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**Affidavit and Revenue Certification**

Monroe Symphony Orchestra, Inc.  
Ouachita Parish  
Monroe, Louisiana

**ANNUAL SWORN FINANCIAL STATEMENTS AND CERTIFICATION OF REVENUES \$75,000 OR LESS (if applicable)**

The annual sworn financial statements are *required* by Louisiana Revised Statute 24:514 to be filed with the Legislative Auditor within 90 days after the close of the fiscal year. The certification of revenues of \$75,000 or less, if applicable, is required by Louisiana Revised Statute 24:513(J)(1)(c)(i)(aa).

Personally came and appeared before the undersigned authority, Lyle Miller (enter officer name), who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of Monroe Symphony Orchestra, Inc as of May 31, 2019, and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

**(Complete if applicable)**

In addition, \_\_\_\_\_ (officer name), who, duly sworn, deposes and says that \_\_\_\_\_ (entity name) received \$75,000 or less in revenues and other sources for the year ended \_\_\_\_\_, and accordingly, is not required to have an audit for the previously mentioned year.

Lyle Miller  
Officer's Signature

Sworn to and subscribed before me this 8th day of June, 2019.

Peggy Nannette Holley  
NOTARY PUBLIC SIGNATURE & SEAL  
#40590

For Office Use Only
Under provisions of state law, this report will become a public document on the Monday following the release date. A copy of the report will be submitted to appropriate public officials and be available for public inspection at the Baton Rouge office of the Louisiana Legislative Auditor and, where appropriate, at the office of the parish clerk of court.
Release Date <u>JUL 03 2019</u>

Please Complete This Section
Officer's Name _____
Officer's Title _____
Address _____
City, Zip _____
Ph: Cell/Land _____
E-mail _____

Please return the completed form within 90 days of your entity's year-end to Louisiana Legislative Auditor – Local Government Services; Post Office Box 94397, Baton Rouge, LA 70804-9397 - Updated 8/3/16

Monroe Symphony Orchestra, Inc.

(Agency Name)

**Statement of Cash Receipts and Disbursements  
For the Year Ended May 31, 2019**

	General Fund	Other Fund	Total
<b>RECEIPTS (Provide Brief Description):</b>			
1. Tickets & Sponsors	\$ 89,754	\$	\$
2. Grants	10,053		
3. Donations	36,091		
4. Fundraisers	22,471		
5. Advertising Sales	12,750		
<b>6. Total receipts (add lines 1 - 5)</b>	<b>\$ 171,119</b>	<b>\$</b>	<b>\$</b>
<b>DISBURSEMENTS (Provide Brief Description):</b>			
7. Musical Events	119,417		
8. Administrative	48,229		
9. Special Events	5,781		
10. Choir	(3,813)		
11. Youth Symphony	(558)		
12.			
<b>13. Total Disbursements (add lines 7 - 12)</b>	<b>\$ 169,056</b>	<b>\$</b>	<b>\$</b>
14. Change in fund balance ( Lines 6 minus 13)	\$ 2,063	\$	\$
15. Fund Balance at beginning of year	\$ 19,072	\$	\$
16. Fund balance (deficit) at end of year (Add lines 14-15)			
--This amount also goes on line 12, Statement B	\$ 21,135	\$	\$ \$
\$			

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**Monroe Symphony Orchestra, Inc.**  
 (Agency Name)

Balance Sheet, on May 31, 2019  
 (Year-End)

	General Fund	Other Fund	Total
<b>ASSETS</b> (balances at year-end) -Give brief description:			
1. Cash and cash equivalents on hand	\$ 14,046	\$ 8,839	\$ 22,885
2. Investments (fair value) on hand			
3. Office furnishings (Cost of desks, etc)			
4. Equipment (Cost of fax machine, etc)			
5. Other (brief description)			
6. <b>Total Assets</b> (add lines 1 - 5)	\$ 14,046	\$ 8,839	\$ 22,885

**LIABILITIES AND FUND BALANCE** (at year-end): 7. Liabilities (give brief description):

8. Payroll Taxes	\$ 1,750	\$	\$
9.			
10.			
11. <b>Total Liabilities</b> (add lines 7 - 10)	1,750		
12. <b>Fund balance</b> (amount from Line 16 on Statement A)	21,135		
13. Other			
14. <b>Total Liabilities and Fund Balance</b> (add lines 11 - 13)	\$ 22,885	\$	\$

