

Klamath County COVID-19
Emergency Response
Grant - Final Report

Please provide the following information and submit with your final drawdown request. **20% of the grant is withheld until we receive the final report.**

Covid 19 Operations & Tourism
Title of Project / Funds Awarded
Ross Ragland Theater
Name of Organization
Phyllis Faries
Contact Person
200 N. 7th
Address
Klamath Falls, OR. 97601
City, State, Zip
541-331-3939 or 541-887-8635
Phone Number

Sept thru Dec 2020
Date of Event/Project

Submit Report to:
Tourism Grant Coordinator
Klamath County Finance
305 Main Street
Klamath Falls, OR 97601
541-883-4202

Event Applicants Only:

1. For an event, provide a detailed list of all marketing materials and an electronic version of the material on a CD. (Including audio or video recordings.)
2. Update the budget forms from your original application with actual revenues and expenses for both the project and the marketing plan.
3. Where did you spend your marketing dollars?
4. What part of your marketing efforts were most successful and least successful?

Operations Applicants Only:

5. Update the budget forms from your original application with actual revenues and expenses for both the project and the operations plan (what part of your operations did you spend the grant funding on).
6. How did you spend the grant dollars? Did you use the grant funding to preserve your business? Protect employee(s) jobs?
7. How many jobs were you able to protect?
8. What was most successful and least successful? Were you able to make rent payments, pay wages? Did you find yourself with shortfalls?

By signing this you are agreeing that you have paid all bills accrued through this process; as well as agreeing that the Logo Usage Agreement is now terminated.

Phyllis K. Faries
Signature

1/4/21
Date

Phyllis Faries Big Screen Coordinator
Printed Name and Title

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Operations Applicants Only

5. Update the budget forms from your original application with actual revenues and expenses for both the project and the operations plan. (What part of your operations did you spend the grant funding on).

The budget has been updated and the funds will be used to pay one quarter's utility bills. Gas, electricity, water, sewer and phones are an essential part of any business's operations. However, in a building as large as the Ross Ragland Theater (RRT) just keeping the heat on can be a huge expense.

The original project plan was to produce some small performances that had the potential to bring people into town and increase tourism. However, things changed as we headed into the fall season with stricter Covid-19 restrictions that did not allow us to have any audience in house. So, we mainly focused on some small educational classes for local teens and elementary students. So, to survive we began looking for more grants that could be used for operations to keep the theater from closing.

6. How did you spend the grant dollars? Did you use the grant funding to preserve your business? Protect employee(s) jobs?

RRT used the funds to preserve the business. The project eligibility stated the grant dollars could be used for utility costs. Since we received a State Grant to help pay wages and retain jobs, we opted to use the COVID-19 Emergency Grant funds to help pay for our very costly utility's. I have submitted the drawdown request with the last quarter's (Sept. Oct. Nov. & Dec) utility costs. Those costs are a huge burden since we are not able to increase our income through shows, plays, concerts, or even screening films.

7. How many jobs were you able to protect?

The funds were not used to protect jobs, but were used to help keep the essential utility's on and relieve the burden of the huge cost while the theater is unable to increase revenues.

8. What was most successful and least successful? Were you able to make rent payments, pay wages? Did you find yourself with shortfalls?

Thanks to the generosity of our community along with County, State and Federal grant programs RRT has been successful in staying open and as relevant as possible. We were able to pay the mortgage, and pay the wages for the staff and even light the tower with the new LED lights that were installed this summer. The feedback from the community has been very positive.

RRT successfully replaced all the bathroom faucets, toilets, and ticket scanners to be "hands free" to meet Covid-19 safety standards. The staff continues to perform long needed maintenance projects and deep cleaning of the facility. After the offices were moved into the old community lounge a reorganization of the whole facility has been a great success and is still in process.

