

General Instructions

Filling Out the Data Profile

- To begin filling out the Cultural Data Profile (also known as the Data Profile or the Profile), register for a login for your organization. Once you have completed the registration process, you will have access to My CDP.
- Go to My CDP to create a new Data Profile. Enter the applicable fiscal year-end date. This will open Section 1 of the Data Profile.
- You can fill in the Data Profile sections in any order by clicking on the section numbers on top of each page.
- Move between the fields in the Data Profile by hitting your Tab key, or use your mouse to point and click in the desired field. Please note, the arrow keys and the enter key will not move you through the Data Profile.
- When entering financial information, please enter whole dollar amounts. If the financial information you are using is calculated to two decimal places, round to the nearest whole dollar.
- You will encounter two “N/As” on the Data Profile: Not Applicable and Not Available. Not Applicable means that the line item in question is not relevant to your organization and therefore you have no information to provide. Not Available indicates that, while applicable, the information asked for is too difficult to procure or provide.
- Numbers, such as dates or dollar amounts, will not be formatted as you type. When you leave a field, the number will be formatted.
- G&A stands for General and Administrative.

Source of Data: Use Your Audit!

- If your organization has an annual audit or review, all financial data entered into the Data Profile must be based on audited or reviewed data. Do not enter data until after you receive your annual audit or review by an independent certified public accountant.
- If your organization has no audit or review, and does not plan on having an audit or review for its most recently completed fiscal year, please base your Data Profile entries on your internal financial records for the last complete fiscal year.
- It is important to read the footnotes of your audit report, which may contain information that you can use to fill out the Data Profile.
- Some of the information you need to submit can be copied directly from your audit reports. The Data Profile indicates each line item that corresponds to a line item in your audit. Your internal financial documents are also a good source for the more detailed information required in the Data Profile.
- As noted, if you have an audit or review, many of the line items correspond directly with the Data Profile. These line items must be copied directly from the audit: Total Unrestricted Revenue, Total Temporarily Restricted Revenue, Total Permanently Restricted Revenue, Total Revenue, Total Program Expenses, Total Fundraising Expenses, Total General and Administrative (G&A) Expenses, Total Expenses, Total Assets, Total Unrestricted Net Assets, Total Temporarily Restricted Net Assets, Total Permanently Restricted Net Assets and Total Liabilities & Net Assets.
- If you are unsure where a particular dollar amount belongs on the Data Profile, treat the amount in question the same way it was treated in your organization’s accounting records and audit. For instance, if a donation from a corporate foundation was accounted for as a Foundation Contribution in your books and records, then include it with Foundation Contributions on the Data Profile. If, instead, it was treated as a Corporate Contribution, then treat it the same way on the Data Profile.

Timing of Form Data

- All of the information required by the Data Profile, both financial and non-financial, should be given in terms of your organization's own accounting method and fiscal year, and not calendar years (unless your fiscal year is a calendar year) or grant years. If you are subject to an audit, your fiscal year-end will coincide with the date on your audited financial statements.

- You will need to fill out the Data Profile once per year, after your annual audit or review is complete.
- If your annual audit or review is not complete when you have to submit a grant application to one of the participating foundations, enter data from your prior fiscal year and based on your prior year's audit report.

What to Submit

- If you are filling out the Data Profile for the first time, please submit two years of data. Fill out the Data Profile for one year prior to your most recently completed and audited year. Submit that, and then fill out a second Data Profile for your most recently completed and audited year. This will give you access to trend reports immediately following the submission of the second Data Profile.

Data from Prior Years

- If you have submitted a Data Profile in the past, you will see the previous year's information in the column(s) to the right of the current Data Profile's fields. In the financial sections, which break down a total into component parts (e.g., programming, fundraising and G&A), in the prior year column you will see the total column only. The prior year's data column will be read-only, and available for your reference. In sections that require a radio button response in addition to your data, the prior year's radio button response will appear in the column called Radio Button.
- If you are filling out the form for the first time, there will be no Prior Year column.

Sub-units & Programs

- If you are filling out the Data Profile for a department or an on-going program within a larger organization or institution, such as a university, and are applying for a grant from one of the foundations or agencies sponsoring this project, fill out the Data Profile for the sub-unit only. DO NOT enter any data for the parent organization. If you are unsure about which data should be provided, consult your grant guidelines.

Saving Your Work

- Your work will automatically be saved as you move through the Data Profile. Clicking the 'Save' button allows you to save your work and remain in the current section.
- If you click 'Cancel', any changes to the current section since your last save will be undone and you will return to My CDP.
- If you close your browser without saving the Data Profile and properly logging out, your unsaved changes and additions to the Data Profile will be lost and you will be locked out of the Data Profile (see Sessions and Record Locking for full information about this).

Submitting Your Form

- When you have completed the Data Profile and are ready to submit it, click 'Save' and return to My CDP by clicking the 'Return to My CDP' link on the left. For the relevant fiscal year, click 'Check & Submit'. If you are certain that you are ready to submit, click 'Yes' at the prompt. This will activate the website's error checking and submission process.
- The system is designed to catch certain errors and inconsistencies in the data entered into the Data Profile. For instance, several items in the Data Profile must agree with the information entered in Section 2. If they do not, you will not be able to submit the Data Profile until you correct the errors.
- Certain sections of the Data Profile require you to make radio button selections. You will not be able to submit your Data Profile until you make a selection.
- If the system finds any errors on your Data Profile, it will present you with a list of these errors. To correct an error, click on the error message, make the necessary corrections and

click 'Save' and click on 'Return to Error List'. Once all of the errors have been corrected, you will be able to submit your Data Profile.

- If you want to check your Data Profile for errors without submitting it, from My CDP, click 'Check & Submit' in the applicable fiscal year.

Printing

- You can print your entire Data Profile, whether it is submitted or not, by clicking on the printer icon to the left of the Data Profile.
- To print a Funder Report to accompany a grant application, go to the Funder Reports section on My CDP, choose the fiscal year from the drop-down menu, and click 'Go.' Select your funder's grant program from the list that appears on screen to generate the report, which can be printed or saved.
- To view any of the reports, you must have Adobe Acrobat Reader installed on your computer.

Help

- Each section of the Data Profile has line-by-line instructions to guide you through. To access the general instructions for each section, click the 'Form Instructions' button at the top of the section. To access the line-by-line instructions, click the question mark button on that line. This will bring up a window with the line item instructions.
- To read or print the full general and line-by-line instructions for each section, from My CDP, click on the Data Profile Instructions link on the menu on the left.
- If you have any questions, problems and/or need clarification on any line item or form section when filling out the form, help is available to you by contacting the CDP Help Desk. To find the contact information click on the "Contact Help Desk" link on the left of the page.

Leave yourself Notes

- Each line of the Data Profile has a Notes button, indicated by a pencil, to its right. Clicking on this icon will bring up a blank window. Use this window to make notes for yourself on how you filled out the form - what items you included in a given line, where you found the information, etc. When you are finished typing in a Note, click 'Add'. After you save the information and return to the Data Profile, the Notes icon will change to indicate that there is a Note.
- If you want to view your Notes as you fill in the Data Profile, check the 'Show Notes' box at the top of each page of the form. This will display your Notes below each line of the Data Profile.
- Your Notes from the previous years' Data Profiles will show up in the lower part of the Notes window to remind you of what you did in other years and help you enter data consistently.

Accuracy

- It is imperative that you accurately complete the form to ensure the statistics and other information produced from the CDP database will be as accurate and useful to the arts and culture community as possible.

Section 1 Organization Information

General Instructions

- Section 1 - This section of the CDP collects basic information about your organization. If you have completed a prior Profile, the information from it will be shown here. Only make changes to the items that have changed in the period for which you are reporting.

Line Number Instructions

1 For the (number of months) ended

How long (in months) was the fiscal year you are reporting? Most fiscal years are twelve months in duration. However, if you have changed your fiscal year-end date, or if your organization is in its first year of operations, your fiscal year could be of a length other than twelve months.

2 Organization Login

The login you chose when you registered on this site appears here. It will also appear at the top of each page of the form.

3 Legal Name of Your Organization

This line should contain the legal name of your organization. If your organization is a sub-unit of a larger organization, fill in the name of the sub-unit. The first time you open a new Profile, this line will be pre-populated with the organization name you entered when you registered.

4a Does your organization have a parent organization?

Is the organization, department or ongoing program, for which you are filling out the Profile, a part of or subsidiary of a larger organization such as a university?

4b If so, please provide the legal name of parent organization

If the answer to 4a above is yes, provide the legal name of your parent organization as stated on their 990, IRS Determination Letter or other official documentation.

5 Is Arts & Culture the primary focus of the parent organization (if any)?

If the answer to 4a above is yes, does the mission of your parent organization focus on arts and culture- related activities such as the ones listed and explained in the NISP codes in Lines 17?

6 Is your organization, department, or ongoing program for which you are filling out this form annually audited or reviewed by an independent public accounting firm?

Is the organization, department, ongoing program or the entity, for which you are filling out the Profile, annually audited or reviewed by an independent public accounting firm?

Example 1: if you are filling out a CDP Profile for a specific department within a university, rather than the whole university, and the specific department does not have its own audit, answer "No" to this question.

Example 2: If you are filling out a CDP Profile for only the performing arts center within a larger organization, answer "No" to this question if you do not have an audit for only the performing arts center.

7 Street Address

Provide your street address by clicking on "**Add Address**" (for your first Profile) or make changes to an existing address by clicking on "**Edit Address**."

