

TRENT RADIO BoD AGENDA
20 April 2022 – 6:30pm
to be held via teleconference

1. Chair's opening remarks and agenda approval
2. Approval of previous minutes
3. Operations reports
4. Financial statements & budget update
5. Spring 2022 programming report
6. Strategic planning – revised proposal
7. Any other business
8. Adjournment

TRENT RADIO
Board of Director MINUTES
21 March 2022 – 6:30PM via teleconference

In attendance: Rob Hailman (DoO), Hannah McCammon, Alissa Paxton (minutes), Katie Pedlar (chair), Ness Pringle, Andréanna Sullivan, Bill Templeman

Regrets: Tim Snodden, Jill Staveley (DoP)

1. Chair's opening remarks and agenda approval

Katie Pedlar chairs the meeting – Happy Spring!

2. Approval of previous minutes (28 February 2022)

One correction noted by Alissa

Motion to approve minutes of February 28th as amended, moved by Bill, seconded by Andréanna & carried

3. Operations reports

a) Director of Operations (Rob)

b) Director of Programming (Jill, presented by Rob)

Motion to accept reports moved by Katie, seconded by Hannah & carried

4. Financial statements

Budget update will be included in next month's report.

Motion to accept statement moved by Andréanna, seconded by Ness & carried

5. Strategic planning

Board Members working on revising proposal sent by Arising Consultants to send back in two weeks. Feedback sought from other clients and New Canadians' Centre responded positively. Will try to have revised proposal from Arising for April's Board meeting.

6. Any other business

Nominating Committee: Katie to connect with Jill re: non-Board committee members.

7. Date of next meeting

Next meeting: **Wednesday, April 20**, 6:30pm (moved from usual due to Easter Monday)

8. Adjournment

Meeting adjourns 7:25PM

Trent Radio

Balance Sheet As of March 31, 2022

	TOTAL		
	AS OF MAR. 31, 2022	AS OF AUG. 31, 2021 (PP)	CHANGE
Assets			
Current Assets			
Cash and Cash Equivalent			
1100 Chequing - Bank of Montreal	174,037.96	266,439.92	-92,401.96
1110 Tangerine Savings	3.62	3.62	0.00
1115 Paypal	808.69	731.65	77.04
1160 Petty Cash - Programming	500.00	0.00	500.00
12001 Undeposited Funds	98,070.03	0.00	98,070.03
Total Cash and Cash Equivalent	\$273,420.30	\$267,175.19	\$6,245.11
Accounts Receivable (A/R)			
1200 Accounts Receivable	8,164.17	13,851.05	-5,686.88
Total Accounts Receivable (A/R)	\$8,164.17	\$13,851.05	\$ -5,686.88
1300 Prepaid Expenses	4,712.31	2,997.46	1,714.85
Total Current Assets	\$286,296.78	\$284,023.70	\$2,273.08
Non-current Assets			
Property, plant and equipment			
1520 Land	10,000.00	10,000.00	0.00
1560 Buildings and Improvements	213,566.01	213,566.01	0.00
1570 Accum Depr - Building	-151,463.13	-151,463.13	0.00
1580 Office Equipment	20,774.21	20,774.21	0.00
1590 Accum Depr - Furn and Equip	-20,774.21	-20,774.21	0.00
1600 Technical Equipment	333,487.10	333,487.10	0.00
1610 Accum Dep'n - Technical	-305,384.10	-305,384.10	0.00
1620 Technical Renovations	9,913.00	9,913.00	0.00
Total Property, plant and equipment	\$110,118.88	\$110,118.88	\$0.00
Total Non Current Assets	\$110,118.88	\$110,118.88	\$0.00
Total Assets	\$396,415.66	\$394,142.58	\$2,273.08

	TOTAL		
	AS OF MAR. 31, 2022	AS OF AUG. 31, 2021 (PP)	CHANGE
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
2200 Accounts Payable	-261.60	5,057.26	-5,318.86
Total Accounts Payable (A/P)	\$ -261.60	\$5,057.26	\$ -5,318.86
2220 Deferred Revenue	910.00	7,030.00	-6,120.00
2240 Accrued Liabilities	3,750.00	3,750.00	0.00
2500 Payroll Liabilities - Rec Gen			
2530 CPP Payable	0.00	1,370.94	-1,370.94
2550 EI Payable	0.00	538.99	-538.99
2570 Income Tax Payable	0.00	1,393.92	-1,393.92
Total 2500 Payroll Liabilities - Rec Gen	0.00	3,303.85	-3,303.85
2510 WSIB Payable	168.08	66.84	101.24
25500 GST/HST Payable	-4,430.25	-2,503.80	-1,926.45
Direct Deposit Payable	-1,604.87		-1,604.87
Payroll Liabilities			
Federal Taxes	4,636.60		4,636.60
Total Payroll Liabilities	4,636.60		4,636.60
Total Current Liabilities	\$3,167.96	\$16,704.15	\$ -13,536.19
Total Liabilities	\$3,167.96	\$16,704.15	\$ -13,536.19
Equity			
30000 Opening Balance Equity	110,038.60	110,038.60	0.00
Retained Earnings	267,399.83	267,399.83	0.00
Net income	15,809.27		15,809.27
Total Equity	\$393,247.70	\$377,438.43	\$15,809.27
Total Liabilities and Equity	\$396,415.66	\$394,142.58	\$2,273.08

