



Consolidated Financial Statements

ACTRA Toronto

February 28, 2019

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Independent Auditor's Report

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To the Members of
ACTRA Toronto

Opinion

We have audited the consolidated financial statements of **ACTRA Toronto** (“the Organization”), which comprise the consolidated balance sheet as at February 28, 2019, and the consolidated statements of operations, surplus and funds, and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of **ACTRA Toronto** as at February 28, 2019, and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Markham, Canada
June 4, 2019

Grant Thornton LLP

Chartered Professional Accountants
Licensed Public Accountants

ACTRA Toronto

Consolidated Balance Sheet

February 28

2019

2018

Assets

Current

Cash and cash equivalents	\$ 2,076,768	\$ 1,639,358
Term deposits (Note 3)	409,122	2,133,232
Accounts receivable (Note 4)	597,970	370,122
Loans receivable (Note 5)	490,992	-
Prepaid expenses	<u>112,647</u>	<u>132,392</u>
	3,687,499	4,275,104
Bonds held in trust for engagers	5,442,512	4,003,655
Investments (Note 6)	8,044,711	7,739,274
Investment in Creative Arts Savings & Credit Union Limited (Note 7)	1,625,530	1,625,530
Property and equipment (Note 8)	<u>155,018</u>	<u>242,636</u>
	<u>\$ 18,955,270</u>	<u>\$ 17,886,199</u>

Liabilities

Current

Accounts payable and accrued liabilities (Note 9)	\$ 1,348,403	\$ 1,417,678
Due to ACTRA Fraternal Benefit Society (Note 4)	408,698	221,440
Due to ACTRA National (Note 4)	<u>279,638</u>	<u>273,533</u>
	2,036,739	1,912,651
Deferred leasehold inducement	116,111	198,071
Due to engagers	<u>5,442,512</u>	<u>4,003,655</u>
	<u>7,595,362</u>	<u>6,114,377</u>

Funds (Page 5)

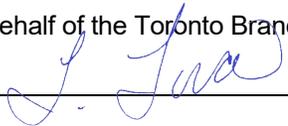
Internally restricted

Toronto Action / Defence Fund	6,026,368	6,026,368
Toronto Emergency Operating Expense Fund	4,360,372	4,360,372
Computer Systems Development Fund	22,370	22,370
Invested in Capital Assets Fund	155,018	242,636
Council Surplus	<u>167,342</u>	<u>167,342</u>
	10,731,470	10,819,088
Surplus	<u>628,438</u>	<u>952,734</u>
	<u>11,359,908</u>	<u>11,771,822</u>

\$ 18,955,270 **\$ 17,886,199**

Commitments (Note 10)

On behalf of the Toronto Branch Council

 President

 Treasurer

See accompanying notes to the consolidated financial statements.

ACTRA Toronto

Consolidated Statement of Operations

Year ended February 28

2019

2018

Revenue (Page 15)		
Members	\$ 5,644,865	\$ 5,602,234
Non-members	1,647,198	1,721,883
Other	<u>2,491,399</u>	<u>2,175,744</u>
	<u>9,783,462</u>	<u>9,499,861</u>
Expenses (Pages 16, 17, 18 & 19)		
Union democracy and advocacy	588,044	652,706
Executive director's office	605,386	382,411
Communications unit	595,318	607,477
Membership services unit	644,233	759,842
Film, tv and digital media unit	1,699,932	1,472,150
Commercial production unit	1,077,806	1,035,848
Finance unit	1,152,229	1,254,686
Reception	231,720	223,608
Occupancy and office	814,136	825,799
Data, statistics and information technology	330,292	311,456
Affiliations	40,560	40,560
Grievances, arbitrations and litigation	41,780	40,240
Transfers to ACTRA National	<u>2,348,100</u>	<u>2,298,637</u>
	<u>10,169,536</u>	<u>9,905,420</u>
Deficiency of revenue over expenses before the undernoted	(386,074)	(405,559)
Provision for impairment of loans receivable	(25,840)	-
Unrealized loss on investment in Creative Arts Savings & Credit Union Limited (Note 7)	<u>-</u>	<u>(541,845)</u>
	<u>\$ (411,914)</u>	<u>\$ (947,404)</u>

See accompanying notes to the consolidated financial statements.

