

**ACTRA NATIONAL**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED FEBRUARY 28, 2009**

Auditors' Report	Page 1
Balance Sheet	2
Statement of Operations	3
Statement of Net Assets	4
Statement of Cash Flows	5
Notes to the Financial Statements	6 to 9
Schedule of Operating Expenses	10 to 15



## AUDITORS' REPORT

TO THE MEMBERS OF  
ACTRA

We have audited the balance sheet of ACTRA National as at February 28, 2009 and the statements of operations, net assets and cash flows for the year then ended. These financial statements are the responsibility of the organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the organization as at February 28, 2009 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

*Clarke Henning LLP*

CHARTERED ACCOUNTANTS  
Licensed Public Accountants

Toronto, Ontario  
April 24, 2009

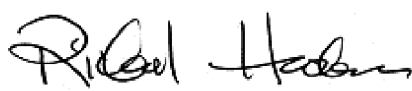
# ACTRA NATIONAL


## BALANCE SHEET

AS AT FEBRUARY 28, 2009

	2009	2008
<b>ASSETS</b>		
Current assets		
Cash	\$ 1,521,320	\$ 2,124,115
Accounts receivable	99,710	247,165
Marketable securities at fair value (note 3)	843,888	1,113,728
Prepaid expenses and deposits	70,506	75,197
Due from ACTRA Toronto Performers Branch (note 6)	479,428	-
Due from ACTRA Performers' Rights Society (note 6)	127,728	21,896
	<b>3,142,580</b>	<b>3,582,101</b>
Investment in Credit Union (note 4)	200,587	-
Furniture, equipment and software (note 5)	74,966	80,108
	<b>3,418,133</b>	<b>3,662,209</b>
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable and accrued liabilities	912,979	568,390
Accrued vacation pay	53,584	38,258
Due to Branches (note 6)	690,170	865,421
Due to ACTRA Toronto Performers Branch (note 6)	-	60,842
Due to Alliance of Canadian Cinema, Television and Radio Artists (note 6)	20,000	-
Due to U.B.C.P. (note 6)	23,511	45,768
	<b>1,700,244</b>	<b>1,578,679</b>
<b>NET ASSETS</b>		
Extraordinary contingency fund (note 2)	2,383	2,383
Net assets transferred to Branches	(69,893)	(156,375)
Unappropriated net assets	1,710,433	2,157,414
Invested in furniture, equipment and software	74,966	80,108
	<b>1,717,889</b>	<b>2,083,530</b>
	<b>\$ 3,418,133</b>	<b>\$ 3,662,209</b>

Approved on behalf of the Board:

  
President

  
Treasurer

# ACTRA NATIONAL

## STATEMENT OF OPERATIONS

YEAR ENDED FEBRUARY 28, 2009

	2009	2008
Income		
Per capita - full members	\$ 3,160,892	\$3,150,554
Per capita - apprentice members	476,187	483,225
Information services	-	22,000
Equalization income	885,806	1,126,144
Interest income	85,676	87,083
Unrealized loss on marketable securities	(340,851)	(18,606)
	<b>4,267,710</b>	<b>4,850,400</b>
Expenses		
National council and executive ( <i>Schedule A</i> )	187,791	196,454
National committees ( <i>Schedule B</i> )	7,699	2,527
National executive director's office ( <i>Schedule C</i> )	291,742	271,397
Bargaining and research ( <i>Schedule D</i> )	424,395	451,794
Collective agreements ( <i>Schedule E</i> )	357,479	255,994
Policy and communications ( <i>Schedule F</i> )	668,875	720,033
External relations ( <i>Schedule G</i> )	290,977	298,645
Finance, human resources and administration ( <i>Schedule H</i> )	1,068,481	1,043,240
Information technology ( <i>Schedule I</i> )	642,819	614,163
Occupancy ( <i>Schedule J</i> )	403,654	415,158
GST expense	33,914	39,613
Apprentice member credit	76,276	94,461
Donations	21,044	21,166
	<b>4,475,146</b>	<b>4,424,645</b>
Excess (deficiency) of income over expenses before other items	(207,436)	425,755
Transfer payments to branches	(88,312)	(106,100)
Transfer to ACTRA Performers Rights' Society	-	(100,000)
Excess (deficiency) of income over expenses	<b>\$ (295,748)</b>	<b>\$ 219,655</b>

