

**TRENT RADIO BoD AGENDA**  
**11 July 2023 – 5:30pm**  
**to be held via teleconference**

1. Chair's opening remarks and agenda approval
2. Approval of previous minutes
3. Operations reports
4. Financial statements & 2024 draft budget
5. Committee planning
6. Strategic planning
7. Date of next meeting
8. Any other business
9. Adjournment

**TRENT RADIO**  
**Board of Directors MINUTES**  
**6 June 2023 – 6:00PM via teleconference**

**In attendance:** Rob Hailman (DoO), Jill Staveley (DoP), Andréanna Sullivan, Alissa Paxton, Sebastian Johnston-Lindsay, Bill Templeman, Trinity Torrejos

**Regrets:** Henry Allen

**1. Chair's Opening Remarks**

Meeting called to order at 6:04pm.

**2. Approval of Previous minutes**

Sebastian Johnston-Lindsay moved to approve  
Bill Templemen seconded the motion

**3. Operations Reports:**

Jill & Rob presented operations reports. See meeting package for details  
Rob is leaving for vacation June 10th for 10 days

**4. Financial Reports:**

Rob presented financial reports (As of April 30, 2023)  
We are in a great financial position, and are on track with our budget.  
Most of our income has been received so far. (82% of budgeted income received so far this year).

*Notes: We have not yet met our fundraising goal - could we pull something off before the end of the year? (\$5000 goal) / Is there a capital expense we'd like to propose to a donor? / We have \$4750 in Artist Fees unspent. Maybe a project this summer?*

*Quick chat about underspending on wages due to circumstances.*

**5. Spring Season Reports**

*\*Note: Change Date on Spring 2023 Statement of Performance (from 2022 to 2023)*

Jill presented the end of year reports from student staff and for programming.  
It was a great year for everyone!

**6. Committee Planning**

Should we pick some dates - deadlines are coming up soon.  
Will arrange via email

**7. Strategic Planning**

Bill reviewed the strategic plan priority notes before this meeting and noted that we hit the 3-staff model goal.

Suggests that we challenge ourselves to hit these goals, and get ready for year 2 before it hits us.

Suggested that we can get together in person for an afternoon to work on committees and policy as well as look over the strategic plan more thoroughly. Andreanna is out of town so will look at their schedule to propose some dates that they could be here in person.

**8. Date of Next Meeting**

Will book for both July & August now, and aim for an in person gathering as well:

- 2nd week of July 10th
- 3rd or 4th week of August
- If we plan an in-person meeting, we can then decide whether or not the regular BOD meeting is necessary.

**9. Any other business:**

- Alissa inquired if there was any move on the living wage incentive, and offered to take the lead on this project.

**Meeting Adjourned At 7:02**

## **Operations Report – prepared July 7, 2023**

### Director of Programming – Jill Staveley:

- Request for internship from Grad Student. Sebastian has offered to support as board liaison. Conversation still needed to determine if we can meet the goals/requirements of the program.
- Instance of a shopping cart on our lawn with a person's belongings. It was making our tenants feel unsafe & uncomfortable, and was something we decided we didn't want to encourage. We called the police for advice/support - they suggested we put a note on the shopping cart asking them to move it, and not to use our lawn as a parking spot for it. And otherwise the police said it would be on us to dispose of the items if the person didn't comply. We left a note - it stopped. Situation resolved - but forward thinking, we don't want to make life harder for any unhoused person in our community, should do some planning for potential future instances (etc).
- Road work & accessibility. City project (24 month duration) to rip up and replace water main and reconfigure parkhill road. Has already impeded our accessible entrance. Also - our current faucet is leaky - so will need to be replaced by the construction company in order to provide safe drinking water to our building.
- Backflow prevention test completed. Have not yet been invoiced.
- CSJ Summer Producer Hired, Mikaela Lewis. Will be supporting PSA/Smooth Op and producing 2 shows weekly to amplify underrepresented voices. Focus on Youth, and on Trans Folks in our community.
- \$1000 donation through Canada Helps, June 16 (anonymous)
- First RPD of the season - great success!!!
- First Social of the season - July 7
- Community Radio Fund of Canada Radiometres Grant Application approved. \$35,000 to produce a 10 part series of radio broadcasts from local venues featuring theatre, poetry, music and other audible artists. Budget focuses on Artist Fees, Venue Rental & contract staff costs.

