

RECEIVED

AUG 01 2019

July 31, 2019

Derek Blais, Director of Parks and Recreation
City of Moose Jaw
228 Main Street North
Moose Jaw, SK S6H 3J8

Dear Mr. Blais:

Re: 2020 Third Party Funding

The Saskatchewan Festival of Words is pleased to describe our past year's activities in the City and the response to our annual 4-day festival, which presents over to 60 events in the downtown area every summer and 20+ events in the community throughout the rest of the year.

Last year, the City of Moose Jaw approved the Saskatchewan Festival of Words for ongoing municipal funding through line item budgeting under the Parks and Recreation Department and we were granted \$7713. This contribution makes a huge difference in our organization and we thank the City for its continued support and for helping us (a registered charity) achieve a sustainable future.

2019 saw continued success with our Executive Director and Operations Coordinator. Together, with a dedicated Board of Directors and a large team of volunteers we hosted one of the best Festivals in years, with increased awareness for diversity and accessibility. In addition to this we have continued working diligently to foster partnerships with other community organizations in order to raise awareness and to create new community outreach programs that will serve a broader demographic which allowed us to create activities that reached 2000 children and youth.

We have enclosed documents outlining our history, vision, artistic objectives, programs, and impact on the community of Moose Jaw. Also enclosed is our current operating budget projected to the end of our fiscal year (March 31st) and our most recent audited year-end financials.

July 2020 marks the 24th anniversary of our festival so we're working on another exciting line-up of Canadian authors and performers. We're confident that our ambitious program for 2020 will exceed the success of 2019 and introduce new writers, readers, and visitors to the Friendly City. Thank you for considering our request for support. We look forward to hearing from you.

Sincerely,

Sarah Simison, Executive Director
Email: sarah@festivalofwords.com

Ph: 306-691-0557

Saskatchewan Festival of Words Staff

- Sarah Simison, Executive Director (full-time, year-round)
- Amanda Farnel, Operations Coordinator (full-time, year-round)
- Three Festival Interns, May to July (dependent on partial funding through Canada Summer Jobs and/or Young Canada Works Program)

Saskatchewan Festival of Words Volunteers

The Saskatchewan Festival of Words has over 130 volunteers committing to over 1,200 volunteer hours to year-round events and festival programming. During the summer festival at least 80 volunteers work to stage the annual 4-day event. There are 9 board members committing over 1000 volunteer hours at the board and governance level. We have also introduced a new board position: youth advisor to the board, to help train youth to be good volunteers and board members.

Saskatchewan Festival of Words Board of Directors

Please see list of directors and executive attached as well as structure chart.

Statement of Purpose

Programs and Services Profile

The Festival of Words provides many diverse services to the Saskatchewan community and beyond. These programs have been outlined below. It should be noted that not all services are operative year-round or every year. Programs and events are either an ongoing part of our mandate and objectives, part of our fundraising activities, or a way of keeping our profile before the public. The Festival of Words provides year-round programming to Saskatchewan in three areas:

COMMUNITY OUTREACH SERVICES aimed primarily at supporting literary artists in Moose Jaw and area and working with them and other community organizations to engage with the community creatively, raising funds for the summer festival, and keeping a high profile year-round for our organization as a whole. We aim for community outreach activities to be free to the public.

YOUTH SERVICES aimed at promoting literacy, lifelong reading, and writing skills among school-age children and young adults, inspiring and encouraging creative expression, and spreading word of the Festival and its programs among these age groups.

SUMMER FESTIVAL aimed at providing wide public exposure to Canadian artists including (but not limited to) authors, storytellers, songwriters, dramatists, and filmmakers with a heavy emphasis on Saskatchewan content and inclusion of Moose Jaw talent. The Festival has a number of components including live literary, dramatic, and musical performances as well as writing workshops, film screenings, and discussions about Canadian art.

