



City Manager/General Manager | 334 Front Street, Ketchikan AK 99901 | (907)228-5603

FYI a

TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Delilah A. Walsh, City Manager

DATE: April 5, 2024

RE: **First City Players – Q1 Grant Report**

Initials:

File #: MGR24-240

Attached for the City Council's information is the quarter-one grant report from First City Players, a 2024 community agency grant recipient.

First City Players

Profit & Loss

July 2023 through June 2024

	Jul '23 - Jun 24
Ordinary Income/Expense	
Income	
Orchestra Proceeds	2,285.00
CONTRIBUTIONS	
415 - City of Ketchikan Grant (City of Ketchikan Grant)	12,202.26
411 - Grant Rev/Borough (Grant Rev-Borough)	10,000.00
412 - Grant Rev/ASCA (Grant Rev-ASCA)	9,870.00
421 - Memberships (Memberships)	18,013.50
422 - Donations (Donations-Unrestricted)	12,372.04
Total CONTRIBUTIONS	62,457.80
GROSS RECEIPTS	
401 - Ticket Sales/Regular (Ticket Sales-Regular)	78,464.27
402 - Ticket Sales/Season (Ticket Sales-Season)	2,270.27
403 - Ticket Sales/2nd Stage (Ticket Sales-2nd Stage)	1,393.47
404 - Workshop fees (Workshop Fees)	53,925.00
423 - Donations - PAC (PAC donations received from Vendini or other donation venu...	490.00
452 - Special Events Revenue (Special Events Revenue)	5,970.00
481 - Interest Revenue (Interest Revenue)	18.23
491 - Show Merchandise Sales (Show Merchandise Sales)	820.00
Total GROSS RECEIPTS	143,351.24
SPECIAL EVENTS	
451 - Program Sponsorships (Business Program sponsorship)	
450 - Show Sponsors	29,000.00
451 - Program Sponsorships (Business Program sponsorship) - Other	21,404.93
Total 451 - Program Sponsorships (Business Program sponsorship)	50,404.93
499 - Concession/Misc. Revenue (Misc. Revenue)	5,748.00
Total SPECIAL EVENTS	56,152.93
Total Income	264,246.97
Gross Profit	264,246.97
Expense	
SALARIES	
700 - Wages and Payroll Taxes	154,257.40
709 - Payroll Expense	-0.03
705 - Retirement	3,261.62
Total SALARIES	157,518.99
PROFESSIONAL FE	
521 - Workshop Instructor Fee (Workshop Fees Paid)	7,000.00
733 - Professional Services (Professional Services)	2,200.00
Total PROFESSIONAL FE	9,200.00
FUNDRAISING EXP	
506 - Program Design & Printing (Program Design & Printing)	1,050.00
611 - Special Event Expenses (Special Event Expenses)	2,300.00
Total FUNDRAISING EXP	3,350.00
INSURANCE	
703 - Workers Comp. Insurance (Workers Comp Insurance)	2,086.80
717 - FCP Liability Insurance (FCP Insurance on Premises, liquor, plus)	6,616.00
797 - Professional Liability (Employment practices insurance policy - annual \$1,000 t...	3,863.79
732 - Participants Accident (Participants Accident Insurance, premium \$1150 throug...	500.00
INSURANCE - Other	-1.00
Total INSURANCE	13,065.59
PROD. EXPENSE	
513 - Classroom Supplies	525.04

