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2016 OPERATING BUDGET BRIEFING NOTE

Civic Theatres Toronto: 2013-2016 Trends for Specific Expenditure Accounts

Issue/Background:

The Budget Committee at its meeting of December 15, 2015, requesting the City Manager to provide briefing notes to the January 5, 2016 meeting. The motion requires detailed reporting on specific expenditure accounts that would include actual spending from 2013 to 2015, together with the corresponding 2016 Preliminary Budget estimates for the following expense categories:

- Mailing
- Advertising and Promotion
- Office Supplies
- Travel (Conference and Travel)
- Training/Conferences (Staff Training and Development)
- Material and Equipment – Communications (Computer Supplies)
- Rental of Office Equipment
- Rental of Equipment - Trades
- Contracted Services
- Material and Equipment Hand Tools
- Professional and Tech - Management Fees (Management Fee)
- Catering Services – Not applicable to Exhibition Place

Key Points:

SUMMARY EXPENDITURES BY CATEGORY*

	Preliminary 2016	to Nov 30 2015	Actuals 2014	Actuals 2013
- Mailing	\$ 10,180	\$ 10,849	\$ 8,634	\$ 8,534
- Advertising and Promotion	\$ 379,498	\$ 851,354	\$ 228,017	\$ 523,734
- Office Supplies	\$ 62,860	\$ 60,609	\$ 58,111	\$ 60,443
- Travel	\$ 40,900	\$ 23,056	\$ 27,516	\$ 28,413
- Training/Conferences	\$ 82,900	\$ 22,176	\$ 20,327	\$ 27,049
- Material and Equipment – Communications	\$ 160,200	\$ 153,344	\$ 140,917	\$ 136,575
- Rental of Office Equipment	\$ 43,820	\$ 46,377	\$ 45,227	\$ 45,173
- Contracted Services – Renovations	\$ -	\$ -	\$ -	\$ -
- Material and Equipment Hand Tools	\$ -	\$ -	\$ -	\$ -
- Professional and Tech-Management Fees	\$ 334,490	\$ 326,228	\$ 452,215	\$ 464,528
- Catering Services	\$ 24,068	\$ 21,500	\$ 18,744	\$ 14,408

*Based on Operating budget only

Key Points:

- Variance in Advertising and Promotion is driven by Sony Centre programming changes (risk vs non risk).
- Variance in Travel in 2016 is driven by Sony Centre investment in programming (research).
- Variance in Training/Conference in 2016 is driven by an investment in programming and an investment/upgrade to the booking/accounting system (EBMS) used by the theatres.
- Variance in Materials and Equipment – Communications is driven by an investment in upgrading and updating the Theatres' (phase one – Sony Centre's) website.
- Variance in Professional fees is due to Sony Centre reallocation of Director of Sponsorship to an in house position in 2015.

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