (loss) from operations
Extraordinary items
Net income (loss)
2006-07 Accumulated surplus (deficit)
Accumulated surplus (deficit)

5100	Artistic Expenses, Including Exhibition, Production, Technical, Programming and Services	
5105	Artists' and professional fees	Include all amounts paid to freelance artists or artist groups as well as professional fees paid for artistic programming. Include fees for guest speakers, workshop leaders on line 5155.
5510	Administrative professional fees	Include all amounts paid directly as professional fees to those contracted for administrative services by your organization (e.g. legal fees, accounting fees, audit fees).
		Select the appropriate line(s) to record other service expenses.
5400	Fundraising Expenses	Select the appropriate line(s) to record the Fundraising Expenses.
5600	TOTAL EXPENSES (B)	
6000	SURPLUS OR (DEFICIT)	
6110	Surplus or (deficit) for the year (A-B), before amortization, adjustments and interfund transfers	Equal to Total revenues (A) minus Total expenses (B).
6115	Amortization of capital assets (depreciation)	Commonly called depreciation, allows an organization to expense an asset over the useful life of the asset. Include the amortization for the current year only; record this amount as a negative amount.
6120	Amortization of deferred contributions for capital assets	Allows an organization to account for grants or contributions received to purchase capital assets over the useful life of those assets. Include the amount for the current year only.
6125	Other adjustment items affecting surplus or (deficit), including Income Tax (for-profit organizations only) (Click here online or specify below in Excel)	Include all revenues/expenses not related to your artistic activities, that have a direct impact on your surplus (deficit) of the year, e.g. gains/losses on the sale of capital assets. Include the income tax paid by your organization (for-profit organizations only). Do not include interfund transfers (see line 6135).
6135	Interfund transfers (Click here online or specify below in Excel)	Total of all transfers in and out of the operating fund.
6140	SURPLUS OR (DEFICIT) FOR THE YEAR (C)	
6205	Accumulated surplus or (deficit), beginning of year	Include the amount from the previous year's financial statement.
6215	ACCUMULATED SURPLUS OR (DEFICIT), END OF YEAR	

6250	Balance Sheet information	
6255	Assets	Include the amounts presented in your Statement of Financial Position (Balance Sheet), Assets Section
6260	Current assets	Include the total of assets ordinarily realizable within one year; usually segregated by main classes, e.g. cash, accounts/grants receivables, prepaid expenses, etc..
6265	Capital / fixed assets	Include the total of furniture and equipment, leasehold improvements, vehicles, buildings and other capital items (tangible or intangible). Intangible are assets such as copyrights, patents, software, etc. Include total net of amortization, or net book value.
6270	Other assets (Click here online or specify below in Excel)	Total of all Other assets, not including Current assets and Capital / Fixed assets, which are captured on line 6260 and line 6265, e.g. long-term investments.
6275	Total Assets	
6280	Liabilities and net assets	
6285	Liabilities	Include the amounts presented in your Statement of Financial Position (Balance Sheet), Liabilities Section.
6290	Current liabilities	Include the total of amounts payable within one year, e.g. accounts payable, accrued liabilities, deferred revenues and deferred grants, current portions of long-term debt and future income tax liability due in the next year.
6295	Other liabilities (Click here online or specify below in Excel)	Total of all Other liabilities, not including Current liabilities which are captured on line 6290, e.g. portions of long-term debt, deferred contributions and other future amounts due later than one year.
6300	Total Liabilities	
6305	Net Assets	Include the amounts presented in your Statement of Financial Position (Balance Sheet), Net Assets / Fund Balances Section and in the Statement of Changes in Net Assets / Fund Balances
6310	Unrestricted net assets / Equity / Retained earnings	Include the unrestricted net assets. If it is a surplus, the use of these assets is entirely at the discretion of the board of directors (e.g. for operating activities, investment, etc.). The financial statements may also call this accumulated surplus or deficit, net asset surplus or deficiency, or unrestricted fund balance.
6315	Invested in Capital / fixed assets	Include the net amounts of your capital / fixed assets after deducting the liabilities/debts, e.g. deferred capital contributions, mortgage payable - current and long-term.
6320	Internally designated or restricted funds	Include the total of funds that are designated for a special purpose by the board of directors, where the board has the authority to change the purpose (e.g. acquisition, stabilization, creation funds).
6325	Cash reserves (Alberta organizations only)	Include the unencumbered, restricted cash account that can only be accessed upon a resolution of the company's Board of Directors to be used to temporarily finance unforeseen operating deficits.
6330	Externally designated or restricted funds	Include the total of funds that are designated by a donor or other external party for particular purposes and not available for operating (e.g. acquisition for a specific project). Do not include Provincial Endowment funds, which should not appear on your balance sheet, but as a note to the financial statements.
6335	Other net assets (Click here online or specify below in Excel)	
6340	Total Net Assets	
6345	Total Liabilities and Net Assets	