PCA Financial Statistical Report 2014

	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			
1.0	organization			
1.8	Zip + 4			
1.9	County			
1.10	Phone # (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:			
		Most recently completed Fiscal Year from day/month/year to day/month/year	First Prior Fiscal Year from day/month/year to day/month/year	
	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

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	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	Sub-total Private Support	
	NET ASSETS RELEASED	
2.3.9	FROM RESTRICTION	
	GRAND TOTAL CASH	
2.4.1	REVENUE	
2.5.1	TOTAL IN KIND REVENUE	
	ENDOWMENT (Do not	
	separate Restricted and	
	Unrestricted)	
	Total Endowment balance	
	beginning of year	
	Total Endowment balance	
	end of year	

	Section 3 - EXPENSES				
	Organization Name:				
	Fiscal Year-End Date:				
		Most recently completed Fiscal Year from day/mo/yr to day/mo/yr	First Prior Fiscal Year from day/mo/yr to day/mo/yr		
	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				
	Internet & Website - Program				
3.1.14	Lodging & Meals				
3.1.15	Postage & Shipping - Program				
3.1.16	Printing				
	Production/Programming/Exhibition/Touring Costs				
	Security - Program				
	Travel-Program				
	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	
	Taxes	
3.2.3	Fringe	
	Fundraising Expenses	
3.2.5	Fundraising Professionals	
3.2.6	Interest Expense - Fundraising	
3.2.7	Postage & Shipping - Fundraising	
	Printing - Fundraising	
	Security - Fundraising	
3.2.10	Travel - Fundraising	
	Other-Fundraising *	
3.2.12	Total Expenses - Fundraising	
	General & Administrative	
	Salaries-General & Admin	
3.3.2	Taxes	
3.3.3	Fringe	
	Accounting and Audit	
	Bank Fees	
	Facilities - General & Admin	
-	Insurance - General & Admin	
	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	
	Supplies-General & Admin	
3.3.16	Travel-General & Admin	
	Utilities	
3.3.18	Other-General & Admin **	
	Total -General & Administrative	
-	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.

Sec	ction 4 - NON-FINANCIAL	INFORM	MATION	
	Organization Name:			
	Fiscal Year-End Date:			
		Most recently completed Fiscal Year from day/month/ year to day/month/ year	First Prior Fiscal Year from day/month/year to day/month/year	Do not know
Numb	er 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)			
	Paying Subscribers and Paying			
4.1.6	Members			
	Total Number of Contributors,			
4.1.7	Subscribers, and Members			
Atten	dance			
Paid At	tendance			
4.2.1	Total Paid Attendance			
Free At	tendance			
4.2.2	Total Free Attendance			
4.2.3	Total in-Person Attendance			
Attenda	ance Details (include in above totals)			
4.2.4	Total Children Under 18			
	Total Attendance			
4.2.5	Classes/Workshops			
	e 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		
Admissio	on 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 prgrammatic 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.