Year-Round: Community Outreach Programming and Youth Services

- Performer's Cafe** Begun in 1997, this monthly open mic night features performers from Moose Jaw and surrounding area at Mitsu Sweet Café. It is free and open to all ages. Attendance varies from 4 to 50, with some presenters from hundreds of miles away. We invite feature performers, arrange the venue, and organize publicity materials. Volunteers assist with getting the equipment, poster distribution, phoning, emceeing, set-up and take down. Runs monthly every year.
- Writers-in-Schools** We arrange author visits to elementary and high schools. These are all free to the schools. The writers do readings, answer questions, work on creative writing with students, and promote Festival programs. We host two week long sessions, one in the Spring and one in the Fall. We also use this program to partner with the Battle of the Books program run by the Holy Trinity Catholic School Division.
- CineView** This branch of the Festival in partnership with the Toronto International Film Festival and Galaxy Entertainment presents independent and foreign feature films monthly through subscriptions and tickets (approximately 9 films per year). These are films that would not normally be shown in the theatre in Moose Jaw.
- Book Club** The Moose Jaw Public Library/Saskatchewan Festival of Words Book Club in 2017. These free event takes place at the library and guests will read books by authors coming to the summer Festival (approximately 9 events). The library and Festival provides moderators to facilitate discussion. This event has taken the place of the Great Big Book Club Retreat that used to take place each spring.
- Fundraisers** The Saskatchewan Festival of Words aims to hold a fundraising event once a year in addition to the Author Auction that takes place at the Festival Trivia Night.
- Public Readings** The Festival has organized a large number of public readings in various formats at the behest of publishers, authors or our patrons. These involve a fee to the writer, accommodations and meals, promotion, book sales and a social component. These events take place as opportunities arise and funding is available.

Film Screenings Working with local volunteers and either the Mae Wilson Theatre or the Moose Jaw Public Library, we showcase local filmmakers as well as other independent Canadian films or documentaries. These events take place as opportunities arise and funding is available.

Speakers We have let schools, businesses, and service clubs know that we will help them arrange speakers from the Saskatchewan writing community. One such example is assisting the mayor's office with finding poets for the Mayor's Poetry Challenge each year and most recently working with HTCSD on finding books for their Battle of the Books Competition and authors to engage with.

Public Services As a fundraising activity the Festival staff and volunteers provide promotion and production services to various organizations and assist other charities with their work.

Summer: Saskatchewan Festival of Words (~60 events over 4 days)

Teen Writing Experience In conjunction with Sage Hill Writing the Festival organizes an annual, weeklong workshop for Saskatchewan teens 14 - 18. Selected teens work with an established writer and guest presenters to learn the craft of writing. Billets are arranged for non-local attendees. This event leads directly into the summer Festival where the teens have their own session to present their work.

Kids Ink Workshop The Festival runs a one-day summer drama, illustration, and/or writing program for children aged 7 - 12. Often sponsored by a local service club, the program runs half-days and consists of drama or writing activities and games instructed by a professional author or graphic novelist.

Storytime for Little Ones The Festival of Words programs a morning storytime event hosted by a professional children's author or storyteller. This activity is aimed for children aged 4 and up.

Writing Workshops Adult/Teen workshops are led by professional authors that are being featured at the summer festival. Workshops include instruction as well as one-on-one consults with the aspiring writers in attendance and may also include readings of their own work.

Great Big Book Club	The Great Big Book Club involves participants selecting and discussing a book by a Canadian author attending the festival, with the author present. Participants register to attend and a moderator coordinates discussions.
Reading Sessions	~100 individual readings throughout the Festival that all take place in City of Moose Jaw facilities including: the Mae Wilson Theatre, Moose Jaw Cultural Centre, Moose Jaw Public Library, Moose Jaw Museum and Art Gallery, Mosaic Place, and sometimes also the Crescent Park Amphitheatre.
Poetry Slam Competition	Each year the festival hosts a poetry slam competition with spoken word artists from across the prairies. Poets compete with one another to win a spot on the Saskatchewan Festival of Words roster. All poets are paid to participate.
Film Screening	Since its early years, the summer festival has screened selected Canadian feature films and documentaries or literary themed films as part of opening night celebrations at the summer Festival.
Concerts	We have presented public concerts involving such performers as Colin James, Ian Tyson, Fred Penner, Connie Kaldor, Brenda Baker, the Arrogant Worms, Ian Thomas, Murray McLaughlan, Jeffrey Straker, True Jive Pluckers, Shane Koyczan, Rosie and the Riveters, Belle Plaine, Sierra Noble, and Megan Nash.

