

ACTRA NATIONAL
FINANCIAL STATEMENTS
YEAR ENDED FEBRUARY 28, 2018

Independent Auditor's Report	Page 1
Balance Sheet	2
Statement of Operations	3
Statement of Changes In Net Assets	4
Statement of Cash Flows	5
Notes to the Financial Statements	6 to 12
Schedule of Operating Expenses	13 to 17

INDEPENDENT AUDITOR'S REPORT

To the Members of
ACTRA National

We have audited the accompanying financial statements of ACTRA National, which comprise the balance sheet as at February 28, 2018 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of ACTRA National as at February 28, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



Toronto, Ontario
June 2, 2018

Chartered Professional Accountants
Licensed Public Accountants

ACTRA NATIONAL

BALANCE SHEET

AS AT FEBRUARY 28, 2018

	2018	2017
ASSETS		
Current assets		
✓ Cash (note 5)	\$ 3,483,506	\$ 3,946,456
Marketable security (note 2)	1,970,831	1,974,487
Accounts receivable	285,202	156,981
Prepaid expenses and deposits	108,011	84,786
Due from ACTRA Toronto Performers Branch (note 5)	129,871	59,851
Due from ACTRA Performers' Rights Society (note 5)	128,701	113,335
	6,106,122	6,335,896
Investment in Credit Union (note 5)	91,579	351,579
Capital assets (note 3)	494,282	162,086
	585,861	513,665
	6,691,983	6,849,561
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities (note 4)	1,522,016	1,380,267
Accrued vacation pay	82,515	83,508
Due to Branches (note 5)	3,388,633	3,232,915
Due to U.B.C.P. (note 5)	30,460	72,339
	5,023,624	4,769,029
NET ASSETS		
Extraordinary contingency fund (note 1)	2,383	2,383
Surplus transferred to Branches	(157,682)	(284,383)
Unappropriated net assets	1,329,376	2,200,446
Invested in capital assets	494,282	162,086
	1,668,359	2,080,532
	\$ 6,691,983	\$ 6,849,561

The accompanying notes are an integral part of these financial statements

Approved on behalf of the Board:


President


Treasurer

ACTRA NATIONAL

STATEMENT OF OPERATIONS

YEAR ENDED FEBRUARY 28, 2018

	2018	2017
Income		
Per capita - full members	\$ 3,818,643	\$3,791,807
Per capita - apprentice members	403,050	380,250
Equalization income	1,588,574	1,536,703
Investment income	144,031	142,233
Unrealized (loss) gain on marketable security	(152,172)	119,681
Unrealized loss on investment in Credit Union (note 5)	(260,000)	-
	5,542,126	5,970,674
Expenses		
National council and executive (Schedule A)	198,178	204,433
National committees (Schedule B)	15,966	16,295
National executive director's office (Schedule C)	419,057	407,288
National Organizing Campaign (Schedule D)	161,463	174,822
Collective agreements (Schedule E)	247,181	89,935
Policy and communications (Schedule F)	850,576	913,945
Research (Schedule G)	358,114	213,380
Industry relations (Schedule H)	9,459	5,634
External relations (Schedule I)	333,917	288,939
Finance, human resources and administration (Schedule J)	1,286,911	1,205,370
Information services (Schedule K)	1,289,838	1,386,593
Occupancy (Schedule L)	447,322	462,947
HST/GST expense	99,971	83,492
Apprentice member credit	41,616	59,537
Donations	20,503	20,982
	5,780,072	5,533,592
(Deficiency) excess of income over expenses before transfer payments	(237,946)	437,082
Transfer payments to branches (note 5)	(16,545)	(33,018)
(Deficiency) excess of income over expenses for the year	\$ (254,491)	\$ 404,064

The accompanying notes are an integral part of these financial statements

ACTRA NATIONAL

STATEMENT OF CHANGES IN NET ASSETS

YEAR ENDED FEBRUARY 28, 2018

2018	Invested in Capital Assets	Unappropriated Net Assets	Net Assets Transferred to Branches	Extraordinary Contingency Fund	Total
Net assets - at beginning of year	\$ 162,086	\$ 2,200,446	\$ (284,383)	\$ 2,383	\$ 2,080,532
Deficiency of income over expenses for the year	-	(254,491)	-	-	(254,491)
Prior year transfer of surplus to branches	-	(284,383)	284,383	-	-
Transfer of surplus to branches (<i>note 5</i>)	-	-	(157,682)	-	(157,682)
Purchase of capital assets	452,419	(452,419)	-	-	-
Depreciation	(120,223)	120,223	-	-	-
Net assets - at end of year	\$ 494,282	\$ 1,329,376	\$ (157,682)	\$ 2,383	\$ 1,668,359

