

**Budget by Service****Department Name:** Recreation Services**Budget Code:** 10-8303**Staff:** 13% of Grace Wilson, Angela Schneider**Section:** Norgan Theatre**FTE:** 0.25

**Strategic Position:** 8.0 Increase awareness of “Minto” as a destination by developing and supporting successful and sustainable tourism products that attract the traveling public, encourage spending on local products and services, and promote Minto as a great place to relocate and invest

**Actions:** 8.6 Support volunteers operations 12.8 community programming

**Responsibility:** Open for at least three shows per weekend and hosts a variety of weekday rentals and activities. There are volunteer crews in place to cover the weekend showing of films, projectionists to run the movie equipment, part-time employees to look after daily, weekly and monthly tasks and a board to oversee the general direction and operations of the theatre. The goal is to provide a great service to the community and now that the loan has been repaid, continue to operate as is and earmark any surpluses to a reserve account.

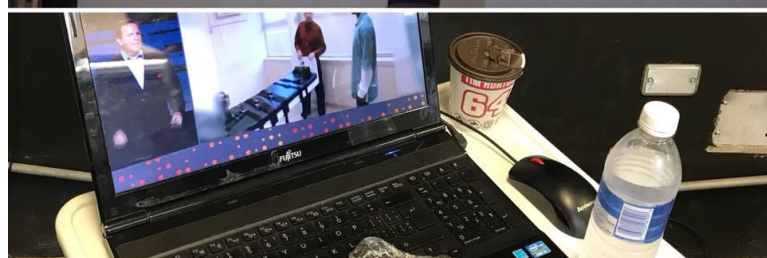
Operating Budget Summary					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					
2017 Budget (Actual \$1,645 to Sept 2017)					

## Issues for 2018 and Beyond

Building maintenance and equipment repair and maintenance expenses may increase over the next few years. 10 years has passed since the extensive building renovations and the digital projection equipment is 5 years year old. More preventative maintenance should be expected.

The Board is pursuing the purchase of an outdoor digital sign that can be placed inside one of the 'Now Playing' windows at the front of the theatre. The sign will be used to enhance the promotion of events as well as create a sponsorship revenue stream.

The Board looks forward to a continued partnership with the Town in funding the work to be done as per the arrangements in the ongoing Terms of Reference document.



Service Measures	2013	2014	2015	2016	2017
Total admissions	7650	8424	8340	8321	8690
Total number of weekend shows	153	156	155	157	158
Average per show	50	54	54	53	55
Amount owing on loan	\$56K	\$36K	\$18K	\$0K	\$0K
Reserve Contributions	\$3.9K	\$3.4K	\$3.5K	\$7.5K	\$16K

## C.A.O. Clerk and Recreation Services Manager Recommendation

That the 2018 budget proposed for the Norgan Theatre be approved at \$0.

