

Thousand Oaks Alliance for the Arts



Supplemental Information Packet

**Agenda Related Items- Meeting of October 8, 2020
Supplemental Packet Date: October 7, 2020**

Supplemental Information:

Any agenda related public documents received and distributed to a majority of the Thousand Oaks Alliance for the Arts Board after the Agenda Packet is printed are included in Supplemental Packets. Supplemental Packets are produced as needed. Supplemental Packets are available for public view at the Cultural Affairs Department in the Thousand Oaks Civic Arts Plaza, 2100 Thousand Oaks Boulevard.

Americans with Disabilities Act (ADA):

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the Cultural Affairs Department at 805-449-2767. Upon request, the agenda and documents in this agenda packet, can be made available in appropriate alternative formats to persons with a disability. Notification at least 48 hours prior to the meeting or time when services are needed will assist City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.



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@ThousandOaksArts

To: TOArts Board of Directors

From: Jonathan Serret, Acting Executive Director

Date: October 7, 2020

Re: Supplement to 10/8/2020 Board Meeting Agenda Packet

The proposed budget, which was included in the original agenda packet was an incorrect version. Slight revisions had been made to the final version of the document. The corrected, revised version is attached herein.

Thousand Oaks Alliance for Arts

Draft Cash Budget 2020-2021

| | | Yr. End Actuals 2019-20 | Budget 2020-21 |
|---|--|----------------------------|-----------------------|
| Revenues | | | |
| Operating Revenue <i>(see pg. 2)</i> | | \$88,204 | \$ 152,000 |
| Program Revenue <i>(see pg. 3)</i> | | \$587,425 | 162,500 |
| Investment Income - Other | | | |
| Autograph Wall | | | 10,000 |
| Other | | | |
| Total Cash Revenues | | \$675,629 | \$ 324,500 |
| <i>Pledge Receivables</i> | | \$503,832 | |
| <i>In Kind Revenue</i> | | \$112,405 | |
| | | | Budget 2019-20 |
| Expenses | | | |
| Operating Expense <i>(see pg. 2)</i> | | \$207,211 | \$ 219,500 |
| Program Expense <i>(see pg. 3)</i> | | \$495,343 | 111,500 |
| Other | | \$2,360 | |
| Subtotal Expenses | | \$704,914 | 331,000 |
| Community Grants | | \$59,167 | 125,000 |
| Theater Support | | \$289,872 | 290,000 |
| Subtotal Support | | \$349,039 | 415,000 |
| Total Cash Expenses & Support | | \$ 1,053,953 | \$ 746,000 |
| <i>In-Kind Expense</i> | | \$112,405 | |
| Investment Withdrawal | | | |
| California Community Foundation | | \$0 | \$200,000 |
| Morgan Stanley | | \$290,000 | \$225,000 |
| Net Cash Profit/(Loss) | | -\$88,324 | \$3,500 |
| Note: Estimated Available from Investments 7-1-20 | | | |
| Morgan Stanley (5% 12 Q) | | | \$340,627 |
| CCF (Funds above \$4M) | | | \$205,833 |
| Total | | | \$546,460 |
| Estimated Performance Reserve 6-30-20 | | | \$500,000 |

**Thousand Oaks Alliance for the Arts
Draft Operating Budget
FY 2019-20
Operating Detail**

| Operating Revenue | Yr. End Actual 6- 30-20 | Budget 2019- 20 | Comments |
|-------------------------------------|------------------------------------|----------------------------|-----------------|
| Contributions - Unrestricted | \$6,724 | \$100,000 | |
| Contributions - Donor Restricted | | \$0 | |
| Grants | | \$0 | |
| Pledges (Cash) | \$58,888 | \$47,000 | |
| Membership | \$21,600 | \$5,000 | |
| Other | \$992 | \$0 | |
| Total Operating Revenue | \$88,204 | \$152,000 | |
| Operating Expense | | | |
| Salary & Benefits | \$132,568 | \$140,000 | |
| Subtotal | \$132,568 | \$140,000 | |
| Contract Services | | | |
| Audit | \$14,750 | \$11,700 | |
| Computer/It | | | |
| Donors | | | |
| Facilitators | | | |
| Legal | \$340 | \$1,000 | |
| Nextel | | \$12,000 | |
| Subtotal | \$15,090 | \$24,700 | |
| Insurance | | | |
| Liability | | \$0 | |
| Directors/Officers | \$7,203 | \$7,500 | |
| Subtotal Insurance | \$7,203 | \$7,500 | |
| Operations | | | |
| Bank Fees | \$4,856 | \$5,000 | |
| Gifts/Promotion | | \$200 | |
| Graphic Design | \$750 | \$2,500 | |
| Internet | | \$0 | |
| Marketing/Branding | \$16,610 | \$11,000 | |
| Meeting Supplies (Advisory Council) | | \$500 | |
| Membership/Dues/Subscriptions | \$2,288 | \$2,600 | |
| Mileage | \$506 | \$500 | |
| PC Software Licenses | \$1,610 | \$1,200 | |
| Postage | | \$500 | |
| Printing | \$1,826 | \$2,000 | |
| Rent | \$0 | \$0 | |
| Supplies | \$776 | \$1,000 | |
| Website Maintenance | \$1,200 | \$1,800 | |
| Website Design | | \$3,500 | |
| Subtotal | \$30,422 | \$32,300 | |
| Education & Training | | | |
| Registration Fees / Travel | \$3,605 | \$1,200 | |
| Meetings - Staff | | \$800 | |
| Booking Conferences | \$6,095 | \$1,000 | |
| Subtotal | \$9,700 | \$3,000 | |
| Donor Cultivation | \$7,270 | \$3,000 | |
| Donor Software | \$2,678 | \$6,000 | |
| Donor Acknowledgement / Benefits | \$2,280 | \$3,000 | |
| Other Operating Expense | \$0 | \$0 | |
| Subtotal | \$12,228 | \$12,000 | |
| Total Operating Expense | \$207,211 | \$219,500 | |
| Net Operating Profit/(Loss) | -\$119,007 | -\$67,500 | |

