

**CONTRACTED SERVICES OF ACTRA BRANCHES BY ACTRA NATIONAL**  
**SCHEDULE OF OPERATIONS**  
**YEAR ENDED FEBRUARY 28, 2025**

	2025	2024
<b>OTTAWA BRANCH</b>		
Income		
Members		
Dues	\$ 150,376	\$ 162,959
Initiation fees	14,340	11,961
Withdrawal fees	260	146
Reinstatement fees	804	709
	<b>165,780</b>	<b>175,775</b>
Non-members		
Performer fees	28,096	42,872
Apprentice fees	5,854	14,682
Foreign performer fees	4,149	7,560
	<b>38,099</b>	<b>65,114</b>
Other		
Administration fees - I.P.A.	51,565	45,748
- other	1,063	160
Contract service fees	2,180	1,189
10% service charges	2,246	1,038
Workshop income	920	500
Recovery of AFBS benefit reserve	2,608	29
	<b>60,582</b>	<b>48,664</b>
Interest	8,739	-
<b>Total income</b>	<b>273,200</b>	<b>289,553</b>
Expenses		
Salaries and benefits		
Total basic salaries	101,215	98,565
Staff benefits - general	21,274	21,140
- RRSP	12,131	11,814
	<b>134,620</b>	<b>131,519</b>
Branch council expenses and meetings	6,277	1,212
Office expenses		
Rent	2,036	1,970
Telephone	1,843	1,817
Insurance	2,168	2,170
Supplies and miscellaneous	2,462	2,227
Postage	125	92
Courier	399	420
	<b>\$ 9,033</b>	<b>\$ 8,696</b>

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	2025	2024
<b>OTTAWA BRANCH</b> <i>(continued)</i>		
Expenses <i>(continued)</i>		
Furniture and equipment		
Amortization	\$ -	\$ 32
Computer services		
Software	412	433
Hardware	-	380
Contributions ITDS development	2,608	29
Amortization	257	184
	3,277	1,026
Membership services		
Public relations	2,000	1,790
Awards night	1,088	-
Promotion	277	200
Workshops	3,240	2,100
	6,605	4,090
Agreement administration	178	53
Other		
GST/HST expense	654	554
Labour Federation Fees	490	588
Audit fees	1,050	1,017
	2,194	2,159
Per capita payment to ACTRA National	51,537	66,581
<b>Total expenses</b>	<b>213,721</b>	<b>215,368</b>
Excess of income over expenses for year	59,479	74,185
Unappropriated net assets - at beginning of year	189,925	115,740
Surplus - at end of year	249,404	189,925
Appropriated for furniture and equipment	(2,114)	(184)
Unappropriated net assets - at end of year	\$ 247,290	\$ 189,741