### Director of Operations – Rob Hailman:

- On vacation June 12 – June 23
- Levy Council – part of the HR committee working to the Levy Group Representative for the '23/'24 academic year
  - Position currently filled by Sam MacAndrew (Sadleir House)
  - General responsibilities: organizing levy council meetings, providing administrative support to levy groups, liaison between Trent and levy community
  - Hoping to finalize job description shortly; aiming to have someone hired by mid-August
  - As with last year, position funded by levy groups voluntarily – Trent Radio and Trent Annual each pledged \$1000, total cost estimated at \$6000/year
- Symetrix AGC in StudioB (broadcast signal processing) periodically losing volume in right channel. No longer manufactured, so need to determine options to repair/replace/live without it – another case of aging infrastructure.

# Trent Radio

## Balance Sheet

As of June 30, 2023

	TOTAL		
	AS OF JUN. 30, 2023	AS OF AUG. 31, 2022 (PP)	CHANGE
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalent			
1100 Chequing - Bank of Montreal	380,642.49	207,305.43	173,337.06
1110 Tangerine Savings	3.62	3.62	0.00
1115 Paypal	953.04	873.59	79.45
12000 CanadaHelps Clearing	30.89	39.84	-8.95
Plooto Instant (Canada - CAD)	1,000.00		1,000.00
12001 Undeposited Funds	100.00	0.00	100.00
<b>Total Cash and Cash Equivalent</b>	<b>\$382,730.04</b>	<b>\$208,222.48</b>	<b>\$174,507.56</b>
Accounts Receivable (A/R)			
1200 Accounts Receivable	27,106.30	105,852.70	-78,746.40
<b>Total Accounts Receivable (A/R)</b>	<b>\$27,106.30</b>	<b>\$105,852.70</b>	<b>\$ -78,746.40</b>
1201 Allowance for Doubtful Accounts	-800.00	-800.00	0.00
1300 Prepaid Expenses	1,503.68	3,318.26	-1,814.58
<b>Total Current Assets</b>	<b>\$410,540.02</b>	<b>\$316,593.44</b>	<b>\$93,946.58</b>
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	-156,332.00	-156,332.00	0.00
1580 Office Equipment	28,500.31	28,500.31	0.00
1590 Accum Depr - Furn and Equip	-21,546.82	-21,546.82	0.00
1600 Technical Equipment	333,487.10	333,487.10	0.00
1610 Accum Dep'n - Technical	-319,069.86	-319,069.86	0.00
1620 Technical Renovations	9,913.00	9,913.00	0.00
<b>Total Property, plant and equipment</b>	<b>\$98,517.74</b>	<b>\$98,517.74</b>	<b>\$0.00</b>
<b>Total Non Current Assets</b>	<b>\$98,517.74</b>	<b>\$98,517.74</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$509,057.76</b>	<b>\$415,111.18</b>	<b>\$93,946.58</b>
<b>Liabilities and Equity</b>			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
2200 Accounts Payable	-265.14	6,665.99	-6,931.13
<b>Total Accounts Payable (A/P)</b>	<b>\$ -265.14</b>	<b>\$6,665.99</b>	<b>\$ -6,931.13</b>
2220 Deferred Revenue	25,785.00	960.00	24,825.00
2240 Accrued Liabilities	4,463.50	4,463.50	0.00
2500 Payroll Liabilities			
2510 WSIB Payable	148.29	69.18	79.11
2580 Federal Taxes	5,545.43	3,990.92	1,554.51