ACTRA Toronto

Consolidated Statement of Surplus and Funds

Year ended February 28

2019

2018

Toronto Action / Defence Fund		
Balance, beginning of year	\$ 6,026,368	\$ 6,026,368
Allocated during the year	-	-
Balance, end of year	<u>\$ 6,026,368</u>	<u>\$ 6,026,368</u>
Toronto Emergency Operating Expense Fund		
Balance, beginning of year	\$ 4,360,372	\$ 4,360,372
Allocated during year	-	-
Balance, end of year	<u>\$ 4,360,372</u>	<u>\$ 4,360,372</u>
Computer Systems Development Fund		
Balance, beginning of year	\$ 22,370	\$ 22,370
Allocated during year	-	-
Balance, end of year	<u>\$ 22,370</u>	<u>\$ 22,370</u>
Invested in Capital Assets Fund		
Balance, beginning of year	\$ 242,636	\$ 310,474
Fund transfer	<u>(87,618)</u>	<u>(67,838)</u>
Balance, end of year	<u>\$ 155,018</u>	<u>\$ 242,636</u>
Council Surplus		
Balance, beginning of year	\$ 167,342	\$ 167,342
Allocated during year	-	-
Balance, end of year	<u>\$ 167,342</u>	<u>\$ 167,342</u>
Surplus		
Balance, beginning of year	\$ 952,734	\$ 1,832,300
Fund transfers	87,618	67,838
Allocated during the year	<u>(411,914)</u>	<u>(947,404)</u>
Balance, end of year	<u>\$ 628,438</u>	<u>\$ 952,734</u>

See accompanying notes to the consolidated financial statements.

ACTRA Toronto

Consolidated Statement of Cash Flows

Year ended February 29

2019

2018

Increase in cash and cash equivalents

Operating		
Deficiency of revenue over expenses	\$ (411,914)	\$ (947,404)
Unrealized loss on investment in Creative Arts Savings & Credit Union Limited	-	541,845
Amortization	101,421	104,638
Provision for impaired loans	25,840	-
Change in unrealized appreciation of investments	(22,566)	74,280
	<u>(307,219)</u>	<u>(226,641)</u>
Change in non-cash operating working capital		
Accounts receivable	(227,848)	136,694
Prepaid expenses	19,745	(49,416)
Accounts payable and accrued liabilities	(69,275)	(33,724)
Deferred lease inducement	(81,960)	(81,961)
	<u>(666,557)</u>	<u>(255,048)</u>
Financing		
Advances from ACTRA National, net	6,105	214,072
Advances from ACTRA Fraternal Benefit Society, net	187,258	336,733
Sale of (investment in) Creative Arts Savings & Credit Union Limited, net	-	100,000
	<u>193,363</u>	<u>650,805</u>
Investing		
Proceeds from term deposits, net	1,724,110	63,602
Purchase of property and equipment	(13,803)	(36,800)
Purchase of investment in Addenda Commercial Mortgage Fund	(282,871)	(249,270)
Purchase of loans receivable	(606,277)	-
Principal repayments of loans receivable	89,445	-
	<u>910,604</u>	<u>(222,468)</u>
Increase in cash and cash equivalents	437,410	173,289
Cash and cash equivalents, beginning of year	<u>1,639,358</u>	<u>1,466,069</u>
Cash and cash equivalents, end of year	<u>\$ 2,076,768</u>	<u>\$ 1,639,358</u>

See accompanying notes to the consolidated financial statements.

ACTRA Toronto

Notes to the Consolidated Financial Statements

Year ended February 28, 2019

1. Nature of operations

The ACTRA Toronto (“AT”) is an autonomous branch of the ACTRA Performers Guild. The Branch represents performers in the live transmission and recorded media.