Trent Radio

Comparative Income Statement

September 2021 - March 2022

	TOTAL		
	SEP. 2021 - MAR. 2022	SEP. 2020 - MAR. 2021 (PP)	CHANGE
INCOME			
4000 GOVERNMENT FUNDING			
4090 Federal Grants			
4010 Canada Summer Jobs	13,338.00	11,959.00	1,379.00
Total 4090 Federal Grants	13,338.00	11,959.00	1,379.00
4160 Provincial Grants			
4155 Other Provincial	5,142.15	3,765.00	1,377.15
Total 4160 Provincial Grants	5,142.15	3,765.00	1,377.15
4190 Municipal Grants	6,000.00		6,000.00
Total 4000 GOVERNMENT FUNDING	24,480.15	15,724.00	8,756.15
4200 DONATIONS & FUNDRAISING			
4230 Foundations & Service Groups			
4231 Community Radio Fund of Canada	40,979.54	49,651.00	-8,671.46
Total 4230 Foundations & Service Groups	40,979.54	49,651.00	-8,671.46
4240 Individual Donations	3,596.89	25,714.54	-22,117.65
4310 Trent Student Memberships	187,315.66	91,873.07	95,442.59
4330 Commercial & Non-profit Mships	400.00	300.00	100.00
4340 Individual Memberships	870.00	875.05	-5.05
Total 4200 DONATIONS & FUNDRAISING	233,162.09	168,413.66	64,748.43
4500 EARNED REVENUE			
4630 Net On Air Sponsorship - Local			
4610 On Air Sponsorship - Local	2,000.00	1,500.00	500.00
Total 4630 Net On Air Sponsorship - Local	2,000.00	1,500.00	500.00
4660 On Air Time Sales - National	2,523.37	6,182.39	-3,659.02
4725 Net Merchandise Sales			
4720 Merchandise Sales	464.00	445.00	19.00
4722 Merchandise Sales Expense	-571.03	-287.40	-283.63
Total 4725 Net Merchandise Sales	-107.03	157.60	-264.63
4750 Rental Income	6,684.28	6,705.05	-20.77
4770 Production Services	900.00		900.00
4790 Misc. Earned Revenue	0.30		0.30
Total 4500 EARNED REVENUE	12,000.92	14,545.04	-2,544.12
Total Income	\$269,643.16	\$198,682.70	\$70,960.46
GROSS INCOME	\$269,643.16	\$198,682.70	\$70,960.46
EXPENSES			
5000 SALARIES & BENEFITS			
5010 Programming Wage	76,810.14	54,523.20	22,286.94
5030 Technical Wage	14,412.30		14,412.30
5070 Administrative Wage	28,033.00	40,573.94	-12,540.94
5075 Trent Annual Payroll	41,088.10	24,932.71	16,155.39
5080 Employee Benefits	4,641.52	3,605.39	1,036.13
5082 CPP Expense	3,762.53	4,897.06	-1,134.53

