

### ORGANIZATION INFORMATION

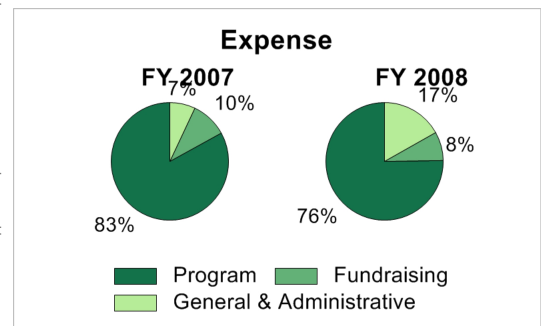
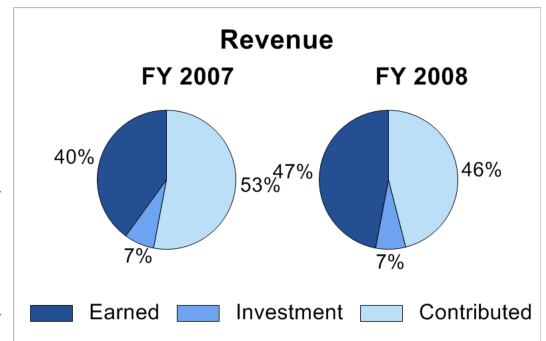
Organization Name	<u>Example Theatre</u>	Year Organization Founded	<u>1988</u>
Address	<u>2005 Market Street, Philadelphia, PA 19103-1113</u>	Number of Board Members	<u>35</u>
County	<u>Philadelphia</u>	Fiscal Year End Date	<u>06/30</u>
Federal ID #	<u>23-1234567</u>	DUNS Number	<u>123456789</u>

This applicant is audited by an independent accounting firm.

+ Indicates additional details on page 4.  
 -0% signifies a value of less than +/- 0.5%.

### ORGANIZATION SUMMARY

Financial Activity	FY 2007	FY 2008	% chg
<b>Unrestricted Activity</b>			
<b>Revenue</b>			
<b>Earned</b>			
Program	\$1,336,332	\$1,876,245	40%
Non-program	33,204	34,740	5%
<b>Total Earned</b>	<b>1,369,536</b>	<b>1,910,985</b>	<b>40%</b>
Investment	254,390	275,400	8%
Contributed	1,826,744	1,853,740	1%
<b>Total Unrestricted Revenue</b>	<b>\$3,450,670</b>	<b>\$4,040,125</b>	<b>17%</b>
<b>Expenses</b>			
Program	\$2,950,450	\$2,892,953	-2%
Fundraising	356,240	300,210	-16%
General & administrative	260,761	636,667	144%
<b>Total Expenses</b>	<b>\$3,567,451</b>	<b>\$3,829,830</b>	<b>7%</b>
<b>Net Unrestricted Activity</b>	<b>(\$116,781)</b>	<b>\$210,295</b>	
<b>Net Temporarily Restricted Activity</b>	<b>\$425,000</b>	<b>\$304,500</b>	
<b>Net Permanently Restricted Activity</b>	<b>\$0</b>	<b>\$250,000</b>	
<b>Net Total Activity</b>	<b>\$308,219</b>	<b>\$764,795</b>	



