

Illinois Arts Council Agency General Operating Support, Arts Service Organizations, and Partners in Excellence Final Report Financial Section - DEFINITIONS

REVENUE

GRA IAC Grant amount awarded

- 1 Admissions - How much revenue did your organization earn as a result of visitation? This refers specifically to museums, galleries, historical societies or any organization charging an entrance fee. *If your organization charges an admission fee for visiting artists or show or competition entries, do not include that amount here, but on Line 19, Other Earned Revenue.*
- 2 Ticket Sales - How much revenue did your organization earn as a result of all ticket sales for performances, presentations or special exhibitions, etc? *Workshop & Lecture Fees should not be included here, but on Line 4 of this section. Subscription revenue should not be entered here, but on Lines 10 or 10a of this section.*
- 3 Tuitions - How much revenue did your organization earn from payments for multi-session classes or semester-long courses offered at your organization? *Fees for one-time workshops, lectures, or lecture series should not be included here, but on Line 4 of this section.*
- 4 Workshop & Lecture Fees - How much revenue did your organization earn as a result of one-time events such as workshops, lectures, a lecture series, etc?
- 5 Touring Fees - How much revenue did your organization earn as a result of public or private performances, exhibitions or other presentations offered away from the home or the usual presentation venue of your organization?
- 6 Special Events - Non-fundraising - How much revenue did your organization earn from events held for any purpose other than fundraising? Revenue from Special Events – Fundraising can be entered on Line 29.
- 7 Gift Shop/Merchandise Sales - How much did your organization earn as a result of all merchandise sales, including gift shop sales? This includes sales at any location. If your organization runs its own food or catering services, include any revenue from these services in this line. If your organization receives a commission on food-related sales operated at your organization by an outside vendor, record that revenue on Line 8. If merchandise sales are netted with associated expenses on your audit or review, please enter the net amount here. [
- 7a Gallery/Publication Sales - How much revenue did your organization earn from the sale of items in your gallery and/or from the sale of self-produced publications?
- 8 Food Sales/Concession Revenue - How much did your organization earn in concession commission fees as a result of restaurant and/or catering or food sales? If food sales or concession revenue are netted with associated expenses on your audit or review, please enter the net amount here.
- 8a Parking Concessions - How much did your organization earn from parking fees generated by a lot or garage owned or leased by your organization? If parking concession revenue is netted with associated expenses on your audit or review, please enter the net amount here.

Illinois Arts Council Agency General Operating Support, Arts Service Organizations, and Partners in Excellence Final Report Financial Section - DEFINITIONS

- 9 Membership Dues/Fees - How much revenue did your organization earn from the collection of membership dues or fees? Include donations made in return for benefits such as free admission, discounts and invitations to special events. *Individual contributions should not be entered here, but on Line 22.*
- 10 Subscriptions – Performance - How much revenue did your organization earn from sales of tickets purchased via a subscription offering to a series of events during a performance season?
- 10a Subscriptions – Media - How much did your organization earn from sales of media subscriptions, including subscriptions to a series of magazines, newsletters, online exhibitions or programs, specialized content, databases, broadcasts, telecasts, webcasts, podcasts, etc.?
- 11 Contracted Services/Performance Fees - How much revenue did your organization earn from any services it performed under contract to another organization? Include any fees for service, commissions, transaction fees, administrative fees, box office fees, application or audition fees, and fiscal sponsorship fees paid to your organization. *Do not include fees earned from touring exhibits, performances or presentations reported above in Line 5*
- 12 Rental Income - How much revenue did your organization earn for renting out space for on-site events? If rental income is netted with associated expenses on your audit or review, please enter the net amount here.
- 13 Royalties/Rights & Reproductions - How much did your organization earn from the allowing others to use its intellectual property? Include revenue from royalties and the rights and reproductions of printed or photographic materials, artistic works, broadcasts, webcasts, recordings, staging, choreography, etc.
- 14 Advertising Revenue - How much revenue did your organization earn from the sale of advertising space in publications or other advertising opportunities offered by your organization?
- 15 Sponsorship Revenue - How much revenue did your organization receive from a corporation or other organization to be used in exchange for use of the corporation's name or logo on printed materials or other agreed upon exchanges or promotions? *Do not include any amounts entered on Line 14, Advertising Revenue or Line 23, Corporate Contributions.*
- 16 Investments-Realized Gains (Losses) - How much did your organization gain (or lose) as a result of the sale of security investments (investments you sold) over the course of the fiscal year? If you are entering a loss, enter a negative number.
- 17 Investments-Unrealized Gains (Losses)
- What was the change in value of your current security investments over the course of the fiscal year? The value is the difference between the current market value of the security and your purchase price (investments you hold). If you are entering a loss, enter a negative number. *This amount should be equal to the sum of Section 9, lines 4, 11, 18 and 25.*
- 18 Interest & Dividends - How much revenue has your organization earned from interest and/or dividends from investments, bank accounts, etc.?

