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| TRANSMITTAL MEMORANDUM |
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TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: January 8, 2021

RE: **First City Players' Quarterly Activity & Financial Reports – October through December 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 October through December 2020. Should Councilmembers have questions regarding the attached reports, staff can attempt to respond accordingly.



First City Players
335 Main Street
Ketchikan, AK 99901

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

January 7, 2021

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

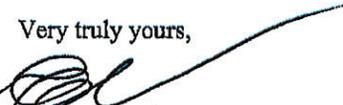
Quarterly Report:

Projects completed or in progress October 1 – December 31, 2020

It has been an unusual year for us (as well as for the whole world). It isn't possible for us to perform the way we traditionally have, but we have been producing theater, teaching classes and working with our community to bring entertainment to Ketchikan. Following is a list of the projects we have completed or are currently working on. .

1. **Divas & Divos** – We worked with KPU TV to produce this annual fundraiser. Our performers were recorded by KPU and all of the performances and interviews were edited together. We then presented this “live-streamed” on October 17th. The performers all gathered (masked and socially distanced, of course) we were able to take donations during the show via our ticketing platform, phone, and text to donate. Overall this was a surprisingly successful event, generating over \$25,000 in donations.
2. **The Last Five Years** – While we are not able to produce a full-scale fall musical this year, we rehearsed a two person musical that was scheduled to be performed mid-November. One of the performers was a close contact with a positive COVID case and had to quarantine for 2 weeks. Because of the timing of the quarantine, we were unable to perform as scheduled. The performance will take place January 15 – 23 at the Kayhi Auditorium, with limited tickets to the live performances. We will also be streaming a recording of this performance in February.
3. **StarPath Classes** – We began classes, utilizing the space rented by the Ketchikan Wellness Coalition at the Plaza Mall. Once again a rise in active COVID cases meant we had to cancel classes for the rest of 2020. We will resume classes in 2021.

Very truly yours,


Elizabeth Nelson
Executive Artistic Director

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 01/07/21
 Accrual Basis

First City Players
Profit & Loss
 October through December 2020

| | Oct - Dec 20 |
|---|--------------|
| Ordinary Income/Expense | |
| Income | |
| CONTRIBUTIONS | |
| 415 - City of Ketchikan Grant (City of Ketchikan Grant) | 2,500.00 |
| 411 - Grant Rev/Borough (Grant Rev-Borough) | 6,910.00 |
| 412 - Grant Rev/ASCA (Grant Rev-ASCA) | 8,970.00 |
| 414 - Grant Rev/Varlous (Grant Revenue) | 43,885.00 |
| 421 - Memberships (Memberships) | 2,299.00 |
| 422 - Donations (Donations-Unrestricted) | 3,639.14 |
| Total CONTRIBUTIONS | 68,203.14 |
| GROSS RECEIPTS | |
| 404 - Workshop fees (Workshop Fees) | 2,377.50 |
| 405 - Special Performance Reven (Special Performance Revenu) | 4,566.00 |
| 423 - Donations - PAC (PAC donations received from Vendini or other donation ven... | 210.00 |
| 424 - Gaming (Raffle) | 3,291.79 |
| 452 - Special Events Revenue (Special Events Revenue) | 20,561.94 |
| 481 - Interest Revenue (Interest Revenue) | 3.63 |
| Total GROSS RECEIPTS | 31,010.86 |
| SPECIAL EVENTS | |
| 450 - Show Sponsors | 2,000.00 |
| Total SPECIAL EVENTS | 2,000.00 |
| Total Income | 101,214.00 |
| Gross Profit | 101,214.00 |
| Expense | |
| SALARIES | |
| 700 - Wages and Payroll Taxes | 35,855.78 |
| 709 - Payroll Expense | 10.50 |
| 702 - Payroll Taxes (Payroll Taxes) | -1,644.34 |
| 705 - Retirement | 846.06 |
| Total SALARIES | 35,068.00 |
| INSURANCE | |
| 703 - Workers Comp. Insurance (Workers Comp Insurance) | 4,877.00 |
| 797 - Professional Liability (Employment practices insurance policy - annual \$1,000... | 2,191.48 |
| Total INSURANCE | 7,068.48 |
| PROD. EXPENSE | |
| 501 - Costumes & Makeup (Costumes & Makeup) | 90.52 |
| 502 - Sets & Props (Sets & Props) | 902.79 |
| 503 - Scripts & Royalties (Scripts & Royalties) | 1,985.04 |
| 504 - Publicity (Publicity) | 58.50 |
| 508 - Light & Sound Supplles (Light & Sound Supplles) | 152.82 |
| 512 - Volunteer Appreciation (Volunteer Appreciation) | 2,712.23 |
| 532 - Dinner Theatre Food & Ren (Dinner theatre food & ren) | 2,340.00 |
| Total PROD. EXPENSE | 8,241.90 |
| ADMINISTRATIVE EXPENSES | |
| 739 - Credit Card Balance | -89.55 |
| 719 - Software (Software upgrades, new software purchases) | 382.13 |
| 737 - Ticketing fees (Costs associated with the use of Vendini ticketing program) | 331.72 |
| 793 - Cash In/Cash Out (Cash Box) | 0.00 |
| 724 - Office Supplles (Office Supplles) | 308.18 |
| 726 - Dues and Subscriptions (Dues and Subscriptions) | 473.25 |
| 727 - Taxes & Licenses NOC (Taxes & Licences NOC) | 100.00 |
| 736 - Credit Card Costs (Credit Card Costs) | 736.13 |
| 799 - Other Admin Expenses (Other Admin Expense) | -62.65 |
| 801 - Equipment Purchases (*Equipment Purchases) | 162.62 |

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Accrual Basis

First City Players
Profit & Loss
October through December 2020

| | <u>Oct - Dec 20</u> |
|---|-------------------------|
| Total ADMINISTRATIVE EXPENSES | 2,341.83 |
| RENT OR LEASE | |
| 713 - Electricity (Electricity) | 480.11 |
| 714 - Garbage (Water, Sewer, Garbage) | 48.26 |
| 716 - Building Repair/Maintance (Building Repair/Maintance) | 162.66 |
| 721 - Telephone Costs (Telephone Costs) | 413.10 |
| Total RENT OR LEASE | <u>1,104.13</u> |
| REPAIR & MAINT | |
| 751 - Equipment Maintenance (Equipment Maintenance) | 39.60 |
| Total REPAIR & MAINT | <u>39.60</u> |
| Total Expense | <u>53,863.94</u> |
| Net Ordinary Income | <u>47,350.06</u> |
| Net Income | <u><u>47,350.06</u></u> |