

TRENT RADIO BoD AGENDA
26 July 2021 – 6:00PM
to be held via teleconference

1. Chair's opening remarks and agenda approval
2. Approval of previous minutes
3. Operations reports
4. Financial statements
5. Budget for fiscal year 2022
6. Any other business
7. Date of next meeting
8. Adjournment

TRENT RADIO BoD AGENDA
21 June 2021 – 6:03PM
to be held via teleconference

In Attendance: Bill Templeman, Michael Gray, Alissa Paxton, Brazil Gaffney-Knox, and Tim Snoddon. **Also Present:** Jill Staveley, and Rob Hailman.

Regrets: Katie Pedlar, and Jehan Maboob.

1. Chair's opening remarks and agenda approval

2. Approval of previous minutes

Alissa Paxton motions to approve the previous minutes, Tim Snoddon seconds.

3. Operations reports

Rob Hailman presents Operations Reports. Canada Summer Jobs staff, Grayden Hatherley and Skye Vasey have begun their 16-week contracts for the summer. Broadcast licence renewal should arrive sometime in the summer, with the application due this Fall for renewal Aug 31, 2022. Bill C-10 letter was sent in. We got a response from Justin Trudeau's office and Maryam Monsef's office, though the bill may be dead. No response from Minister of Heritage, Steven Guilbeault.

Jill Staveley present Operations Reports. Jordan Cook doing physical outdoor space. Beautiful! Backflow prevention test upcoming (yearly test). Home inspection is booked, in exchange for sponsorship and google review. Radio project day planned for pride month. No NCC Canada day, instead Laurel Pollock reading 94 calls to action. Producer oriented project is ending. Laurel will lead next artist residency grant. Grant for RC4G* mentors, 4 month workshop series for up-and-coming artists. Alissa Paxton motions to approve the operations reports, and Michael Gray seconds.

4. Financial statements

Rob Hailman presents the financial statements. Good financial standing, comparable to last month. Budget will be available at the next meeting.

Alissa Paxton motions to approve the financial reports, seconded by Bill Templeman.

5. HVP policy

Alissa Paxton presents the policy. Committee breaking for the summer to resume in September. Committee moves recommendation of adoption of the policy, to be reviewed May 2024.

Tim Snoddon motions to approve the policy, and Michael Gray seconds.

6. Social responsibility as a registered charity /broadcast licensee

Jill Staveley discusses what TR is emboldened to do as a registered charity, what is our role as an organization that holds a broadcast licence. Discussion about Trent Radio's duties and goals as a radio station and community organization. Conversation to be continued at future meetings.

7. Any other business

Bill Templeman: Re-opening plans? Jill Staveley and Rob Hailman say September will likely be either hybrid or not in person.

8. Date of next meeting

July 26, 2021 at 6 pm (aka. Cuba revolution day)

9. Adjournment

Trent Radio Comparative Balance Sheet (subject to adjustment and review)