PARTNERSHIPS

The Saskatchewan Festival of Words has programming partnerships with:

Moose Jaw Public Library
 Moose Jaw Museum and Art Gallery
 Moose Jaw Newcomer Welcome Centre
 Moose Jaw Assemblée Communautaire Fransaskoise
 Holy Trinity Catholic School Division
 Prairie South School Division
 Diversified Services
 Kinsmen Inclusion Centre
 Moose Jaw Pride
 Moose Jaw Cultural Centre
 Moose Jaw Canada Day Committee
 Moose Jaw Multicultural Council

Moose Jaw Newcomer Welcome Centre
Saskatchewan Writers Guild
Sage Hill Writing
Saskatchewan Council for International Cooperation
Saskatchewan Book Awards
Saskatchewan Playwrights Centre
University of Regina Press
Wakamow Aboriginal Community Association
McNally Robinson Booksellers
Post Horizon Booksellers

Other community partnerships include cross promotion, speaker sharing, volunteer sharing and recruitment, etc.:

Saskatchewan Polytechnic
Saskatchewan Dragoons
Anskohk Aboriginal Literary Festival of Words
Moose Jaw Multicultural Council
Moose Jaw Literacy
Coteau Books
Thistledown Press
University of Saskatchewan
Word on the Street Saskatoon
Troupe du Jour

The Saskatchewan Festival of Words provides opportunities for Canadian talent of the following types:

Actors	Biographers	Broadcasters
Children	Comedians	Cowboy Poets
Creative Nonfiction	Dramatists	Fiction writers
Historians	Poets	Filmmakers
Singer/Songwriters	Musicians	Publishers
Storytellers	Children's fiction Writers	Short Stories
Young Adult fiction	Spoken Word Artists	Graphic Novel
Playwrights	Journalists	Cultural Diversity

What does the Festival of Words do for Moose Jaw?

- Markets Moose Jaw as a desirable destination for sustained visits
- Promotes other city and regional attractions
- Will generate over \$600,000 in collateral spending. In addition, will spend over \$100,000 locally
- Helps establish Moose Jaw as a leader in arts and culture not only provincially but also nationally!
- Provides educational and creative experiences for all age groups
- Raises Moose Jaw's profile across the country

- Adds to the entertainment options of our citizens, gives people another reason to make Moose Jaw home
- Provides year-round programming to the community with a focus on youth
- Operates a full-time, year-round office employing two full-time staff and three seasonal employees including summer students
- Provides administrative support services to CineView Saskatchewan, Performers Café, Writers-in-Schools, and Writer in Residence
- Founded CineView Saskatchewan, an arts organization bringing the best in independent and foreign films to Moose Jaw
- Founded Kids Ink, a summer program for children ages 8 to 12 years
- Founded Performers' Café series of performance opportunities for emerging and established writers in all genres and musicians in all disciplines that draws artists from Moose Jaw and surrounding area as well as touring artists from across Canada
- Active member of Moose Jaw & District Chamber of Commerce, Tourism Moose Jaw, Southwest Tourism Region, Moose Jaw Arts in Motion, Saskatchewan Festivals, Moose Jaw Literacy, Saskatchewan Literacy Network, Saskatchewan Aboriginal Literacy Network, SaskCulture, and the Canadian Literary Festival Directors

Why is this funding important?

Formerly known as 'the little fest with the best', Moose Jaw's Saskatchewan Festival of Words has grown to become a nationally-acclaimed event, winner of provincial and civic awards, that brings over 500 visitors to our city for an average stay of 3 days with spending of an estimated \$100,000. With 60% of the audience coming from outside Moose Jaw, The Festival is a major Tourism event in the city. In addition, the Festival spends approximately \$200,000 in Moose Jaw in goods and services. Praised throughout Canada, the Saskatchewan Festival of Words is a showcase for the Friendly City and an introduction for many visitors to the advantages of living in a community that thrives on vibrant culture, history and arts appreciation.