		TOTAL	
	SEP. 2021 - MAR. 2022	SEP. 2020 - MAR. 2021 (PP)	CHANGE
5084 EI Expense	1,965.45	2,655.00	-689.55
5086 WSIB Expense	384.99	288.53	96.46
Total 5000 SALARIES & BENEFITS	171,098.03	131,475.83	39,622.20
6000 ADMINISTRATION			
6010 Contract Staff - Admin	2,306.19	1,164.13	1,142.06
6030 Audit	4,105.63	4,170.60	-64.97
6040 Bank Charges	898.81	192.75	706.06
6045 Bldg Repair & Maint - TR	5,144.53	2,404.20	2,740.33
6050 Bldg Repair & Maint - Upper Apt	1,529.63		1,529.63
6060 Insurance & Security	3,842.92	4,157.61	-314.69
6065 Interest Expense		382.42	-382.42
6072 Management Services Expense	20,066.57	2,597.60	17,468.97
6075 Meeting Expenses	180.00		180.00
6080 Memberships & Subscriptions	100.00	2,037.34	-1,937.34
6085 Office Equipment & Software	479.25	375.72	103.53
6090 Office Supplies	713.07	307.01	406.06
6100 Printing & Design - Admin	11.50		11.50
6110 Telephone	545.28	547.18	-1.90
6115 Travel & Conference	80.00	50.00	30.00
6120 Utilities	2,022.09	2,145.05	-122.96
6125 Volunteer Expenses		77.94	-77.94
6130 Misc. Admin. Expense	0.39	58.87	-58.48
Total 6000 ADMINISTRATION	42,025.86	20,668.42	21,357.44
6500 PROGRAMMING			
6510 Trent Univ Student Payroll		8,628.55	-8,628.55
6515 Artist Fees	19,000.00	5,750.00	13,250.00
6530 Licences & Tariffs	2,372.10	2,857.97	-485.87
6540 Workshop Fees & Expenses	1,920.00		1,920.00
Total 6500 PROGRAMMING	23,292.10	17,236.52	6,055.58
66000 Payroll Expenses			
Taxes			
Federal Taxes	4,546.93		4,546.93
Total Taxes	4,546.93		4,546.93
Total 66000 Payroll Expenses	4,546.93		4,546.93
7000 TECHNICAL			
7010 Contract Staff - Technical	493.71		493.71
7020 Equipment Acquisition - Tech	7,004.16	1,459.32	5,544.84
7040 Equipment Repair & Maint - Tech	0.00	415.70	-415.70
7050 Line Rental	3,069.94	3,142.72	-72.78
Total 7000 TECHNICAL	10,567.81	5,017.74	5,550.07
7500 MARKETING & PROMOTION			
7520 Advertising	2,078.80		2,078.80
7530 Design & Printing	33.12		33.12
7540 Postage - Marketing	191.24		191.24
Total 7500 MARKETING & PROMOTION	2,303.16		2,303.16
Total Expenses	\$253,833.89	\$174,398.51	\$79,435.38
NET INCOME	\$15,809.27	\$24,284.19	\$ -8,474.92

**Budget Update Summary & Forecast at March 31, 2022 – including Trent Annual
prepared RHailman 2022-04-14**

Income	Budget YE22		Actual to Mar 31		Apr – Aug	Forecast		
	Best Case	Worst Case	\$	% best case		Total FY22	vs budget	% at FY
4000 – Government Funding	24,289.00	23,289.00	18,480.15	76.08%	21,350.00	39,830.15	15,541.15	163.98%
4200 – Donations & Fundraising	278,350.00	177,350.00	233,042.09	83.72%	36,090.00	269,132.09	-9,217.91	96.69%
4500 – Earned Revenue	27,850.00	27,850.00	12,000.92	43.09%	105,386.98	117,387.90	89,537.90	421.50%
Total Income	330,489.00	228,489.00	263,523.16	79.74%	162,826.98	426,350.14	95,861.14	129.01%
Expense								
5000 – Salaries & Benefits	182,175.96	176,609.34	175,644.96	96.42%	89,173.60	264,818.56	82,642.60	145.36%
6000 – Administration	93,225.00	67,725.00	42,025.86	45.08%	49,751.33	91,777.19	-1,447.81	98.45%
6500 – Programming	30,650.00	23,650.00	23,292.10	75.99%	4,100.00	27,392.10	-3,257.90	89.37%
7000 – Technical	18,300.00	11,500.00	10,567.81	57.75%	2,200.00	12,767.81	-5,532.19	69.77%
7500 – Marketing & Promotion	2,000.00	2,000.00	2,303.16	115.16%	0.00	2,303.16	303.16	115.16%
Total Expense	326,350.96	281,484.34	253,833.89	77.78%	145,224.93	399,058.82	72,707.86	122.28%
Net Income	4,138.04	-52,995.34	9,689.27	234.15%	17,602.05	27,291.32	23,153.28	659.52%

**Budget Update Summary & Forecast at March 31, 2022 – excluding Trent Annual
prepared RHailman 2022-04-14**

Income	Budget YE22		Actual to Mar 31		Apr – Aug	Forecast		
	Best Case	Worst Case	\$	% best case		Total FY22	Vs Budgeted	% at FY
4000 – Government Funding	24,289.00	23,289.00	18,480.15	76.08%	21,350.00	39,830.15	15,541.15	163.98%
4200 – Donations & Fundraising	278,350.00	177,350.00	233,042.09	83.72%	36,090.00	269,132.09	-9,217.91	96.69%
4500 – Earned Revenue	27,850.00	27,850.00	12,000.92	43.09%	30,383.95	42,384.87	14,534.87	152.19%
Total Income	330,489.00	228,489.00	263,523.16	79.74%	87,823.95	351,347.11	20,858.11	106.31%
Expense								
5000 – Salaries & Benefits	182,175.96	176,609.34	131,722.82	72.31%	78,159.28	209,882.10	27,706.14	115.21%
6000 – Administration	93,225.00	67,725.00	21,959.29	23.56%	49,751.33	71,710.62	-21,514.38	76.92%
6500 – Programming	30,650.00	23,650.00	23,292.10	75.99%	4,100.00	27,392.10	-3,257.90	89.37%
7000 – Technical	18,300.00	11,500.00	10,567.81	57.75%	2,200.00	12,767.81	-5,532.19	69.77%
7500 – Marketing & Promotion	2,000.00	2,000.00	2,303.16	115.16%	0.00	2,303.16	303.16	115.16%
Total Expense	326,350.96	281,484.34	189,845.18	58.17%	134,210.61	324,055.79	-2,295.17	99.30%
Net Income	4,138.04	-52,995.34	73,677.98	1780.50%	-46,386.66	27,291.32	23,153.28	659.52%

Notes to Budget Update Summary & Forecast at March 31, 2022

prepared RHailman 2022-04-15

At the end of March, Trent Radio is showing a modest operating surplus of \$9,689.27. As discussed last month, this includes significant expenses pertaining to Trent Annual which will be fully reimbursed before year end. Excluding the Annual, the operating surplus to March 31 is \$73,678.