// prepared 24 July 2021 rhailman@trentradio.ca

	30 Jun 21	31 Aug 20	\$ Change
ASSETS			
Current Assets			
Chequing/Savings			
1100 · Chequing - Bank of Montreal	160,149.71	110,117.89	50,031.82
1110 · Tangerine Savings	3.62	3.62	0.00
1115 · Paypal	731.95	634.05	97.90
Total Chequing/Savings	160,885.28	110,755.56	50,129.72
Accounts Receivable			
1200 · Accounts Receivable	3,878.25	4,589.62	-711.37
Total Accounts Receivable	3,878.25	4,589.62	-711.37
Other Current Assets			
1300 · Prepaid Expenses	1,721.49	910.96	810.53
Total Other Current Assets	1,721.49	910.96	810.53
Total Current Assets	166,485.02	116,256.14	50,228.88
Fixed Assets			
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 Fixed Assets	110,118.88	110,118.88	0.00
TOTAL ASSETS	276,603.90	226,375.02	50,228.88
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2200 · Accounts Payable	-5,594.59	-5,913.43	318.84
Total Accounts Payable	-5,594.59	-5,913.43	318.84
Other Current Liabilities			
2220 · Deferred Revenue	960.05	960.05	0.00
2240 · Accrued Liabilities	3,750.00	3,750.00	0.00
2500 · Payroll Liabilities - Rec Gen			
2530 · CPP Payable	1,545.66	1,281.42	264.24
2550 · EI Payable	613.54	514.66	98.88
2570 · Income Tax Payable	1,549.74	1,729.35	-179.61
Total 2500 · Payroll Liabilities - Rec Gen	3,708.94	3,525.43	183.51
2510 · WSIB Payable	131.38	50.87	80.51
25500 · GST/HST Payable	-2,334.92	-4,003.19	1,668.27
Total Other Current Liabilities	6,215.45	4,283.16	1,932.29
Total Current Liabilities	620.86	-1,630.27	2,251.13
Long Term Liabilities			
2720 · Long Term Loan - J.K. Muir	0.00	27,654.56	-27,654.56
Total Long Term Liabilities	0.00	27,654.56	-27,654.56
Total Liabilities	620.86	26,024.29	-25,403.43
Equity			
30000 · Opening Balance Equity	110,038.60	110,038.60	0.00
32000 · Unrestricted Net Assets	90,312.13	14,197.24	76,114.89
Net Income	75,632.31	76,114.89	-482.58
Total Equity	275,983.04	200,350.73	75,632.31
TOTAL LIABILITIES & EQUITY	276,603.90	226,375.02	50,228.88

Trent Radio Comparative Income Statement (subject to adjustment and review)

// prepared 24 July 2021 rhailman@trentradio.ca

	Sep 20 – Jun 21	Sep 19 – Jun 20	\$ Change
Income			
4000 · GOVERNMENT FUNDING			
4090 · Federal Grants			
4010 · Canada Summer Jobs	11,959.00	0.00	11,959.00
Total 4090 · Federal Grants	11,959.00	0.00	11,959.00
4160 · Provincial Grants			
4155 · Other Provincial	3,209.00	9,596.01	-6,387.01
Total 4160 · Provincial Grants	3,209.00	9,596.01	-6,387.01
4190 · Municipal Grants			
4170 · City of Peterborough	7,500.00	1,000.00	6,500.00
Total 4190 · Municipal Grants	7,500.00	1,000.00	6,500.00
Total 4000 · GOVERNMENT FUNDING	22,668.00	10,596.01	12,071.99
4200 · DONATIONS & FUNDRAISING			
4220 · Corporations	2,250.00	500.00	1,750.00
4230 · Foundations			
4231 · Community Radio Fund of Canada	61,001.00	19,238.00	41,763.00
4230 · Foundations - Other	0.00	550.00	-550.00
Total 4230 · Foundations	61,001.00	19,788.00	41,213.00
4240 · Individual Donations	29,625.30	30,232.86	-607.56
4310 · Trent Student Memberships	182,038.77	139,948.24	42,090.53
4330 · Commercial & Non-profit Mships	300.00	400.00	-100.00
4340 · Individual Memberships	1,095.00	1,050.01	44.99
4410 · Special Events Donations	0.00	138.85	-138.85
Total 4200 · DONATIONS & FUNDRAISING	276,310.07	192,057.96	84,252.11
4500 · EARNED REVENUE			
4630 · Net On Air Sponsorship - Local			
4610 · On Air Sponsorship - Local	1,500.00	2,050.00	-550.00
4620 · On Air Sponsorship Expense	0.00	-83.15	83.15
Total 4630 · Net On Air Sponsorship - Local	1,500.00	1,966.85	-466.85
4650 · On Air Time Sales - Local	72.25	800.00	-727.75
4660 · On Air Time Sales - National	4,786.52	1,452.87	3,333.65
4710 · Interest Income	0.00	7.50	-7.50
4725 · Net Merchandise Sales			
4720 · Merchandise Sales	510.00	240.00	270.00
4722 · Merchandise Sales Expense	-287.40	-457.86	170.46
Total 4725 · Net Merchandise Sales	222.60	-217.86	440.46
4750 · Rental Income	9,575.68	7,275.95	2,299.73
4760 · Mgmt Services - Trent Annual	0.00	86,590.19	-86,590.19
4770 · Production Services	0.00	1,183.89	-1,183.89
Total 4500 · EARNED REVENUE	16,157.05	99,059.39	-82,902.34
Total Income	315,135.12	301,713.36	13,421.76

