



Organization Information

Organization name: **Writers Series of Traverse City**

City: Traverse City

State: MI

County: Grand Traverse

NISP Discipline: 10 - Literature

NISP Institution: 47 - Cultural Series Organization

NTEE: A20 - Arts & Culture

Applicant is not audited or reviewed by an independent accounting firm.

Federal ID # 272470925

Year organization founded: 2010

Organization type: 501(c)3 nonprofit organization

Fiscal year end date: 12-31

DUNS # 078533746

Full-time staff: 1

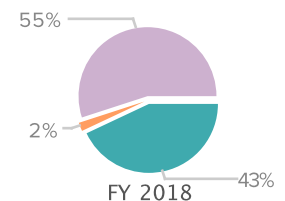
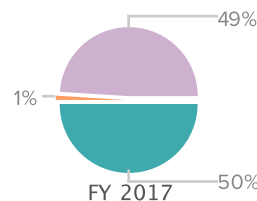
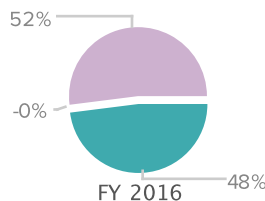
Paid FTEs: 1.62

A display value of -0% signifies a value of less than +/- 0.5%

Unrestricted Activity	FY 2016	FY 2017	% Change	FY 2018	% Change
Unrestricted Operating Revenue					
Earned Program	\$112,123	\$110,432	-2%	\$144,202	31%
Earned Non-program	\$89,725	\$70,036	-22%	\$88,530	26%
Total Earned Revenue	\$201,848	\$180,468	-11%	\$232,732	29%
Investment Revenue	-\$119	\$4,176	3,609%	\$8,420	102%
Contributed Revenue	\$183,704	\$181,932	-1%	\$178,537	-2%
Total Unrestricted Operating Revenue	\$385,433	\$366,576	-5%	\$419,689	14%
Less in-kind	(\$5,000)	(\$5,000)	0%	(\$5,000)	0%
Total Unrestricted Operating Revenue Less In-kind	\$380,433	\$361,576	-5%	\$414,689	15%
Expenses by Functional Total					
Program	\$160,311	\$221,350	38%	\$264,719	20%
Fundraising	\$18,847	\$22,607	20%	\$33,649	49%
General & Administrative	\$50,477	\$58,898	17%	\$36,763	-38%
Total Operating Expenses	\$229,635	\$302,855	32%	\$335,131	11%
Less in-kind	(\$5,000)	(\$5,000)	0%	(\$5,000)	0%
Total Operating Expenses Less In-kind	\$224,635	\$297,855	33%	\$330,131	11%
Net Unrestricted Activity - Operating	\$155,798	\$63,721	-59%	\$84,558	33%
Net Unrestricted Activity - Non-operating			n/a		n/a
Total Net Unrestricted Activity	\$155,798	\$63,721	-59%	\$84,558	33%
Net Temporarily Restricted Activity			n/a		n/a
Net Permanently Restricted Activity			n/a		n/a
Net Total Activity	\$155,798	\$63,721	-59%	\$84,558	33%

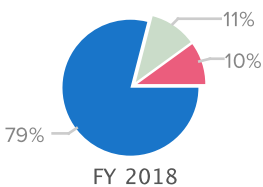
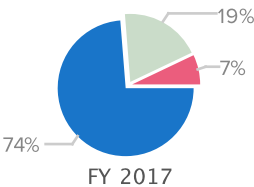
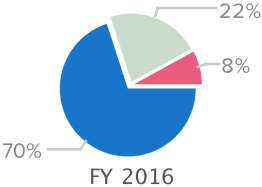
Revenue by Source

