

THEATRE COMPANY SAMPLE OPERATING BUDGET

	General Op	Education	<i>The Violet Hour</i>	<i>The Tempest</i>	<i>Proof</i>	<i>Jekyll & Hyde</i>	TOTAL
<u>INCOME- CONTRIBUTED</u>							
City of Billings	35,000.00	5,000.00			10,000.00		50,000.00
Montana Arts Council	19,500.00	10,000.00					29,500.00
Corporate Contributions	35,000.00		10,000.00			10,000.00	55,000.00
Foundation Grants	20,000.00	5,000.00					25,000.00
Major Individual Gifts	48,000.00	5,000.00			4,750.00		57,750.00
Board Contributions	50,000.00						50,000.00
Individual Gifts	20,000.00	5,000.00				15,000.00	40,000.00
Special Events	40,000.00		5,000.00		2,500.00		47,500.00
Misc.							
Total contributed income	267,500.00	30,000.00	15,000.00		17,250.00	25,000.00	354,750.00
<u>INCOME - EARNED</u>							
Box Office revenue			69,950.00	94,700.00	79,900.00	149,950.00	394,500.00
Performance Fees			12,000.00		6,000.00		18,000.00
Teaching Tuition & Fees		16,250.00					16,250.00
Merchandise Sales		800.00	2,500.00	2,500.00	2,500.00	2,500.00	10,800.00
Selling ads in the program			2,250.00	2,250.00	2,750.00	5,500.00	12,750.00
Misc.							
Total earned income		17,050.00	86,700.00	99,450.00	91,150.00	157,950.00	452,300.00
TOTAL INCOME	267,500.00	47,050.00	101,700.00	99,450.00	108,400.00	182,950.00	807,050.00
<u>EXPENSES-PERSONNEL</u>							
<u>EXPENSES-ARTISTIC STAFF</u>							
Artistic Director	60,000.00						60,000.00
Benefits	6,000.00						6,000.00
Health Insurance	4,500.00						4,500.00
Actors			9,975.00	13,800.00	14,250.00	20,250.00	58,275.00
Composers				5,000.00			5,000.00
Playwrights		1,000.00					1,000.00
Scenic Designer		1,000.00	3,500.00	3,500.00	3,500.00	3,500.00	15,000.00
Costume Designers			3,500.00	3,500.00	3,500.00	3,500.00	14,000.00
Lighting Designers		1,500.00	2,800.00	2,800.00	2,800.00	3,000.00	12,900.00
Sound Designer			1,000.00	1,000.00	1,000.00	2,000.00	5,000.00
Orchestra						9,500.00	9,500.00
Musical Accompanists						2,000.00	2,000.00
Payroll Taxes			763.09	1,055.70	1,090.13	2,275.88	5,184.79
Workers Comp. Insurance			817.95	1,131.60	1,168.50	2,439.50	5,557.55
Actors Benefits			2,052.00	3,078.00	6,156.00	6,925.50	18,211.50
Total Artistic Staff	70,500.00	3,500.00	24,408.04	34,865.30	33,464.63	55,390.88	222,128.84
<u>EXPENSES-ADMIN STAFF</u>							
Managing Director	45,000.00						45,000.00
Benefits	6,000.00						6,000.00
Secretary	25,000.00						25,000.00
Payroll Taxes	5,355.00						5,355.00
Workers Comp. Insurance	1,274.00						1,274.00
Total Admin. staff	82,629.00						82,629.00

