



Tuesday, December 11, 2012

David Weber, City Clerk  
City of Richmond  
6911 No. 3 Road  
Richmond, BC  
V6Y 2C1

Re: Delegation to January City Council Meeting

Dear Mr. Weber,

The Gateway Theatre would like to send a delegation to Richmond City Council at their scheduled meeting on January 28, 2013. This presentation is a requirement of our operating agreement with the City of Richmond in which we will be reviewing Gateway Theatre's 2011-2012 operations.

Keith Liedtke, Chair of the Board of Directors and I will attend to make this presentation. Please feel free to contact me if you have any questions at 604-247-4971.

Sincerely,

A handwritten signature in black ink, appearing to read 'SH' or 'Suzanne Haines', written in a cursive style.

Suzanne Haines  
General Manager

cc: Councillor Chak Au



**2011-2012 ANNUAL REPORT  
RICHMOND GATEWAY THEATRE SOCIETY**



## Contents:

### Introductory Section

Message from the Mayor	1
Message from the Chair	2
Richmond Gateway Theatre Society Board	3

### Gateway Theatre 2011-2012 Operations

Mission Statement	4
Report from the General Manager	5
Report from the Artistic Director	6
What our patrons say	7
Gateway Academy for the Performing Arts	9
Community Clients	10
Facility Usage Report	10
Volunteer Program	11
Fundraising Committee Report	12
Special Thanks to Sponsors and Donors	13
Endowment Committee Report	17
Finance & Audit Committee Report	18
Audited Financial Statements	19
Gateway Administration	34

This Page is meant to be blank



City of  
Richmond

Malcolm D. Brodie  
Mayor

6911 No. 3 Road  
Richmond, BC V6Y 2C1  
Telephone: 604-276-4123  
Fax No: 604-276-4332  
[www.richmond.ca](http://www.richmond.ca)

### ***GREETINGS FROM THE MAYOR:***



On behalf of City Council and the residents of Richmond, I would like to extend sincere greetings to all the readers of the *Gateway Theatre Society* 2011 – 2012 Annual Report.

The Gateway Theatre is the third largest theatre in the Lower Mainland and Richmond's only live professional theatre. It contributes greatly to the local community through its performing arts, public art displays, professional theatre productions, and as a venue for meetings and film shoots. Further, it offers year-round acting, musical theatre, and technical training classes for aspiring youth.

Richmond City Council is very proud of how the Gateway Theatre reflects the remarkable and culturally diverse nature of this community. As Mayor, I take great pride in this diversity, as I believe that it creates mutual respect and generates understanding of the different perspectives and traditions that make up a cultural heritage.

Thank you to all the volunteers, society members, board and staff for your strong commitment to the Gateway Theatre and its subsequent success. Best wishes for the future!

Malcolm D. Brodie  
Mayor

## Message from the Chair



Our 27<sup>th</sup> year of operation saw some exciting changes take place at the Gateway Theatre, as we welcomed our new Artistic Director, Giovanni Sy. Giovanni joins Suzanne Haines, our General Manager, who is back from maternity leave - as the Senior Management Team at the Gateway Theatre.

Giovanni joins us after our long standing Artistic & Executive Director Simon Johnston, retired in April 2012. I wanted to take this opportunity, to remember Simon for his 12 years of leadership, growing our theatre to one of the largest in B.C. The Board is delighted to have Giovanni, as he brings a new & dynamic artistic vision to the community, and we look forward to even more growth under his artistic leadership!

The 2011-2012 professional theatre season featured some old favorites, new scripts and nationally acclaimed work. The beloved *Sound of Music* was back with favorite songs which ignited the community, resulting in sold out houses. This year we also joined Chemainus Theatre Festival to produce *All Shook Up*, which had audience members dancing in the aisles. *Templing Providence* showed us what a minimalist set can bring to a story, and *Mary's Wedding* was a delight showcasing emerging talent.

The Academy saw our highest attendance yet in the classes with over 300 students coming to the theatre. We offer professional instruction to youth in musical theatre, voice and acting disciplines. The success of this program is demonstrated by the self-awareness and self-confidence our students develop, not to mention their career achievements as they not only return to our stages to demonstrate their crafts, but grace other theatres with their talents.

I want to thank our audience for their outstanding support in 2011-2012. Box Office revenue for our Main Stage, Studio, Play Development and Academy, covers approximately 75% of the costs for these productions. (The national average is below 50%) The additional funds required to put on these events comes from sponsorship, grants and fundraising activities. Our audience's strong support for the Gateway provides a compelling example of why more private sector support for our theatre is warranted.

The Gateway Theatre Cocktail pARTy returned this year with increased attendance. All couples attending the event enjoyed the food, wine, and beer - and left the evening with an original piece of art. It was again a very special night for all attending, the artists, the attendees, the volunteers and the Gateway Theatre staff.

Gateway Theatre hosted a variety of cultural events with the community. These groups have brought Chinese operas, dance and music recitals to our stage. This past year, we had a reduction in our rentals program due to cancellation of events outside of our control. These community partners are returning with full bookings next year.

The committed work of our Board, Staff and Volunteer Teams has once again been incredible. Their dedication and the hours they invest in making the theatre what it is today, is invaluable to our success and our existence. Thank you!

I also want to thank Beverley Siver for a "job well done", stepping into Suzanne's shoes as our Interim General Manager while Suzanne was on maternity leave.

The City of Richmond's support remains invaluable to our existence. Their foresight to bring professional theatre to our community has spawned a myriad of artistic groups in our community, with the Gateway being the cultural leader of those services.

Most of all – A Big Thank-you, to all our patrons and sponsors for their continued support!  
All of us are looking forward to our new 2012-13 Season!

**Keith Liedtke**

*Chair, Richmond Gateway Theatre Board*

## **2011-2012 Richmond Gateway Theatre Society Board**

### **Executive Committee**

Keith Liedtke	Chair
Lori Chalmers	Vice Chair
Susan Ness	Treasurer
Debbie Tobin	Secretary
Chak Au	City Council Liaison

### **Members at large**

Seemah Aaron  
Michael Anderson  
Denise Chambers  
Suzanne Dunn  
Elana Gold  
Evelyn Lazare  
Scott Stewart  
John Watson  
Ian Whitaker

### **Committees**

<b><u>Fundraising</u></b>	<b><u>Finance</u></b>	<b><u>Endowment</u></b>	<b><u>Nominating</u></b>
Debbie Tobin, Chair	Susan Ness, Chair	Garth Edwards, Chair	Keith Liedtke, Chair
Michael Anderson	Suzanne Dunn	Ron Climenhaga	Denise Chambers
Lori Chalmers	Katharine Lecy	Anabel Ho	Evelyn Lazare
Denise Chambers	Keith Liedtke	Trudy Morse	Susan Ness
Reena Clarkson	John Watson	Scott Stewart	
Diane Cousar	Ian Whitaker		Simon Johnston (staff)
Elana Gold		Jovanni Sy (staff)	
Carmen McCracken	Suzanne Haines (staff)		
Susan G. Ness	Simon Johnston (staff)		
	Jessie Li (staff)		
Sheilagh Cahill (staff)	Beverley Siver (staff)		
Suzanne Haines (staff)	Jovanni Sy (staff)		
Kent McAlister (staff)			
Beverley Siver (staff)			
Melanie Yeats (staff)			

## Mission Statement

Gateway Theatre is a welcoming and inclusive regional theatre for Richmond and its surrounding communities. Encouraging participation and cultural diversity, we strive for excellence and leadership in the development and production of live professional theatre and programs that connect the community.