Monroe Symphony Orchestra, Inc (Agency Name)

**Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer (Required Form - Please Submit Completed Form Per Attached Instructions)**

For the Year Ended May 31, 2019 (Year-End)

**Agency Head Name and Title:** Craig West – Executive Director

Purpose	Dollar Amount
1. Salary	1. \$30,650
2. Benefits-insurance	2.
3. Benefits-retirement	3.
4. Benefits-other (describe)	4.
5. Benefits-other (describe)	5.
6. Benefits-other (describe)	6.
7. Car allowance	7.
8. Vehicle provided by government (if reported on your W-2)	8.
9. Per diem	9.
10. Reimbursements	10.
11. Travel	11.
12. Registration fees	12.
13. Conference travel	13.
14. Housing	14.
15. Unvouchered expenses (example: travel advances, etc.)	15.
16. Special meals	16.
17. Other	17.
18. TOTAL (enter total of line 1-17)	18. \$30,650

\_\_\_\_\_ Please check here if the Agency Head does not receive any compensation, benefits, and other payments. (Act 462 of the 2015 Legislative Session allows nongovernmental entities or not-for-profit (quasipublic) entities to report on the Act 706 schedule **only** those payments to the agency head that are derived from the public funds.)

# Monroe Symphony Orchestra Inc

## STATEMENT OF FINANCIAL POSITION

As of May 31, 2019

	TOTAL	
	AS OF MAY 31, 2019	AS OF MAY 31, 2018 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
Event Petty Cash	0.00	0.00
MSO Operating	13,796.23	15,676.95
MSO Performance Clearing	250.00	139.40
Restricted Assets		
Monroe Youth Symphony Account	4,826.60	4,268.62
MSO Chorus Account	4,012.47	199.71
<b>Total Restricted Assets</b>	<b>8,839.07</b>	<b>4,468.33</b>
<b>Total Bank Accounts</b>	<b>\$22,885.30</b>	<b>\$20,284.68</b>
Accounts Receivable		
Accounts Receivable	0.00	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Assets		
Prepaid Expenses	0.00	0.00
Undeposited Funds	0.00	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$22,885.30</b>	<b>\$20,284.68</b>
<b>TOTAL ASSETS</b>	<b>\$22,885.30</b>	<b>\$20,284.68</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	0.00	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>	<b>\$0.00</b>
Credit Cards		
Credit Card		
MSO Librarian card	0.00	0.00
MSO Operating Card	0.00	0.00
<b>Total Credit Card</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Credit Cards</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Liabilities		
Deferred Revenue		
Deferred Revenue	0.00	0.00
Payroll Taxes Payable		
Federal Withholding	432.00	312.00
FICA Withholding	917.60	620.00
MCare Withholding	214.79	145.00
State Withholding	186.00	136.00
<b>Total Payroll Taxes Payable</b>	<b>1,750.39</b>	<b>1,213.00</b>
<b>Total Other Current Liabilities</b>	<b>\$1,750.39</b>	<b>\$1,213.00</b>

	TOTAL	
	AS OF MAY 31, 2019	AS OF MAY 31, 2018 (PY)
<b>Total Current Liabilities</b>	<b>\$1,750.39</b>	<b>\$1,213.00</b>
<b>Total Liabilities</b>	<b>\$1,750.39</b>	<b>\$1,213.00</b>
<b>Equity</b>		
Permanently Restricted Net Assets	0.00	0.00
Retained Earnings	-33,175.47	1,425.17
Unrestricted Assets	52,247.15	52,247.15
Net Revenue	2,063.23	-34,600.64
<b>Total Equity</b>	<b>\$21,134.91</b>	<b>\$19,071.68</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$22,885.30</b>	<b>\$20,284.68</b>

