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REPORT USER GUIDE

For Agency Users

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REPORTS OVERVIEW

The *Reports* section of CADAC allows users to run reports on data drawn from organizations included within their agency's program lists. Using the reports, users can:

- have access to historical data anytime
- analyze financial and statistical data to identify trends
- access national aggregate financial and statistical data

Public reports show aggregate data from all organizations within CADAC. With these public reports, users can compare their data to aggregate data of other organizations.

To protect confidentiality of information, aggregate data is only available when data can be drawn from five or more organizations. This ensures that the aggregate data cannot be identified with specific organizations.

HOW TO USE THE REPORTS

CORE FUNCTIONALITY

Report – List

For ease of navigation, convenient access to multiple reports is available inside a single reporting view. Each report has an **Available Reports** bar situated on the left (Figure 1).

Figure 1 - Report Layout

The screenshot displays a report interface with a sidebar on the left containing 'Available Reports' and 'Filters'. The main content area is divided into several sections:

- Report - Summary / Report - Detailed** (Tabs)
- Organization Details** (Table)
- Financial Form by Organization** (Table)
- Financial Form - Calculations** (Table)
- Statistical Form by Organization** (Table)
- Statistical Form - Calculations** (Table)

Organization Details Table:

	hacked-org	Nini Gik.	testorg1	testorg10	testorg2	testorg3
CADAC ID	TES2311574	TES1715086	TES5050853	TES2465748	TES6266712	TES7411483
Financial Form Status	Submitted	Submitted	Submitted	Submitted	Re-Submitted	Submitted
Discipline	Literary Arts	Media Arts	Contemporary Circus Arts	Visual Arts	Dance	History Museums-Heritage
Specialization	Literary Arts - Publisher	Not Applicable				History Museums-Heritage
Practice	Not applicable	Not applicable, Indigenous Arts Activities	Not applicable	Not applicable	Not applicable	Not applicable
Province / Territory	NL	NS	AB	SK	BC	ON
City / Town / Reserve	hacked city	Toronto	Calgary	saskatoon	Vancouver	Greater Sudbury
Partial Postal Code	K1P	M5T	K1P	K1P	K1P	P3C
FY End Month	May	June	January	October	February	October

Financial Form by Organization Table:

Organization Legal Name	hacked-org	Nini Gik.	testorg1	testorg10	testorg2	testorg3	testorg4	testorg5
4175 - Total Earned Revenue		\$5.00	\$82.00	\$435.00	\$130.00	\$31.00	\$39.00	\$56.00
4210 - Total Net Investment Income		\$0.00	\$6.00	\$1.00	\$10.00	\$2.00	\$3.00	\$4.00
4345 - Total Private Sector Revenue		\$0.00	\$42.00	\$7.00	\$70.00	\$412.00	\$21.00	\$28.00
4440 - Total federal public revenues		\$0.00	\$24.00	\$25,003.00	\$40.00	\$22,006.00	\$12.00	\$16.00
4500 - Total provincial or territorial public revenues		\$0.00	\$42.00	\$7.00	\$60.00	\$14.00	\$21.00	\$28.00
4535 - Total municipal or regional public revenues		\$1.00	\$12.00	\$2.00	\$20.00	\$4.00	\$6.00	\$8.00
4550 - Total Public Sector Revenues		\$1.00	\$84.00	\$25,013.00	\$120.00	\$22,026.00	\$42.00	\$56.00
4615 - Total Other Revenues		\$0.00	\$12.00	\$2.00	\$20.00	\$4.00	\$6.00	\$8.00

Financial Form - Calculations Table:

Line Number and Description	% of Total	Total	Mean - based on the "total number of Orgs in the pool"	Mean - based on the "number of Orgs with amount/value excluding zero"
4175 - Total Earned Revenue	2.19%	\$1,090.00		\$109.00
4210 - Total Net Investment Income	0.10%	\$50.00		\$5.56
4345 - Total Private Sector Revenue	1.50%	\$748.00		\$83.11
4440 - Total federal public revenues	94.76%	\$47,197.00		\$5,244.11

Statistical Form by Organization Table:

Organization Legal Name	testorg10
1380 - Total Number of Film / Video / Media Screenings	2.00
1435 - Total Number of Public Activities	2.00
1635 - Total Attendance at Film / Video / Media Screenings	10.00
1705 - Total Attendance/ Participants	10.00
2425 - Total Number of Volunteers	2.00

Statistical Form - Calculations Table:

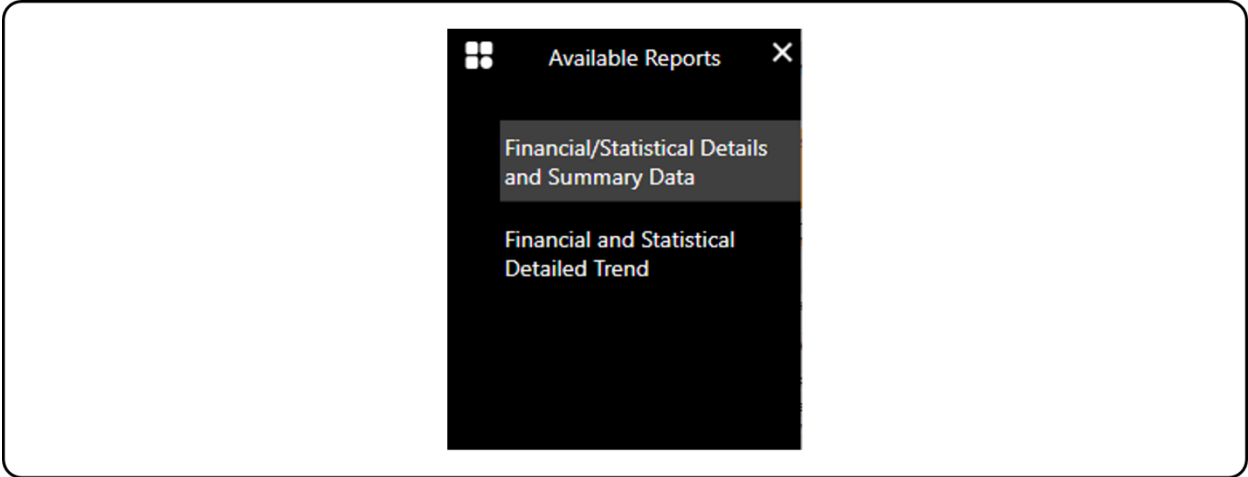
Line Number and Description	Total	Mean - based on the "total number of Orgs in the pool"	Mean - based on the "number of Orgs with amount/value excluding zero"	Median - based on the number of Orgs in the pool
1130 - Total number of public performances and literary readings produced by your organization and toured				
1140 - Total Number of Public Performances and Literary Readings produced by your organization				

Last Refreshed: 03/17/2023 01:27:15 PM

Click anywhere on the bar and it will open the **Available Reports** panel to show the available reports (Figure 2). You can navigate to different reports using this panel.

To close any of the panel, click on the **X** button.

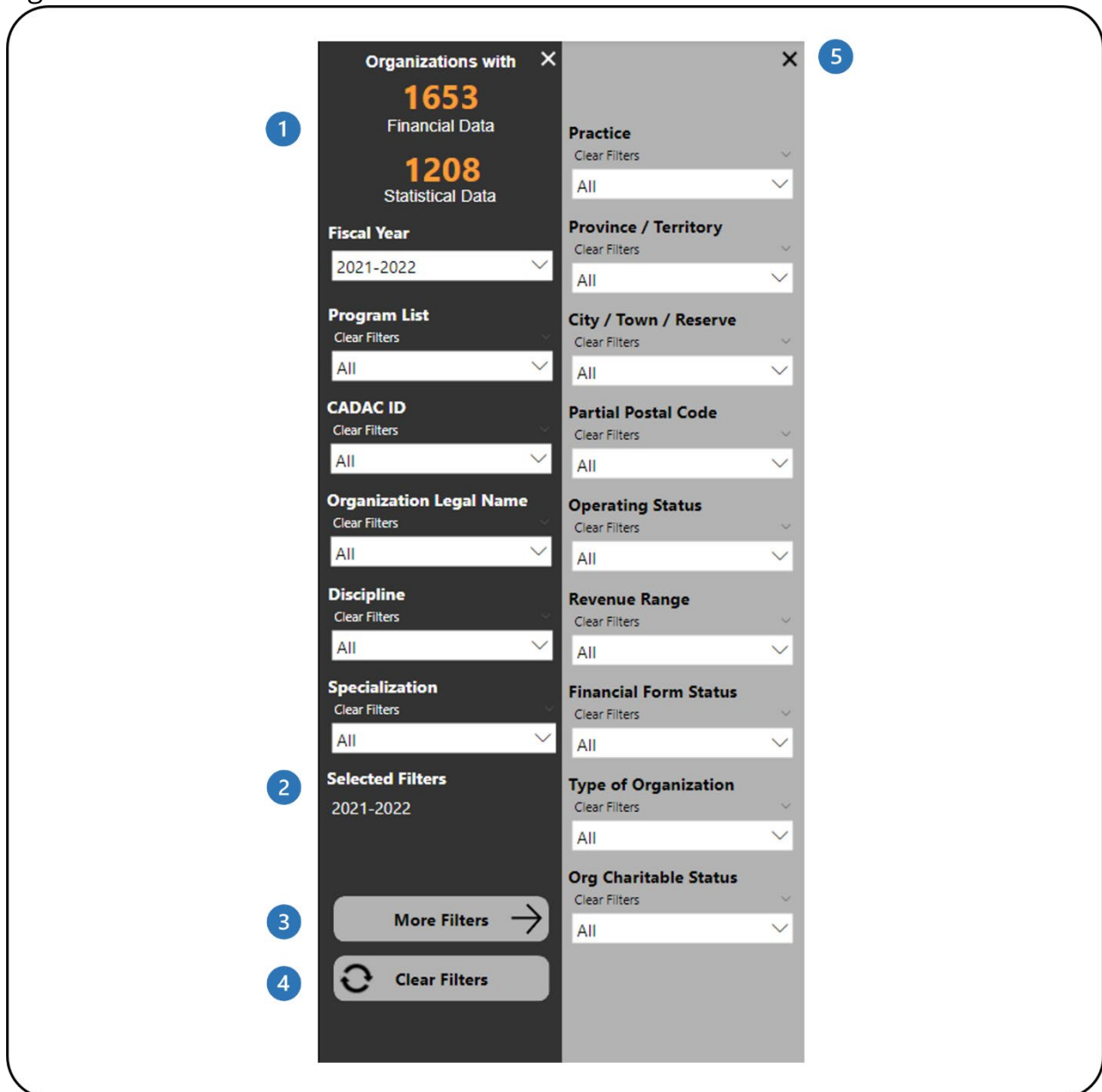
Figure 2 - Available Reports Panel



Filters

Each report has a **Filters** bar situated on the left, next to the **Available Reports** bar (Figure 1). Click anywhere on that bar and it will open the **Filters** panel to show the available filters (Figure 3). Some reports have additional filters that can be accessed by clicking on the **More Filters** button (Figure 3). To close any of the panels, click on the **X** button.

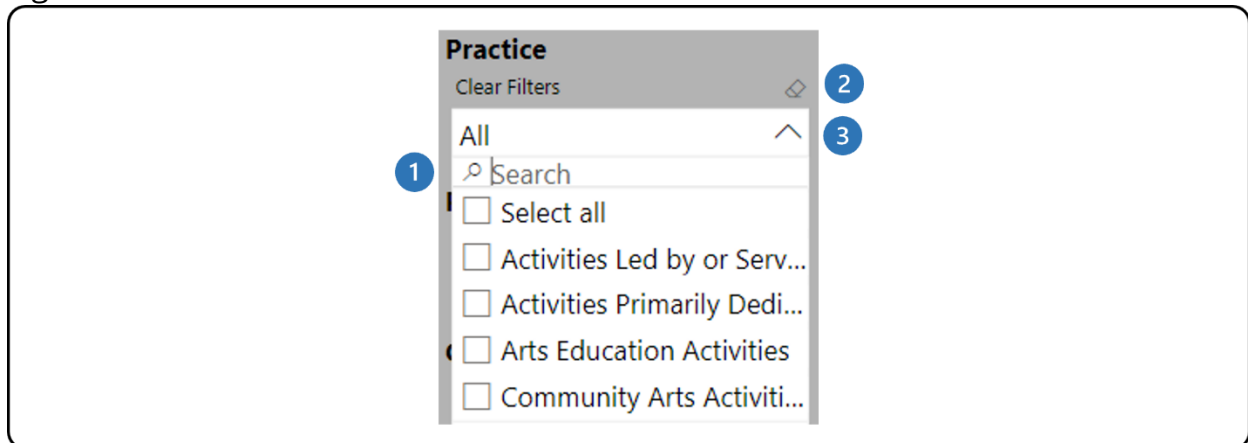
Figure 3 - Filters Panel and More Filters Panel



- 1 This shows how many organizations have financial and statistical data. It automatically updates as filters are applied.
- 2 This shows which filters have been selected.
- 3 This button will open the **More Filters** panel. This button is available in reports with additional filters.
- 4 This button clears all filters that have been applied.
- 5 This button will close the **More Filters** panel.

The **Filters** panel contains filters that allow you to adjust the data (Figure 4). Some filters will allow you to select multiple options and some will only allow you to select one option at a time.

Figure 4 - Filter



- 1 The search box allows you to search through the list of available values by typing in the value you are searching for.
- 2 The eraser icon clears any of the selections you have made in that filter.
- 3 Click on the arrow to close the drop-down list.

Note: The **Clear Filters** button does not clear any search entries in the search bar of the filters. The search entry must be manually removed by clicking on the eraser icon in the top right corner of the filter.

Tables

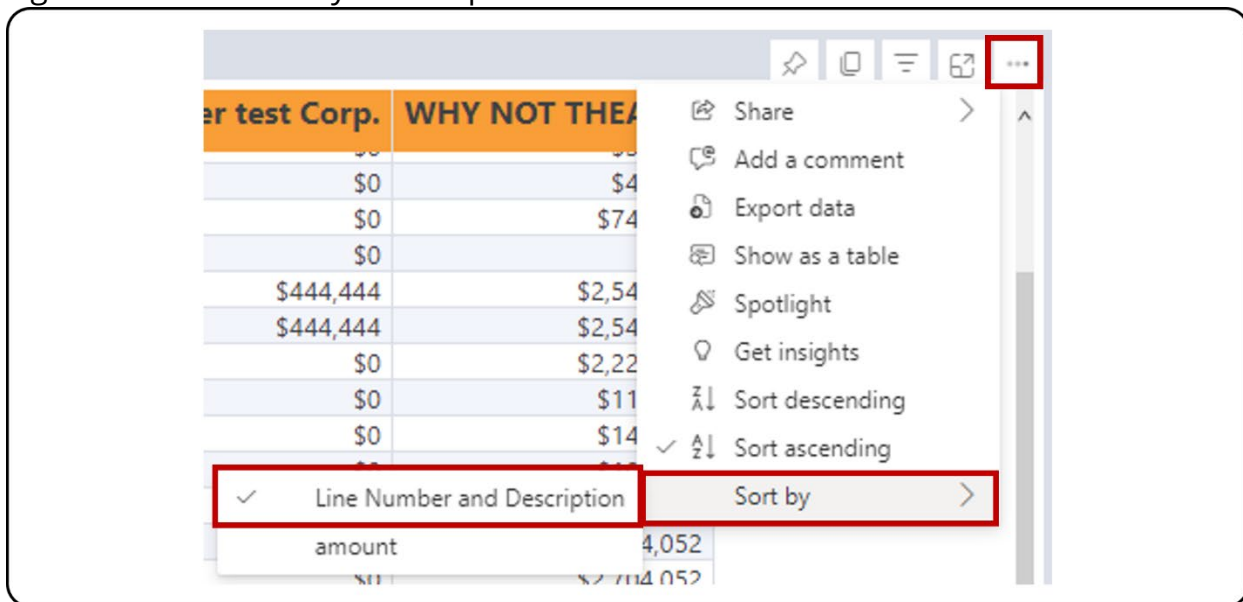
The tables in the report can be sorted by any of the columns in the table. This can be done in two ways. The first way is to click on the column header to sort the data by that column. When the table is sorted by that column, the column header shows a black arrow (Figure 5).