2017	Invested in Capital Assets	Unappropriated Net Assets	Net Assets Transferred to Branches	Extraordinary Contingency Fund	Total
Net assets - at beginning of year	\$ 172,859	\$ 1,917,714	\$ (132,105)	\$ 2,383	\$ 1,960,851
Excess of income over expenses for the year	-	404,064	-	-	404,064
Prior year transfer of surplus to branches	-	(132,105)	132,105	-	-
Transfer of surplus to branches (<i>note 5</i>)	-	-	(284,383)	-	(284,383)
Purchase of capital assets	71,286	(71,286)	-	-	-
Depreciation	(82,059)	82,059	-	-	-
Net assets - at end of year	\$ 162,086	\$ 2,200,446	\$ (284,383)	\$ 2,383	\$ 2,080,532

The accompanying notes are an integral part of these financial statements

ACTRA NATIONAL

STATEMENT OF CASH FLOWS

YEAR ENDED FEBRUARY 28, 2018

	2018	2017
Cash flows from operating activities		
Cash receipts from members, non-members and producers	\$ 5,682,046	\$ 5,797,085
Cash paid to employees and suppliers	(5,558,864)	(5,222,193)
Investment income received	144,031	142,233
	<u>267,213</u>	<u>717,125</u>
Cash flows from financing activity		
Advances (to) from related organizations	(129,228)	186,007
Cash flows from investing activities		
Purchase of capital assets	(452,419)	(71,286)
Purchase of marketable security	(148,516)	(137,965)
Investment in Credit Union	-	(19,825)
	<u>(600,935)</u>	<u>(229,076)</u>
Change in cash during the year	(462,950)	674,056
Cash - at beginning of year	3,946,456	3,272,400
Cash - at end of year	<u>\$ 3,483,506</u>	<u>\$ 3,946,456</u>

The accompanying notes are an integral part of these financial statements

ACTRA NATIONAL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED FEBRUARY 28, 2018

ACTRA National (the "Organization") is a federation of autonomous branches and local unions, national in scope, representing performers in live transmission and recorded media.

ACTRA National is an unincorporated not-for-profit organization and, as such, is generally exempt from income taxes.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared using Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Basis of Presentation

ACTRA National is an unincorporated entity and these financial statements include only the operations of ACTRA National. They do not include the assets, liabilities, income and expenses of the autonomous branches and unions or those of the branches administered by ACTRA National. Separate financial statements have been prepared for the autonomous branches and unions.

Extraordinary Contingency Fund

In 1998 an extraordinary contingency fund was established to provide for organizing, bargaining and negotiations, extraordinary meetings of ACTRA National and legal counsel. The fund was financed through voluntary contributions of 5% of non-member work permit income from the branches and local unions. Since the 2002 fiscal year, no additional contributions have been made to the fund.

Net Assets Invested in Capital assets

Net assets invested in capital assets comprises the net book value of capital assets.

Financial Assets and Liabilities

The Organization initially measures its financial assets and liabilities at fair value except for those resulting from certain non-arms length transactions. The Organization subsequently measures all its financial assets and financial liabilities at amortized cost except for marketable securities that are quoted in an active market, which are measured at fair value, and investment in Credit Union, which is measured at cost. Changes in fair value are recognized in the Statement of Operations.

Financial assets and liabilities measured at amortized cost include cash, accounts receivable, accounts payable and accrued liabilities and accrued vacation pay.

Amounts due to/from related organizations from transactions in the normal course of business are measured at exchange amount (see note 5).

Marketable Security

Marketable security is comprised of a mutual fund which is recorded at fair value. The quoted market price is used to estimate the fair value of the investment.

ACTRA NATIONAL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED FEBRUARY 28, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Investment in Credit Union

Investment in Creative Arts Savings & Credit Union Limited ("CASCU") is recorded at cost, being the cost of purchases of the shares and dividends re-invested. Investments in CASCU are reviewed annually and are assessed for indications of impairment. When there is an indication of impairment, an impairment test is performed that compares carrying amount of the investment to the CASCU net assets available for redemption at the balance sheet date. Where the carrying amount of the investment exceeds the CASCU net assets available for redemption, an impairment of the investment is recognized.

