

# INSTRUCTIONS

## 2020-2021 ORGANIZATIONAL FINANCIAL FORMS

### General Information

- Refer to glossary for definitions of terms.
- Round figures to nearest dollar.
- Report only unrestricted operating dollars for each fiscal year.
- Do not include temporarily/ permanently restricted contributions/funding.
- For prior year data - if you do not have an independent audit performed by a CPA, use appropriate numbers from internal/board/CPA review.
- **FY19-20/FY20-21 Variances of 25% or More:** Complete the budget variance form.

### Income Section

- **In-Kind Income:** Do NOT enter on the Income Form (i.e. donations of services, facilities, equipment and/or food). In-kind income/contributions may be listed on a separate page.
- **Other Income Lines:** Footnote and provide additional explanatory page if these lines equal 5% or more of Total Income.

### Expense Section

- **Depreciation:** Do NOT enter on the Expenses Form. Enter on the Summary Form on the appropriate line.
- **In-Kind Expense:** Do NOT enter on the Expense Form (i.e. scholarships, facilities and/or supplies). In-kind expenses may be listed on a separate page.
- **Other Expense Lines:** Footnote and provide additional explanatory page if these lines equal 5% or more of Total Expenses.

### Summary Form

- **Realized/Unrealized Gain/Loss:** Add realized/unrealized gains (source: audit\*) and subtract realized/unrealized losses (source: audit\*).
- **Donated Assets - Capitalized:** See "Capitalizing an Asset" in the GLOSSARY to determine what may be entered here.
- **Depreciation:** Enter depreciation amount as a **negative number** (source: audit\*)
- **Change in Unrestricted Net Assets:** Form calculates sum total of the five (5) lines above it.
- **FY17-18 Unrestricted Net Assets - Beginning of Year:** Enter unrestricted net assets for the beginning of that fiscal year (source: audit\*). Do NOT use restricted or total audit amounts. (For other fiscal years, form calculates beginning of fiscal year net assets.
- **Unrestricted Net Assets - Year End:** Form calculates this amount by adding "Change in Unrestricted Net Assets" to "Net Assets - Beginning of Year". For fiscal years with audited/ actual numbers, the result should match the audit report's unrestricted year-end net assets figure.

**\*Organizations that do not have an independent audit performed by a CPA, should use appropriate numbers from an internal/board/CPA review.**

# 2020-2021 PROGRAM SUPPORT 1 - ORGANIZATIONAL FINANCIAL FORM - INCOME + EXPENSES

Applicant Name: \_\_\_\_\_

Fiscal Year Runs:

