

FINAL REPORT DUE 30 DAYS AFTER FISCAL YEAR END
AVAILABLE ONLINE:
[HTTP://PHOENIX.GOV/ARTS/ARTGRANTS/MANAGING/FORMS/INDEX.HTML](http://PHOENIX.GOV/ARTS/ARTGRANTS/MANAGING/FORMS/INDEX.HTML)

PHOENIX OFFICE OF ARTS AND CULTURE
GENERAL OPERATING SUPPORT LEVELS I AND II
FINAL REPORT

I. ARTS ORGANIZATION DATA:

Organization	Phone
Street Address	City and Zip
Submitted by	Phone
Report describes the Fiscal Year beginning	and ending

II. PHOENIX STATISTICS

Please provide the actual numbers for the fiscal year.

Salaries paid in Phoenix	
Volunteer hours in Phoenix	
Total number of artists employed	
Number of local artists	
Number of non-local artists	
% of tickets sold by subscription	%
% of tickets sold individually	%
Total annual attendance at Phoenix events	
Number of youth served by programs in Phx. (Pre-Kindergarten thru 12th grade)	

III. GENERAL OPERATING SUPPORT IMPACT

Attach a one-page narrative describing the impact of General Operating Support from the Phoenix Office of Arts and Culture for the last completed year. What was accomplished as a result of Commission support? List areas of stabilization, expansion, new programming, etc. Note your achievements in the areas of cultural diversity, community outreach, and educational programs. (Refer to plans outlined in your original application.)

IV. PHOENIX CITIZENS SERVED BY ZIP-CODE

Report of the organization's service to the Phoenix community through ticket sales/membership, outreach activities, and volunteerism.

V. ORGANIZATION BUDGET (please use enclosed form)

VI. SUPPLEMENTAL BUDGET INFORMATION (please use enclosed form)

Phoenix Citizens Served by Zip-Code

Indicate the number of individual sales or outreach events in the appropriate zip-code, and the home zip-code of volunteers serving in the organization. If no volunteers, leave blank. Zip-codes not served can be left blank

CD	Zip	Ticket Sales	Outreach Activities	Volunteers
		Subscribers/Members/Singles	Community/Schools	
4,7,8	85003			
4,7,8	85004			
4,8	85006			
4,7,8	85007			
6,8	85008			
4,7,8	85009			
4,6	85012			
4,5,6	85013			
4,6	85014			
4,5,7	85015			
4,6,8	85016			
4,5,7	85017			
6,8	85018			
4,5	85019			
3,6	85020			
3,5,6	85021			
2,3	85022			
1,2,3	85023			
1,2,3	85024			
1,2,3,	85027			
3,6	85028			
1,3	85029			
4,5,7	85031			
2,3	85032			
4,5,7	85033			
6,8	85034			
4,7	85035			
5,7	85037			
6,7,8	85040			
6,7,8	85041			
6,7,8	85042			
4,7	85043			
6,8	85044			
6,8	85045			
6	85048			
2	85050			
1,3,5	85051			
1	85053			
2	85054			
1,2	85083			
1,2	85085			
1,2	85086			
1	85087			
6	85251			
2,3,6	85253			
2,3	85254			

Ticket Sales		Outreach Activities	Volunteers
Subscribers/Members/Singles		Community/Schools	
2	85255		
6	85257		
2	85260		
2	85266		
6	85281		
6,8	85282		
5	85301		
1,5	85302		
1	85304		
1	85306		
5	85307		
1	85308		
1	85310		
6	85326		
2	85331		
7,8	85339		
5	85340		
7	85353		
1	85383		
5	85392		

ORGANIZATION BUDGET FOR THE COMPLETED FISCAL YEAR

For Fiscal Year which began on: _____ and ended on: _____ Please round amounts to the nearest dollar

REVENUE (earned income-cash only)	Amount	EXPENSES (cash only)	Amount
20 <u>Admissions</u>		29 <u>Personnel/Staff (include salary & benefits)</u>	
a) Single Ticket Sales	_____	a)Administrative #FTE	_____
b) Subscription Series	_____	b)Artistic #FTE	_____
c) Memberships	_____	c)Tech/Production #FTE	_____
Total Admissions	_____	Total Personnel/Staff	_____
21 <u>Contracted Services</u>		30 <u>Outside Fees and Services</u>	
a)Workshops/Classes	_____	a)Artistic (Guest Artists)	_____
b)Government Contracts	_____	b)Other	_____
c)Performance/Residency Fees	_____	Total Outside Fees and Services	_____
d)Other Contracted Services	_____		
Total Contracted Services	_____	31 Production Expenses	_____
22 <u>Other Revenue</u>		32 Space/Facilities	_____
a)Concessions/Sales/Bingo	_____	33 Travel	_____
b)Fundraising Events – Gross	_____	34 Marketing/P.R./Promotion	_____
c)Interest Earned	_____		
d)Miscellaneous Revenue	_____	35 <u>Remaining Operating Expenses</u>	
Total Other Revenue	_____	a)Fundraising	_____
Support (contributed income –cash only)		b)Phone/Postage	_____
23 Corporate Contributions	_____	c)Rentals (other than facilities)	_____
24 Foundation Grants	_____	d)Supplies/Materials	_____
25 <u>Other Private Contributions (cash)</u>		e)Insurance	_____
a)Individuals	_____	f)Concession/Sales Shop/Bingo	_____
b)Board Members	_____	g)Other	_____
c)Affiliated Organizations	_____	Total Remaining Operating Expenses	_____
Total Other Private Contributions	_____	36 Total Cash Operating Expenses	_____
26 <u>Government Support (identify source)</u>		37 Surplus/Deficit	_____
a)Federal	_____	<i>(Subtract item 36 from Item 28)</i>	
b)Regional	_____	38 Cash Reserve (non-obligated funds)	_____
c)State	_____	(List balance; if none list 0)	
d)County	_____	39 Accumulated Organization debt	_____
e)City	_____	(List balance; if none list 0)	
-Office of Arts and Culture	_____		
f)Other City Sources	_____		
Total Government Support	_____		
27 Applicant Cash (obligated funds)	_____		
28 Total Cash Operating Income	_____		
(Total items 20 thru 27)			

Name of Organization _____

Supplemental Budget Information

Please detail earnings within the boundaries of Phoenix for last completed fiscal year. (Please round numbers to the nearest dollar.)

40. Total Admissions _____
(See item 20)

41. Total Contracted Services _____
(See item 21)

42. Total Other Revenue _____
(See item 22)

43. Total Revenue earned in Phoenix _____
(Total items 40 thru 42)

Please list ALL cash contributions (total not limited to Phoenix)

44. Total Cash Contributions _____
(Total items 23 thru 27)

45. Grant Total Earned & Contributed Income _____
(Total items 43 & 44)

CERTIFICATION: I certify that to the best of my knowledge and belief, this report is correct and complete.

X _____
Signature of person completing report DATE

X _____
Signature of Authorizing Official DATE

Send to: Dwight Walth
Phoenix Office of Arts and Culture Phone: 602-495-0188
200 W. Washington, 10th Floor
Phoenix, AZ 85003

PLEASE NOTE:

- ⇒ An audited financial statement needs to be included with this report. (For organizations in which Line # 45 is less than \$500,000, a reviewed financial statement may be submitted). If the financial statement is not yet complete, please indicate when the statement will be available: _____
- ⇒ All financial records must be maintained for three years following completion of grant period.
- ⇒ Inadequate or delinquent reports may affect future funding.