Figure 5 - Table Sort by Column Header

Financial Form		
Line Number and Description	QA Test Org 01	sktestdec05OrgSuper test Corp.
4175- Total Earned Revenue	\$11	\$444,444
4210- Total Net Investment Income	\$0	\$0
4345- Total Private Sector Revenue	\$0	\$0
4440- Total federal public revenues	\$0	\$0
4500- Total provincial or territorial public revenues	\$0	\$0
4535- Total municipal or regional public revenues	\$0	\$0
4550- Total Public Sector Revenues	\$0	\$0
4615- Total Other Revenues	\$0	\$0
4617 - Total Operating Revenues (A)	\$11	\$444,444

Another way to sort the table data is to click on the **More options** icon in the top right corner. In the menu that appears, click on **Sort by** and choose the desired field for sorting (Figure 6).

Figure 6 - Table Sort by More Options



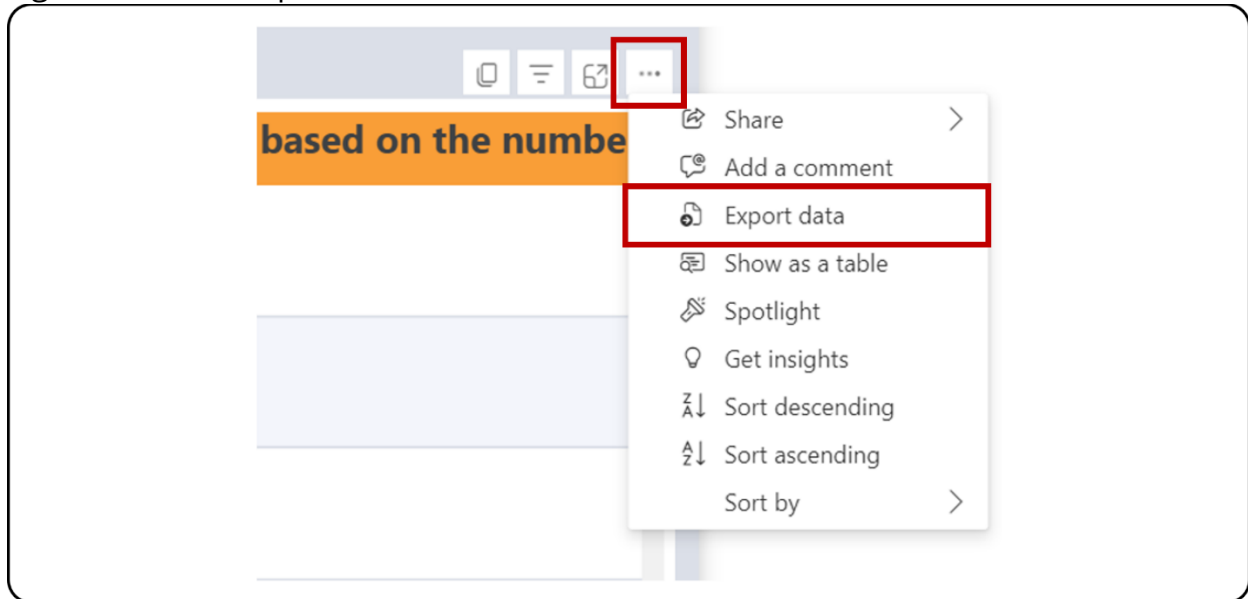
To remove the sorting, click on the **More Options** icon in the top right corner, then **Sort by** and select the field that is sorted, which will have a check mark next to it (Figure 6).

Exporting Data

The first step is to prepare your data for export by working with the report and applying the necessary filters. Note that you can export data individually for each

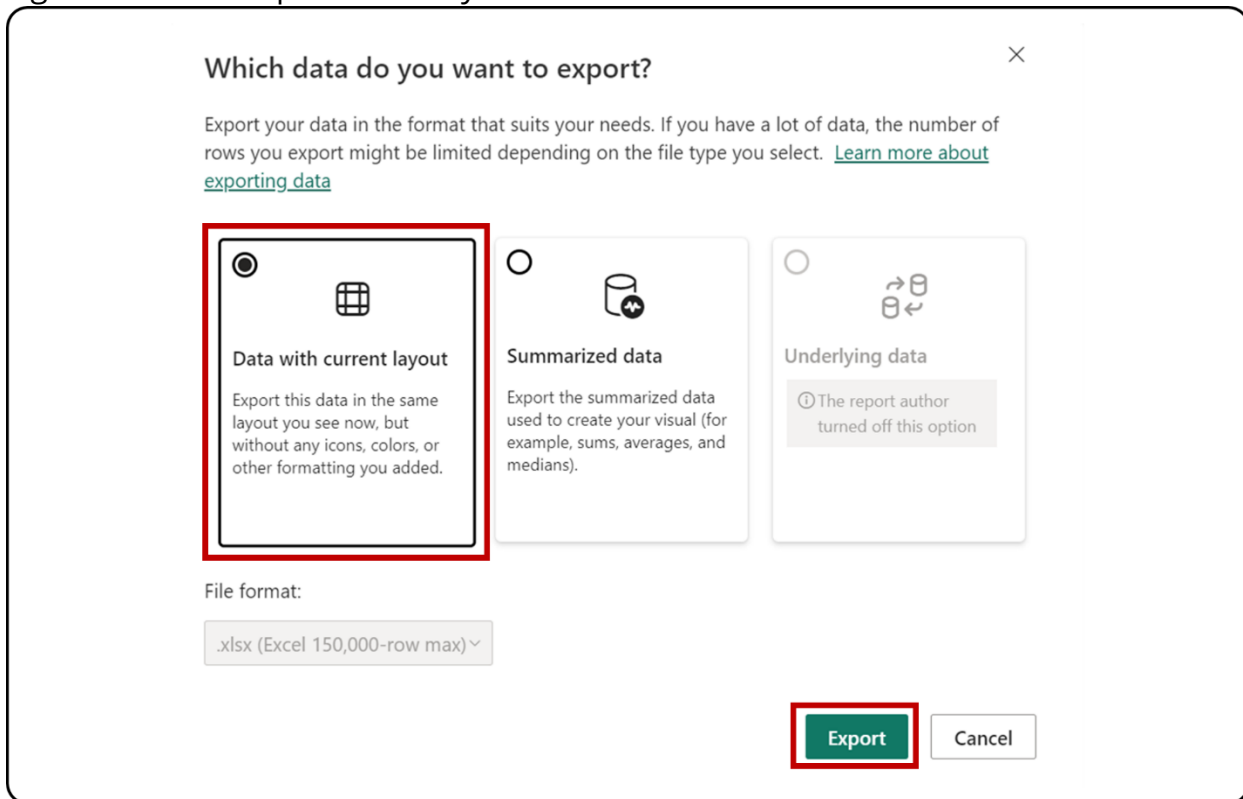
table in the report. Once the table displays the necessary information, click on the **More options** icon in the top right corner. In the menu that appears, click on **Export Data** (Figure 7).

Figure 7 - Table Export Data



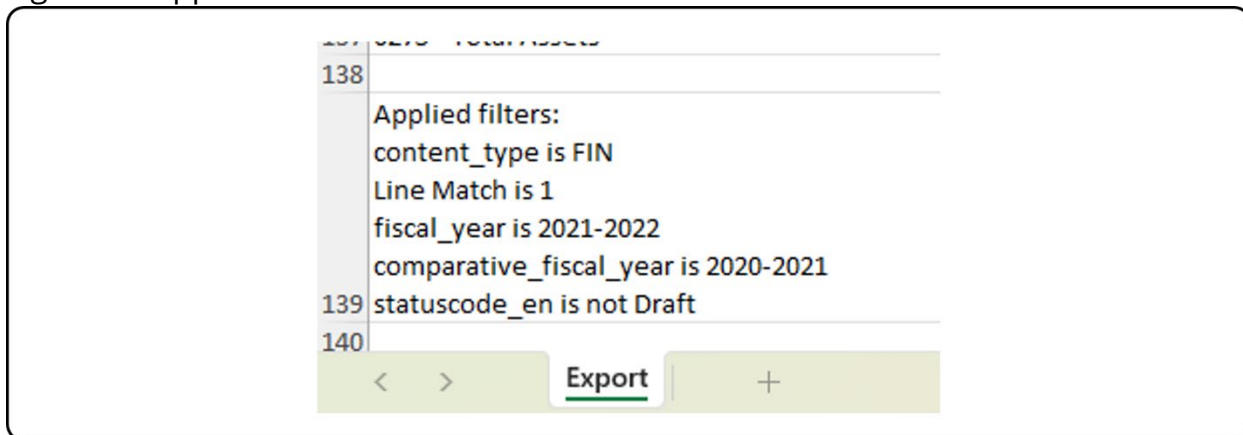
On the page that appears, select the **Data with current layout** option, then click **Export** (Figure 8). Only tables can be exported with the **Data with current layout** option in PowerBI. Exporting charts will only be through Summarized data, which means that the data used for the chart, and not the chart itself, will be exported in Excel.

Figure 8 - Table Export Data Layout Selection



The Excel file with the exported data will show which filters were applied to the table at the bottom of the sheet (Figure 9).

Figure 9 - Applied Filters



Note: The export limitation in PowerBI is 150,000 data intersections. For the tables, each row can have 1 or more data intersections, so the exported rows count can be less than 150,000 (i.e., if the table has three data intersections per row, the

maximum row count will be $150,000 / 3 = 50,000$ rows). The message “Exported data exceeded the allowed volume. Some data may have been omitted.” will appear at the footer of the Excel file when the limit is hit. Consider filtering the data to avoid this situation.

FINANCIAL/STATISTICAL DETAILS AND SUMMARY DATA

ABOUT THE REPORT

The *Financial/Statistical Details and Summary* report is comprised of two components: the Financial & Statistical Details and the Financial & Statistical Summary. Each component shows data from organizations based on the filters applied for one fiscal year.

The difference between the Financial/Statistical Details and the Financial/ Statistical Summary is that the details component shows every line from the financial and statistical forms, while the summary component only shows sub-total lines from the financial and statistical forms.

REPORT DETAILS

The *Financial/Statistical Details and Summary* report shows the Details and Summary sections as well as disaggregated and aggregated data for organizations within an agency's program list(s) for a selected fiscal year (Figure 10).

Figure 10 - Report Layout

The screenshot displays a report layout with the following sections and callouts:

- 1**: Available Reports bar (vertical sidebar)
- 2**: Filters bar (vertical sidebar)
- 3**: Report - Summary / Report - Detailed tabs
- 4**: Organization Details table
- 5**: Financial Form by Organization table
- 6**: Financial Form - Calculations table
- 7**: Statistical Form by Organization table
- 8**: Statistical Form - Calculations table
- 9**: Last Refreshed timestamp: 03/17/2023 01:27:15 PM
- 10**: A callout pointing to the 'Total' column in the Financial Form - Calculations table.

	hacked-org	Nini Gik.	testorg1	testorg10	testorg2	testorg3
CADAC ID	TES2311574	TES1715086	TES5050853	TES2465748	TES6266712	TES7411483
Financial Form Status	Submitted	Submitted	Submitted	Submitted	Re-Submitted	Submitted
Discipline	Literary Arts	Media Arts	Contemporary Circus Arts	Visual Arts	Dance	History Museums-Heritage
Specialization	Literary Arts - Publisher	Not Applicable				History Museums-Heritage -
Practice	Not applicable	Not applicable, Indigenous Arts Activities	Not applicable	Not applicable	Not applicable	Not applicable
Province / Territory	NL	NS	AB	SK	BC	ON
City / Town / Reserve	hacked city	Toronto	Calgary	saskatoon	Vancouver	Greater Sudbury
Partial Postal Code	K1P	M5T	K1P	K1P	K1P	P3C
FY End Month	May	June	January	October	February	October

Organization Legal Name	hacked-org	Nini Gik.	testorg1	testorg10	testorg2	testorg3	testorg4	test
Line Number and Description	TES2311574	TES1715086	TES5050853	TES2465748	TES6266712	TES7411483	TES7266618	TES
4175 - Total Earned Revenue	\$5.00	\$82.00	\$435.00	\$130.00	\$31.00	\$39.00	\$56.00	
4210 - Total Net Investment Income	\$0.00	\$6.00	\$1.00	\$10.00	\$2.00	\$3.00	\$4.00	
4345 - Total Private Sector Revenue	\$0.00	\$42.00	\$7.00	\$70.00	\$412.00	\$21.00	\$28.00	
4440 - Total federal public revenues	\$0.00	\$24.00	\$25,003.00	\$40.00	\$22,006.00	\$12.00	\$16.00	
4500 - Total provincial or territorial public revenues	\$0.00	\$42.00	\$7.00	\$60.00	\$14.00	\$21.00	\$28.00	
4535 - Total municipal or regional public revenues	\$1.00	\$12.00	\$2.00	\$20.00	\$4.00	\$6.00	\$8.00	
4550 - Total Public Sector Revenues	\$1.00	\$84.00	\$25,013.00	\$120.00	\$22,026.00	\$42.00	\$56.00	
4615 - Total Other Revenues	\$0.00	\$12.00	\$2.00	\$20.00	\$4.00	\$6.00	\$8.00	

Line Number and Description	% of Total	Total	Mean - based on the "total number of Orgs in the pool"	Mean - based on the "number of Orgs with amount/value excluding zero"
4175 - Total Earned Revenue	2.19%	\$1,090.00	\$109.00	\$109.00
4210 - Total Net Investment Income	0.10%	\$50.00	\$5.00	\$5.56
4345 - Total Private Sector Revenue	1.50%	\$748.00	\$74.80	\$83.11
4440 - Total federal public revenues	94.76%	\$47,197.00	\$4,719.70	\$5,244.11

Organization Legal Name	testorg10
Line Number and Description	TES2465748
1380 - Total Number of Film / Video / Media Screenings	2.00
1435 - Total Number of Public Activities	2.00
1635 - Total Attendance at Film / Video / Media Screenings	10.00
1705 - Total Attendance/ Participants	10.00
2425 - Total Number of Volunteers	2.00

Line Number and Description	Total	Mean - based on the "total number of Orgs in the pool"	Mean - based on the "number of Orgs with amount/value excluding zero"	Median - based on the number of Orgs in the
1130 - Total number of public performances and literary readings produced by your organization and toured				
1140 - Total Number of Public Performances and Literary Readings produced by your organization				

- 1 This is the **Available Reports** bar. Clicking on it will open the list of available reports so you can navigate between reports.
- 2 This is the **Filters** bar. Clicking on it will open the panel with all available filters. There is a **More Filters** button that will open a panel with additional filters.