## Core Values

These values define the way decisions are made at the Gateway Theatre. They create a welcoming team and inclusive culture for staff, volunteers, partners, clients, and patrons.

### LEADERSHIP

- Sustainability
- Relationships with community
- Proactive

### RESPECT

- Treatment of each other
- Positive attitude
- Dignity

### INCLUSIVE

- Participation
- Diversity: cultural, social & ethnic
- Responsiveness

### QUALITY

- Unique
- Artistic Excellence
- Innovation

## Programs

Gateway Theatre's mission is implemented through programs delivered to the region. These programs are:

### A: Live Professional Theatre

- Main Stage Productions
- Studio Productions
- Play Development
  - Commissions
  - Readings
  - Workshops
  - Dramaturgy
- Gateway Academy for the Performing Arts

### B: Community Connections

- Partnerships
  - City of Richmond
  - Corporate
- Rentals Program
- Volunteer Program
- Special Events
- Mentorship



## Report from the General Manager



I just finished reading the latest post on the Gateway Theatre blog about food from our new Artistic Director, Giovanni Sy who is currently in a production in Hong Kong. It is a reminder that things are different here at the Gateway. This past season has been a flurry of change and excitement at the Gateway Theatre. I was fortunate to be off for a year of maternity leave to care for my new son while Beverley Siver (Interim General Manager) and Simon Johnston cared for the Gateway Theatre. What an exceptional year it turned out to be.

Financially the year was fabulous with robust ticket sales for the season and increased enrolment in the Academy. We had new and very successful collaborations with Chemainus Theatre Festival in producing *Steel Magnolias* and *All Shook Up*. We welcomed artists from Theatre Newfoundland &

Labrador with *Tempting Providence*, a show that celebrated its 500<sup>th</sup> performance in 2012 and has toured internationally. *The Sound of Music* broke all box office records in the Gateway's history and *Mary's Wedding* played to sold out houses. *Kismet one to one hundred* introduced our audience to verbatim theatre from Chop Theatre.

We opened our doors to community artists groups to produce their productions throughout the year. This year we had fewer rental days due to illness for a couple of key artists and the cancellation of the School District 38 events. We welcome the schools back in the coming year to produce events with their students.

We were present at a number of outreach activities this year. Two of the larger events include the Steveston Salmon Festival in July 2011 and the Children's Arts Festival in February 2012. We look forward to participating in the community throughout the year.

One of my greatest joys is to mingle with our incredibly dedicated volunteers. They are your friends and neighbours who join us on an almost nightly basis to take your tickets, hang your jacket and guide you to your seat. They also join us in the office to assist with administrative duties. Our volunteers are a committed group with a wealth of knowledge and experience. Thank you for the 11,130 hours of your time that you have donated this past season.

Upon my return, the structure of the organization shifted as I took on Simon Johnston's executive director responsibilities. I would like to thank Simon for the incredible foundation he built for the Gateway Theatre as we move into our next chapter of artistic programming. I would also like to thank the City of Richmond for believing in the importance of the performing arts in Richmond. I look forward to working more closely with the City of Richmond as we build relationships and programming with and for the community.

Thank you to my Board of Directors for the countless hours they contribute and their unflagging support of our programs. I am also grateful to our volunteers, our administration team, our production personnel and our faculty for their selfless contributions to excellence in the performing arts in our community.

**Suzanne Haines**  
General Manager, Gateway Theatre

## Report from the Artistic Director



The Gateway Theatre's 2011-2012 Season – Artistic Director Emeritus Simon Johnston's farewell season – was an interesting mix of old and new, elaborate and simple. Our audiences certainly responded favourably: ticket sales easily surpassed all projections.

*Steel Magnolias* opened our Mainstage season in October. Nicola Cavendish directed this co-production with Chemainus Theatre. Originally staged as an off-Broadway play in 1987, the story, written by Robert Harling, is based on the playwright's experience with the death of his sister. The play featured six outstanding actresses, one of whom (Sarah Carlé) was nominated for a Jessie award.

Rodgers and Hammerstein's *The Sound of Music* opened in December and became the top-grossing show in Gateway history. Our universally acclaimed production was directed by Chris McGregor, musically directed by Allen Stiles, and choreographed by Dawn Ewen.

In January, we welcomed Theatre Newfoundland Labrador's touring production of *Tempting Providence*. Robert Chafe's play was imaginatively staged by award-winning director Jillian Keiley – the new artistic director of the National Arts Centre in Ottawa. With nothing more than a table, four chairs, and a piece of cloth, the cast of four told a stirring tale of Newfoundland in the 1920s.

*All Shook Up* concluded our season in April in triumphant fashion, shattering all box office projections. It was also a bittersweet occasion as this co-production with Chemainus Theatre marked Simon Johnston's last show as Artistic Director. Simon did a marvelous job directing this crowd pleaser. Actress Luisa Jojic was a standout and was also nominated for a Jessie Richardson Theatre award.

Our Studio series offered two very different shows. In November, Stephen Massicote's *Mary's Wedding* told a heartbreaking tale of romance amidst the ruins of the First World War. The show was ably directed by Artistic Associate Natasha Nadir. Nicola Elbro, playing the title character, was nominated for a Jessie as Outstanding Actress.

*Kismet one to one hundred* was a unique show we presented in February from the innovative young Vancouver-based company Chop Theatre. The three performer-creators along with director-creator Anita Rochon interviewed one hundred people ranging in age from 1 to 100 on the nature of kismet. They then staged their finding in a delightfully theatrical offering.

After a year hiatus, SceneFirst returned in January 2012 in glorious fashion. Under the curation of Natasha Nadir, three shows – Sally Stubbs' *Kid Gloves*, Gordon Pengilly's *Flesh and Ghosts*, and *Winners and Losers* by James Long and Marcus Youssef – were presented to enthusiastic audiences. *Winners and Losers* was subsequently selected to premiere in our upcoming 2012-13 season. As an added bonus, we presented a fourth reading in April. Yvette Nolan's *The Birds* recast the classic play by Aristophanes into a unique First Nations-inspired setting.

The Gateway Academy entered its 20th year with after school classes in musical theatre and acting taught by a faculty of amazing professionals. The program is located at the Gateway and offers a variety of courses ranging from beginners to pre-professional levels. 305 students enrolled in fourteen different

classes that ran from July to May. As in previous years, many of the classes had waiting lists. The Academy is suited to those 6 – 18 years of age. The majority of enrolment comes from Richmond with the remaining students traveling in from surrounding communities. We recently conducted a strategic review of the Academy and have identified two areas of possible curriculum expansion: adding more programs available to pre-professionals and adding adult education in both theatre arts and theatre appreciation.

**Jovanni Sy**

*Artistic Director, Gateway Theatre*

### **What our patrons say:**

#### **Steel Magnolias**

by Robert Harling



“Great performances and story line - even my husband liked it!!”

“Superb acting, beautifully crafted – so much gratitude to the actors of this show.”