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# Example Funder Report 8

## Example Grant Program


 Organization Name Example Theatre

### INCOME

EARNED	FY 2007	FY 2008	% change
1 Admissions	\$0	\$0	n/a
2 Ticket Sales	\$845,560	\$1,502,560	78%
3 Tuitions	\$28,562	\$24,560	-14%
4 Workshop & Lecture Fees	\$0	\$5,465	n/a
5 Touring Fees	\$0	\$0	n/a
6 Special Events - Other	\$0	\$0	n/a
7 Gift Shop/Merchandise Sales	\$0	\$0	n/a
7a Gallery Sales	\$0	\$0	n/a
8 Food Sales/Concession Revenue	\$1,864	\$5,240	181%
8a Parking Concessions	\$0	\$0	n/a
9 Membership Dues/Fees	\$0	\$0	n/a
10 Subscriptions	\$435,890	\$325,100	-25%
11 Contracted Services/Performance Fees	\$0	\$0	n/a
12 Rental Income - Program Use	\$26,320	\$18,560	-29%
13 Rental Income - Non-Program Use	\$0	\$1,500	n/a
14 Advertising Revenue	\$31,340	\$28,000	-11%
15 Sponsorship Revenue	\$0	\$0	n/a
16 Investments-Realized Gains/Losses	\$0	\$0	n/a
17 Investments-Unrealized Gains/Losses	\$0	\$0	n/a
18 Interest & Dividends	\$254,390	\$275,400	8%
19 Other Earned Revenue	\$0	\$0	n/a
20 Total Earned Revenue	\$1,623,926	\$2,186,385	35%
<b>SUPPORT</b>	<b>FY 2007</b>	<b>FY 2008</b>	<b>% change</b>
21 Trustee/Board Contributions	\$218,750	\$250,000	14%
22 Individual Contributions	\$205,451	\$195,040	-5%
23 Corporate Contributions	\$290,000	\$250,650	-14%
24 Foundation Contributions	\$1,043,940	\$1,439,500	38%
25 Government - City	\$12,330	\$0	n/a
26 Government - County	\$0	\$0	n/a
27 Government - State	\$36,250	\$0	n/a
28 Government - Federal	\$0	\$0	n/a
29 Special Events - Fundraising	\$96,823	\$85,400	-12%
30 Other Public Support	\$325,000	\$175,000	-46%
30a Parent Organization Support	\$0	\$0	n/a
31 In-kind Contributions	\$23,200	\$12,650	-45%
32 Net Assets Released from Restrictions	\$0	\$0	n/a
33 Total Support	\$2,251,744	\$2,408,240	7%
<b>TOTAL INCOME</b>	<b>FY 2007</b>	<b>FY 2008</b>	<b>% change</b>
34 Total Income	\$3,875,670	\$4,594,625	19%
Total Unrestricted Income	\$3,450,670	\$4,040,125	17%
Total Unrestricted Income Less In-kind	\$3,427,470	\$4,027,475	18%

**EXPENSE**

EXPENSE	FY 2007	FY 2008	% change
1 Total Salaries & Fringe	\$1,878,160	\$1,758,133	-6%
2 Accounting	\$11,750	\$11,750	0%
3 Advertising and Marketing	\$293,030	\$325,005	11%
4 Artist Commission Fees	\$0	\$0	n/a
5 Artists & Performers - Non-Salaried	\$375,000	\$475,350	27%
6 Audit	\$0	\$0	n/a
7 Bank Fees	\$15,350	\$12,542	-18%
8 Repairs & Maintenance	\$155,900	\$64,888	-58%
9 Catering & Hospitality	\$0	\$0	n/a
10 Collections Conservation	\$0	\$0	n/a
11 Collections Management	\$0	\$0	n/a
12 Conferences & Meetings	\$7,535	\$23,500	212%
13 Cost of Sales	\$25,350	\$28,000	10%
14 Depreciation	\$175,345	\$193,352	10%
15 Dues & Subscriptions	\$12,500	\$12,525	~0%
16 Equipment Rental	\$0	\$20,625	n/a
17 Facilities - Other	\$0	\$0	n/a
18 Fundraising Expenses - Other +	\$0	\$1,462	n/a
19 Fundraising Professionals	\$0	\$0	n/a
20 Grantmaking Expense	\$0	\$165,000	n/a
21 Honoraria	\$0	\$3,500	n/a
22 In-kind Contributions	\$0	\$0	n/a
23 Insurance	\$46,500	\$49,322	6%
24 Interest Expense	\$0	\$0	n/a
25 Internet & Website	\$1,500	\$21,500	1333%
26 Investment Fees	\$0	\$0	n/a
27 Legal Fees	\$0	\$0	n/a
28 Lodging & Meals	\$3,615	\$7,250	101%
29 Major Repairs	\$0	\$0	n/a
30 Office Expense - Other +	\$109,820	\$25,300	-77%
31 Other	\$0	\$0	n/a
32 Postage & Shipping	\$48,950	\$66,430	36%
33 Printing	\$3,600	\$29,500	719%
34 Production & Exhibition Costs	\$296,456	\$351,052	18%
34a Programs - Other	\$0	\$0	n/a
35 Professional Development	\$2,850	\$14,900	423%
36 Professional Fees: Other +	\$0	\$3,250	n/a
37 Public Relations	\$0	\$24,844	n/a
38 Rent	\$11,250	\$29,500	162%
39 Sales Commission Fees	\$0	\$0	n/a
40 Supplies	\$0	\$0	n/a
41 Telephone	\$9,200	\$10,695	16%
42 Touring	\$0	\$0	n/a
43 Travel	\$16,525	\$9,750	-41%
44 Utilities	\$67,265	\$90,905	35%
<b>TOTAL EXPENSE</b>	<b>FY 2007</b>	<b>FY 2008</b>	<b>% change</b>
45 Total Expenses	\$3,567,451	\$3,829,830	7%
Total Expenses Less In-kind	\$3,567,451	\$3,829,830	7%
46 Change in Total Net Assets	\$308,219	\$764,795	148%