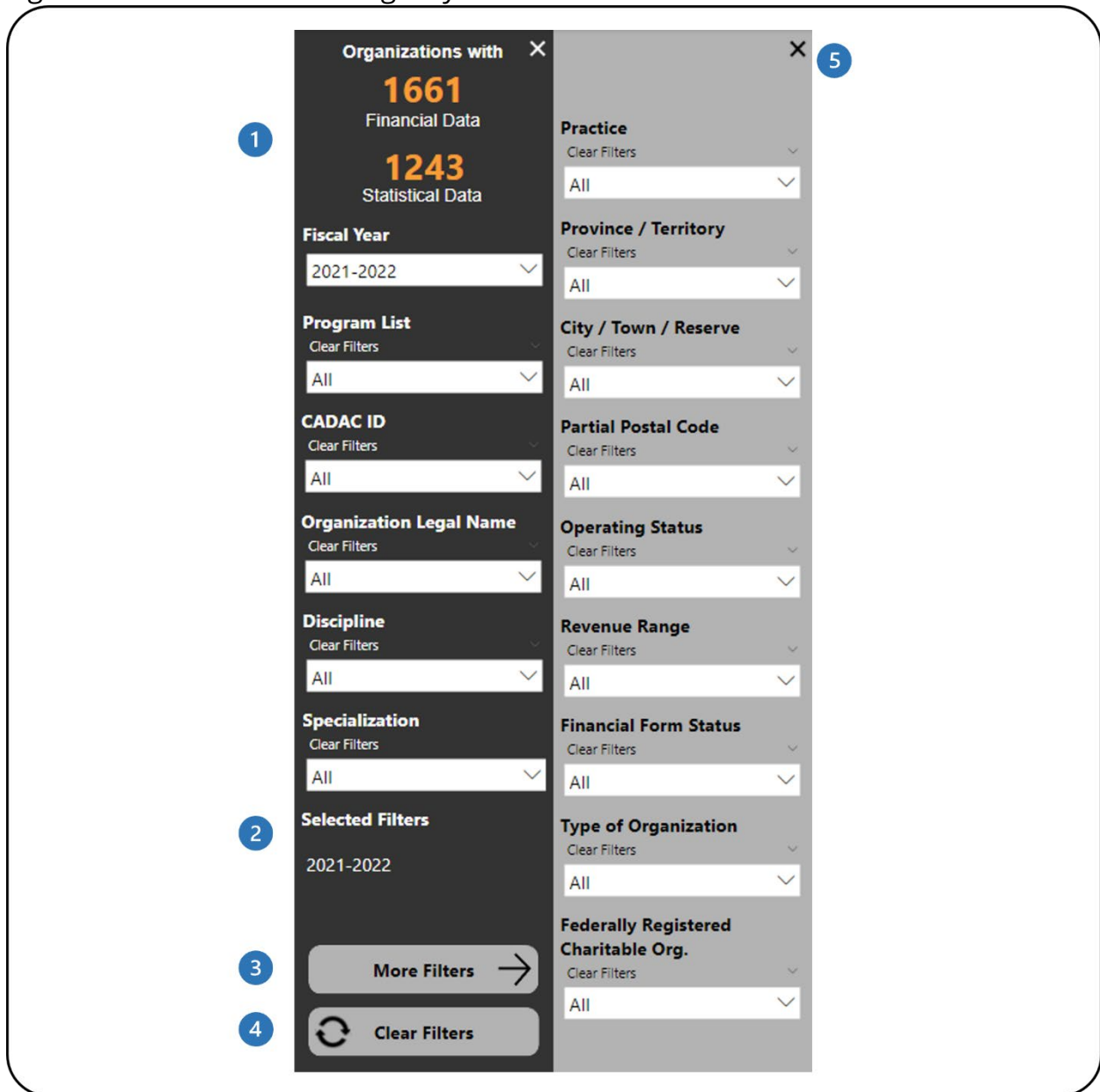
- 3 There are two tabs – one for **Report – Summary** which shows only sub-total lines in the financial and statistical forms and one for **Report – Detailed** which shows all lines in the financial and statistical forms.
- 4 This is the **Organization Details** table that shows general information about organizations such as CADAC ID and Discipline.
- 5 This is the **Financial Form by Organization** table that shows the financial form data for organizations.
- 6 This is the **Financial Form - Calculations** table that shows various calculations using the financial form data. Additional information on the calculations is available in the [Legend](#) section of this document.
- 7 This is the **Statistical Form by Organization** table that shows the statistical form data for organizations.
- 8 This is the **Statistical Form - Calculations** table that shows various calculations using statistical form data. Additional information on the calculations is available in the [Legend](#) section of this document.
- 9 This shows when the data was last refreshed.
- 10 All revenue line percentages are in comparison to the total revenues (line 4700). All expense line percentages are in comparison to the total expenses (line 5600). The other line percentages are calculated as follow:

6000	SURPLUS OR (DEFICIT)	
6040	Totals excluding amortization and other adjustments	% of Total
6050	Total Operating Revenues (A)	Compared to 4700
6055	Total Operating Expenses (B)	Compared to 4700
6060	Operating Surplus or (deficit) for the year (A-B)	Compared to 4700
6090	Totals including amortization and other adjustments	
6100	Total Revenues (C)	Compared to 4700
6105	Total Expenses (D)	Compared to 4700
6110	Surplus or deficit (including amortization) for the year before interfund transfers (C) - (D)	Compared to 4700
6125	Other adjustment items affecting surplus or (deficit), including Income Tax (for-profit organizations only)	Compared to 4700
6130	Surplus or (deficit) before transfers for the year	Compared to 4700
6135	Interfund transfers	Compared to 4700
6140	Surplus or (deficit) for the year (C)	Compared to 4700
6200	ACCUMULATED SURPLUS OR (DEFICIT)	
6205	Accumulated surplus or (deficit), beginning of year	Compared to 4700
6206	Prior year adjustment and/or direct transaction to the equity (owner's withdrawals, bequest)	Compared to 4700

6210	Surplus or (deficit) for the year (C)	Compared to 4700
6215	Accumulated surplus or (deficit), end of year	Compared to 4700
6250	STATEMENT OF FINANCIAL POSITION / BALANCE SHEET-(INFORMATION FROM FINANCIAL STATEMENTS - ACTUALS ONLY)	
6255	Assets	
6260	Current assets	Compared to 6275
6265	Capital / fixed assets	Compared to 6275
6270	Other assets (please add some details)	Compared to 6275
6275	<i>Total Assets</i>	Compared to 4700
6280	Liabilities and net assets	
6285	Liabilities	
6290	Current liabilities	Compared to 6300
6295	Other liabilities (please add some details)	Compared to 6300
6300	Total Liabilities	Compared to 4700
6305	Net Assets	
6310	Unrestricted net assets	Compared to 4700
6315	Invested in Capital / fixed assets	Compared to 4700
6320	Internally designated or restricted funds	Compared to 4700
6325	Cash reserves (Alberta organizations only)	Compared to 4700
6330	Externally designated or restricted funds	Compared to 4700
6335	Other net assets (please add some details)	Compared to 4700
6340	Total Net Assets	Compared to 4700
6345	Total Liabilities and Net Assets	Compared to 4700
6355	Working capital	Compared to 4700

The report has many categories that can be filtered. Open the **Filters** panel for all the available filters (Figure 11). Details on the **Filters** panel can be found in the [Filters](#) section of this document.

Figure 11 - Filters Panel for Agency Users



- 1 This shows how many organizations have financial and statistical data. It automatically updates as filters are applied.
- 2 This shows which filters have been selected.
- 3 This button will open the **More Filters** panel. This button is available in reports with additional filters.
- 4 This button clears all filters that have been applied.
- 5 This button will close the **More Filters** panel.

FINANCIAL AND STATISTICAL DETAILED TREND

ABOUT THE REPORT

The Financial and Statistical Detailed Trend report shows the financial and statistical line details for two years or more. Users can filter by lines, program list, and CADAC ID. Agency users have access to organizations within their agency's program list(s).

REPORT DETAILS

The Financial and Statistical Detailed Trend report allows you to look at financial and statistical line details for multiple years in both table and chart formats (Figure 12).

Figure 12 - Report Layout

The screenshot displays a web-based reporting interface. On the left, a vertical sidebar contains two sections: 'Available Reports' (indicated by callout 1) and 'Filters' (indicated by callout 2). The top of the main content area features two tabs: 'Report - Detailed' (selected, indicated by callout 3) and 'Report - Chart View'. The main content is divided into three primary sections:

- Financial Form by Organization:** A table showing financial data for 'hacked-org' and 'Nini Gik.' across years 2018-2019 to 2020-2021. Callout 4 points to this table.
- Financial Form - Calculations:** A table showing calculated financial values for the same organizations and years. Callout 5 points to this table.
- Statistical Form by Organization:** A table showing statistical data for various organizations (hacked-org, Nini Gik., testorg1, testorg10, testorg2, testorg3) across years 2019-2020 to 2022-2023. Callout 6 points to this table.
- Statistical Form - Calculations:** A table showing calculated statistical values for the same organizations and years. Callout 7 points to this table.

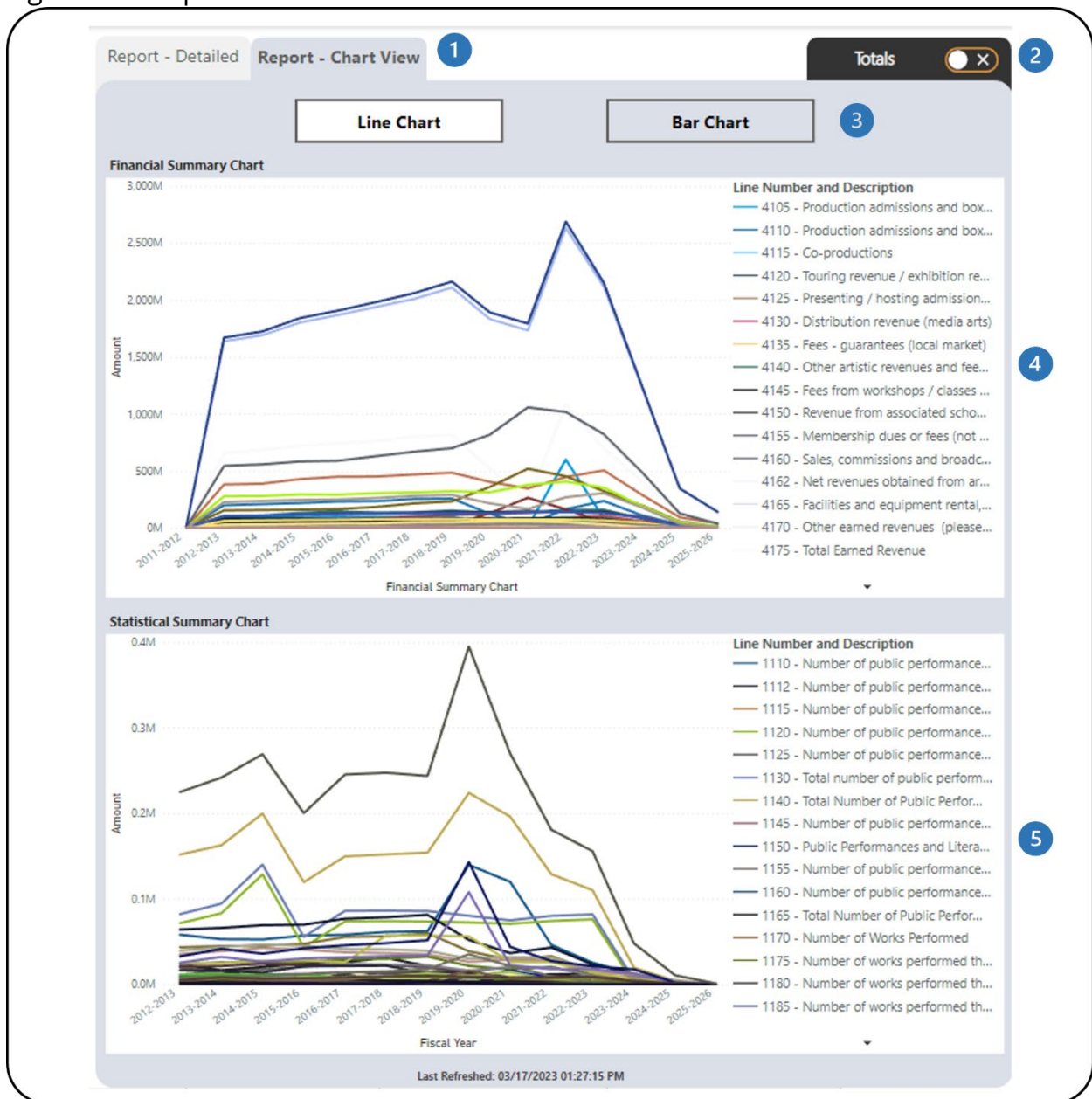
At the bottom of the interface, a status bar indicates 'Last Refreshed: 03/17/2023 01:27:15 PM'.

- 1 This is the **Available Reports** bar. Clicking on it will open the list of available reports so you can navigate between reports.
- 2 This is the **Filters** bar. Clicking on it will open the panel with all available filters.
- 3 These are the **Report - Detailed** and **Report - Chart View** tabs which shows all/filtered lines in the financial and statistical forms in tables and charts.
- 4 This is the **Financial Form by Organization** table that shows the financial form line details for multiple years by organization.

- 5 This is the **Financial Form - Calculations** that shows aggregated financial line values by fiscal year.
- 6 This is the **Statistical Form by Organization** table that shows the statistical form line details for multiple years by organization.
- 7 This is the **Statistical Form - Calculations** that shows aggregated statistical line values by fiscal year.

The **Report - Chart View** tab has two different sets of charts. One set shows individual line values for financial and statistical forms (Figure 13). The other set shows total including and excluding amortization and other adjustments from financial forms (Figure 14). For the two different sets of charts, users can choose between viewing a line chart or a bar chart.

Figure 13 - Report - Chart View with Individual Line Values



- 1 These are the **Report - Detailed** and **Report - Chart View** tabs which shows all/filtered lines in the financial and statistical forms in tables and charts.
- 2 This is the **Totals** tab. Clicking on it will navigate to the charts with totals from the financial form.
- 3 The two chart types available are **Line Chart** and **Bar Chart**.
- 4 This is the **Financial Summary Chart**. It shows all/filtered financial lines in a line chart to see the trend through the years.