- Earned
- Investment
- Contributed



Expenses by Functional Grouping

- Program
- General & Administrative
- Fundraising



Revenue Details

	FY 2016	FY 2017	FY 2018	FY 2018	FY 2018	FY 2018
Operating Revenue	Total	Total	Total	Unrestricted	Temporarily Restricted	Permanently Restricted
Earned - Program						
Single ticket sales	\$103,400	\$107,034	\$128,969	\$128,969		n/a
Publication sales	\$524	\$220	\$114	\$114		n/a
Tuitions and registration fees	\$975	\$0	\$0	\$0		n/a
Total earned - program	\$112,123	\$110,432	\$144,202	\$144,202	\$0	n/a
Earned - Non-program						
Advertising revenue	\$9,075	\$8,636	\$8,855	\$8,855		n/a
Sponsorship revenue	\$80,650	\$61,400	\$79,675	\$79,675		n/a
Total earned - non-program	\$89,725	\$70,036	\$88,530	\$88,530	\$0	n/a
Total earned revenue	\$201,848	\$180,468	\$232,732	\$232,732		n/a
Contributed						
Trustee & board	\$29,600	\$12,650	\$15,655	\$15,655		
Individual	\$87,384	\$66,012	\$48,835	\$48,835		
Corporate	\$0	\$0	\$0	\$0		
Foundation	\$0	\$1,500	\$0	\$0		
State government	\$19,930	\$19,270	\$21,750	\$21,750		
Federal government	\$0	\$0	\$10,000	\$10,000		
In-kind operating contributions	\$5,000	\$5,000	\$5,000	\$5,000		
Other contributions	\$41,790	\$77,500	\$77,297	\$77,297		
Net assets released from restriction	\$0	\$0	\$0	\$0		
Total contributed revenue	\$183,704	\$181,932	\$178,537	\$178,537		
Operating investment revenue	-\$119	\$4,176	\$8,420	\$8,420		
Total operating revenue	\$385,433	\$366,576	\$419,689	\$419,689		
Total operating revenue less in-kind	\$380,433	\$361,576	\$414,689	\$414,689		
Total non-operating revenue						
Total revenue	\$385,433	\$366,576	\$419,689	\$419,689		
Total revenue less in-kind	\$380,433	\$361,576	\$414,689	\$414,689		

Expense Details

	FY 2016 Total	FY 2017 Total	% Change	FY 2018 Total	% Change	FY 2018 Program	FY 2018 Fundraising	FY 2018 General & Administrative
Personnel expenses - Operating								
W2 employees (salaries, payroll taxes and fringe benefits)	\$30,924	\$49,022	59%	\$85,381	74%	\$51,229	\$21,345	\$12,807
Independent contractors	\$71,767	\$92,608	29%	\$89,585	-3%	\$81,046	\$2,112	\$6,427
Total personnel expenses - Operating	\$102,691	\$141,630	38%	\$174,966	24%	\$132,275	\$23,457	\$19,234
Non-personnel expenses - Operating								
Advertising and promotion	\$26,858	\$45,378	69%	\$45,078	-1%	\$36,516	\$8,562	\$0
Dues and subscriptions	\$989	\$1,918	94%	\$1,811	-6%	\$0	\$0	\$1,811
Grant awards and similar amounts paid	\$4,124	\$2,090	-49%	\$2,050	-2%	\$2,050	\$0	\$0
Insurance	\$971	\$1,061	9%	\$1,914	80%	\$0	\$0	\$1,914
Occupancy costs	\$29,914	\$32,915	10%	\$37,323	13%	\$27,509	\$0	\$9,814
Office and administration	\$22,712	\$17,943	-21%	\$22,663	26%	\$19,659	\$0	\$3,004
Printing, postage and shipping	\$5,601	\$11,418	104%	\$6,520	-43%	\$3,912	\$1,630	\$978
Travel	\$10,449	\$16,638	59%	\$14,031	-16%	\$14,023	\$0	\$8
Productions and events costs	\$25,326	\$31,864	26%	\$28,775	-10%	\$28,775	\$0	\$0
Total non-personnel expenses - Operating	\$126,944	\$161,225	27%	\$160,165	-1%	\$132,444	\$10,192	\$17,529
Total operating expenses	\$229,635	\$302,855	32%	\$335,131	11%	\$264,719	\$33,649	\$36,763
Non-operating personnel expenses	\$0	\$0	n/a	\$0	n/a			
Non-operating non-personnel expenses	\$0	\$0	n/a	\$0	n/a			
Total expenses	\$229,635	\$302,855	32%	\$335,131	11%	\$264,719	\$33,649	\$36,763
Total expenses less in-kind	\$224,635	\$297,855	33%	\$330,131	11%			
Total expenses less depreciation	\$229,635	\$302,855	32%	\$335,131	11%			
Total expenses less in-kind and depreciation	\$224,635	\$297,855	33%	\$330,131	11%			