July 1 - June 30

January 1 - December 31

|  | FY17-18<br>ACTUALS | FY18-19<br>ACTUALS | FY19-20<br>BUDGET | FY20-21<br>BUDGET | FY20/FY21<br>% VARIANCE |
|--|--------------------|--------------------|-------------------|-------------------|-------------------------|
| <b>ORGANIZATIONAL INCOME</b>               |                    |                    |                   |                   |                         |
| <b>EARNED INCOME</b>                       |                    |                    |                   |                   |                         |
| Program Revenue                            | _____              | _____              | _____             | _____             | _____                   |
| Special Fundraising Events                 | _____              | _____              | _____             | _____             | _____                   |
| Corporate Sponsorships                     | _____              | _____              | _____             | _____             | _____                   |
| Sales/Concessions/Rentals                  | _____              | _____              | _____             | _____             | _____                   |
| Interest                                   | _____              | _____              | _____             | _____             | _____                   |
| Other: _____                               | _____              | _____              | _____             | _____             | _____                   |
| <b>SUBTOTAL EARNED</b>                     | _____              | _____              | _____             | _____             | _____                   |
| <b>CONTRIBUTED/UNEARNED</b>                |                    |                    |                   |                   |                         |
| Grants                                     |                    |                    |                   |                   |                         |
| - Raleigh Arts Commission                  | _____              | _____              | _____             | _____             | _____                   |
| - Other City of Raleigh Funding            | _____              | _____              | _____             | _____             | _____                   |
| - United Arts Council                      | _____              | _____              | _____             | _____             | _____                   |
| - Other Grants                             | _____              | _____              | _____             | _____             | _____                   |
| Other Contributors                         |                    |                    |                   |                   |                         |
| - Board Contributions                      | _____              | _____              | _____             | _____             | _____                   |
| - Other Individuals                        | _____              | _____              | _____             | _____             | _____                   |
| - Corporate Contributions/Matching         | _____              | _____              | _____             | _____             | _____                   |
| Other: _____                               | _____              | _____              | _____             | _____             | _____                   |
| <b>SUBTOTAL CONTRIBUTED</b>                | _____              | _____              | _____             | _____             | _____                   |
| <b>TOTAL ALL INCOME</b>                    | _____              | _____              | _____             | _____             | _____                   |
| <b>ORGANIZATIONAL EXPENSES</b>             |                    |                    |                   |                   |                         |
| <b>PERSONNEL - SALARIES &amp; BENEFITS</b> |                    |                    |                   |                   |                         |
| Administrative Staff/Contractors           | _____              | _____              | _____             | _____             | _____                   |
| Program Staff/Contractors                  | _____              | _____              | _____             | _____             | _____                   |
| Other Staff/Contractors                    | _____              | _____              | _____             | _____             | _____                   |
| <b>SUBTOTAL PERSONNEL</b>                  | _____              | _____              | _____             | _____             | _____                   |
| <b>PROGRAM/OPERATING</b>                   |                    |                    |                   |                   |                         |
| Program Expenses                           | _____              | _____              | _____             | _____             | _____                   |
| PR/Marketing/Development                   | _____              | _____              | _____             | _____             | _____                   |
| Special Fundraising Events                 | _____              | _____              | _____             | _____             | _____                   |
| Sales/Concessions/Rentals                  | _____              | _____              | _____             | _____             | _____                   |
| Administrative Expenses                    | _____              | _____              | _____             | _____             | _____                   |
| Facilities Costs                           | _____              | _____              | _____             | _____             | _____                   |
| Equipment (Non-Capitalized)                | _____              | _____              | _____             | _____             | _____                   |
| Bank/Credit Card Fees                      | _____              | _____              | _____             | _____             | _____                   |
| Loan & Interest Repayment                  | _____              | _____              | _____             | _____             | _____                   |
| Other: _____                               | _____              | _____              | _____             | _____             | _____                   |
| <b>SUBTOTAL PROGRAM/OPERATING</b>          | _____              | _____              | _____             | _____             | _____                   |
| <b>TOTAL EXPENSES</b>                      | _____              | _____              | _____             | _____             | _____                   |

**2020-2021 PROGRAM SUPPORT 1 - ORGANIZATIONAL FINANCIAL FORM - SUMMARY**

|   | <b>FY17-18<br/>ACTUALS</b> | <b>FY18-19<br/>ACTUALS</b> | <b>FY19-20<br/>BUDGET</b> | <b>FY20-21<br/>BUDGET</b> | <b>FY20/FY21<br/>% VARIANCE</b> |
|---|----------------------------|----------------------------|---------------------------|---------------------------|---------------------------------|
| Total Income  | _____                      | _____                      | _____                     | _____                     | _____                           |
| Total Expenses  | _____                      | _____                      | _____                     | _____                     | _____                           |
| <b>OPERATING SURPLUS (DEFICIT)</b>                    | _____                      | _____                      | _____                     | _____                     | _____                           |
| Realized/Unrealized Gain/Loss                         | _____                      | _____                      | _____                     | _____                     | _____                           |
| Donated Assets - Capitalized                          | _____                      | _____                      | _____                     | _____                     | _____                           |
| Other Adjustments (Describe Below)                    | _____                      | _____                      | _____                     | _____                     | _____                           |
| Depreciation  | _____                      | _____                      | _____                     | _____                     | _____                           |
| Change in Unrestricted Net Assets                     | _____                      | _____                      | _____                     | _____                     | _____                           |
| Unrestricted Net Assets - Beginning<br>of Fiscal Year | _____                      | _____                      | _____                     | _____                     | _____                           |
| <b>UNRESTRICTED NET ASSETS - YEAR END</b>             | _____                      | _____                      | _____                     | _____                     | _____                           |

**LIQUID UNRESTRICTED NET ASSET DASHBOARD**

|  |       |       |       |       |       |
|--|-------|-------|-------|-------|-------|
| Unrestricted Net Assets - Year End                   | _____ | _____ | _____ | _____ | _____ |
| Total Fixed Assets, Net                              | _____ | _____ | _____ | _____ | _____ |
| Debt Associated with Fixed Assets                    |       |       |       |       |       |
| - Current Portion of Debt                            | _____ | _____ | _____ | _____ | _____ |
| - Long-Term Portion of Debt                          | _____ | _____ | _____ | _____ | _____ |
| Total Debt Associated with Fixed Assets              | _____ | _____ | _____ | _____ | _____ |
| <b>LIQUID UNRESTRICTED NET ASSETS<br/>- YEAR END</b> | _____ | _____ | _____ | _____ | _____ |