Trent Radio Comparative Income Statement (subject to adjustment and review)

// prepared 24 July 2021 rhailman@trentradio.ca

	Sep 20 – Jun 21	Sep 19 – Jun 20	\$ Change
Expense			
5000 · SALARIES & BENEFITS			
5010 · Programming Wage	81,471.20	37,584.00	43,887.20
5070 · Administrative Wage	61,177.69	37,584.00	23,593.69
5075 · Trent Annual Payroll	32,794.76	33,217.20	-422.44
5080 · Employee Benefits	3,605.39	2,300.99	1,304.40
5082 · CPP Expense	7,291.19	4,530.86	2,760.33
5084 · EI Expense	3,880.72	2,422.51	1,458.21
5086 · WSIB Expense	419.91	269.54	150.37
Total 5000 · SALARIES & BENEFITS	190,640.86	117,909.10	72,731.76
6000 · ADMINISTRATION			
6010 · Contract Staff - Admin	1,569.50	2,598.51	-1,029.01
6030 · Audit	4,170.60	3,948.17	222.43
6040 · Bank Charges	312.00	240.38	71.62
6045 · Bldg Repair & Maint - TR	4,030.39	12,179.01	-8,148.62
6050 · Bldg Repair & Maint - Upper Apt	674.57	0.00	674.57
6060 · Insurance & Security	4,157.61	4,133.93	23.68
6065 · Interest Expense	382.42	2,311.07	-1,928.65
6070 · Legal & Other Professional	0.00	415.76	-415.76
6072 · Management Services Expense	3,415.95	6,850.73	-3,434.78
6075 · Meeting Expenses	160.00	0.00	160.00
6080 · Memberships & Subscriptions	1,472.34	1,211.11	261.23
6085 · Office Equipment & Software	626.49	1,011.72	-385.23
6090 · Office Supplies	413.01	167.70	245.31
6095 · Postage & Courier	0.00	5.24	-5.24
6100 · Printing & Design - Admin	0.00	49.78	-49.78
6105 · Professional Development	83.95	0.00	83.95
6110 · Telephone	790.73	783.61	7.12
6115 · Travel & Conference	100.00	0.00	100.00
6120 · Utilities	2,999.73	3,895.76	-896.03
6125 · Volunteer Expenses	77.94	433.59	-355.65
6130 · Misc. Admin. Expense	111.04	120.29	-9.25
Total 6000 · ADMINISTRATION	25,548.27	40,356.36	-14,808.09
6500 · PROGRAMMING			
6505 · Contract Staff - Programming	0.00	500.00	-500.00
6510 · Trent Univ Student Payroll	0.00	10,123.68	-10,123.68
6515 · Artist Fees	12,700.00	3,940.00	8,760.00
6525 · Hospitality & Reception	0.00	53.75	-53.75
6530 · Licences & Tariffs	2,857.97	2,156.19	701.78
6535 · Programming Expenses	197.26	1,838.68	-1,641.42
6500 · PROGRAMMING - Other	400.00	0.00	400.00
Total 6500 · PROGRAMMING	16,155.23	18,612.30	-2,457.07
7000 · TECHNICAL			
7010 · Contract Staff - Technical	0.00	187.09	-187.09
7020 · Equipment Acquisition - Tech	2,026.80	1,723.58	303.22
7040 · Equipment Repair & Maint - Tech	415.70	261.30	154.40
7050 · Line Rental	4,599.60	3,746.60	853.00
Total 7000 · TECHNICAL	7,042.10	5,918.57	1,123.53
7500 · MARKETING & PROMOTION			
7530 · Design & Printing	0.00	10.65	-10.65
7550 · Misc. Marketing Expense	116.35	0.00	116.35
Total 7500 · MARKETING & PROMOTION	116.35	10.65	105.70
Total Expense	239,502.81	182,806.98	56,695.83
Net Income	75,632.31	118,906.38	-43,274.07