8 Street Address, Line 2

Provide your street address by clicking on "**Add Address**" (for your first Profile) or make changes to an existing address by clicking on "**Edit Address**."

9 City

Your city will automatically be filled in when you click on "**Add Address**" (for your first Profile) or "**Edit Address**" (for subsequent Profiles). Your city, county, state and legislative districts will all be automatically filled in based on your street address and Zip+4.

10 State

Your state will automatically be filled in when you click on "**Add Address**" (for your first Profile) or "**Edit Address**" (for subsequent Profiles). Your city, county, state and legislative districts will all be automatically filled in based on your street address and Zip+4.

11 Zip + 4

Fill in your organization's 9-digit zip code from your official mailing address. To find your organization's zip+4, follow the instructions on the [US Postal Service website](#).

12 County

Your county will automatically be filled in when you click on "**Add Address**" (for your first Profile) or "**Edit Address**" (for subsequent Profiles). Your city, county, state and legislative districts will all be automatically filled in based on your street address and Zip+4.

13 Phone #, including extension

Fill in your organization's main or general phone number, including an extension, if applicable.

14 Fax #

Fill in your organization's main or general fax number, including an extension, if applicable.

15 Federal ID #

This is your nine-digit Employer Identification Number as determined by the IRS. You will find it on your tax exemption certificate and other official documents.

16 Organization Type (e.g. 501(c)(3))

From the drop-down menu, select your organization's federal designation as stated on your letter of exemption from the IRS (e.g., 501(c)(3)).

See [IRS Publication 557](#) for more information on federal designations of tax exempt entities.

16a If Other, Please Describe

If your organization is not one of the types listed above, please describe your organization.

17a NISP Discipline

Choose the classification from the drop-down menu that best fits your organization.

NISP stands for National Standard for Arts Information Exchange Project. The NISP codes were developed to assist public funders in collecting information about the arts that will be compatible for tracking national trends.

If you feel that more than one code applies to your organization, please enter the code that best describes your organization here. Add any other explanatory codes or notes in the Notes pop-up window at the end of this line.

17b Specialty or branch of discipline

If your organization is focused on one particular specialty of the discipline you selected in 17a, choose it here.

If your organization is focused on multiple specialties of the discipline you selected in 17a, leave this section blank. If you selected a discipline that does not have a specialty, you will see "(not applicable)" listed.

17c NISP Institution Type

Choose the NISP Institution Type that best describes your organization. This value should not change unless a major organizational change has occurred.

17d If None of the Above, Please Describe

If you have selected "None of the Above" for your NISP Institution Type, please describe your organization's institution type or select a more appropriate category in Line 17c.

18 DUNS #

A DUNS® Number, created By D&B, is a unique nine-digit sequence recognized as a universal standard for identifying and keeping track of businesses worldwide, now being used by agencies such as the NEA. If your organization does not already have a DUNS #, you can apply for one at http://www.dnb.com/US/duns_update/index.html.

19 Web Address

What is the URL of your organization's website (e.g., www.xxxxxxx.org)?

20 Accounting Method

Select your organization's accounting method: Cash, Accrual, Modified Cash or Other.

The accounting method you use is defined by when your organization recognizes revenue and expenses.

On a Cash basis, revenue is recognized when it is actually received; expenses are recognized when they are incurred.

On an Accrual basis, revenue is recognized when it is earned and expenses when they are owed regardless of the movement of cash.

The Modified Cash method is a combination of the Cash and Accrual methods. If you are not sure which method your organization uses, ask a financial person within your organization or your auditor.

20a If Other, Please Describe

If you chose Other from the list above, please describe your method of accounting.

21a Did your accounting method change during the period in Line 1?

Did your organization change its accounting method during the fiscal year being reported on the form from cash, accrual, modified cash or other to a different accounting method?

For definitions of the accounting methods, see line 19 above.

21b If yes, what was your former method of accounting?

If your accounting method changed during the fiscal year being reported on the form, select your prior method of accounting from the drop-down menu: Cash, Accrual, Modified Cash or Other.

21c If Other, Please Describe

If you chose Other from the list above, please describe your former method of accounting.

22 Contact Person

Enter the name of the person to be contacted if questions about the form arise. This need not be the person who completed the form. This line will be pre-populated by the contact name entered with your registration information.

23 Contact Person Title

Enter the title of the person to be contacted if questions about the form arise. This need not be the person who completed the form.

24 Contact Person E-mail

Enter the e-mail address of the person to be contacted if questions about the form arise. This need not be the person who completed the form. This line will be pre-populated by the e-mail address entered with your registration information.

25 Number of Board Members

How many people serve on your organization's board of directors? If an advisory board governs your organization, fill in the number of advisory board members.

26 Year Organization Founded

In what year was your organization founded?

27 Year Organization Incorporated

In what year was your organization incorporated as stated in your Articles of Incorporation? If your organization is not incorporated, leave this line blank.

28 Date IRS Tax Exemption Received

On what date did your organization receive an IRS tax exemption status (e.g., 5/1/1991)?

29 City Council District #

If your organization is located in a city with City Council districts, your City Council

district will automatically be filled in based on your address. If your city does not use city council district numbers, leave this line blank.

30 State House District #

Your legislative districts will automatically be filled in when you click on "**Add Address**" (for your first Profile) or "**Edit Address**" (for subsequent Profiles). Your city, county, state and legislative districts will all be automatically filled in based on your street address and Zip+4.

31 State Senate District #

Your legislative districts will automatically be filled in when you click on "**Add Address**" (for your first Profile) or "**Edit Address**" (for subsequent Profiles).

Your city, county, state and legislative districts will all be automatically filled in based on your street address and Zip+4.

32 Federal Congressional District #

Your legislative districts will automatically be filled in when you click on "**Add Address**" (for your first Profile) or "**Edit Address**" (for subsequent Profiles).

Your city, county, state and legislative districts will all be automatically filled in based on your street address and Zip+4.

33 Fiscal Year End Date (month & day, only)

On what month and day does your fiscal year end (e.g., 12/31)?

34 Date Form Completed

This line will be automatically filled in when you submit your completed form.

Section 2 Audit Verification Sheet

General Instructions

- If your organization does not have a completed auditor review for the fiscal year you are entering data for, it is not necessary to fill out this section.
- This section will be used to compare the financial information you enter on the Profile with the financial information in your audit report or review.
- Upon submission of the Profile, the system will automatically compare this audit data with the data entered in Sections 3, 6 and 8. If the items do not agree, you will not be able to submit the Profile.
- To fill out this section, find the corresponding item in your audit report or review and enter it here. If a particular item does not appear on your audit report, enter a value of zero.
- Your audit or review may contain additional line items below the total revenue line and/or below the total expense line. Combine these additional lines (separately for revenue and expenses), and enter them on the 'Other Changes' lines.

- If your audit and/or financial statements calculate financial information to the nearest penny, please round to the nearest whole dollar as the CDP will not accept decimal places for financial information.
- If you have any difficulty filling out this section or have any questions, contact the site administrator.

Line Number Instructions

1 Total Assets

Enter the figure from the 'Total Assets' line of your audit. You will find this on the Balance Sheet or Statement of Financial Position.

2 Total Liabilities and Net Assets

Enter the figure from the 'Liabilities and Net Assets' line of your audit. You will find this on the Balance Sheet or Statement of Financial Position.

3 Net Assets - Unrestricted

Enter the figure from the 'Unrestricted Net Assets' line of your audit. You will find this on the Balance Sheet or Statement of Financial Position.

4 Net Assets - Temporarily Restricted

Enter the 'Temporarily Restricted Net Assets' line from your audit. You will find this on the Balance Sheet or Statement of Financial Position.

5 Net Assets - Permanently Restricted

Enter the figure from the 'Permanently Restricted Net Assets' line on your audit. You will find this on the Balance Sheet or Statement of Financial Position.

6 Per Audit: Total Revenue

Enter the figure from the 'Total Revenue' line on your audit. Include the breakdown into Unrestricted, Temporarily Restricted and Permanently Restricted categories. You will find this on the Income Statement or Statement of Financial Activities.

7 Per Audit: Other Changes

If your audit or review contains any line items below the total revenue line, enter them here. You will find this on the Income Statement or Statement of Financial Activities.

8 Total Audit: Total Revenue

This is the sum of lines 6 and 7. It will automatically calculate.

9 Per Audit: Total Expenses

Enter the figure from the 'Total Expenses' line of your audit. Include the breakdown into Program, Fundraising and General and Administrative categories. You will find this on the Income Statement or Statement of Financial Activities.

10 Per Audit: Other Changes

If your audit or review contains any line items below the total expenses line, enter them here. You will find this on the Income Statement or Statement of Financial Activities.

11 Total Audit: Total Expenses

This is the sum of lines 9 and 10. It will automatically calculate.

12 Increase (Decrease) in Net Assets

This is equal to Line 8 minus Line 11. It will automatically calculate.

Section 3 Revenue

General Instructions

- For each line item, divide the total amount into Unrestricted, Temporarily Restricted and Permanently Restricted categories as they appear on your audit report.
- Your audit may not break down all of your revenue line items into Unrestricted, Temporarily Restricted and Permanently Restricted categories. If your audit is not specific enough, refer to your organization's internal financial reports to provide that additional level of detail.
- Some of the fill-in boxes on this Profile are shaded, indicating that, for many organizations, that option won't apply. However, if this box is relevant to your organization, please enter the appropriate revenue amounts.
- In this section of the Profile, Lines 25-28 are read-only. These lines will automatically fill in after you have completed Section 4.
- Line 34, Total Revenue, must agree with the 'Total Revenue' in your audit report. The totals by column, (i.e. Unrestricted, Temporarily Restricted, and Permanently Restricted) should also agree. Line 34 must also agree with Section 2, Line 8.