Illinois Arts Council Agency General Operating Support, Arts Service Organizations, and Partners in Excellence Final Report Financial Section - DEFINITIONS

- 19 Other Earned Revenue - Has your organization received any additional earned revenue?
- 20 Total Earned Revenue - This is the sum of Lines 1-19. It will automatically calculate.
- 21 Trustee/Board Contributions - How much did your organization receive in donations from board members, trustees, or advisors? Include all board contributions whether required by your organization's by-laws or not.
- 22 Individual Contributions - How much did your organization receive in donations from individuals who are not board members, trustees or advisors? *Do not include any membership revenue reported in Line 9.*
- 23 Corporate Contributions - How much did your organization receive in donations from corporations, including grants, funds and matching gifts? Gifts or grants from nonprofit organizations unrelated to your organization should be included on this line. *Do not include any sponsorship revenue entered on Line 15 above or any funds received from friends groups associated with the organization*
- 24 Foundation Contributions - How much did your organization receive in donations, whether temporarily restricted or unrestricted, from a charitable foundation? Include contributions from foundations associated with corporations in this line if they are accounted for this way in your audit, review or internal financial reports.
- 25 Government – City – How much did your organization receive from any city government?
- 26 Government – County - How much did your organization receive from any county government?
- 27 Government – State - How much did your organization receive from any state government? (INCLUDE THIS IAC GRANT AMOUNT)
- 28 Government – Federal - How much did your organization receive from the federal government?
- 28a Tribal Contributions - How much did your organization receive from any tribal government?
- 29 Special Events – Fundraising - How much revenue did your organization receive from events or benefits held specifically for fundraising purposes?
- 30 Other Contributions - What was the total amount in donations received by your organization that do not fall into the categories listed on Lines 21-31? Include any indirect support from united arts funds, United Way or other federated fundraising campaigns.
- 30b Parent Organization Support If your organization, department, or ongoing program for which you are filling out the Data Profile is a part of or subsidiary of a larger organization such as a university or government entity, enter any monetary support you received from that parent on this line. This support may be in the form of a cash transfer or a budget line item.
- 30c Related Organization Contributions - How much did your organization receive from other organizations that are related to your own, but not acting as a parent organization, such as operating or other related foundations, friends groups, separately held endowments, etc.?
- 31 In-kind Contributions - What was the monetary value of contributions given to your organization in the form of goods, services, land, buildings or use of space? Examples of in-kind revenue are the value of a donated

Illinois Arts Council Agency General Operating Support, Arts Service Organizations, and Partners in Excellence Final Report Financial Section - DEFINITIONS

computer, the value of free brochure printing services, or the value of the rent on a donated space used by your organization. In general, the amount recorded as in-kind expenses must equal the amount recorded for in-kind revenue. The only exception to this is in the case of a donated capital item such as a building or computer equipment. For these donations, the in-kind revenue item is balanced by an increase in fixed assets on the balance sheet. If your organization is audited or reviewed, include only the amount of in-kind revenue reported in your audit or review. If your organization is not audited or reviewed, only include in-kind items allowable under accounting rules. For more information about what's allowable as an in-kind item and valuing in-kind items, refer to Wiley's Not-for-Profit GAAP or the Financial Accounting Standards Board (FASB) websites.

- 32 Net Assets Released from Restrictions - How much of your restricted funds were released during the year into unrestricted funds, either as a result of the expiration of a time restriction or satisfaction of a program restriction? Show the amount in the restricted funds column as a negative number, and show the amount in the unrestricted column as a positive number. .
- 33 Total Contributed Revenue and Net Assets Released from Restrictions - This is equal to the sum of Lines 21-32. It will automatically calculate.
- 34 Total Earned and Contributed Revenue Including Net Assets Released from Restrictions This is equal to the sum of Lines 20 and 33. It will automatically calculate
- REV** Total Unrestricted Revenue Less In-Kind (Line 34 minus line 31)
- SPE** IAC AMOUNT SPENT (Should equal Expenditures - Column C, Line 45)
-