Trent Radio - Budget YE2022 DRAFT // prepared 20210723 RHailman & JStaveley

	Budget YE22		Budget 2021	Actuals YE21 to 30Jun	Actual YE20
	Best Case	Worst case	Best Case		
Income					
4000 · GOVERNMENT FUNDING					
4090 · Federal Grants					
4010 · Canada Summer Jobs	\$ 13,289.00	\$ 13,289.00	\$ 13,289.00	\$ 11,959.00	\$ -
4085 · Other Federal	\$ -	\$ -	\$ -	\$ -	\$ -
4090 · Federal Grants - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total 4090 · Federal Grants	\$ 13,289.00	\$ 13,289.00	\$ 13,289.00	\$ 11,959.00	\$ -
4160 · Provincial Grants					
4110 · Ontario Arts Council	\$ -	\$ -	\$ -	\$ -	\$ -
4155 · Other Provincial	\$ 10,000.00	\$ 10,000.00	\$ 8,500.00	\$ 3,209.00	\$ 9,596.01
4160 · Provincial Grants - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total 4160 · Provincial Grants	\$ 10,000.00	\$ 10,000.00	\$ 8,500.00	\$ 3,209.00	\$ 9,596.01
4190 · Municipal Grants					
4170 · City of Peterborough	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 7,500.00	\$ 1,000.00
4185 · Other Municipal	\$ -	\$ -	\$ -	\$ -	\$ -
4190 · Municipal Grants - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total 4190 · Municipal Grants	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 7,500.00	\$ 1,000.00
4000 · GOVERNMENT FUNDING - Other	\$ -	\$ -	\$ -		
Total 4000 · GOVERNMENT FUNDING	\$ 24,289.00	\$ 23,289.00	\$ 22,789.00	\$ 22,668.00	\$ 10,596.01
4200 · DONATIONS & FUNDRAISING					
4220 · Corporations	\$ -	\$ -	\$ 1,000.00	\$ 2,250.00	\$ 500.00
4230 · Foundations					
4231 · Community Radio Fund of Canada	\$ 48,900.00	\$ 48,900.00	\$ 45,400.00	\$ 61,001.00	\$ 19,238.00
4230 · Foundations - Other	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 550.00
Total 4230 · Foundations	\$ 54,900.00	\$ 48,900.00	\$ 45,400.00	\$ 61,001.00	\$ 19,788.00
4240 · Individual Donations	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00	\$ 29,625.30	\$ 30,890.69
4310 · Trent Student Memberships	\$ 190,000.00	\$ 95,000.00	\$ 160,000.00	\$ 182,038.77	\$ 139,948.24
4330 · Commercial & Non-profit Mships	\$ 350.00	\$ 350.00	\$ 500.00	\$ 300.00	\$ 400.00
4340 · Individual Memberships	\$ 1,100.00	\$ 1,100.00	\$ 1,250.00	\$ 1,095.00	\$ 1,125.01
4410 · Special Events Donations	\$ -	\$ -	\$ 350.00	\$ -	\$ 138.85
4470 · Net Fundraising Events Revenue					
4450 · Fundraising Events	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -
4460 · Fundraising Events Expense	\$ (500.00)	\$ (500.00)	\$ -	\$ -	\$ -
4470 · Net Fundraising Events Revenue - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total 4470 · Net Fundraising Events Revenue	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ -
4200 · DONATIONS & FUNDRAISING - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total 4200 · DONATIONS & FUNDRAISING	\$ 278,350.00	\$ 177,350.00	\$ 243,500.00	\$ 276,310.07	\$ 192,790.79
4500 · EARNED REVENUE					
4630 · Net On Air Sponsorship - Local					
4610 · On Air Sponsorship - Local	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 1,500.00	\$ 2,050.00
4620 · On Air Sponsorship Expense	\$ (100.00)	\$ (100.00)	\$ (100.00)	\$ -	\$ (83.15)
4630 · Net On Air Sponsorship - Local - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total 4630 · Net On Air Sponsorship - Local	\$ 1,400.00	\$ 1,400.00	\$ 2,400.00	\$ 1,500.00	\$ 1,966.85
4650 · On Air Time Sales - Local	\$ -	\$ -	\$ -	\$ 72.25	\$ 800.00
4660 · On Air Time Sales - National	\$ 250.00	\$ 250.00	\$ -	\$ 4,786.52	\$ 2,139.24
4710 · Interest Income	\$ -	\$ -	\$ -	\$ -	\$ 7.50
4725 · Net Merchandise Sales					
4720 · Merchandise Sales	\$ 500.00	\$ 500.00	\$ 200.00	\$ 510.00	\$ 260.00
4722 · Merchandise Sales Expense	\$ (300.00)	\$ (300.00)	\$ (100.00)	\$ (287.40)	\$ (457.86)
4725 · Net Merchandise Sales - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total 4725 · Net Merchandise Sales	\$ 200.00	\$ 200.00	\$ 100.00	\$ 222.60	\$ (197.86)
4750 · Rental Income	\$ -	\$ -	\$ 11,565.00	\$ 9,575.68	\$ 8,893.65
4760 · Mgmt Services - Trent Annual	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 89,668.44

