

CONTRACTED SERVICES OF ACTRA BRANCHES BY ACTRA NATIONAL
SCHEDULE OF OPERATIONS
YEAR ENDED FEBRUARY 28, 2018

	2018	2017
MONTREAL BRANCH		
Income		
Members		
Dues	\$ 1,003,703	\$ 941,579
Initiation fees	125,064	131,366
Withdrawal fees	2,096	2,096
Reinstatement fees	4,926	3,090
	1,135,789	1,078,131
Non-members		
Performer fees	245,891	281,113
Apprentice fees	85,847	83,303
Foreign performer fees	214,400	177,705
	546,138	542,121
Other		
Administration fees - I.P.A.	94,736	112,199
- other	49,355	40,281
Contract service fees	77,919	82,537
10% service charges	24,630	22,311
Workshop income	51,086	36,537
Miscellaneous	54,870	47,131
	352,596	340,996
Interest	10,566	11,067
Unrealized losses on investments in Credit Union (note 3)	(45,000)	-
	(34,434)	11,067
Total income	2,000,089	1,972,315
Expenses		
Salaries and benefits		
Salaries	691,126	689,156
Staff benefits - general	188,321	180,194
- RRSP	74,844	66,513
	954,291	935,863
Branch council expenses and meetings	16,016	10,171
Office expenses		
Rent	73,158	77,710
Regional director expenses	2,238	4,924
Telephone	6,858	7,004
Insurance	7,625	7,971
Supplies and miscellaneous	21,741	20,571
Postage	5,120	7,654
Courier	3,101	3,436
External printing	755	1,393
	\$ 120,596	\$ 130,663

CONTRACTED SERVICES OF ACTRA BRANCHES BY ACTRA NATIONAL
SCHEDULE OF OPERATIONS
YEAR ENDED FEBRUARY 28, 2018

	2018	2017
MONTREAL BRANCH <i>(continued)</i>		
Expenses <i>(continued)</i>		
Furniture and equipment		
Capital purchases under \$500	\$ 389	\$ 1,173
Repairs	1,566	1,566
Leases	9,192	9,474
Amortization	3,484	3,440
	14,631	15,653
Computer services		
Software	2,196	-
Hardware	229	955
Amortization	5,990	6,014
	8,415	6,969
Membership services		
Branch expenses	1,664	435
Committees	3,723	1,676
Membership promotion	13,016	13,862
Awards Night & ACTRA Shorts	28,669	853
AGM and Members' conference	27,600	58,380
Workshop	44,567	46,749
	119,239	121,955
Agreement administration		
Stewarding	1,984	2,142
Organizing expense	11	-
Industry relations	1,020	491
	3,015	2,633
Other		
GST/HST expense	6,823	6,980
QST expense	11,156	10,214
Audit fees	5,674	6,158
Staff development	1,755	887
Staff appreciation	741	1,488
Legal fees	3,880	6,185
	\$ 30,029	\$ 31,912

CONTRACTED SERVICES OF ACTRA BRANCHES BY ACTRA NATIONAL
SCHEDULE OF OPERATIONS
YEAR ENDED FEBRUARY 28, 2018

	2018	2017
MONTREAL BRANCH <i>(continued)</i>		
Expenses <i>(continued)</i>		
Per capita payment to ACTRA National	\$ 522,275	\$ 568,969
Total expenses	1,788,507	1,824,788
Excess of income over expenses for the year	211,582	147,527
Unappropriated net assets - at beginning of year	1,942,629	1,758,142
Transfer of surplus from ACTRA National	18,299	36,960
Net assets - at end of year	2,172,510	1,942,629
Appropriated for furniture and equipment	(12,426)	(15,319)
Unappropriated net assets - at end of year	\$ 2,160,084	\$ 1,927,310