EXPENSES

Use Columns C & D to show for what expenses IAC and other funds were allocated

- 1 Total Salaries & Fringe
- 2 Accounting - How much did your organization spend on an external consultant to do the organization's accounting and bookkeeping? *Do not include any fees incurred for your annual audit or review.*
- 3 Advertising and Marketing -How much did your organization spend on advertising and marketing, including ad placement fees, professional consulting services, printing, etc.?
- 4 Artist Commission Fees - How much did your organization spend on hiring individual artists to create original works of art, musical pieces, theatrical pieces, or other works for use or exhibition by your organization?
- 4a Artist Consignments - How much did your organization pay to artists as part of a consignment agreement for works sold? *Do not include commissions.*
-

Illinois Arts Council Agency General Operating Support, Arts Service Organizations, and Partners in Excellence Final Report Financial Section - DEFINITIONS

- 5 Artists & Performers - Non-Salaried - How much did your organization spend on independent contractors, such as artists, performers, designers, directors, teachers, etc.? These are people specifically hired by your organization to work on a project or temporary basis to participate in an exhibition, presentation or program and are not on payroll.
- 6 Audit - How much did your organization spend to retain a public accounting firm to perform your organization's annual audit or review?
- 7 Bank Fees - What fees were incurred by your organization related to bank accounts, loans, credit cards or lines of credit? *Do not include interest payments.*
- 8 Repairs & Maintenance - How much expense was incurred by your organization to maintain its physical plant, whether owned or rented? This includes, but is not limited to the maintenance, repairs and general upkeep of all facilities and equipment.
- 9 Catering & Hospitality How much did your organization spend on providing hospitality to visitors or guests including meals, food for meetings, gifts, etc.?
- 10 Collections Conservation - How much did your organization spend to preserve or conserve items in its collection, whether on display, on loan or in storage?
- 11 Collections Management - How much did your organization spend to manage its collection? Include cataloging supplies, accessioning, de-accessioning, etc.
- 12 Conferences & Meetings - How much did your organization spend on entrance fees to conferences and/or meetings attended by organization personnel? Include expenses incurred for meetings and/or conferences held or sponsored by your organization.
- 13 Cost of Sales - How much did your organization spend on inventory or merchandise intended for resale in a gift shop? If your organization has its own food or catering services, include the cost of food and other related expenses in this line item. *If cost of sales is netted with associated revenue in your Statement of Activities, do not include it on this line.*
- 14 Depreciation - Enter your depreciation expense, which is a non-cash expense that reflects the decline in value of physical property, such as computer equipment, owned by the organization.
- 15 Dues & Subscriptions - How much did your organization spend on membership dues to other organizations, online subscription fees and periodical subscription fees?
- 16 Equipment Rental - How much did your organization spend on the rental of office or other equipment such as computer hardware, copiers, etc.?
- 17 Facilities – Other - Enter the expenses associated with your organization's physical plant, whether rented or owned, and not listed in the Repairs & Maintenance, Rent or Utilities lines. Repairs and Maintenance should be recorded on Line 8, Rent on Line 38, and Utilities on Line 44. This line item may include fees paid for snow removal, signage, landscaping, etc.

Illinois Arts Council Agency General Operating Support, Arts Service Organizations, and Partners in Excellence Final Report Financial Section - DEFINITIONS

- 18 Fundraising Expenses – Other - How much did your organization spend on fundraising activities such as special events, telethons, etc.? In most cases, expenses related to fundraising should appear in the fundraising column.
- 19 Fundraising Professionals - How much did your organization spend to hire consultants to design and perform fundraising activities? This line item should include grant writers and other development personnel not on your organization’s payroll. In most cases, expenses related to fundraising should appear in the fundraising column. If you recorded any expense in this line, make sure to record the associated independent contractor statistics in Section 11, Part I
- 20 Grantmaking Expense - How much did your organization spend on grants given to individuals or other organizations, including any fees associated with these grants such as application design and processing?
- 21 Honoraria - During the fiscal year, how much did your organization pay to guest speakers or lecturers, or others who performed services at your organization but did not receive a full independent contractor fee?
- 22 In-Kind Contributions - What was the monetary value of contributions given to your organization in the form of goods, services or use of space? Examples of in-kind expenses are the value of free brochure printing services or the value of the rent on a donated space used by your organization. These expenses may be reported on one line, or may be embedded within other expense lines.
- In general, the amount recorded as in-kind expenses must equal the amount recorded for in-kind revenue. The only exception to this is in the case of a donated capital item such as a building or computer equipment. For these donations, the in-kind revenue item is balanced by an increase in fixed assets on the balance sheet. If your organization is audited or reviewed, include only the amount of in-kind expenses reported in your audit or review. If your organization is not audited or reviewed, only include in-kind items allowable under accounting rules. For more information about what’s allowable as an in-kind item and valuing in-kind items, refer to Wiley’s Not-for-Profit GAAP or the Financial Accounting Standards Board (FASB) websites.
- 23 Insurance - How much did your organization spend on insurance premiums for organization insurance, including general liability, directors and officers insurance?
- 24 Interest Expense - How much did your organization spend on interest fees on lines of credit, credit cards or other loans held by the organization?
- 25 Internet & Website - How much did your organization spend on website development, including design, maintenance, Internet access, website hosting or email services?
- 26 Investment Fees - How much did your organization spend on investment services, including brokerage fees, service fees and other professional consultations?
- 27 Legal Fees - How much did your organization spend on legal services or advice?
- 28 Lodging & Meals - How much did your organization spend on hotel or other fees associated with overnight stays, including meals, while any personnel were on business travel?
- 29 Major Repairs - How much did your organization spend on major building or other repairs that were not considered a capital expense (e.g., roof repairs, HVAC system repairs)?

