

CIVIC THEATRE OF ALLENTOWN
2024 Budget vs. Actual and Projected 6-25 I

	Projected 2024-25 Budget
Income	
4000 · Contributed Revenue	
4100 · General Donations	140,000.00
4101 · Annual Appeal	75,000.00
	<u>215,000.00</u>
 4150 · Private Foundation Grants	 150,000.00
4151 · Priv Fndation Grants-Restricted	
4152 · Priv Fndation Grants-Unrestrict	
4153 · Videography Grant	
<u>Total 4150 · Private Foundation Grants</u>	<u>150,000.00</u>
 <u>4250 · Corporate Matching Gift</u>	 <u>3,000.00</u>
 4275 · Government Grants	
4276 · Unrestricted	
4277 · Restricted	
<u>Total 4275 · Government Grants</u>	<u>40,000.00</u>
 4350 · EITC	 35,000.00
4400 · United Way	10,000.00
4450 · Restricted - Scholarship (Muir)	5,000.00
4451 · Restricted - Scholarship-CTS	2,000.00
4500 · Community Outreach	2,500.00
4525 · Restricted - Other	2,500.00
4685 · Special Event Sponsorship	25,000.00
4750 · Auction / Raffle	10,000.00
	<u>92,000.00</u>
 <u>Total 4000 · Contributed Revenue</u>	 <u>500,000.00</u>
 5000 · Earned Revenue	
5100 · Ticket Sales	
5105 · Ticket Sales - Theatre	400,000.00
5106 · Ticket Sales - Film	45,000.00
5107 · Ticket Sales - Hub	7,500.00
5108 · Tickets - Guest Artists	25,000.00
5109 · Season Tickets	10,000.00
5110 · Group Sales	18,500.00
<u>Total 5100 · Ticket Sales</u>	<u>506,000.00</u>

5160 · Membership	25,000.00
5182 · Show Sponsorships	10,000.00
5184 · Season Sponsorships	50,000.00
5186 · Film Sponsorships	2,500.00
	<u>87,500.00</u>

5200 · Advertising Income	
5215 · Special Messages	2,000.00
<u>Total 5200 · Advertising Income</u>	<u>2,000.00</u>

5300 · General Merchandise	
5301 · T-Shirts	
5302 · Posters	
5303 · Other Merchandise	
<u>Total 5300 · General Merchandise</u>	<u>10,000.00</u>

5350 · Concessions	
5351 · Beverages	29,500.00
5352 · Candy	29,500.00
5355 · Liquor	25,000.00
5356 · Popcorn	7,425.00
5358 · Beer/Wine	40,000.00
<u>Total 5350 · Concessions</u>	<u>131,425.00</u>

5400 · Registrations	
5425 · CTS Class Registrations	
<u>Total 5400 · Registrations</u>	<u>140,000.00</u>

5500 · Facility Rentals	
5510 · 527 19th Street	15,000.00
5520 · 514 19th Street	7,500.00
<u>Total 5500 · Facility Rentals</u>	<u>22,500.00</u>

5550 · Bus Trips	
5575 · Special Events	26,000.00
5600 · Patron Ticket Fees Collected	70,000.00
5625 · Gift Certificates	5,000.00
5685 · Interest & Dividends	
5750 · Fair Parking	8,000.00
5755 · Revenue - Other	
	<u>109,000.00</u>

<u>Total 5000 · Earned Revenue</u>	<u>1,008,425.00</u>
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<u>Total Income</u>	<u>1,508,425.00</u>
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Expense**6000 · Direct Expenses****6100 · Production Artists**

6101 · Director	4,550.00
6103 · Assistant Director	
6104 · Actor	
6105 · Choreographer	1,800.00
6108 · Light Board Operator	1,100.00
6109 · Spot Operator	2,200.00
6110 · Costume Design	3,400.00
6125 · Lighting Designer	5,000.00
6126 · Soundboard Operator/Special Eff	2,100.00
6130 · Music Director	6,500.00
6131 · Music Accompanist	6,800.00
6135 · Orchestra	15,200.00
6140 · Prop Master	1,800.00
6145 · Set Designer	1,800.00
6150 · Scenic Artist	3,000.00
6155 · Sound Design	3,000.00
6160 · Stage Manager	6,300.00
6162 · Assistant Stage Manager	2,300.00
6165 · Wig & Hair Designer	2,450.00
6168 · Wardrobe	750.00
6169 · Carpentry - Overhire	4,500.00
6170 · Urchin Wrangler	900.00
6175 · Other	

Total 6100 · Production Artists

75,450.00**6200 · Production Expense**

6210 · Hair & Makeup	1,400.00
6211 · Costumes	17,000.00
6215 · Lighting	6,350.00
6220 · Equipment rental	
6235 · Props	4,400.00
6245 · Set	17,300.00
6250 · Scripts & Scores	300.00
6255 · Security	375.00
6260 · Sound	1,250.00
6265 · Special Effects	9,000.00
6270 · Stage Management	4,800.00
6275 · Other Production	3,000.00

Projections

6295 · Piano Maintenance

6306 · Tech Supplies - Costume Shop	
6307 · Tech Supplies - House	
6308 · Tech Supplies - Scene Shop	
6309 · Tech Supplies - Stage	
6310 · Tech Supplies - Tools	
6311 · Tech Supplies - Miscellaneous	
6312 · Tech Maint - House	10,000.00
6313 · Tech Maint - Lighting	
6314 · Tech Maint - Shop	
6315 · Tech Maint - Sound	

6340 - Videography (Media People) 10,000.00

Total 6200 · Production Expense 85,175.00

6380 · Film Expenses

6382 · Film Broker	3,900.00
6384 · Film Royalties	22,000.00
6386 · Film Equipment	5,000.00
6388 · Shipping	1,100.00

