

**CONTRACTED SERVICES OF ACTRA BRANCHES BY ACTRA NATIONAL**  
**SCHEDULE OF OPERATIONS**  
**YEAR ENDED FEBRUARY 29, 2020**

	2020	2019
<b>MONTREAL BRANCH</b>		
Income		
Members		
Dues	\$ 926,860	\$ 957,110
Initiation fees	131,563	133,046
Withdrawal fees	1,487	2,169
Reinstatement fees	4,673	3,327
	<b>1,064,583</b>	<b>1,095,652</b>
Non-members		
Performer fees	275,275	255,659
Apprentice fees	88,931	87,434
Foreign performer fees	169,850	182,016
	<b>534,056</b>	<b>525,109</b>
Other		
Administration fees - I.P.A.	122,416	105,001
- other	62,680	60,379
Contract service fees	78,299	74,530
10% service charges	38,516	38,285
Workshop income	69,037	66,561
Miscellaneous	15,789	5,700
	<b>386,737</b>	<b>350,456</b>
Interest	13,432	15,534
	<b>13,432</b>	<b>15,534</b>
<b>Total income</b>	<b>1,998,808</b>	<b>1,986,751</b>
Expenses		
Salaries and benefits		
Salaries	764,064	747,271
Staff benefits - general	199,853	204,835
- RRSP	85,359	83,753
	<b>1,049,276</b>	<b>1,035,859</b>
Branch council expenses and meetings	23,314	19,855
Office expenses		
Rent	109,530	91,178
Regional director expenses	2,132	3,613
Telephone	7,076	6,857
Insurance	8,113	7,695
Supplies and miscellaneous	22,466	22,975
Postage	5,746	7,576
Courier	3,363	3,050
External printing	845	1,195
	<b>\$ 159,271</b>	<b>\$ 144,139</b>

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	2020	2019
<b>MONTREAL BRANCH</b> <i>(continued)</i>		
Expenses <i>(continued)</i>		
Furniture and equipment		
Capital purchases under \$500	\$ 2,026	\$ 2,513
Contract, rental and leases	14,020	12,703
Amortization	7,551	5,434
	<b>23,597</b>	20,650
Computer services		
Software	3,223	3,422
Supplies	76	-
Amortization	2,573	3,891
	<b>5,872</b>	7,313
Membership services		
Branch expenses	1,106	281
Committees	10,453	15,897
Membership promotion	7,702	19,231
Awards Night & ACTRA Shorts	38,994	2,422
ACTRA 75th anniversary	-	35,613
AGM and Members' conference	22,976	22,149
Workshop	65,858	73,205
	<b>147,089</b>	168,798
Agreement administration		
Stewarding	1,630	1,700
Industry relations	2,147	702
	<b>3,777</b>	2,402
Other		
GST/HST expense	8,234	7,704
QST expense	14,344	13,921
Audit fees	8,140	5,988
Staff development	2,362	2,858
Legal fees	6,381	5,756
	<b>\$ 39,461</b>	<b>\$ 36,227</b>

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	<b>2020</b>	<b>2019</b>
<b>MONTREAL BRANCH</b> <i>(continued)</i>		
Expenses <i>(continued)</i>		
Per capita payment to ACTRA National	\$ 566,544	\$ 543,087
Total expenses	<b>2,018,201</b>	1,978,330
Excess (deficiency) of income over expenses for the year	<b>(19,393)</b>	8,421
Unappropriated net assets - at beginning of year	<b>2,188,718</b>	2,172,510
Transfer of surplus from ACTRA National	<b>67,184</b>	7,787
Net assets - at end of year	<b>2,236,509</b>	2,188,718
Appropriated for furniture and equipment	<b>(25,689)</b>	(24,106)
Unappropriated net assets - at end of year	<b>\$ 2,210,820</b>	\$ 2,164,612