2. Summary of significant accounting policies

These financial statements have been prepared in accordance with accounting standards for not-for-profit organizations (“ASNPO”). ASNPO require entities to select policies appropriate for their circumstances from choices provided in the specific standards. The following are details of the choices selected by AT and applied in these financial statements.

Use of estimates

In preparing the financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenue and expenses during the reporting period. Actual results could differ from these estimates. The significant estimates in these financial statements have reflected the amounts recorded for impairment of investments and amortization of property and equipment.

Principles of consolidation

The consolidated financial statements include the accounts of ACTRA Toronto, and its wholly-owned subsidiary, ACTRA Toronto Sponsor Inc. All significant intercompany transactions and balances have been eliminated.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, balances with banks and short term deposits with original maturities of three months or less. Bank borrowings are considered to be financing activities.

Investments

The investment in the Creative Arts Savings & Credit Union Limited is accounted for at cost, which is the initial amount paid for the investment. The carrying value of the investment is written down to net realizable value when the decline in value of the investment is considered to be other than temporary.

Investments in marketable securities

Investments in marketable securities are equity instruments quoted in an active market and accounted for at fair value with changes in fair value recorded in net income.

ACTRA Toronto

Notes to the Consolidated Financial Statements

Year ended February 28, 2019

2. Summary of significant accounting policies (continued)

Property and equipment

Property and equipment are recorded at cost and are amortized on a straight-line basis over their estimated useful lives as follows:

Computer equipment	3 years
Furniture and fixtures	5 years
Leasehold improvements	over term of lease

AT tests for impairment when events or changes in circumstances indicate the carrying amount of an item, or class, of property and equipment may not be recoverable. The recoverability of long lived assets is based on the net recoverable amounts determined on an undiscounted cash flow basis. If the carrying amount of an asset exceeds its net recoverable amount, an impairment loss is recognized to the extent that fair value is below the asset's carrying amount. Fair value is determined based on quoted market prices when available, otherwise on the discounted cash flows over the life of the asset.

Deferred leasehold inducements

Deferred leasehold inducements are amortized into the statement of operations over the term of the lease.

Funds

Toronto Action / Defence Fund

This fund has been established for use in times of crisis such as an actor's strike.

Toronto Emergency Operating Expense Fund

This fund has been established for use only if there is a shortfall in any budgetary year caused by extraordinary events.

Computer Systems Development Fund

This fund has been established for ongoing upgrades to the Branch's computer systems.

Invested in Capital Assets Fund

This fund represents the carrying value of the capital assets held by the Branch.

Council Surplus

This fund has been established for special council projects.

ACTRA Toronto

Notes to the Consolidated Financial Statements

Year ended February 28, 2019

2. Summary of significant accounting policies (continued)

Financial instruments

AT's financial instruments consist of cash and cash equivalents, term deposits, marketable securities, accounts receivable, loans receivable, investments, payables and amounts due from related parties.

Initial measurement

AT's financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transaction costs. Transaction costs and financing fees relating to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred.

Subsequent measurement

At each reporting date, AT measures its financial assets and liabilities at cost or amortized cost (less impairment in the case of financial assets), except for equities quoted in an active market, which must be measured at fair value. AT has also irrevocably chosen to measure its investments in bonds and other fixed income instruments at fair value. All changes in fair value of AT's investments in equities quoted in an active market are recorded in the statement of operations. AT uses the effective interest rate method to amortize any premiums, discounts, transaction fees and financing fees to the statement of operations for items measured at cost or amortized cost. The financial instruments measured at amortized cost are cash, receivables, loans receivable, payables and amounts due from related parties.

For financial assets measured at cost or amortized cost, AT regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and AT determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in operations in the year the reversal occurs.