From left: Dolores Drake, Sarah Carlé, Susan Coodin. Photo by Cim MacDonald

#### **Mary’s Wedding**

by Stephen Massicotte

“It was superb! Your cast was so good – I hardly breathed throughout.”

“A wonderful moving touching performance by two talented actors. Such a terrific show. Thank You.”



Giovanni Mocibob & Nicola Elbro. Photo by Sherry Elasoff

#### **The Sound of Music**

Book by Howard Lindsay & Russel Crouse, music by Richard Rodgers, lyrics by Oscar Hammerstein II



Cast of The Sound of Music. Photo by David Cooper

“The singers, lighting and technical, scenery and costumes were top notch. As my husband said "who needs to go to New York!!!" Thank you so very much for a brilliant show.”

“Last night’s play was one of the best I have seen at Gateway.”



## **Tempting Providence**

by Robert Chafe

"It was like being with friends! Loved it. Great acting that kept my interest peaked."

"A very special play, well done and we will spread the word"



Darryl Hopkins, Robert Wyatt Thorne, Willow Kean & Deidre Gillard-Rowlings. Photo by Peter Buckle

## **Kismet one to one hundred**

by Emelia Symington Fedy, Daryl King, Anita Rochon & Hazel Venzon



"I feel full of thought and wonder after watching today's show. I want to ask my friends and family those questions."

"Thank you so much. I particularly enjoyed the unique format and the thought provoking topic. Well Done!"

From left: Hazel Venzon, Daryl King, Emelia Symington Fedy. Photo by Charles Venzon

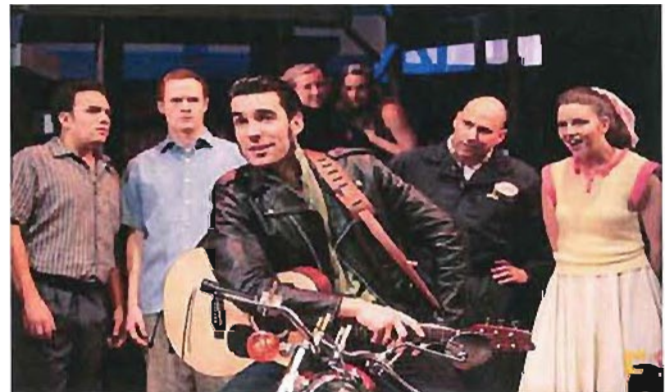
## **All Shook Up**

by Joe DiPietro

In association with Chemainus Theatre Festival

"From the band and set to lighting and sound, everything was just delightful in every way. We found ourselves smiling and talking about the show all the way home and even now, days later, moments from the show return to us."

"All I can say is WOW! We were blown away. I haven't enjoyed anything like that at the theatre in forever."



From left: Cast of All Shook Up. Photo by David Cooper

## Gateway Academy for the Performing Arts

The Gateway Theatre Academy for the Performing Arts offers classes in musical theatre, acting, singing and speech. The faculty is composed of working professional artists who are passionate about sharing their knowledge and expertise with a new generation of performers. In 2011/12 over 300 students aged 6-18 years participated in summer camps and year-long classes. The students gained both technical and interpersonal skills empowering them as young people in the world.

### Summer Camps

Musical Theatre Camp (ages 8-13)

Acting Intensive Camp 1 (ages 11-13)

Acting Intensive Camp 2 (ages 8-10)

Improv Camp 1 (ages 8-10)

Improv Camp 2 (ages 11-13)

### Voice-Speech

Speech A (ages 8-10)

Speech B (ages 11-13)

Singing A (ages 8-10)

Singing B (ages 11-13)



### Acting

Acting Introduction (ages 6-7)

Acting-A (ages 8-10)

Acting-B (ages 10-13)

Acting-C Performance (ages 13-18)

### Musical Theatre

Musical Theatre Introduction (ages 6-7)

Musical Theatre-A (ages 8-10)

Musical Theatre-B (ages 10-13)

Musical Theatre-C Performance (ages 13-18)



### 2011-2012 Scholarship Winners



**Ironwood Plaza McDonald's Young Performer Award (6-8):**  
Jordan McKenzie

**Steveston McDonald's Young Performer Award (8-10):**  
Meghan Houston

**Alderbridge Way McDonald's Young Performer Award (10-13):** Aaron Moy-Peche

**Blundell Centre McDonald's Young Performer Award (13-18):** Allegra Calabrigo-Smith

From left: Jordan McKenzie; Christine Campbell, representing McDonald's restaurants; Aaron Moy-Peche; Ruth McIntosh, Academy Manager

## Community Clients

Two-thirds of theatre dates are dedicated to community clients. In 2011 -2012 Gateway Theatre embraced a variety of organizations, with diverse entertainment performed or presented here. Our clients, both new and returning for this past year were:

BC Chinese Music Association	Richmond Christian School
Burke Academy of Dance*	Richmond Community Band*
Chuen Ying Arts Centre	Richmond Concert Association*
Cindy Yang Academy of Dance	Richmond Hospice Foundation
City of Richmond*	Richmond Youth Concert Band*
Dance Co*	Springtime Stage
Defy Gravity	Steveston Arts Connection
Festival of Voice*	Super Productions
Gabriela's Movement Studio*	The Pacific Piano Music Association
Grand Hale Marine Products	Tong Moo Do
International Drug Free Athletics	Touring Players*
Bodybuilding	Vancouver Academy of Dance*
Music Encore Society	Vancouver Asian Canadian Theatre Company
Pacific Piano Society*	Vancouver Beauty Dance
Ping Academy of Dance	Vitta Piano Studio
Rich City Idol	Wei Li
Richmond Academy of Dance*	West Point Grey Academy
Richmond Chinese Folk Dance Society*	

\*Organizations who have been users for more than 10 years

## Facility Usage Report

MONTH	MONTHLY TOTAL	Attendance						
		Gateway Theatre Plays	Academy	Rentals	Main Theatre	Studio A	Studio B	Lobby
JULY (2011)	1935	147	1788	0	33	5	10	0
AUGUST	294	50	244	0	0	21	0	0
SEPTEMBER	2131	189	634	1308	4	0	56	2
OCTOBER	4176	3175	868	133	17	0	56	1
NOVEMBER	2494	998	831	665	3	0	69	0
DECEMBER (2011)	10981	10510	471	0	24	0	56	1
JANUARY (2012)	904	113	434	357	1	0	59	0
FEBRUARY	4335	2638	868	829	19	0	56	0
MARCH	2898	799	831	1268	6	0	68	0
APRIL	6023	5117	906	0	15	0	48	0
MAY	4962	0	0	4962	14	0	0	0
JUNE (2012)	5198	260	0	4938	18	0	0	0
<b>TOTAL</b>	<b>46331</b>	<b>23996</b>	<b>7875</b>	<b>14460</b>	<b>154</b>	<b>26</b>	<b>478</b>	<b>4</b>

TOTAL  
ATTENDANCE: 46331  
USAGE 662

## Volunteer Program

Heartfelt thanks go out yet again to our volunteers at Gateway Theatre. Gateway Volunteers serve as Hosts, Ticket Takers, Usbers, Bar Assistants, Reception/Food Prep Assistants, Candy Sellers, and Administrative Assistants. Aside from these regular tasks, many hours are spent distributing posters and flyers in the community, light blocking for the technical and artistic crews, candy bagging for our concession sales, assisting with auditions, and more. Our volunteers are the welcoming face and ambassadors to the Gateway Theatre. Their commitment, hours, efforts, donations, memberships, and passion are a vital part of our Gateway family.



