



FRCB

FRIENDS OF ROCKVILLE CIVIC BALLET

ANNUAL REPORT 2017

OUR PREMIER YEAR

A 501(c)(3) Registered Organization

www.friendsrcb.org
6225 Lone Oak Drive
Bethesda, MD 20817
Tel: 301.530.6515
Fax: 202.517.9122



A YEAR IN REVIEW

A Year in Review

by Silvie Gallardo 2018 President
President@friendsrcb.org 2017 Secretary

MISSION

The Friends of Rockville Civic Ballet (FRCB) is the Rockville Civic Ballet's very own Booster Club! FRCB volunteers work hard to make sure the Rockville Civic Ballet (RCB) and its artists and programs have the funds and resources they need for giving back the best possible performances, for creating new works and preserving the existing repertoire, and for offering opportunity to, while welcoming participation by, the Rockville area's unique, inclusive and diverse community of those who love the Art of Dance.

Please note: No dancer is required to join the FRCB to participate in RCB shows.

HIGHLIGHTS OF OUR PREMIER YEAR

Friends of the Rockville Civic Ballet (FRCB) began 2017 as just an idea. A great idea with no money but lots of enthusiasm. Our first action was to become an incorporated entity in Maryland. There was an initial outlay of funds that came from a small and committed group involved in filing Articles of Incorporation. Once FRCB was incorporated, the next step was to apply for 501(c)(3) status as a non-profit with the Internal Revenue Service. This application was submitted on 28 April 2017 and, from that date forward, FRCB has been able to accept tax-deductible donations. A significant contribution was made by private individuals to launch an endowment to support an effective and productive future for the Friends of the Rockville Civic Ballet.



Photo Credits: Steven Lunsford @sjlphoto, Ganga Keppetipola

Operating Highlights

Articles of Incorporation and Bylaws were submitted to the State of Maryland to establish the FRCB organization.

An application for 501(c)(3) status was submitted to the Internal Revenue Service.

A provisional Board of Directors was established with all officers serving as volunteers.

Fundraising from members, public contributions, and GoFundMe raised \$7642.

Fundraising from direct retail sales (crafts, flowers, t-shirts, bake sale) raised \$4682.

An Alumni Reunion Event was held in December 2017, bringing together many former dancers and their families.

The FRCB web site launched in October of 2017. Our new Facebook page is now active.

Treasurer's Report

by Ganga Keppetipola
Treasurer@friendsrcb.org 2017 -18 Treasurer

Friends of the Rockville Civic Ballet follows on the amazing spirit and accomplishments of committed dancers, families and friends who crafted a framework of support and financial aid for the Rockville Civic Ballet over 40 years. Our gratitude goes out to those who contributed for costumes and sets through bake sales, flower sales, craft sales and tireless sewing.

Our goal as a non-profit is to broaden the capacity of the Rockville community to support the Art of Dance that is the Rockville Civic Ballet. FRCB was formed in partnership with the City of Rockville, Department of Recreation and Parks and the legacy of Claudia Mangan, founder of the Rockville Civic Ballet. The FRCB mission is one of a diverse and inclusive organization.

FRCB was launched financially on 3 May 2017 by opening our checking account. We thank Bill Wood for contributing approximately \$2000, including funds raised by Claudia Mangan to enhance and support the Rockville Civic Ballet. Our finances were strengthened with designated contributions for new sets and stage pieces, the sale of FRCB-branded merchandise and an endowment account. Total revenue for 2017 was \$17,620. After expenses and start-up costs, FRCB ended 2017 with an increase in net assets of \$8427.

Funds were raised from a variety of sources within the Rockville Civic Ballet community, including alumni, friends and current families as well as sales proceeds during each performance. As with the RCB in years past, most funds were raised during the six *Nutcracker* performances.

FRCB focused our sights in 2017 on replacement of *Nutcracker* sets damaged by water in 2015. Funds were raised online through GoFundMe, a series of benefit concerts hosted and presented by the Tennant family specifically for this purpose, and direct contributions. FRCB was able to secure the services of a carpenter who did major rebuilding design and produced manuals for care and assembly for \$2500. An in-kind contribution from Home Depot is gratefully acknowledged. The "sweat equity" of committed volunteers provided the finishing touches enjoyed by our audiences of many hundreds of children, families and Friends of the Rockville Civic Ballet.