3. Term deposits

	<u>2019</u>	<u>2018</u>
Creative Arts Savings & Credit Union Limited – bears interest at 2%, matures September 11, 2019	\$ 9,122	\$ 2,133,232
Vancouver City Savings Credit Union- bears interest at 1.20% and matures July 2019	<u>400,000</u> <u>409,122</u>	<u>-</u> <u>2,133,232</u>

ACTRA Toronto

Notes to the Consolidated Financial Statements

Year ended February 28, 2019

4. Related party transactions

	<u>2019</u>	<u>2018</u>
The Branch had the following transactions with related parties:		
(a) Transfers to (from) ACTRA National		
Per capita payments	\$ 2,348,100	\$ 2,298,637
Other revenue	<u>(241,794)</u>	<u>(223,725)</u>
	<u>\$ 2,106,306</u>	<u>\$ 2,074,912</u>
(b) Transfers to (from) ACTRA Performers Rights Society ("APRS")	<u>\$ (5,181)</u>	<u>\$ (537)</u>
(c) Transfers to ACTRA Fraternal Benefit Society RRSP, health and insurance premiums	<u>\$ 18,845,050</u>	<u>\$ 18,799,675</u>

Included in other income is an amount of \$Nil (2018 – \$76,689) which represents an allocation of excess surplus from ACTRA National.

Included in accounts receivable is an amount of \$223,413 (2018- \$20,389) due from Creative Arts Savings & Credit Union Limited ("CASCU") and other affiliated branches of ACTRA National.

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

The amounts due from related parties consist of deposit re-allocations and reimbursements to affiliated branches of ACTRA National, as well as amounts due from ACTRA National itself. These amounts are non-interest bearing and are due on demand.

5. Loans receivable

	<u>2019</u>	<u>2018</u>
Loans receivable – personal loans	\$ 516,832	\$ -
Less: provision for impaired loans	<u>(25,840)</u>	<u>-</u>
	<u>\$ 490,992</u>	<u>\$ -</u>

During the year AT purchased a portfolio of 67 unsecured personal loans from CASCU at their face value of \$606,277 through a Personal Loan Sale and Administration Agreement. CASCU received total principal repayments of \$89,445 and interest of \$18,700 on behalf of AT. Included in accounts receivable is a balance of \$108,145 from CASCU.

ACTRA Toronto

Notes to the Consolidated Financial Statements

Year ended February 28, 2019

6. Investments

	Number of Units	Average Cost	2019 Fair Value	2018 Fair Value
Addenda Corporation Mortgage Fund	737,192	\$ 8,064,079	\$ 8,044,605	\$ 7,739,168
Return on Innovation Fund Inc., at cost (100 Class B shares)			100	100
Vancouver City Savings Credit Union, at cost (5 common shares)			6	6
			106	106
			\$ 8,044,711	\$ 7,739,274

7. Investment in Creative Arts Savings & Credit Union Limited

	2019	2018
Investment in Class B shares, at cost	\$ 2,167,375	\$ 2,167,375
Provision for unrealized loss	(541,845)	(541,845)
	\$ 1,625,530	\$ 1,625,530

The Class B shares are non-voting, non-cumulative, with a right to a dividend equal to the maximum of the yearly average of the five year guaranteed investment certificate rate plus 1.25%.

8. Property and equipment

	Cost	Accumulated Amortization	2019 Net Book Value	2018 Net Book Value
Computer equipment	\$ 665,007	\$ 640,867	\$ 24,140	\$ 29,161
Furniture and fixtures	358,207	316,631	41,576	62,275
Leasehold improvements	<u>789,617</u>	<u>700,315</u>	89,302	151,200
	\$ 1,812,831	\$ 1,657,813	\$ 155,018	\$ 242,636

9. Accounts payable and accrued liabilities

Included in accounts payable and accrued liabilities are government remittances receivable of \$8,834 (2018 – receivable \$7,952).

ACTRA Toronto

Notes to the Consolidated Financial Statements

Year ended February 28, 2019

10. Commitments

AT has entered into an agreement to lease its premises. Minimum payments for the premises for each of the next five years are as follows:

2020	\$	344,229
2021		327,958
2022		369,058
2023		389,653
2024		404,363
Thereafter		606,545
	\$	<u>2,441,806</u>

11. Awards

	<u>2019</u>	<u>2018</u>
Awards expenditures	\$ 182,991	\$ 210,496
Less: sponsorships received	(143,500)	(142,000)
Guest fees	<u>(9,900)</u>	<u>(9,000)</u>
Awards, net	<u>\$ 29,591</u>	<u>\$ 59,496</u>

12. Financial risk management

In the normal course of business, AT's activities expose it to a variety of risks associated with financial instruments, as follows: market risk (including price risk, currency risk and interest rate risk), credit risk, and liquidity risk.