Trent Radio - Budget YE2022 DRAFT // prepared 20210723 RHailman & JStaveley

	Budget YE22		Budget 2021	Actuals YE21 to 30Jun	Actual YE20
	Best Case	Worst case	Best Case		
4770 · Production Services	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,183.89
4790 · Misc. Earned Revenue	\$ -	\$ -	\$ -	\$ -	\$ 579.96
4500 · EARNED REVENUE - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total 4500 · EARNED REVENUE	\$ 27,850.00	\$ 27,850.00	\$ 39,065.00	\$ 16,157.05	\$ 105,041.67
49900 · Uncategorized Income	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 330,489.00	\$ 228,489.00	\$ 305,354.00	\$ 315,135.12	\$ 308,428.47

Expense

5000 · SALARIES & BENEFITS

5010 · Programming Wage	\$ 103,108.72	\$ 97,942.00	\$ 87,318.40	\$ 81,471.20	\$ 47,695.20
5030 · Technical Wage	\$ 26,936.00	\$ 26,936.00	\$ -	\$ -	\$ -
5060 · Publicity Wage	\$ -	\$ -	\$ -	\$ -	\$ -
5070 · Administrative Wage	\$ 35,609.60	\$ 35,609.60	\$ 62,524.80	\$ 61,177.69	\$ 46,549.12
5075 · Trent Annual Payroll	\$ -	\$ -	\$ -	\$ 32,794.76	\$ 35,713.62
5080 · Employee Benefits	\$ 3,700.00	\$ 3,700.00	\$ 2,000.00	\$ 3,605.39	\$ 2,300.99
5082 · CPP Expense	\$ 8,696.85	\$ 8,425.60	\$ 7,866.77	\$ 7,291.19	\$ 5,563.29
5084 · EI Expense	\$ 3,660.96	\$ 3,546.78	\$ 3,311.53	\$ 3,880.72	\$ 2,899.69
5086 · WSIB Expense	\$ 463.83	\$ 449.37	\$ 419.56	\$ 419.91	\$ 320.41
5000 · SALARIES & BENEFITS - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total 5000 · SALARIES & BENEFITS	\$ 182,175.96	\$ 176,609.34	\$ 163,441.06	\$ 190,640.86	\$ 141,042.32

