



The Old Courthouse Cultural Centre
7 Seymour Street West Kamloops, BC V2C 1E4
Tel: (778) 471-5620 Toll: 1-888-202-2913
Fax: (778) 471-5639
Web: www.theatrebc.org Email: info@theatrebc.org

ZONE FINANCIAL RESPONSIBILITY

Financial Responsibilities

To assist Zone Festivals with their budgets and financial management, the following is provided to outline the Zone Festival's **General & Reporting Responsibilities; Adjudicator Expenses; MAINSTAGE Travel Subsidies; Sponsor & Donor Tax Receipts;** and forms of **Support from Theatre BC/MAINSTAGE:**

1. General & Reporting Responsibilities:

- a) **The Zone is financially responsible for its Zone Festival;**
- b) A copy of the Zone-approved **Zone Festival Budget** must be submitted to Theatre BC prior to the event. This will include all Adjudicator-related expenses.
- c) Adjudicator expenses (paid by Theatre BC) will be the Zone Festival's first financial priority;
- d) The Zone Festival will provide records of all revenues and expenses relating to the Zone Festival on the appropriate financial tracking form, for inclusion in the Zone accounting (processed by the Theatre BC office). **PLEASE RETAIN AND ATTACH COPIES OF ALL RECEIPTS, INVOICES OR ANY OTHER FINANCIAL DOCUMENTATION**, including photocopies of bank statements. (It is vital to have a clear "paper trail" for all revenues and expenditures);
- e) Zones will set its own policies regarding the net revenue of its Zone Festival, however, any and all outstanding debts are the responsibility of the Zone/Theatre BC, not the host Club;
- f) The Theatre BC office will prepare a completed **financial statement** following completion of all transactions, including payment of travel subsidies for MAINSTAGE, (See "MAINSTAGE Travel Subsidies" below), and submit a copy to the Zone. ;
- g) If you receive grant funding under Theatre BC's name and there are post-event reporting expectations, please ensure that these are completed by the specified date, as omitting to do so could jeopardize any future funding opportunities for Theatre BC and its Zones. Please submit a completed copy of the gaming event report to the Theatre BC Head Office.

2. Adjudicator Expenses:

- a) **Return Travel:** Arrangements may be negotiated between the Zone Festival Chair and the Adjudicator once adjudicators are confirmed and scheduled. The lowest available airfare, ground travel at \$.42/km. Return, (Plus ferries, tolls, airporter, airport parking, etc, if applicable, at exact cost), or bus fare at exact cost, are common forms of travel, (See details in the "Zone Festival Adjudicator's Agreement");
 - i) **Travel costs** must be paid to the Adjudicator **upon arrival**, unless airfare is arranged and paid directly to a travel agent or airline;
 - ii) **Receipts** for other travel costs should be collected by the Zone Festival for reimbursement;
 - iii) Zone Festivals are encouraged to pay their travel costs in full.
- b) **Per Diem:** Calculated at **\$35.00/day**, (Total Performance and "Best Production Workshop" days), are not included as a travel expense and must be paid to the Adjudicator in cash **upon his or her arrival**. A receipt should be signed by the Adjudicator upon payment (Note: Theatre BC will provide a cheque requisition form, if needed);
"Local" Adjudicators will not incur the same costs, so the actual amount **up to \$35.00/day**, relevant to costs, must be negotiated between the Zone Festival Chair and the Adjudicator prior to the Zone Festival;