When the extent of impairment of a previously written down investment decreases and the decrease can be related to an event occurring after the impairment was recognized, the previously recognized impairment shall be reversed to the extent of the improvement.

Capital Assets

Capital assets are recorded at cost and amortized over their estimated useful lives on a straight line basis as follows:

Computer equipment	3 years
Computer software	5 years
Furniture and fixtures	5 years

Leasehold improvements are amortized over the term of the lease

The above rates are reviewed annually to assess ongoing appropriateness. Any changes are adjusted on a prospective basis. If there is an indication that the assets may be impaired, an impairment test is performed that compares carrying amount to net recoverable amount. There were no impairment indicators in 2018.

Revenue Recognition

Per capita charges for member and apprentice members are remitted by the individual branches to ACTRA National on a monthly basis, based on their respective total member count as at February 28 of the prior year. Equalization income is recorded as revenue when remittances to ACTRA National are received.

Investment income is comprised of distributions from mutual fund, dividends and interest. Distributions and dividends are recorded as income when declared. Interest is recorded as income when earned. Realized gains and losses are recognized when the transactions occur.

Unrealized gains and losses on marketable securities which reflect the changes in fair value of the investments held during the period are recognized at each reporting date and are included in current period income.

Use of Estimates

The preparation of the Organization's financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from these and other estimates, the impact of which would be recorded in future periods.

Key areas of estimation where management has made difficult, complex or subjective judgements, include those relating to the useful lives of capital assets for depreciation, valuation of investments,

ACTRA NATIONAL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED FEBRUARY 28, 2018

provision for legal claims and other assets and liabilities.

2. MARKETABLE SECURITY

Details of marketable security are as follows:

2018	Units		Fair Value	
	2017		2018	2017
		Mutual Fund:		
163,154	151,418	CI Signature High Income Fund	\$ 1,970,831	\$ 1,974,487

Investment Risk Management

Risk management relates to the understanding and active management of risks associated with all areas of the Organization's activities and operations. Marketable securities are primarily exposed to interest rate and price risks. The Organization has formal policies and procedures for investment transactions and marketable securities are bought/sold on the advice of portfolio managers.

Interest Rate Risk

Interest rate risk arises from the possibility that changes in interest rates will affect the fair value of the marketable security held by the Organization. The Organization is indirectly exposed to interest rate risk through its mutual fund investment, which invests in equities and fixed income securities. The value of the fixed income security held by the mutual fund will generally rise if interest rates fall and decrease if interest rates rise.

Price Risk

The Organization is exposed to price risk, which is the potential loss that the Organization may incur with respect to the changes in fair value of marketable security. The fair value of marketable security will fluctuate because of changes in market price whether those changes are caused by factors specific to the individual securities, or issuers or factors affecting all securities traded in the market.

3. CAPITAL ASSETS

Details of capital assets are as follows:

2018	Cost	Accumulated Depreciation	Net Book Value
Computer equipment	\$ 1,113,948	\$ 1,060,422	\$ 53,526
Computer software	625,241	240,040	385,201
Furniture and fixtures	341,684	291,460	50,224
Leasehold improvements	19,008	13,677	5,331
	\$ 2,099,881	\$ 1,605,599	\$ 494,282

ACTRA NATIONAL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED FEBRUARY 28, 2018

<i>2017</i>	<i>Cost</i>	<i>Accumulated Depreciation</i>	<i>Net Book Value</i>
Computer equipment	\$ 1,070,831	\$ 1,004,799	\$ 66,032
Computer software	218,440	198,369	20,071
Furniture and fixtures	339,184	270,741	68,443
Leasehold improvements	19,008	11,468	7,540
	\$ 1,647,463	\$ 1,485,377	\$ 162,086

4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable and accrued liabilities include government remittances totalling \$11,216 (\$15,020 - 2017).

5. RELATED PARTY TRANSACTIONS

ACTRA National is related to ACTRA Performers Rights Society ("APRS"), Contracted Services of ACTRA Branches ("Regional Branches"), ACTRA Toronto and Union of BC Performers/ACTRA ("U.B.C.P.") in that they have common voting membership. All these related organizations are not-for-profit organizations.

APRS acts as a collection agency for members and non-members of ACTRA and others with respect to use fees, residuals, royalties and other benefits either negotiated or otherwise payable to those persons.

ACTRA National has contracted with the Regional Branches and has agreed to provide administrative and financial management services to the Regional Branches.

ACTRA is a federation of autonomous Branches/Local Unions ("Branches"), national in scope representing performers in live transmission, and recorded media.