Total Number of Volunteers	125
Number of Volunteers with over 10 years of service	35
Total hours of donated time in 2011-2012	11,130 hours
\$ Value of time	\$114,082.50

**BRAVO GATEWAY VOLUNTEERS!**



## Fundraising Committee Report



Simon Sinek is quite right when he says, “people don’t buy what you do; they buy why you do it.” This is the mindset that the fundraising committee, unknowingly, put forward when we embarked on our second pARTy, which was a resounding success. As with any new initiative it takes time and careful attention to detail to get people to “buy why you do it”.

This year was no exception to that rule. The committee members worked tirelessly for the better part of a year building relationships with local vendors, sponsors, restaurateurs, wineries, past guests as well as future guests and most importantly; the artists who donated over \$35,000 worth of original art to make our event one of a kind. The countless hours the committee spent building relationships in the community on behalf of the Gateway Theatre is priceless and will serve as a solid foundation for any future endeavors that this committee chooses to take on.

We are especially grateful to all of our donors and sponsors without whom we would not be able to bring you the highest quality affordable theatre in the Lower Mainland. A thousand thank yous to these very kind and generous businesses, patrons, private individuals, partners and foundations as well as to government granting agencies is not nearly enough. As you read through this AGM report please make special note of who these people and organizations are and, if at all possible, please thank them personally.

With all of this being said this committee is only as good as the people who sit on it. Without the talent, dedication, and generosity of the following committee members and the amazing Gateway Volunteers the work that is done by this group, on behalf of the Gateway Theatre, simply put; would not happen. Please join me in thanking your Fundraising Committee for a job very well done!

Debbie Tobin, Chair  
Michael Anderson  
Lori Chalmers  
Denise Chambers  
Reena Clarkson  
Diane Cousar  
Elana Gold

Carmen McCracken  
Susan Ness  
Sheilagh Cahill (staff)  
Suzanne Haines (staff)  
Kent McAlister (staff)  
Beverley Siver (staff)  
Melanie Yeats (staff)

	2011-2012	2010-2011	2009-2010
<b>Revenues</b>			
Fundraising	61,184	73,621	54,773
Memberships & Donations	25,217	34,552	30,690
Sponsorships	25,000	24,560	32,663
Grants*	60,168	194,451	179,023
<b>Total Revenues</b>	<b>171,569</b>	<b>327,184</b>	<b>297,149</b>
<b>Total Expenses</b>	<b>62,333</b>	<b>69,018</b>	<b>31,748</b>
<b>Net Raised</b>	<b>109,236</b>	<b>258,166</b>	<b>265,401</b>

\* No Direct Access Gaming in 2011-12



**Special thanks** to all sponsors who recognize the importance of the Performing Arts in our community and whose support enables the Gateway Theatre to continue to provide excellence in its programming:

**Sustaining Support:** The City of Richmond

**Operating Support:** BC Arts Council  
Province of British Columbia

**Accommodation Sponsor**  
Accent Inns Vancouver Airport

**Educational Outreach Sponsor**  
RBC Foundation

**Performance Sponsors**  
The Fairmont Vancouver Airport  
HSBC Bank Canada  
Investors Group  
Kaltech Manufacturing  
Univar Canada Ltd.

**Academy Scholarship Sponsor**  
McDonald's Restaurants

**Exterior Sign Sponsor**  
Sign-A-Rama

**Venue Sponsor**  
Lansdowne Centre

**Catering Sponsors**  
Anna's Cake House  
Bean and Beyond Cafe  
Canterbury Food Services Ltd.  
Continental Seafood Restaurant  
Executive Airport Plaza Hotel

**In-Kind Sponsors**  
Anna's Cake House  
The Boathouse - Richmond  
Boston Pizza (Head Office)  
Canterbury Food Services Ltd.  
Capilano Suspension Bridge  
Chocolaterie Bernard Callebaut  
Cobs Bread – Blundell Centre  
Damien's Belgian Waffles Ltd.  
Dan-D Pack  
Design Tech Hair Studio  
Dr. Sun Yat-Sen Classical Chinese Garden

**Project Grants**  
BC Arts Council  
Canadian Heritage  
City of Richmond  
Human Resources Development Canada

**Media Sponsors**  
KVOS Television  
Richmond News  
The Richmond Review

**Corporate Donors**  
Ackroyd Insurance Agencies Ltd.  
Dorset Realty Group Canada  
The Hamber Foundation  
RBC on behalf of Sarjit Sekhon  
Richmond Chinatown Lions Club  
TELUS Corporation on behalf of  
Glenda Johnson

Nooch Snack and Chill  
The Sheraton Vancouver Airport Hotel  
The Westin Wall Centre Vancouver Airport

Felicos Restaurant  
The Keg Steakhouse & Bar  
Lacquer Beauty Bar  
Mandalay Lounge & Steakhouse  
Nando's Flame Grilled Chicken – Head Office  
Nature's Path Foods Inc.  
Panago Pizza – Head Office  
Paesano's Fine Italian Cuisine  
Paula Craig with The Whole Being  
Yoga Company

Raintree Wellness Spa  
Richmond Aquatics  
Richmond YYoga  
Ricky's All Day Grill – Garden City Centre  
Starbucks – Ackroyd Plaza

Starbucks – Richmond Centre.  
Subway Restaurant – Blundell Centre  
Suki's Hair Salon  
Waves Coffee House – No. 1 Road  
White Spot – Richmond Centre

## **Gateway Theatre Cocktail pARTy 2012**

### ***Media Sponsors***

Richmond News  
The Richmond Review

### ***Gift Bag Sponsor***

Phoenix Art Workshop

### ***Gallery Sponsors***

Angels There for You  
Caltron  
Chompers Family Dental

### ***Catering & Wine Sponsors***

Anna's Cake House  
Bean and Beyond Café  
Beerthirst  
Cravings Restaurant and Lounge  
Elysian Brewing  
Gudrun  
Italian Tomato Restaurant  
Kettle Valley Winery

Mandalay Lounge and Steakhouse  
Mogiana Coffee  
Nooch Snack & Chill  
Road 13  
Sanduz Estate Wines  
The Steveston Cookie Company  
Tapenade Bistro

### ***Artists***

Marta Adamovich  
Catherine Adamson  
Jil Ashton-Leigh  
Lori Bagneres  
John Beatty  
Breen Bergstrom  
Jodie Blaney  
Richard Bond  
Elaine Campbell  
Ho-Ming Chan  
Jill Charuk  
Raymond Chow  
Brenda Clark  
Diane Cousar  
Donna D'Aquino  
Peter Daniels  
Catherine Fields  
Elaine Fleming  
Eileen Fong  
Leor Froelich  
Jean Garnett

Daniel Grant  
Andrea Hajalo-Forbes  
Xuan Han  
Louise Howard  
Mike Hughes  
Jeanette Jarville  
Therese Joseph  
Joyce Kamikura  
Carmen Keitch  
Shelly Kent-Snowsell  
Susanne Kestner-Aiello  
Howard Ku  
June MacDonald  
Jan MacLeod  
Ron Manning  
Graciela Marino  
Mena Martini  
Angus McDonald  
David McHolm  
Merle McKee  
Byard McLean

