

**CONTRACTED SERVICES OF ACTRA BRANCHES BY ACTRA NATIONAL**  
**SCHEDULE OF OPERATIONS**  
**YEAR ENDED FEBRUARY 28, 2017**

	2017	2016
<b>MONTREAL BRANCH</b>		
Income		
Members		
Dues	\$ 941,579	\$ 885,310
Initiation fees	131,366	122,547
Withdrawal fees	2,096	1,305
Reinstatement fees	3,090	224
	<b>1,078,131</b>	<b>1,009,386</b>
Non-members		
Performer fees	281,113	253,796
Apprentice fees	83,303	82,646
Foreign performer fees	177,705	211,124
	<b>542,121</b>	<b>547,566</b>
Other		
Administration fees - I.P.A.	112,199	88,641
- other	40,281	33,615
Contract service fees	82,537	82,607
10% service charges	22,311	41,476
Workshop income	36,537	43,519
AMIC income	-	175
Miscellaneous	47,131	47,460
	<b>340,996</b>	<b>337,493</b>
Interest	<b>11,067</b>	<b>14,263</b>
<b>Total income</b>	<b>1,972,315</b>	<b>1,908,708</b>
Expenses		
Salaries and benefits		
Salaries	689,156	661,829
Staff benefits - general	180,194	189,479
- RRSP	66,513	68,848
	<b>935,863</b>	<b>920,156</b>
Branch council expenses and meetings	<b>10,171</b>	<b>6,379</b>
Office expenses		
Rent	77,710	73,376
Regional director expenses	4,924	2,209
Telephone	7,004	5,810
Insurance	7,971	8,190
Supplies and miscellaneous	20,571	17,429
Postage	7,654	5,587
Courier	3,436	3,305
External printing	1,393	775
	<b>\$ 130,663</b>	<b>\$ 116,681</b>

**CONTRACTED SERVICES OF ACTRA BRANCHES BY ACTRA NATIONAL**  
**SCHEDULE OF OPERATIONS**  
**YEAR ENDED FEBRUARY 28, 2017**

	2017	2016
<b>MONTREAL BRANCH</b> <i>(continued)</i>		
Expenses <i>(continued)</i>		
Furniture and equipment		
Capital purchases under \$500	\$ 1,173	\$ 175
Repairs	1,566	1,764
Leases	9,474	8,176
Amortization	3,440	3,576
	<b>15,653</b>	13,691
Computer services		
Software	-	62
Hardware	955	541
Supplies	-	208
Amortization	6,014	3,868
	<b>6,969</b>	4,679
Membership services		
Branch expenses	435	1,507
Committees	1,676	-
Membership promotion	13,862	9,182
ACTRA Shorts Night	853	-
AGM and Members' conference	58,380	47,647
Member's Training	10,360	-
Development Fund	-	11
Workshop	36,389	46,642
Industry relations	491	-
	<b>122,446</b>	104,989
Agreement administration		
Negotiation expenses	-	7,258
Stewarding	2,142	903
Organizing expense	-	585
	<b>2,142</b>	8,746
Other		
GST/HST expense	6,980	6,215
QST expense	10,214	9,076
Audit fees	6,158	4,635
Staff development	887	1,778
Staff appreciation	1,488	1,671
Legal fees	6,185	6,116
	<b>\$ 31,912</b>	<b>\$ 29,491</b>

**CONTRACTED SERVICES OF ACTRA BRANCHES BY ACTRA NATIONAL**  
**SCHEDULE OF OPERATIONS**  
**YEAR ENDED FEBRUARY 28, 2017**

	<b>2017</b>	<b>2016</b>
<b>MONTREAL BRANCH</b> <i>(continued)</i>		
Expenses <i>(continued)</i>		
Per capita payment to ACTRA National	\$ <b>568,969</b>	\$ 544,406
Total expenses	<b>1,824,788</b>	1,749,218
Excess of income over expenses for the year	<b>147,527</b>	159,490
Unappropriated net assets - at beginning of year	<b>1,758,142</b>	1,581,723
Transfer of surplus from ACTRA National	<b>36,960</b>	16,929
Net assets - at end of year	<b>1,942,629</b>	1,758,142
Appropriated for furniture and equipment	<b>(15,319)</b>	(18,936)
Unappropriated net assets - at end of year	<b>\$ 1,927,310</b>	\$ 1,739,206