

COMMUNITY CIRCLE PLAYERS, INC. / RIVERWALK THEATRE

BUDGET

July 1, 2023 to June 30, 2024

Approved by the board (June 30, 2023)

FY 2023/2024

REVENUE

Box Office Receipts - Main Stage Regular Season				\$53,600
Rocky Horror	\$24/\$20/\$12	(10/19-21 & 10/26-28/2023)	\$26,000	
Christmas Belles	\$15/\$12/\$10	(12/7-10 & 12/14-17/2023)	\$6,300	
Amadeus	\$15/\$12/\$10	(3/14-17 & 3/21-24,2024)	\$5,000	
James & the Giant Peach??	\$24/\$20/\$12	(5/16-19 & 5/23-26/2024)	\$16,300	
			0	
			\$0	
Underwriting for Productions				\$1,000
Black Box (~\$4082 x 3 non-musicals @ \$15/\$12/\$10 & \$7399 x1 @ \$24/\$20/\$12 for musical)				\$19,546
(Admissions 9/14-17 & 21-24, 2023; Trail to Oregon 11/9-12 & 16-19/23; Exonerated 2/15-18 & 22-25/24; Moonglow 4/11-14 & 18-21/24)				\$0
Readings (possibly 3 somewhere in year @ \$33 ea)				\$99
Cabaret (for 23-24 seasons, budgeting for 2 per SB)				\$6,000
Special Events (Season Reveal, Quarterly Fundraisers - \$100ea)				\$100
				\$0
Season Ticket Sales (Current Yr) - For 23-24, \$115 early bird/\$130 reg price (vs \$120 & \$147 real price for all 8 shows)				\$13,000
Season Ticket Gift Certificate Sales				\$1,000
Season Ticket Sales (Upcoming Season) - rcvd before July 1				\$5,000
			\$0	
Credit Card Fees/Commissions				\$4,400

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Membership (Current yr)	\$68,000
Other Membership (for future year)	\$12,500
Other Donations	\$6,100
Online donations (thru ticketing system, Amazon Smile, Facebook, etc)	\$5,000
Donations in Memoriam	\$0
Other Donations (includes Donated Ticket Program, for Barneys, Lee Helder's 90th Bday, etc)	\$300
	\$800
Interest Income	\$30
Workshops	\$50
MSU Mock Trial (MSU pays us, then lets us cut the chks for each participant)	\$9,040
Emerging Playwright Program setup (**Restricted Account - funds can only be used for this program)	\$5,000
Concessions (at shows)	\$5,000
Misc Sales Income (online sales, Commisions, etc)	\$100
Cookbook Sales	\$0
Program Advertising	\$0
Facebook ads promotion	\$1,000
Rental Income - Building, Props	\$300
Costume Shop	

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Employee Salary Reimbursement from Costume Shop	\$14,054
Employee FICA & Medicare (9.6% of salary) - Reimbursed from CS	\$1,781
Christmas bonuses	\$650
Costume Rental + Fees (damages & cleaning)	\$15,715
Other (donations)	\$4,656
Grants	\$35,000
MACC Operations (formerly MCACA)	\$16,500
Arts Council GRIT Grant (for COVID Recovery - into operations)	\$2,500
AARPA Grant for BB HVAC	
Other - FEMA Security Grant (First Impressions, CRCF)	\$12,500
	\$3,500
Corporation Contributions/Partnerships/Sponsorships	
Other (Misc - (23-24 Capital Campaign/Fundraising Efforts for \$60k for moving Costume Shop)	
Other Income	
TOTAL REVENUE	\$282,721

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EXPENSES

Salaries

Resident Agent/Manager - salary	\$52,804
Maintenance (23-24: Updating hours from ~12.5 hrs/wk to only 8hrs/wk he's been averaging) x 52 weeks, including CS cleaning) - Adam Carlson	\$5,096
Costume Shop Manager (23-24: 2% wage rate increase - \$13.25/hr, from \$13/hr; also raising hrs to 450 ttl hrs/yr, from 400) - Cate Koskinen	\$5,963
Costume Shop Ofc Mngr (23-24: 2% wage rate increase - \$12.25/hr, from \$12/hr; also raising hrs to 420 ttl hrs/yr, from 350 hrs/yr)- Kathy Wotring	\$5,145
Costume Shop Asst. Costumer (23-24: 2% wage rate increase - \$11.25/hr, from \$11/hr; also raising hrs to 250 hrs/yr from 40 hrs/yr) - Katie Doyle	\$2,813
Costume Shop Discretionary Payroll (23-24: Raising to \$12.25/hr from \$11.50/hr, and to 64 hours from 30 hrs)	\$784

Payroll Taxes are ~14% of payroll (FICA & Medicare = ~8% of Salaries) \$9,874
\$0

Employee Benefits (Manager's Health, Vision and Life insurance) \$1,485
 (Christmas Bonuses) \$1,490

Employee Mileage (\$.56/mile up to \$100/yr) \$100

Bank Charges \$50

Credit Card Fees/Commissions \$3,525

Telephone (Last of AT&T before switching to Comcast Digital)

Phone & Internet combined \$1,810

Utilities - Electric, Water, Sewer & Gas (avg of \$2100/mnth in 22-23, up from \$1668/mnth 2 previous yrs) \$25,200