Line Number Instructions

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.? Do not include workshops or lectures. Subscription revenue should not be entered here, but on Line 10 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? Do not include one-time workshops, lectures or lecture series.

4 Workshop & Lecture Fees

How much revenue did your organization earn as a result of one-time events such as workshops, lectures and 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 - Other

How much revenue did your organization earn from events held for any purpose other than fundraising?

7 Gift Shop/Merchandise Sales

How much did your organization earn as a result of 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.

7a Gallery Sales

How much revenue did your organization earn from the sale of items in your gallery?

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?

8a Parking Concessions

How much did your organization earn from parking fees generated by a lot or garage owned or leased by your organization?

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.

10 Subscriptions

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?

11 Contracted Services/Performance Fees

How much revenue did your organization earn from any services it performed under contract to another organization? Do not include fees earned from touring exhibits, performances or presentations reported above in Line 5.

12 Rental Income - Program Use

How much revenue did your organization receive for renting out space for on-site events for arts and culture activity? Do not include rental expenses such as interest and depreciation.

13 Rental Income - Non-Program Use

How much revenue did your organization receive for renting out space for on-site events for use other than arts and culture activity? Do not include any rental expenses such as interest and depreciation.

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 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 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?

This amount should be equal to the sum of Section 9, Lines 3, 10, 17 and 24. 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).

This amount should be equal to the sum of Section 9, lines 4, 11, 18 and 25. If you are entering a loss, enter a negative number.

18 Interest & Dividends

How much revenue has your organization earned from interest and/or dividends from investments, bank accounts, etc.?

19 Other Earned Revenue

Has your organization received any additional earned revenue? Briefly describe the item(s) in Line 19a below.

19a If Other Earned Revenue, Briefly Describe

Briefly describe the source of the "Other 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 and funds received from a friends group associated with the organization or any matching gifts? Do not include any sponsorship revenue entered on Line 15 above.

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 or internal financial reports.

25 Government - City (Enter this data in Section 4)

See Section 4 for complete explanation and instructions for this line. Section 4, Line A12 will populate Section 3, Line 25.

26 Government - County (Enter this data in Section 4)

See Section 4 for complete explanation and instructions for this line. Section 4, Line B12 will populate Section 3, Line 26.

27 Government - State (Enter this data in Section 4)

See Section 4 for complete explanation and instructions for this line. Section 4, Line C12 will populate Section 3, Line 27.

28 Government - Federal (Enter this data in Section 4)

See Section 4 for complete explanation and instructions for this line. Section 4, Line D12 will populate Section 3, Line 28.

29 Special Events - Fundraising

How much revenue did your organization receive from events held specifically for fundraising purposes?

30 Other Public Support

What was the total amount in donations received by your organization that do not fall into the categories listed above? Please include an explanation of any additional public support in the Notes pop-up window at the end of this line.

30a Parent Organization Support

If you answered Yes to Section 1, Line 4a that your organization, department or ongoing program, for which you are filling out the Cultural Data Profile, is a part of or subsidiary of a larger organization such as a university 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.

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 would be the value of a donated computer, the value of free brochure printing services or the value of the rent on a donated space used

by your organization. To determine whether an item should be counted as in-kind revenue, consult with a financial person within your organization or your auditor.

32 Net Assets Released from Restrictions

How much, if any, 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. The amount in the Totals column should be zero for this line.

33 Total Support and Net Assets Released from Restrictions

This is equal to the sum of Lines 21-32. It will automatically calculate.

34 Total Revenue and Net Assets Released from Restrictions

This is equal to the sum of Lines 20 and 33. It will automatically calculate. The dollar

amounts in Total Unrestricted Revenue, Total Temporarily Restricted Revenue, Total Permanently Restricted Revenue and Total Revenue must match the corresponding lines on your audit report and Section 2, Line 8.

Section 4 Government Contract and Grants

General Instructions

- In each section - City, County, State and Federal - list your ten largest funding sources and the amount awarded from each agency or governmental department.
- If your organization receives funding from more than ten agencies in any category, aggregate the remaining amount on Line 11. For your reference, you may wish to list each agency and the funding amount in the Notes at the end of that row.
- On each line item, list the amounts by category - Unrestricted, Temporarily Restricted and Permanently Restricted - as it appears on your audit report.
- If your audit does not break down your revenue line items by category - Unrestricted, Temporarily Restricted and Permanently Restricted - refer to your organization's internal financial reports for that additional detail.
- Public funding from government sources may appear as a line item in your organization's budget or as a "re-grant," with the funding source being the government. These should be included here as well.
- If any of your funding comes from quasi-government sources such as a Transit or Port Authority or the Regional Asset District, and was treated as a government grant in your audit, please list the authority and the amount here.
- The Total line, Line 12 of each subsection, will automatically calculate and populate Section 3- Revenue, Lines 25, 26, 27 and 28.

Section 5 Expenses: Salaries and Fringe

General Instructions

- Use this section to report on all employees on your organization's payroll.
- List all salaries by category. This will mirror your audit report with one additional level of detail programming is broken down into 'Artists & Performers' and 'Program - All Other'
- If your audit report does not include this salary break-down, or the other information required by this section, refer to your organization's 990 or other internal financial reports.
- Do not include information about non-employee contractors on this form. Information about contractors should be included in Section 6.
- Each column in this section should correspond to the same column reporting numbers of employees in Section 11, Subsection I.

Line Number Instructions

1 Salaries

List the total expense for salaried and hourly employees by category. Please note that if a position includes tasks in more than one of the areas listed in the column headings, the salary for that position should be allocated over the applicable columns based percentages of time spent on each area. In general, this allocation should be the same or similar from year-to-year as long as the position description remains constant.

2 Commissions

List the commission expense earned by your employees by category.

3 Payroll Taxes

List the *employer* portion of all federal, state and local payroll taxes remitted. Include FUTA taxes and the employer's share of Social Security and Medicare taxes.

4 Health Benefits

List the *employer* portion of your organization's employee medical insurance.

5 Disability

List the amount your organization spent on disability insurance.

6 Workers' Compensation

List the amount your organization spent on worker's compensation insurance.

7 Pension and Retirement

List, if any, your organization's contribution toward pension and/or retirement benefits (e.g., 401(k)).

8 Benefits, Other

List the amount of any other benefits your organization offers for its employees, such as tuition assistance. For your reference, you may wish to explain these additional benefits offered to your employees in the Note at the end of this line.

9 Total Salaries and Fringe

This is the sum of lines 1-8. It will automatically calculate and pre-populate Section 6, Line 1.

10a For the employees on your payroll, organization pays this percent of individual healthcare costs

What is the average percentage your organization contributes toward individual employee health benefits for both full-time and part-time employees? This percentage will not appear anywhere on your audit report. This item may be found in your organization's procedures manual, human resources materials or other similar documents. You must enter a whole number; do not include the "%" sign. Example: If your organization pays for 100% of employee health care coverage, enter 100.

10b For the employees on your payroll, organization pays this percent of family healthcare costs

What is the average percentage your organization contributes toward family health benefits for both full-time and part-time employees? This percentage will not appear anywhere on your audit report. This item may be found in your organization's procedures manual, human resources materials or other similar documents. You must enter a whole number; do not include the "%" sign. Example: If your organization pays for 100% of employee health care coverage, enter 100.

Section 6 Expenses: All Other

General Instructions

- The expense line items are listed in alphabetical order. Read through the entire list of expenses before entering data, so you can accurately match the Profiles categories to those on your audit or internal financial reports.
- Break down expenses into three functional groupings: Program, Fundraising and General and Administrative. These are the same categories used on your audit report.
- Wherever possible, follow your audit report and your internal financial reports to classify expenses.
Where items differ, you will have to make a choice about how to consolidate or break-out items on the Profile. Be sure that you do not "double count" any expenses by including them on more than one line.
- The Total, Programming, Fundraising and General and Administrative columns must match those in your audit report.
- The column totals - Total Program Expenses, Total Fundraising Expenses, Total General and Administrative Expenses and Total Expenses - must match the corresponding item on your audit report and Section 2, Line 11.
- Line 1 will be automatically populated with the data in Section 5, Line 9.

Line Number Instructions

1 Total Salaries & Fringe (From Section 5)

This line will automatically populate from Section 5, Line 9.

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.

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?

5 Artists & Performers - Non-Salaried

How much did your organization spend on consultants, such as: artists, performers, designers, directors, etc.? These are people specifically hired to work on a temporary basis to participate in an exhibition or presentation of the organization.

6 Audit

How much did your organization spend to retain a public accounting firm to perform your organization's annual audit?

7 Bank Fees

What fees were incurred by your organization related to bank accounts, loans 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.

14 Depreciation

Depreciation 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 or 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

This item should include expenses associated with your organization's physical plant, whether rented or owned, and not listed in the Repairs & Maintenance, Rent or Utilities lines. Briefly describe the item(s) in Line 17a below.

17a Facilities - Other, Briefly Describe

If you entered a value in Line 17 - Facilities - Other, please briefly describe these expenses.

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. Briefly describe the item(s) in Line 18a below.

18a Fundraising Expenses - Other, Briefly Describe

If you entered a value in Line 18 - Fundraising Expenses - Other, please describe these expenses.

19 Fundraising Professionals

How much did your organization spend to hire consultants to design and perform fundraising activities? In most cases, expenses related to fundraising should appear in the fundraising column.

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?