The Festival of Words - A Brief and Biased History

The Festival of Words should not exist. Located in the fourth-largest city (35,000) of a sparsely populated hockey and bingo-loving province, a Festival that celebrates the imaginative uses of language would appear to have no *raison d'être*. But the founding volunteers who laid the groundwork for the Festival were not easily discouraged; they were inspired and planned well.

In July of 1996 when they held their first meeting they were unaware that a literary festival, financed by a petroleum company, was being hatched for the coming fall in Calgary. They believed theirs was going to be the first festival between Toronto, and Sechelt, B.C. They researched these and other events, but their vision called for something more than what they were hearing about. They wanted to add some zing to the traditional concept of a book-based literary festival, emphasizing

all aspects of creative language use and promoting literacy. Books and writers would be the foreground and foundation of the festival but variety would be added by storytellers, illustrators, book designers, journalists, editors, singer-songwriters, filmmakers, dramatists, actors, and the like. It was also decreed that efforts would be made to provide programming for all age groups and that a year-round program promoting literacy, creative writing and life-long reading would be developed, all of which came to pass.

Over the first three years, a large policy binder outlining objectives, constitution and bylaws, operating principles, organization charts, staff and volunteer functions, team objectives, roles of team leaders, and financial policies and procedures was developed. By means of annual revisions and updates, these documents ensure the Festival has a sound structure for resolving differences and implementing change. Board members attend orientation/planning meetings, and regular planning retreats and think tanks are organized.

Building on this formula, a rock solid organization, a creative business plan, support from funding bodies and donors and the willing work of over 140 volunteers, the Festival has become a remarkable success story. Unlike similar events in other areas, it has not had to go through a period of deficit financing, having balanced its books each year.

Early on, Festival organizers cultivated strong ties with tourist agencies, media and the business community. In 1998 the Festival's founder and coordinator, Gary Hyland, was named Moose Jaw's Citizen of the Year and the Festival was named Group of the Year, the first time in the thirty-two year history of these awards that both went to the same organization. The founder was awarded the Order of Canada in 2005, partly because of his work with the Festival. With no large-scale sponsor and no arts infrastructure with which to share staff and facilities, the Festival has resourcefully created its own system.

From the start the Festival embraced other disciplines such as visual art, drama, music and film and included year-round programming. Fundraising concerts and readings of various sorts were natural extensions of the summer festival activities. By 1999 in partnership with SaskEnergy the Festival launched the Books For Kids program that distributes books to schoolchildren particularly in disadvantaged areas. In 2001 Schloop, a summer drama program for children was added to the offerings. The Festival has also presented film premieres, film and drama competitions for teens, workshops for writers, and coffee houses with open mikes. As well, the Festival developed the Moose Jaw Honours Award to recognize lifetime contributions to the community.

In 2001 the Festival board of directors sanctioned and assisted with the development of CineView Saskatchewan, which has become one of the most successful film societies in the country.

The organizers were successful in part because they achieved valuable support from such groups as The Canada Council for the Arts, Canadian Heritage, SaskCulture, the Saskatchewan Arts Board, SaskFilm, the Saskatchewan Cultural Exchange Society, and the City of Moose Jaw. Media partners such as CBC radio as Margaret Atwood, John Ralston Saul, Peter Gzowski (with Stuart McLean), Ian Tyson, Gwynne Dyer, Alistair MacLeod, Connie Kaldor, Victor Malarek, Lorne Elliott

(and the Madly Off in All Directions crew), Rex Murphy, Will Ferguson, Rohinton Mistry, Yann Martel, Guy Vanderhaeghe, Allan Fotheringham, Rudy Wiebe, Nicole Brossard, Lorna Crozier, Sandra Birdsell, The Arrogant Worms, Roch Carrier, Brent Butt, Pamela Wallin, Susan Musgrave, Jane Urquhart and Sharon Butala. Hundreds of performances from readings to plays to concerts have been successfully presented to thousands of patrons. In addition, the Festival was the subject of a one-hour documentary featured several times on CBC News World. In 2003 the Festival received an Award of Excellence for Promotional Marketing of an Event from Tourism Saskatchewan.