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Accrual Basis

First City Players

Profit & Loss

July 2023 through June 2024

Jul '23 - Jun 24

522 - Travel	2,524.99
501 - Costumes & Makeup (Costumes & Makeup)	6,914.19
502 - Sets & Props (Sets & Props)	4,750.83
503 - Scripts & Royalties (Scripts & Royalties)	5,782.93
504 - Publicity (Publicity)	872.70
505 - Ticket Printing (Ticket Printing)	1,373.62
508 - Light & Sound Supplies (Light & Sound Supplies)	2,852.55
512 - Volunteer Appreciation (Volunteer Appreciation)	7,054.88
532 - Dinner Theatre Food & Ren (Dinner theatre food & ren)	3,157.97
599 - Other Production Expenses (Other Production Expenses)	210.00
622 - Venue (show locales)	13,747.75
725 - Shipping NOC (Shipping NOC)	126.00
Total PROD. EXPENSE	49,893.45
ADMINISTRATIVE EXPENSES	
789 - Credit Card FinanceCharge	3.15
852 - Website	33.16
722 - Postage & Mailing Fees	132.00
719 - Software (Software upgrades, new software purchases)	1,548.18
737 - Ticketing fees (Costs associated with the use of Vendini ticketing program)	2,705.26
793 - Cash In/Cash Out (Cash Box)	-39.57
792 - Gas for vehicles (Gas for vehicles)	100.00
724 - Office Supplies (Office Supplies)	3,348.70
726 - Dues and Subscriptions (Dues and Subscriptions)	1,949.86
727 - Taxes & Licenses NOC (Taxes & Licences NOC)	646.08
731 - Annual Meeting Costs (Annual Meeting Costs)	109.30
736 - Credit Card Costs (Credit Card Costs)	5,046.08
Total ADMINISTRATIVE EXPENSES	15,582.20
RENT OR LEASE	
713 - Electricity (Electricity)	4,983.07
714 - Garbage (Water, Sewer, Garbage)	92.07
716 - Building Repair/Maintance (Building Repair/Maintance)	558.84
721 - Telephone Costs (Telephone Costs)	1,205.57
Total RENT OR LEASE	6,839.55
REPAIR & MAINT	
751 - Equipment Maintenance (Equipment Maintenance)	302.45
Total REPAIR & MAINT	302.45
TRAVEL	
560 - Employee Development	78.52
Total TRAVEL	78.52
Uncategorized Expenses	-10.00
Total Expense	255,820.75
Net Ordinary Income	8,426.22
Net Income	8,426.22



First City Players
335 Main Street
Ketchikan, AK 99901

(907) 225-4792 PHONE
firstcityplayers.org
info@firstcityplayers.org

March 29, 2024

City of Ketchikan
334 Front Street
Ketchikan, Ak 99901

Quarterly Report: 1

Projects completed or in progress: January 1 – March 29, 2024

1. **Jazz and Cabaret** – Provided two weeks of vocal workshops with Workshop leaders from the NYC area. The workshops culminated with two nights of sold-out performances at the TFCC..
2. **Starpath Theatre Classes** – Four classes are offered this year serving various ages of Ketchikan youth. All classes are full and the kids are having a great time.
3. **Still Alice** – This show was performed the first two weekends of March. The show focuses on how one family deals with rapid change due to a family member being diagnosed with Early Onset Alzheimer's Disease. The show was beautifully performed and enjoyed with audiences. Along with the show we offered a "Community Conversation" after a performance led by health workers who specialize in working with Alzheimer's patients. This was a success on many levels.
4. **Auditions *Wrinkle in Time*** – Our Multi-Gen production was just cast, offering roles to 32 local adult and student actors. We had over 50 people audition for this production. We are partnering with both the Public Library and our local Middle Schools with this production. The library has offered workshops doing fun artwork based on the novel and all 8th grade students are studying this novel and will attend a special school-wide performance offered by FCP.
5. **Artist in Residence** – Education Coordinator Jack Finnegan worked with SeaAlaska Foundation during their *Voices in the Land* workshop during spring break. He worked with Native students developing a performance out of Native stories.
6. **Season Selection** – Our Season Selection Committee met to decide the productions for our 2024/2025 Season of Plays. The Season Reveal Party is scheduled for April 16 at the Unchartered Distillery. This is a members only party and has become an event that many theatre lovers look forward to year after year.

Very truly yours,

Elizabeth Nelson
Executive Artistic Director