Projecting to year end, we are on track to achieve an operating surplus of approximately \$27,000, greater than either of our budgeted scenarios. This is largely attributable to greater than expected revenues. Total projected expenditures will be very close to the budgeted amount, though allocated differently.

Income

4000 – Government Funding: Due to CSJ 2021 extending into February, revenues from that program occurred in this fiscal year. Assuming we are successful in our CSJ 2022 application, government funding from all sources will be approximately \$15,000 greater than budgeted.

4200 – Donations & Fundraising: The majority of this funding for the year has been received to date, most significantly the student levy. Levy revenue for the year was \$187,316, just slightly less than our best-case prediction. Anticipated future revenues in this category include the 2nd and 3rd instalments of Radiometres funding, and an anticipated donation of approximately \$10,000 towards building upgrades.

4500 – Earned Revenue: Earned revenue is predicted to exceed the budgeted amount, in large part because both budget scenarios assumed no rental income from the upper apartment. This is likely a worth-while practice for future years as well, as our current tenants are month-to-month and, per discussions, we would likely not rush to replace them should they choose to move. Earned revenue from sponsorships and on-air time sales have also exceeded predicted amounts. A further payment from Trent Annual (proportion of annual surplus) is expected as well, this amount is not captured in projections.

Expenses

5000 – Salaries and Benefits: Salary expenses are higher than budgeted, due to increased staffing to date with a CSJ-funded position running until February and being continued at Trent Radio's expense through April, and planned summer hiring beyond the anticipated funding from 2022 CSJ. However, this overrun is offset by both greater revenue than predicted and lower spending in other areas.

6000 – Administration: Approximately half of this budget is allocated to building repair and upgrades, of which little has been spent. Approximately \$15,000 of work planned for the remainder of the fiscal year, resulting in approximately \$25,000 of building repair & maintenance budget unspent by year end. Forecast figures reallocate \$8,500 to strategic planning and holding the rest as contingency or reserve for future projects.

6500 – Programming: Spending to date largely represents artist & workshop fees for Radiometres and ArtsAlive projects, both now completed. Some project budget related to workshop expenses was reallocated to equipment as events were held virtually. \$4,000 remains allocated for artist fees, to be spent during the summer season for a programming series produced by CSJ staff.

7000 – Technical: Technical expenses are forecast to come in approximately \$5,500 below budget. \$5,000 is a contingency for repair and maintenance which has not been spent. However, as mentioned above some project funding for programming was reallocated to equipment, so there is an opportunity to allocate more to equipment purchases, or hold for future projects.

7500 – Marketing & Promotion: Primarily expenses pertaining to promotion of our Radiometres project, any further expenditures will be minor.