2018 OPERATING BUDGET						
Account	Description	2016 YTD Actual - Sept 30/16	2016 YTD Actual	2017 Budget	2017 YTD Actual - Sept 30/17	2018 Budget
<b>Morgan Theatre</b>						
1083-03-5840	Theatre Admission	42,869.52	54,752.74	57,000.00	43,050.42	57,000.00
1083-03-5841	Theatre - Concession	29,194.36	39,262.58	38,000.00	32,089.81	38,000.00
1083-03-5700	Theatre Rentals	0.00	0.00	0.00	0.00	0.00
1083-03-5710	Meeting Room Rentals	4,262.63	5,707.11	4,500.00	5,998.26	5,500.00
1083-03-5720	Theatre Special Events	5,364.87	11,472.76	0.00	13,769.94	0.00
1083-03-5730	Theatre - DVD Events	0.00	0.00	0.00	0.00	0.00
1083-03-5850	Theatre - Other Revenue	0.00	0.00	0.00	0.00	0.00
1083-03-5880	Pre-Show Advertising	2,200.00	2,600.00	3,000.00	2,203.72	3,000.00
1083-03-5890	Donations & Misc. Revenue	1,713.00	3,439.50	2,500.00	1,491.02	2,500.00
	<b>Total Revenue</b>	<b>85,604.38</b>	<b>117,234.69</b>	<b>105,000.00</b>	<b>98,603.17</b>	<b>106,000.00</b>
1083-03-6011	Salary/Wages	3,445.86	9,609.33	9,000.00	3,999.47	9,000.00
1083-03-6021	Benefits	339.03	2,000.12	990.00	395.79	990.00
1083-03-6050	Training	120.00	120.00	0.00	0.00	0.00
1083-03-6060	Mileage	0.00	0.00	0.00	0.00	0.00
1083-03-6080	Volunteer Appreciation	0.00	232.98	200.00	0.00	200.00
1083-03-6090	Donor Recognition	0.00	0.00	0.00	432.24	0.00
1083-03-6110	Legal Services	0.00	0.00	0.00	0.00	0.00
1083-03-6170	Extra Services	1,150.00	1,650.00	1,750.00	1,090.00	1,750.00
1083-03-6210	Annual Insurance Coverage	3,034.91	3,034.91	3,200.00	3,274.68	3,400.00
1083-03-6310	Hydro	2,218.88	3,023.32	2,500.00	1,715.58	2,500.00
1083-03-6315	Water	768.76	1,119.18	1,250.00	530.38	1,250.00
1083-03-6320	Heat	2,104.31	2,786.28	3,000.00	1,947.49	3,000.00
1083-03-6350	Cleaning Services	315.00	590.00	750.00	544.67	750.00
1083-03-6350	Cleaning Supplies	131.60	241.88	250.00	311.84	400.00
1083-03-6360	Washroom Supplies	327.67	377.62	400.00	516.98	500.00
1083-03-6380	Building Maintenance	1,608.17	2,010.90	1,500.00	2,499.01	2,000.00
1083-03-6410	Office Supplies	291.82	393.76	350.00	290.59	350.00
1083-03-6411	Freight	1,430.34	1,933.95	2,100.00	1,477.42	2,100.00
1083-03-6420	Cash Short & Over	0.00	0.00	0.00	0.00	0.00
1083-03-6430	Equipment Rental/Lease	0.00	0.00	0.00	0.00	0.00
1083-03-6460	Security System Monitoring	0.00	0.00	240.00	0.00	240.00
1083-03-6520	Advertising & Promotions	2,618.06	3,610.31	4,000.00	1,914.87	4,000.00
1083-03-6530	Telephone & Service Charges	562.01	765.65	820.00	475.08	820.00
1083-03-6540	Web-Site Service Fees	637.40	851.10	1,000.00	787.40	1,000.00
1083-03-6700	Tfrs to Capital	0.00	10,478.25	0.00	0.00	0.00
1083-03-6720	Equipment Repair & Maintenance	1,686.49	2,142.77	2,000.00	1,572.66	2,000.00
1083-03-6800	Transfers to Reserves	0.00	7,491.71	16,200.00	16,200.00	16,000.00
1083-03-6820	Concession Booth Supplies	15,377.30	18,921.65	17,500.00	17,690.48	18,000.00
1083-03-6830	Special Event Costs	5,041.28	8,583.09	0.00	15,053.82	0.00
1083-03-6840	Booking Service Fees	4,018.24	4,718.24	5,000.00	3,668.32	5,000.00
1083-03-6841	Film Rentals	22,723.48	29,016.12	30,000.00	23,445.66	30,000.00
1083-03-6850	Miscellaneous Expenses	4,894.38	1,531.57	1,000.00	412.82	750.00
	<b>Total Expenditures</b>	<b>74,844.99</b>	<b>117,234.69</b>	<b>105,000.00</b>	<b>100,247.25</b>	<b>106,000.00</b>
<b>Excess Revenue over/under Expenditures</b>		<b>10,759.39</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,644.08</b>	<b>0.00</b>