22 In-Kind Contributions

What was the monetary value of any contributions given to your organization in the form of goods or services? Briefly describe the in-kind contribution(s) in Line 22a below.

22a In-Kind Contributions, Briefly Describe

If you entered a value in Line 22 - In-Kind Contributions, please briefly describe the nature of the contribution(s).

23 Insurance

How much did your organization spend on insurance premiums for organization insurance, including general liability, directors and officers insurance? Do not include health or worker's compensation included in Section 5.

24 Interest Expense

How much did your organization spend on interest fees on lines of credit 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)?

30 Office Expense - Other

Please list any other office expenses incurred by your organization and not covered in the Equipment Rental & Maintenance, Postage and Shipping, Supplies or Telephone lines. Briefly describe the item(s) in Line 30a below.

30a Office Expense - Other, Briefly Describe

If you entered a value in Line 30 - Office Expense - Other, please briefly describe these expenses.

31 Other

Please list any other expenses incurred by your organization and not specifically asked for in a line item on this form. Briefly describe the item(s) in Line 31a below.

31a If Other, Briefly Describe

If you entered a value in Line 31 - Other, please briefly describe these expenses.

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 or exhibitions, including supplies, materials 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. Briefly describe the item(s) in Line 34b below.

34b Programs - Other, Briefly Describe

If you entered a value in Line 34a - Other, please describe these other programs.

35 Professional Development

How much did your organization spend on staff training, workshops or any other professional development activities?

36 Professional Fees: Other

Are there 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? Briefly describe the item(s) in Line 36a below.

36a Professional Fees - Other, Briefly Describe

If you entered a value in Line 36 - Professional Fees - Other, please describe these expenses.

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?

39 Sales Commission Fees

How much did your employees receive in sales or other commissions resulting from increased business or awareness of your organization?

40 Supplies

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 - must match the corresponding item on your audit report and Section 2, Line 11.

46 Change in Net Assets

This is the sum of Total Revenue (Section 3, Line 34) less Total Expenses (Section 4, Line 45) and must equal the Change in Net Assets on your audit report and Section 2, Line 12. It will automatically calculate.

Section 7 Marketing Expenses

General Instructions

- The purpose of this section is to make clear how much your organization is expending on its marketing efforts. Please indicate by clicking on the appropriate radio button whether the amount you spent on each item used is actual, estimated, or not available or whether the information is not applicable to your organization.
- The expenses listed in this section are also included in Sections 5 and 6. This section breaks out marketing expenses only.
- You will find the information for this section in Section 6, Line 3, and other similar lines. For all applicable Section 6 line items, enter in this section *only the percentage devoted to marketing activities in your organization*. For example: Line 11, Telephone - include only the percentage of telephone expenses from Section 6 used for marketing such as telemarketing or phone calls made by marketing personnel.
- You will not find this information section on your annual audit.

Line Number Instructions

1 Advertising

How much did your organization spend to purchase print, broadcast or Internet advertising space?

2 Dues & Subscriptions

How much did your organization spend on subscriptions or dues to an organization that would further the marketing efforts of your organization, e.g., a professional marketers organization?

3 Internet & Website

Enter an amount on this line if your website is primarily a marketing tool for your organization. How much did your organization spend on developing, designing and maintaining your website, including hosting fees?

4 Lodging & Meals

How much did your organization spend while any personnel were on business travel to events concerning the marketing of your organization? Include hotel or other expenses associated with overnight stays, including meals.

5 Marketing Salaries & Fringes

What were the total salaries and benefits for any staff member(s) performing marketing functions for your organization?

6 Postage & Shipping

How much did your organization spend to distribute marketing materials via the US Post Office, messenger services, etc.? These materials may include brochures, invitations, membership materials and other mail pieces.

7 Printing

How much did your organization spend to print marketing materials?

8 Professional Fees

How much did your organization spend for professional marketing or public relations consultants?

9 Public Relations

How much did your organization spend on public relations, including professional consulting fees, public appearance fees, press placement fees, etc? Amounts included in this line should not be included elsewhere in this section.

10 Sales Commission Fees

How much did your employees receive in sales or other commissions resulting from increased business or awareness of your organization?

11 Telephone

How much did your organization spend on marketing phone calls including telemarketing?

12 Travel

How much did your organization spend on employee travel to a marketing conference, event or other meetings associated with the marketing of your organization?

13 Marketing - Other

Were there any other marketing costs incurred by your organization but not listed above? For your reference, you may wish to list and explain additional marketing expenses in the Notes at the end of this line.

13a Marketing - Other, Briefly Describe

If you entered a value in Line 13 - Marketing - Other, please describe these expenses.

13b In-Kind Marketing Expense

What was the value of any goods and/or services donated to your organization for the express purpose of marketing your organization?

13c In-Kind Marketing Expense, Briefly Describe

If you entered a value in Line 13b - In-Kind Marketing, please describe the natures of the contribution(s).

14 Total Marketing

This is the sum of Lines 1-13. It will automatically calculate.

Section 8 Balance Sheet

General Instructions

- This section should closely mirror the Balance Sheet or Statement of Financial Positions from your organization's audit report.
- On each line, divide the total amount into Unrestricted, Temporarily Restricted and Permanently Restricted categories.
- If your audit report does not divide Balance Sheet items into Unrestricted, Temporarily Restricted and Permanently Restricted categories, refer to your internal financial records.
- Several items in this section must correspond to your audit report and to Section 2, Lines 1-5 of the Profile. They are:
 - Total Assets
 - Total Unrestricted Net Assets
 - Total Temporarily Restricted Net Assets
 - Total Permanently Restricted Net Assets
 - Total Liabilities and Net AssetsIn addition, Total Assets must equal Total Liabilities and Net Assets in each column.
- Some boxes on the Profile are shaded, indicating that for most organizations this box won't apply. However, if this box is relevant to your organization, please enter the appropriate amounts.

Line Number Instructions

1 Cash and Cash Equivalents

How much in cash and cash equivalents did your organization have in its bank accounts, interest-bearing or non-interest-bearing, or in petty cash at your fiscal year-end? Cash equivalents are considered to be financial instruments with a maturity of less than 90 days.

2 Accounts Receivable

How much was due to your organization from its customers for sale of goods or the performance of services at the end of your fiscal year?

3 Pledges Receivable - Current

At the end of your fiscal year, how much was due *within one year* to your organization from donors who had made pledges during the year?

4 Grants Receivable - Current

At the end of your fiscal year, how much was due to your organization from foundations, governmental agencies or other funders and payable within one year?

5 Contracts Receivable

At the end of your fiscal year, how much was due to your organization based on contractual agreements with individuals or other organizations?

6 Receivables - Other

What was the value of funds not listed above that were due to your organization at the end of the fiscal year? Please list and explain items in the Notes pop-up window at the end of this line.

7 Inventory

At the end of your fiscal year, what was the value of inventory held by your organization to resell in a gift shop, or other venue or concession area?

8 Endowment Investments - Board Restricted

According to accounting rules, restricted funds can only be designated as such by a donor or other funder. A board-restricted endowment, also referred to as a board-designated endowment, is by nature an unrestricted fund as the organization decides *internally* to set aside funds to act as an endowment for a particular purpose or purposes.

At the end of the fiscal year, what was the value of invested funds dedicated to a specific purpose or purposes as designated *internally* by your organization's board of directors? If your audit does not segregate your endowment and other investments by restriction, you may need to consult your audit footnotes, your CFO, board treasurer, and/or your auditor for complete information. This line must equal Section 9, Line 7.

9 Endowment Investments - Term

According to accounting rules, restricted funds can only be designated as such by a donor or other funder. A term endowment, a temporarily restricted fund, is one in which a donor designates a principal amount to be set aside for a particular period of time. Any income from a term endowment may be used at the discretion of the funder and/or the organization's board of directors as agreed upon at the time of the gift. After the designated period of time, the principal of the term endowment usually reverts to a board-designated or other unrestricted fund.

At the end of the fiscal year, what was the value of invested funds that a donor or donors has specified be set aside for a particular period of time? If your audit does not segregate your endowment and other investments by restriction, you may need to consult your audit footnotes, your CFO, board treasurer, and/or your auditor for complete information. This line must equal Section 9, Line 14.

10 Endowment Investments - Permanently Restricted

According to accounting rules, restricted funds can only be designated as such by a donor or other funder. A permanently restricted endowment, or a true endowment, is one in which a donor designates a principal amount to be set aside in perpetuity for the long-term support of the organization, i.e., generally, the *principal may not be spent*. Any income from a permanently restricted endowment may be used at the discretion of the funder and/or the organization's board of directors as agreed upon at the time of the gift.

At the end of the fiscal year, what was the value of invested funds that a donor or donors has specified be set aside in perpetuity? If your audit does not segregate your endowment and other investments by restriction, you may need to consult your audit footnotes, your CFO, board treasurer, and/or your auditor for complete information. This line must equal Section 9, Line 21.

11 Investments - All Other Marketable Securities

At the end of your fiscal year, what was the value of any other investments that do not fall into the endowment categories mentioned above? This line must equal Section 9, Line 28.

12 Prepaid Expenses

What was the value of prepayments made by your organization for future expenses such as rent, insurance, pension costs, etc.?

13 Current Assets - Other

What was the value of any other assets not described in the lines above and held by your organization, which will be converted to cash within one year's time? For your reference, you may wish to list and explain items in the Notes at the end of this line.

14 Fixed Assets - Land

What was the value of land owned by your organization and not held for investment purposes that will not be sold in the near future and/or will only produce money indirectly?

15 Fixed Assets - Building

What was the value of buildings owned by your organization and not held for investment purposes that will not be sold in the near future and/or will only produce money indirectly?

