

Financial Literacy: Organizational Finance

This worksheet was created as a part of Center Theatre Group's Virtual Modules video series, accessible via CTGLA.org/VirtualModules.

These questions and activities should follow review of the Financial Literacy introduction video, the Organization Finance videos, and the resources and text on the Organizational Finance page.

Reflection & Review Questions

- What is the one piece of advice or statement from this module that spoke to you the most, and why?
- What organizational expenses do you consider to be non-negotiable, and why?
- What is the difference between a non-profit organization and a for-profit organization? What are the benefits of being a non-profit? What are the challenges?
- Imagine you are a prospective donor. What would convince you to fund somebody's organization?

Learning Activities

Organization Research:

Identify one small (\$250,000 budget or less), one medium (\$250k-1 Million) and one large (\$1 Million +) theatre company that you are interested in learning more about. Set up a free account on Guidestar and compare the finances between the three organizations. What do you see that is similar? What do you see that is different?

* Guidestar is a database that contains free information on nonprofit organizations. You can use this database to discover and research nonprofits in your area.

Financial Forecast: Imagine that you started a small non-profit theater company this year. For the first year, you are the only part-time employee, the Artistic/Managing Director, and you pay yourself \$20/hour for 10 hours/week, for a total of \$10,400 +\$2,000 in payroll and other related expenses (\$12,400 total). The budget for your first year is \$30,000,

Make a Budget:

Imagine you are budgeting your first production at a rented space that costs \$1,000 per weekend of performances. You want to use the full \$17,600 left in your \$30,000 annual budget after your salary. Create a budget for that project using Diana Wyenn's [budget template](#). Think about variables such as the type of production, number of collaborators, number of performances and rehearsal time. Where would you cut expenses if you had to shift to a \$15,000 budget? What about a \$10,000 budget?