In the normal course of business, ACTRA National, APRS and the Branches share common costs.

ACTRA National also makes transfer payments and distributions to the Branches.

These transactions are measured at the exchange amount, which is the amount of consideration established and agreed to by the parties.

Details of related party balances and transactions are as follows:

	<i>Balance Outstanding As At</i>	
	<i>2018</i>	<i>2017</i>
Balance Sheet		
Assets (Liabilities)		
Due from ACTRA Performers Rights Society	\$ 128,701	\$ 113,335
Due from ACTRA Toronto Performers Branch	129,871	59,851
Due to ACTRA Branches	(3,388,633)	(3,232,915)
Due to U.B.C.P.	(30,460)	(72,339)
	\$ (3,160,521)	\$ (3,132,068)

ACTRA NATIONAL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED FEBRUARY 28, 2018

5. RELATED PARTY TRANSACTIONS (continued)

	<i>Transaction Value</i>	
	<i>2018</i>	<i>2017</i>
Statement of Changes in Net Assets		
Distribution of surplus		
ACTRA Branches	\$ 32,996	\$ 63,165
ACTRA Toronto Performers Branch	87,312	157,302
U.B.C.P.	37,374	63,916
	\$ 157,682	\$ 284,383
Statement of Operations		
Transfer payments		
ACTRA Branches	\$ 16,545	\$ 33,018
	\$ 16,545	\$ 33,018

The advances to and from related organizations are non-interest bearing, unsecured and due on demand.

In addition, ACTRA National is related to the Creative Arts Savings & Credit Union Limited ("CASCU") in that certain of the Organization's staff members and National Council members are represented on the Board of Directors of CASCU and they are able to exercise significant influence over decision making.

CASCU is a financial institution incorporated in Ontario under the Credit Unions and Caisses Populaires Act, 1994 and operates in accordance with this statute and the accompanying regulations. CASCU is a member of Central 1 Credit Union and the prescribed level of deposits are insured by the Deposit Insurance Corporation of Ontario. CASCU provides financial products and services to ACTRA members throughout Ontario.

On November 18, 2008, ACTRA National purchased 200,000 Class B Investment shares of CASCU for \$200,000, pursuant to an Offering Statement dated July 31, 2008. On June 27, 2013, ACTRA National purchased an additional 100,000 Class B Investment shares for \$100,000, pursuant to an Offering Statement dated March 31, 2013.

The Class B shares are non-cumulative, non-voting, and non-participating special shares. These shares may not be sold, but may be redeemed at the owner's discretion, subject to approval of the Board of Directors of CASCU. Total redemption of shares permitted in any year is 10% of the outstanding shares at the beginning of the year. Shares may be transferred to other members of CASCU with the approval of the Board of Directors.

CASCU has incurred annual operating losses since inception. As at February 28, 2018, the carrying amount of the investment in CASCU was \$91,579 (\$351,579 - 2017), being the purchase costs of Class B investment shares of \$300,000 (\$300,000 - 2017), cumulative re-invested dividends of \$51,579 (\$51,579 - 2017) and a valuation allowance of \$260,000 (\$NIL - 2017). The valuation allowance was recorded based on the reduction in net assets available for redemption by CASCU at the balance sheet date. The valuation allowance has been recognized as an unrealized loss in the statement of operations.

ACTRA NATIONAL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED FEBRUARY 28, 2018

5. RELATED PARTY TRANSACTIONS (continued)

ACTRA National also operates a business savings bank account and a business chequing bank account with CASCU. The ending balance of \$912,779 (\$952,614 - 2017) is included in the Organization's cash balance as at February 28, 2018.

6. LEASE COMMITMENTS

The Organization has commitments under operating leases for premises and equipment. The premises lease expires on July 31, 2020. The equipment leases expire on July 20, 2019 and December 31, 2019. The minimum annual payments under the leases are as follows:

		<i>Premises</i>	<i>Equipment</i>	<i>Total</i>
Fiscal year	2019	\$ 164,300	\$ 24,400	\$ 188,700
	2020	164,300	22,100	186,400
	2021	68,460	10,800	79,260
	2022	-	10,800	10,800
	2023	-	10,800	10,800
		<u>\$ 397,060</u>	<u>\$ 78,900</u>	<u>\$ 475,960</u>

In addition, the Organization is obligated to pay operating costs for its office space. The operating costs paid for the current year were approximately \$155,000 (\$165,000 - 2017).