Current Priorities

Sustainability – having a vision and strategic plan for long-term growth and meeting our mission statement.

Expanded community presence and visibility consistent with mission as diverse & inclusive.

Membership drive to include as many RCB families as possible.

Emphasize building up our endowment.

Connecting to business to build ticket sales and avenues for volunteer service & contributions.

Accounts

FRCB has a Federal Employer Identification Number:
82-1085137

FRCB holds checking and no-fee savings accounts at Capital One Bank.

Protocols have been established for accepting credit card transactions, for accepting & processing cash advances, or for purchase of materials and supplies to support sales during ballet performances.



FINANCIAL INFORMATION

Financial Information

Statement of Activities – 2017 Fiscal Year

1 January 2017 to 31 December 2017

	<i>Without Donor Restriction</i>	<i>With Donor Restriction</i>	<i>Totals</i>
Income			
Gross Sales			
FRCB Sales	1,241	–	1,241
Bake Sales	1,517	–	1,517
Flower Sales	3,832	–	3,832
Craft Sale	2,670	–	2,670
Total Gross Sales	9,261	–	9,261
FRCB COGS	853	–	853
Bake Sales COGS	165	–	165
Flower Sales COGS	2,229	–	2,229
Craft Sale COGS	1,333	–	1,333
Total Cost of Goods Sold	4,579	–	4,579
Retail Gross Income	4,682	–	4,682
Membership Fees	715	–	715
Interest Income	2	–	2
Contributions			
Contributions -- Unrestricted	6,405	–	6,405
Contributions -- Donor Restricted	–	1,237	1,237
Assets Released from Restriction	737	(737)	–
Total Contributions	7,142	500	7,642
Total Gross Income	12,541	500	13,041
Expenses			
Program Costs – Nutcracker Sets	2,500	–	2,500
Program Costs – Dancer Honoraria	750	–	750
General & Administrative Costs	1,364	–	1,364
Total Expenses	4,614	–	4,614
Change in Net Assets	\$ 7927	\$ 500	\$ 8427

Note: Dollar values are shown in the Financial Statements. Calculations are done to the penny, while each value shown is rounded to the nearest dollar. Hence, the sums shown may not tally exactly due to rounding error but are correct, rounded to the dollar.

Future Programming

Community outreach and engagement.

Continued rebuilding of sets and costume inventory.

Establishment of an FRCB Archive & continued preservation of works and records.

Sales of promotional items to build “brand” of FRCB (sub-committee was established in January 2018).

Building brand visibility with connections to civic groups and local businesses.



RCB Founder Claudia Mangan

FRCB Board of Directors

In 2017, a provisional Board of Directors volunteered to serve until an election at a membership meeting in January 2018. We would like to thank Irene Elliot for good work and dedication to the FRCB.

<i>Officer</i>	<i>2017 Board</i>	<i>2018 Board</i>
President	Nancy Popson	Silvie Gallardo
Secretary	Silvie Gallardo	Nancy Popson
Treasurer	Ganga Keppetipola	Ganga Keppetipola
VP, Outreach & Education	Bill Wood	Bill Wood
VP, Fundraising & Membership	Irene Elliot	Lisa Daly

Notes to the Financial Statements

STATUS AND PURPOSE OF FRIENDS OF ROCKVILLE CIVIC BALLET

Friends of Rockville Civic Ballet, Inc. (FRCB) is a 501(c)(3)-qualified organization incorporated in the State of Maryland dedicated to supporting the artistic leadership of the Rockville Civic Ballet, a community-based performing company of volunteer dancers under the jurisdiction of the City of Rockville Department of Recreation and Parks. The Rockville Civic Ballet performs three classical ballet productions each year in Rockville's F. Scott Fitzgerald Theatre, with ten shows for which tickets are sold, including six performances of *The Nutcracker* annually. Founded in 1975 by Claudia Mangan, the Rockville Civic Ballet has been directed by Eleanor Simpson since 2015.