	TOTAL		
	AS OF JUN. 30, 2023	AS OF AUG. 31, 2022 (PP)	CHANGE
<b>Total 2500 Payroll Liabilities</b>	<b>5,693.72</b>	<b>4,060.10</b>	<b>1,633.62</b>
25500 GST/HST Payable	-3,906.67	-513.50	-3,393.17
Receiver General Suspense	0.00	-6,684.61	6,684.61
<b>Total Current Liabilities</b>	<b>\$31,770.41</b>	<b>\$8,951.48</b>	<b>\$22,818.93</b>
<b>Total Liabilities</b>	<b>\$31,770.41</b>	<b>\$8,951.48</b>	<b>\$22,818.93</b>
Equity			
30000 Opening Balance Equity	110,038.60	110,038.60	0.00
Retained Earnings	296,121.10	296,121.10	0.00
Net income	71,127.65		71,127.65
<b>Total Equity</b>	<b>\$477,287.35</b>	<b>\$406,159.70</b>	<b>\$71,127.65</b>
<b>Total Liabilities and Equity</b>	<b>\$509,057.76</b>	<b>\$415,111.18</b>	<b>\$93,946.58</b>

# Trent Radio

## Income Statement

September 2022 - June 2023

	TOTAL		
	SEP. 2022 - JUN. 2023	SEP. 2021 - JUN. 2022 (PP)	CHANGE
<b>INCOME</b>			
4000 GOVERNMENT FUNDING			
4090 Federal Grants			
4010 Canada Summer Jobs		13,338.00	-13,338.00
<b>Total 4090 Federal Grants</b>		<b>13,338.00</b>	<b>-13,338.00</b>
4160 Provincial Grants			
4155 Other Provincial	7,990.78	10,397.53	-2,406.75
<b>Total 4160 Provincial Grants</b>	<b>7,990.78</b>	<b>10,397.53</b>	<b>-2,406.75</b>
4190 Municipal Grants			
4170 City of Peterborough	9,900.00	3,250.00	6,650.00
<b>Total 4190 Municipal Grants</b>	<b>9,900.00</b>	<b>9,250.00</b>	<b>650.00</b>
<b>Total 4000 GOVERNMENT FUNDING</b>	<b>17,890.78</b>	<b>32,985.53</b>	<b>-15,094.75</b>
4200 DONATIONS & FUNDRAISING			
4220 Corporations			
	500.00		500.00
4230 Foundations & Service Groups			
4231 Community Radio Fund of Canada	16,000.00	53,429.54	-37,429.54
<b>Total 4230 Foundations &amp; Service Groups</b>	<b>16,000.00</b>	<b>53,429.54</b>	<b>-37,429.54</b>
4240 Individual Donations			
	5,161.56	4,990.73	170.83
4310 Trent Student Memberships			
	198,482.23	187,315.66	11,166.57
4330 Commercial & Non-profit Mships			
	200.00	400.00	-200.00
4340 Individual Memberships			
	1,126.81	920.00	206.81
<b>Total 4200 DONATIONS &amp; FUNDRAISING</b>	<b>221,470.60</b>	<b>247,055.93</b>	<b>-25,585.33</b>
4500 EARNED REVENUE			
4630 Net On Air Sponsorship - Local			
4610 On Air Sponsorship - Local	2,000.00	2,000.00	0.00
<b>Total 4630 Net On Air Sponsorship - Local</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>
4660 On Air Time Sales - National			
	6,074.25	4,751.72	1,322.53
4725 Net Merchandise Sales			
4720 Merchandise Sales	270.00	554.00	-284.00
4722 Merchandise Sales Expense		-571.03	571.03
<b>Total 4725 Net Merchandise Sales</b>	<b>270.00</b>	<b>-17.03</b>	<b>287.03</b>
4750 Rental Income			
	9,510.00	9,575.64	-65.64
4760 Mgmt Services - Trent Annual			
	80,503.39		80,503.39
4770 Production Services			
	1,259.75	900.00	359.75
4790 Misc. Earned Revenue			
		60.30	-60.30
<b>Total 4500 EARNED REVENUE</b>	<b>99,617.39</b>	<b>17,270.63</b>	<b>82,346.76</b>
<b>Total Income</b>	<b>\$338,978.77</b>	<b>\$297,312.09</b>	<b>\$41,666.68</b>
<b>GROSS INCOME</b>	<b>\$338,978.77</b>	<b>\$297,312.09</b>	<b>\$41,666.68</b>
<b>EXPENSES</b>			
5000 SALARIES & BENEFITS			
5010 Programming Wage			
	94,787.92	102,481.08	-7,693.16
5030 Technical Wage			
	15,073.77	21,629.30	-6,555.53