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# Example Funder Report 8

## Example Grant Program



Organization Name Example Theatre

### DESCRIPTIONS

Below are the descriptions provided for questions that required additional information.

#### EXPENSES

- 18a Fundraising Expenses - Other, Briefly Describe explain
- 30a Office Expense - Other, Briefly Describe please explain
- 36a Professional Fees - Other, Briefly Describe explain

Organization Name Example Theatre

### BALANCE SHEET TRENDS

The Balance Sheet, also known as a Statement of Financial Position, shows the accumulated financial results of all the years that an organization has been in operation, and consists of what the organization owns - its assets; what the organization owes - its liabilities; and the difference between its assets and liabilities – its net assets or net worth.

Assets	FY 2007	FY 2008	% change
<b>Current assets</b>			
Cash	\$1,480,903	\$1,780,903	20%
Receivables	957,065	932,795	-3%
Prepaid expenses & other	175,444	172,950	-1%
<b>Total current assets</b>	<b>2,613,412</b>	<b>2,886,648</b>	<b>10%</b>
Investments	0	250,000	n/a
Fixed assets (net)	4,528,383	4,264,258	-6%
Non-current assets	0	0	n/a
<b>Total Assets</b>	<b>\$7,141,795</b>	<b>\$7,400,906</b>	<b>4%</b>

Liabilities & Net Assets	FY 2007	FY 2008	% change
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts payable & other	\$265,395	\$134,560	-49%
Loans & other debt	258,588	297,200	15%
Deferred revenue	754,320	596,321	-21%
<b>Total current liabilities</b>	<b>1,278,303</b>	<b>1,028,081</b>	<b>-20%</b>
Non-current liabilities	1,446,177	1,190,715	-18%
<b>Total Liabilities</b>	<b>\$2,724,480</b>	<b>\$2,218,796</b>	<b>-19%</b>

<b>Net Assets</b>			
Unrestricted	\$3,540,920	\$4,786,785	35%
Temporarily restricted	641,330	145,325	-77%
Permanently restricted	235,065	250,000	6%
<b>Total Net Assets</b>	<b>\$4,417,315</b>	<b>\$5,182,110</b>	<b>17%</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>\$7,141,795</b>	<b>\$7,400,906</b>	<b>4%</b>

Organization Name Example Theatre

## BALANCE SHEET TRENDS: FINANCIAL POSITION

The key measures of financial position below can help understand the capital structure of an organization.