6000 · ADMINISTRATION

6010 · Contract Staff - Admin	\$ 1,800.00	\$ 1,800.00	\$ 1,600.00	\$ 1,569.50	\$ 2,785.60
6020 · Advertising - Admin	\$ -	\$ -	\$ -	\$ -	\$ -
6030 · Audit	\$ 4,100.00	\$ 4,100.00	\$ 4,100.00	\$ 4,170.60	\$ 4,448.17
6035 · Bad Debts	\$ -	\$ -	\$ -	\$ -	\$ -
6040 · Bank Charges	\$ 375.00	\$ 375.00	\$ 300.00	\$ 312.00	\$ 277.93
6045 · Bldg Repair & Maint - TR	\$ 42,000.00	\$ 20,000.00	\$ 35,000.00	\$ 4,030.39	\$ 15,406.82
6050 · Bldg Repair & Maint - Upper Apt	\$ 5,000.00	\$ 5,000.00	\$ 1,000.00	\$ 674.57	\$ -
6055 · Depreciation	\$ 18,500.00	\$ 18,500.00	\$ 18,500.00	\$ -	\$ 17,685.13
6060 · Insurance & Security	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,157.61	\$ 4,133.93
6065 · Interest Expense	\$ -	\$ -	\$ 2,134.66	\$ 382.42	\$ 2,506.15
6070 · Legal & Other Professional	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 415.76
6072 · Management Services Expense	\$ -	\$ -	\$ -	\$ 3,415.95	\$ 7,236.30
6075 · Meeting Expenses	\$ 250.00	\$ 250.00	\$ -	\$ 160.00	\$ -
6080 · Memberships & Subscriptions	\$ 2,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,472.34	\$ 1,211.11
6085 · Office Equipment & Software	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 626.49	\$ 1,148.28
6090 · Office Supplies	\$ 500.00	\$ 500.00	\$ 250.00	\$ 413.01	\$ 167.70
6095 · Postage & Courier	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	\$ 5.24
6100 · Printing & Design - Admin	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	\$ 49.78
6105 · Professional Development	\$ 2,500.00	\$ 1,500.00	\$ -	\$ 83.95	\$ -
6110 · Telephone	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 790.73	\$ 939.40
6115 · Travel & Conference	\$ 1,000.00	\$ 250.00	\$ 500.00	\$ 100.00	\$ -
6120 · Utilities	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 2,999.73	\$ 4,397.01
6125 · Volunteer Expenses	\$ 1,000.00	\$ 250.00	\$ 750.00	\$ 77.94	\$ 433.59
6130 · Misc. Admin. Expense	\$ -	\$ -	\$ 300.00	\$ 111.04	\$ 120.29
6000 · ADMINISTRATION - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total 6000 · ADMINISTRATION	\$ 93,225.00	\$ 67,725.00	\$ 79,634.66	\$ 25,548.27	\$ 63,368.19

6500 · PROGRAMMING

6505 · Contract Staff - Programming	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
6510 · Trent Univ Student Payroll	\$ -	\$ -	\$ 12,000.00	\$ -	\$ 10,123.68
6515 · Artist Fees	\$ 20,000.00	\$ 16,000.00	\$ 15,000.00	\$ 12,700.00	\$ 4,000.00
6520 · Artist Travel & Accommodation	\$ -	\$ -	\$ -	\$ -	\$ -
6525 · Hospitality & Reception	\$ 250.00	\$ 250.00	\$ 250.00	\$ -	\$ 53.75