16 Fixed Assets - Furniture, Fixtures & Equipment

What was the value of equipment owned by your organization and not held for investment purposes that will not be sold in the near future and/or will only produce money indirectly?

16a Leasehold Improvements

What was the value of any improvements or additions you made to a leased space? This may include construction costs or the purchase of fixtures to remain with the premises after the terms of the lease expire.

17 Accumulated Depreciation (must be a negative number)

How much cumulative depreciation expense had your organization incurred at your fiscal year-end? Enter a negative number for this item.

18 Pledges Receivable - Non-current

At the end of your fiscal year, what was the value of pledges held by your organization, but not due in the current fiscal year?

19 Grants Receivable - Non-current

At the end of your fiscal year, what was the value of grants due to your organization, but not due in the current fiscal year?

20 Other - Non-current Assets

At the end of your fiscal year, what was the value of any other assets held by your organization, the value of which cannot be realized in the current fiscal year? For your reference, you may wish to list and explain these other non-current assets in the Notes at the end of this line.

21 Interfund Balances (must total to zero)

This line item shows the temporary transfer of cash and equivalents between your organization's unrestricted and restricted funds. The balance due from another fund should be reflected as a positive number, while the balance due to another fund should be shown as a negative number. The amount in the Total columns should equal zero.

22 Total Assets

This is the sum of Lines 1-21. It will be automatically calculated. The Total column must equal the Total Assets line on your audit report and Section 2, Line 1.

23 Accounts Payable

What was the total amount owed to vendors or other organizations by your organization at your fiscal year-end?

24 Accrued Expenses

How much in expenses did your organization incur and record, but haven't been invoiced and/or paid for at the end of your fiscal year?

25 Grants Payable - Current

At the end of your fiscal year, how much in grants had been promised by your organization that must be paid out in the next year?

26 Credit Line Payable

If your organization holds a line of credit, how much was due on that line of credit at your fiscal year- end? This line must equal Section 10, Line 4.

27 Mortgages Payable - Current

At the end of your fiscal year, how much did your organization owe on mortgages of your performing, presentation, exhibit, office, storage or any other spaces used by the organization that must be paid within the next fiscal year? This line must equal Section 10, Line 10a.

28 Other Loans & Notes - Current

At the end of your fiscal year, how much did your organization owe on loans other than lines of credit or mortgages that must be paid within the next fiscal year? This line must equal Section 10, Line 15a. For your reference, you may wish to list and explain these other loans in the Notes at the end of this line.

29 Deferred Revenue

At the end of your fiscal year, how much in revenue had your organization received, but not yet earned?

30 Other Current Liabilities

At the end of your fiscal year, how much in other liabilities or debt obligations was due within one year? For your reference, you may wish to list and explain these other current liabilities in the Notes at the end of this line.

31 Grants Payable - Non-current

At the end of your fiscal year, how much in grants had your organization awarded that did not require payment within the next fiscal year?

32 Mortgages Payable - Non-current

At the end of your fiscal year, how much did your organization owe on mortgages of your performing, presentation, exhibit, office, storage or any other spaces used by the organization, that does not require payment until after the next fiscal year? This line must equal Section 10, Line 10b.

33 Other Loans & Notes - Non-current

At the end of your fiscal year, how much did your organization owe on loans, other than lines of credit, or mortgages that do not require payment until after the next fiscal year? This line must equal Section 10, Line 15b.

34 Other - Non-current Liabilities

How much in other liabilities held by your organization did not require payment until after the fiscal year being reported? For your reference, you may wish to list and explain these other non-current liabilities in the Notes at the end of this line.

35 Interfund Balances (must total zero)

This line item shows the temporary transfer of cash and equivalents between your organization's unrestricted and restricted funds. The balance due from another fund should be reflected as a positive number, while the balance due to another fund should be shown as a negative number. The amount in the Total columns should equal zero.

36 Net Assets

Net Assets equals Total Assets less Total Liabilities or Line 22 - (Lines 23 through 34). Each column of Unrestricted, Temporarily Restricted, Permanently Restricted, and Total should equal the corresponding lines on your audit report and Section 2, Lines 3-5.

37 Total Liabilities & Net Assets

This is the sum of lines 23-35. It will automatically calculate. The totals on this line must equal the totals on Line 22 for each column. Each column should equal the Total Liabilities and Net Assets lines on your audit report and Section 2, Line 2.

Section 9 Investments

General Instructions

- This section focuses on endowment funds - funds held and invested by your organization to generate income.
- Board-restricted endowments are invested funds for which the interest is dedicated to a specific purpose or purposes as designated by the organization's board of directors.
- A term endowment is one where the funds are restricted only for a certain period of time stipulated by the donor or by your organization's board of directors.
- Permanently restricted endowments are ones in which a certain amount of money specified by the board is only used to generate interest. The interest earned by these endowments can be used for general operating or any other purpose as long as the principal investment remains constant or grows.
- For your reference, you may wish to list and explain all investments, other than endowment funds, in the Notes on lines 22-28.

Line Number Instructions

1 Investments Balance - Beginning of Year

What was the fair value of your organization's board restricted endowment at the start of the fiscal year?

2 Interest & Dividends

How much did your organization earn in interest and dividends on your board restricted endowment fund during the fiscal year?

3 Realized Gains (Losses)

What is the value of all gains/losses to your organization as a result of sales and redemptions of investments? Gains should be reported as a positive number, losses as a negative number. This is reported as Investments-Realized Gain/(Loss) in Section 3-Revenue, Line 16.

4 Unrealized Gains (Losses)

What was the difference between the fair value of an investment or security and its previously reported value? Gains should be reported as a positive number, losses as a negative number. This is reported as Investments-Unrealized Gain/(Loss) in Section 3-Revenue, Line 17.

5 New Funds In

What was the amount of new funds added to your organization's board restricted endowment during the fiscal year?

6 Funds Out (must be a negative number)

What was the fair value of funds (including interest and dividends) taken out of your organization's board restricted endowment during the fiscal year? Enter a negative number for this item.

7 Investments Balance - End of Year

This is equal to the sum of lines 1-6, and must equal Section 8, Line 8, Total column. It will automatically calculate.

8 Investments Balance - Beginning of Year

What was the fair value of your organization's term endowment at the start of the fiscal year?

9 Interest & Dividends

How much did your organization earn in interest and dividends on your term endowment fund during the fiscal year?

10 Realized Gains (Losses)

What is the value of all gains/losses to your organization as a result of sales and redemptions of investments? Gains should be reported as a positive number, losses as a negative number. This is reported as Investments-Realized Gain/(Loss) in Section 3-Revenue, Line 16.

11 Unrealized Gains (Losses)

What was the difference between the fair value of an investment or security and its previously reported value? Gains should be reported as a positive number, losses as a negative number. This is reported as Investments-Unrealized Gain/(Loss) in Section 3-Revenue, Line 17.

12 New Funds In

What was the amount of new funds added to your organization's term endowment during the fiscal year?

13 Funds Out (must be a negative number)

What was the fair value of funds (including interest and dividends) taken out of your organization's term endowment during the fiscal year? Enter a negative number for this item.

14 Investments Balance - End of Year

This is equal to the sum of lines 8-13, and must equal Section 8, Line 9, Total column. It will automatically calculate.

15 Investments Balance - Beginning of Year

What was the fair value of your organization's permanently restricted endowment at the start of the fiscal year?

16 Interest & Dividends

How much did your organization earn in interest and dividends on your permanently restricted endowment fund during the fiscal year?

17 Realized Gains (Losses)

What is the value of all gains/losses to your organization as a result of sales and redemptions of investments? Gains should be reported as a positive number, losses as a negative number. This is reported as Investments-Realized Gain/(Loss) in Section 3-Revenue, Line 16.

18 Unrealized Gains (Losses)

What was the difference between the fair value of an investment or security and its previously reported value? Gains should be reported as a positive number, losses as a negative number. This is reported as Investments-Unrealized Gain/(Loss) in Section 3-Revenue, Line 17.

19 New Funds In

What was the amount of new funds added to your organization's permanently restricted endowment during the fiscal year?

20 Funds Out (must be a negative number)

What was the fair value of funds (including interest and dividends) taken out of your organization's permanently restricted endowment during the fiscal year? Enter a negative number for this item.

21 Investments Balance - End of Year

This is equal to the sum of lines 15-20, and must equal Section 8, Line 10, Total column. It will automatically calculate.

22 Investments Balance - Beginning of Year

What was the fair value of all organization investments, other than endowment funds, at the start of the fiscal year?

23 Interest & Dividends

How much did your organization earn in interest and dividends on investments other than endowment funds during the fiscal year?

24 Realized Gains (Losses)

What is the value of all gains/losses to your organization as a result of sales and redemptions of investments? Gains should be reported as a positive number, losses as a negative number. This is reported as Investments-Realized Gain/(Loss) in Section 3-Revenue, Line 16.

25 Unrealized Gains (Losses)

What was the difference between the fair value of an investment or security and its previously reported value? Gains should be reported as a positive number, losses as a negative number. This is reported as Investments-Unrealized Gain/(Loss) in Section 3-Revenue, Line 17.

26 New Funds In

What was the amount of new funds added to your organization's investments, other than endowment funds, during the fiscal year?

27 Funds Out (must be a negative number)

What was the fair value of funds (including interest and dividends), other than endowment investments, taken out of your organization's investments during the fiscal year? Enter a negative number for this item.

28 Investments Balance - End of Year

This is equal to the sum of lines 22-27, and must equal Section 8, Line 11, Total column. It will automatically calculate.