Trent Radio - Budget Details to March 31, 2022
prepared RHailman 2022-04-14

	Budget YE22		Actuals YE22 to 20220331		% of budgeted
	Best Case	Worst case			
Income					
4000 · GOVERNMENT FUNDING					
4090 · Federal Grants					
4010 · Canada Summer Jobs	\$ 13,289.00	\$ 13,289.00	\$ 13,338.00		100.37%
4085 · Other Federal	\$ -	\$ -	\$ -		-
4090 · Federal Grants - Other	\$ -	\$ -	\$ -		-
Total 4090 · Federal Grants	\$ 13,289.00	\$ 13,289.00	\$ 13,338.00		100.37%
4160 · Provincial Grants					
4110 · Ontario Arts Council	\$ -	\$ -	\$ -		-
4155 · Other Provincial	\$ 10,000.00	\$ 10,000.00	\$ 5,142.15		51.42%
4160 · Provincial Grants - Other	\$ -	\$ -	\$ -		-
Total 4160 · Provincial Grants	\$ 10,000.00	\$ 10,000.00	\$ 5,142.15		51.42%
4190 · Municipal Grants					
4170 · City of Peterborough	\$ 1,000.00	\$ -	\$ -		0.00%
4185 · Other Municipal	\$ -	\$ -	\$ -		-
4190 · Municipal Grants - Other	\$ -	\$ -	\$ -		-
Total 4190 · Municipal Grants	\$ 1,000.00	\$ -	\$ -		0.00%
4000 · GOVERNMENT FUNDING - Other	\$ -	\$ -			
Total 4000 · GOVERNMENT FUNDING	\$ 24,289.00	\$ 23,289.00	\$ 18,480.15		76.08%
4200 · DONATIONS & FUNDRAISING					
4220 · Corporations	\$ -	\$ -	\$ -		-
4230 · Foundations					
4231 · Community Radio Fund of Canada	\$ 48,900.00	\$ 48,900.00	\$ 40,979.54		83.80%
4230 · Foundations - Other	\$ 6,000.00	\$ -	\$ -		0.00%
Total 4230 · Foundations	\$ 54,900.00	\$ 48,900.00	\$ 40,979.54		74.64%
4240 · Individual Donations	\$ 30,000.00	\$ 30,000.00	\$ 3,596.89		11.99%
4310 · Trent Student Memberships	\$ 190,000.00	\$ 95,000.00	\$ 187,315.66		98.59%
4330 · Commercial & Non-profit Mships	\$ 350.00	\$ 350.00	\$ 400.00		114.29%
4340 · Individual Memberships	\$ 1,100.00	\$ 1,100.00	\$ 750.00		68.18%
4410 · Special Events Donations	\$ -	\$ -	\$ -		-
4470 · Net Fundraising Events Revenue					
4450 · Fundraising Events	\$ 2,500.00	\$ 2,500.00	\$ -		0.00%
4460 · Fundraising Events Expense	\$ (500.00)	\$ (500.00)	\$ -		0.00%
4470 · Net Fundraising Events Revenue - Other	\$ -	\$ -	\$ -		-
Total 4470 · Net Fundraising Events Revenue	\$ 2,000.00	\$ 2,000.00	\$ -		0.00%
4200 · DONATIONS & FUNDRAISING - Other	\$ -	\$ -	\$ -		-
Total 4200 · DONATIONS & FUNDRAISING	\$ 278,350.00	\$ 177,350.00	\$ 233,042.09		83.72%
4500 · EARNED REVENUE					
4630 · Net On Air Sponsorship - Local					
4610 · On Air Sponsorship - Local	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00		133.33%
4620 · On Air Sponsorship Expense	\$ (100.00)	\$ (100.00)	\$ -		0.00%
4630 · Net On Air Sponsorship - Local - Other	\$ -	\$ -	\$ -		-
Total 4630 · Net On Air Sponsorship - Local	\$ 1,400.00	\$ 1,400.00	\$ 2,000.00		142.86%
4650 · On Air Time Sales - Local	\$ -	\$ -	\$ -		-
4660 · On Air Time Sales - National	\$ 250.00	\$ 250.00	\$ 2,523.37		1009.35%

Trent Radio - Budget Details to March 31, 2022
prepared RHailman 2022-04-14

	Budget YE22		Actuals YE22 to 20220331		% of budgeted
	Best Case	Worst case			
4710 · Interest Income	\$ -	\$ -	\$ -	-	
4725 · Net Merchandise Sales					
4720 · Merchandise Sales	\$ 500.00	\$ 500.00	\$ 464.00	92.80%	
4722 · Merchandise Sales Expense	\$ (300.00)	\$ (300.00)	\$ (571.03)	190.34%	
4725 · Net Merchandise Sales - Other	\$ -	\$ -	\$ -	-	
Total 4725 · Net Merchandise Sales	\$ 200.00	\$ 200.00	\$ (107.03)	-53.52%	
4750 · Rental Income	\$ -	\$ -	\$ 6,684.28	-	
4760 · Mgmt Services - Trent Annual	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%	
4770 · Production Services	\$ 1,000.00	\$ 1,000.00	\$ 900.00	90.00%	
4790 · Misc. Earned Revenue	\$ -	\$ -	\$ 0.30	-	
4500 · EARNED REVENUE - Other	\$ -	\$ -	\$ -	-	
Total 4500 · EARNED REVENUE	\$ 27,850.00	\$ 27,850.00	\$ 12,000.92	43.09%	
49900 · Uncategorized Income	\$ -	\$ -	\$ -	-	
Total Income	\$ 330,489.00	\$ 228,489.00	\$ 263,523.16	79.74%	

Expense

5000 · SALARIES & BENEFITS

5010 · Programming Wage	\$ 103,108.72	\$ 97,942.00	\$ 76,810.14	74.49%
5030 · Technical Wage	\$ 26,936.00	\$ 26,936.00	\$ 14,412.30	53.51%
5060 · Publicity Wage	\$ -	\$ -	\$ -	-
5070 · Administrative Wage	\$ 35,609.60	\$ 35,609.60	\$ 28,033.00	78.72%
5075 · Trent Annual Payroll	\$ -	\$ -	\$ 41,088.10	-
5080 · Employee Benefits	\$ 3,700.00	\$ 3,700.00	\$ 4,641.52	125.45%
5082 · CPP Expense	\$ 8,696.85	\$ 8,425.60	\$ 3,762.53	43.26%
5084 · EI Expense	\$ 3,660.96	\$ 3,546.78	\$ 1,965.45	53.69%
5086 · WSIB Expense	\$ 463.83	\$ 449.37	\$ 384.99	83.00%
5000 · SALARIES & BENEFITS - Other	\$ -	\$ -	\$ -	-
Total 5000 · SALARIES & BENEFITS	\$ 182,175.96	\$ 176,609.34	\$ 171,098.03	93.92%