# ACTRA NATIONAL

## STATEMENT OF NET ASSETS

YEAR ENDED FEBRUARY 28, 2009

	<i>Invested in Furniture, Equipment and Software</i>	<i>Unappropriated Net Assets</i>	<i>Net Assets Transferred to Branches</i>	<i>Extraordinary Contingency Fund</i>	<i>Total 2009</i>	<i>Total 2008</i>
Net assets - at beginning of year	\$ 80,108	\$ 2,157,414	\$ (156,375)	\$ 2,383	\$ 2,083,530	\$ 2,020,250
Excess (deficiency) of income over expenses	-	(295,748)	-	-	(295,748)	219,655
Prior year transfer of net assets to branches	-	(156,375)	156,375	-	-	(156,375)
Transfer of net assets to branches	-	-	(69,893)	-	(69,893)	-
Purchase of furniture, equipment and software	33,515	(33,515)	-	-	-	-
Depreciation	(38,657)	38,657	-	-	-	-
Net assets - at end of year	\$ 74,966	\$ 1,710,433	\$ (69,893)	\$ 2,383	\$ 1,717,889	\$ 2,083,530

# ACTRA NATIONAL

## STATEMENT OF CASH FLOWS

YEAR ENDED FEBRUARY 28, 2009

	<b>2009</b>	2008
Cash flows from operating activities		
Cash receipts from members, non-members and producers	\$ 4,670,340	\$ 4,876,250
Cash paid to employees and suppliers	(4,160,195)	(4,930,810)
Interest received	85,676	87,083
	<b>595,821</b>	32,523
Cash flows from financing activity		
Advances from (to) related organizations	(893,503)	1,009,638
Cash flows from investing activities		
Purchase of furniture, equipment and software	(33,515)	(38,088)
Purchase of marketable securities	(71,011)	(1,132,335)
Purchase of investment in Credit Union	(200,587)	-
	<b>(305,113)</b>	(1,170,423)
Change in cash during the year	<b>(602,795)</b>	(128,262)
Cash - at beginning of year	<b>2,124,115</b>	2,252,377
Cash - at end of year	<b>\$ 1,521,320</b>	\$ 2,124,115

# ACTRA NATIONAL

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED FEBRUARY 28, 2009

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### 1. ORGANIZATION

ACTRA National is a not for profit organization. The organization is a federation of branches and local unions, national in scope, representing performers in live transmission and recorded media.

### 2. SIGNIFICANT ACCOUNTING POLICIES

#### *Basis of Presentation*

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles for not for profit organizations.

These financial statements include only the operations carried on by ACTRA National. They do not include the assets, liabilities, income and expenses of the autonomous branches, including those administered by ACTRA National in trust for those branches. Separate financial statements have been prepared for the branches.

#### *Financial Instruments*

Financial assets and liabilities include cash, accounts receivable, marketable securities, investment in Credit Union, accounts payable and accrued liabilities, accrued vacation pay and advances to/from related organizations. Cash and marketable securities are classified as held for trading and stated at fair value. Accounts receivable are classified as loans and receivables, which are measured at amortized cost. Investment in Credit Union is classified as held for sale and is recorded at cost. Accounts payable and accrued liabilities, and advances to/from related organizations are classified as other financial liabilities, which are measured at amortized cost.

#### *Marketable Securities*

Unrealized holding gains and losses related to held for trading investments are included in the statement of operations. The quoted market price of investments is used to estimate fair value.

#### *Furniture, Equipment and Software*

Furniture, equipment and software are recorded at cost and amortized over their estimated useful lives on a straight line basis as follows:

Computer equipment	-3 years
Computer software	-5 years
Furniture and fixtures	-5 years

#### *Revenue Recognition*

Fees are recorded as revenue in the year to which they relate. Fees for member and apprentice per capita charges are recorded as invoiced. Fees for information services are billed monthly. Equalization income is recorded as received. Interest income is recorded as accrued in the year.

#### *Extraordinary Contingency Fund*

In 1998 an extraordinary contingency fund was established to provide for organizing, bargaining and negotiations, extraordinary meetings of ACTRA National and legal counsel. The fund was financed through voluntary contributions of 5% of non-member work permit income from the branches/local unions. Subsequent to the 2002 fiscal year, no additional contributions have been made to the fund.