Financial Position	FY 2007	FY 2008
Net assets as a % of total expenses	124%	135%
Total working capital	\$458,714	\$1,713,242
Fixed assets (net)	\$4,528,383	\$4,264,258
Total endowment	\$0	\$250,000
Total debt	\$1,704,765	\$1,487,915

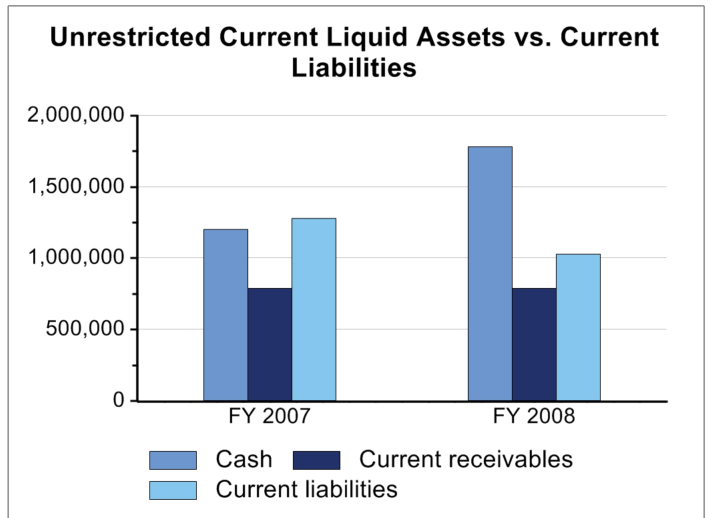
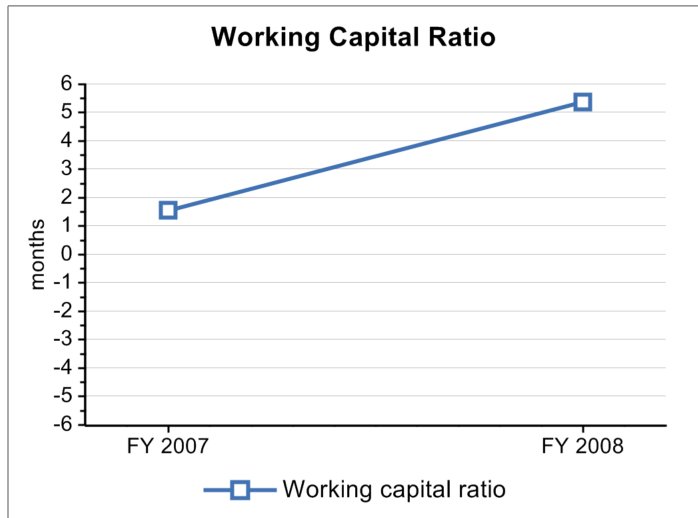
Net assets as a % of total expenses measures the net worth of an organization in relationship to its operating size. It is calculated as total net assets divided by total expenses. If the trend is level or increasing, then total net assets are keeping pace with growth in operating expenses.

Total working capital consists of the unrestricted resources available for operations and is calculated as unrestricted current assets minus unrestricted current liabilities. Adequate working capital provides financial strength and flexibility to your organization, the ability to meet obligations as they come due, and the ability to take more risks, knowing there is a cushion to fall back on.

Fixed assets (net) include all land, buildings, equipment, and other fixed assets owned by the organization. It is calculated net of accumulated depreciation to reflect the reduction in the value of an asset as it ages and is used.

Total endowment includes monies usually invested long-term. Endowment may be unrestricted, temporarily restricted, or permanently restricted. Income from endowment is generally available for operations or to support specific purposes.

Total debt consists of all short and long-term contractual obligations of the organization, including notes, bonds, and capital leases payable.



The Working Capital Ratio relates working capital to the size of the operation, showing how many months of operating revenue are available to meet current needs. The graph at the right looks at the most liquid of the organization's unrestricted current assets in comparison to its current liabilities.