During the 2017 Fiscal Year, the FRCB had no debt and held assets only in cash. This means that only Current Assets only are shown since there are no fixed assets, depreciation or amortization. The FRCB has no employees. Board members, officers, committee members and other participants are volunteers, so no direct or indirect labor expenses are shown.

Statement of Financial Position

31 December 2017

Assets	
Current Assets	
Cash	
Checking Account – Unrestricted	9,257
Savings Account – Donor-Restricted	502
Total Cash	9,760
Total Current Assets	9,760
Total Assets	\$ 9,760
 Liabilities & Net Assets	
Accrued Liability	1,333
Net Assets	
Net Assets -- Unrestricted	7,927
Net Assets -- Donor Restricted	500
Total Net Assets	8,427
Total Liabilities & Net Assets	\$ 9,760

Sources of Funds

INCOME SUMMARY

During Fiscal 2017 the FRCB generated gross income of \$13,041. Unrestricted gross income was \$12,541, including unrestricted contributions to the FRCB of \$7142, or 56.9%. A \$500 contribution is donor-restricted.

MEMBERSHIP FEES

FRCB is supported by a membership that pays annual fees which totaled \$715 in Fiscal 2017, comprising 5.7% of unrestricted gross income. During 2017, the FRCB membership comprised nine individuals, 21 families and two alumna who are former dancers continuing to support the Rockville Civic Ballet. Members are entitled to attend general membership meetings, vote in FRCB elections, serve as board members or participate as volunteers in FRCB projects.

Statement of Cash Flows – FY 2017

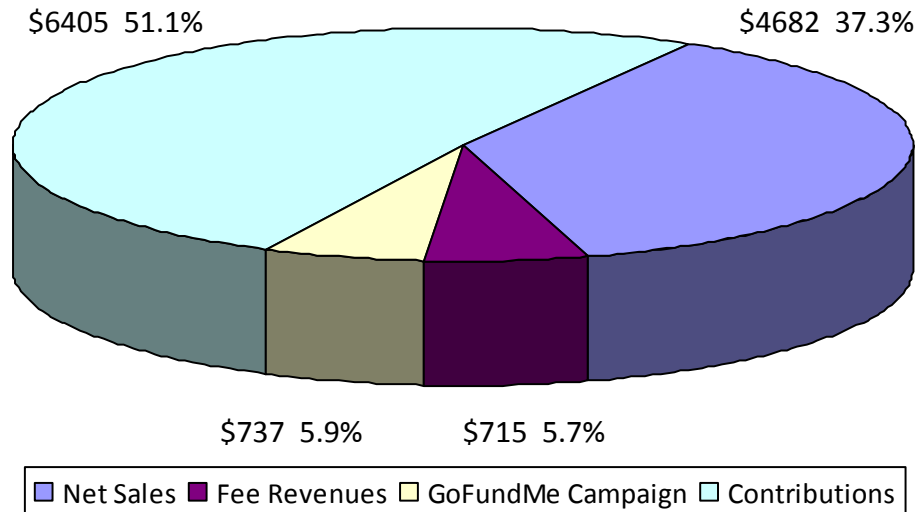
1 January 2017 to 31 December 2017

Cash-flow due to Operations	8,425
Cash-flow due to Investment	2
Cash-flow due to Financing	1,333
Total Cash Flow	\$ 9,760



NOTES TO THE FINANCIAL STATEMENTS

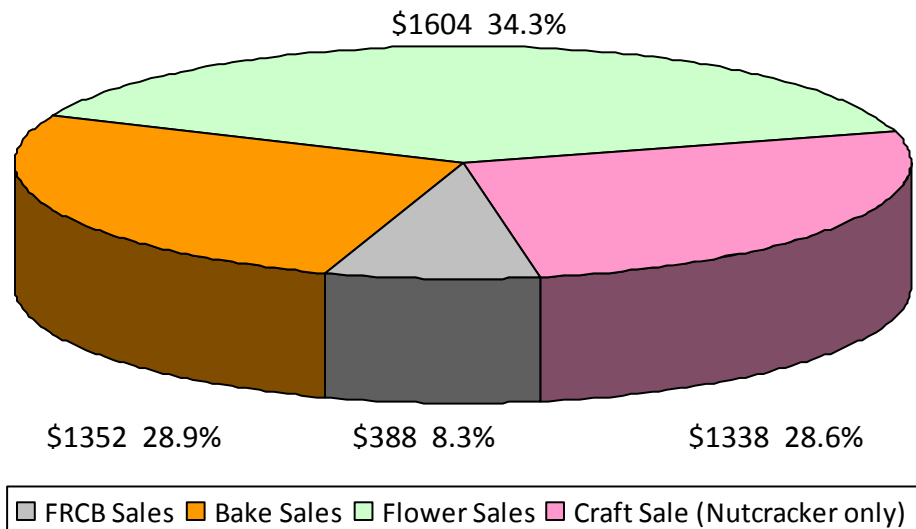
FRCB FY 2017 Sources of Unrestricted Gross Income