	TOTAL		
	SEP. 2022 - JUN. 2023	SEP. 2021 - JUN. 2022 (PP)	CHANGE
5070 Administrative Wage	27,148.97	41,805.21	-14,656.24
5075 Trent Annual Payroll	61,291.24	49,082.84	12,208.40
5080 Employee Benefits	4,266.32	4,641.52	-375.20
5086 WSIB Expense	489.73	513.07	-23.34
5090 CPP & EI Employer Expense	13,214.96	14,059.59	-844.63
<b>Total 5000 SALARIES &amp; BENEFITS</b>	<b>216,272.91</b>	<b>234,212.61</b>	<b>-17,939.70</b>
6000 ADMINISTRATION			
6010 Contract Staff - Admin	4,497.61	3,241.65	1,255.96
6030 Audit	4,313.51	4,105.63	207.88
6040 Bank Charges	377.14	996.81	-619.67
6045 Bldg Repair & Maint - TR	4,800.57	14,791.70	-9,991.13
6050 Bldg Repair & Maint - Upper Apt	213.90	1,529.63	-1,315.73
6060 Insurance & Security	4,475.11	4,344.16	130.95
6072 Management Services Expense		20,166.57	-20,166.57
6075 Meeting Expenses		180.00	-180.00
6080 Memberships & Subscriptions	1,860.35	2,644.59	-784.24
6085 Office Equipment & Software	4,126.67	792.48	3,334.19
6090 Office Supplies	691.15	1,220.11	-528.96
6095 Postage & Courier	142.89		142.89
6100 Printing & Design - Admin	112.26	11.50	100.76
6105 Professional Development	4,417.45	4,417.45	0.00
6110 Telephone	786.09	703.11	82.98
6115 Travel & Conference	7.00	399.85	-392.85
6120 Utilities	3,653.29	3,298.74	354.55
<b>Total 6000 ADMINISTRATION</b>	<b>34,474.99</b>	<b>62,843.98</b>	<b>-28,368.99</b>
6500 PROGRAMMING			
6505 Contract Staff - Programming	3,000.00		3,000.00
6515 Artist Fees	250.00	19,000.00	-18,750.00
6525 Hospitality & Reception	538.71		538.71
6530 Licences & Tariffs	1,724.49	3,247.30	-1,522.81
6535 Programming Expenses		362.26	-362.26
6540 Workshop Fees & Expenses	31.18	1,920.00	-1,888.82
6545 Misc. Programming Expense		9.26	-9.26
<b>Total 6500 PROGRAMMING</b>	<b>5,544.38</b>	<b>24,538.82</b>	<b>-18,994.44</b>
7000 TECHNICAL			
7010 Contract Staff - Technical	319.54	493.70	-174.16
7020 Equipment Acquisition - Tech	4,439.53	9,435.67	-4,996.14
7050 Line Rental	4,664.21	4,556.08	108.13
<b>Total 7000 TECHNICAL</b>	<b>9,423.28</b>	<b>14,485.45</b>	<b>-5,062.17</b>
7500 MARKETING & PROMOTION			
7520 Advertising	1,027.65	2,328.80	-1,301.15
7530 Design & Printing	1,107.91	33.12	1,074.79
7540 Postage - Marketing		191.24	-191.24
<b>Total 7500 MARKETING &amp; PROMOTION</b>	<b>2,135.56</b>	<b>2,553.16</b>	<b>-417.60</b>
<b>Total Expenses</b>	<b>\$267,851.12</b>	<b>\$338,634.02</b>	<b>\$ -70,782.90</b>
<b>NET INCOME</b>	<b>\$71,127.65</b>	<b>\$ -41,321.93</b>	<b>\$112,449.58</b>