- 5 This is the **Statistical Summary Chart**. It shows all/filtered statistical lines in a line chart to see the trend through the years.

Figure 14 - Report - Chart View with Totals



- 1 These are the **Report - Detailed** and **Report - Chart View** tabs which shows all/filtered lines in the financial and statistical forms in tables and charts.
- 2 This is the **Totals** tab. Clicking on it will navigate to the charts with individual line values.

- 3 The two chart types available are **Line Chart** and **Bar Chart**.
- 4 This is the **Financial Summary Chart** that shows totals excluding amortization and other adjustments from the financial form (lines 4617, 5530, 6060). Filtering the financial lines will not affect the chart.
- 5 This is the **Financial Summary Chart** that shows totals including amortization and other adjustments from the financial form (lines 4700, 5600, 6110). Filtering the financial lines will not affect the chart.

The report has several filters. Open the **Filters** panel for all the available filters (Figure 15). Details on the **Filters** panel can be found in the [Filters](#) section of this document.

Figure 15 - Filters Panel and More Filters Panel



- 1 This shows how many organizations have financial and statistical data. It automatically updates as filters are applied.
- 2 This is the fiscal year filter. Multiple fiscal years can be selected. The default state is all fiscal years.
- 3 This is the financial lines filter. Multiple lines can be selected. The default state is all lines.

- 4 This is the statistical lines filter. Multiple lines can be selected. The default state is all lines.
- 5 This shows which filters have been selected.
- 6 This button will open the **More Filters** panel. This button is available in reports with additional filters.
- 7 This button clears all filters that have been applied.
- 8 This button will close the **More Filters** panel.

COMPARISON OF FINANCIAL AND STATISTICAL DETAILS

ABOUT THE REPORT

The Comparison of Financial & Statistical Details report shows the data for financial and statistical lines between two fiscal years. Users can compare the data based on the filters selected. Agency users have access to organizations within their agency's program list(s).

REPORT DETAILS

The Comparison of Financial and Statistical Details report allows users to look at and compare the financial and statistical data of a group of organizations, a specific organization, or a specific program list (Figure 16).

Figure 16 - Report Layout

Report - Detailed

Financial Form by Organization

Fiscal Year	2020-2021											
Organization Legal Name	hacked-org	Nini Gik.	testorg1	testorg10	testorg2	testorg3						
CADAC ID	TES2311574	TES1715086	TESS050853	TES2465748	TES6266712	TES741148						
Line Number and Description	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
4105 - Production admissions and box office from subscriptions / admissions membership or group admissions	\$5.00		\$10.00	4.20%	\$180.00	0.71%	\$10.00	2.82%	\$5.00	0.02%	\$3.00	
4110 - Production admissions and box office from single ticket sales	\$0.00	0.00%	\$6.00	2.52%	\$20.00	0.08%	\$10.00	2.82%	\$2.00	0.01%	\$3.00	
4115 - Co-productions	\$0.00	0.00%	\$6.00	2.52%	\$225.00	0.88%	\$10.00	2.82%	\$2.00	0.01%	\$3.00	
4120 - Touring revenue / exhibition rental	\$0.00	0.00%	\$6.00	2.52%	\$1.00	0.00%	\$10.00	2.82%	\$2.00	0.01%	\$3.00	
4125 - Presenting / hosting admissions and box office	\$0.00	0.00%	\$6.00	2.52%	\$1.00	0.00%	\$10.00	2.82%	\$2.00	0.01%	\$3.00	

Financial Form - Calculations

Fiscal Year	2020-2021			
Line Number and Description	% of Total	Total	Mean - based on the "total number of Orgs in the pool"	Mean - based on the "number of Orgs with amount/value excluding zero"
4105 - Production admissions and box office from subscriptions / admissions membership or group admissions	8%	\$241.00		\$24.10
4110 - Production admissions and box office from single ticket sales	0.14%	\$69.00		\$6.90
4115 - Co-productions	0.55%	\$274.00		\$27.40
4120 - Touring revenue / exhibition rental	0.10%	\$50.00		\$5.00
4125 - Presenting / hosting admissions and box office	0.10%	\$50.00		\$5.00
4130 - Distribution revenue (media arts)	0.10%	\$50.00		\$5.00
4135 - Fees - guarantees (local market)	0.10%	\$50.00		\$5.00

Statistical Form by Organization

Fiscal Year	2020-2021	
Organization Legal Name	testorg10	
Line Number and Description	TES2465748	
1360 - Number of film / video / media screenings programmed by your organization in your city / town / reserve	2.00	
1380 - Total Number of Film / Video / Media Screenings	2.00	
1435 - Total Number of Public Activities	2.00	
1605 - Attendance at film / video / media screenings programmed by your organization in your city / town / reserve	10.00	
1635 - Total Attendance at Film / Video / Media Screenings	10.00	

Statistical Form - Calculations

Fiscal Year	2020-2021			
Line Number and Description	Total	Mean - based on the "total number of Orgs in the pool"	Mean - based on the "number of Orgs with amount/value excluding zero"	Median - based on the "number of Orgs with amount/value excluding zero"
1110 - Number of public performances and literary readings produced by your organization and presented in your city / town / reserve				
1112 - Number of public performances and literary readings where your organization is presented by another organization in your city / town / reserve				
1115 - Number of public performances and literary readings produced by your organization and toured in your province/territory not included on line 1110				

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- 1 This is the **Available Reports** bar. Clicking on it will open the list of available reports so you can navigate between reports.
- 2 This is the **Filters** bar. Clicking on it will open the panel with all available filters.
- 3 This is the **Financial Form by Organization** table that shows the financial form data for organizations.

- 4 This is the **Financial Form - Calculations** table that shows various calculations using the financial form data. Additional information on the calculations is available in the [Legend](#) section of this document.
- 5 This is the **Statistical Form by Organization** table that shows the statistical form data for organizations.
- 6 This is the **Statistical Form - Calculations** table that shows various calculations using statistical form data. Additional information on the calculations is available in the [Legend](#) section of this document.
- 7 In the **%** column, all revenue line percentages are in comparison to the total revenues of the organization (line 4700). All expense line percentages are in comparison to the total expenses (line 5600). The other line percentages are calculated as follow:

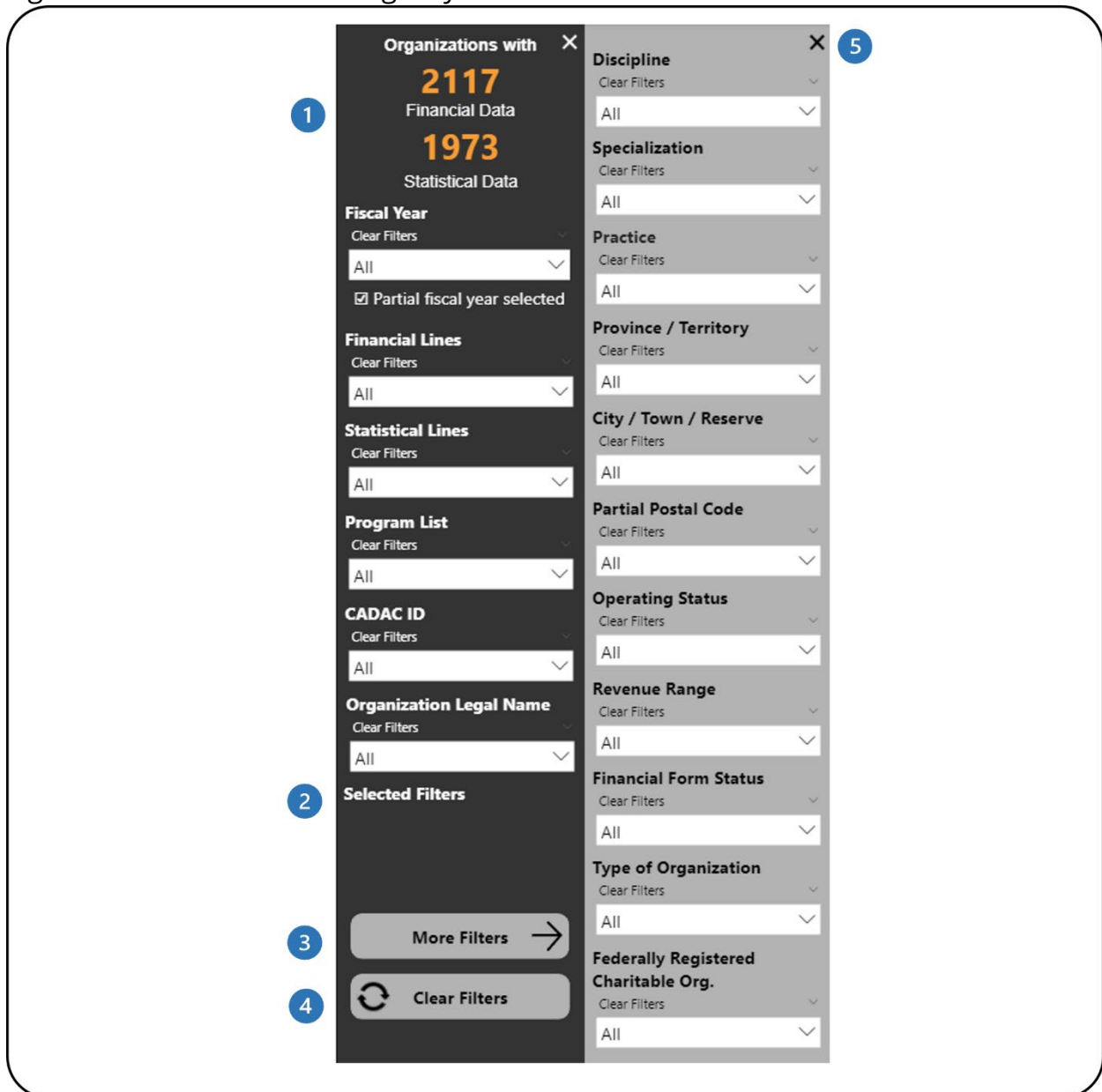
6000	SURPLUS OR (DEFICIT)	
6040	Totals excluding amortization and other adjustments	% of Total
6050	Total Operating Revenues (A)	Compared to 4700
6055	Total Operating Expenses (B)	Compared to 4700
6060	Operating Surplus or (deficit) for the year (A-B)	Compared to 4700
6090	Totals including amortization and other adjustments	
6100	Total Revenues (C)	Compared to 4700
6105	Total Expenses (D)	Compared to 4700
6110	Surplus or deficit (including amortization) for the year before interfund transfers (C) - (D)	Compared to 4700
6125	Other adjustment items affecting surplus or (deficit), including Income Tax (for-profit organizations only)	Compared to 4700
6130	Surplus or (deficit) before transfers for the year	Compared to 4700
6135	Interfund transfers	Compared to 4700
6140	Surplus or (deficit) for the year (C)	Compared to 4700
6200	ACCUMULATED SURPLUS OR (DEFICIT)	
6205	Accumulated surplus or (deficit), beginning of year	Compared to 4700
6206	Prior year adjustment and/or direct transaction to the equity (owner's withdrawals, bequest)	Compared to 4700
6210	Surplus or (deficit) for the year (C)	Compared to 4700
6215	Accumulated surplus or (deficit), end of year	Compared to 4700
6250	STATEMENT OF FINANCIAL POSITION / BALANCE SHEET -(INFORMATION FROM FINANCIAL STATEMENTS - ACTUALS ONLY)	
6255	Assets	
6260	Current assets	Compared to 6275
6265	Capital / fixed assets	Compared to 6275
6270	Other assets (please add some details)	Compared to 6275

6275	Total Assets	Compared to 4700
6280	Liabilities and net assets	
6285	Liabilities	
6290	Current liabilities	Compared to 6300
6295	Other liabilities (please add some details)	Compared to 6300
6300	Total Liabilities	Compared to 4700
6305	Net Assets	
6310	Unrestricted net assets	Compared to 4700
6315	Invested in Capital / fixed assets	Compared to 4700
6320	Internally designated or restricted funds	Compared to 4700
6325	Cash reserves (Alberta organizations only)	Compared to 4700
6330	Externally designated or restricted funds	Compared to 4700
6335	Other net assets (please add some details)	Compared to 4700
6340	Total Net Assets	Compared to 4700
6345	Total Liabilities and Net Assets	Compared to 4700
6355	Working capital	Compared to 4700

- 8 In the **% of Total** column, all revenue line percentages are in comparison to the total revenues (line 4700). All expense line percentages are in comparison to the total expenses (line 5600). The other line percentages are calculated as shown in the table above.
- 9 This shows when the data was last refreshed.

The report has several filters. Open the **Filters** panel for all the available filters (Figure 17). Details on the **Filters** panel can be found in the [Filters](#) section of this document.

Figure 17 - Filters Panel for Agency Users



- 1 This shows how many organizations have financial and statistical data. It automatically updates as filters are applied.
- 2 This shows which filters have been selected.
- 3 This button will open the **More Filters** panel. This button is available in reports with additional filters.
- 4 This button clears all filters that have been applied.
- 5 This button will close the **More Filters** panel.

RECONCILIATION NOTES LIST

ABOUT THE REPORT

The Reconciliation Notes List report shows the notes that have been posted within an organization’s financial and statistical forms. Agency users can see the communication between CADAC analysts, agencies and organizations for a given line in the financial and statistical forms. Agency users have access to notes within their agency’s program list(s).

REPORT DETAILS

The Reconciliation Notes List report allows users to look at the content, replies, status, created date and time, and creator of each note (Figure 18).

Figure 18 - Report Layout

Reconciliation Notes List
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Line Number and Description	Note	Number of Replies	Reply #1
	Update too \$60,000 and add note "Reopening fund" -Karim Talaat, 03/27/2023 2:10 PM	0	
	Update to \$0 -Karim Talaat, 03/29/2023 11:20 AM	0	
	Update to \$70,728. -Karim Talaat, 03/30/2023 1:31 PM	0	
1110 - Number of public performances and literary readings produced by your organization and presented in your city / town / reserve	test -Muna Abaza, 02/24/2023 6:46 PM	1	org reply on Agency note -sktestdec05OrgSuper test. 02/24/2023 (Published)
1110 - Number of public performances and literary readings produced by your organization and presented in your city / town / reserve	MA From Agency to or. Review -Muna Abaza, 12/08/2022 6:56 PM	1	MA Org 2 agency. Corrected -MA Test Org 2 Dec 07, 12/08/2022 6:5 (Published)
1110 - Number of public performances and literary readings produced by your organization and presented in your city / town / reserve	with maggie april 25, 2023 as agency for statistical -Muna Abaza, 04/25/2023 8:32 PM	1	with maggie april 25, 2023 as an org us -QATestOrg09ORGSUPERVISOR QATES' 04/25/2023 8:33 PM (Published)
1110 - Number of public performances and literary readings produced by your organization and presented in your city / town / reserve	2nd Note from Testing Agency -TestingAgency SupervisorRoleNotPrimary, 12/13/2022 1:15 AM	1	Resolving this note -TestingAgency SupervisorRoleNotPrim 12/13/2022 1:15 AM (Published)
1110 - Number of public performances and literary readings produced by your organization and presented in your city / town / reserve	Note from Testing Agency -TestingAgency SupervisorRoleNotPrimary, 12/13/2022 1:14 AM	0	
1112 - Number of public performances and literary readings where your organization is presented by another	with maggie april 25, 2023 as agency to resolve for statistical -Muna Abaza, 04/25/2023 8:32 PM	0	

- 1 This shows when the data was last refreshed.
- 2 This is the **Filters** panel. Users can filter the report by applying filters to different categories.