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EXPENSES-EDUC. STAFF							
Education Director	10,000.00	10,000.00					20,000.00
Guest Teachers		5,000.00					5,000.00
Payroll Taxes	765.00	1,147.50					1,912.50
Workers Comp. Insurance	182.00	273.00					455.00
Total Education staff	10,947.00	16,420.50					27,367.50
EXPENSES-PROD. STAFF							
Construction Crew			7,500.00	7,500.00	7,500.00	15,000.00	37,500.00
Stage Crew			7,350.00	9,945.00	8,850.00	11,560.00	37,705.00
Stage Manager			3,500.00	4,900.00	5,600.00	6,300.00	20,300.00
Assistant Stage Manager			3,100.00	4,350.00	5,250.00	6,000.00	18,700.00
SM benefits			895.00	1,235.50	2,775.00	3,104.00	8,009.50
Workers Comp. Insurance							
Total Production Staff			22,345.00	27,930.50	29,975.00	41,964.00	122,214.50
TOTAL PERSONNEL	164,076.00	19,920.50	46,753.04	62,795.80	63,439.63	97,354.88	454,339.84
EXPENSES-FACILITY/RENT							
Office Space	6,200.00	750.00	1,100.00	1,100.00	1,100.00		10,250.00
Office Equipment	3,275.00						3,275.00
Telephone	4,500.00						4,500.00
Rehearsal space rental		2,000.00	2,000.00				4,000.00
Theatre rental			5,000.00	5,000.00	5,000.00	5,000.00	20,000.00
Total Facility	13,975.00	2,750.00	8,100.00	6,100.00	6,100.00	5,000.00	42,025.00
EXPENSES-ADMIN.							
Accountant/Auditor	2,500.00						2,500.00
Bank Fees	1,200.00						1,200.00
Business Meetings	1,000.00						1,000.00
Computer Maintenance	500.00						500.00
Professional Development	500.00						500.00
Dues & Subscriptions	2,500.00						2,500.00
Liability Insurance	2,500.00						2,500.00
Office Supplies	2,000.00						2,000.00
Payroll Service	1,000.00	300.00	375.00	375.00	375.00	375.00	2,800.00
Postage	2,000.00	400.00					2,400.00
Printing	500.00	250.00					750.00
Total Admin.	16,200.00	950.00	375.00	375.00	375.00	375.00	18,650.00
EXPENSES-PROD							
Scenic Construction			7,500.00	6,000.00	6,000.00	10,000.00	29,500.00
Costume Construction			6,500.00	9,000.00	4,000.00	9,200.00	28,700.00
Lighting Expense		850.00	1,000.00	1,000.00	1,000.00	1,000.00	4,850.00
Sound Expense	250.00	100.00		250.00	200.00	500.00	1,300.00
Royalties			3,000.00	3,000.00	3,000.00	12,000.00	21,000.00
Misc Production Expenses		500.00	500.00	500.00	500.00	2,000.00	4,000.00
Total Production	250.00	1,450.00	18,500.00	19,750.00	14,700.00	34,700.00	89,350.00

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<u>EXPENSES-MARKETING</u>							
Marketing Director	39,000.00						39,000.00
Box Office expenses		250.00	900.00	900.00	900.00	900.00	3,850.00
Posters and Flyers		450.00	1,000.00	2,000.00	2,000.00	2,000.00	7,450.00
Concessions		500.00	500.00	500.00	500.00	500.00	2,500.00
Graphic Design			750.00	750.00	750.00	750.00	3,000.00
Marketing Postage		500.00	1,500.00	1,500.00	1,500.00	1,500.00	6,500.00
Newspaper/TV/Radio Ads				2,500.00		4,000.00	6,500.00
Photography		100.00	500.00	500.00	500.00	500.00	2,100.00
Programs			900.00	900.00	900.00	1,500.00	4,200.00
Total Marketing	39,000.00	1,800.00	6,050.00	9,550.00	7,050.00	11,650.00	75,100.00
<u>EXPENSES-DEVELOPMENT</u>							
Development Director	39,000.00						39,000.00
Misc Fundraising expenses	1,500.00						1,500.00
Fundraising materials and letters	1,500.00	250.00					1,750.00
Special Events Expenses	10,000.00						10,000.00
Total Development	52,000.00	250.00					52,250.00
TOTAL EXPENSES	285,501.00	27,120.50	79,778.04	98,570.80	91,664.63	149,079.88	731,714.84
10% CONTINGENCY	28,550.10	2,712.05	7,977.80	9,857.08	9,166.46	14,907.99	73,171.48
GRAND TOTAL EXPENSES	314,051.10	29,832.55	87,755.84	108,427.88	100,831.09	163,987.86	804,886.32
TOTAL INCOME	267,500.00	47,050.00	101,700.00	99,450.00	108,400.00	182,950.00	807,050.00
BALANCE	-46,551.10	17,217.45	13,944.16	-8,977.88	7,568.91	18,962.14	2,163.68