Market risk

AT's investments in marketable securities are subject to market risk which is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices.

Price risk

AT is exposed to price risk, which is the risk that the fair value of investments in marketable securities will fluctuate because of changes in market prices (other than those arising from currency risk or interest rate risk), whether caused by factors specific to an individual investment or all factors affecting all investments traded in a market or market segment. All investments present a risk of loss of capital. The maximum risk resulting from financial instruments held by AT is determined by their fair value. Financial instruments held are susceptible to fair value fluctuations arising from uncertainties about future market prices of the instruments.

A 5% fluctuation in market prices of AT's investments in marketable securities with all other factors remaining constant would have an impact on the excess of revenue over expenses of \$403,204.

ACTRA Toronto

Notes to the Consolidated Financial Statements

Year ended February 28, 2019

12. Financial risk management (continued)

Currency risk

Currency risk is the risk that the value of investments in marketable securities denominated in currencies, other than the Canadian dollar, will fluctuate due to changes in foreign exchange rates. As at February 28, 2019, AT did not hold any investments denominated in foreign currencies.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in interest rates. AT is exposed to interest rate risk through its investment in term deposits.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. AT's main credit risks are its accounts receivable and loans receivable.

Liquidity risk

Liquidity risk is the potential that AT will encounter difficulty in meeting the obligations associated with its financial liabilities. AT is exposed to this risk mainly in respect of its accounts payable and due to related parties. AT reduces exposure to liquidity risk by ensuring it maintains adequate cash reserves to pay trade creditors and amounts due to related parties.

13. Fair value measurement and disclosures

AT's assets recognized at fair value have been categorized based upon a fair value hierarchy.

AT classifies fair value measurements within a hierarchy which gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). The three levels of the fair value hierarchy are:

Level 1: Quoted price (unadjusted) in active markets for identical assets or liabilities that the Investment Manager can access at the measurement date;

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly;

Level 3: Inputs are unobservable for the asset or liability and require significant management judgment or estimation.

ACTRA Toronto

Notes to the Consolidated Financial Statements

Year ended February 28, 2019

13. Fair value measurement and disclosures (continued)

If different levels of inputs are used to measure an asset's or liability's fair value, the classification within the hierarchy is based on the lowest level of input that is significant to the fair value measurement. Changes in valuation methods may result in transfers into or out of an investment's assigned level. The following table illustrates the classification of AT's investments measured at fair value within the fair value hierarchy:

	Investments			
	Level 1	Level 2	Level 3	Total
As at				
February 28, 2019	\$ -	\$ 8,044,711	\$ -	\$ 8,044,711
February 28, 2018	\$ -	\$ 7,739,274	\$ -	\$ 7,739,274

All fair value measurements above are recurring. Fair values are classified as Level 1 when the related security or derivative is actively traded and a quoted price is available. If an instrument classified as Level 1 subsequently ceases to be actively traded, it is transferred out of Level 1. In such cases, instruments are reclassified into Level 2, unless the measurement of its fair value requires the use of significant unobservable inputs, in which case it is classified as Level 3.

a) *Short-term investments*

Short-term investments are stated at amortized cost, which approximates fair market value.

There were no transfers between levels during reporting periods.

14. Comparative figures

Comparative figures have been adjusted to conform to changes in the current year presentation.