Adrienne Moore  
Sara Morrison  
Charlene Mui  
Patti Munro  
Tara Nakano  
Gina Page  
Christina Passey  
Veronica Poon  
Shirley Rampton  
Kim Scott  
Darlene Shandola  
Irena Shklover  
Craig Smith  
Violet Smythe  
Lawrence Solkoski  
Patrick Sullivan  
Sharon Sullivan  
Jennifer Taylor  
Grace Ting  
Annie Tsai  
Morley Watson

William Watt  
Loraine Wellman  
Robin White

Sharon Wilson  
Tina Winterlik  
Donna Wright

Rebecca Wu  
Helen Yannacopoulos

**Special thanks to our 2011-2012 Donors**

Margaret Agrey  
Archie & Hazel Anderson  
Don Anderson  
Michael Anderson  
Ted Andrew  
Jesenska Bilic  
Delia Boyko  
Wendy Brayer  
Jean Brown  
Linda Bye  
Karen Calsbeck  
Heather Campbell  
Patricia Carnegie-Dunlop  
Lori Chalmers  
Denise Chambers  
Adrian C. Chan  
Joe Chan  
Victoria S. Cheung  
Bonnie Chu  
Arlene Clark  
Ron Climenhaga  
Linda & Russell Collins  
Ruth Collison  
Carell & William Colvin  
Doreen Corlett  
Diane & James Cousar  
Audrey Coufts  
Denise & Don Dale  
Mildred Davis  
Marion Donald  
George Edgson  
Gloria & Tim Enno  
Dave Fairweather  
Bruce Fayers  
Michael Fehr  
Fern Finn  
Elaine & John Fisher  
Marjorie Fisher  
Betty Fjell  
Vida Flainek

Alice Fleming  
Sarah Fleming  
Laurie Fredrickson  
Bob & Jean Garnett  
Robert Goddard  
Raymond Godfrey  
Elana Gold  
Betty Goodwin  
Anne & Tom Green  
Kay Gregory  
Ben & Dianne Gwaltney  
Eleanor Hamilton  
Heidi Hannay  
Roy Harrison  
Linda Horne  
Sally Houston  
Lilian Hudson  
Donna & Bob Humphries  
Bernice Hunter  
Virginia Jeffries  
Alfred Jung  
Lorraine & Richard Kaczor  
Jim Kenney  
Christopher King  
Christine Knight  
Ruth Krause  
Ed & Judy Larocque  
Evelyn Lazare  
Jessie Li  
Keith Liedtke &  
Elizabeth Doyle  
Raymond Lim  
Douglas MacAdams  
Ian Macleod  
Barbara & Dan Maguire  
Cynthia Marples  
Susan Marshall  
John Martell  
Lorna McDowell  
Wes McLeod

Yvonne Meier  
Paul Meyer  
Diane Minichiello  
Carol Mitchell  
Caron Montgomery  
Anne Morrison  
Bob & Lois Munroe  
Susan Ness  
William New  
Michael O'Brien  
Ione Owen  
Lynne Perreault &  
Kjell Magnussen  
Marilyn Peterson  
Marion Reaburn  
Sharon Renneberg  
John & Lin Richardson  
Ben & Ruth Rosenbaum  
Gail Screaton  
William Seney  
Helle Sepp  
Ken Seto  
Jim Sinclair  
Ruth Singer  
Bill & Nansi Smith  
Frank Stephan  
Setsuko Tanaka  
Fran Tappert  
Elizabeth Tsang  
Barrie Vickers  
Louise & Ross Waters  
John Watson  
Tory Westernmark  
Donna M. White  
Garry & Linda White  
Robin White  
June & Ron Whyte  
Roswitha Wilby  
Emily & Gordon Wilson  
Kelly Ye

**Seat Dedicators (Individuals)**

Katherine Kwok  
Fanny Lai  
Amy & William Leung  
Keith Liedtke & Elizabeth Doyle  
John Martell  
The McAlary Family  
Patrick & Sherry McAndless  
Robert McGall  
Christopher Richardson  
Andrew & Laurel Richardson

**Seat Dedicators (Companies)**

Ampri Group  
Budget Appliance Centre Ltd.  
Maple Freight Partnership  
Tembo Design

**Debbie Tobin**

*Fundraising Committee Chair, Richmond Gateway Theatre Society Board*

## Endowment Committee Report



The Richmond Gateway Theatre Society (RGTS) has an endowment fund that is internally restricted by the Board of Directors. The fund began with \$199,000 left over from the building fund and was given to RGTS by the City of Richmond. The RGTS created a policy that 1/3 of the interest from the funds was to be used for grants to the community. The remaining 2/3 was to be used for operations. To date, the RGTS has reinvested the latter 2/3 portion of the interest back into the fund to enable the fund to grow. In June 2012, the fund held \$327,923.

The Endowment Committee is now 26 years old. It functions independently of the Board with members representing theatre, music, dance and the RGTS.

The Endowment Committee meets annually as a jury to distribute the grant funds available for distribution from the interest from that fiscal year. This year the committee received three applications totalling \$4,300. There was \$2,461 available which was distributed in the following way:

- Richmond Community Band Society                      \$950 for artists' fee
- Gateway Academy for the Performing Arts              \$1,500 for bursaries

Many thanks to the committee members Ron Climenhaga, Anabel Ho, Scott Stewart, Jovanni Sy and stalwart Trudy Morse and Administrative Assistant, Robin White for their efforts.

### **Garth Edwards**

*Endowment Committee Chair, Richmond Gateway Theatre Society*

## Finance and Audit Committee Report

### Message from the Treasurer



We are reminded each year as we look over the finances of the Richmond Gateway Theatre Society that serving our community with quality theatre productions and managing the city's premier facility for the performing arts is an ongoing challenge. However, this past season's box office revenues exceeded all expectations and helped us recover from a very difficult 2010-2011 fiscal year. While rental revenues were impacted by factors beyond the Society's control within our community, the production box office revenues and the Academy revenues were so strong that we were able to decrease our operating fund deficit by \$53,200.

Thanks to the hard work and dedication of the Society's management team, the administration fund deficit of \$41,785 noted in last year's financial report has been eliminated over the course of the 2011-2012 fiscal year. This was done through the implementation of a new vacation and overtime policy set in place for the Society's employees.

When a year like this comes together, it is especially pleasing to be the one to thank those people and organizations that put all of their effort into making it happen. I'd like to take the opportunity to thank the Finance and Administrative staff of the Gateway Theatre for their continued support of the Finance Committee over the past year. I would also like to thank all the members of the Finance Committee for their enthusiastic participation and advice to the Board of the Richmond Gateway Theatre Society. And finally, I'd like to thank the Society's membership, as well as every individual and organization who supported the Society through the 2011-2012 fiscal year. It was very rewarding to see how well the Richmond Gateway Theatre Society has been appreciated and supported by the community of Richmond.

