



TRANSMITTAL MEMORANDUM
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TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: June 15, 2020

RE: **First City Players' Activity and Financial Reports – January Through March 2020**

Pursuant to paragraph (a) of Section 14 of the 2020 Community Agency Funding Agreement between the City of Ketchikan and First City Players, attached for City Council review are copies of the agency's quarterly activity and financial reports for the period January through March 2020. Should Councilmembers have questions and/or concerns regarding the reports, staff can attempt to respond accordingly.



First City Players  
335 Main Street  
Ketchikan, AK 99901

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

May 22, 2020

City of Ketchikan  
Attn: Ms Diane Bixby  
334 Front Street  
Ketchikan, Ak 99901

### **Quarterly Report: 1**

#### **Projects completed or in progress January 1 – March 31, 2020**

- 1. A Festival of Jazz and Cabaret –A two-week festival of music that included workshops for adults and children. Four professional musicians conducted workshops 6 days a week that culminated in two evenings of concerts at the Ted Ferry Civic Center. The workshops were full and the concerts were very successful. This project also includes work with schools. Our musicians visited all elementary schools and worked with students from 3<sup>rd</sup> – 6<sup>th</sup> grades teaching vocal jazz. Our musicians also worked with the Kayhi Jazz Band as well as the Schoenbar Jazz Band and Choir.**
- 2. The Addams Family– First City Players in partnership with the Ketchikan High School, helped to direct and produce the first high school musical in over 20 years. The show ran for two performances in January and was a huge success. FCP will continue to work with Kayhi to develop a drama program**
- 3. The 39 Steps – Our March production was able to complete its four show run before the town went into quarantine. This was a fast-paced, delightful comedy that warmed the heart of all who saw it.**

Since all performances have been stopped due to Covid-19, FCP has been working to have a strong online presence, to give families ideas of family games to play, to share links to online sources to watch professional productions, etc. We are currently in the process of casting a radio play to be produced live on KRBD on May 30. This is what we can do until such time that we can be in closer contact with other individuals and group gatherings are approved again.

FCP was able to secure a PPP loan so are keeping staff working and being paid.

Very truly yours,

Elizabeth Nelson  
Executive Artistic Director

**First City Players**  
**Profit & Loss**  
January through March 2020  
FCP P & L 1st Quarter 2020

Jan - Mar 20

Ordinary Income/Expense

Income

CONTRIBUTIONS

415 - City of Ketchikan Grant (City of Ketchikan Grant)	3,750.00
411 - Grant Rev/Borough (Grant Rev-Borough)	4,999.98
412 - Grant Rev/ASCA (Grant Rev-ASCA)	8,150.00
421 - Memberships (Memberships)	4,476.00
422 - Donations (Donations-Unrestricted)	1,101.15

Total CONTRIBUTIONS 22,477.13

GROSS RECEIPTS

401 - Ticket Sales/Regular (Ticket Sales-Regular)	20,657.35
404 - Workshop fees (Workshop Fees)	4,697.50
405 - Special Performance Reven (Special Performace Revenu)	4,454.41
424 - Gaming (Raffle)	6,425.25
481 - Interest Revenue (Interest Revenue)	1.55
491 - Show Merchandise Sales (Show Merchandise Sales)	10.00

Total GROSS RECEIPTS 36,246.06

SPECIAL EVENTS

499 - Concession/Misc. Revenue (Misc. Revenue)	3,084.00
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Total SPECIAL EVENTS 3,084.00

Total Income 61,807.19

Gross Profit 61,807.19

Expense

SALARIES

700 - Wages and Payroll Taxes	33,234.31
702 - Payroll Taxes (Payroll Taxes)	-35.76
705 - Retirement	846.06

Total SALARIES 34,044.61

PROFESSIONAL FE

521 - Workshop Instructor Fee (Workshop Fees Paid)	9,000.00
733 - Professional Services (Professional Services)	1,500.00

Total PROFESSIONAL FE 10,500.00

FUNDRAISING EXP

# First City Players Profit & Loss

January through March 2020  
FCP P & L 1st Quarter 2020

	Jan - Mar 20
506 - Program Design & Printing (Program Design & Printing)	2,271.50
Total FUNDRAISING EXP	2,271.50
INSURANCE	
703 - Workers Comp. Insurance (Workers Comp Insurance)	2,652.00
797 - Professional Liability (Employment practices insurance policy - annual \$1,000 thru 2/2015)	3,537.08
732 - Participants Accident (Participants Accident Insurance, premium \$1150 through 3/2015)	500.00
Total INSURANCE	6,689.08
PROD. EXPENSE	
522 - Travel	-530.80
502 - Sets & Props (Sets & Props)	499.94
503 - Scripts & Royalties (Scripts & Royalties)	-105.26
504 - Publicity (Publicity)	457.85
508 - Light & Sound Supplies (Light & Sound Supplies)	336.48
512 - Volunteer Appreciation (Volunteer Appreciation)	1,649.37
531 - Scholarship Awards (Scholarship Awards)	16.00
532 - Dinner Theatre Food & Ren (Dinner theatre food & ren)	2,150.91
622 - Venue (show locales)	4,396.25
725 - Shipping NOC (Shipping NOC)	569.76
Total PROD. EXPENSE	9,440.50
ADMINISTRATIVE EXPENSES	
737 - Ticketing fees (Costs associated with the use of Vendini ticketing program)	265.26
793 - Cash In/Cash Out (Cash Box)	0.00
792 - Gas for vehicles (Gas for vehicles)	118.09
724 - Office Supplies (Office Supplies)	113.99
727 - Taxes & Licenses NOC (Taxes & Licences NOC)	250.00
729 - Bank chrgs/Check printing (Bank charges (overdrafts, monthly fees) or check/deposit stock printing)	69.07
731 - Annual Meeting Costs (Annual Meeting Costs)	259.40
736 - Credit Card Costs (Credit Card Costs)	15,384.83
790 - Service/Late Charges (Service/Late Charges)	20.97
801 - Equipment Purchases (*Equipment Purchases)	66.96
Total ADMINISTRATIVE EXPENSES	16,548.57
RENT OR LEASE	
714 - Garbage (Water, Sewer, Garbage)	247.30

**First City Players**  
**Profit & Loss**  
**January through March 2020**  
FCP P & L 1st Quarter 2020

	<b>Jan - Mar 20</b>
716 - Building Repair/Maintance (Building Repair/Maintance)	<u>748.56</u>
Total RENT OR LEASE	995.86
REPAIR & MAINT	
751 - Equipment Maintenance (Equipment Maintenance)	<u>99.00</u>
Total REPAIR & MAINT	99.00
TRAVEL	
524 - Staff Travel (Staff travel to conferences, etc.)	<u>125.00</u>
Total TRAVEL	<u>125.00</u>
Total Expense	<u>80,714.12</u>
Net Ordinary Income	<u>-18,906.93</u>
Net Income	<u><u>-18,906.93</u></u>