7. FINANCIAL INSTRUMENTS AND RISK EXPOSURE

The Organization is exposed to various risks through its financial instruments. The following analysis provides a measure of the Organization's risk exposure at the balance sheet date.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Organization's main credit risks relate to cash on deposit with CASCU, investment in CASCU and accounts receivable.

The Organization mitigates credit risk with respect to the accounts receivable by reviewing and following up on the accounts on a regular basis.

The Organization mitigates the credit risk with respect to the cash on deposit with CASCU and investment in CASCU by closely monitoring the performance of CASCU. Management provides an allowance whenever the investments are assessed as impaired. During the year a valuation allowance of \$260,000 was recognized in respect of the investment in CASCU. Refer to note 5 for details.

Liquidity Risk

Liquidity risk is the risk that the Organization will encounter difficulty in meeting obligations associated with financial liabilities. The Organization is exposed to this risk mainly in respect of its accounts payable and accrued liabilities, due to related parties and lease commitments. The Organization expects to meet these obligations as they come due by generating sufficient cash flows from operations.

ACTRA NATIONAL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED FEBRUARY 28, 2018

7. FINANCIAL INSTRUMENTS AND RISK EXPOSURE (continued)

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Organization is not exposed to currency risk. Interest rate and price risks are disclosed in note 2.

8. CONTINGENCIES

The Organization is party to a legal proceeding which arose from normal business activities. The potential liability, if any, will not materially affect the Organization's financial position.

9. GUARANTEES AND INDEMNITIES

The Organization has indemnified its past, present and future directors, officers and employees against expenses (including legal expenses), judgments and any amount actually or reasonably incurred by them in connection with any action, suit or proceeding, subject to certain restrictions. The Organization has purchased directors' and officers' liability insurance to mitigate the cost of any potential future suits and actions, but there is no guarantee that the coverage will be sufficient should any action arise.

In the normal course of business, the Organization has entered into agreements that include indemnities in favour of third parties, either express or implied, such as in service contracts, lease agreements and purchase contracts. In these agreements, the Organization agrees to indemnify the counterparties in certain circumstances against losses or liabilities arising from the acts or omissions of the Organization. The maximum amount of any potential liability cannot be reasonably estimated.

ACTRA NATIONAL
SCHEDULE OF OPERATING EXPENSES
YEAR ENDED FEBRUARY 28, 2018

	2018	2017
<i>Schedule A</i>		
National Council and Executive		
National council		
Meeting costs	\$ 33,999	\$ 30,691
Councilor travel costs	32,853	31,100
Officer expenses	4,934	4,814
Senior staff expenses	4,971	4,700
	<u>76,757</u>	<u>71,305</u>
National executive		
Meeting costs	16,553	25,398
Officer expenses	3,935	4,020
Senior staff expenses	5,623	10,087
	<u>26,111</u>	<u>39,505</u>
Officers and senior staff meetings		
Meeting costs	415	318
	<u>415</u>	<u>318</u>
Honoraria	76,437	75,328
Officer expenses - other	18,458	17,977
	<u>94,895</u>	<u>93,305</u>
Total	\$ 198,178	\$ 204,433

<i>Schedule B</i>		
National Committees		
Finance committee meetings	\$ 21	\$ 26
Stunt committee	7,009	6,040
Women's committee	5,709	8,040
Archives committee	-	1,464
Diversity committee	2,842	725
Other committees	385	-
Total	\$ 15,966	\$ 16,295

ACTRA NATIONAL
SCHEDULE OF OPERATING EXPENSES
YEAR ENDED FEBRUARY 28, 2018

	2018	2017
National Executive Director's Office		
	<i>Schedule C</i>	
Salaries	\$ 325,199	\$ 310,096
RRSP	39,003	37,368
General benefits	29,216	34,738
	393,418	382,202
National executive director expenses	9,735	10,192
Regional director expenses	15,904	14,894
	25,639	25,086
Total	\$ 419,057	\$ 407,288
National Organizing Campaign		
	<i>Schedule D</i>	
Organizers	\$ 150,365	\$ 154,867
Meetings	4,326	13,955
Stunt Community Liaison/Consultant	6,772	6,000
Total	\$ 161,463	\$ 174,822
Collective Agreements		
	<i>Schedule E</i>	
CBC - Negotiations	\$ -	\$ 992
- Senior staff expenses	47	-
Commercials - Negotiations	84,452	-
- Officer expenses	4,350	-
- Senior staff expenses	34,403	-
- Administration	28,268	27,352
- Legal	10,623	(2,257)
	162,096	25,095
IPA/BCMPA- Senior staff expenses	12,065	3,367
- Administration	5,808	6,857
- Legal	44,350	2,368
- Printing	20,060	38,116
	82,283	50,708
Other - Negotiations	1,119	9,986
- Senior staff expenses	1,522	3,154
- Administration	114	-
	2,755	13,140
Total	\$ 247,181	\$ 89,935