**ACTRA NATIONAL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED FEBRUARY 28, 2009**

2. *SIGNIFICANT ACCOUNTING POLICIES (continued)*

*Use of Estimates*

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

3. *MARKETABLE SECURITIES*

Details of marketable securities are as follows:

<i>Units</i>		<i>2009</i>		<i>2008</i>	
<i>2009</i>	<i>2008</i>	<i>Fair Value</i>	<i>Cost</i>	<i>Fair Value</i>	<i>Cost</i>
115,601	107,637	\$ 843,888	\$ 1,203,346	\$ 1,113,729	\$ 1,132,335
	KBSH Enhanced Income Fund				
		<b>\$ 843,888</b>	<b>\$ 1,203,346</b>	<b>\$ 1,113,729</b>	<b>\$ 1,132,335</b>

4. *INVESTMENT IN CREDIT UNION*

On November 18, 2008, the Organization purchased 200,000 Class B Investment shares in the Creative Arts Savings & Credit Union for \$200,000, pursuant to an Offering Statement dated July 31, 2008. The Class B shares are non-cumulative, non-voting, non-participating special shares. These shares may not be sold, but may be redeemed at the owner's discretion, subject to approval of the Board of Directors of the Credit Union. Total redemption of shares permitted in any year is 10% of the outstanding shares at the beginning of the year. Shares may be transferred to other members of the Credit Union with the approval of the Board of Directors.

These shares are classed as held for sale and are carried at cost.

5. *FURNITURE, EQUIPMENT AND SOFTWARE*

Details of furniture, equipment and software are as follows:

	<i>Accumulated</i>		<i>Net Book Value</i>	
	<i>Cost</i>	<i>Depreciation</i>	<i>2009</i>	<i>2008</i>
Computer equipment	\$ 740,038	\$ 689,498	\$ 50,540	\$ 43,483
Computer software	109,745	109,745	-	-
Furniture and fixtures	228,295	203,869	24,426	36,625
	<b>\$ 1,078,078</b>	<b>\$ 1,003,112</b>	<b>\$ 74,966</b>	<b>\$ 80,108</b>

Computer system development costs that relate to new functions are capitalized and amortized over five years. These costs are classified as computer software.



**ACTRA NATIONAL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED FEBRUARY 28, 2009**

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*6. ADVANCES TO AND FROM RELATED ORGANIZATIONS*

The advances to and from related organizations are non-interest bearing and are due on demand.

*7. LEASE COMMITMENTS*

The Organization has commitments under operating leases for premises and equipment. The premises leases expire on July 31, 2010 and the minimum annual payments under the leases are as follows:

		Premises	Equipment	Total
Fiscal year	2010	\$ 105,090	\$ 43,347	\$ 148,437
	2011	35,030	35,472	70,502
	2012	-	35,472	35,472
	2013	-	10,255	10,255

In addition to the minimum rent, the Organization is obligated to pay operating costs for its office space. The operating costs paid were approximately \$147,000 (2008 - \$117,000).

*8. CHANGES IN ACCOUNTING POLICIES*

*Financial Instruments - Disclosure and Presentation*

On March 1, 2008, the Organization adopted CICA Handbook Section 3862, Financial Instruments – Disclosures (“Section 3862”) and CICA Handbook Section 3863, Financial Instruments – Presentation (“Section 3863”). Section 3862 requires enhanced disclosure of the nature and extent of the risks arising from financial instruments and how the Organization manages those risks. Section 3863 carries forward unchanged the presentation requirements of Section 3861 with respect to financial instruments. Refer to note 9 for the discussion on financial instruments and risk management.

*Capital Management*

On March 1, 2008, the Organization adopted the CICA Handbook Section 1535 Capital Disclosures. This Standard requires the disclosure of information that enables users of the financial statements to evaluate the Organization’s objectives, policies and processes for managing capital.

# ACTRA NATIONAL

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED FEBRUARY 28, 2009

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### *9. FINANCIAL INSTRUMENTS AND RISK MANAGEMENT*

The Organization's financial instruments consist of cash, marketable securities, investment in Credit Union, accounts receivable, accounts payable and accrued liabilities, accrued vacation pay and advances to/from related organizations. It is management's opinion that the organization is not exposed to significant interest, currency or credit risks arising from these financial instruments except for investments. The Organization is exposed to market risk on its marketable securities. Market risk is the potential loss the Organization may incur as a result of changes in the fair value of the securities. See note 3 for details of marketable securities.

The fair value of these financial instruments, except for the marketable securities, investment in Credit Union and advances to/from related organizations, corresponds to their carrying value due to their short-term maturity. The fair value of the marketable securities, being their market value, is disclosed on the balance sheet. The fair value of the investment in Credit Union is not readily determinable. The fair value of the advances to/from related organizations is not readily determinable because of the related party nature of the balances.