Illinois Arts Council Agency General Operating Support, Arts Service Organizations, and Partners in Excellence Final Report Financial Section - DEFINITIONS

- 30 Office Expense – Other - Please enter any other office expenses incurred by your organization and not covered in the Equipment Rental, Repairs & Maintenance, Postage and Shipping, Supplies or Telephone lines.
- 31 Other - Please list any other expenses incurred by your organization and not specifically asked for in a line item on this section.
- 32 Postage & Shipping - How much did your organization spend on postage and shipping, including overnight, messenger services and bulk mail fees?
- 33 Printing - How much did your organization spend to print materials? *Do not include printing for the express purpose of marketing included in Advertising and Marketing above, or printing costs included in any other line item in this section.*
- 34 Production & Exhibition Costs - How much did your organization spend to create and produce any presentations, exhibitions or publications including supplies, materials, design, printing, radio and television broadcasting, other media distribution and other related expenses? *Do not include personnel costs*
- 34a Programs – Other - How much did your organization spend to create and produce any other programs not included in Line 34 above including supplies, materials and other related expenses? This might include education programs, etc. *Do not include personnel costs or items included on other lines in this section.*
- 35 Professional Development - How much did your organization spend on staff training, workshops or any other professional development activities?
- 36 Professional Fees – Other - Enter any other professional fees incurred by your organization for services that are not included in Accounting, Advertising and Marketing, Artists and Performers - Non-Salaried, Audit, Fundraising Professionals, Internet and Website, or Legal Fees, or any other lines in this section.
- 37 Public Relations - How much did your organization spend on public relations, including professional consulting fees, public appearance fees, press placement fees, etc.?
- 38 Rent - How much did your organization spend to lease an office, performance, exhibition, storage or any other space?
- 38a Recording & Broadcast Costs - How much did your organization spend on recording or broadcasting of productions or performances?
- 38b Royalties/Rights & Reproductions - How much did your organization spend on obtaining the right to use others' intellectual property? Include expenses for the rights and reproductions of printed materials, photographic materials, artistic works, broadcasts, webcasts, recordings, staging, choreography, etc.
- 39 Sales Commission Fees - How much did any consultant to your organization receive in sales or other commissions resulting from increased business or awareness of your organization?
- 39a Security - How much did your organization spend on security for its venue, program, etc.? Include technical systems, cameras and contracts with security firms. *Do not include employees on your payroll.*

Illinois Arts Council Agency General Operating Support, Arts Service Organizations, and Partners in Excellence Final Report Financial Section - DEFINITIONS

- 40 Supplies - Office & Other - How much did your organization spend on supplies including office supplies, computer supplies or duplication services? *Do not include supplies expense included on other lines in this section.*
- 41 Telephone - How much did your organization spend on telephone and/or data lines including mobile phone fees, 800 numbers, dedicated internet access phone lines, T-1 lines, or cable modem lines?
- 42 Touring - How much did your organization spend to bring touring programs to your location or to take an exhibition or production on tour? *Do not include travel or lodging fees included in other expense line items.*
- 43 Travel - How much did your organization spend on travel, including business travel and transportation such as airfare, parking and commuting fees? *Do not include expenses associated with tours included in Line 42, or any expense items included in Line 28, Lodging and Meals.*
- 44 Utilities - How much did your organization spend for utilities, including gas, electric, heating, cooling, water, and sewer services?
- 45 Total Expenses - This is the sum of Lines 1-44. It will automatically calculate. The column totals - Total Program Expenses, Total Fundraising Expenses, Total G&A Expenses and Total Expenses
- EXP** Total Expenditures Less in-Kind (line 45 minus line 22)