ACTRA Toronto

Consolidated Schedule of Revenue

Year ended February 28

2019

2018

Members		
Basic dues	\$ 1,847,465	\$ 1,815,550
Working dues	2,851,493	2,784,891
Initiation	459,612	498,262
Withdrawal fees	17,695	16,118
Reinstatement fees	17,154	18,920
Members fines	3,855	4,100
Apprentice dues and initiation fees	211,345	201,825
Apprentice permits	218,534	243,295
Apprentice member courses	-	400
AABP dues	17,712	18,873
	<u>5,644,865</u>	<u>5,602,234</u>
Non-members (work permit fees)		
Resident	899,525	1,003,852
Non-resident	747,673	718,031
	<u>1,647,198</u>	<u>1,721,883</u>
Other		
Administrative fees - IPA	725,565	667,117
- Other	67,951	51,366
Contract service fees	173,570	197,663
10% service charges	372,701	428,570
Other income	411,083	139,795
Transfer from National (Note 4(a))	241,794	223,725
Interest	476,168	541,786
Change in fair value of investments	22,567	(74,278)
	<u>2,491,399</u>	<u>2,175,744</u>
	<u>\$ 9,783,462</u>	<u>\$ 9,499,861</u>

ACTRA Toronto

Consolidated Schedule of Expenses

Year ended February 28

2019

2018

Union Democracy and Advocacy		
Council & Committees	\$ 78,088	\$ 86,428
Ombudsperson	5,548	5,430
Council & stunt elections	-	10,465
	<u>83,636</u>	<u>102,323</u>
President		
Honorarium	33,289	32,635
President's expenses	8,616	11,199
Event, festivals and conferences	7,683	9,591
Voice committee	(108)	200
Stunt committee	133	73
AABP Caucus	216	232
Background advocate honorarium	5,548	-
	<u>55,377</u>	<u>53,930</u>
Past President		
Honorarium	<u>11,041</u>	<u>10,860</u>
Vice President (Communications)		
Honorarium	11,096	10,860
Performers Magazine – honorarium	5,548	5,430
Awards (Note 10)	29,591	59,496
Performers Magazine	80,431	67,451
Act Your Age	2,124	2,520
	<u>128,790</u>	<u>145,757</u>
Vice President (Internal)		
Honorarium	11,096	10,860
Children's advocate	5,548	5,430
Member conferences	184,061	201,566
TAWC	5,042	3,338
Kids & Co.	2,500	2,500
	<u>208,247</u>	<u>223,694</u>
Vice President (Member Services)		
Honorarium	11,096	10,860
YEAA	6,048	4,350
Parades	12,696	8,080
	<u>29,840</u>	<u>23,290</u>
Treasurer		
Honorarium	11,096	10,860
Executive I&R	15,979	14,994
Diversity committee	1,320	3,612
Diversity Outreach Partnerships	7,590	7,619
Diversity advocate honorarium	5,548	5,430
ASL – Interpreters	4,650	1,386
Apprentice Caucus	501	232
	<u>46,684</u>	<u>44,133</u>

ACTRA Toronto

Consolidated Schedule of Expenses (continued)

Year ended February 28 2019 2018

Vice President (External)		
Honorarium	\$ 11,096	\$ 10,860
Archives & Legacy project	2,060	20,657
Gordon Pinsent studio	44	385
Political action	<u>133</u>	<u>5,957</u>
	<u>13,333</u>	<u>37,859</u>
Member-at-large		
Honorarium	<u>11,096</u>	<u>10,860</u>
	<u>\$ 588,044</u>	<u>\$ 652,706</u>
Executive Director's Office		
Salaries	\$ 476,557	\$ 280,622
General benefits	69,271	50,654
RRSP	47,616	29,661
Travel & expenses	7,368	17,545
Industry relations expenses	3,374	2,729
Consultants and projects	<u>1,200</u>	<u>1,200</u>
	<u>605,386</u>	<u>382,411</u>
Communications Unit		
Salaries	346,167	344,049
General benefits	55,103	50,831
RRSP	37,925	37,002
Education and Outreach	49,111	45,082
Sponsorships	18,250	17,900
Marketing AAA	1,600	83,904
Social media consulting	52,500	-
E-blasts, E-Communications, Web	12,241	7,033
Subscriptions and periodicals	3,469	3,070
Director expenses	391	314
Promotional items	18,311	17,775
Video production	250	108
Labour Partner Marketing Project	<u>-</u>	<u>409</u>
	<u>595,318</u>	<u>607,477</u>
Membership Services Unit		
Salaries	485,806	588,106
General benefits	101,097	105,800
RRSP	56,763	65,100
Director expenses	<u>567</u>	<u>836</u>
	<u>644,233</u>	<u>759,842</u>

