

# Definitions for Financial Form for Arts Organizations



Line #	Line Title	Instructions
4000	REVENUES	
4100	Earned Revenue	
4105	Production admissions and box office from subscriptions / admissions membership or group admissions	Include all revenues from admissions / box office, from subscriptions, memberships/group admissions when your organization is the producer only. Admissions / box office revenues etc. from presenting/hosting activities will be included in line 4125.
4110	Production admissions and box office from single ticket sales	Include all revenues from admissions / box office, from single ticket sales when your organization is the producer only. Admissions / box office revenues from presenting/hosting activities will be included in line line 4125.
4115	Co-productions	Include all revenues received from co-producing partners.
4120	Touring revenue / exhibition rental	Include all revenues (guarantees, admissions / box office, memberships) received specifically for touring or circulating exhibitions at provincial, national and international level (for touring within your municipality, see line 4135).
4125	Presenting / hosting admissions and box office	Include all revenues from admissions / box office, from productions/exhibitions that your organization did not produce, but for which it is acting as a presenter, including circulating exhibitions that originated elsewhere.
4130	Distribution revenue (media arts)	For media arts organizations only.
4135	Fees - guarantees (local market)	Include fees related to local activities that are guaranteed upfront. Do not include fees from touring at provincial, national and international level (see line 4120).
4140	Other artistic revenues and fees (please add some details)	Include all other artistic revenues related to programming and fees.
4145	Fees from workshops / classes / conferences / annual meetings / seminars / colloquia	Include fees received from workshops, classes, conferences, annual meetings, seminars and colloquia registration.
4150	Revenue from associated school (gross)	Include revenues received from an associated school that is operated by the applicant organization and not incorporated separately. Include the related expenses in line 5160.

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Line #	Line Title	Instructions
4155	Membership dues or fees (not eligible for a tax receipt)	Include membership fees from members of your organization (i.e. arts service organizations, artist-run centres, public art galleries and museums). Do not include membership donations eligible for tax receipts – use Individual or corporate donations instead (see line 4305 and 4310).
4160	Sales, commissions and broadcasting (gross)	<p>Include all revenues from sales and commissions related to:</p> <ul style="list-style-type: none"> <li>* sales of publications, programs, catalogues, CD/DVD, etc.</li> <li>* advertising sales</li> <li>* broadcast services or royalties</li> <li>* sales from shops, concessions, restaurants, bars, vestibule, etc.</li> <li>* retainers and other contractual revenues</li> </ul> <p>Include also commissions from sales or rental of works of art. Figures reported here should be gross revenues. Include the related expenses on the appropriate lines in the expenditures section of this form.</p>
4162	Net revenues obtained from artists' gross bookings	For Agents and Managers only: include only the amount from gross bookings retained by your organization. Do not include the portion of gross bookings that you remit to your artists.
4165	Facilities and equipment rental, sale of works of art	Include all revenues from assets sold or rented (building/hall, equipment, apparatus, works of art, other assets)
4170	Other earned revenues (please add some details)	<p>Include other earned revenues.</p> <p>Do not include revenue from bingos (see line 4330) or volunteer committee donations (see line 4340).</p>
<b>4175</b>	<b>Total Earned Revenue</b>	
<b>4200</b>	<b>Net Investment Income</b>	
4205	Trust, endowment and investment revenue (net)	Include net interest income (exclude commissions and other fees paid) from investments of all sources, including interest from provincial endowment funds where applicable and/or gain/losses on investment and endowments.
<b>4210</b>	<b>Total Net Investment Income</b>	
<b>4300</b>	<b>Private Sector Revenue</b>	
4305	Individual donations	Include all donations from individuals, and memberships for which an income tax receipt has been issued. If no receipt was issued, record this amount on line 4340.