**Trent Radio - Budget YE2024 DRAFT**  
**Prepared 20230707 rhailman & jstaveley**  
**Income**

**4000 · GOVERNMENT FUNDING**

	Budget YE24	Budget YE23	Actual YE23 to June30	% of budget
4090 · Federal Grants				
4010 · Canada Summer Jobs	\$ 10,246.10	\$ 19,479.26	\$ -	0.00%
<b>Total 4090 · Federal Grants</b>	<b>\$ 10,246.10</b>	<b>\$ 19,479.26</b>	<b>\$ -</b>	<b>0.00%</b>
4160 · Provincial Grants				
4155 · Other Provincial	\$ 7,600.00	\$ 7,600.00	\$ 7,990.78	105.14%
<b>Total 4160 · Provincial Grants</b>	<b>\$ 7,600.00</b>	<b>\$ 7,600.00</b>	<b>\$ 7,990.78</b>	<b>105.14%</b>
4190 · Municipal Grants				
4170 · City of Peterborough	\$ 7,250.00	\$ 1,500.00	\$ 9,900.00	660.00%
4185 · Other Municipal	\$ -	\$ -	\$ -	_____
<b>Total 4190 · Municipal Grants</b>	<b>\$ 7,250.00</b>	<b>\$ 1,500.00</b>	<b>\$ 9,900.00</b>	<b>660.00%</b>
<b>Total 4000 · GOVERNMENT FUNDING</b>	<b>\$ 25,096.10</b>	<b>\$ 28,579.26</b>	<b>\$ 17,890.78</b>	<b>62.60%</b>

**4200 · DONATIONS & FUNDRAISING**

4220 · Corporations	\$ -	\$ -	\$ 500.00	_____
4230 · Foundations				
4231 · Community Radio Fund of Canada	\$ 67,330.35	\$ -	\$ 16,000.00	_____
4230 · Foundations - Other	\$ -	\$ -	\$ -	_____
<b>Total 4230 · Foundations</b>	<b>\$ 67,330.35</b>	<b>\$ -</b>	<b>\$ 16,000.00</b>	<b>_____</b>
4240 · Individual Donations	\$ 25,000.00	\$ 25,000.00	\$ 5,161.56	20.65%
4310 · Trent Student Memberships	\$ 212,000.00	\$ 200,000.00	\$ 198,482.23	99.24%
4330 · Commercial & Non-profit Mships	\$ 100.00	\$ 400.00	\$ 200.00	50.00%
4340 · Individual Memberships	\$ 1,050.00	\$ 1,000.00	\$ 1,126.81	112.68%
4470 · Net Fundraising Events Revenue				
4450 · Fundraising Events	\$ 1,000.00	\$ 5,000.00	\$ -	0.00%
4460 · Fundraising Events Expense	\$ (250.00)	\$ (750.00)	\$ -	0.00%
<b>Total 4470 · Net Fundraising Events Revenue</b>	<b>\$ 750.00</b>	<b>\$ 4,250.00</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Total 4200 · DONATIONS &amp; FUNDRAISING</b>	<b>\$ 306,230.35</b>	<b>\$ 230,650.00</b>	<b>\$ 221,470.60</b>	<b>96.02%</b>