- 3 This is the **Line Number and Description** column that shows the specific line the note is associated with.
- 4 This is the **Note** column that shows the content, creator, and created date and time of the note.
- 5 This is the **Number of Replies** column that shows the total number of replies to the note.
- 6 This is part of the **Reply** columns that show the content, creator, and created date and time of the replies to the note.

RATIO REPORT

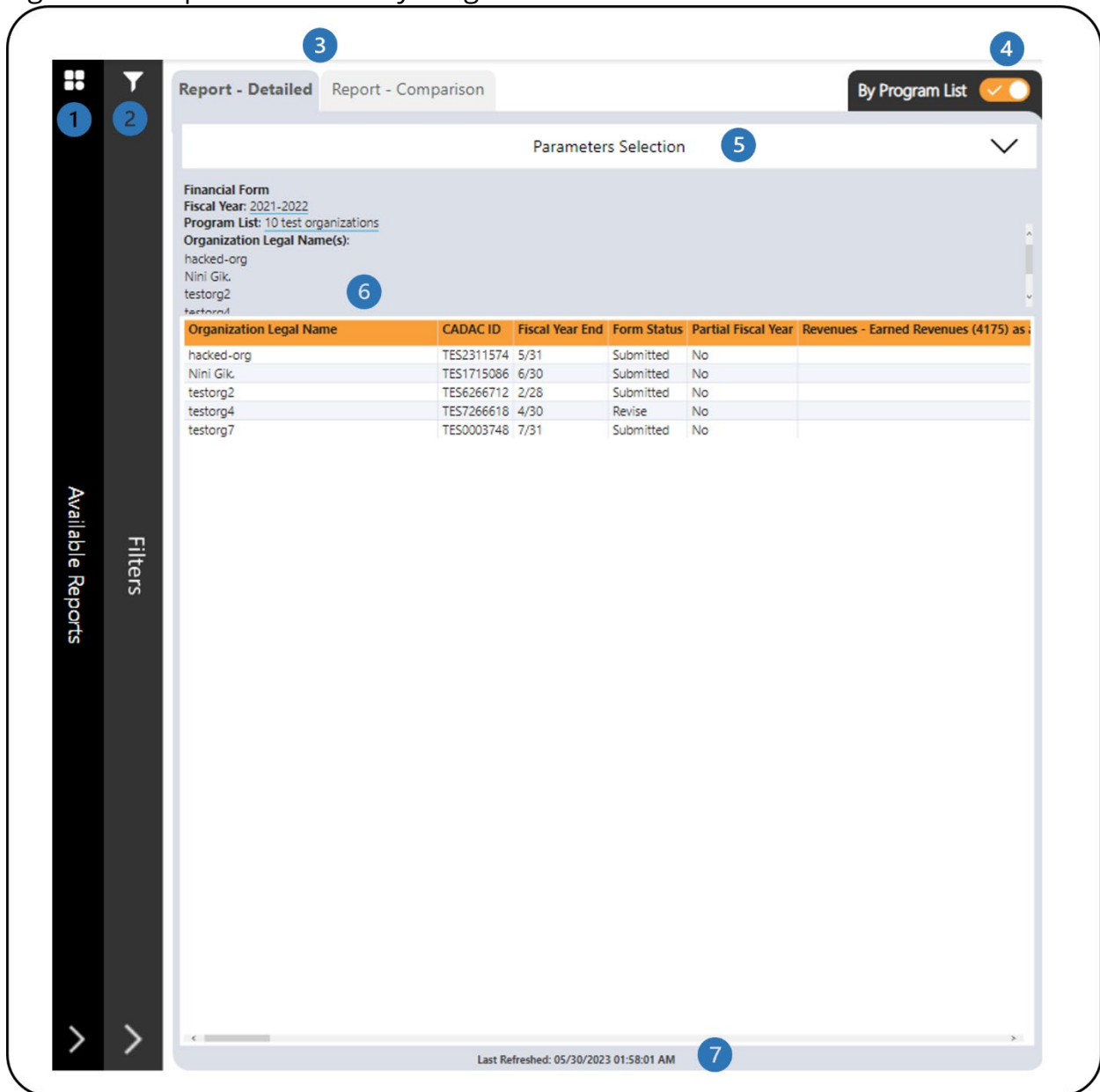
ABOUT THE REPORT

The Ratio Report helps agency users to compare ratios for organizations, based on the program list. The report also shows financial data, statistical data, and ratios for a single organization for all available fiscal years. Users can compare the data based on the filters selected and parameters selected. Agency users have access to organizations within their agency's program list(s).

REPORT DETAILS

The Ratio Report allows users to compare data for organizations within a program list (Figure 19), look at the financial and statistical data of a specific organization (Figure 20), and compare a specific program list with the group data (Figure 22).

Figure 19 - Report - Detailed by Program List



- 1 This is the **Available Reports** bar. Clicking on it will open the list of available reports so you can navigate between reports.
- 2 This is the **Filters** bar. Clicking on it will open the panel with all available filters. There is a **More Filters** button that will open a panel with additional filters.
- 3 There are two tabs – one for **Report - Detailed** which shows organizational information and ratios by program list and one for **Report - Comparison**

which shows the ratios of the organizations' financial forms and the group statistics of the selected program list.

- 4 This is the **By Program List** tab. This tab shows the table with the financial form data of all organizations within the selected program list.
- 5 This is the **Parameters Selection** panel. Clicking on it will open the panel that allows users to define the parameters for the considerations (Figure 20).
- 6 This is the **Financial Form** table that shows organizational details, as well as financial data for revenues, expenses, balance sheet, core funding, and considerations. Please refer to **Table 1** below for detailed information on the calculations in this table.
- 7 This shows when the data was last refreshed.

The following table shows the calculations for the **Financial Form** table from Figure 19.

Table 1 - Calculations

Name	Calculation (Line Numbers)
Revenues - Earned Revenues (4175) as a % of Total Revenues	4175/4700
Revenues - Net Investment Income (4210) as a % of Total Revenues	4210/4700
Revenues - Private Sector Revenues (4345) as a % of Total Revenues	4345/4700
Revenues - Public Sector Revenues (4550) as a % of Total Revenues	4550/4700
Revenues - Other Revenues (4615) as a % of Total Revenues	4615/4700
Revenues - Total Revenues (A) (4700)	4700
Expenses - Artistic Expenses (5195) as a % of Total Expenses	5195/5600
Expenses - Facility Operating Expenses (5235) as a % of Total Expenses	5235/5600
Expenses - Marketing and Communications Expenses (5330) as a % of Total Expenses	5330/5600
Expenses - Fundraising Expenses (5425) as a % of Total Expenses	5425/5600

Expenses - Administration Expenses (5525) as a % of Total Expenses	5525/5600
Expenses - Total Expenses (B) (5600)	5600
Balance Sheet - Accumulated surplus or (deficit), end of year (6215) as a % of Total Revenues	6215/4700
Balance Sheet - Unrest. net assets (6310) as a % of Total Revenues	6310/4700
Balance Sheet - Working capital ratio (6360)	6360 (6260/6290)
Balance Sheet - Debt to Asset Ratio (6300)/(6275)	6300/6275
Core Funding - Operating (Core) grants (CCA) (4415)	4415
Core Funding - Operating (Core) grants (CCA) (4415) as a % of Total Revenues	4415/4700
Consideration 1. Annual surplus/deficit (6140) as % of Annual total revenues (4700)	6140/4700
Consideration 2. Accumulated surplus/deficit (6215) as % of Annual total revenues (4700)	6215/4700
Consideration 3. Unrest. net assets (6310) as % of Annual total revenues (4700)	6310/4700
Consideration 4. Unrest. net assets (6310) plus Int. designated funds (6320) as % of Annual total revenues (4700) or ((6310+6320)/4700)	(6310+6320)/4700
Consideration 5. Working capital ratio (6360)	6360 (6260/6290)
Consideration 6. Debt to asset ratio (6300)/(6275)	6300/6275

Figure 20 - Report - Detailed by Organization

Report - Detailed | Report - Comparison 1 | By Program List 2

Parameters Selection 3

Financial Form
 Program List: 10 test organizations
 Organization Legal Name and CADAC ID: testorg2 (TES6266712)

Fiscal Year	2018-2019			2019-2020			2020-2021			2021-2022
Form Status	Locked			Locked			Revise			Submitted
Partial Fiscal Year	No			No			No			No
Line Number and Description	Total	%	% Var	Total	%	% Var	Total	%	% Var	Total
4175 - Total Earned Revenue	\$26.00	35.14%		\$26.00	35.14%	0.00%	\$31.00	0.14%		\$333.00
4210 - Total Net Investment Income	\$2.00	2.70%		\$2.00	2.70%	0.00%	\$2.00	0.01%		\$250.00
4345 - Total Private Sector Revenue	\$14.00	18.92%		\$14.00	18.92%	0.00%	\$412.00	1.83%		\$2,000.00
4440 - Total federal public revenues	\$8.00	10.81%		\$8.00	10.81%	0.00%	\$22,006.00	97.83%		\$55,500.00
4500 - Total provincial or territorial public revenues	\$14.00	18.92%		\$14.00	18.92%	0.00%	\$14.00	0.06%		\$0.00

9

Statistical Form
 Program List: 10 test organizations
 Organization Legal Name and CADAC ID: testorg2 (TES6266712)

Fiscal Year	2019-2020	
Form Status	Submitted	
Partial Fiscal Year	No	
Line Number and Description	Total	% Var
1140 - Total Number of Public Performances and Literary Readings produced by your organization	20.00	
1435 - Total Number of Public Activities	20.00	
1545 - Total Attendance at Public Performances and Literary Readings produced by your organization	11.00	
1705 - Total Attendance/ Participants	11.00	

5

Considerations

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2025-2026
Consideration 1. Annual surplus/deficit (6140) as % of Annual total revenues (4700)	16.22%	16.22%	99.68%	40.43%	100.00%	100.00%	100.00%
Consideration 2. Accumulated surplus/deficit (6215) as % of Annual total revenues (4700)	16.22%	32.43%	99.79%	79.08%	20789.19%	183.07%	1219.37%
Consideration 3. Unrest. net assets (6310) as % of Annual total revenues (4700)	18.92%	37.84%	0.19%	0.00%	900.90%	0.00%	0.00%
Consideration 4. Unrest. net assets (6310) plus Int. designated funds (6320) as % of Annual total revenues (4700) or ((6310+6320)/4700)	18.92%	37.84%	0.19%	0.00%	900.90%	0.00%	0.00%
Consideration 5. Working capital ratio (6360)	1.88	15.00	6.25	0.00	0.00	0.00	0.00

6

Average Total Revenues

Fiscal Years	Previous 2 Locked Fiscal Years and Locked Selected Fiscal Year	Previous 3 Locked Fiscal Years from Selected Fiscal Year
	2019-2020	2019-2020, 2018-2019
Average total revenues		\$74.00
60% of total revenues		\$44.40
25% of total revenues		\$18.50

7

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- 1 There are two tabs – one for **Report – Detailed** which shows organizational information and ratios by program list and one for **Report – Comparison** which shows the ratios of the organizations’ financial forms and the group statistics of the selected program list.
- 2 This is the **By Program List** tab. This tab shows tables with financial and statistical form data for a single organization.

- 3 This is the **Parameters Selection** panel. Clicking on it will open the panel that allows users to define the parameters for the considerations (Figure 21).
- 4 This is the **Financial Form** table that shows the Total (line amount), % (see #9 in this table), and % Var (percent change between the fiscal year value and the previous fiscal year's value). Additional information on the calculations is available in the [Legend](#) section of this document.
- 5 This is the **Statistical Form - Calculations** table that shows Total (line amount) and % Var (percent change between the fiscal year value and the previous fiscal year's value). Additional information on the calculations is available in the [Legend](#) section of this document.
- 6 This is the **Considerations** table that shows various calculations using financial form data. Details on the calculations can be found in **Table 1**.
- 7 This is the **Average Total Revenues** table that shows the averages of the total revenue of three fiscal years.
- 8 This shows when the data was last refreshed.
- 9 All revenue line percentages are in comparison to the total revenues (line 4700). All expense line percentages are in comparison to the total expenses (line 5600). The other line percentages are calculated as follow:

6000	SURPLUS OR (DEFICIT)	
6040	Totals excluding amortization and other adjustments	% of Total
6050	Total Operating Revenues (A)	Compared to 4700
6055	Total Operating Expenses (B)	Compared to 4700
6060	Operating Surplus or (deficit) for the year (A-B)	Compared to 4700
6090	Totals including amortization and other adjustments	
6100	Total Revenues (C)	Compared to 4700
6105	Total Expenses (D)	Compared to 4700
6110	Surplus or deficit (including amortization) for the year before interfund transfers (C) - (D)	Compared to 4700
6125	Other adjustment items affecting surplus or (deficit), including Income Tax (for-profit organizations only)	Compared to 4700
6130	Surplus or (deficit) before transfers for the year	Compared to 4700
6135	Interfund transfers	Compared to 4700
6140	Surplus or (deficit) for the year (C)	Compared to 4700
6200	ACCUMULATED SURPLUS OR (DEFICIT)	
6205	Accumulated surplus or (deficit), beginning of year	Compared to 4700
6206	Prior year adjustment and/or direct transaction to the equity (owner's withdrawals, bequest)	Compared to 4700

6210	Surplus or (deficit) for the year (C)	Compared to 4700
6215	Accumulated surplus or (deficit), end of year	Compared to 4700
6250	STATEMENT OF FINANCIAL POSITION / BALANCE SHEET-(INFORMATION FROM FINANCIAL STATEMENTS - ACTUALS ONLY)	
6255	Assets	
6260	Current assets	Compared to 6275
6265	Capital / fixed assets	Compared to 6275
6270	Other assets (please add some details)	Compared to 6275
6275	Total Assets	Compared to 4700
6280	Liabilities and net assets	
6285	Liabilities	
6290	Current liabilities	Compared to 6300
6295	Other liabilities (please add some details)	Compared to 6300
6300	Total Liabilities	Compared to 4700
6305	Net Assets	
6310	Unrestricted net assets	Compared to 4700
6315	Invested in Capital / fixed assets	Compared to 4700
6320	Internally designated or restricted funds	Compared to 4700
6325	Cash reserves (Alberta organizations only)	Compared to 4700
6330	Externally designated or restricted funds	Compared to 4700
6335	Other net assets (please add some details)	Compared to 4700
6340	Total Net Assets	Compared to 4700
6345	Total Liabilities and Net Assets	Compared to 4700
6355	Working capital	Compared to 4700

The **Parameters Selection** panel allows users to define their own parameters for the considerations (Figure 21). Users can enter values in decimal format in the boxes or use the sliders. This will affect the colour coding of the **Financial Form** table in Figure 19 and the **Considerations** table in Figure 21.