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Line #	Line Title	Instructions
4310	Corporate donations	Include all donations from corporations for which an income tax receipt has been issued. If no receipt was issued, record this amount on line 4340.
4315	General corporate sponsorships (cash)	Include cash corporate sponsorship to support operating activities.
4320	Specific corporate sponsorships (cash)	Include all specific corporate sponsorship (e.g. sponsorship for one or more tours / circulating exhibitions).
4325	Foundation grants and donations	Include payments from private or community foundations and associated or related foundations. Do not include provincial foundation grants (see line 4485).
4330	Fundraising events (gross)	Include gross revenues from auctions, bingos, casinos, special events. Do not include revenues from provincial lottery (see line 4485). Fundraising event expenses should be included in line 5415. For Alberta organizations only: report Alberta Gaming, Liquor and Cannabis (AGLC) revenues here.
4335	In-kind goods and services revenues from private sector (if presented in F/S)	Include donations in-kind, goods and services from the private sector that are included in your organization's financial statements. All in-kind revenue must be revenue-neutral and must have a corresponding in-kind expenditure. Include exchanges for advertising, publicity and marketing. Please do not include the estimated value of volunteer hours as a revenue item.
4340	Other private sector revenues, including shared private/public funds. (please add some details)	Include other private sector revenues (e.g. volunteer committee donations, etc.) and/or funds from partnerships between private and public entities (e.g., Business for the Arts - ArtsVest program).
<b>4345</b>	<b>Total Private Sector Revenue</b>	
<b>4400</b>	<b>Public Sector Revenue</b>	
<b>4405</b>	<b>Federal public revenues</b>	
<b>4410</b>	<b>Canada Council for the Arts</b>	
4415	* Operating (Core) grants	Operating Support, including the supplementary funding of the Reopening Fund.
4417	* Touring grants	
4420	* Project grants	Include project grants, Leadership for change and organizational capacity Building/development grants.
4425	* Other Canada Council grants (please add some details)	Include other revenues received from Canada Council, one-time funds or reimbursements, e.g. supplementary operating grants, travel grants, reimbursement (translation, travel), New chapter, Digital strategic fund, etc.

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Line #	Line Title	Instructions
4430	Department of Canadian Heritage	Include revenues received from Department of Canadian Heritage
4435	Other federal (please add some details)	Include revenues received from Department of Foreign Affairs and International Trade (including embassies and cultural centres), other federal departments, Canadian International Development Agency (CIDA), Cultural Human Resources Council (CHRC)
<b>4440</b>	<b>Total federal public revenues</b>	
<b>4445</b>	<b>Provincial or territorial revenues</b>	
<b>4450</b>	<b>Provincial or territorial arts council</b>	<b>Special instructions for for Alberta organizations: include the operating, project and other grants received from Alberta Foundation for the Arts on lines 4455 to 4465.</b>
4455	* Operating grants	
4457	* Touring grants	
4460	* Project grants	Include project grants and organizational capacity building grants.
4465	* Other provincial or territorial arts council grants (please add some details)	Include other revenues received from your provincial arts council, one-time funds or reimbursements, e.g. supplementary operating grants, reimbursement (translation, travel), etc.
<b>4470</b>	<b>Ministry / Department of Culture</b>	
4475	* Operating grants	
4480	* Project grants	
4485	Provincial or territorial foundation / gaming and lottery corporation	Include only those revenues received for your operating and/or project programs and services. Do not include funds received for capital improvements. For Alberta organizations only: do not include Alberta Gaming, Liquor and Cannabis revenues here (see line 4330).
4490	Provincial or territorial employment programs	
4495	Other provincial or territorial (please add some details)	Include revenues from other provincial ministries and agencies.
<b>4500</b>	<b>Total provincial or territorial public revenues</b>	
<b>4505</b>	<b>Municipal and regional revenues</b>	
<b>4510</b>	<b>Municipal and regional arts council / board only (For municipal and regional grants, see line 4525 or line 4530)</b>	
4515	* Operating grants	Include operating revenues received from a municipal arts council or arts board.
4520	* Project grants	Include project revenues received from a municipal arts council or arts board.