Trent Radio - Budget YE2022 DRAFT // prepared 20210723 RHailman & JStaveley

	Budget YE22		Budget 2021	Actuals YE21 to 30Jun	Actual YE20
	Best Case	Worst case	Best Case		
6530 · Licences & Tariffs	\$ 3,150.00	\$ 3,150.00	\$ 2,150.00	\$ 2,857.97	\$ 2,156.19
6535 · Programming Expenses	\$ 250.00	\$ 250.00	\$ -	\$ 197.26	\$ 1,838.68
6540 · Workshop Fees & Expenses	\$ 7,000.00	\$ 4,000.00	\$ 2,500.00	\$ -	\$ -
6545 · Misc. Programming Expense	\$ -	\$ -	\$ 300.00	\$ -	\$ -
6500 · PROGRAMMING - Other	\$ -	\$ -	\$ -	\$ 400.00	\$ -
Total 6500 · PROGRAMMING	\$ 30,650.00	\$ 23,650.00	\$ 32,700.00	\$ 16,155.23	\$ 18,672.30
7000 · TECHNICAL					
7010 · Contract Staff - Technical	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 187.09
7020 · Equipment Acquisition - Tech	\$ 7,800.00	\$ 4,000.00	\$ 5,000.00	\$ 2,026.80	\$ 3,777.21
7030 · Equipment Rental - Tech	\$ -	\$ -	\$ -	\$ -	\$ -
7040 · Equipment Repair & Maint - Tech	\$ 5,000.00	\$ 2,000.00	\$ 5,000.00	\$ 415.70	\$ 261.30
7050 · Line Rental	\$ 5,500.00	\$ 5,500.00	\$ 4,700.00	\$ 4,599.60	\$ 4,644.52
7060 · Misc. Technical Expense	\$ -	\$ -	\$ -	\$ -	\$ -
7000 · TECHNICAL - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total 7000 · TECHNICAL	\$ 18,300.00	\$ 11,500.00	\$ 16,700.00	\$ 7,042.10	\$ 8,870.12
7500 · MARKETING & PROMOTION					
7510 · Contract Staff - Marketing	\$ -	\$ -	\$ -	\$ -	\$ -
7520 · Advertising	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ -	\$ 350.00
7530 · Design & Printing	\$ -	\$ -	\$ 250.00	\$ -	\$ 10.65
7540 · Postage - Marketing	\$ -	\$ -	\$ -	\$ -	\$ -
7550 · Misc. Marketing Expense	\$ -	\$ -	\$ -	\$ 116.35	\$ -
7500 · MARKETING & PROMOTION - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total 7500 · MARKETING & PROMOTION	\$ 2,000.00	\$ 2,000.00	\$ 750.00	\$ 116.35	\$ 360.65
79000 · Uncategorized Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 326,350.96	\$ 281,484.34	\$ 293,225.72	\$ 239,502.81	\$ 232,313.58
Net Income	\$ 4,138.04	\$ (52,995.34)	\$ 12,128.28	\$ 75,632.31	\$ 76,114.89
Non-cash expenses	\$ 18,500.00	\$ 18,500.00	\$ 18,500.00	\$ -	\$ 17,685.13
Payments on promissory note principal	\$ -	\$ -	\$ (4,650.98)	\$ (27,654.56)	\$ (4,359.48)
Net Cash Flow	\$ 22,638.04	\$ (34,495.34)	\$ 25,977.30	\$ 47,977.75	\$ 89,440.54

Trent Radio YE2022 Budget – Notes
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As with last year, this budget presents two scenarios, primarily reflecting the uncertainty with levy funding presented by the ongoing Student Choice Initiative court challenge. In the worst case, Trent Radio will operate at a significant deficit for this fiscal year, with the intention of using the year to develop and implement a plan for sustainable operations with reduced funding.