**Susan Ness**

*Treasurer, Richmond Gateway Theatre Society Board*

**RICHMOND GATEWAY THEATRE SOCIETY**  
**Financial Statements**  
**June 30, 2012**





**BLUE FISH GROUP**  
CHARTERED ACCOUNTANTS

---

**INDEPENDENT AUDITORS' REPORT**

---

To the Members of Richmond Gateway Theatre Society

**Report on the Financial Statements**

We have audited the accompanying financial statements of Richmond Gateway Theatre Society, which comprise the statement of financial position as at June 30, 2012, the statement of operations and fund balances and the statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

*Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

*Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Opinion*

In our opinion, these financial statements present fairly, in all material respects, the financial position of Richmond Gateway Theatre Society as at June 30, 2012 and its financial performance and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

**Report on Other Legal and Regulatory Requirements**

As required by the Society Act of British Columbia, we report that, in our opinion, the accounting principles have been applied on a basis consistent with that of the preceding year.

Chartered Accountants  
Burnaby, B.C.  
September 25, 2012



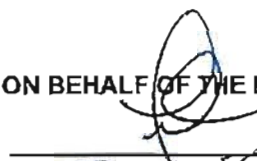
# RICHMOND GATEWAY THEATRE SOCIETY

## Statement of Financial Position

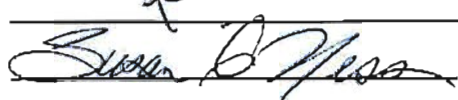
June 30, 2012

	2012	2011
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and term deposits (Note 4)	\$ 371,272	\$ 286,944
Accounts and grants receivable	65,595	53,982
Inventory	6,099	5,464
Prepaid expenses	8,639	9,891
Prepaid production expenditures	26,123	77,553
	<u>477,728</u>	<u>433,834</u>
<b>PROPERTY AND EQUIPMENT (Note 3)</b>	28,188	4,929
<b>TERM DEPOSITS RESTRICTED FOR ENDOWMENT FUNDS</b>	<u>337,923</u>	<u>334,541</u>
	<u>\$ 843,839</u>	<u>\$ 773,304</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 123,153	\$ 125,621
Wages payable	3,126	-
Deferred administration grant revenue	10,000	13,645
Deferred operating revenue	397,363	423,243
	<u>533,642</u>	<u>562,509</u>
<b>COMMITMENTS AND CONTINGENCIES (Note 9)</b>		
<b>NET ASSETS (DEFICIENCY)</b>		
Externally restricted administration fund	1,541	(41,785)
Internally restricted general endowment fund	327,923	324,541
Externally restricted Rotary endowment fund	10,000	10,000
Internally restricted grant fund	2,490	2,997
Unrestricted operating fund	(31,757)	(84,958)
	<u>310,197</u>	<u>210,795</u>
	<u>\$ 843,839</u>	<u>\$ 773,304</u>

ON BEHALF OF THE BOARD



Board Chair



Treasurer

See accompanying notes to financial statements



**RICHMOND GATEWAY THEATRE SOCIETY**  
**Statement of Operations and Fund Balances**  
**Year Ended June 30, 2012**

	Operating fund (Schedule 1)	Administration fund (Schedule 2)	Grant fund (Schedule 3)	Rotary Endowment fund	General Endowment fund	2012	2011
Revenues	\$ 1,284,105	\$ 1,057,495	\$ -	\$ 170	\$ 5,173	\$ 2,346,943	\$ 2,382,740
Expenditures	1,230,905	1,014,169	2,298	170	-	2,247,542	2,378,920
Excess (deficiency) of revenues over expenditures	53,200	43,328	(2,298)	-	5,173	99,401	3,820
Interfund transfers (Note 5)	-	-	1,791	-	(1,791)	-	-
Fund balance, beginning of year	(84,957)	(41,785)	2,997	10,000	324,541	210,796	206,975
Fund balance, end of year	\$ (31,757)	\$ 1,541	\$ 2,490	\$ 10,000	\$ 327,923	\$ 310,197	\$ 210,795

See accompanying notes to financial statements



# RICHMOND GATEWAY THEATRE SOCIETY

## Statement of Cash Flows

Year Ended June 30, 2012

	2012	2011
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenues over expenses	\$ 99,401	\$ 3,820
Item not affecting cash:		
Amortization of property and equipment	11,972	7,232
	<u>111,373</u>	<u>11,052</u>
Changes in non-cash working capital:		
Accounts and grants receivable	(11,612)	(6,722)
Inventory	(635)	587
Prepaid expenses	1,252	(2,864)
Prepaid production expenditures	51,430	(22,361)
Accounts payable and accrued liabilities	(2,468)	(46,352)
Deferred administration grant revenue	(3,645)	9,319
Deferred operating revenue	(25,880)	34,686
Wages payable	3,126	-
	<u>11,568</u>	<u>(33,707)</u>
Cash flow from (used by) operating activities	<u>122,941</u>	<u>(22,655)</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(35,231)	-
Cash flow used by investing activities	<u>(35,231)</u>	<u>-</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>87,710</b>	<b>(22,655)</b>
<b>CASH - Beginning of year</b>	<b>621,485</b>	<b>644,140</b>
<b>CASH - End of year</b>	<b><u>\$ 709,195</u></b>	<b><u>\$ 621,485</u></b>
<b>CASH CONSISTS OF:</b>		
Cash and term deposits	\$ 371,272	\$ 286,944
Term deposits restricted for endowment funds	<u>337,923</u>	<u>334,541</u>
	<b><u>\$ 709,195</u></b>	<b><u>\$ 621,485</u></b>

See accompanying notes to financial statements



# RICHMOND GATEWAY THEATRE SOCIETY

## Notes to Financial Statements

Year Ended June 30, 2012

---

### 1. PURPOSE AND STATUS OF THE ORGANIZATION

The Richmond Gateway Theatre Society was founded in 1982 and is Incorporated as a non-profit society under the Society Act of British Columbia and is tax-exempt as a registered charity and charitable organization under the Income Tax Act.

The purpose of the Society is to manage and operate the Richmond Gateway Theatre on behalf of the City of Richmond (the "City") and its citizens. The direct revenue sources of the Society are not sufficient to cover its total expenditures and, as a result, the continued support of the City of Richmond is required to finance the building and administration costs of the Society.

---

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Inventory

Inventory is valued at the lower of cost and net realizable value, with cost defined as the purchase price paid by the organization.

#### Property and equipment

Property and equipment are recorded at cost less accumulated amortization. Amortization rates are designed to amortize the assets over their estimated useful lives. The amortization rates are as follows:

.. Computer equipment	3 years	straight-line method
Computer software	3 years	straight-line method
Theatre equipment	5 years	straight-line method
Office equipment and furniture	3 years	straight-line method

Under the terms of the agreement between the Richmond Gateway Theatre and the City of Richmond, certain property improvements, equipment and furniture directly acquired by the City on behalf of the Society are considered property of the City and are not recorded in these financial statements.

#### Cash

Cash and cash equivalents consist of physical currency held on site and balances held in bank accounts.

## RICHMOND GATEWAY THEATRE SOCIETY

### Notes to Financial Statements

Year Ended June 30, 2012

---

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

##### Revenue recognition and basis of financial statement presentation

The Society follows the deferral method of accounting for contributions and operating revenues.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection reasonably assured.

Restricted contributions received and restricted for the purposes of purchasing property and equipment are deferred and recognized as revenue in the periods in which the related amortization is recorded.