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Line #	Line Title	Instructions
4525	Other municipal or regional - Operating (please add some details)	Include operating revenues received from a municipality or a regional body other than a separate arts council or arts board (e.g. Local or Regional Economic Development Centre).
4530	Other municipal or regional - Project (please add some details)	Include project revenues received from a municipality or a regional body other than a separate arts council or arts board (e.g. Local or Regional Economic Development Centre).
<b>4535</b>	<b>Total municipal or regional public revenues</b>	
4540	Other public sector revenues (please add some details)	Include revenues from broader public sector (e.g. universities, school boards), other provincial governments, municipal governments and foreign governments. Include contribution agreements and fees for service agreements.
4545	In-kind goods and services revenues from public sector (if presented in F/S)	Include donations in-kind, goods and services from public sector that are presented in your organizations financial statements. All in-kind revenue must be revenue-neutral and must have a corresponding in-kind expenditure.
<b>4550</b>	<b>Total Public Sector Revenues</b>	
<b>4600</b>	<b>Other Revenues</b>	
4605	Parent organization contribution	Include all contributions from an organization of which the applicant constitutes a subsidiary of the overall operation. Such contributions include salaries, rent or costs related to the maintenance and improvements of a permanent facility, etc. Such parent organizations include, but are not limited to, municipalities, cultural centres, arts centres, universities and libraries.
4610	Stabilization organization contribution	Include all contributions from stabilization organizations (a stabilization organization is a not-for-profit organization that receives funding from both government and private sector sources, and distributes funding to arts organizations in the form of stabilization grants, working capital contributions and deficit retirement funding, as well as offering technical assistance).
<b>4615</b>	<b>Total Other Revenues</b>	
<b>4617</b>	<b>Total Operating Revenues (A)</b>	
<b>4618</b>	<b>Other revenues not related to operating activities</b>	

# Definitions for Financial Form for Arts Organizations



Line #	Line Title	Instructions
4619	Amortization of deferred contributions for capital assets	Allows an organization to account for grants or contributions received to purchase capital assets over the useful life of those assets. Include the amount for the current year only.
4620	Other revenues	Include all revenues not related to your artistic activities, that have a direct impact on your surplus (deficit), e.g. gains on the sale of capital assets. Do not include interfund transfers (see line 6135).
<b>4700</b>	<b>Total Revenues (C)</b>	
<b>5000</b>	<b>EXPENSES</b>	
<b>5100</b>	<b>Artistic Expenses, Including Exhibition, Production, Technical, Programming and Services</b>	
5105	Artists and professional fees	Include all amounts paid to freelance artists or artist groups as well as professional fees paid for artistic programming. Include fees for guest speakers, workshop leaders on line 5155.
5110	Artistic salaries - permanent and temporary employees	Include all amounts paid directly as salaries to permanent or temporary artistic and program staff of your organization, full or part time (e.g. music director, artistic director, staff dramaturge, curatorial and programming staff, program coordinator, distribution coordinator, membership coordinator, publications coordinator, etc). Include benefits. Prorate (split proportionally) salaries of staff with combined responsibilities.
5115	Copyright, reproduction and royalties payments	Include all amounts paid for copyright, reproduction and royalties.
<b>5120</b>	<b>Production / technical salaries and fees</b>	
5125	Production / technical salaries - permanent and temporary employees	Include all amounts paid directly as salaries to permanent or temporary technical and production staff of your organization, full or part time. Include benefits. Prorate (split proportionally) salaries of staff with combined responsibilities.
5130	Production / technical services professional fees	Include all amounts paid directly as professional fees your those contracted for technical and production services by your organization.
<b>5135</b>	<b>Programming expenses</b>	