ACTRA Toronto

Consolidated Schedule of Expenses (continued)

Year ended February 28

2019

2018

Film, TV, & Digital Media Unit

Salaries	\$ 1,165,108	\$ 1,002,198
General benefits	234,676	194,436
RRSP	125,247	100,754
TIP administration	50,841	51,142
Business Representative expenses	6,178	3,786
OSLO per diems	65,760	63,588
OSLO training	2,768	2,210
OSLO expenses	15,384	13,916
Joint stunt outreach	11,383	12,463
After hours line	7,000	9,500
Director expenses	8,307	8,402
Census	7,280	9,755
	<u>1,699,932</u>	<u>1,472,150</u>

Commercial Production Unit

Salaries	822,678	789,069
General benefits	157,490	142,443
RRSP	87,259	87,046
Business Representative expenses	13	7
OSLO per diems	6,534	7,997
OSLO expenses	1,790	2,471
Director expenses	2,042	6,815
	<u>1,077,806</u>	<u>1,035,848</u>

Finance Unit

Salaries	562,777	636,922
General benefits	84,389	87,408
RRSP	47,570	46,677
Accounting and auditing costs	68,000	68,000
Office supplies	31,855	60,832
Letterhead and other printing	2,888	3,485
Postage	24,608	28,933
GST/HST expenses	123,166	131,956
Health benefits for retirees	65,011	55,870
Sundries	13,915	13,285
Staff development	7,649	5,493
Visa charges	60,650	63,441
MasterCard charges	34,631	28,435
AMEX charges	3,580	2,810
Bank charges	19,604	19,099
Courier	949	1,021
Director expenses	987	1,019
	<u>1,152,229</u>	<u>1,254,686</u>

ACTRA Toronto

Consolidated Schedule of Expenses (continued)

Year ended February 28

2019

2018

Reception		
Salaries	\$ 179,400	\$ 174,960
General benefits	38,040	36,618
RRSP	14,280	12,030
	<u>231,720</u>	<u>223,608</u>
Occupancy and Office		
Rent and property taxes	625,367	631,033
Office equipment contracts and leases	38,772	41,789
Telephone	27,356	30,063
Insurance	33,086	31,754
Leased Assets	61,898	61,898
Furniture capital costs (incl. Depreciation)	27,657	29,262
	<u>814,136</u>	<u>825,799</u>
Data, Statistics and Information Technology		
Salaries	215,601	192,577
General benefits	48,773	45,662
RRSP	24,654	21,570
Amortization - hardware	16,780	20,904
Maintenance	3,357	3,495
Data communications	264	351
Software, supplies, programming	18,495	23,697
Security systems	2,368	3,200
	<u>330,292</u>	<u>311,456</u>
Affiliations		
Ontario Federation of Labour	7,560	7,560
Ontario Film & TV Consortium	30,000	30,000
Toronto District and Labour Council	3,000	3,000
	<u>40,560</u>	<u>40,560</u>
Grievances, Arbitrations and Litigation	<u>41,780</u>	<u>40,240</u>
Total Branch Expenses	<u>\$ 7,821,436</u>	<u>\$ 7,606,783</u>
Transfers to ACTRA National		
Per capita payments (Note 4(a))	<u>\$ 2,348,100</u>	<u>\$ 2,298,637</u>
Total Revenues	9,783,462	9,499,861
Total Branch Expenses	7,821,436	7,606,783
Transfers to ACTRA National	<u>2,348,100</u>	<u>2,298,637</u>
Deficiency of revenue over expenses	<u>\$ (386,074)</u>	<u>\$ (405,559)</u>