

## CONTRACTED SERVICES OF ACTRA BRANCHES BY ACTRA NATIONAL

## SCHEDULE OF OPERATIONS

**YEAR ENDED FEBRUARY 29, 2016**

	2016	2015
<b>MONTREAL BRANCH</b>		
Income		
Members		
Dues	\$ 885,310	\$ 845,122
Initiation fees	122,547	118,846
Withdrawal fees	1,305	2,189
Reinstatement fees	224	188
	<b>1,009,386</b>	966,345
Non-members		
Performer fees	253,796	263,720
Apprentice fees	82,646	73,284
Foreign performer fees	211,124	124,231
	<b>547,566</b>	461,235
Other		
Administration fees - I.P.A.	88,641	71,462
- other	33,615	37,241
Contract service fees	82,607	78,116
10% service charges	41,476	41,093
Workshop income	43,519	55,646
AMIC income	175	-
Miscellaneous	47,460	47,104
	<b>337,493</b>	330,662
Interest	14,263	15,186
<b>Total income</b>	<b>1,908,708</b>	1,773,428
Expenses		
Salaries and benefits		
Salaries	661,829	651,385
Staff benefits - general	189,479	212,893
- RRSP	68,848	65,357
	<b>920,156</b>	929,635
Branch council expenses and meetings	6,379	5,559
Office expenses		
Rent	73,376	72,336
Regional director expenses	2,209	6,629
Telephone	5,810	16,313
Insurance	8,190	7,431
Supplies and miscellaneous	17,429	21,813
Postage	5,587	2,500
Courier	3,305	3,377
External printing	775	860
	<b>\$ 116,681</b>	\$ 131,259

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	2016	2015
<b>MONTREAL BRANCH</b> <i>(continued)</i>		
Furniture and equipment		
Capital purchases under \$500	\$ 175	\$ 220
Repairs	1,764	667
Leases	8,176	9,372
Amortization	3,576	2,028
	<b>13,691</b>	12,287
Computer services		
Software	62	-
Hardware	541	395
Supplies	208	-
Amortization	3,868	2,801
	<b>4,679</b>	3,196
Membership services		
Branch expenses	1,507	524
Membership promotion	9,182	8,242
AGM and Members' conference	47,647	57,076
Negotiation expenses	-	605
Development Fund	11	-
Workshop	46,642	43,949
	<b>104,989</b>	110,396
Agreement administration		
Negotiation expenses	7,258	-
Stewarding	903	1,446
Organizing expense	585	960
Industry Relation	-	886
	<b>8,746</b>	3,292
Other		
GST/HST expense	6,215	5,837
QST expense	9,076	9,229
Audit fees	4,635	5,560
Staff development	1,778	1,424
Staff appreciation	1,671	-
Legal fees	6,116	8,942
	<b>29,491</b>	30,992
Per capita payment to ACTRA National	<b>544,406</b>	517,463
Total expenses	<b>1,749,218</b>	1,744,079
Excess of income over expenses for the year	<b>159,490</b>	29,349
Unappropriated net assets - at beginning of year	<b>1,581,723</b>	1,517,167
Transfer of surplus from ACTRA National	<b>16,929</b>	35,207
Net assets - at end of year	<b>1,758,142</b>	1,581,723
Appropriated for furniture and equipment	<b>(18,936)</b>	(16,989)
Unappropriated net assets - at end of year	<b>\$ 1,739,206</b>	\$ 1,564,734