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Line #	Line Title	Instructions
5140	Exhibition / programming / production / distribution (media arts) / special projects expenses	<p>Include costs related to:</p> <ul style="list-style-type: none"> <li>* production (set, costumes, lighting, make-up, etc.)</li> <li>* exhibition (cost associated with space preparation and maintenance, insurance on space, transportation, insurance and loans of works of art or musical instruments, audio video equipment purchase or rental, etc.)</li> <li>* production costs for creation of works (all costs related to creation, insurance, rental, etc.)</li> <li>* research associated with programming.</li> <li>* short-term (daily, weekly) rentals of theatres, studios and exhibition spaces which are not owned or leased by your organization,</li> <li>* box office costs related to short-term venue rental.</li> </ul> <p>For media arts organizations purchasing major equipment that will be expensed rather than amortized, please include expenses for equipment purchase.</p>
5145	Loan and acquisition of works of art / performance	<p>Include all costs related to loan or acquisition of a work of art or performance related to Presenting/Hosting admissions and box office (see line 4125), e.g. fees paid to the visiting companies/artists and short-term (daily, weekly) theatre/venue rentals. For the situation when the presenter owns or leases a venue, use line 5225.</p>
5150	Touring / circulation expenses	<p>Include costs directly associated with tours and circulation of exhibits. Do not include artistic and production salaries / professional fees (see lines 5105, 5110, 5125 and 5130) and copyright payments and royalties (see line 5115).</p>
5155	Professional development programming for arts community	<p>Include costs for offering workshops, conferences, classes, training to the professional arts community, fees for guest speakers, workshop leaders, etc.</p>
5160	Expenses of associated school (gross)	<p>Include costs related to an associated school operated by the applicant organization and not incorporated separately from the applicant. Include the related revenues in line 4150.</p>
5165	Catalogues / documentation / publications	<p>Include only those costs that relate to artistic programming activity, as opposed to marketing and communications (see line 5315).</p>
5170	Collections management	<p>Include the costs related to acquisition and collections management, such as research, appraisal, registration, documentation, digitization, conservation, etc. Do not include the acquisition costs for works purchased for the permanent collection (must be included in the asset section of your organization's audited financial statements).</p>

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Line #	Line Title	Instructions
5175	Education, audience development and outreach	Include costs related to activities that identify, engage and retain audiences, building of their commitment to knowledge and appreciation of specific arts disciplines and art forms, adding value to the audience experience, e.g. surtitles, as well as more traditional education activities. Activities include public lectures, panel presentations, discussion groups, workshops, classes and demonstrations and the distribution of printed material directed towards these goals.
5180	Advocacy (arts service organizations only)	For arts service organizations only, advocacy is considered part of regular program activities.
5185	Member communications (arts service organizations only)	For arts service organizations, communication with members is considered part of regular program activities. For organizations that give tax receipts for membership fees, member communications is included in fundraising expenses (see line 5420).
5187	Membership and Registration	Include the costs related to: * membership * registration and participation in conferences / workshops / classes / conferences / annual meetings / seminars / colloquia that contribute to develop your artistic activities. * registration and participation in contact events, trade fairs and networking development events
5190	Other artistic, program, and services expenses (please add some details)	Include costs for other artistic, program, and services expenses (e.g. staff travel, hospitality costs, local taxes and permits), travel and publicity and promotion specific to contact events and trade fairs (use the details of this line to provide breakdown of costs for travel, publicity, promotion and other).
5195	Total Artistic Expenses	
5200	Facility Operating Expenses	
5205	Facility operating salaries - permanent and temporary employees	Include all amounts paid directly as salaries to permanent or temporary staff who operate the facility of your organization, full or part time. Include benefits. Prorate (split proportionally) salaries of staff with combined responsibilities.
5210	Facility operating professional fees	Include all amounts paid directly as professional fees to those contracted for facility operation service by your organization.