-
- c) **Accommodation:** Billets are not ordinarily permitted. Zones are urged to designate a "Festival Hotel" to which participants and visitors will be directed in exchange for a FREE room for the Adjudicator. (This is highly successful when public recognition is offered to the sponsoring hotel);
 - i) **In-Kind Donations:** Include the dollar values as both "expenses" AND a "donations/in-kind" revenue item in the Zone Festival's financial statement. A Theatre BC **tax receipt** can be offered to the Festival Hotel or any other donors. Please note: cash transactions must pass through Theatre BC's bank accounts for a tax receipt to be issued. All in-kind transactions requiring a tax receipt, must have a signed "Agreement" or Donation Form with contact info and signature (Contact Theatre BC for details);
 - ii) **Club Card Program Sponsors:** Whenever possible, **Choice Hotels** (Sleep, Comfort, Quality, Clarion, Rodeway, EconoLodge or MainStay Suites), or **Budget CorpRate** hotels should be used. Theatre BC Club Card-holders (Members) will receive privileged rates;
 - d) **Adjudicator Fees:** Calculated by multiplying the single "performance session" fee of **\$150.00** by the number of "performance sessions". (A "performance session" is **an evening** of entered productions, OR a **matinee performance**). A festival day with BOTH constitutes two (2) performance sessions and the fees payable would be \$300.00, (Plus GST if applicable);
 - i. **Payment** must be made directly to the Adjudicator upon the conclusion of the Zone Festival.
 - e) **"Best Production Workshop" Fee:** \$200.00 fee paid directly to the Adjudicator.

3. MAINSTAGE Travel Subsidies/Honorariums:

Zone Festivals are financially responsible for providing travel subsidies/honorariums to the "Best Production" selected to participate at the provincial MAINSTAGE Festival.

- a) Zones should include **MAINSTAGE Honorariums** when budgeting for the season (based on the distance to the MAINSTAGE location). Theatre BC's current recommended formula is based on \$0.60/km calculated for the relevant distance from Zone Festival entering club locations to the current MAINSTAGE site and return;
- b) The Zone may choose to provide a greater subsidy in addition to the set Honorarium;
- c) **Payment of Travel Subsidies** will be made by cheque payable to the Member Club, (never an individual), and based on the Club's attendance at the MAINSTAGE Festival;

4. Sponsor & Donor Tax Receipts:

Because Zone Festivals are Theatre BC events (the Zones are not separate entities and fall under Theatre BC's Society Registration), you can use Theatre BC's Society Registration and/or Charity Registration for any funding applications or sponsor requests. The name on the application should be "Theatre BC's Name of Region Zone". In fact, Theatre BC's name should be included in any mention of the Zone or Event title. Because Zones fall under Theatre BC's federal registration as a charity, Zones may offer Zone Festival sponsors and donors official Theatre BC tax receipts for their contributions. This option is primarily for cash amounts, but major in-kind contributions of goods, such as the donated Adjudicator's hotel accommodation, are also eligible:

- a) **Cash sponsorships or donations** - If you are requesting any donations for which an official Tax Receipt is to be issued, have the donor make the cheque out to "Theatre BC" or "Theatre BC's Name of Region Zone". **The cheque should then be sent to the Theatre BC office to be deposited in our General Account** and credited to your Zone Project Account. We need to ensure that the money flows through our account in order to issue a Tax Receipt, otherwise we have no proof of receipt of the funds or proof that the funds were used for the designated association purpose, should Theatre BC be audited by Revenue Canada;
- b) **Sponsors & Donors List:** Supply Theatre BC with a complete **mailing list**, (with contact name), and the amount sponsored or donated, in order for tax receipts to be prepared. The Zone Festival will be supplied all its tax receipts for direct distribution to their sponsors and donors;





- c) **In-Kind Contributions:** Supply the same contact information PLUS a letter or signed declaration of "fair market value" for the product donated before tax receipts can be prepared. Tax receipts cannot be issued for services. The Festival should pay for the service. The supplier then donates the cash back to the Festival (cheque exchange). **Record in-kind donations** on both sides of the Zone Festival budget (revenue and expense).
- d) **Business Numbers:** Theatre BC's provincial Society Registration number is S-0002032 (incorporated on January 4, 1933) and our federal Charities Registration/Business number is 119217206 RR0001.

Website: Please send all Zone Festival Information to info@theatrebc.org for inclusion on our website.

If you have any further questions, please do not hesitate to contact Theatre BC's Executive Director - (778) 471-5620 or Toll Free (888) 202-2913 or e-mail: info@theatrebc.org.