Figure 21- Parameters Selection

The screenshot displays a 'Parameters Selection' panel with six considerations, each with its own parameter selection tool and legend. The considerations are arranged in two columns. Consideration 1 has a slider from -10% to 0%. Consideration 2 has a slider from -10% to 0%. Consideration 3 has a slider from -25% to 0%. Consideration 4 has a text input box set to 25%. Consideration 5 has a range slider from 0.80 to 1.50. Consideration 6 has a range slider from 1.00 to 1.20. Each consideration has a legend with three colored bands: green for the top condition, yellow for the middle condition, and red for the bottom condition. A 'Reset Parameters' button is located at the bottom right of the panel.

1

Consideration 1

$X \geq 0\%$ (surplus)

$-10\% \leq X < 0\%$ (deficit up to 10%)

$X < -10\%$ (deficit greater than 10%)

Consideration 2

$X \geq 0\%$ (accumulated surplus)

$-10\% \leq X < 0\%$ (accumulated deficit up to 10%)

$X < -10\%$ (accumulated deficit greater than 10%)

Consideration 3

$X \geq 0\%$ (positive unrest. net assets)

$-25\% \leq X < 0\%$ (unrest. net assets up to negative 25%)

$X < -10\%$ (unrest. net assets greater than negative 25%)

Consideration 4

$X \leq 25\%$

$X > 25\%$

Consideration 5

$X \geq 1.5$

$1.5 > X \geq 0.8$

$X < 0.8$

Consideration 6

$X \leq 1.0$

$1.2 \geq X > 1.0$

$X > 1.2$

To define your own parameters, enter values in the boxes as decimal numbers (i.e., for 25% enter 0.25) or use the sliders. To reset the parameters to the default values, click on the Reset Parameters button.

Reset Parameters

2

3

- 1 Each consideration has its own parameter selection tool and legend.
- 2 This button will close the **Parameters Selection** panel.
- 3 This button reset all parameters that have been applied back to the default values.

Figure 22 - Report - Comparison



- 1 There are two tabs – one for **Report - Detailed** which shows organizational information and ratios by program list and one for **Report - Comparison** which shows the ratios of the organizations' financial forms and the group statistics of the selected program list.
- 2 This is the **Organizations Details** table that shows the detailed information of the organizations within a selected program list.

- 3 This is the **Financial Form** table that shows various ratios using financial form data. Please refer to **Table 2** below for detailed information on the calculations in this table.
- 4 This is the **Legend** that indicates the colour coding in the Financial Form table. Additional information on the colour coding is available in the [Legend](#) section of this document.
- 5 This is the **Financial Form – Group Statistics** table that shows the total, mean, and median for all/filtered organizations of a selected program list.
- 6 This shows when the data was last refreshed.

The following table shows the calculations for the **Financial Form** table from Figure 22.

Table 2 – Ratio Calculations

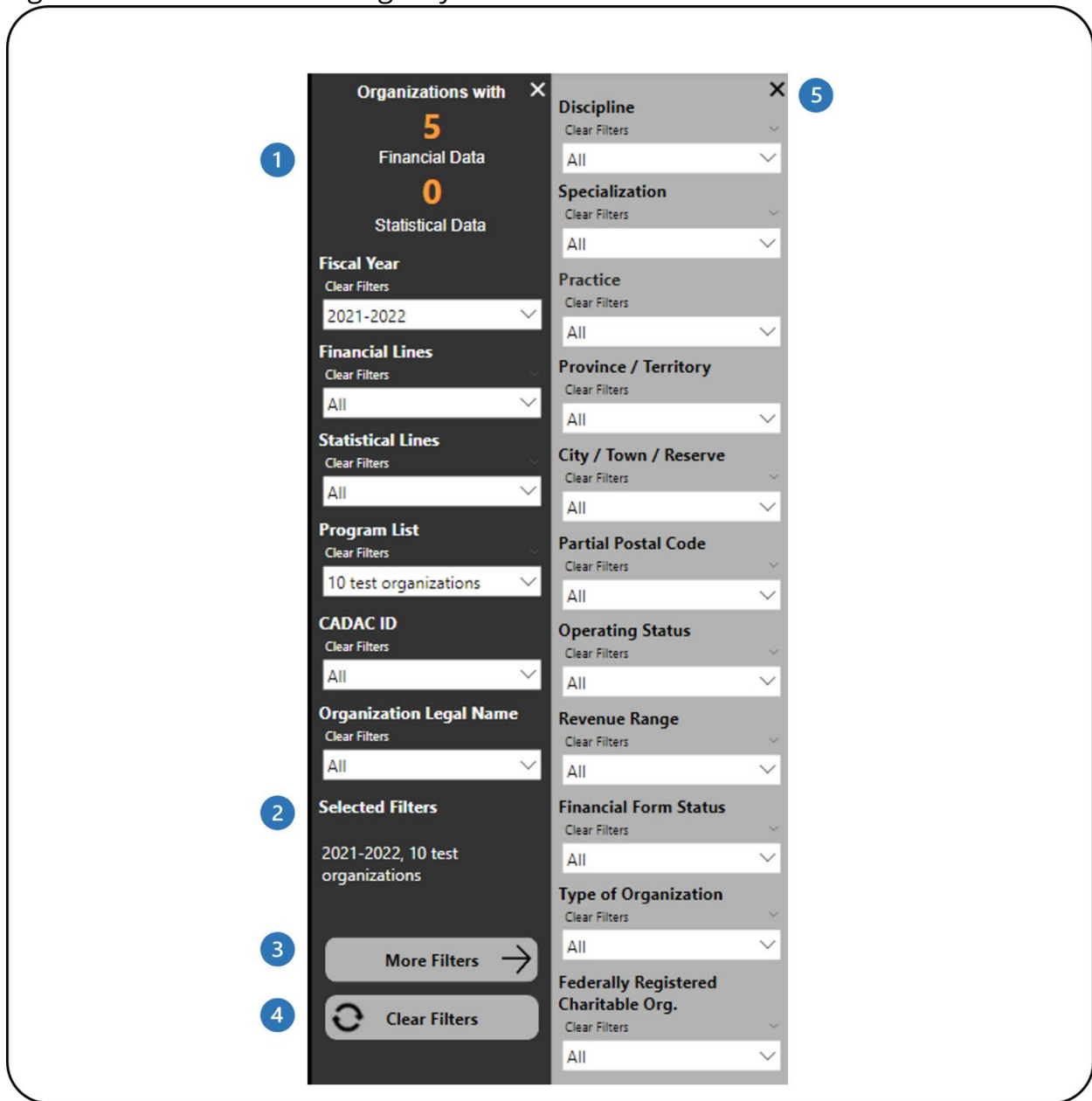
Name	Calculation (Line Numbers)	Notes
Working Capital	6360 (6260/6290)	A greater value is favorable
Net Assets to Total Expenses	6340/5600	A greater value is favorable
Net Assets to Total Revenue	6340/4700	A greater value is favorable
Short-Term Liquidity		Count of ratios (Working Capital, Net Assets to Total Expenses, and Net Assets to Total Revenue) with value less than mean or median
Debt to Assets	6300/6275	A lower value is favorable
Debt to Net Assets	6300/6340	A lower value is favorable
Long-Term Solvency		Count of ratios (Debt to Assets and Debt to Net Assets) with value less than mean or median
Earned Revenue to Net Assets	4175/6340	A greater value is favorable

Private Revenue to Net Assets	4345/6340	A greater value is favorable
Public Revenue to Net Assets	4550/6340	A greater value is favorable
Surplus to Total Assets	6140/6275	A greater value is favorable
Return on Net Assets		Count of ratios (Earned Revenue to Net Assets, Private Revenue to Net Assets, Public Revenue to Net Assets, Surplus to Total Assets) with value less than mean or median
Operating Margin	6140/4700	A greater value is favorable
Use of Resources - Art. Expenses/Total Revenues or Expenses	5195/4700	
Use of Resources - Facility Oper. Expenses/Total Revenues or Expenses	5235/4700	
Use of Resources - Mkt. Expenses/Total Revenues or Expenses	5330/4700	
Use of Resources - Fund. Expenses/Total Revenues or Expenses	5425/4700	
Use of Resources - Admin. Expenses/Total Revenues or Expenses	5525/4700	
Adequacy of Resources		Count of ratios (all Use of Resources ratios and Operating Margin) with value less than mean or median

Total number of ratios with value less than Mean and Median		Count of all ratios with value less than mean and median
Total number ratios in the report	15	
% of ratios below mean and median (%)	Total ratios with value less than Mean or Median / Total ratios in the report	

The report has several filters. Open the **Filters** panel for all the available filters (Figure 23). Details on the **Filters** panel can be found in the [Filters](#) section of this document.

Figure 23 - Filters Panel for Agency Users



- 1 This shows how many organizations have financial and statistical data. It automatically updates as filters are applied.
- 2 This shows which filters have been selected.
- 3 This button will open the **More Filters** panel.
- 4 This button clears all filters that have been applied.
- 5 This button will close the **More Filters** panel.

CADAC PROJECTIONS VARIANCE REPORT

ABOUT THE REPORT

The CADAC Projections Variance report compares revisions of financial and statistical forms based on the selected start and end dates for a program list. It also shows the variance between the selected start and end dates for a fiscal year. Agency users have access to organizations within their agency's program list(s).

REPORT DETAILS

The CADAC Projections Variance report allows users to compare the data for financial and statistical lines for three variables: Province / Territory, Discipline, and Specialization (Figure 24).

Figure 24 – Province / Territory Report with Financial Form

Province / Territory Report | Discipline Report | Specialization Report | **Financial Form** ✓

Financial Form
Fiscal Year: 2021-2022

Start by Province / Territory

Revenue Range	≥ 0 and ≤ 250K	> 250K and ≤ 500K	> 500K and ≤ 1M	> 1M
Province / Territory	Amount	Number of Organizations	Amount	Number of Organizations
AB		6	\$115,950.00	16
4105	\$0.00			\$249,326.00
BC		20	\$22,700.00	22
4105	\$21,170.00			\$218,826.00

End by Province / Territory

Revenue Range	≥ 0 and ≤ 250K	> 250K and ≤ 500K	> 500K and ≤ 1M	> 1M
Province / Territory	Amount	Number of Organizations	Amount	Number of Organizations
AB		13	\$161,128.86	25
4105	\$3,283.00			\$30,043.00
BC		40	\$18,616.28	45
4105	\$2,200.00			\$218,100.00

Variance by Province / Territory

Revenue Range	≥ 0 and ≤ 250K	> 250K and ≤ 500K	> 500K and ≤ 1M	> 1M
Province / Territory	Amount	% Variance	Number of Organizations	% Variance
AB				
4105			116.67%	38.96%
BC				56.25%
4105		70.61%	27.02%	28.23%

Vertical Bar Chart | Horizontal Bar Chart

Province / Territory: All

Financial Line Amounts by Province / Territory

Amount: 80M, 60M, 40M, 20M, 0M

% Variance: -50%, -60%, -70%

Legend: Start (Blue), End (Purple), % Variance (Grey)

Line Number: 4105

Start: 86,414,481.00
End: 34,884,983.72
% Variance: -59.63%

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- 1 This is the **Available Reports** bar. Clicking on it will open the list of available reports so you can navigate between reports.
- 2 This is the **Filters** bar. Clicking on it will open the panel with all available filters. There is a **More Filters** button that will open a panel with additional filters.
- 3 There are three tabs – one for **Province / Territory Report** which categorizes the data by Province / Territory, one for **Discipline Report**

which categorizes the data by Discipline, and one for **Specialization Report** which categorizes the data by Specialization.

- 4 This is the **Financial Form** tab. This tab shows tables and charts with financial form data. Clicking on it will navigate to the tab that shows tables and charts with statistical form data.
- 5 This is the **Start by Province / Territory** table that shows the sum of financial form line amounts and the number of organizations with financial forms for the latest revision before the selected start date for a program list, categorized by province or territory.
- 6 This is the **End by Province / Territory** table that shows the sum of financial form line amounts and the number of organizations with financial forms for the latest revision before the selected end date for a program list, categorized by province or territory.
- 7 This is the **Variance by Province / Territory** table that shows the percent variance of the financial form line amounts and the number of organizations between the start and end dates for a program list, categorized by province or territory. Additional information on the calculations is available in the [Legend](#) section of this document.
- 8 The two chart types available are **Vertical Bar Chart** and **Horizontal Bar Chart**. This is the **Vertical Bar Chart** that shows the financial form data based on the selected start and end dates as well as the Amount % Variance, grouped by line number(s).
- 9 Multiple selections can be made in the Province / Territory filter. It filters both the vertical bar chart and the horizontal bar chart.
- 10 This shows when the data was last refreshed.
 - **N/A:** In instances where a value cannot be divided by 0, the *Amount % Variance* column in the report will display N/A.
 - **Blanks:** If no data have been inputted by organizations, based on the search filters and timeframe selected, certain columns and rows may appear as blanks. Additionally, if organizations do not have assigned specializations, their data will appear as blank columns or rows in the "Specialization Report" tab.