**TOTAL FY20-21 CITY FUNDING REQUEST AS % OF FY18-19 EXPENSES (max. allowed 25%):** \_\_\_\_\_

**TOTAL FY20-21 CITY FUNDING REQUEST AS % OF FY20-21 BUDGETED EXPENSES:** \_\_\_\_\_

**DESCRIPTION OF OTHER ADJUSTMENTS:**

**2020-2021 PROGRAM SUPPORT 1 - ORGANIZATIONAL FINANCIAL FORM - VARIANCE EXPLANATION**

**INSTRUCTIONS**

On this page provide a detailed narrative explanation for FY19-20 vs. FY20-21 variances of 25% or more over or under budget.

**Budget Line:**

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**Explanation:**

**Budget Line:**

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**Explanation:**

**Budget Line:**

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**Explanation:**

**Budget Line:**

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**Explanation:**

**Budget Line:**

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**Explanation:**

**Budget Line:**

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**Explanation:**

**2020-2021 VARIANCE EXPLANATION CONTINUED**

**Budget Line:**

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**Explanation:**

**Budget Line:**

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**Explanation:**

**Budget Line:**

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**Explanation:**

**Budget Line:**

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**Explanation:**

**Budget Line:**

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**Explanation:**

**Budget Line:**

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**Explanation:**

**2020-2021 PROGRAM SUPPORT 1 - PROJECT BUDGET FORM**

**INSTRUCTIONS**

**Note:** In the budget for the upcoming year, Total Expenses should equal Total Income. Round figures to nearest dollar.

**Remaining Project Expenses:** Use the Remaining Expenses form to provide a breakdown of these expenses.

**In-Kind Contributions:** Enter the total amount at the bottom of this page. Provide source and description of in-kind goods and services on additional page.

| <b><u>PROJECT EXPENSES</u></b>    | <b>FY20-21<br/>EXPENSES</b> | <b>ACTUAL*<br/>PRIOR YEAR<br/>EXPENSES</b> |
|-----------------------------------|-----------------------------|--|
| <b>PERSONNEL</b>                  |                             |  |
| Permanent Staff Salaries/Benefits |                             |  |
| - Administrative                  | _____                       | _____                                      |
| - Artistic                        | _____                       | _____                                      |
| - Technical/Production            | _____                       | _____                                      |
| - Education                       | _____                       | _____                                      |
| - Other: _____                    | _____                       | _____                                      |
| Contracted/Temporary Services     |                             |  |
| - Artistic                        | _____                       | _____                                      |
| - Technical/Production            | _____                       | _____                                      |
| - Education                       | _____                       | _____                                      |
| - Other: _____                    | _____                       | _____                                      |
| <b>OTHER EXPENSES</b>             |                             |  |
| Space Rental                      | _____                       | _____                                      |
| PR/Marketing                      | _____                       | _____                                      |
| Travel                            | _____                       | _____                                      |
| Remaining Project Expenses        | _____                       | _____                                      |
| <b>TOTAL EXPENSES</b>             | _____                       | _____                                      |
| <b>ACTUAL* PRIOR YEAR INCOME</b>  |                             |  |
| <b><u>PROJECT INCOME</u></b>      |                             |  |
| <b>EARNED INCOME</b>              |                             |  |
| Program                           | _____                       | _____                                      |
| Sales/Concessions/Rentals         | _____                       | _____                                      |
| Other: _____                      | _____                       | _____                                      |
| Other: _____                      | _____                       | _____                                      |
| <b>CONTRIBUTED/UNEARNED</b>       |                             |  |
| Grants                            |                             |  |
| - Raleigh Arts Commission         | _____                       | _____                                      |
| - Other City of Raleigh Funding   | _____                       | _____                                      |
| - United Arts Council             | _____                       | _____                                      |
| - Other Grants                    | _____                       | _____                                      |
| Other Contributors                |                             |  |
| - Individual/Board Contributions  | _____                       | _____                                      |
| - Corporate Contributions         | _____                       | _____                                      |
| - Other: _____                    | _____                       | _____                                      |
| <b>TOTAL ALL INCOME</b>           | _____                       | _____                                      |
| <b>VARIANCE</b>                   | _____                       | _____                                      |
| <b>IN-KIND CONTRIBUTIONS</b>      | _____                       | _____                                      |