Balance Sheet

Assets	FY 2016	FY 2017	% Change	FY 2018	% Change
Current assets					
Cash	\$105,164	\$176,100	67%	\$224,932	28%
Receivables	\$2,500	\$0	-100%	\$0	n/a
Investments	\$20,281	\$23,889	18%	\$30,323	27%
Prepaid expenses & other	\$0	\$0	n/a	\$0	n/a
Total current assets	\$127,945	\$199,989	56%	\$255,255	28%
Non-current investments					
Fixed assets (net)		\$0	n/a	\$0	n/a
Other non-current assets	\$0	\$0	n/a	\$0	n/a
Total non-current assets		\$0	n/a	\$0	n/a
Total assets	\$127,945	\$199,989	56%	\$255,255	28%
Liabilities & Net Assets	FY 2016	FY 2017	% Change	FY 2018	% Change
Liabilities					
Accounts payable & other	\$1,830	\$10,767	488%	\$2,598	-76%
Loans & other debt		\$0	n/a	\$0	n/a
Deferred revenue		\$0	n/a	\$0	n/a
Total current liabilities	\$1,830	\$10,767	488%	\$2,598	-76%
Non-current liabilities	\$0	\$0	n/a	\$0	n/a
Total liabilities	\$1,830	\$10,767	488%	\$2,598	-76%
Net assets					
Unrestricted		\$199,989	n/a	\$255,255	28%
Temporarily restricted		\$0	n/a	\$0	n/a
Permanently restricted		\$0	n/a	\$0	n/a
Total net assets	\$126,115	\$189,222	50%	\$252,657	34%
Total liabilities & net assets	\$127,945	\$199,989	56%	\$255,255	28%

Balance Sheet Metrics

	FY 2016	FY 2017	FY 2018
Months of Operating Cash	5	7	8
Total working capital	\$126,115	\$189,222	\$252,657
Current Ratio	69.92	18.57	98.25
Debt Service Impact	0%	0%	0%
Unrestricted Net Assets Net of Property, Plant and Equipment	n/a	n/a	n/a
Operating Margin	40%	17%	20%
Depreciation as a % of Fixed Assets	n/a	n/a	n/a
Leverage Ratio			

Months of Operating Cash represents the number of months an organization can operate at current average monthly expense levels with existing cash and cash equivalents. $Cash + Cash\ Equivalents / (Total\ Expense / 12)$. The ratio is calculated using total numbers since this organization does not have a disaggregated balance sheet.

Total Working Capital consists of the resources available for operations, and in this report is calculated as total current assets minus total current liabilities since this organization does not have a disaggregated balance sheet. This calculation of working capital may differ from your internal calculations. Adequate working capital provides financial strength and flexibility to your organization, the ability to meet obligations as they come due, and the ability to take more risks, knowing there is a cushion to fall back on

Current Ratio (Current Assets divided by Current Liabilities) determines the organization's ability to pay current debt using current assets. The higher the ratio, the more capable the organization is of paying its obligations. The ratio is calculated using unrestricted numbers only.

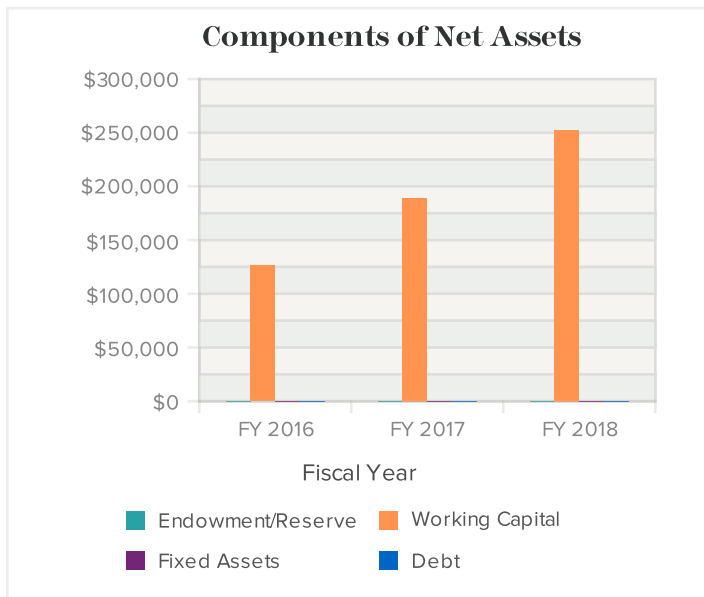
Debt Service Impact (Total Debt Service including principal and interest divided by Total Expense) calculates the % of an organization's total expenses applied to the total debt-service burden, e.g. a mortgage). This measure can help understand the portion of the book value of an organization's fixed assets that they truly own free and clear of related obligations and depreciated value. It is calculated as $Unrestricted\ Net\ Assets - (Net\ Fixed\ Assets - Mortgage\ Debt)$.