Trash Removal \$552

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Rental - Equipment (copier lease...)	\$2,500
MSU Mock Trial Participant Payments	\$9,040
Emerging Playwright Program (**Restricted Account - funds can only be used for this program)	\$6,000
Grant-Related Projects (includes bequeathed \$ projects, too)	
AARPA Grant for Black Box HVAC (\$10k + \$10k + \$4300 expected to come in 22-23, but spent in 23-24)	\$24,300
FEMA Security Improvements (Per Tom F, expecting the FEMA grant monies for security upgrades to come and be spent in 23-24)	\$12,500
Security System upgrade (Keycards)	??
Cameras & Lighting	??
Advertising/Marketing	\$2,000
Insurance (building, worker's comp, bonds; liquor licenses are in separate line)	\$8,400
Professional Fees & Compensation - Audit & Tax prep	\$10,000
Dues, Fees & Royalties	\$23,160.00
Amazon Prime	\$120
Adobe Software	\$0
Arts Council Center	\$150
ASCAP dues (allows us to use licensed music covered by them)	\$261
BMI dues (allows us to use licensed music covered by them)	\$270
Chamber of Commerce Dues	\$475
PSD: Downtown Lansing, Inc. (Condo Assoc)	\$150
Convention & Visitor's Bureau	\$150
Fire, burgler alarm, sprinkler services & maintenance	\$2,500
Liquor Special Use permit (most recently were \$50 ea - budgeting for 3)	\$100

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		FY 2023/2024
Mail Permit and PO Box (22-23 - no longer paying for bulk mail permit - trying to do as much via email as possible)		\$212
		\$0
SOM Non-profit fee (Incorporation fee)		\$10
Sam's Membership		\$102
Website (Domain fees to Namecheap.com & Website software fee & Zoom Fees)		\$130
Quickbooks & Microsoft Software (Intuit payroll software fees & Microsoft 360)		\$740
Electronic Marquee Annual Fees (Watchfire Signs)		\$520
Admissions	(9/14-17 & 9/21- 24/23)	\$840
Rocky Horror	(10/19-21 & 10/26-28, 2023)	\$5,500
The Trail to Oregon	(11/9-12 & 11/16-19/23)	\$1,500
Christmas Belles	(12/7-10 & 12/14-17/23)	\$1,300
The Exonerated	(2/15-18 & 2/22-25/24)	\$1,300
Amadeus	(3/14-17 & 3/21-24/24)	\$1,000
Moonglow	(4/11-14 & 4/18-21/24)	\$840
James & the Giant Peach	(5/16-19 & 5/23-26/24)	\$4,940
		\$0
		\$0
Other Dues & Fees (Grant app fees, AACTFest, etc) Convention and Visitor Bureau??		\$50
Children's Workshop Fees		\$0
Scripts		\$845
		\$0
Admissions	(9/14-17 & 9/21- 24/23)	\$100
Rocky Horror	(10/19-21 & 10/26-28, 2023)	\$90
The Trail to Oregon	(11/9-12 & 11/16-19/23)	\$0
Christmas Belles	(12/7-10 & 12/14-17/23)	\$140
The Exonerated	(2/15-18 & 2/22-25/24)	\$100

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		FY 2023/2024
Amadeus	(3/14-17 & 3/21-24/24)	\$175
Moonglow	(4/11-14 & 4/18-21/24)	\$140
James & the Giant Peach	(5/16-19 & 5/23-26/24)	\$0
		\$0
		\$0
Subscr, Ref Mtls, Scripts- Other (Perusals)		\$100
Costume Shop		\$6,000
grant-related \$\$		\$0
Utilities (Internet, cell phone)		\$536
Credit Card fees		\$200
Other Charges (Costume purchase, repair, cleaning fees, supplies & Equipment)		\$700
(building rental)		\$7,800
Postage, Express Mail, Mailing Services		\$1,000
Maintenance Services - Building		\$9,870
Maintenance Services - Building OTHER		\$1,500
Maintenance Services - Equipment		\$2,000
Contracted Services - snow plowing, landscaping, parking lot, print layout, photography , pest control, plumbing, etc.		\$6,000
Concessions		\$2,000
Other Printing (All but Programs: brochures, fliers, Ripples, Membership mailing, tax forms, checks, etc)		\$1,200
Program Design & Printing		\$800

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		FY 2023/2024
Food Supplies		\$300
Office Supplies - Including Ticket Stock		\$1,000
Maintenance & Cleaning Supplies		\$2,000
Other Supplies & Materials - (Landscape, Awards, Lighting, Batteries, Mics , Locks, Software, etc)		\$6,000
Production Costs		\$17,400
Admissions	(9/14-17 & 9/21- 24/23)	\$300
Rocky Horror	(10/19-21 & 10/26-28, 2023)	\$5,500
The Trail to Oregon	(11/9-12 & 11/16-19/23)	\$2,500
Christmas Belles	(12/7-10 & 12/14-17/23)	\$800
The Exonerated	(2/15-18 & 2/22-25/24)	\$300
Amadeus	(3/14-17 & 3/21-24/24)	\$800
Moonglow	(4/11-14 & 4/18-21/24)	\$300
James & the Giant Peach	(5/16-19 & 5/23-26/24)	\$5,500
		\$0
		\$0
		\$0
Black Box (\$300 x 3 shows + \$2500 for musical) - included above		
(Admissions 9/14-17 & 21-24, 2023; Trail to Oregon 11/9-12 & 16-19/23; Exonerated 2/15-18 & 22-25/24; Moonglow 4/11-14 & 18-21/24)		
		\$0
		\$0
Cabarets (planning 2 for 23-24 season) - planning for \$500 cost for each for sound/music		\$1,000
Barney production expenses		\$400
Other		\$0

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Project Expenditure Line for moving the Costume Shop - by Oct 2024 (will be offset by Fundraising TBD)	\$60,000
TOTAL EXPENSES	\$341,741
BALANCE	-\$59,019.87