

## BOARD MEETING – JANUARY 20, 2025

I send regrets that I cannot attend tonight's meeting as I am in rehearsal at Metro. Mondays are free starting Jan 27/25.

### Prospera Credit Union - Balances as of December 31, 2024

Chequing	\$65,920.20
Savings	\$29,934.08
Gaming	\$7,228.00
Equity	5.00
<u>Term Deposits (revised)</u>	<u>155,786.33</u>
Total Monies	\$258,873.61

- **Financial Reporting** - Attached are November 30, 2024, Balance and Income Statements. I have printed out the Prospera CU Dec 31, 2024 accounts and I am in the process of entering December which has many entries as we had shows running and is very, very complicated with the different systems. Vagabond's Fiscal Year end is December 31<sup>st</sup> and I will need to do accruals and depreciations.
- **Square** – We are having our challenges with our volunteers on Concession especially with the 50-50 cash back and not doing the refund which puts our accounts out. Concession volunteers are also checking off the wrong category on slips and in discussion with Cindy, we decided it might be best if we eliminate the check boxes and just have a different colour slip for 50/50, box office and concession to make it simpler.
- **Audienceview**: is changing gateways from PayPal to FirstData (Card Connect). I have spent a lot of time on this transition. The original Jan 1<sup>st</sup> launch was delayed and will happen next week. With this new gateway, money will be deposited daily into our Prospera account, which is what we want, but because FirstData is monetary each transaction will need to be reconciled using Audienceview, FirstData and Prospera which is a whole lot of work.
- **Audienceview** Year End reports – on December 31<sup>st</sup> at 3pm I ran a Fiscal Year Report, and another for Donations Totaling \$1,102 which I will use to create donation receipts for the 24 patron's that donated more than \$20 including Patrons that have made cash donations from their 50-50 winnings.
- **Telus** – The Issues continue with the transition from old account to new including double billing. I spent another hour and new ticket opened today Dispute case #22502260.
- **Production – I have attached my spreadsheet. Note Tick Tick Boom is only revenue at this point. TICK TICK BOOM** we have reported revenue of \$36,246 Revenue (Budget \$40,000) less PayPal fees transferred from Paypal to our account on December 26<sup>th</sup> \$34,614.40. A rough estimate of expenses at this point is \$22,000, which is on budget, but the profit target was not met.
- **Co-Pro – THE DIMES CHRISTMAS SHOW: TICKETS SALES** \$6800.00 less Audienceview 274.72 plus Paypal Fess.172.11 = \$6027.89= The Dimes = \$3811.90 and the Vagabond Players \$2521.47. The 50/50 \$430.00 covers the Minuteman cost of \$385.38 (taxes incl)
- **Paypal** – on Dec 31/24 I transferred all funds in Paypal \$3,455.48 that were deposited in Prospera on Jan 2<sup>nd</sup>/25.
- **City of New Westminster**: Vagabond Players 5-year lease of the Bernie Legge Theater was signed by the City effective December 16, 2024. We have both paper and electronic copy.
- **Licenses: BC Gaming** – Gaming event report filed (359655) for Nov-Dec 50-50. Gaming 50-50 New Application for A Nice Indian Boy 1237837 pending.
- **Licenses: BCLD SEP** Special event permits have been applied, paid for and received for A Nice Indian Boy SEP 094629, 094630 and 094634. I will drop them off next time I am at the theatre.

### Finances – Ongoing + New+ other business

- **Primary Liquor License**: Need Status update: New Board of Directors (Dwayne/Ray/?), need to do the documentation before we can do the application. I have made arrangement with Westminster Centre Notaries and those living in New West can go through local police. Just to give you an idea of how much this cost us last year we spent \$5200+ where we could be paying a flat rate of \$2200 after we pay the initial application fee. With regards to SEP - we will be over the limit for The Revolutionists.
- Working on PST reimbursement for 2023 and 2024. We were able to run a 2024 report off of square which will make the process so much easier. Need to do 2024 GST refund requests as well.
- Need to do the Donation Receipts for 2024 donors.