

Section 1 - ORGANIZATION INFORMATION		
1.1	Date Form Completed	
1.2	Fiscal Year-End Date (month & day, only)	
1.3	DUNS Number http://fedgov.dnb.com/webform	
1.4	Federal ID # (EIN Number) (XX-XXXXXXX)	
1.5	Name of Organization	
1.6	Does your organization have a parent organization?	
1.7	If so, please provide the legal name of the parent organization	
1.8	Zip + 4	
1.9	County	
1.10	Phone # (XXX-XXX-XXXX)	
1.11	E-Mail Address	
1.12	Web Address	
1.13	Contact Person for PCA Grants	
1.14	Contact Person Title	
1.15	Contact Person E-mail	

Section 2 - REVENUE			
	Organization Name:		
	Fiscal Year-End Date:		
		<u>Most recently completed Fiscal Year</u> <u>from day/month/year to day/month/year</u>	<u>First Prior Fiscal Year</u> <u>from day/month/year to day/month/year</u>
	EARNED REVENUE		
2.1.1	Admissions, ticket sales		
2.1.2	Subscriptions		
2.1.3	Membership Fees		
2.1.4	Contracted Services		
2.1.5	Tuitions / class & workshop fees		
2.1.6	Sales (shop, souvenirs, programs)		
2.1.7	Food / beverage /parking concessions		
2.1.8	Space rental		
2.1.9	Interest earnings *		
2.1.10	Advertising/Sponsorship		
2.1.11	Total All Other **		
2.1.12	TOTAL EARNED REVENUE		
	CONTRIBUTED SUPPORT		
	Government		
2.2.1	Government - City		
2.2.2	Government - County		
2.2.3	Government - State		
2.2.4	Government - Federal		
2.2.5	Sub-total Government Support		

* Includes Realized and Unrealized gains on all investment, including endowments.

**Includes Transfers and Reclassifications

	Private		
2.3.1	Foundation		
2.3.2	Corporate		
2.3.3	Individuals - Board members		
2.3.4	Individuals - all others		
2.3.5	Parent Organization		
2.3.6	Special Event Fundraising		
2.3.7	Total All Other		
2.3.8	<i>Sub-total Private Support</i>		
2.3.9	NET ASSETS RELEASED FROM RESTRICTION		
2.4.1	<i>GRAND TOTAL CASH REVENUE</i>		
2.5.1	TOTAL IN KIND REVENUE		
	<i>ENDOWMENT (Do not separate Restricted and Unrestricted)</i>		
	Total Endowment balance beginning of year		
	Total Endowment balance end of year		

Section 3 - EXPENSES			
	Organization Name:		
	Fiscal Year-End Date:		
		<u>Most recently completed Fiscal Year from day/mo/yr to day/mo/yr</u>	<u>First Prior Fiscal Year from day/mo/yr to day/mo/yr</u>
	EXPENSES		
	Program		
3.1.1	Salaries-Program		
3.1.2	Taxes		
3.1.3	Fringe		
3.1.4	Artists & Performers and Program non-salaried		
3.1.5	Advertising/Marketing/Outreach		
3.1.6	Collections- Acquisition / Conservation / Management		
3.1.7	Dues and Subscriptions		
3.1.8	Equipment -Purchase/Lease/Maintenance		
3.1.9	Facilities - Program		
3.1.10	Catering/Hospitality		
3.1.11	Insurance - Program		
3.1.12	Interest Expense - Program		
3.1.13	Internet & Website - Program		
3.1.14	Lodging & Meals		
3.1.15	Postage & Shipping - Program		
3.1.16	Printing		
3.1.17	Production/Programming/Exhibition/Touring Costs		
3.1.18	Security - Program		
3.1.19	Travel-Program		
3.1.20	Other-Program *		
3.1.21	Total Expenses - Program		

**This figure includes the program portion of expenses not listed in program section above.*

	Fundraising		
3.2.1	Salaries - Fundraising		
3.2.2	Taxes		
3.2.3	Fringe		
3.2.4	Fundraising Expenses		
3.2.5	Fundraising Professionals		
3.2.6	Interest Expense - Fundraising		
3.2.7	Postage & Shipping - Fundraising		
3.2.8	Printing - Fundraising		
3.2.9	Security - Fundraising		
3.2.10	Travel - Fundraising		
3.2.11	Other-Fundraising *		
3.2.12	Total Expenses - Fundraising		
	General & Administrative		
3.3.1	Salaries-General & Admin		
3.3.2	Taxes		
3.3.3	Fringe		
3.3.4	Accounting and Audit		
3.3.5	Bank Fees		
3.3.6	Facilities - General & Admin		
3.3.7	Insurance - General & Admin		
3.3.8	Interest Expense - General & Admin		
3.3.9	Internet & Website - General & Admin		
3.3.10	Postage & Shipping - General & Admin		
3.3.11	Printing		
3.3.12	Professional Fees		
3.3.13	Repairs & Maintenance		
3.3.14	Security - General & Admin		
3.3.15	Supplies-General & Admin		
3.3.16	Travel-General & Admin		
3.3.17	Utilities		
3.3.18	Other-General & Admin **		
3.3.19	Total -General & Administrative		
3.4.1	GRAND TOTAL CASH EXPENSES***		
3.4.2	Total Salaries & Fringe		

* This figure includes the fundraising portion of expenses not listed in fundraising section above.

