

Internal Financial Statement Template for Groups and Organizations Applying to ArtsNL Programs:
 (This document is meant to be a basic template ONLY. The specific financial circumstances of your group or organization may not fit all the categories listed below, or you may have to add categories.)

Name of your Group or Organization: _____

Financial statement for the 12 month period of:

_____ to _____
 (month/day/year) (month/day/year)

List of Revenues (Income):

Earned Revenue:

Box office \$ _____

Merchandise sales \$ _____

Other sales: _____ \$ _____

TOTAL Earned Revenue: \$ _____

Grants:

Federal: (Program) _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Provincial: (Program) _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Municipal: (Program) _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Other: (Funder) _____ \$ _____
 _____ \$ _____
 _____ \$ _____

TOTAL Grants Revenue: \$ _____

Other Income:

Fundraising \$ _____

Donations \$ _____

Other income not already listed: _____ \$ _____

TOTAL Other Revenue: \$ _____

TOTAL OVERALL REVENUE FOR THE FISCAL YEAR: \$ _____

List of Expenses (Costs)

Administrative Expenses:

Administrative staff fees/salaries \$ _____
Office rental/utilities/etc \$ _____
Office supplies \$ _____
Bank charges \$ _____
Other administrative costs: _____ \$ _____

TOTAL Administrative Expenses: \$ _____

Programming Expenses:

Artist fees/salaries \$ _____
Technical/ Production fees/salaries \$ _____
Venue rental \$ _____
Equipment rentals (light/sound/etc.) \$ _____
Promotional costs (posters, ads, etc) \$ _____
Other programming costs: _____ \$ _____

TOTAL Programming Expenses: \$ _____

Other Expenses:

Travel \$ _____
Capital purchases (computers, equipment, etc.) \$ _____
Professional memberships \$ _____
Other: _____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

TOTAL Other Expenses: \$ _____

TOTAL OVERALL EXPENSES FOR THE FISCAL YEAR: \$ _____

Revenues minus Expenses for the last completed fiscal year: \$ _____

Surplus/Deficit from the previous fiscal year: \$ _____

Accumulated surplus/deficit: \$ _____