6000 · ADMINISTRATION

6010 · Contract Staff - Admin	\$ 1,800.00	\$ 1,800.00	\$ 2,306.19	128.12%
6020 · Advertising - Admin	\$ -	\$ -	\$ -	-
6030 · Audit	\$ 4,100.00	\$ 4,100.00	\$ 4,105.63	100.14%
6035 · Bad Debts	\$ -	\$ -	\$ -	-
6040 · Bank Charges	\$ 375.00	\$ 375.00	\$ 898.81	239.68%
6045 · Bldg Repair & Maint - TR	\$ 42,000.00	\$ 20,000.00	\$ 5,144.53	12.25%
6050 · Bldg Repair & Maint - Upper Apt	\$ 5,000.00	\$ 5,000.00	\$ 1,529.63	30.59%
6055 · Depreciation	\$ 18,500.00	\$ 18,500.00	\$ -	0.00%
6060 · Insurance & Security	\$ 4,500.00	\$ 4,500.00	\$ 3,842.92	85.40%
6065 · Interest Expense	\$ -	\$ -	\$ -	-
6070 · Legal & Other Professional	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%
6072 · Management Services Expense	\$ -	\$ -	\$ 20,066.57	-
6075 · Meeting Expenses	\$ 250.00	\$ 250.00	\$ 180.00	72.00%
6080 · Memberships & Subscriptions	\$ 2,500.00	\$ 1,500.00	\$ 100.00	4.00%
6085 · Office Equipment & Software	\$ 2,000.00	\$ 2,000.00	\$ 479.25	23.96%
6090 · Office Supplies	\$ 500.00	\$ 500.00	\$ 713.07	142.61%

Trent Radio - Budget Details to March 31, 2022
prepared RHailman 2022-04-14

	Budget YE22		Actuals YE22 to 20220331	% of budgeted
	Best Case	Worst case		
6095 · Postage & Courier	\$ 100.00	\$ 100.00	\$ -	0.00%
6100 · Printing & Design - Admin	\$ 100.00	\$ 100.00	\$ 11.50	11.50%
6105 · Professional Development	\$ 2,500.00	\$ 1,500.00	\$ -	0.00%
6110 · Telephone	\$ 1,000.00	\$ 1,000.00	\$ 545.28	54.53%
6115 · Travel & Conference	\$ 1,000.00	\$ 250.00	\$ 80.00	8.00%
6120 · Utilities	\$ 5,000.00	\$ 5,000.00	\$ 2,022.09	40.44%
6125 · Volunteer Expenses	\$ 1,000.00	\$ 250.00	\$ -	0.00%
6130 · Misc. Admin. Expense	\$ -	\$ -	\$ 0.39	-
6000 · ADMINISTRATION - Other	\$ -	\$ -	\$ -	-
Total 6000 · ADMINISTRATION	\$ 93,225.00	\$ 67,725.00	\$ 42,025.86	45.08%
6500 · PROGRAMMING				
6505 · Contract Staff - Programming	\$ -	\$ -	\$ -	-
6510 · Trent Univ Student Payroll	\$ -	\$ -	\$ -	-
6515 · Artist Fees	\$ 20,000.00	\$ 16,000.00	\$ 19,000.00	95.00%
6520 · Artist Travel & Accommodation	\$ -	\$ -	\$ -	-
6525 · Hospitality & Reception	\$ 250.00	\$ 250.00	\$ -	0.00%
6530 · Licences & Tariffs	\$ 3,150.00	\$ 3,150.00	\$ 2,372.10	75.30%
6535 · Programming Expenses	\$ 250.00	\$ 250.00	\$ -	0.00%
6540 · Workshop Fees & Expenses	\$ 7,000.00	\$ 4,000.00	\$ 1,920.00	27.43%
6545 · Misc. Programming Expense	\$ -	\$ -	\$ -	-
6500 · PROGRAMMING - Other	\$ -	\$ -	\$ -	-
Total 6500 · PROGRAMMING	\$ 30,650.00	\$ 23,650.00	\$ 23,292.10	75.99%
66000 · Payroll Expenses				
Taxes	\$ -	\$ -	\$ 4,546.93	-
Total 66000 · Payroll Expenses	\$ -	\$ -	\$ 4,546.93	
7000 · TECHNICAL				
7010 · Contract Staff - Technical	\$ -	\$ -	\$ 493.71	-
7020 · Equipment Acquisition - Tech	\$ 7,800.00	\$ 4,000.00	\$ 7,004.16	89.80%
7030 · Equipment Rental - Tech	\$ -	\$ -	\$ -	-
7040 · Equipment Repair & Maint - Tech	\$ 5,000.00	\$ 2,000.00	\$ -	0.00%
7050 · Line Rental	\$ 5,500.00	\$ 5,500.00	\$ 3,069.94	55.82%
7060 · Misc. Technical Expense	\$ -	\$ -	\$ -	-
7000 · TECHNICAL - Other	\$ -	\$ -	\$ -	-
Total 7000 · TECHNICAL	\$ 18,300.00	\$ 11,500.00	\$ 10,567.81	57.75%
7500 · MARKETING & PROMOTION				
7510 · Contract Staff - Marketing	\$ -	\$ -	\$ -	-
7520 · Advertising	\$ 2,000.00	\$ 2,000.00	\$ 2,078.80	103.94%
7530 · Design & Printing	\$ -	\$ -	\$ 33.12	-
7540 · Postage - Marketing	\$ -	\$ -	\$ 191.24	-
7550 · Misc. Marketing Expense	\$ -	\$ -	\$ -	-
7500 · MARKETING & PROMOTION - Other	\$ -	\$ -	\$ -	-
Total 7500 · MARKETING & PROMOTION	\$ 2,000.00	\$ 2,000.00	\$ 2,303.16	115.16%
79000 · Uncategorized Expenses	\$ -	\$ -	\$ -	-
Total Expense	\$ 326,350.96	\$ 281,484.34	\$ 253,833.89	77.78%
Net Income	\$ 4,138.04	\$ (52,995.34)	\$ 9,689.27	234.15%