The least successful aspect has been our inability to have live performances, shows and films to help increase tourism and bring in additional revenues. RRT is so thankful for all the grants, and the generosity of the community because the shortfalls to our budget will not be sustainable in perpetuity.

Ross Ragland Theater FY2020 Budget Overview

	Performance Season	Arts Education	Facility	Management & Overhead	Total	Actual Budget	Notes
REVENUES							
Grants							
Endowment	-	-	-	41,640.00	41,640.00		
Foundations	14,000.00	54,000.00	3,500.00	22,000.00	93,500.00		
Government	-	65,000.00	-	15,000.00	80,000.00		
Special Grants	-	-	-	40,000.00	40,000.00		
SUBTOTAL Grants	14,000.00	119,000.00	3,500.00	118,640.00	255,140.00		
Ticket Sales							
Admissions	278,510.00	32,475.00	-	-	310,985.00	(62,500.00)	Cancelled Performances
Registrations (net scholarships)	-	41,100.00	-	-	41,100.00	(25,000.00)	Cancelled Camps
SUBTOTAL Ticket Sales	278,510.00	73,575.00	-	-	352,085.00	(87,500.00)	
Contributed Income							
Individuals	-	9,250.00	2,000.00	65,000.00	76,250.00	(20,000.00)	COVID
Classical Series	4,800.00	-	-	-	4,800.00	(1,000.00)	Cancelled Performances
Corporate	28,000.00	2,500.00	-	-	30,500.00	(5,000.00)	Cancelled Performances
General (incl. BOD)	-	-	-	1,250.00	1,250.00		
SUBTOTAL Contributed Income	32,800.00	11,750.00	2,000.00	66,250.00	112,800.00	(26,000.00)	
Earned Income							
Playbill	39,000.00	-	-	-	39,000.00		
Tile Income	-	-	3,000.00	-	3,000.00	(3,000.00)	Cancelled Campaign
Facility Rentals	-	-	32,000.00	-	32,000.00	(10,000.00)	Cancelled Rentals
Box Office Surcharges	16,000.00	-	2,000.00	-	18,000.00		
Special Events	-	8,000.00	-	80,800.00	88,800.00	(2,000.00)	Cancelled Plans for Outdoor Summer Event
Concessions & Merchandise	-	-	-	10,000.00	10,000.00	(5,000.00)	Cancelled Performances
Other	-	-	-	-	-		
SUBTOTAL Earned Income	55,000.00	8,000.00	37,000.00	90,800.00	190,800.00	(20,000.00)	
TOTAL REVENUES	\$ 380,310.00	\$ 212,325.00	\$ 42,500.00	\$ 275,690.00	\$ 910,825.00	\$ (133,500.00)	