Total 6380 · Film Expenses 32,000.00

6400 · Associated Expense

6425 · Royalties	28,275.00
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6500 · Concessions

6505 · Beverages	3,500.00
6510 · Candy	8,500.00
6515 · Beer	2,500.00
6520 · Wine	5,000.00
6525 · Liquor	1,500.00
6530 · Popcorn	1,750.00
6535 · Other	7,500.00

Total 6500 · Concessions 30,250.00

6600 · Merchandise

6605 · T-Shirts (Production)	
6610 · CTS T-Shirts	2,500.00
6615 · Branded Merchandise	1,000.00
6620 · Merchandise - Other	

Total 6600 · Merchandise 3,500.00

Total 6000 · Direct Expenses 254,650.00

6710 · Volunteer Events 500.00

7000 · Fundraising

7015 · Qgiv/online auction fees	500.00
7020 · Special Events	18,000.00
7030 · Fundraising Printing	2,000.00
7035 · BUS TRIPS	
Tickets	
Transportation	

Total 7000 · Fundraising	<u>20,500.00</u>
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8000 · Administrative

8005 · Accounting / Auditing	15,000.00
8016 · Consultant	10,000.00
8018 · Other Professional Services	2,000.00
8022 · Interest Expense - Truist Loan	142,000.00
8024 · Community Outreach - Cat in the Hat	3,000.00
8025 · Community Outreach - General	1,000.00
8029 · Archives	200.00
8036 · Dues/Reg/Subscrip/Memberships	3,000.00
8050 · Equipment	1,000.00
8051 · Copiers	6,000.00
8052 · Computers/Monitors	2,500.00
8054 · Software (includes Classy)	5,000.00
8056 · Office Supplies	4,000.00
8057 · Off Site Storage	2,650.00
8058 · Furniture & Decor	
8060 · Hospitality	3,000.00
8061 · Other	1,000.00

<u>201,350.00</u>

8065 · Permits & Licenses

8066 · Fire 514 & 527	500.00
8067 · Alcohol	2,500.00
8065 · Permits & Licenses - Other	250.00

Total 8065 · Permits & Licenses	<u>3,250.00</u>
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8070 · Service Charges

8071 · Authorize.net	N/A
8072 · Banking Fees	2,000.00
8073 · BlueFin Processing/Credit Card	N/A
8074 · Finance Charges & Late Fees	250.00
8075 · International Transactions	
8076 · Merchant bankcard	N/A
8077 · Patron Manager Tech Fees	35,000.00
8078 · Payroll Service (ADP)	5,000.00
8079 · Square-Up fees	2,000.00
8080 · CourseStorm Fees	10,000.00

8082 · Classy Fees	N/A
8084 · Patron Merchant Service Fees	14,000.00
8070 · Service Charges - Other	
<u>Total 8070 · Service Charges</u>	<u>68,250.00</u>
 8090 · Administrative Printing	 <u>1,000.00</u>
 8100 · Insurance	
8101 · Commercial Insurance	30,000.00
8106 · Liquor Insurance	2,500.00
8108 · Directors & Officers, Employmnt	2,000.00
<u>Total 8100 · Insurance</u>	<u>34,500.00</u>
 8120 · Marketing	
8121 · Design Costs	2,000.00
8122 · Marketing	
8123 · Advertising	92,000.00
8124 · Printing	6,000.00
<u>Total 8120 · Marketing</u>	<u>100,000.00</u>
8130 · Facility	
8130 · Facility	
8131 · Building & Equip. Maintenance	
8132 · Cleaning	12,000.00
8133 · Pest Control	3,000.00
8134 · Repairs/Renovations	20,000.00
8135 · Facility Security	6,000.00
8136 · Janitorial/Maintenance Supplies	4,000.00
8137 · Trash/Recycling	1,500.00
8138 · Snow Removal	750.00
8139 · HVAC	25,000.00
8165 · Allentown City Storm Water Fees	750.00
8131 · Building & Equip. Maintenance - Othe	2,000.00
<u>Total 8131 · Building & Equip. Maintenance</u>	<u>75,000.00</u>
 8140 · Information Technology	
8141 · Service Provider - Info Tech	27,120.00
8142 · Phone Service Provider	3,650.00
8143 · Information Technology - Other	2,000.00
<u>Total 8140 · Information Technology</u>	<u>32,770.00</u>
 8150 · Postage/Freight	 <u>3,000.00</u>

8170 · Utilities	
8171 · Electric	50,000.00
8172 · Gas	16,000.00
8173 · Internet	3,700.00
8175 · Water & Sewer	2,200.00
Total 8170 · Utilities	<u>71,900.00</u>

<u>Total 8000 · Administrative</u>	<u>591,020.00</u>
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9000 · Employee	
9010 · Admin. Staff Wages	425,000.00
9050 · CTS Staff Wages	15,000.00
9070 · Film Staff Wages	36,000.00
9015 · Benefits - Medical	65,000.00
9016 · Staff Benefits - Dental	2,500.00
9017 · Staff Benefits - Life	1,000.00
9018 · Staff Benefits - WC	5,000.00
9012 · Taxes - MCARE	6,600.00
9013 · Taxes - PAUC	6,000.00
9014 · Taxes - SS	27,000.00
9110 · Expense Reimbursement	300.00
9130 · Professional Development	1,000.00
9140 · Employee Travel Costs	

<u>Total 9000 · Employee</u>	<u>590,400.00</u>
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<u>Total Expense</u>	<u>1,457,070.00</u>
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<u>Net Income</u>	<u>51,355.00</u>
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