Figure 25 - Province / Territory Report with Statistical Form

Province / Territory Report | Discipline Report | Specialization Report | **Financial Form** 1

Statistical Form
Fiscal Year: 2021-2022

Start by Province / Territory 2

Province / Territory	≥ 0 and ≤ 250K		> 250K and ≤ 500K		> 500K and ≤ 1M		> 1M and ≤
	Amount	Number of Organizations	Amount	Number of Organizations	Amount	Number of Organizations	Amount
AB							
1110	60.00	1	51.00	1	234.00	3	357.00
BC							
1110	87.00	7	13.00	2	231.00	0	601.00

End by Province / Territory 3

Province / Territory	≥ 0 and ≤ 250K		> 250K and ≤ 500K		> 500K and ≤ 1M		> 1M and ≤
	Amount	Number of Organizations	Amount	Number of Organizations	Amount	Number of Organizations	Amount
AB							
1110	75.00	10	372.00	22	299.00	14	421.00
BC							
1110	174.00	30	592.00	42	1,362.00	46	6,200.00

Variance by Province / Territory 4

Province / Territory	≥ 0 and ≤ 250K		> 250K and ≤ 500K		> 500K and ≤ 1M		> 1M and ≤
	Amount	% Variance	Number of Organizations	% Variance	Amount	% Variance	Number of Organizations
AB							
1110		25.00%		900.00%		629.41%	
BC							
1110		444.83%		328.57%		1376.07%	

Vertical Bar Chart | Horizontal Bar Chart | Province / Territory: All

Statistical Line Amounts by Province / Territory

Line Number: 1110

Start: 5,438.00 | End: 27,301.00 | Variance: 402.04%

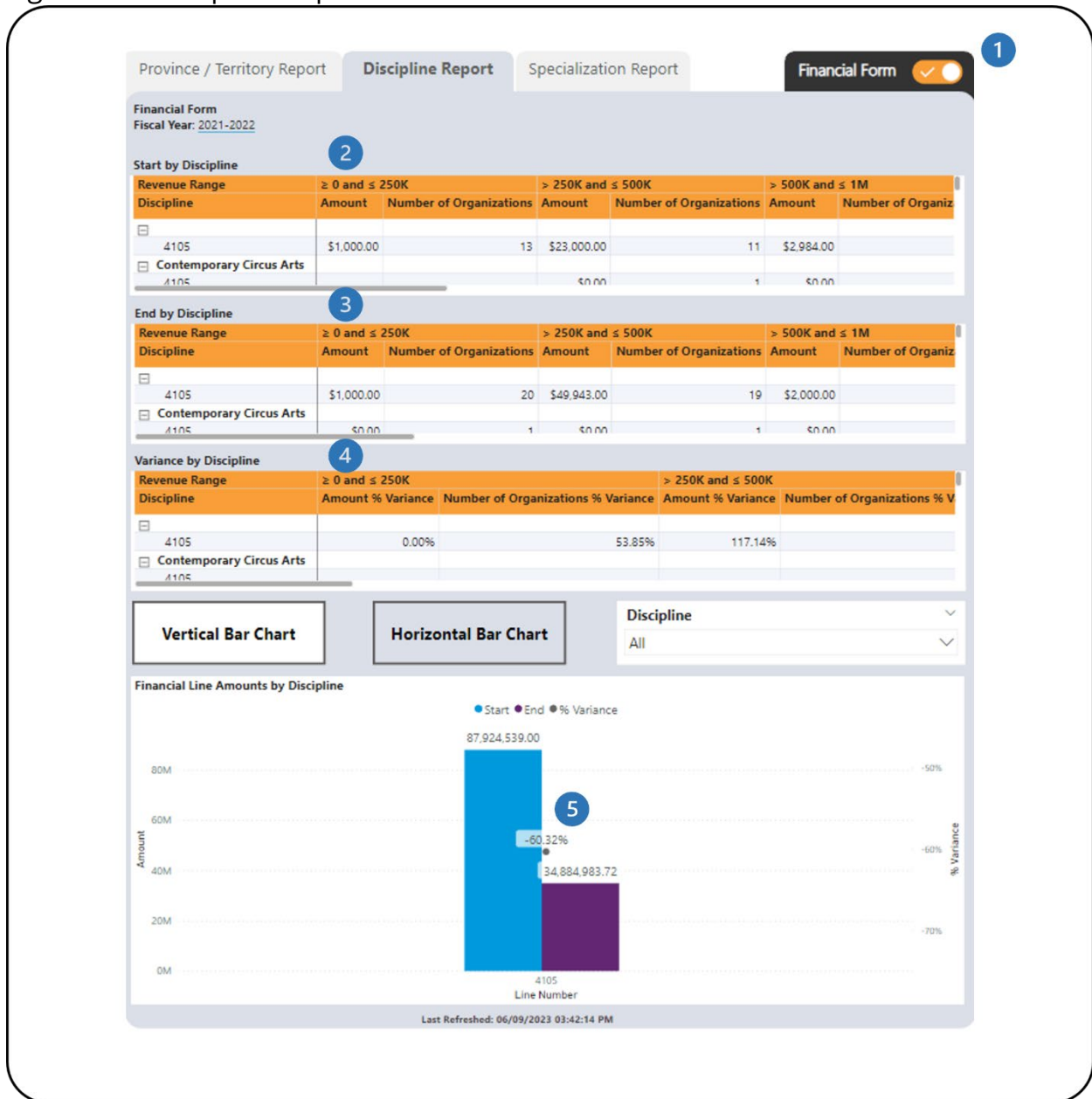
Amount: 0.000M to 0.030M | % Variance: 0% to 400%

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- 1 This is the **Statistical Form** tab in the **Province / Territory Report**. This tab shows tables and charts with statistical form data. Clicking on it will navigate to the tab that shows tables and charts with financial form data.
- 2 This is the **Start by Province / Territory** table that shows the sum of statistical form line amounts and the number of organizations with statistical forms for the latest revision before the selected start date for a program list, categorized by province or territory.

- 3 This is the **End by Province / Territory** table that shows the sum of statistical form line amounts and the number of organizations with statistical forms for the latest revision before the selected end date for a program list, categorized by province or territory.
- 4 This is the **Variance by Province / Territory** table that shows the percent variance of statistical form line amounts and the number of organizations between the start and end dates for a program list, categorized by province or territory. Additional information on the calculations is available in the [Legend](#) section of this document.
- 5 The two chart types available are **Vertical Bar Chart** and **Horizontal Bar Chart**. This is the **Horizontal Bar Chart** that shows the statistical form data based on the selected start and end dates, grouped by line number(s).
- 6 This shows the Amount % Variance of statistical form data between the start and end dates.

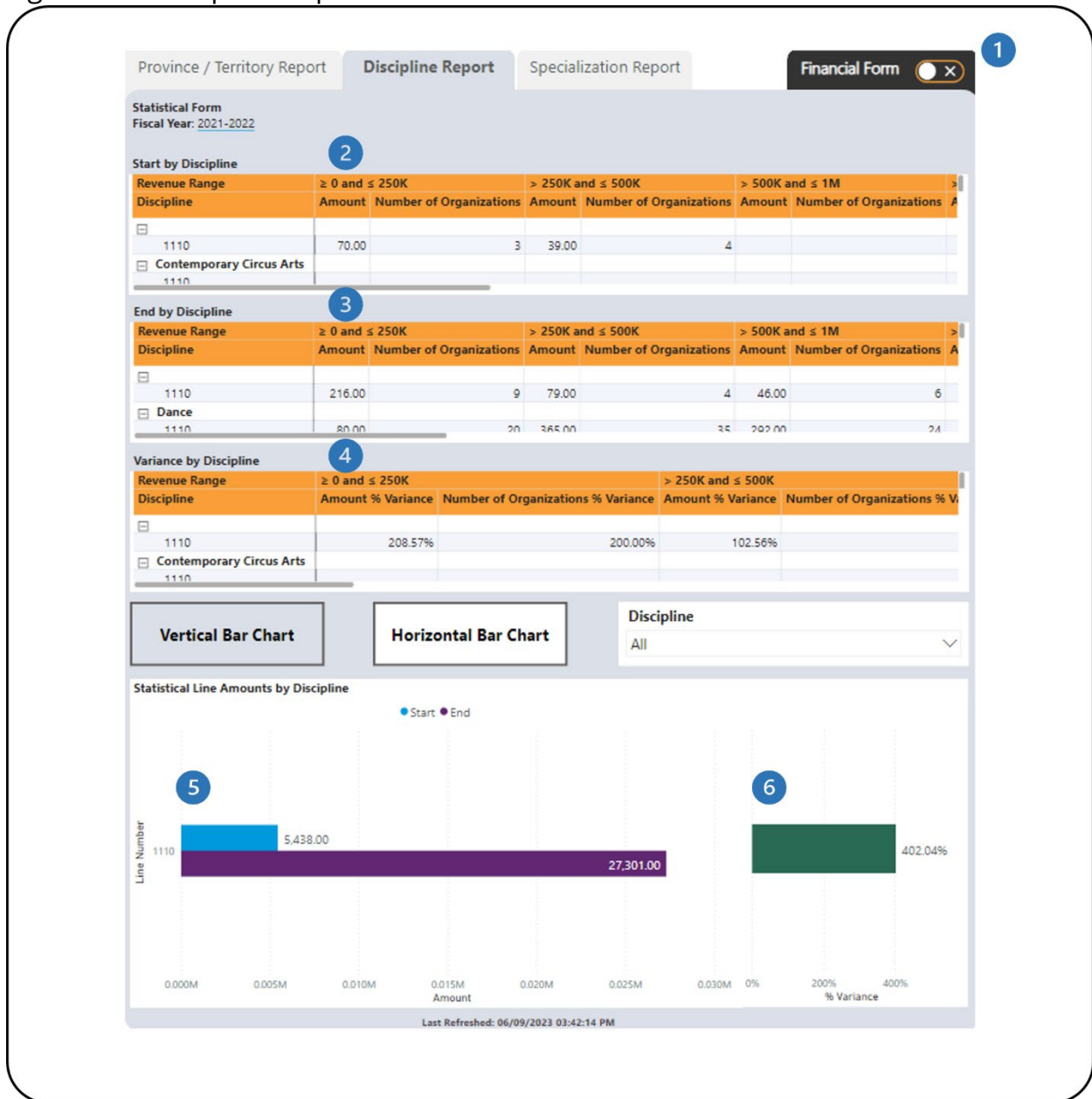
Figure 26 - Discipline Report with Financial Form



- 1 This is the **Financial Form** tab. This tab shows tables and charts with financial form data. Clicking on it will navigate to the tab that shows tables and charts with statistical form data.
- 2 This is the **Start by Discipline** table that shows the sum of financial form line amounts and the number of organizations with statistical forms for the latest revision before the selected start date for a program list, categorized by discipline.

- 3 This is the **End by Discipline** table that shows the sum of financial form line amounts and the number of organizations with financial forms for the latest revision before the selected end date for a program list, categorized by discipline.
- 4 This is the **Variance by Discipline** table that shows the percent variance of the financial form line amounts and the number of organizations between the start and end dates for a program list, categorized by discipline. Additional information on the calculations is available in the [Legend](#) section of this document.
- 5 This is the **Vertical Bar Chart** that shows the financial form data based on the selected start and end dates as well as the Amount % Variance, grouped by line number(s).

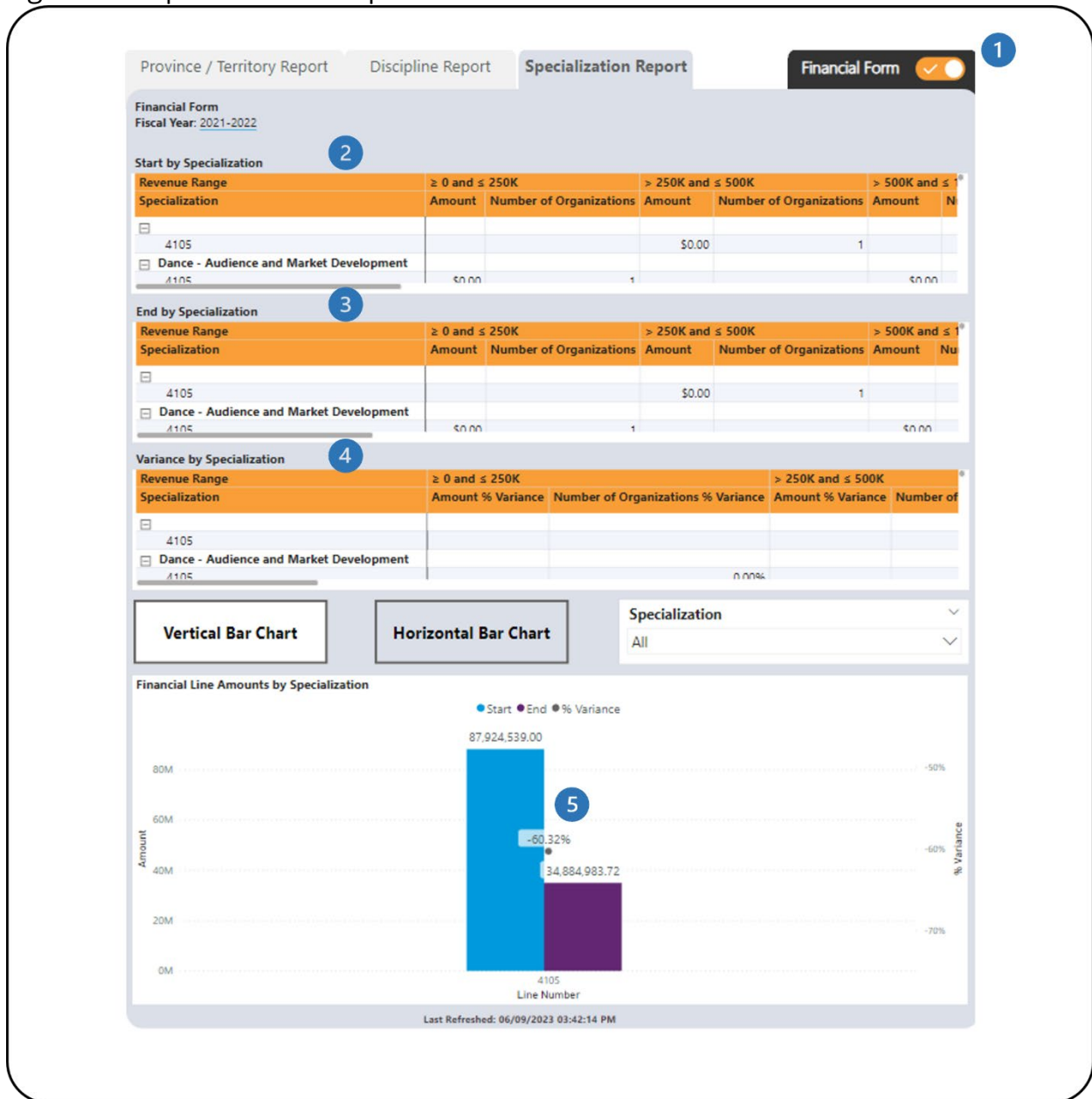
Figure 27 - Discipline Report with Statistical Form



- 1 This is the **Statistical Form** tab. This tab shows tables and charts with statistical form. Clicking on it will navigate to the tab that shows tables and charts with financial form data.
- 2 This is the **Start by Discipline** table that shows the sum of statistical form line amounts and the number of organizations with statistical forms for the latest revision before the selected start date for a program list, categorized by discipline.

- 3 This is the **End by Discipline** table that shows the sum of statistical form line amounts and the number of organizations with statistical forms for the latest revision before the selected end date for a program list, categorized by discipline.
- 4 This is the **Variance by Discipline** table that shows the percent variance of statistical form line amounts and the number of organizations between the start and end dates for a program list, categorized by discipline. Additional information on the calculations is available in the [Legend](#) section of this document.
- 5 This is the **Horizontal Bar Chart** that shows the statistical form data based on the selected start and end dates, grouped by line number(s).
- 6 This shows the Amount % Variance of statistical form data between the start and end dates.