Unrestricted Net Assets Net of Property, Plant and Equipment ($Unrestricted\ Net\ Assets - (Net\ Fixed\ Assets - Mortgage\ Debt)$) shows what the organization's unrestricted net assets would be if they did not own any property, or have any debts associated with that property. Because this calculation is based on unrestricted values for net assets and fixed assets, if an organization fills out a single column balance sheet and does not separate fixed assets into restricted and unrestricted categories, this value will be blank

Operating Margin (Change in Net Assets divided by Total Unrestricted Operating Revenue) is a measurement of the organizations efficiency in operating, highlighting the amount of an organization's surplus or deficit.

Depreciation as a % of Fixed Assets indicates the potential need for replacement or repair of fixed assets (such as buildings, furniture, office equipment, sets and props); especially significant for organizations that own a building or carry a long-term lease.

Leverage Ratio (Total Debt divided by Total Unrestricted and Temporarily Restricted Assets) is a measurement of a company's efficiency in operating.



Attendance

In-person Participation	FY 2016	FY 2017	% Change	FY 2018	% Change
In-person participation - paid	4,468	4,908	10%	6,438	31%
In-person participation - free	1,070	1,321	23%	2,872	117%
Total in-person participation	5,538	6,229	12%	9,310	49%

Types of In-person Attendance	FY 2016	FY 2017	% Change	FY 2018	% Change
Performance tickets	5,528	6,029	9%	8,720	45%
Registrants for classes/workshops	10		-100%	0	n/a
Lecture attendees	0	200	n/a	590	195%
Total in-person participation	5,538	6,229	12%	9,310	49%

Attendance Ages	FY 2016	FY 2017	% Change	FY 2018	% Change
Children (18 and under)	148	205	39%	741	261%
Children served in schools	200	250	25%	97	-61%
Seniors	3,228	3,554	10%	5,141	45%
Adults	2,152	2,470	15%	3,428	39%

Other Participation	FY 2016	FY 2017	% Change	FY 2018	% Change
Residency applicants	20	20	0%	20	0%
Competition entrants	135	309	129%	230	-26%
Competition winners	5	8	60%	8	0%

Staffing

Staff & Non-Staff Statistics	FY 2016	FY 2017	% Change	FY 2018	% Change
Full-time permanent employees	1	1	0%	1	0%
Part-time permanent employees	0	0	n/a	1	n/a
Part-time permanent employees - FTEs			n/a	0.63	n/a
Number of part-time or one-time volunteers	50	60	20%	69	15%
Part-time or one-time volunteers - FTEs	0.35	0.35	0%	0.56	60%
Independent contractors	9	16	78%	25	56%
Number of interns and apprentices	0	0	n/a	3	n/a
Artistic Staff & Non-Staff Statistics	FY 2016	FY 2017	% Change	FY 2018	% Change

This organization has not provided data on artistic staff. This may be because the organization does not hire artistic staff or the organization's annual expenses are under \$50,000, and they are therefore only required to complete the short form of the DataArts Survey.

Program Activity

	FY 2016	FY 2017	% Change	FY 2018	% Change
Distinct productions	15	16	7%	19	19%
Total performances	15	16	7%	19	19%
Distinct class series/courses	1		-100%	0	n/a
Total classes/class sessions	5	0	-100%	0	n/a
Distinct lectures	0	6	n/a	8	33%
Lecture occurrences	0	6	n/a	8	33%
Programs offered in schools	4	3	-25%	3	0%
Hours of programming in schools	156	156	0%	157	1%
Number of schools served	35	35	0%	35	0%
Artists placed in schools	6	8	33%	9	12%
Residencies awarded	1	1	0%	1	0%
Competitions hosted	66	67	2%	77	15%
Physical books	125	200	60%	200	0%
Book titles	1	1	0%	1	0%
New books		1	n/a	1	0%
Distinct publications		1	n/a	1	0%
Publications distributed	125	200	60%	200	0%