Section 10 Loans

General Instructions

- A line of credit is a pre-arranged loan from a financial institution with a guaranteed limit intended to bridge short-term financial needs of the organization.
- An organization may hold a mortgage on the performing, presentation, exhibit, office, storage or any other spaces used by the organization.
- For all other notes or loans held by the organization, you may wish to list and explain the nature of them in any of the Notes at the end of Lines 12-15.

Line Number Instructions**1 Balance - Beginning of Year**

What was the balance due on your organization's line of credit at the start of the fiscal year? Enter a positive number for this line item.

2 Additional Borrowings During the Fiscal Year

What was the total amount borrowed from your line of credit by your organization over the course of the fiscal year? Enter a positive number for this line item.

3 Total Repayments During the Fiscal Year (must be a negative number)

What was the total amount repaid on your organization's line of credit over the course of the fiscal year? Enter a negative number for this item. If the amount owed on your line of credit was forgiven by the lending institution, include that amount on this line.

4 Balance - End of Year

What was the balance due on your organization's line of credit at the end of the fiscal year? This is the sum of lines 1-3 and will automatically calculate. This line must equal Section 8, Line 26, Total column.

5 Credit Line Limit

What was the total limit on your organization's line of credit?

6 Credit Line Rate

What was the average interest rate of your line of credit during the fiscal year?

7 Balance - Beginning of Year

What was the balance due on mortgages held by your organization at the start of the organization's fiscal year? Enter a positive number for this line item.

8 Additional Borrowings During the Fiscal Year

What was the total amount of additional mortgages taken out by your organization, or any amounts borrowed against a mortgage over the course of the fiscal year? Enter a positive number for this line item.

9 Total Repayments During the Fiscal Year (must be a negative number)

What was the total amount repaid on mortgages held by your organization over the course of the fiscal year? Enter a negative number for this item. If the amount owed on your mortgage(s) was forgiven by the lending institution, include that amount on this line.

10 Balance - End of Year

What was the balance due on mortgages held by your organization at the end of your fiscal year? This is the sum of lines 7-9 and will automatically calculate.

10a Mortgages Payable - Current

Divide the value in Line 10 (Balance - End of Year) into current and non-current portions, and enter the current portion in line 10a.

The current portion refers to the amount that must be paid within the next year. The non-current portion is the remainder that must be paid after the first year.

This line must equal Section 8, Line 27, Total column.

10b Mortgages Payable - Non Current

Divide the value in Line 10 (Balance - End of Year) into current and non-current portions, and enter the current portion in line 10b.

The current portion refers to the amount that must be paid within the next year. The non-current portion is the remainder that must be paid after the first year.

This line must equal Section 8, Line 32, Total column.

11 Mortgage Rate

What was the average interest rate of your organization's mortgages over the fiscal year?

12 Balance - Beginning of Year

What was the balance due on any other loans held by your organization at the start of the organization's fiscal year? Enter a positive number for this line item.

13 Additional Borrowings During the Fiscal Year

What was the total amount borrowed by your organization over the course of the fiscal year in addition to or other than mortgages and lines of credit? Enter a positive number for this line item.

14 Total Repayments During the Fiscal Year (must be a negative number)

What was the total amount repaid on other loans held by your organization over the course of the fiscal year? Enter a negative number for this item. If the amount owed on any other notes or loans was forgiven by the lending institution, include that amount on this line.

15 Balance - End of Year

What was the balance due on other loans held by your organization at the end of the fiscal year? This is the sum of lines 12-14 and will automatically calculate.

Note: The value of this line must be the sum of lines 15a and 15b below.

15a Other Notes & Loans - Current

Divide the value in Line 15 (Balance - End of Year) into current and non-current portions, and enter the current portion in line 15a.

The current portion refers to the amount that must be paid within the next year. The non-current portion is the remainder that must be paid after the first year.

This line must equal Section 8, Line 28, Total column.

15b Other Notes & Loans - Non Current

Divide the value in Line 15 (Balance - End of Year) into current and non-current portions, and enter the non-current portion in line 15b.

The current portion refers to the amount that must be paid within the next year. The non-current portion is the remainder that must be paid after the first year.

This line must equal Section 8, Line 33, Total column.

Section 11 Non-Financial Information

Section A - Number of Contributors

- Fill in the number of donors to your organization by category.
- 'Contributions' refers to monetary donations as well as goods or in-kind services.
- On each line, mark whether the amount given is actual, estimated, or not available. If you have no donors in that category, please select the 'Not Applicable' radio button.

Line Number Instructions

A1 Individuals

How many individuals contributed to your organization? Include members and/or subscribers who made contributions in addition to membership dues or subscription fees.

Do not include board members.

If an individual gave more than one gift, only count them once for this line item.

A2 Board

How many board members contributed to your organization, including those whose contributions are required by your by-laws? If your organization has no board of directors, instead use advisory board contributors.

A3 Corporate

How many corporations contributed to your organization?

If a corporation gave more than one gift to your organization, only count them once for this line item.

A4 Foundation

How many charitable foundations contributed to your organization, including foundations attached to corporations if classified as such in Section 3?

If a foundation gave more than one grant to your organization, only count them once for this line item.

A5 Government (Federal, State & Local)

How many government entities or agencies contributed to your organization? Include those at federal, state, county, city and local levels.

Section B - Square Footage and Physical Capacity

- This section is meant to examine the physical size of your organization with regards to its cultural activities. If you do not already have these figures, estimates of square footage and capacity are acceptable. There is no need to include measurements for restrooms, hallways, or other auxiliary spaces. If you do include these, they can be considered "public spaces."
- Please separate your information into spaces you own and spaces you rent or lease.
- For each type of space, include the total square footage, the total capacity, and the number of venues.
- If you enter the square footage, the capacity or the number of venues for a line item,

you must complete the line and enter all three items.

- To determine the square footage and physical capacity of a space, you may need to refer to architectural drawings or other organization records.
- If your organization has more than one of the types of spaces listed, the square footage and capacity should be for all venues of that type. For instance, if you had three different office locations, you would list the combined square footage, combined capacity and the number of venues would be three.
- In the Rented Space section, only list locations that you habitually use. For instance, if your organization always rents the same theater for its performances, include information about it in this section. If your organization rents a space for a one-time meeting, do not include it in this section.
- If spaces within your organization have more than one function, use the primary purpose of the space when filling out the form.
- For multi-use spaces without a primary purpose, choose one classification and make a note that it is multi-purpose in the Notes at the end of the appropriate line.
- If a space within your organization does not match any of the spaces described in this section, use the Other line to record the information about this section.
- If the capacity of your performance space is unlimited, as for a street theater setting, please use the number of tickets printed for your event as the capacity. If you do not print or sell tickets for unlimited capacity events, please estimate the capacity.
- For each line item, mark whether the information given is actual, estimated, or not available. If you have no space that matches the description, select the 'Not Applicable' radio button.

Line Number Instructions

B1 *Exhibition space(s)*

Exhibition spaces refer to galleries or other museum-like spaces within your organization.

B2 *Performance venue(s)*

Performance venues refer to theater, concert or other spaces used by presenting organizations.

B3 *Educational space(s)*

Educational spaces are primarily used for training or school group use, i.e., classrooms or school resource rooms, and not exhibition spaces that school groups visit.

B4 *Administrative space(s)*

Administrative spaces are office spaces and spaces for the use of staff or board members, such as conference rooms. The capacity of these spaces refers to how many people use the space. If part-time workers use the space, use full-time equivalents whenever possible to add to capacity figures. To determine full-time equivalents, calculate how many part-time workers would equal one full-time worker at your organization's definition of full time. For more on determining Full-Time Equivalents, see Subsection I.

B5 *Gift Shop space(s)*

Gift shops refer to stores, or spaces within larger spaces, such as kiosks, used for merchandise or other souvenir sales.

B6 *Concession space(s)*

Concession spaces refer to areas geared toward food preparation and serving such as restaurant and catering spaces. Halls or other large spaces used primarily for other purposes such as concerts or exhibits, which are also used as rental spaces, should not be included in this line item.

B7 *Public space(s)*

Public spaces refer to lobbies, atria or other plazas accessible to the public during a regular set of hours and not requiring an entrance fee. This line item may also include

restrooms, corridors and other spaces that do not fall into the categories above.

B7a Other Space(s)

In this line item, list the square footage, capacity, and number of venues for owned space not included in any of the Lines B1-B7.

B7b Other Space(s), Briefly Describe

If you entered a value in Line B7a, please describe the other spaces you are reporting.

B8 Total

This is the sum of lines B1-B7. It will automatically calculate.

B9 Exhibition space(s)

Exhibition spaces refer to galleries or other museum-like spaces within your organization. If your organization rents or leases the same exhibition space more than once, record the information about the space only once on this line.

B10 Performance venue(s)

Performance venues refer to theater, concert or other spaces used by presenting organizations. If your organization rents or leases the same performance space more than once, record the information about the space only once on this line.

B11 Educational space(s)

Educational spaces are primarily used for training or school group use, i.e., classrooms or school resource rooms, and not exhibition spaces that school groups visit.

B12 Administrative space(s)

Administrative spaces are office spaces and spaces for the use of staff or board members, such as conference rooms. The capacity of these spaces refers to how many people use the space. If part-time workers use the space, use full-time equivalents whenever possible to add to capacity figures. To determine full-time equivalents, calculate how many part-time workers would equal one full-time worker at your organization's definition of full time. For more on determining Full-Time Equivalents, see Subsection I.