**4500 · EARNED REVENUE**

4630 · Net On Air Sponsorship - Local				
4610 · On Air Sponsorship - Local	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	100.00%
4620 · On Air Sponsorship Expense	\$ -	\$ -	\$ -	_____
<b>Total 4630 · Net On Air Sponsorship - Local</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>100.00%</b>
4660 · On Air Time Sales - National	\$ -	\$ -	\$ 6,074.25	_____
4725 · Net Merchandise Sales				
4720 · Merchandise Sales	\$ 750.00	\$ 750.00	\$ 270.00	36.00%
4722 · Merchandise Sales Expense	\$ (250.00)	\$ (250.00)	\$ -	0.00%
<b>Total 4725 · Net Merchandise Sales</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 270.00</b>	<b>54.00%</b>
4750 · Rental Income	\$ -	\$ -	\$ 9,510.00	_____
4760 · Mgmt Services - Trent Annual	\$ 105,648.14	\$ 110,256.51	\$ 80,503.39	73.01%

4770 · Production Services	\$ 1,500.00	\$ 1,500.00	\$ 1,259.75	83.98%
<b>Total 4500 · EARNED REVENUE</b>	<b>\$ 109,648.14</b>	<b>\$ 114,256.51</b>	<b>\$ 99,617.39</b>	<b>87.19%</b>
49900 · Uncategorized Income	\$ -	\$ -	\$ -	—
<b>Total Income</b>	<b>\$ 440,974.59</b>	<b>\$ 373,485.77</b>	<b>\$ 338,978.77</b>	<b>90.76%</b>
<b>Expense</b>				
<b>5000 · SALARIES &amp; BENEFITS</b>				
5010 · Programming Wage	\$ 173,648.36	\$ 117,799.17	\$ 94,787.92	80.47%
5030 · Technical Wage	\$ 29,962.40	\$ 28,977.29	\$ 15,073.77	52.02%
5070 · Administrative Wage	\$ 35,698.36	\$ 44,579.28	\$ 27,148.97	60.90%
5075 · Trent Annual Payroll	\$ 75,741.41	\$ 55,848.91	\$ 61,291.24	109.74%
5080 · Employee Benefits	\$ 5,100.00	\$ 5,250.00	\$ 4,266.32	81.26%
5086 · WSIB Expense	\$ 724.64	\$ 568.57	\$ 489.73	86.13%
5090 · CPP & EI Employer Expense	\$ 21,561.72	\$ 18,940.82	\$ 13,214.96	69.77%
5000 · SALARIES & BENEFITS - Other	\$ -	\$ -	\$ -	—
<b>Total 5000 · SALARIES &amp; BENEFITS</b>	<b>\$ 342,436.89</b>	<b>\$ 271,964.04</b>	<b>\$ 216,272.91</b>	<b>79.52%</b>
<b>6000 · ADMINISTRATION</b>				
6010 · Contract Staff - Admin	\$ 5,400.00	\$ 3,750.00	\$ 4,497.61	119.94%
6030 · Audit	\$ 4,400.00	\$ 4,100.00	\$ 4,313.51	105.21%
6040 · Bank Charges	\$ 500.00	\$ 525.00	\$ 377.14	71.84%
6045 · Bldg Repair & Maint - TR	\$ 10,000.00	\$ 10,000.00	\$ 4,800.57	48.01%
6050 · Bldg Repair & Maint - Upper Apt	\$ 2,500.00	\$ 2,000.00	\$ 213.90	10.70%
6055 · Depreciation	\$ 11,000.00	\$ 11,000.00	\$ -	0.00%
6060 · Insurance & Security	\$ 4,600.00	\$ 4,200.00	\$ 4,475.11	106.55%
6070 · Legal & Other Professional	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%
6072 · Management Services Expense	\$ -	\$ 25,000.00	\$ -	0.00%
6075 · Meeting Expenses	\$ 200.00	\$ 200.00	\$ -	0.00%
6080 · Memberships & Subscriptions	\$ 2,700.00	\$ 2,600.00	\$ 1,860.35	71.55%
6085 · Office Equipment & Software	\$ 3,000.00	\$ 750.00	\$ 4,126.67	550.22%
6090 · Office Supplies	\$ 1,100.00	\$ 1,000.00	\$ 691.15	69.12%
6095 · Postage & Courier	\$ 150.00	\$ -	\$ 142.89	—
6100 · Printing & Design - Admin	\$ 150.00	\$ -	\$ 112.26	—
6105 · Professional Development	\$ 500.00	\$ 5,000.00	\$ 4,417.45	88.35%
6110 · Telephone	\$ 950.00	\$ 950.00	\$ 786.09	82.75%
6115 · Travel & Conference	\$ 1,000.00	\$ 1,000.00	\$ 7.00	0.70%
6120 · Utilities	\$ 4,500.00	\$ 4,500.00	\$ 3,653.29	81.18%
6125 · Volunteer Expenses	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%
6130 · Misc. Admin. Expense	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%
<b>Total 6000 · ADMINISTRATION</b>	<b>\$ 55,650.00</b>	<b>\$ 79,575.00</b>	<b>\$ 34,474.99</b>	<b>43.32%</b>
<b>6500 · PROGRAMMING</b>				
6510 · Contract Staff - Programming	\$ 11,850.00	\$ -	\$ 3,000.00	—
6515 · Artist Fees	\$ 15,000.00	\$ 5,000.00	\$ 250.00	5.00%