Trent Radio - Budget Details to March 31, 2022
prepared RHailman 2022-04-14

	Best Case	Budget YE22	Worst case	Actuals YE22 to 20220331	% of budgeted
Non-cash expenses	\$ 18,500.00	\$ 18,500.00		\$ -	0.00%
Payments on promissory note prinicipal	\$ -	\$ -		\$ -	-
Net Cash Flow	<u>\$ 22,638.04</u>	<u>\$ (34,495.34)</u>		<u>\$ 9,689.27</u>	<u>42.80%</u>

Spring 2022 STATEMENT OF PERFORMANCE (January - April 2022):

Overall, it is my opinion that:

- 1) Trent Radio's programming is balanced, and
- 2) Trent Radio's programming is in compliance with its broadcast license.

Digital/Online programme logs for each broadcast day are to be completed and we are required by the CRTC to maintain these logs for 4 weeks. Programmers fulfill music sheet & programme log compliance requirements through a Google Form.

All sponsorship Proof of Performance sheets are completed and kept for one year.

All music sheet data is now kept indefinitely to accompany and facilitate the rebroadcast of archive content.

Reference:

The Commission's primary objective for the community radio sector is that it provides a local programming service that differs in style and substance from that provided by commercial stations and the CBC. The programming should be relevant to the communities served, including official language minorities. The Commission considers that community stations should add diversity to the broadcasting system by increasing program choice in both music and spoken word.

They should contribute to diversity at three levels:

Community stations should offer programming that is different from and complements the programming of other stations in their market. Their not-for-profit nature and community access policies should assist them in contributing to the achievement of this objective.

Community stations should be different from other elements of the broadcasting system, including commercial stations and stations operated by the CBC.

The programming broadcast by individual community stations should be varied and provide a wide diversity of music and spoken word.

Our license requirements regarding Content Categories are based on our license type (Community) and our specific license conditions (CFFF):

CRTC Community License

- at least 20% of all musical selections be drawn from categories other than sub-category 21.
- the Commission will require, by condition of licence, that all campus and community stations broadcast a minimum of 15% spoken word each broadcast week. For the purpose of this requirement, all spoken word shall be locally produced.

CFFF

- The licensee shall devote, in each broadcast week, a minimum of 12% of its musical selections from content category 3 (Special Interest Music) to Canadian selections broadcast in their entirety.

Trent Radio Internal Policy

- Maximum 5% Hits (as per non-competition agreement with CORUS)
- 25% of programming be devoted to Foreground Format (an old CRTC requirement that we continue to value and strive to achieve). Measurement of this goal is not set up.