B13 Gift Shop space(s)

Gift shops refer to stores, spaces within larger spaces, such as kiosks, used for merchandise or other souvenir sales.

B14 Concession space(s)

Concession spaces refer to areas geared toward food preparation and serving such as restaurant and catering spaces. Halls or other large spaces used primarily for other purposes such as concerts or exhibits, which are also used as rental spaces, should not be included in this line item.

B15 Public space(s)

Public spaces refer to lobbies, atria or other plazas accessible to the public during a regular set of hours and not requiring an entrance fee. This line item may also include restrooms, corridors and other spaces that do not fall into the categories above.

B15a Other Space(s)

In this line item, list the square footage, capacity, and number of venues for rented space not included in any of the Lines B9-B15.

B15b Other Space(s), Briefly Describe

If you entered a value in Line B15a, please describe the other spaces you are reporting.

B16 Total

This is the sum of lines B9-B15. It will automatically calculate.

Section C – Attendance

- Please note that attendance does not include Web hits or Web visits.
- For each line item, please mark whether the information given is actual, estimated, or not available. If you have no visitors that match the description, please select the 'Not Applicable' radio button.
- Lines C1 and C2 include all attendees of your organization including those who attended classes and workshops. Lines C4 and C6 are subsets of Line C3 - Total Attendance.

Line Number Instructions

C1 Total Paid Attendance

How many people paid an entrance fee to visit your organization whether they were general visitors, ticket holders, members, subscribers, students taking classes, workshop participants or those attending outreach activities?

C2 Total Free Attendance

How many people attended you organization and paid no admission fee, whether your organization has no admission fee, or whether the visitor entered during a free admission period or had complimentary tickets to enter or attend? This includes students taking classes, workshop participants and those attending outreach activities.

C3 Total Attendance (C1+C2)

This is the sum of lines C1 and C2. It will automatically calculate.

C4 School Children

What is the number of school students, age 18 or below, who attended or visited your organization in groups or individually?

This figure is a subset of Total Attendance in Line C3 above.

C5a Groups of School Children (# of Groups)

How many *groups* of students age 18 or below, attended or visited your organization on school- sponsored or organization-sponsored programs?

C5b Other Groups (# of Groups)

How many *groups* of visitors other than school groups attended or visited your organization?

C6 Attendance - Classes/Workshops

How many people attended workshops, residencies, classes, or other educational events offered by your organization? This figure should include full enrollment for educational institutions.

This figure is a subset of Total Attendance in Line C3 above.

Section D - Website Activity

- To complete the first three lines in this subsection, you will need activity statistics reports from your website host. These are typically made available on a monthly or quarterly basis. Please be aware that unless you specifically request it, cumulative information may not be available on an annual basis from your web service provider. You may have to compile the monthly or quarterly reports to come to the annual figures.
- For each line item, please mark whether the information given is actual, estimated, or not available. If you have no statistics that match the description, please select the 'Not Applicable' radio button.

Line Number Instructions

D1 Number of Page Views

How many page views did your website have over the course of the fiscal year? A Page View is generated every time a user looks at one page or html file of your website. This is opposed

to web hits. For instance, one page of your website could contain ten pictures. A user looking at that page would generate 11eleven hits - one for each picture and one for the html file, as opposed to one page view. This number should not be included in any attendance figures.

D2 Number of Unique Web Visitors

A web visitor is someone who looks at three or more pages of your website, thus expressing greater interest in your organization or programs. The Unique Visitors statistic counts each visitor (or computer) only once, thus giving a more accurate number of the people who look at your website without counting the same person (or computer) more than once. This number should not be included in any attendance figures.

D3 Average time spent per visitor (minutes)

In minutes, what was the average length of time spent on a visit to your website?

D4 Total income earned from website activities (from admissions, ticket sales, shop sales, etc.)

How much revenue was earned by your organization as a result of website sales including tickets, gift shop items, etc.?

D5 Total website generated donations

How much revenue was donated to your organization through direct website appeals?

Section E - Subscriber & Members

- For each line item, mark whether the information given is actual, estimated, or not available. If you have neither subscribers nor members, select the 'Not Applicable' radio button.

Line Number Instructions

E1 Subscribers

How many people purchased tickets to a specially designated series of events or performances?

E2 Members

How many people joined your organization as a financial supporter or made a donation in return for certain benefits such as free admission, discounts, and invitations to special events?

E3 How many people are both members and subscribers?

How many people are both members of your organization and subscribers to a series of organization events? Do not include someone who receives a subscription as a member benefit.

Section F - Pricing

- For each line item, mark whether the information given is actual, estimated, or not available. If you have no admission prices that match the description, select the 'Not Applicable' radio button.

Line Number Instructions

F1 Average Adult Admission Price

What was your average adult ticket or admission price?

F2 Average Child Admission Price

What was your average child ticket or admission price?

F3 Average Senior Citizen Admission Price

What was your average senior citizen ticket or admission price?

F4 Average Student Admission Price

What was your average student ticket or admission price?

F5 Highest Single Ticket Price

What was the highest possible price a visitor could pay for admission or a ticket?

F6 Lowest Single Ticket Price

What was the lowest possible price a visitor could pay for admission or a ticket?

F7 Median Ticket Price

What was the median price of all tickets or admission fees?

A median is a type of average. To find your median ticket price, make a list of all of your ticket prices and select the price in the middle.

F8 Average Adult Tuition

If your organization offers classes or workshops, what was the average tuition for adults?

F9 Average Child Tuition

If your organization offers classes or workshops, what was the average children's tuition?

Section G - Program Activity

- For each line item, only report events which happened during the fiscal year being reported here. For each line item, mark whether the information given is actual, estimated, or not available. If you have no events that match the description, select the 'Not Applicable' radio button.

Line Number Instructions**G1 Productions**

How many productions including theatrical, dance or musical presentations, were presented by your organization? Do not count multiple performances or presentations of the same program or production.

G2 Public Performances - At Home

What was the total number of performances of all productions offered at your home location this fiscal year?

G3 Public Performances - Away (on tour)

What was the total number of performances of all productions offered anywhere other than your home location this fiscal year?

G4 Permanent Exhibitions

How many exhibitions or series of artworks specifically grouped and permanently installed, does your organization display?

G5 Temporary Exhibitions

How many exhibitions, or series of artworks, specifically grouped and on display for a limited period of time during the year did your organization display? The exhibition need not have originated at your organization.

G6 Educational Classes/Workshops - for the public

How many classes or workshops were offered by your organization specifically for the general public and not for professionals in the field? Classes indicate class or course offerings. Do not count multiple offerings of the same class or workshop.

G7 Educational Classes/Workshops - for professional artists and curators

How many classes or workshops were offered by your organization specifically for professionals in the field (professional development)? Classes indicate class or course offerings. Do not count multiple offerings of the same class or workshop.

G8 Tours

For presenting or museum organizations, how many productions or exhibits were presented by your organization away from home on an organized tour? For historic or other visitation-oriented organizations, how many types of tours were offered by your organization, not the number of times each tour was offered?

G9 Films

How many films were offered by your organization to an audience? This includes the number of films offered, not the number of times an individual film was shown.

G10 Lectures

How many lectures were offered by your organization to an audience? This includes the number of lectures offered, not the number of times the same lecture was given.

G11 Openings

How many art exhibits, permanent or temporary, were displayed for the first time at your organization?

G12 World Premieres

How many musical works, choreographed dance performances, original theater pieces or art exhibits were performed or displayed by your organization for the first time anywhere in the world? Include premieres of commissioned and non-commissioned works.

G13 National Premieres

How many musical works, choreographed dance performances, original theater pieces or art exhibits were performed or displayed by your organization for the first time in the United States? Do not include any works, performances, or exhibitions listed in G12.

G14 Local Premieres

How many musical works, choreographed dance performances, original theater pieces or art exhibits were performed or displayed by your organization for the first time in your local area? Do not include any works, performances, or exhibitions listed in G12 or G13.

G15 Works Commissioned

How many works including theater, dance, musical or artworks were commissioned by your organization? Include any works for which a contract was executed during the course of the fiscal year.

G16 Workshops or readings of new works

How many organized readings or workshops of new works has your organization held in the past year, thus exploring the possibility of mounting new productions or supporting new works?

G17 Programs - Other

How many other programs or productions did your organization offer that did not fall into any of the categories in this sub-section? Do not count multiple performances or presentations of the same program or production. For your reference, you may wish to list and explain these other programs offered in the Notes at the end of this line.

G18 Off-site School Programs

How many programs or productions does your organization offer in educational institutions? Do not count multiple performances or presentations of the same program or production.

G19 Facility Rentals - By your organization for your program use

During the course of your fiscal year, how many times did your organization rent a space for a performance, exhibition or other programmatic use?

G20 Facility Rentals - By your organization for your non-program use

During the course of your fiscal year, how many times did your organization rent a space for a non-programmatic event?

G21 Facility Rentals - Of your organization for another's program use

During the course of your fiscal year, how many times was your organization's space or spaces rented by a public or private group for programmatic use such as for a performance or an art exhibition?

G22 Facility Rentals - Of your organization for another's non-program use

During the course of your fiscal year, how many times was your organization's space or spaces rented by a public or private group for a non-programmatic or private event?

G23 On average, how many hours per week is your organization open to the public?

If your hours of operation fluctuate seasonally, please put the average weekly hours here. For your reference, you may wish to list your regular weekly open hours and seasonal variations in the Notes at the end of this line. If yours is a presenting organization, do not list your office hours, enter the average number of hours per week your organization offers its programs or performances.