Thousand Oaks Alliance for the Arts
Draft Operating Budget
FY 2019-20
Program Detail

| Program Budget | | | | | | | | | | | | | |
|----------------------------------|------------------|--------------|--------------------|--------------|----------------|----------------|------------|------------------|---------------|-----------------|------------------|----------------|----------------|
| | TO Arts Presents | Concessions | Angels of the Arts | History Wall | Autograph Wall | Arts Education | Curtain Up | 25th Anniversary | ASK Event | Gratitude | Drive In Concert | Total Budget | Actual 2019-20 |
| Performance - Make Money | 100,000 | | | | | | | | | | | \$ 100,000 | \$227,105 |
| Concession Sales - Net | | 7,500 | | | | | | | | | | 7,500 | \$35,111 |
| Contributions - Unrestricted | | | | | | | | | | | | - | \$1,370 |
| Contributions - Restricted | | | | | | 5,000 | | | | | | 5,000 | \$5,000 |
| Grants - Restricted | | | | | | 10,000 | | | | | | 10,000 | \$9,763 |
| Memberships | | | | | | | | | | | | - | \$303 |
| SE Ask Contributions | | | | | | | | | 30,000 | | | 30,000 | |
| SE Auction | | | | | | | | | | | | - | \$33,000 |
| SE Ticket Sales | | | | | | | | | | | | - | \$42,889 |
| SE Raffle | | | | | | | | | | | | - | |
| SE Sponsorships | | | | | | | | | | | 10,000 | 10,000 | \$161,500 |
| SE Vendor Booth Fee & Sales(20%) | | | | | | | | | | | | - | |
| SE Other Revenue | | | | | | | | | | | | - | \$71,384 |
| Total Program Revenue | 100,000 | 7,500 | - | - | - | 15,000 | - | - | 30,000 | - | 10,000 | 162,500 | |
| Prior Year Actuals | 227,105 | 35,110 | 303 | 16,223 | 12,703 | 21,133 | | 274,848 | - | | | | \$587,425 |
| Performance - Lose Money | 70,000 | | | | | | | | | | | 70,000 | \$196,213 |
| Contract Services | | | | | | 7,500 | | | 6,000 | 4,000 | 5,000 | 22,500 | \$192,385 |
| City Fee | | 1,500 | | | | | | | | | | 1,500 | |
| SE Décor | | | | | | | | | | 500 | | 500 | |
| SE Food and Beverage | | | | | | | | | | 4,500 | | 4,500 | \$46,117 |
| SE Rentals | | | | | | | | | | 1,500 | | 1,500 | \$2,822 |
| SE Marketing | | | | | | 10,000 | | | | | | 10,000 | \$6,160 |
| Donor Acknowledgement | | | | | | | | | | | | | \$14,071 |
| SE Supplies | | | | | | | | | | 1,000 | | 1,000 | \$20,041 |
| SE Other | | | | | | | | | | | | - | \$17,535 |
| Total Program Expense | 70,000 | 1,500 | - | - | - | 17,500 | - | - | 6,000 | 11,500 | 5,000 | 111,500 | |
| Prior Year 2019-20 Actuals | 146,515 | 15,310 | | 64,770 | 35,344 | 29,245 | 1,548 | 191,004 | - | 11,106 | | | \$494,842 |
| Proposed Budget - Net | 30,000 | 6,000 | - | - | - | (2,500) | - | - | 24,000 | (11,500) | 5,000 | 51,000 | |
| Prior Year 2019-20 Actuals | \$ 80,590 | \$ 19,800 | \$ 303 | \$ (48,547) | \$ (22,641) | \$ (8,112) | \$ (1,548) | \$ 83,844 | \$ - | \$ (11,106) | | | \$92,583 |

History Wall is fully funded by Prior Yr. Donations
Autograph Wall is fully funded by pledges.