Total Stats	SP22 hr/wk	%	FA21 hr/wk	%	CAT 21 maximum factor stats	SP22 hrs/wk	%	FA21 hrs/wk	%	Music Stats	SP22 hrs/wk	%	FA21 hrs/wk	%
CAT 1	35.2	28%	37.55	30%	CAT 21	29.55	32%	29	33%	CAT 2	54.55	60%	57.2	65%
CAT 2	54.55	43%	57.2	45%	2x	25	28%	28.2	32%	CAT 3	36.25	40%	31.25	35%
CAT 3	36.25	29%	31.25	25%	CAT 3	36.25	40%	31.25	35%					
TOTAL	126	100	126	100		90.8	100	88.45	100				88.45	100

Average Weekly Stats - Report covers regular broadcast hours (6:00 – midnight daily, including RFP)

Content Category	CRTC Required	TRadio Req	Weekly Average
CATEGORY 1 – SPOKEN WORD	MIN 15% of all programming (19hrs)		28% (35.2hrs)
11 – NEWS			-
12 – S/W Other			35.2 hrs
CATEGORY 2 – POPULAR MUSIC (35% CanCon)			43% (54.55hrs)
21-pop rock & dance	At least 20% of ALL MUSICAL SELECTIONS must be drawn from categories other than 21 / MAX 80 % of ALL MUSICAL SELECTIONS		32% of all musical selections were drawn from CAT21 selections. 68% of all musical selections were drawn from categories other than CAT21.
22 - country & country oriented			19.25hrs
23 – acoustic			5.25hrs
24 – easy listening			0.5hrs

CATEGORY 3 – TRAD & SPECIAL INTEREST (12% CanCon)	MIN 5% of all Musical Selections		40% of all musical selections (36.25hrs)
31 – concert			0hrs
32 – Folk & Folk Oriented			.5hrs
33 – World Beat/International			1.5hrs
34 – Jazz & Blues			4.5hrs
35 – Religious			11hrs
36 – Audio Art			18.75hrs
HITS PLAYED	No specification	MAX 5%	Below TR MAX
Station Produced			126HRS
Adv & Sponsorship		MAX 252 minutes	Below TR MAX

Description	Fall 2021
Total “live” b.casting hours / week (average)	77.5hrs
Number of Regular Producers	55
Number of Programmes (excluding repeats, TRadio archive & produced)	43
*Red Morning Radio	10hrs
*Local Music Playlist (new, not RFP) (average)	48.5hrs

Prepared by Jill Staveley. 20220414_js

The Programmes

7 New Shows
2 withdrawals
4 modifications

The People

Staff Programmes (CSJ/TWSP/RM/SmoothOp/RMR): 7
Archive Series: 3
Red Morning Radio: 5/week
Smooth Op LIVE: 1/week

Smooth Op Pre-Record: 13/week
New Programme Repeat: 8/week
Programming Instances Total: 74
Programmers: 60+

41 Community Members
3 TWSP Employees
2 TrentU Student Employees
1 TI Employee
25 Trent Student Volunteer Producers
1 RM Project Employee
1 CSJ Employee
5 Community Groups (NCC, TCSA, All Saints, CCB, TTOK)
21 TrentU Students *for credit participation (cust2035 / cust3139H)
6 Project Participants (CRFC)
+ ~ 12 others (bod, Operators, group participants, special contributors/supporters)

New Programmers (Programmer Orientation Completed)

Baz Conlin
Wendy Walker
Tamara Mustafa
Sirisha Vedala
Marina Kydd
Krystal Liu
Ray O'Keefe

Sponsorship & Advertising

BIRCH x 2/week for Full Year (In Kind) Silver Sponsor
Silver Bean x 2 (25 Sep/Oct'21) + x 2 (25 June/July'22) Silver Sponsor
Sam's Place x 3/week for Full Year (Nov'21 - Oct'22) Gold Sponsor
Renegade Apparel x 3/week for Full Year (Nov'21 - Oct'22) Gold Sponsor
Target Broadcasting x Contracts to broadcast government messages during Indigenous programming blocks

Notable Programming Dates: Spring 2022 Broadcast Season

Jan 09 - Spring Season Start
Jan 10 - Trent Classes Start
Jan 20 - Virtual Clubs & Groups Day
Feb 01 - RPM Challenge Starts
Feb 07-24 - YRITS Sound Art Workshops (virtual)
Feb 09 - SOTOW switch to in-studio live production

Feb 12 - Christopher's Country Classics switch to in-studio live production
Feb 18 - Levy Council Meeting
Feb 19-27 - Reading BreakFeb 23 - NCCYL Virtual Training
Feb 28 - RM22/CRFC Midterm Report Due
Mar 01 - Start RAT program through Chamber of Commerce (for staff)
Mar 01 - RPM Challenge Ends
Mar 02 - All Angles starts in-studio live production
Mar 03 - RM23/CRFC Application Due
Mar 03 - Lava Lamp Listening Lounge switch to in-studio live production
Mar 10 - Emergency Levy Council Meeting
Mar 13 - YRITS Project Manager Contract End
Mar 27 - RPM Local Hub Listening Party (gathertown)
April 01 - Trout Rodeo submitted to Arthur for online publication
April 01 - SU'22 Programme Proposals Open
April 08 - CUST 3139H Radio Project Day
April 17 - Family Business Radio Drama Marathon
April 17 - Final Installment of YRITS Artist Residency Broadcasts
April 17 - Last Day of the Spring Season
April'20 - SU'22 Programme Proposals Due (@ High Noon)