### *10. CAPITAL MANAGEMENT*

The Organization's capital is its unappropriated net assets. The Organization's objectives in managing its capital are to ensure it meets its responsibilities to its members. The Organization's planning process recognizes the projected capital requirements resulting from current and planned activities.

### *11. GUARANTEES AND INDEMNITIES*

The Organization has indemnified its past, present and future directors, officers and employees against expenses (including legal expenses), judgments and any amount actually or reasonably incurred by them in connection with any action, suit or proceeding, subject to certain restrictions. The Organization has purchased directors' and officers' liability insurance to mitigate the cost of any potential future suits and actions, but there is no guarantee that the coverage will be sufficient should any action arise.

In the normal course of business, the Organization has entered into agreements that include indemnities in favour of third parties, either express or implied, such as in service contracts, lease agreements and purchase contracts. In these agreements, the Organization agrees to indemnify the counterparties in certain circumstances against losses or liabilities arising from the acts or omissions of the Organization. The maximum amount of any potential liability cannot be reasonably estimated.

**ACTRA NATIONAL**  
**SCHEDULES OF OPERATING EXPENSES**  
**YEAR ENDED FEBRUARY 28, 2009**

	<b>2009</b>	2008
<i>Schedule A</i>		
National Council and Executive		
National council		
Meeting costs	\$ 29,721	\$ 32,173
Councilor travel costs	29,043	27,876
Officer expenses	5,214	5,097
Senior staff expenses	6,310	7,838
Councilor tool kits	797	996
	<b>71,085</b>	73,980
National executive		
Meeting costs	31,295	28,251
Officer expenses	10,363	14,152
Senior staff expenses	8,568	8,965
	<b>50,226</b>	51,368
Officers and senior staff meetings		
Meeting costs	512	207
Officer expenses	1,264	1,645
Senior staff expenses	461	189
	<b>2,237</b>	2,041
Honoraria	49,000	49,000
Officer expenses - other	15,243	20,065
<b>Total</b>	<b>187,791</b>	196,454

<i>Schedule B</i>		
National Committees		
Political action committee	378	619
Finance committee meetings	276	638
Communications committee meetings	283	-
Other committees	5,847	1,193
Diversity committee	915	77
	<b>\$ 7,699</b>	\$ 2,527

# ACTRA NATIONAL

## SCHEDULE OF OPERATING EXPENSES

YEAR ENDED FEBRUARY 28, 2009

	2009	2008
<hr/>		
National Executive Director's Office	<i>Schedule C</i>	
Salaries	\$ 225,593	\$ 206,944
RRSP	25,943	24,916
General benefits	21,262	20,857
	<hr/>	<hr/>
	272,798	252,717
National executive director expenses	10,214	10,356
Regional director expenses	8,730	8,324
	<hr/>	<hr/>
	291,742	271,397
<hr/>		
Bargaining and Research	<i>Schedule D</i>	
Salaries	304,513	320,188
RRSP	29,476	29,924
General benefits	58,476	63,568
	<hr/>	<hr/>
	392,465	413,680
Director expenses	16,087	14,040
Research materials	2,769	5,261
Organizing expenses and tools	13,074	18,813
	<hr/>	<hr/>
	\$ 424,395	\$ 451,794
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# ACTRA NATIONAL

## SCHEDULE OF OPERATING EXPENSES

YEAR ENDED FEBRUARY 28, 2009

	2009	2008
Collective Agreements		<i>Schedule E</i>
CBC - Negotiations	\$ 3,506	\$ 1,915
- Officer expenses	19	797
- Senior staff expenses	15	75
	<b>3,540</b>	<b>2,787</b>
Commercials - Negotiations	113,732	46,689
- Officer expenses	11,449	2,466
- Senior staff expenses	49,935	9,489
- Administration	4,422	53
- Legal	61,591	18,684
- Printing	10,713	31,959
	<b>251,842</b>	<b>109,340</b>
IPA - Negotiations	1,371	40,800
- Officer expenses	87	2,532
- Senior staff expenses	2,242	5,262
- Administration	1,264	6,521
- Legal	78,693	21,161
- Conference fees	3,097	3,059
- Printing	14,078	56,198
	<b>100,832</b>	<b>135,533</b>
Other - Negotiations	1,107	3,802
- Senior staff expenses	158	2,086
- Printing	-	2,446
	<b>1,265</b>	<b>8,334</b>
	<b>\$ 357,479</b>	<b>\$ 255,994</b>