Section H - Fundraising

- These questions concern your organization's participation in fundraising campaign activities to raise money for a restricted purpose, such as a building campaign, to raise endowment funds, or for general operating purposes. **Do not include information about annual fundraising campaigns in this section.**
- Separate your responses by campaign type - capital and/or endowment. If your organization is conducting or will conduct a capital campaign of any kind, for your reference, you may wish to explain the exact nature of the campaign in the Notes at the end of line H1 or H2.
- If your organization conducted a fundraising campaign of any other type, for your reference, you may wish to explain the exact nature of the campaign in the Notes at the end of line H1.

Line Number Instructions

H1 Has your organization recently completed a fundraising campaign?

Recently means within the fiscal year for which you are reporting.

H2 Is your organization in the middle of or actively planning a fundraising campaign?

Include information on planned campaigns that are to begin within the year following the fiscal year reported.

Section I - Staff & Non-Staff Statistics

- Please divide all your personnel into the listed categories. The area of programming is broken down into 'Artists & Performers' and 'Program - All Other'
- If an employee divides his or her time between the areas of programming, general and administrative, and fundraising, please indicate this on the form by using decimal places. For example, an employee who works on programming 40% of the time and fundraising 60% of the time should be entered as 0.4 of a program employee and 0.6 of a fundraising employee. The split of employee function should mirror the salary portions on your audit report and your financial records.
- To determine Full Time Equivalents (FTEs), calculate how many part-time workers would equal one full time worker. To do this equation, first calculate the average weekly hours for a full time employee, multiplied by the number of weeks per year employees typically work. Then, for all of your part-timers, multiply the number of hours per week x the number of weeks per year x the number of employees. Then divide that number by the full time annual hours calculated above. For example: If a typical FT employee works 40 hours per week at 50 weeks per year, the annual FT hours are 2000. If you then have 5 PT program employees who each work 20 hours a week (100 hours) and 40 weeks per year, that equals 4000 annual PT hours. 4000 divided by 2000 equals 2. The number entered in Line I2, program-all other column would be 5, and the number entered in the same column in Line I3 would be 2. By this equation, 5 PT employees = 2 FTEs.
- The Total column equals the sum of the first four columns for each line. It will automatically calculate.
- Each column in this section should correspond to the same column reporting salaries in Section 5.
- For each line item, please mark whether the information given is actual, estimated, or not

available. If you have no employees or other personnel that match the description, please select the 'Not Applicable' radio button.

Line Number Instructions

11 Full-time Permanent Employees

How many of your employees work at least seven hours for five days per week annually or the equivalent?

12 Part-time/Seasonal Employees

How many of your employees work less than seven hours for five days per week annually and/or full time for less than 50 weeks per year?

13 Part-time/Seasonal Employees - FTEs

Of your part-time/seasonal employees, how many full time equivalents (FTEs) do you have?

To determine Full Time Equivalents (FTEs), calculate how many part-time workers would equal one full time worker. To do this equation, first calculate the average weekly hours for a full time employee, multiplied by the number of weeks per year employees typically work. Then, for all of your part-timers in this category, multiply the number of hours per week x the number of weeks per year x the number of employees. Then divide that number by the full time annual hours calculated above.

For example: If a typical FT employee works 40 hours per week at 50 weeks per year, the annual FT hours are 2000. If you then have 5 PT program employees who each work 20 hours a week (100 hours) and 40 weeks per year, that equals 4000 annual PT hours. 4000 divided by 2000 equals 2. The number entered in Line I2, Program-All Other column would be 5, and the number entered in the same column in Line I3 would be 2. By this equation, 5 PT employees = 2 FTEs.

NOTE: If you do not track detailed hours of your part-time staff, volunteers, contractors, or interns, you can take an estimated average of the number of hours worked per year, multiply by the number of people in that category (PT staff, volunteers, contractors, or interns), and divide by the number of working hours in one year (usually 2000).

If you need assistance with this field, please contact the CDP Help Desk at:

California help@caculturaldata.org or toll-free 1-866-9-CAL-CDP (866-922-5237)
Illinois help@ilculturaldata.org or toll-free 1-866-99-ILCDP (866-994-5237)
Maryland help@mdculturaldata.org or toll-free at 1-866-9-MD-DATA (866-963-3282)
Massachusetts help@massculturaldata.org or toll-free 1-877-MASSCDP (877-627-7237)
New York State help@nysculturaldata.org or toll-free 1-888-NYSCDP-1 (888-697-2371)
Pennsylvania help@pacdp.org or toll-free 1-866-21-PACDP (866-217-2237)

14 Full-time Volunteers

How many people work at least seven hours for five days per week annually or the equivalent without any compensation?

15 Part-time Volunteers

How many people work less than seven hours for five days per week annually or the equivalent without any compensation?

16 Part-time Volunteers - FTEs

Of your part-time volunteers, how many full time equivalents (FTEs) do you have?

To determine Full Time Equivalents (FTEs), calculate how many part-time workers would equal one full time worker. To do this equation, first calculate the average weekly hours for a full time

employee, multiplied by the number of weeks per year employees typically work. Then, for all of your part-timers in this category, multiply the number of hours per week x the number of weeks per year x the number of employees. Then divide that number by the full time annual hours calculated above.

For example: If a typical FT employee works 40 hours per week at 50 weeks per year, the annual FT hours are 2000. If you then have 5 PT program employees who each work 20 hours a week (100 hours) and 40 weeks per year, that equals 4000 annual PT hours. 4000 divided by 2000 equals 2. The number entered in Line I2, Program-All Other column would be 5, and the number entered in the same column in Line I3 would be 2. By this equation, 5 PT employees = 2 FTEs.

NOTE: If you do not track detailed hours of your part-time staff, volunteers, contractors, or interns, you can take an estimated average of the number of hours worked per year, multiply by the number of people in that category, and divide by the number of working hours in one year (usually 2000).

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Massachusetts help@massculturaldata.org or toll-free 1-877-MASSCDP (877-627-7237)
New York State help@nysculturaldata.org or toll-free 1-888-NYSCDP-1 (888-697-2371)
Pennsylvania help@pacdp.org or toll-free 1-866-21-PACDP (866-217-2237)

17 Independent Contractors

How many people work under contract for your organization to accomplish certain goals, or to complete a specified project, or for a limited period of time, but are not paid through your organization's payroll account?

18 Independent Contractors - FTEs

Of your independent contractors, how many full time equivalents (FTEs) do you have?

To determine Full Time Equivalents (FTEs), calculate how many part-time workers would equal one full time worker. To do this equation, first calculate the average weekly hours for a full time employee, multiplied by the number of weeks per year employees typically work. Then, for all of your part-timers in this category, multiply the number of hours per week x the number of weeks per year x the number of employees. Then divide that number by the full time annual hours calculated above.

For example: If a typical FT employee works 40 hours per week at 50 weeks per year, the annual FT hours are 2000. If you then have 5 PT program employees who each work 20 hours a week (100 hours) and 40 weeks per year, that equals 4000 annual PT hours. 4000 divided by 2000 equals 2. The number entered in Line I2, Program-All Other column would be 5, and the number entered in the same column in Line I3 would be 2. By this equation, 5 PT employees = 2 FTEs.

NOTE: If you do not track detailed hours of your part-time staff, volunteers, contractors, or interns, you can take an estimated average of the number of hours worked per year, multiply by the number of people in that category, and divide by the number of working hours in one year (usually 2000).

If you need assistance with this field, please contact the CDP Help Desk at:

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Massachusetts help@massculturaldata.org or toll-free 1-877-MASSCDP (877-627-7237)
New York State help@nysculturaldata.org or toll-free 1-888-NYSCDP-1 (888-697-2371)
Pennsylvania help@pacdp.org or toll-free 1-866-21-PACDP (866-217-2237)

19 Interns/Apprentices

How many students or other interns, who may or may not be earning a stipend, are there in your organization?

110 Interns/Apprentices - FTEs

Of your interns/apprentices, how many full time equivalents (FTEs) do you have?

To determine Full Time Equivalents (FTEs), calculate how many part-time workers would equal one full time worker. To do this equation, first calculate the average weekly hours for a full time employee, multiplied by the number of weeks per year employees typically work. Then, for all of your part-timers in this category, multiply the number of hours per week x the number of weeks per year x the number of employees. Then divide that number by the full time annual hours calculated above.

For example: If a typical FT employee works 40 hours per week at 50 weeks per year, the annual FT hours are 2000. If you then have 5 PT program employees who each work 20 hours a week (100 hours) and 40 weeks per year, that equals 4000 annual PT hours. 4000 divided by 2000 equals 2. The number entered in Line I2, Program-All Other column would be 5, and the number entered in the same column in Line I3 would be 2. By this equation, 5 PT employees = 2 FTEs.

NOTE: If you do not track detailed hours of your part-time staff, volunteers, contractors, or interns, you can take an estimated average of the number of hours worked per year, multiply by the number of people in that category, and divide by the number of working hours in one year (usually 2000).

If you need assistance with this field, please contact the CDP Help Desk at:

California help@caculturaldata.org or toll-free 1-866-9-CAL-CDP (866-922-5237)
Illinois help@ilculturaldata.org or toll-free 1-866-99-ILCDP (866-994-5237)
Maryland help@mdculturaldata.org or toll-free at 1-866-9-MD-DATA (866-963-3282)
Massachusetts help@massculturaldata.org or toll-free 1-877-MASSCDP (877-627-7237)
New York State help@nysculturaldata.org or toll-free 1-888-NYSCDP-1 (888-697-2371)
Pennsylvania help@pacdp.org or toll-free 1-866-21-PACDP (866-217-2237)