GRANT AS % TOTAL EXPENSES: \_\_\_\_\_  
(50% maximum)

\*Actual Prior Year Expenses are from      FY19-20      FY18-19      Other: \_\_\_\_\_



# ORGANIZATIONAL FINANCIAL FORMS

## GLOSSARY OF FINANCIAL TERMS

### INCOME TERMS

**BOARD CONTRIBUTIONS:** Donations from current members of your board of directors.

**CORPORATE CONTRIBUTIONS/MATCHING:** Corporate contributions are unrestricted donations from businesses/corporations. Corporate Matching funds are business/corporate contributions made to match those already made by its employee(s) to the organization.

**CORPORATE SPONSORSHIPS:** Income received from businesses/corporations for sponsorship of programs, exhibits or performances in exchange for the business/corporation receiving advertising, tickets, etc.

**INTEREST:** Interest earned from all bank accounts and investments. Also interest earned from endowments and trusts if being used for operations or programs.

**OTHER (Specify):** Total revenue from sources other than listed above. Footnote and provide additional explanatory page if these lines total 5% or more of Total Income.

**OTHER GRANTS:** Grants for programs or operating support from private, corporate or community foundations, and/or arts councils.

**OTHER INDIVIDUALS:** Unrestricted donations from all individual donors except board members (not expected to receive membership benefits or for a sponsorship).

**PROGRAM REVENUE:** Income received from the sale of services by organization, such as ticket sales, classes and workshops, charges for services to other community organizations, government contracts for specific services, etc. Does not include corporate sponsorships.

**SALES/CONCESSIONS/RENTALS:** Income from catalog sales, gift shop sales, concessions, CDs, advertising etc. As well as income from fees for use of facilities, equipment, costumes, etc.

**SPECIAL FUNDRAISING EVENTS:** Gross income received for a gala, dinner dance, auction, raffle, or other special event done by an organization to raise money to support its programs.

### EXPENSE TERMS

**ADMINISTRATIVE EXPENSES:** Cost of office supplies, liability insurance, dues and subscriptions, administrative travel, etc.

**ADMINISTRATIVE STAFF/CONTRACTORS:** Any salary, hourly wages and/or benefits paid for full-time, part-time staff, and/or contractors, who carry out the administrative duties of the organization. Examples include administrative assistants, executive directors, development staff, finance staff, fundraising staff, IT staff, managing directors, marketing staff, etc.

**BANK/CREDIT CARD FEES:** Expenses associated with bank accounts and transactions. Merchant fees charged for credit card transactions.

**CONTRACTED/TEMPORARY SERVICES:** Compensation paid to firms or persons for the services of people not normally considered employees or staff of applicant, but who are consultants, employees of other organizations, temporary or freelance workers. Includes fees paid for actors, dance companies, guest artists, musicians, lighting designers, teachers contracted on a class by class basis, visual artists, etc.



## EXPENSE TERMS (CONTINUED)

**EQUIPMENT (NON-CAPITALIZED):** Costs of purchasing expendable office equipment, maintenance agreements, equipment leases, repairs, etc. Do not include capital expenditures.

**FACILITIES COSTS:** Expenses related to use and upkeep of facilities, including utilities, property insurance, building rent, etc.

**LOAN & INTEREST REPAYMENT:** List the total expense for the fiscal year for which you are applying for funds.

**OTHER (Specify):** Total expenses from sources other than those listed on this page. Footnote and provide additional explanatory page if these lines total 5% or more of Total Expenses.

**PERMANENT STAFF SALARIES/BENEFITS:** Any salary, hourly wages or other compensation paid to permanent full-time or part-time staff, including any payroll taxes and benefits such as health insurance, retirement contributions, etc.

**PERSONNEL - BENEFITS:** Any benefits paid for permanent staff and/or contractors, including payroll taxes, health insurance, retirement contributions, workers compensation, parking, etc.

**PERSONNEL - SALARIES/BENEFITS:** Any salary, hourly wages or other compensation paid to permanent full-time or part-time staff, including any payroll taxes and benefits such as health insurance, retirement contributions, workers compensation and parking.

**PERSONNEL - CONTRACTORS:** Compensation paid to firms or persons for the services of individuals or groups who are not normally considered employees or staff of applicant, but who are consultants, employees of other organizations, temporary or freelance workers. Includes fees paid for guest artists, teachers contracted on a class by class basis, technical services, attorneys, accountants, auditors, etc.