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# Example Funder Report 8 Example Grant Program



Organization Name Example Theatre

## NON FINANCIAL INFORMATION (Section 11)

STAFF & NON-STAFF STATISTICS (Number of People)	FY 2007	FY 2008	% change
1 Full-time Permanent Employees	24.00	24.00	0%
2 Part-time/Seasonal Employees	264.00	264.00	0%
3 Part-time/Seasonal Empl. - FTEs	37.50	37.50	0%
4 Full-time Volunteers	0.00	0.00	n/a
5 Part-time Volunteers	306.00	306.00	0%
6 Part-time Volunteers - FTEs	5.50	5.50	0%
7 Independent Contractors	43.00	43.00	0%
8 Independent Contractors - FTEs	7.00	7.00	0%
9 Interns/Apprentices	18.00	18.00	0%
10 Interns/Apprentices - FTEs	7.25	7.25	0%

NUMBER OF CONTRIBUTORS	FY 2007	FY 2008	% change
1 Individuals	1,130	1,325	17%
2 Board	35	35	0%
3 Corporate	23	19	-17%
4 Foundation	24	26	8%
5 Government (Federal, State & Local)	3	0	n/a

ATTENDANCE (Number of People)	FY 2007	FY 2008	% change
1 Total Paid Attendance	82,340	89,453	9%
2 Total Free Attendance	9,000	8,450	-6%
3 Total Attendance	91,340	97,903	7%
4 School Children	11,000	11,000	0%
5a Groups of School Children (# of Groups)	150	145	-3%
5b Other Groups	145	135	-7%
6 Attendance - Classes/Workshops	475	395	-17%

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# Example Funder Report 8 Example Grant Program



Organization Name Example Theatre

## NON FINANCIAL INFORMATION (Continued)

SUBSCRIBERS & MEMBERS	FY 2007	FY 2008	% change
1 Subscribers	6,020	5,998	~0%
2 Members	0	0	n/a
3 How many people are both members and subscribers?	0	0	n/a

PRICING (In Dollars)	FY 2007	FY 2008	% change
1 Average Adult Admission Price	\$35.00	\$35.00	0%
2 Average Child Admission Price	\$15.00	\$15.00	0%
3 Average Senior Citizen Admission Price	\$33.00	\$33.00	0%
4 Average Student Admission Price	\$15.00	\$15.00	0%
5 Highest Single Ticket Price	\$45.00	\$45.00	0%
6 Lowest Single Ticket Price	\$27.00	\$27.00	0%
7 Median Ticket Price	\$35.00	\$35.00	0%
8 Average Adult Tuition	\$25.00	\$25.00	0%
9 Average Child Tuition	\$175.00	\$175.00	0%

PROGRAM ACTIVITY (Number of Events)	FY 2007	FY 2008	% change
1 Productions	7	7	0%
2 Public Performances - At Home	425	398	-6%
3 Public Performances - Away (on tour)	0	0	n/a
4 Permanent Exhibitions	0	0	n/a
5 Temporary Exhibitions	0	0	n/a
6 Educational Classes/Workshops - for the public	42	38	-10%
7 Educational Classes/Workshops - for prof. artists and curators	0	0	n/a
8 Tours	0	0	n/a
9 Films	0	0	n/a
10 Lectures	92	88	-4%
11 Openings	7	5	-29%
12 World Premieres	0	0	n/a
13 National Premieres	0	0	n/a
14 Local Premieres	1	0	n/a
15 Works Commissioned	0	0	n/a
16 Workshops or readings of new works	2	0	n/a
17 Programs - Other	0	0	n/a
18 Off-site School Programs	8	5	-38%
19 Facility Rentals - By your org. for your program use	0	0	n/a
20 Facility Rentals - By your org. for your non-program use	0	0	n/a
21 Facility Rentals - Of your org. for other's program use	3	2	-33%
22 Facility Rentals - Of your org. for other's non-program use	0	0	n/a
23 Average hours per week open to the public	90	90	0%