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Line #	Line Title	Instructions
5215	General facility expenses	Include all costs related to: * box office/admission related to your owned/long-term leased facilities * public utilities (heating, water, local taxes, etc.) * equipment (purchase, rental and maintenance) * boutique * concession
5220	Permanent collection storage fees	Include all costs related to the storage of the permanent collection. Do not include leasehold improvements.
5225	Rent or mortgage interest	Include long-term rent or interest portion of mortgage payment for theatres, studios and exhibition spaces for which your organization is responsible. For the administrative spaces, prorate (split proportionally) between operations and administration (see line 5515).
5230	Other facility expenses (please add some details)	
<b>5235</b>	<b>Total Facility Operating Expenses</b>	
<b>5300</b>	<b>Marketing and Communications Expenses</b>	
5305	Marketing and communications salaries - permanent and temporary employees	Include all amounts paid directly as salaries to permanent or temporary staff of your organization, full or part time, for marketing and communication activities (e.g. marketing director or manager, communications director, advertising coordinator, marketing production coordinator). Include benefits. Prorate (split proportionally) salaries of staff with combined responsibilities.
5310	Marketing and communications professional fees	Include all amounts paid directly as professional fees to those contracted for marketing and communications services by your organization.
5315	Marketing production fees	Include production fees for advertising and other marketing tools.
5320	Advertising purchases	Include advertising expenses (purchasing local, national and international advertising) and new social media promotion costs.
5325	Other marketing and communications expenses (please add some details)	Include all other marketing and communications expenses.
<b>5330</b>	<b>Total Marketing and Communications Expenses</b>	
<b>5400</b>	<b>Fundraising Expenses</b>	

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Line #	Line Title	Instructions
5405	Fundraising salaries - permanent and temporary employees	Include all amounts paid directly as salaries to permanent or temporary fundraising staff of your organization, full or part time. Include benefits. Prorate (split proportionally) salaries of staff with combined responsibilities.
5410	Fundraising professional fees	Include all amounts paid directly as professional fees to those contracted for fundraising services by your organization.
5415	Fundraising events (gross)	Include the cost related to: * fundraising event production (catering, rental space, purchase or rent of audiovisual equipment, etc.) * producing advertising support for fundraising events, etc.. The fundraising event revenues should be included in line 4330.
5420	Other fundraising expenses (please add some details)	Include all fundraising costs not associated with events.
<b>5425</b>	<b>Total Fundraising Expenses</b>	
<b>5500</b>	<b>Administration Expenses</b>	
5505	Administrative salaries - permanent and temporary employees	Include all amounts paid directly as salaries to permanent or temporary administrative staff of your organization, full or part time (e.g. general manager, executive director, administrator, administrative assistant, etc.). Include benefits. Prorate (split proportionally) salaries of staff with combined responsibilities.
5510	Administrative professional fees	Include all amounts paid directly as professional fees to those contracted for administrative services by your organization (e.g. legal fees, accounting fees, audit fees).
5515	Rent or mortgage for administrative space	Include rent or interest portion of mortgage payment for administrative offices only. Prorate (split proportionally) between administration and operations (see line 5225).
5520	Other administrative expenses (please add some details)	Include the cost related to: * rental and services contracts * banking interest (do not include the interest paid for mortgage fees, see line 5515) * travel of the non-artistic staff * equipment, furniture and office supply * phone, fax, internet, mail * municipal taxes and permits * board of directors.

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Line #	Line Title	Instructions
5525	Total Administration Expenses	
5530	Total Operating Expenses (B)	
5531	Other expenses not related to operating activities	
5532	Amortization of capital assets (depreciation)	Commonly called depreciation, allows an organization to expense an asset over the useful life of the asset. Include the amortization for the current year only.
5533	Other expenses (loss on capital assets ...)	Include all expenses not related to your artistic activities, that have a direct impact on your surplus (deficit), e.g. losses on the sale of capital assets. Do not include interfund transfers (see line 6135).
5600	Total Expenses (D)	
6000	SURPLUS OR (DEFICIT)	
6040	Totals excluding amortization and other adjustments	
6050	Total Operating Revenues (A)	Total line 4617
6055	Total Operating Expenses (B)	Total line 5530
6060	Operating Surplus or (deficit) for the year (A-B)	Line 6050 minus Line 6055
6090	Totals including amortization and other adjustments	
6100	Total Revenues (C)	Total line 4700
6105	Total Expenses (D)	Total line 5600
6110	Surplus or deficit (including amortization) for the year before interfund transfers (C) - (D)	Line 6100 minus Line 6105
6125	Other adjustment items affecting surplus or (deficit)	Income Tax (for-profit organizations only) . Please add some details.
6130	Surplus or (deficit) before transfers for the year	
6135	Interfund transfers	Total of all transfers in and out of the operating fund, positive or negative.
6140	Surplus or (deficit) for the year (C)	
6200	ACCUMULATED SURPLUS OR (DEFICIT)	
6205	Accumulated surplus or (deficit), beginning of year	Amount from the previous year's financial statement, automatically transferred.
6206	Prior year adjustment and/or direct transaction to the equity	Owner's withdrawals, bequests, positive or negative.
6210	Surplus or (deficit) for the year (C)	
6215	Accumulated surplus or (deficit), end of year	