Note on specific accounts

Income

- 4010 • Canada Summer Jobs:** Assuming approval for the same funding as last year, 3 positions for 8 weeks at 35 hours per week.
- 4155 • Other Provincial:** 6 TWSP positions funded at \$1500, one TI position funded at \$1000
- 4170 • City of Peterborough:** Community Investment Grant. We will need to reapply in 2022, as the funding approved in 2021 was only for one year.
- 4230 • Foundations – Other:** ArtsAlive funding through the Community Foundation of Greater Peterborough. We applied for \$6000, partly for funding to improve volunteer safety at Trent Radio house and partly for project to assist emerging musicians with recording projects. Expecting to hear result of application by end of July.
- 4310 • Trent Student Memberships:** In best case, estimating a modest increase over YE21 actuals. Worst case assumes a net 50% opt-out if the Student Choice Initiative is upheld by the Court of Appeal
- 4450 • Fundraising Events and 4460 • Fundraising Events Expense:** March fundraiser in 2022, and related expenses.
- 4650 • On Air Time Sales – Local and 4660 • On Air Time Sales – National:** As we don't solicit time sales and are restricted by our agreement with Corus, these amounts are generally budgeted at \$0. Over the past two years we have received regular purchases for government public health messages, which we expect to significantly slow down in YE22.
- 4750 • Rental Income:** Our current tenants are planning to move out at some point in the fall. Budgeted at \$0 as we may benefit from taking the opportunity to consider leaving the unit vacant for renovations, or in the worst case may be unable to find a tenant or collect rent.
- 4760 • Mgmt Services - Trent Annual:** As in previous years, budgeted just as the \$25,000 contractual management fee, as most revenues are 1-to-1 reimbursements for expenses.
- 4770 • Production Services:** Budget reflects workshop fee for CUST-3139H

Expense

- 5000 · Salaries & Benefits:** Consumer Price Index for June 2021 has not yet been published, so Director salaries are estimated based on May 2021 figures. Trent University is no longer offering payroll services for TWSP/TI staff not working directly for university departments. As such, student employee salaries are included in this section rather than account 6510 · Trent Univ Student Payroll as in previous years.
- 5030 · Technical Wage:** To more closely reflect actual tasks, part of the Director of Operations salary has been moved from Administrative Wage to Technical Wage.
- 5075 · Trent Annual Payroll:** As previously, these expenses are fully reimbursed by Trent Annual so budgeted at \$0.
- 6045 · Bldg Repair & Maint – TR:** In best case scenario, includes \$2000 for ArtsAlive funding, as well as some budget for project management for overseeing renovations.
- 6072 · Management Services Expense:** As previously, these expenses are fully reimbursed by Trent Annual so budgeted at \$0.
- 6080 · Memberships & Subscriptions:** In best case budget, includes purchasing additional memberships in local arts & culture organizations (such as EC3, Sadleir House, etc.)
- 6105 · Professional Development:** Mandatory training for staff, such as HVP, health & safety, etc. In best case scenario, also includes \$1000 for board development workshops.
- 6115 · Travel & Conference:** \$250 funded by Radiometres. In best case, \$750 to fund attendance at NCRC in Kingston and/or Station Manager Summit in Ottawa.
- 6510 · Trent Univ Student Payroll:** Per note above, Trent University is no longer offering student payroll services starting in September, so this expense is captured in Salaries & Benefits above.
- 6515 · Artist Fees:** \$15,000 funded by Radiometres.
- 6540 · Workshop Fees & Expenses:** \$4000 funded by Radiometres, \$3000 funded by Arts Alive if approved.
- 7020 · Equipment Acquisition – Tech:** \$1800 funded by Radiometres, \$1000 funded by Arts Alive if approved, \$5000 for IT & studio upgrades (\$2200 in worst case)
- 7040 · Equipment Repair & Maint – Tech:** General contingency for maintenance
- 7520 · Advertising:** Funded by Radiometres