**PR/MARKETING/DEVELOPMENT:** Expenses for materials such as brochures, ads, direct mail, newsletters, etc. Does not include payments to individuals or firms, which belong under "Administrative Salaries/Benefits" or "Contracted Services."

**PROGRAM EXPENSES:** Expenses related to an organization's programs not included in administrative fees, personnel expenses. This includes fees that are directly related to performances, exhibitions, classes and/or other programming (e.g., renting exhibitions, costumes, lights, staging, sets, shipping, royalties, ASCAP, etc.). Include all costs directly related to travel of people specifically identified with the programming.

**PROGRAM STAFF/CONTRACTORS:** Any salary, hourly wages and/or benefits paid for full-time, part-time staff, and/or contractors, who carry out the programmatic/artistic duties of the organization. Examples include artistic directors, artists, choreographers, curators, education staff, exhibition designers, lighting designers, musicians, music directors, program directors, teaching artists, technical staff, etc.

**SALES/CONCESSIONS/RENTALS:** Expenses related to gift shop and concessions merchandise, advertising, and/or equipment, costume and/or facilities rentals.

**SPECIAL FUNDRAISING EVENTS:** Includes all expenses for special fundraisers, including rentals, printing, advertising, mailings, postage, etc.

**UTILITIES (INCLUDE PHONE/INTERNET):** Expenses for electricity, gas, water, telephone, long-distance service and Internet connections.

## OTHER FINANCIAL TERMS

**ASSET:** A resource, object or right of measurable financial value owned by the organization, such as cash, securities, accounts receivable, land, buildings and/or equipment.

**CAPITALIZING AN ASSET:** The process of recording the cost of land, buildings, equipment, or in-kind contributions as fixed assets, rather than expensing them when they are initially acquired by the organization. The amount of the expenditure that triggers capitalization is determined by each organization.

**DEBT ASSOCIATED W/ FIXED ASSET:** Outstanding debt incurred to purchase a fixed asset such as mortgages. The current portion of debt must be paid within 1 year. Long term debt will come due any time after 1 year.

**DEPRECIATION:** The annual charge for expensing the cost of equipment over its useful life. (On the Summary form, be sure to enter depreciation as a NEGATIVE number.)

**FIXED ASSET, NET:** Tangible assets minus accrued depreciation, such as property and equipment, purchased for long-term use and not quickly convertible to cash.

**INDEPENDENT AUDIT:** A series of procedures followed by a professional CPA to test, on a selective basis, transactions and internal controls in effect, all to form an opinion on the fairness of the organization's annual financial statements.

**IN-KIND CONTRIBUTIONS:** The real or estimated value of goods and services provided to an organization by outside parties at no cash cost to the organization. **In-kind goods and services may not be used as a match or as part of a budget.**

**INTERNAL REVIEW:** An internal review consists of a profit and loss statement for the fiscal year and a letter, signed by three board members (not to include the treasurer), stating that they have reviewed the organization's financial records. An internal review may be prepared by a CPA.

**LIQUID UNRESTRICTED NET ASSETS:** Amount of flexible funds available to support operations/pay operating expenses. Typically includes a combination of cash, investments, receivables, and prepaid expenses less all liabilities related to fixed assets such as property, equipment, and/or leasehold improvements.

**OPERATING SURPLUS (DEFICIT):** The net difference between unrestricted general operating revenues and expenses for the fiscal year.

**REALIZED/UNREALIZED GAIN/LOSS:** A gain or loss is the amount by which the market value of an investment held by the organization exceeds (or is less than) its original cost. Gains and losses are "unrealized" as long as the organization holds the investments. They become "realized" once the investments are sold.

**RESTRICTED FUNDS:** An organizational fund that contains cash and/or cash equivalents with specific legal restrictions imposed on their use by a contributor, funding agency, etc.

**TEMPORARILY RESTRICTED NET ASSETS:** Organizational net assets that contain donor imposed restrictions that expire upon the passage of time or once specific actions have occurred.

**UNRESTRICTED FUNDS:** Sometimes called operating funds or general funds, this fund group contains the cash and cash equivalents upon which no restrictions have been placed by an external authority, such as a donor or foundation. The bulk of organizational financial activity is usually handled through these funds.

**UNRESTRICTED NET ASSETS:** The remaining organizational assets once liabilities, permanently restricted funds and temporarily restricted funds have been deducted from total assets.