LOBBY SALES

After the Spring Show of the Rockville Civic Ballet in March 2017, the FRCB assumed responsibility for retail sales in the Lobby of the F. Scott Fitzgerald Theatre before and during ballet performances. FRCB now conducts a Bake Sale for ballet audiences, with pre-wrapped food and drinks provided by participating families. In addition, a Flower Sale sells flowers obtained commercially, offering free on-stage delivery of flowers to dancers. Periodically, the FRCB may sell FRCB-branded merchandise, conduct raffles of donated items or include a Craft Sale. Sales in the lobby of the F. Scott Fitzgerald theater during performances produced gross income of \$4682, or 37.3% of unrestricted gross income. An invoice for craft-sale Cost of Goods Sold, which was received after 2017 fiscal year-end and paid in Fiscal 2018, is recognized as an Accrued Liability. Revenues received through retail offerings are regarded as sales at market prices rather than charitable contributions.

FRCB FY 2017 Sources of Retail Gross Income



NOTES TO THE FINANCIAL STATEMENTS

GOFUNDME CAMPAIGN

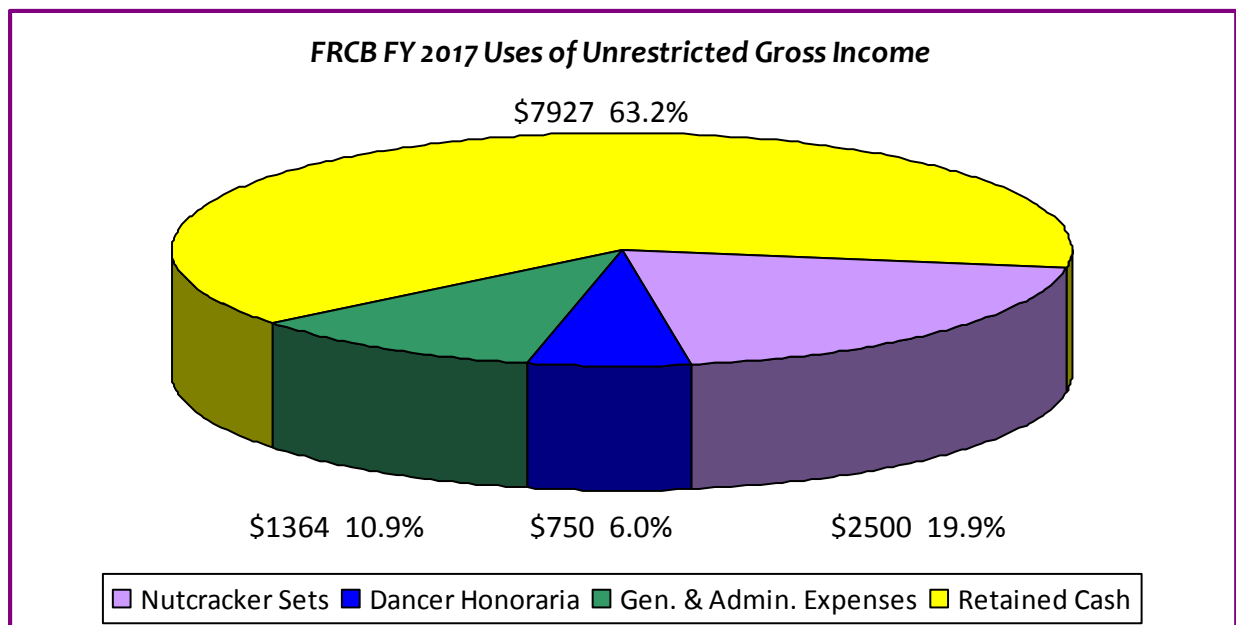
During 2017, the FRCB launched a GoFundMe campaign which solicits crowd-funding to support the Rockville Civic Ballet's rebuilding of a stage set used in its annual production of *The Nutcracker*. Since set costs exceeded fundraising, the online GoFundMe campaign remains active on an ongoing basis. In Fiscal 2017, the FRCB received \$737 in GoFundMe pledges net of transaction fees, comprising 5.9% of unrestricted gross income. Funding obtained through the GoFundMe campaign were treated as donor-restricted capital until it was reclassified after program expenditures exceeded the contributions. For more information please see:

www.gofundme.com/nutcrackerbuild

Uses of Funds

GENERAL AND ADMINISTRATIVE

General and Administrative costs in 2017 totaled \$1364 or 10.9% of unrestricted gross income. Certain one-time expenditures related to initiating operations of the FRCB materially affected general and administrative costs in 2017. Specific contributions were solicited from key FRCB members to fund defined start-up costs.



PROGRAM FUNDING

Program expenditures in support of the FRCB charitable mission totaled \$3250 for 2017, or 25.9% of unrestricted gross income.

PROGRAM 1: *THE NUTCRACKER SET*

One major program was approved by the FRCB Board during 2017, financially supporting the renewal and reconstruction of the first-act set for the annual production of *The Nutcracker* by the Rockville Civic Ballet. In 2000, the Rockville Civic Ballet created a substantial set depicting a full-stage interior view of an opulent home which was used each year for the "Party Scene". In 2015, many components of the set were destroyed or damaged in storage, limiting the on-stage effect of the remaining set elements. In 2017, the FRCB agreed to sponsor the efforts of the Rockville Civic Ballet, with the City of Rockville Department of Recreation and Parks, to rebuild the set. Specifically, the FRCB agreed to pay Bill Presley, the designer and builder of the original 2000 first-act set, to redesign and rebuild new set components. Mr. Presley incorporated features im-

NOTES TO THE FINANCIAL STATEMENTS

proving the safety and portability of the new set, providing a complete set of documentation and instructions for use of the new set. Design and construction of the new set was completed in time for use in the Rockville Civic Ballet's 2017 production of *The Nutcracker*, with six shows which opened on 2 December 2017. Disbursements for this program during Fiscal 2017 totaled \$2500, comprising 19.9% of unrestricted gross income.

PROGRAM 2: DANCER HONORARIA

The FRCB Board approved an ongoing program of dancer recognition in the form of honoraria intended to defray some costs of participation in performances of the Rockville Civic Ballet. During Fiscal 2017, dancer honoraria totaled \$750, or 6.0% of unrestricted gross income.

INCREASE IN NET ASSETS

Net Assets of \$8427 were retained in the form of cash deposited in bank accounts at Fiscal 2017 year-end with \$7927 being unrestricted, representing 63.2% of unrestricted gross income. In addition, \$1333 in unrestricted cash was reserved to pay the Accrued Liability invoice. A donor-restricted contribution of \$500 was segregated in a separate savings account, with earned interest of \$2.47 retained for compounding purposes as of the end of the 2017 Fiscal Year.

These financial statements are unaudited and subject to revision. An Audit Sub-committee began work on protocols for auditing FRCB books. An Audit Committee Report will be submitted to the FRCB Board of Directors during 2018.

Acknowledgements

The Friends of the Rockville Civic Ballet wish to express appreciation for generous support in the form of contributions & personal efforts by individuals, families & organizations of our community

Bill Wood and the Legacy of Claudia Mangan

Pavitt/Gilby Endowment

Home Depot

Betty Wisda

City of Rockville and its Dept. of Recreation and Parks

Gallardo Law Office

Irene Elliot

Catherine McAlpine

The Tennant Family

Alicia Trotter & Mark Simpson

Steven Lunsford

Bill Presley

Everyone who helped with the Flower Sales, Bake Sales, Craft Sale or creating FRCB-branded merchandise.