ACTRA NATIONAL
SCHEDULE OF OPERATING EXPENSES
YEAR ENDED FEBRUARY 28, 2018

	2018	2017
Public Policy and Communications	<i>Schedule F</i>	
Salaries	\$ 412,083	\$ 498,540
RRSP	32,472	31,657
General benefits	85,063	84,667
	529,618	614,864
Director expenses	13,468	11,096
Lobbying expenses	62,800	35,120
President's expenses	3,814	3,919
	80,082	50,135
ACTRA magazine	108,041	101,294
Advertising	1,290	2,625
Sponsorships	41,212	45,915
Promotional materials	6,505	5,851
Administrative services	11,104	9,807
ACTRA awards and special events	62,277	66,601
Public relations officer's expenses	7,133	7,663
ACTRA website	3,314	9,190
	240,876	248,946
Total	\$ 850,576	\$ 913,945
Research	<i>Schedule G</i>	
Salaries	\$ 244,725	\$ 142,327
RRSP	19,476	10,586
General benefits	46,171	26,045
	310,372	178,958
Director expenses	10,721	-
Research materials and consultants	37,021	34,422
	47,742	34,422
Total	\$ 358,114	\$ 213,380
Industry Relations	<i>Schedule H</i>	
CMPA Prime Time Annual Conference	\$ 9,459	\$ 5,634
Total	\$ 9,459	\$ 5,634

ACTRA NATIONAL
SCHEDULE OF OPERATING EXPENSES
YEAR ENDED FEBRUARY 28, 2018

	2018	2017
External Relations	<i>Schedule I</i>	
FIA affiliation fees	\$ 58,795	\$ 54,154
CLC affiliation fees	183,213	183,213
CLC committee and travel	59,429	8,630
Officer expenses - FIA	11,640	10,929
- FIANA	744	1,429
- SAG/AFTRA	8,865	6,128
Senior staff expenses - FIA	4,290	4,886
- FIANA	865	1,209
- SAG/AFTRA	6,076	7,361
Special projects consultant	-	11,000
Total	\$ 333,917	\$ 288,939
Finance, Human Resources and Administration	<i>Schedule J</i>	
Salaries	\$ 979,475	\$ 914,889
RRSP	76,042	66,095
General benefits	147,788	133,170
	1,203,305	1,114,154
National Director of Finance and Administration expenses	2,108	1,746
Printing	12,205	21,190
Professional fees	-	1,413
Audit fees	13,267	12,973
Legal fees	3,667	6,912
Staff conference	25,404	18,490
Staff recruitment	673	1,546
Staff training	2,033	4,136
Staff appreciation	2,588	2,177
Bank charges	17,167	15,950
Alliance debt reduction (note 5)	4,494	4,683
	83,606	91,216
Total	\$ 1,286,911	\$ 1,205,370

ACTRA NATIONAL
SCHEDULE OF OPERATING EXPENSES
YEAR ENDED FEBRUARY 28, 2018

	2018	2017
Information Services	<i>Schedule K</i>	
Salaries	\$ 791,875	\$ 861,251
RRSP	66,498	71,926
General benefits	178,260	164,860
	1,036,633	1,098,037
Maintenance	3,267	3,463
Software	65,488	73,169
Hardware	7,131	5,938
Supplies	8,862	7,335
Network costs	57,886	52,689
Depreciation - computer equipment and systems	97,294	61,273
Consulting fees	-	48,902
IS Director expenses	11,862	34,517
IS steering committee	1,415	1,270
	253,205	288,556
Total	\$ 1,289,838	\$ 1,386,593

Occupancy	<i>Schedule L</i>	
Rent	\$ 319,745	\$ 327,208
Telephone	7,442	8,765
Insurance	39,057	42,165
Supplies and miscellaneous	13,543	13,890
Postage	13,314	14,084
Courier	7,548	11,685
Furniture, fixtures and repairs	6,015	9,287
Equipment rental and leases	16,627	15,077
Depreciation - furniture and fixtures	24,031	20,786
Total	\$ 447,322	\$ 462,947

HILBORN

LISTENERS. THINKERS. DOERS.