6525 · Hospitality & Reception	\$ -	\$ -	\$ 538.71	—
6530 · Licences & Tariffs	\$ 2,725.00	\$ 2,600.00	\$ 1,724.49	66.33%
6535 · Programming Expenses	\$ -	\$ -	\$ -	—
6540 · Workshop Fees & Expenses	\$ 2,500.00	\$ -	\$ 31.18	—
6545 · Misc. Programming Expense	\$ -	\$ -	\$ -	—
<b>Total 6500 · PROGRAMMING</b>	<b>\$ 32,075.00</b>	<b>\$ 7,600.00</b>	<b>\$ 5,544.38</b>	<b>72.95%</b>
<b>7000 · TECHNICAL</b>				
7010 · Contract Staff - Technical	\$ 1,000.00	\$ 1,000.00	\$ 319.54	31.95%
7020 · Equipment Acquisition - Tech	\$ 10,750.00	\$ 3,000.00	\$ 4,439.53	147.98%
7040 · Equipment Repair & Maint - Tech	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%
7050 · Line Rental	\$ 5,600.00	\$ 5,500.00	\$ 4,664.21	84.80%
<b>Total 7000 · TECHNICAL</b>	<b>\$ 19,350.00</b>	<b>\$ 11,500.00</b>	<b>\$ 9,423.28</b>	<b>81.94%</b>
<b>7500 · MARKETING &amp; PROMOTION</b>				
7520 · Advertising	\$ 3,000.00	\$ 1,560.00	\$ 1,027.65	65.88%
7530 · Design & Printing	\$ 1,500.00	\$ -	\$ 1,107.91	—
7540 · Postage - Marketing	\$ -	\$ -	\$ -	—
7550 · Misc. Marketing Expense	\$ -	\$ -	\$ -	—
<b>Total 7500 · MARKETING &amp; PROMOTION</b>	<b>\$ 4,500.00</b>	<b>\$ 1,560.00</b>	<b>\$ 2,135.56</b>	<b>136.89%</b>
<b>Total Expense</b>	<b>\$ 454,011.89</b>	<b>\$ 372,199.04</b>	<b>\$ 267,851.12</b>	<b>71.96%</b>
<b>Net Income</b>	<b>\$ (13,037.30)</b>	<b>\$ 1,286.73</b>	<b>\$ 71,127.65</b>	<b>5527.78%</b>
Non-cash expenses	\$ 11,000.00	\$ 11,000.00	\$ -	0.00%
Capital contributions	\$ (25,000.00)	\$ -	\$ -	—
<b>Net Cash Flow</b>	<b>\$ (27,037.30)</b>	<b>\$ 12,286.73</b>	<b>\$ 71,127.65</b>	<b>578.90%</b>

**Trent Radio YE2024 Budget Draft – Notes**  
**prepared 20220707 rhailman@trentradio.ca**

In cases where income is difficult to predict or out of Trent Radio's control, we have aimed to err on the side of underestimating. Expenses have been estimated to reflect upcoming plans, historical trends, and contingency funds as appropriate.