Ross Ragland Theater FY2020 Budget Overview

EXPENSES						
Administration						
Salaries and Wages	165,382.68	67,774.60	34,169.24	29,921.48	297,248.00	
Seasonal Wages	8,910.00	7,590.00	-	-	16,500.00	3,450.00 Cancelled Performances
Tax Expense	15,503.02	6,703.55	3,039.29	2,661.46	27,907.32	
Benefits	22,866.12	9,887.37	4,482.79	3,925.51	41,161.80	
SUBTOTAL Administration	212,661.82	91,955.52	41,691.33	36,508.46	382,817.12	3,450.00
Outside/Contracted Services						
Artist/Contractor Fees	142,850.00	87,585.00	-	3,500.00	233,935.00	38,650.00 Cancelled Performances
Legal/Accounting	17,221.06	7,446.43	3,376.11	2,956.40	31,000.00	
Outsourcing	-	-	-	-	-	
Technology	4,444.14	1,921.66	871.25	762.94	8,000.00	
Security	4,100.00	-	-	-	4,100.00	
SUBTOTAL Contracted Services	168,615.20	96,953.09	4,247.36	7,219.35	277,035.00	38,650.00
Equipment Rental/Purchase						
General	3,000.00	300.00	3,500.00	1,000.00	7,800.00	
Technology	-	-	-	4,200.00	4,200.00	
Other	-	-	1,500.00	-	1,500.00	
SUBTOTAL Equipment	3,000.00	300.00	5,000.00	5,200.00	13,500.00	-
Office Postage & Printing						
General Office Supplies	-	-	-	-	-	
Office Postage	622.18	269.03	121.98	106.81	1,120.00	
Office Printing	-	-	-	3,240.00	3,240.00	
Subtotal Office Postage & Printing	622.18	269.03	121.98	3,346.81	4,360.00	
Materials, Maintenance & Supplies						
General Supplies	-	-	2,900.00	2,900.00	5,800.00	
Concession	4,250.00	-	-	-	4,250.00	
Hospitality	3,500.00	1,000.00	-	500.00	5,000.00	
Janitorial	2,610.93	1,128.97	511.86	448.23	4,700.00	
Repairs	-	-	6,500.00	-	6,500.00	
Subtotal Materials and Supplies	10,360.93	2,128.97	9,911.86	3,848.23	26,250.00	-
Marketing and Advertising						
Paid Advertising	12,000.00	-	1,500.00	1,000.00	14,500.00	
Printing & Design	13,400.00	400.00	-	3,500.00	17,300.00	4,000.00 Cancelled Performances
Reproduction	2,250.00	2,100.00	-	3,500.00	7,850.00	
Postage and Delivery	2,488.72	1,076.13	487.90	427.25	4,480.00	600.00 Cancelled Performances
SUBTOTAL Marketing and Advertising	30,138.72	3,576.13	1,987.90	8,427.25	44,130.00	4,600.00

Ross Ragland Theater FY2020 Budget Overview

Utilities							
Gas/Electric	14,721.23	6,365.50	2,886.03	2,527.25	26,500.00	3,000.00	Cancelled Performances
Telephone (% factor)	4,733.01	2,046.57	927.88	812.53	8,520.00		
Water/Sewer	5,832.94	2,522.18	1,143.52	1,001.36	10,500.00		
SUBTOTAL Utilities	25,287.18	10,934.24	4,957.43	4,341.15	45,520.00	3,000.00	
Fees and Licenses							
Finance and Late Fees	2,499.83	1,080.93	490.08	429.16	4,500.00		
Royalties and Scripts	12,500.00	1,500.00	-	-	14,000.00	6,500.00	Cancelled Performances
Credit Card Fees	24,000.00	-	-	-	24,000.00		
SUBTOTAL Fees and Licenses	38,999.83	2,580.93	490.08	429.16	42,500.00	6,500.00	
Insurance (Operational)							
Liability and Earthquake	7,110.63	3,074.66	1,394.00	1,220.71	12,800.00		
Director/Officer	749.95	324.28	147.02	128.75	1,350.00		
Worker's Compensation	1,509.90	652.88	296.01	259.21	2,718.00		
SUBTOTAL Insurance	9,370.48	4,051.82	1,837.04	1,608.67	16,868.00		
Dues and Subscriptions	500.00	-	-	400.00	900.00		
Professional Development	500.00	-	-	500.00	1,000.00		
Board, Volunteer & ED Expense	1,000.00	-	-	1,000.00	2,000.00		
Travel & Accommodations	8,345.00	2,855.00	300.00	1,500.00	13,000.00		
Miscellaneous	-	-	-	1,000.00	1,000.00		
Cost of Operations	21,887.41	9,464.17	4,290.92	3,757.49	39,400.00	56,200.00	
TOTAL EXPENSES	\$ 531,288.77	\$ 225,068.91	\$ 74,835.89	\$ 79,086.55	\$ 910,280.12	\$ 112,400.00	
Net Totals	\$ (150,978.77)	\$ (12,743.91)	\$ (32,335.89)	\$ 196,603.45	\$ 544.88	\$ (21,100.00)	
				\$	(0.00)		