# ACTRA NATIONAL

## SCHEDULE OF OPERATING EXPENSES

YEAR ENDED FEBRUARY 28, 2009

	2009	2008
Policy and Communications		
	<i>Schedule F</i>	
Salaries	\$ 225,626	\$ 263,814
RRSP	15,405	16,554
General benefits	41,888	44,103
	<b>282,919</b>	324,471
Director expenses	23,152	35,252
Lobbying expenses	61,195	58,494
Coalitions	46,745	43,025
President's expenses	10,594	14,305
	<b>141,686</b>	151,076
InterACTRA news	104,259	99,418
Advertising	24,824	12,747
Sponsorships	39,020	37,495
Promotional materials	938	7,050
Administrative services	7,597	7,380
Publications	35	5,119
ACTRA awards	23,907	21,843
Public relations officer's expenses	2,239	2,540
Policy consultant	33,951	50,894
ACTRA website	7,500	-
	<b>244,270</b>	244,486
	<b>668,875</b>	720,033

External Relations		
	<i>Schedule G</i>	
FIA affiliation fees	36,328	34,811
CLC affiliation fees	170,999	171,000
CLC building per capita	-	53,002
CLC committee and travel	27,091	819
Officer expenses - FIA	3,891	9,107
- FIANA	4,395	750
- SAG/AFTRA	13,074	5,489
Senior staff expenses - FIA	7,722	7,669
- FIANA	5,167	2,418
- SAG/WTO	12,573	10,148
- WIPO/WTO	4,101	-
Other	5,636	3,432
	<b>\$ 290,977</b>	\$ 298,645

**ACTRA NATIONAL**  
**SCHEDULE OF OPERATING EXPENSES**  
**YEAR ENDED FEBRUARY 28, 2009**

	<b>2009</b>	2008
<b>Finance, Human Resources and Administration</b>		
	<i>Schedule H</i>	
Salaries	\$ <b>569,994</b>	\$ 543,000
RRSP	<b>51,873</b>	50,318
General benefits	<b>108,117</b>	112,124
Temporary help	<b>2,066</b>	645
	<b>732,050</b>	706,087
National Director of Finance and Administration expenses	<b>2,025</b>	1,131
Printing	<b>26,099</b>	24,140
Referenda	-	14,529
Professional fees	<b>710</b>	1,199
Auditing fees	<b>11,392</b>	10,473
Legal fees	<b>2,470</b>	9,222
Staff conference	<b>17,800</b>	17,570
Staff recruitment	<b>1,924</b>	-
Staff training	<b>7,115</b>	2,629
Staff appreciation	<b>2,065</b>	1,513
Bank charges	<b>8,687</b>	8,795
Administration arrangement fee	<b>236,144</b>	221,452
Alliance debt reduction	<b>20,000</b>	24,500
	<b>336,431</b>	337,153
	<b>1,068,481</b>	1,043,240
<b>Information Technology</b>		
	<i>Schedule I</i>	
Salaries	<b>419,474</b>	405,058
RRSP	<b>33,345</b>	30,727
General benefits	<b>86,376</b>	83,359
	<b>539,195</b>	519,144
Maintenance	<b>4,041</b>	6,748
Software	<b>18,551</b>	14,706
Hardware	<b>4,290</b>	3,661
Supplies	<b>5,279</b>	5,349
Network costs	<b>42,176</b>	39,405
Depreciation - computer equipment	<b>25,087</b>	19,601
Consulting fees	<b>3,962</b>	1,961
Depreciation - membership system	-	3,588
IT steering committee	<b>238</b>	-
	<b>\$ 642,819</b>	\$ 614,163

**ACTRA NATIONAL**  
**SCHEDULE OF OPERATING EXPENSES**  
**YEAR ENDED FEBRUARY 28, 2009**

	<b>2009</b>	2008
Occupancy		<i>Schedule J</i>
Rent	\$ 252,152	\$ 253,445
Telephone	22,728	22,564
Insurance	31,020	27,970
Supplies and miscellaneous	17,096	20,540
Postage	21,390	17,795
Courier	17,013	16,757
Furniture and fixtures - repair	5,126	17,005
Equipment rental	23,559	23,148
Depreciation - furniture and fixtures	13,570	15,934
	<b>\$ 403,654</b>	<b>\$ 415,158</b>