The current draft shows a modest deficit, largely due to increases in payroll expenses not funded by grants. However, as many income accounts have been intentionally underestimated or estimated at \$0, it is probable that this deficit will be fully covered by these "windfall" revenues.

**Note on specific accounts**

**Income**

- 4010 · Canada Summer Jobs:** Forecasting total funding of 16 weeks at 35 hours per week.
- 4155 · Other Provincial:** 3 TWSP positions funded at \$2000, one TI position funded at \$1600
- 4170 · City of Peterborough:** Community Investment Grant, estimated \$5750 carried over from 2023 grant and \$1500 for 2024 grant
- 4231 · Community Radio Fund of Canada:** \$35,000 for Radiometres 2023/2024, and remainder of LJI funding
- 4310 · Trent Student Memberships:** Conservative forecast increase based on 6.82% increase in levy fees, and no increase in enrolment
- 4450 · Fundraising Events** and **4460 · Fundraising Events Expense:** Community fundraiser in 2024, 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. Purchases for government public service messages have continued above historical trends, but remain difficult to forecast.
- 4750 · Rental Income:** An in YE22, budgeted at \$0 as our current tenants are month-to-month, to allow for contingency in case they leave and we choose to leave 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:** This amount reflects \$25,000 management fee and 100% reimbursement of payroll expenses, but as in previous years does not include any amount for portion of Trent Annual surplus.
- 4770 · Production Services:** Workshop fee for CUST-3139H, and other incidental production revenues.

## **Expense**

- 5000 · Salaries & Benefits:** In keeping with precedent set by Director's job contracts, increase based on June 2023 CPI will be applied to all employees. Exact increase will be determined once June 2023 CPI is released on July 18<sup>th</sup>; this draft is based on the May 2023 figure of 3.4%.
- 5010 · Programming Wage:** Forecast Programming & Volunteer Support Coordinator position made permanent, with increase to 37.5 hours per week.
- 5075 · Trent Annual Payroll:** In addition to the cost of living increase, Trent Annual student positions will have wages raised to ensure all employees are at or above the living wage as published by the Ontario Living Wage Network.
- 6000 · Administration:** Many of the accounts in this category are either fixed expenses forecast based on historical trends, or amounts for contingency.
- 6045 · Bldg Repair & Maint – TR:** \$5,000 for minor upgrades and improvements, and \$5,000 for contingency.
- 6072 · Management Services Expense:** Reflecting current practice, non-payroll Trent Annual expenses are not expected to flow through Trent Radio's accounts.
- 6115 · Travel & Conference:** Funding to subsidize attendance at NCRC in Sydney and/or Station Manager Summit, location TBA.
- 6130 · Misc. Admin. Expense:** Contribution towards Levy Groups Representative contract.
- 6510 · Contract Staff - Programming:** Craft mentorship with Peterborough currents, and curator for Radiometres
- 6515 · Artist Fees:** \$15,000 for Radiometres artist feeds
- 6530 · Licenses & Tariffs:** 2023 actual much lower than estimated due to adjustments for previous years. 2024 budget based on historical trend in unadjusted amounts.
- 7020 · Contract Staff – Technical:** Contingency for maintenance
- 7020 · Equipment Acquisition – Tech:** Equipment budget from Radiometres and Community Investment grant, and \$2,500 contingency.
- 7040 · Equipment Repair & Maint – Tech:** Contingency for maintenance
- 7520 · Advertising:** Quarterly advertisements in Arthur Newspaper, and advertising budget for Radiometres
- 7530 · Design and Printing:** Promotional budget for Radiometres