Production revenue and expenses are matched whereby revenue received for future productions is recorded as deferred operating revenue and expenditures made for future productions are recorded as prepaid production expenses. Production revenue and expenses are recognized in the period the productions are performed.

Academy revenues are recognized in the period that the corresponding classes are held.

Membership fee revenues are recognized in the year covered by the membership fee.

Endowment contributions are recognized as direct increases in net assets. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized.

Grants from various foundations and government agencies are recorded as revenue when notice of approval is received or conditions fulfilled.

Donations from the general public are recorded upon receipt of the donated assets.

The Society records donated materials and services (gifts-in-kind) used in the normal course of operations that would otherwise be purchased, and for which fair value is supported by an independent appraisal. Such items are recognized at fair value. During the year, the Society received donated art, which was in turn sold during a fundraising event. Donated art that was not sold is not capitalized, but expensed as a part of the function expenditures.

Interest income and rental income are recognized as revenue in the period to which they relate.

From time to time, the Board of Directors (the "Board") may impose certain restrictions on fund balances. These amounts are presented on the statement of financial position and statement of operations and fund balances. These internally restricted amounts are not available for other purposes without approval of the Board of Directors.

## RICHMOND GATEWAY THEATRE SOCIETY

### Notes to Financial Statements

Year Ended June 30, 2012

---

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

##### Administration fund

This fund represents the cumulative excess (deficiency) of revenues over expenditures relating to the management and operation of the Richmond Gateway Theatre. The revenue for this fund is received from the City and expenditures are restricted by an annual budget which is approved by the City.

Restricted contributions received from the City and restricted for the purposes of purchasing property and equipment are deferred and recognized as revenue in the periods in which the related amortization is recorded.

##### General endowment fund

The Society's Board of Directors has internally restricted resources for endowment purposes. Investment income on this amount is allocated based on the Board's discretion. These internally restricted amounts are unavailable for other purposes without approval of the Board of Directors.

##### Rotary endowment fund

This externally restricted fund represents deposits resulting from a grant of \$10,000 from the Richmond Sunrise Rotary Club. Interest earned on these deposits is to be used for bursaries and scholarships of the summer musical theatre program.

##### Net assets internally restricted for grants

These contributions have been set aside for distribution to various community groups to assist with special production costs, use of Richmond Gateway Theatre where not otherwise possible, educational costs or special events.

##### Measurement uncertainty

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary they are reported in earnings in the period in which they become known.

##### Contributed services

Volunteers contribute their time every year to assist the Society in carrying out its activities. The value of contributed services of a non-remunerative nature is not recognized in these financial statements.

## RICHMOND GATEWAY THEATRE SOCIETY

### Notes to Financial Statements

Year Ended June 30, 2012

---

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

##### Financial instruments

The organization complies with CICA Handbook Section 3855, Financial Instruments.

This standard requires all financial instruments within its scope to be included on the organization's statement of financial position and measured either at fair value or, in certain circumstances when fair value may not be considered most relevant, at cost or amortized cost. Changes in fair value, if any, are to be recognized in the statements of revenue and expenditures and the statement of net assets.

All financial instruments are classified into one of the following five categories: held-for-trading, held-to-maturity, loans and receivables, available-for-sale financial assets, or other financial liabilities. Initial and subsequent measurement and recognition of changes in the value of financial instruments depends on their initial classification.

The organization's financial instruments consist of cash, term deposits, accounts and grants receivable and accounts payable and accrued liabilities. It is management's opinion that the organization is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of the financial instruments approximate their carrying values, given the short-term nature of these instruments.

In accordance with this standard, the organization has classified its financial instruments as follows:

- Cash and cash equivalents are classified as held-for-trading. Held-for-trading financial instruments are measured at fair value at the balance sheet date with all related income, expenses, gains and losses recognized in net income.
- Interest and accounts receivable is classified as loans and receivables. Loans and receivables are measured at amortized cost.
- Term deposits are classified as held-to-maturity. Held-to-maturity financial assets are those financial assets the organization intends to hold until their maturity date and consist of guaranteed investment certificates (GICs). Held-to-maturity financial assets are measured at amortized cost.
- Accounts payable and accrued liabilities are classified as other financial liabilities. Other financial liabilities are measured at amortized cost.

##### Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying disclosures. Although these estimates are based on management's best knowledge of current events and actions the organization may undertake in the future, actual results may differ from the estimates.

## RICHMOND GATEWAY THEATRE SOCIETY

### Notes to Financial Statements

Year Ended June 30, 2012

---

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

##### New and future accounting policies

The following new and future accounting standards have been issued by the Canadian Institute of Chartered Accountants ("CICA"):

In December 2010, the Accounting Standards Board of the CICA finalized the new accounting standards for not-for-profit organizations ("ASNFO"). These new standards will replace the existing standards of Canadian generally accepted accounting principles for fiscal years beginning on or after January 1, 2012 and early adoption is optional. As a result, these new standards will be adopted in the year ending June 30, 2013. The organization does not expect significant changes in adopting ASNFO.

---

#### 3. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2012 Net book value	2011 Net book value
Computer equipment	\$ 7,810	\$ 7,810	\$ -	\$ 2,603
Computer software	4,675	4,675	-	1,558
Theatre equipment	35,231	7,043	28,188	-
Office equipment and furniture	9,211	9,211	-	768
	<u>\$ 56,927</u>	<u>\$ 28,739</u>	<u>\$ 28,188</u>	<u>\$ 4,929</u>

---

#### 4. CASH AND TERM DEPOSITS

The cash and term deposit balance includes \$2,489 (2011 - \$2,997) in respect of the grant account, which is internally restricted.

---

#### 5. INTERFUND TRANSFERS

1/3 of the interest earned on General Endowment fund is appropriated by the Board to the Grant fund.

---



# **RICHMOND GATEWAY THEATRE SOCIETY**

## **Notes to Financial Statements**

**Year Ended June 30, 2012**

---

### **6. SUPPLEMENTAL CASH FLOW INFORMATION**

	2012	2011
Cash paid for bank and credit card processing charges	\$ 19,511	\$ 18,030
Cash received as interest	3,881	3,723

During the year, the organization had cash flows arising from bank and credit card processing charges paid and interest received as indicated above.

---

### **7. COMPARATIVE FIGURES**

Certain of the figures presented for comparative purposes have been reclassified to conform with the financial statement presentation adopted for the current year.

---

### **8. SPECIAL EVENTS REVENUE AND EXPENDITURES**

The Society held a fundraising event during the year through which it received gifts-in-kind in the form of works of art. These works of art were sold during the event. The donated art was valued independently and recorded in "Special events and fundraising" revenue (see Schedule 1) in the amount of \$35,850. The related expenditures were recorded under "Special events and fundraising" expenditures (see Schedule 1).

---

### **9. COMMITMENTS AND CONTINGENCIES**

#### **Letters of guarantee:**

The Society has a letter of guarantee outstanding in the amount of \$25,000 (2011 - \$25,000) which is not recorded in these accounts. The letter of guarantee expires on August 5, 2013 and is provided to the Canadian Actors' Equity Association and its members as security for related obligations of the Society.