# Monroe Symphony Orchestra Inc

## STATEMENT OF ACTIVITY

June 2018 - May 2019

	TOTAL
Revenue	
Donations	17,420.95
Fund Raisers	
Game Proceeds	2,985.00
Sponsorships	6,750.00
Ticket Sales	7,560.00
<b>Total Fund Raisers</b>	<b>17,295.00</b>
Grants	
Corporate/Private Grants	1,000.00
Government Grants	1,053.00
Multi-year Matching Grants	5,000.00
<b>Total Grants</b>	<b>7,053.00</b>
Membership	39,425.00
Program Ad Sales	11,550.00
Color Ad	1,200.00
<b>Total Program Ad Sales</b>	<b>12,750.00</b>
Sales of Product Revenue	3,655.00
Cost of Product	-2,245.77
<b>Total Sales of Product Revenue</b>	<b>1,409.23</b>
Season Sponsorships	25,500.00
Sound Safari.	
League Support	5,000.00
Sound Safari Sponsors	4,500.00
Tickets	1,035.00
<b>Total Sound Safari.</b>	<b>10,535.00</b>
Special Events	
Special Events Cost	-657.83
Special Events Income	1,521.19
<b>Total Special Events</b>	<b>863.36</b>
Symphony League Support	18,670.00
Ticket Sales	5,805.00
Event Brite	5,763.81
PayPal	670.00
Sales at Door	5,055.00
<b>Total Ticket Sales</b>	<b>17,293.81</b>
Unapplied Cash Payment Revenue	0.00
<b>Total Revenue</b>	<b>\$168,215.35</b>
Cost of Goods Sold	
Online Fees	922.20
<b>Total Cost of Goods Sold</b>	<b>\$922.20</b>
<b>GROSS PROFIT</b>	<b>\$167,293.15</b>
Expenditures	

	TOTAL
Advertising	612.18
Bank Charges	8.26
Concert	
After Glow Events	1,357.77
Conductor	17,780.00
Guest Artists	13,100.00
Librarian	2,100.00
Lodging	1,614.89
Mileage	12,434.20
Music	2,820.99
Music Use Fee	682.99
Musicians	52,923.75
Personnel Manager	1,250.00
Venue-related	13,352.90
<b>Total Concert</b>	<b>119,417.49</b>
Insurance	
Insurance - Liability	3,070.98
Insurance - Workers Comp.	875.00
<b>Total Insurance</b>	<b>3,945.98</b>
JULEPS & JAZZ	
Beverages	702.74
Contract Labor	1,085.00
Printing	532.77
Supplies	455.49
Venue Related	100.00
<b>Total JULEPS &amp; JAZZ</b>	<b>2,876.00</b>
Legal & Professional Fees	1,111.00
Meals and Entertainment	199.16
Office/General Administrative Expenditures	86.12
Board Expense	464.80
Copiers	1,255.61
Dues & Subscriptions	112.00
Miscellaneous	150.00
Office Supplies	144.05
Software	1,006.87
Telephone	594.58
<b>Total Office/General Administrative Expenditures</b>	<b>3,814.03</b>
Postage	2,010.19
Printing	237.79
Brochures	1,906.24
Invitations	179.18
Tickets	263.34
<b>Total Printing</b>	<b>2,586.55</b>
Salary & Wages	
Executive Director	30,650.00
Payroll Taxes	2,344.82
<b>Total Salary &amp; Wages</b>	<b>32,994.82</b>
Taxes & Licenses	25.00

	TOTAL
Unapplied Cash Bill Payment Expenditure	0.00
<b>Total Expenditures</b>	<b>\$169,600.66</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -2,307.51</b>
Other Revenue	
MSO Chorus Income	
Donations	1,218.00
Dues	2,090.00
Interest Income	1.79
Sponsors	5,790.00
Ticket Sales	640.00
<b>Total MSO Chorus Income</b>	<b>9,739.79</b>
Youth Symphony Income	
Interest Income	2.46
MYSO Ticket Sales	875.00
Program Ads	1,900.00
Semester Tuition	3,880.00
<b>Total Youth Symphony Income</b>	<b>6,657.46</b>
<b>Total Other Revenue</b>	<b>\$16,397.25</b>
Other Expenditures	
MSO Chorus Expense	
Chorus Expenses	42.03
Conductor	2,755.00
Musicians	3,130.00
<b>Total MSO Chorus Expense</b>	<b>5,927.03</b>
Youth Symphony Expense	
Musicians	4,950.00
Youth Expenses	1,149.48
<b>Total Youth Symphony Expense</b>	<b>6,099.48</b>
<b>Total Other Expenditures</b>	<b>\$12,026.51</b>
<b>NET OTHER REVENUE</b>	<b>\$4,370.74</b>
<b>NET REVENUE</b>	<b>\$2,063.23</b>