** This figure includes the general & administrative portion of expenses not listed in general & administrative section above.

*** This figure excludes in-kind as specified in the revenue section

3.5.1	Credit Line Limit		
3.5.2	Loan balance end of year		
3.5.3	Facility Mortgage payment		
3.6.1	Other - Program Description*		
3.6.2	Other - Fundraising Description**		
3.6.3	Other - General & Administrative Description***		

**The "Program – Other" line may also include the program expense portion from the following line items: Accounting, Audit, Bank Fees, Repairs & Maintenance, Conferences & Meetings, Cost of Sales, Depreciation, Fundraising Expense – Other, Fundraising Professionals, Grantmaking Expense, In-Kind Contributions, Investment Fees, Legal Fees, Major Repairs, Office Expense – Other, Other, Professional Development, Sales Commission Fees, Supplies – Office & Other, Telephone, and Utilities.*

***The "Fundraising – Other" line may also include the fundraising expense portion from the following line items: Accounting, Advertising and Marketing, Artist Commission Fees, Artist Consignments, Artists & Performers – Non Salaried, Audit, Bank Fees, Repairs & Maintenance, Catering & Hospitality, Collections Conservation, Collections Management, Conferences & Meetings, Cost of Sales, Depreciation, Dues & Subscriptions, Equipment Rental, Facilities – Other, Grantmaking Expense, Honoraria, In-Kind Contributions, Insurance, Internet & Website, Investment Fees, Legal Fees, Lodging & Meals, Major Repairs, Office Expense – Other, Other, Production & Exhibition Cost, Programs – Other, Professional Development, Public Relations, Rent, Recording & Broadcast Costs, Royalties/Rights & Reproductions, Sales Commission Fees, Supplies – Office & Other, Telephone, Touring, and Utilities.*

****The "General & Administration – Other" line may also include the General & Administration expense portion from the following line items: Advertising and Marketing, Artist Commission Fees, Artist Consignments, Artists & Performers – Non Salaried, Catering & Hospitality, Collections Conservation, Collections Management, Conferences & Meetings, Cost of Sales, Depreciation, Dues & Subscriptions, Equipment Rental, Fundraising Expense – Other, Fundraising Professionals, Grantmaking Expense, Honoraria, In-Kind Contributions, Investment Fees, Legal Fees, Lodging & Meals, Major Repairs, Office Expense – Other, Other, Production & Exhibition Cost, Programs – Other, Professional Development, Public Relations, Recording & Broadcast Costs, Royalties/Rights & Reproductions, Sales Commission Fees, and Touring.*

Section 4 - NON-FINANCIAL INFORMATION				
	Organization Name:			
	Fiscal Year-End Date:			
		<u>Most recently completed Fiscal Year from day/month/year to day/month/year</u>	<u>First Prior Fiscal Year from day/month/year to day/month/year</u>	Do not know
Number of Contributors				
4.1.1	Individuals			
4.1.2	Board			
4.1.3	Corporate			
4.1.4	Foundations			
4.1.5	Government (Fed, State & Local)			
4.1.6	Paying Subscribers and Paying Members			
4.1.7	Total Number of Contributors, Subscribers, and Members			
Attendance				
Paid Attendance				
4.2.1	Total Paid Attendance			
Free Attendance				
4.2.2	Total Free Attendance			
4.2.3	Total in-Person Attendance			
Attendance Details (include in above totals)				
4.2.4	Total Children Under 18			
4.2.5	Total Attendance Classes/Workshops			
Website Activity				
4.2.6	Unique Website Visits Section			
4.2.7	Number of Page Views			

Program Activity*				
4.3.1	Performances - Home			
4.3.2	Performances - Away			
4.3.3	Productions (including online/radio/television)			
4.3.4	Exhibitions			
4.3.5	Films			
4.3.6	Lectures			
4.3.7	Educational Classes/Workshops			
4.3.8	Tours			
4.3.9	Programs			
4.3.10	Off-site School Programs			
4.3.11	Facility Rentals by your organization			
4.3.12	Rentals of your Facilities by others			
Admission Prices				
4.4.1	Highest single price			
4.4.2	Lowest single price			
4.4.3	Average adult price			
4.4.4	Average senior price			
4.4.5	Average child price			
4.4.6	Average student price			

**This represents a selection of program activities, and may not be inclusive of an organization's full programmatic offering. See narrative for more detail.*

Staff				
4.5.1	Full -Time Paid Staff			
4.5.2	Part-Time Paid Staff			
4.5.3	Independent Contractors/fulltime, seasonal, part-time			
4.5.4	Total Paid Staff & Contractors			
4.5.5	Total Staff FTE*			
Volunteers				
4.6.1	Full time volunteers			
4.6.2	Part-time volunteers			
4.6.3	Total Volunteers			
4.6.4	Total Volunteer FTE**			

Based on the staff information (part-time & ind. contractors) that you provided above, what is the total number of **FULL-TIME EQUIVALENT (FTE) staff currently paid by your organization? Full-Time Equivalent = # of employees working full-time hours + the # of employees on part-time schedules converted to full-time basis. One FTE = one full-time employee OR two half-time employees OR 4 four quarter-time employees, etc. If an exact figure is not available, estimate accordingly.*