#### **Production royalties and fees to producers:**

As of June 30, 2012, the Society has obligations to pay minimum royalties of \$3,500 (2011 - \$nil) to playwrights relating to productions taking place in the fiscal 2013 season. The Society also has obligations to pay fees to producers and co-producers of \$44,000 (2011 - \$42,508) relating to productions taking place in the fiscal 2013 season. Royalties and fees to producers are payable on various dates in the 2013 fiscal year, and have not been recorded as liabilities in these accounts.

#### **Operating leases:**

The Society is committed under certain lease agreements for equipment. Future minimum lease payments on these leases, for the next five years, are as follows:

2013	\$ 6,961
2014	6,961
2015	5,888
	<u>\$ 19,810</u>

## **RICHMOND GATEWAY THEATRE SOCIETY**

### **Notes to Financial Statements**

**Year Ended June 30, 2012**

---

#### **10. FUNDING FROM THE CITY OF RICHMOND AND ECONOMIC DEPENDENCE**

The City of Richmond owns the theatre in which the Society is located, and the property and equipment therein, with the exception of the property and equipment included in the Society's statement of financial position. The Society is economically dependent on the support of the City of Richmond. The City provides annual funding, based on the Society's annual application. Total funding from the City of Richmond for 2012 was \$1,057,495 (2011 - \$1,031,442).

---

#### **11. INVENTORY EXPENSED IN THE YEAR**

The cost of inventory expensed in the year was \$19,451 (2011 - \$23,058).

---

**RICHMOND GATEWAY THEATRE SOCIETY**  
**Statements of Operations and Fund Balances - Operating Fund (Schedule 1)**  
**Year Ended June 30, 2012**

	2012	2011
<b>REVENUE</b>		
Main Stage and Studio productions	\$ 726,816	\$ 581,143
Academy	154,843	145,787
Rentals	155,087	213,813
Sponsorships	25,000	24,560
Special events and fundraising (Note 8)	61,184	73,621
Bar revenue	44,649	45,928
Miscellaneous, box office surcharge, parking and equipment rental revenue	28,685	31,394
Grants	60,168	194,451
Memberships and donations	25,217	34,552
Interest income	2,476	1,493
	<u>1,284,105</u>	<u>1,346,742</u>
<b>EXPENDITURES</b>		
Main Stage and Studio productions	682,878	769,176
Academy	144,141	165,201
Play development	30,964	27,577
Rentals	57,156	91,550
Sponsorship and membership expenses	9,778	9,366
Special events and fundraising (Note 8)	52,555	59,652
Bar expenses	34,776	37,266
Miscellaneous, box office and parking expenses	10,775	16,644
Amortization of property and equipment	4,547	-
Marketing, advertising and publicity	181,633	182,272
Credit card, bank charges and interest	18,871	17,916
Volunteer program expenses	2,831	3,665
	<u>1,230,905</u>	<u>1,380,285</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES</b>	<b>53,200</b>	<b>(33,543)</b>
<b>FUND BALANCE, beginning of year</b>	<b>(84,957)</b>	<b>(51,414)</b>
<b>FUND BALANCE, end of year</b>	<b>\$ (31,757)</b>	<b>\$ (84,957)</b>

See accompanying notes to financial statements



**RICHMOND GATEWAY THEATRE SOCIETY**  
**Statements of Operations and Fund Balances - Administration Fund**  
*(Schedule 2)*  
**Year Ended June 30, 2012**

	2012	2011
<b>REVENUE</b>		
Funding from the City of Richmond (Note 10)	\$ 1,057,495	\$ 1,031,442
<b>EXPENDITURES</b>		
Salaries and benefits	869,662	857,452
Office, supplies, delivery and other	33,112	52,334
Theatre supplies	19,412	20,037
Insurance	9,426	9,361
Travel, training and staff development	17,427	9,624
Association fees	8,476	6,830
Telephone	7,376	8,196
Legal and accounting	28,357	16,493
Computer support and software	12,854	8,585
Amortization of property and equipment	7,425	7,232
Interest and bank charges	642	106
	<u>1,014,169</u>	<u>996,250</u>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>43,326</b>	<b>35,192</b>
<b>FUND BALANCE, beginning of year</b>	<b>(41,785)</b>	<b>(76,977)</b>
<b>FUND BALANCE, end of year</b>	<b>\$ 1,541</b>	<b>\$ (41,785)</b>

See accompanying notes to financial statements



**RICHMOND GATEWAY THEATRE SOCIETY**  
**Statements of Operations and Fund Balances - Grant Fund (Schedule 3)**  
**Year Ended June 30, 2012**

	2012	2011
<b>EXPENDITURES</b>		
Distribution of grants	\$ 2,300	\$ 2,250
Bank charges (recoveries)	(2)	8
	<u>2,298</u>	<u>2,258</u>
<b>TRANSFER OF INTEREST FROM</b>		
General endowment fund	<u>1,791</u>	<u>1,476</u>
<b>EXCESS (DEFICIENCY) OF TRANSFER OF INTEREST OVER EXPENDITURES</b>	(507)	(782)
<b>FUND BALANCE, beginning of year</b>	<u>2,997</u>	<u>3,779</u>
<b>FUND BALANCE, end of year</b>	<u>\$ 2,490</u>	<u>\$ 2,997</u>

See accompanying notes to financial statements



## Gateway Administration

Artistic Director  
General Manager  
Artistic Associate  
Administrative Assistant  
Production Manager & Technical Director  
Head Carpenter  
Head Electrician  
Head Sound  
Finance Officer  
Finance Assistant  
Manager, Marketing & Publicity  
Marketing Coordinator  
Manager, Development  
Member & Event Coordinator  
Manager, Presentations & Rentals  
Rentals & Events Coordinator  
Manager, Gateway Academy  
Academy Instructors

Building Services Coordinator  
Building Services Assistant  
Building Services Assistant  
Box Office Assistant  
Box Office Assistant  
Box Office Assistant  
Manager, Volunteers & Audience Services  
Volunteer & Audience Services Assistant  
Academy Intern  
Marketing Intern  
Production Intern  
Program Intern  
Bartender  
Bartender  
Bartender  
Bartender  
Bartender  
FOH Manager/Bartender  
FOH Manager/Bartender

### Satellite Companies

#### **Pacific Piano Competition**

Dorothy Lau  
Trudy Morse

Jovanni Sy  
Suzanne Haines  
Natasha Nadir  
Robin White  
Brian Heath  
Bill Davey  
Ed Arteaga  
Paul Siczek  
Jessie Li  
Kelly Ye  
Sherry Elasooff  
Dawn Ewen  
Sheilagh Cabill  
Stephanie Shardlow, Jennifer Forlin  
Vivienne Stonier (on leave)  
Christopher King  
Ruth McIntosh  
Spencer Bach, Eileen Barrett, Dorothy Dittrich,  
Dawn Ewen, Vashti Fairbairn, Heidemarie  
Guggi, Gail Lotenberg, Elizabeth McLaughlin,  
Bev Sauve, Spencer Snashall, Tamara  
Vishniakoff  
Paul Bartlett  
Mesfin Ayalew  
Jade Phung  
Evelin Fowler  
Yvette Scholten  
Nancy Zeigler  
Melanie Yeats  
Kent McAlister  
Julie Leung  
Rowan Grant  
Chirag Naik  
Katrina Darychuk  
Raj Hehar  
Joanne Malo  
Anne McLeman  
Jordan Skinner  
Stephanie Wilson  
Taylor Lewis  
Jenny McDonald