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Line #	Line Title	Instructions
6250	STATEMENT OF FINANCIAL POSITION / BALANCE SHEET- (INFORMATION FROM FINANCIAL STATEMENTS - ACTUALS ONLY)	Complete only for years with attached financial statements. Leave blank for current fiscal year and projected years.
6255	Assets	Include the amounts presented in your Statement of Financial Position (Balance Sheet), Assets Section
6260	Current assets	Include the total of assets ordinarily realizable within one year; usually segregated by main classes.
6265	Capital / fixed assets	Include the total of furniture and equipment, leasehold improvements, vehicles, buildings and other capital items (tangible or intangible). Intangible are assets such as copyrights, patents, software, etc. Include total net of amortization, or net book value.
6270	Other assets (please add some details)	Total of all Other assets, not including Current assets and Capital / Fixed assets, which are captured on line 6260 and line 6265, e.g. long-term investments.
6275	Total Assets	
6280	Liabilities and net assets	
6285	Liabilities	Include the amounts presented in your Statement of Financial Position (Balance Sheet), Liabilities Section.
6290	Current liabilities	Include the total of amounts payable within one year, e.g. accounts payable, accrued liabilities, deferred revenues and deferred grants, current portions of long-term debt and future income tax liability due in the next year.
6295	Other liabilities (please add some details)	Total of all Other liabilities, not including Current liabilities which are captured on line 6290, e.g. portions of long-term debt, deferred contributions and other future amounts due later than one year.
6300	Total Liabilities	
6305	Net Assets	Include the amounts presented in your Statement of Financial Position (Balance Sheet), Net Assets / Fund Balances Section and in the Statement of Changes in Net Assets / Fund Balances
6310	Unrestricted net assets	Include the unrestricted net assets. If it is a surplus, the use of these assets is entirely at the discretion of the board of directors (e.g. for operating activities, investment, etc.). The financial statements may also call this accumulated surplus or deficit, net asset surplus or deficiency, or unrestricted fund balance.

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Line #	Line Title	Instructions
6315	Invested in Capital / fixed assets	Include the net amounts of your capital / fixed assets after deducting the liabilities/debts, e.g. deferred capital contributions, mortgage payable - current and long-term.
6320	Internally designated or restricted funds	Include the total of funds that are designated for a special purpose by the board of directors, where the board has the authority to change the purpose (e.g. acquisition, stabilization, creation funds).
6325	Cash reserves (Alberta organizations only)	Include the unencumbered, restricted cash account that can only be accessed upon a resolution of the company's Board of Directors to be used to temporarily finance unforeseen operating deficits.
6330	Externally designated or restricted funds	Include the total of funds that are designated by a donor or other external party for particular purposes and not available for operating (e.g. acquisition for a specific project). Do not include Provincial Endowment funds, which should not appear on your balance sheet, but as a note to the financial statements.
6335	Other net assets (please add some details)	
6340	Total Net Assets	
6345	Total Liabilities and Net Assets	
6355	Working capital	The difference between current assets and current liabilities.
6360	Working capital ratio	The result of the current assets divided by the current liabilities is used to analyze short- term cash flow. Generally, a result between 1 and 2 is considered to represent good short-term liquidity.
6365	Assets of associated foundations	This may include a trust fund, property corporation or a foundation.