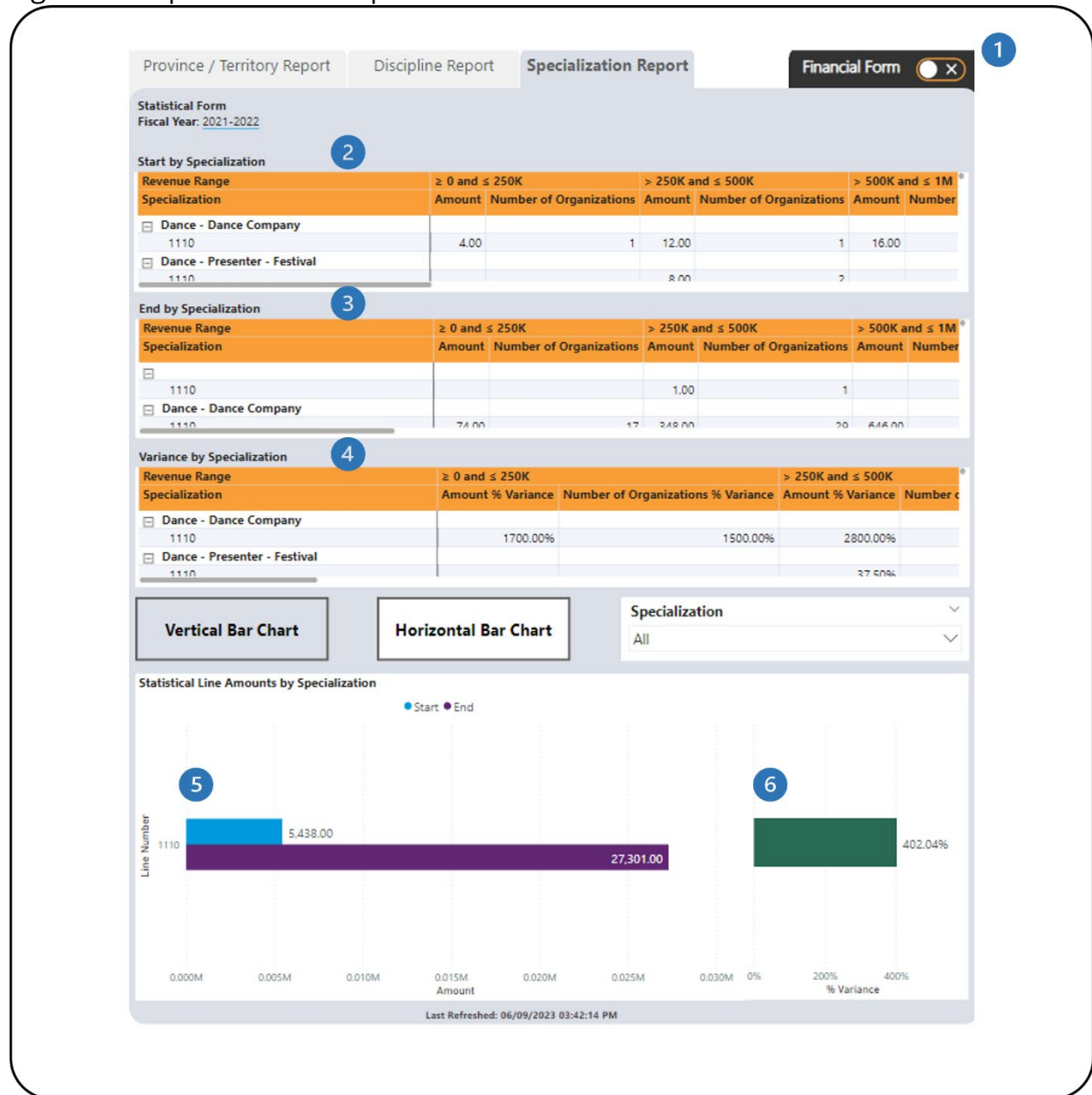
Figure 28 - Specialization Report with Financial Form



- 1 This is the **Financial Form** tab. This tab shows tables and charts with financial form data. Clicking on it will navigate to the tab that shows tables and charts with statistical form data.
- 2 This is the **Start by Specialization** table that shows the sum of financial form line amounts and the number of organizations with statistical forms for the latest revision before the selected start date for a program list, categorized by specialization.

- 3 This is the **End by Specialization** table that shows the sum of financial form line amounts and the number of organizations with financial forms for the latest revision before the selected end date for a program list, categorized by specialization.
- 4 This is the **Variance by Specialization** table that shows the percent variance of the financial form line amounts and the number of organizations between the start and end dates for a program list, categorized by specialization. Additional information on the calculations is available in the [Legend](#) section of this document.
- 5 This is the **Vertical Bar Chart** that shows the financial form data based on the selected start and end dates as well as the Amount % Variance, grouped by line number(s).

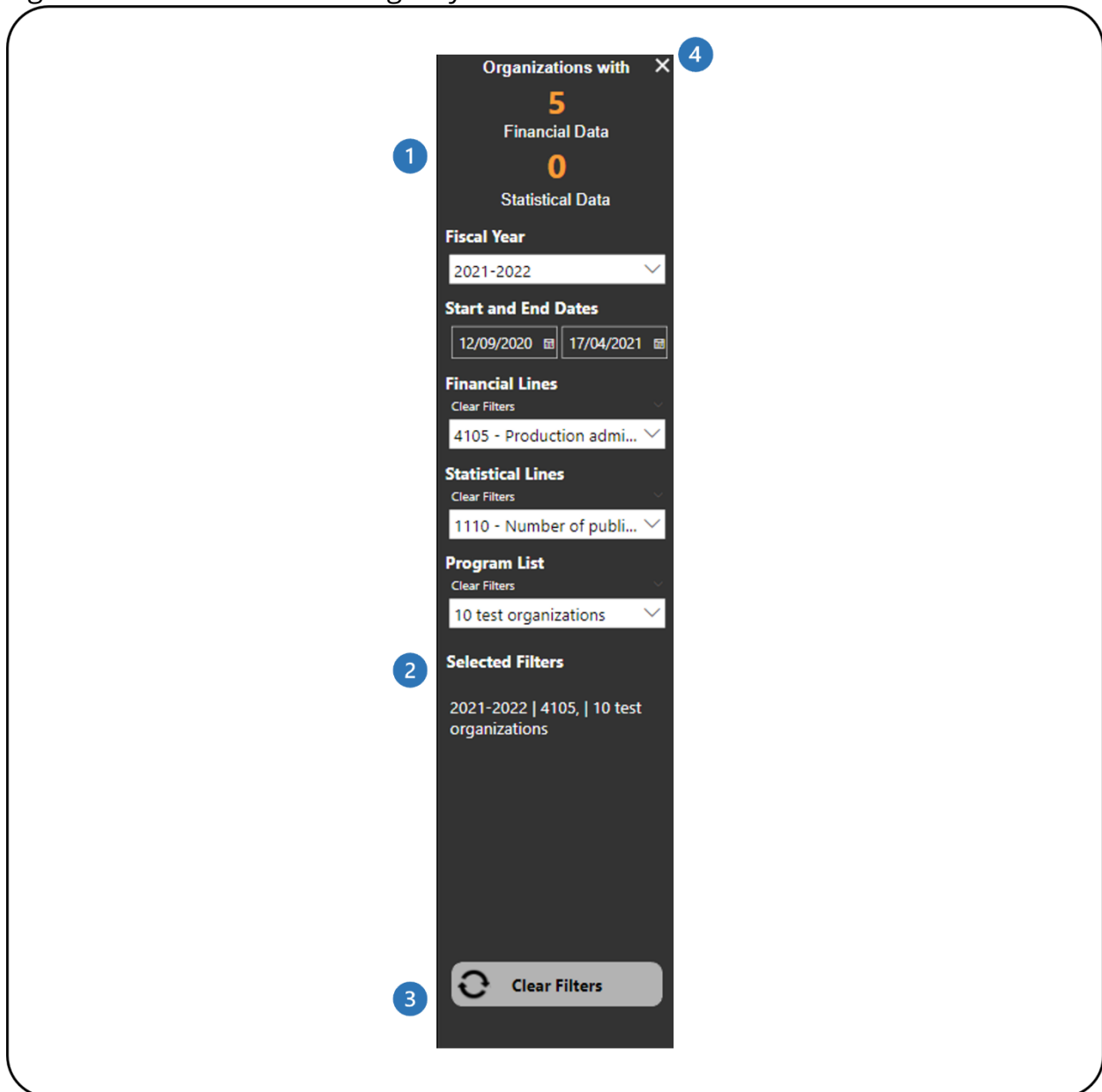
Figure 29 - Specialization Report with Statistical Form



- 1 This is the **Statistical Form** tab. This tab shows tables with statistical form data. Clicking on it will navigate to the tab that shows tables and charts with financial form data.
- 2 This is the **Start by Specialization** table that shows the sum of statistical form line amounts and the number of organizations with statistical forms for the latest revision before the selected start date for a program list, categorized by specialization.

- 3 This is the **End by Specialization** table that shows the sum of statistical form line amounts and the number of organizations with statistical forms for the latest revision before the selected end date for a program list, categorized by specialization.
- 4 This is the **Variance by Specialization** table that shows the percent variance of statistical form line amounts and the number of organizations between the start and end dates for a program list, categorized by specialization. Additional information on the calculations is available in the [Legend](#) section of this document.
- 5 This is the **Horizontal Bar Chart** that shows the statistical form data based on the selected start and end dates, grouped by line number(s).
- 6 This shows the Amount % Variance of statistical form data between the start and end dates.

Figure 30 – Filters Panel for Agency Users



- 1 This shows how many organizations have financial and statistical data. It automatically updates as filters are applied.
- 2 This shows which filters have been selected.
- 3 This button clears all filters that have been applied. Click on this button to reset the start and dates before you select another fiscal year or program list.
- 4 This button will close the **Filters** panel.

LEGEND

DESCRIPTIVE STATISTICS FOR AGGREGATED DATA

% and % of Total

All revenue line percentages are in comparison to the total revenues (line 4700). All expense line percentages are in comparison to the total expenses (line 5600). The other line percentages are calculated as follow:

6000	SURPLUS OR (DEFICIT)	
6040	Totals excluding amortization and other adjustments	% of Total
6050	Total Operating Revenues (A)	Compared to 4700
6055	Total Operating Expenses (B)	Compared to 4700
6060	Operating Surplus or (deficit) for the year (A-B)	Compared to 4700
6090	Totals including amortization and other adjustments	
6100	Total Revenues (C)	Compared to 4700
6105	Total Expenses (D)	Compared to 4700
6110	Surplus or deficit (including amortization) for the year before interfund transfers (C) - (D)	Compared to 4700
6125	Other adjustment items affecting surplus or (deficit), including Income Tax (for-profit organizations only)	Compared to 4700
6130	Surplus or (deficit) before transfers for the year	Compared to 4700
6135	Interfund transfers	Compared to 4700
6140	Surplus or (deficit) for the year (C)	Compared to 4700
6200	ACCUMULATED SURPLUS OR (DEFICIT)	
6205	Accumulated surplus or (deficit), beginning of year	Compared to 4700
6206	Prior year adjustment and/or direct transaction to the equity (owner's withdrawals, bequest)	Compared to 4700
6210	Surplus or (deficit) for the year (C)	Compared to 4700
6215	Accumulated surplus or (deficit), end of year	Compared to 4700
6250	STATEMENT OF FINANCIAL POSITION / BALANCE SHEET-(INFORMATION FROM FINANCIAL STATEMENTS - ACTUALS ONLY)	
6255	Assets	
6260	Current assets	Compared to 6275
6265	Capital / fixed assets	Compared to 6275
6270	Other assets (please add some details)	Compared to 6275
6275	<i>Total Assets</i>	Compared to 4700
6280	Liabilities and net assets	
6285	Liabilities	
6290	Current liabilities	Compared to 6300
6295	Other liabilities (please add some details)	Compared to 6300

6300	Total Liabilities	Compared to 4700
6305	Net Assets	
6310	Unrestricted net assets	Compared to 4700
6315	Invested in Capital / fixed assets	Compared to 4700
6320	Internally designated or restricted funds	Compared to 4700
6325	Cash reserves (Alberta organizations only)	Compared to 4700
6330	Externally designated or restricted funds	Compared to 4700
6335	Other net assets (please add some details)	Compared to 4700
6340	Total Net Assets	Compared to 4700
6345	Total Liabilities and Net Assets	Compared to 4700
6355	Working capital	Compared to 4700

Total

The total for each line number for all organizations in the pool (based on the filters applied).

For each of the descriptive statistics below, there are two versions:

- Statistics 1 based on the total number of Orgs in the pool – this is calculated using all values from the Orgs in the pool
- Statistics 2 based on the number of Orgs with amount/value excluding zero – this is calculated by excluding values of zero from the Orgs in the pool

Mean (Average)

The most common measure of central tendency (the location of the middle of a distribution), the mean is the arithmetic average of a set of numbers.

Median

The value of the middle item when the data are arranged from lowest to highest; another measure of central tendency. If there is an even number of observations, the median is the average of the two middle observations.

Standard Deviation

Standard deviation measures the spread or distribution around the mean of a data set. It is the most widely used measure of spread.

Percentile 25

Percentile 25 refers to the 25th percentile or lower quartile of a data set. It is the value at which 25% of line number amounts lie at or below that value (inclusive of range).

Percentile 75

Percentile 75 refers to the 75th percentile or upper quartile of a data set. It is the value at which 75% of line number amounts lie at or below that value (inclusive of range).

Min

Min, or minimum, is the smallest value in a data set.

Max

Max, or maximum, is the largest value for in a data set.

Range Max minus Min

Range is the spread of a data set. It is the difference between the max and min.

Colour Coding - Ratios

The ratios are colour coded in the **Financial Form** table in the Report – Comparison tab in the Ratio Report (Figure 24):

- A **green background** means that the ratio value was higher than the group mean and median.
- A **blue background** means that the ratio value was between the group mean and median.

- A **red background** means that the ratio value was less than the group mean or median.

Figure 31 - Colour Coding - Ratios

Financial Form					
Number of Organizations: 5					
	hacked-org	Nini Gik.	testorg2	testorg4	testorg7
Working Capital	0.00	1.00	0.00	0.00	2.74
Net Assets to Total Expenses		0.19	0.00		0.33
Net Assets to Total Revenue	0.00	0.18	0.00	0.00	0.32
Short-Term Liquidity	0	0	1	0	0
Debt to Assets		0.25			0.48
Debt to Net Assets		0.33			0.94
Long-Term Solvency		2			0
Earned Revenue to Net Assets		1.64			1.15
Private Revenue to Net Assets		0.91			0.39
Public Revenue to Net Assets		2.48			1.55
Surplus to Total Assets		1.44			0.04
Return on Net Assets		0			4
Operating Margin	1.00	0.35	0.40	1.00	0.02
Use of Resources - Art. Expenses/Total Revenues or	0.00	0.42	0.38	0.00	0.11

% Var

The % Var is used in the Financial Form and Statistical Form tables from Figure 21 in the Ratio Report. It is the percent change between the fiscal year value and the previous fiscal year's value. It is calculated by dividing the fiscal year value by the previous fiscal year value and subtracting one. It is then multiplied by 100 to convert it to a percentage.

Amount % Variance

The Amount % Variance is used in the Financial Form and Statistical Form tables and charts in the CADAC Projections Variance report. It is the percent change between the start date line amount and the end date line amount. It is calculated by dividing the end date line amount by the start date line amount and subtracting one. It is then multiplied by 100 to convert it to a percentage.

Number of Organization % Variance

The Number of Organization % Variance is used in the Financial Form and Statistical Form tables and charts in the CADAC Projections Variance report. It is the percent

change between the start date number of organizations and the end date number of organizations. It is calculated by dividing the end date number of organizations by the start date number of organizations and subtracting one. It is then multiplied by 100 to convert it to a percentage.