Throughout, the Festival has presented to its audiences a cross-section of Canadian performers—emerging and established, in and out of province, First Nations and other heritage groups, fiction and nonfiction, prose and poetry. Presenters have come from all ten provinces and the Northwest Territories. All literary genres and several disciplines have been represented as well as works by various types of stage, music, visual, and film artists. Special programming for children and youth has also been a part of the Festival.

For an operation that might have had a brief and bleak future, the Festival of Words has evolved into an unparalleled organization looking forward to a long and successful life. Now facing its 24th anniversary, the Saskatchewan Festival of Words has become a mainstay in Moose Jaw's culture!

Fiscal Year and Financial Statements:

The Saskatchewan Festival of Words' fiscal year runs from April 1st to March 31st. Our most recent audited statement includes our April 1st 2018 to March 31st 2019 fiscal year and has been attached for your files. The board approved budget for April 1st 2019 to March 31st 2020 has also been attached for your files.

FESTIVAL OF WORDS BUDGET FOR 2019/2020
Description/Notes:
REVENUE
Federal Grants

Canada Council	\$	36,100.00	\$35000 reg grant plus \$1100 for lit dir conference
Canadian Heritage	\$	33,000.00	
Young Canada Works	\$	3,100.00	
Service Canada	\$	9,000.00	
artsVest	\$	-	This program may have been cancelled
Other Federal Grants	\$	6,500.00	Canada Book Fund (direct offset for marketing expenses)
Total Federal Grants	\$	87,700.00	

Provincial Grants

Sask Arts Board - Program	\$	39,000.00	
Sask Arts Board - ACF	\$	7,000.00	Upped from last year
Community Initiatives Fund	\$	-	Project based, appy as needed to offset
SaskCulture	\$	-	Project based, appy as needed to offset
Total Provincial Grants	\$	46,000.00	

Municipal Grants

City of Moose Jaw - Line Item	\$	7,562.00	
City of Moose Jaw - Community Grants	\$	4,372.00	\$2163.20 FESTIVAL, \$333.33 WIS, \$0 PERFORMERS CAFÉ, \$1875 LitCon
Total Municipal Grants	\$	11,934.00	

Donations & Sponsorships

Government Agencies (Non-Grant)	\$	5,500.00	SaskTel \$500, SaskGaming \$5000
Non-Profit Agencies	\$	6,000.00	MJ AIM \$1000, SWG \$1000, TWE Sponsors \$2500, Wak Rotary \$500, Moffat \$1000
District & Municipal Businesses	\$	1,700.00	Walper Bossance \$500, MJ Funeral Home \$1200
Other Group Donations/Sponsorships	\$	5,000.00	ED Goal (apps out to RBC, Mosaic, and more.)
Individual Donors	\$	4,300.00	Author Auction \$2300, Misc Donations \$2000
Wigmore Foundation	\$	30,000.00	
Total Donations & Sponsorships	\$	52,500.00	

Earned Income

Registrations, Admissions, Workshops	\$	34,000.00	Trivia Night Tix upped to \$25 each (Bobby's increasing pricing)
Advertising Revenue	\$	2,500.00	
Fundraising	\$	22,000.00	April Wine Night \$11000, November Wine Night \$11000
Merchandise Sales (Books)	\$	2,500.00	(LOW ESTIMATE) This number keeps decreasing, we need to find ways to make membership more attractive
Membership Sales	\$	200.00	
Other Earned Income	\$	-	
Total Earned Income	\$	61,200.00	

Cineview

Season Passes	\$	3,500.00	
Single Ticket Sales	\$	4,200.00	
Total Cineview Income	\$	7,700.00	

Other Revenue

Interest Revenue	\$	200.00	
Misc. Revenue	\$	-	
Total Other Revenue	\$	200.00	

TOTAL REVENUE \$ **267,234.00**

EXPENSES
Program Expenses

Presenter Fees	\$	23,000.00	
Presenter Travel	\$	15,000.00	We have a \$1269 credit with Air Canada due to 2018 cancellations. Flights will be booked earlier this year which (we hope) will mean cheaper flights.
Presenter Accommodations	\$	14,000.00	
Presenter Meals	\$	1,000.00	
Total Presenter Expenses	\$	53,000.00	

Festival Meals, Lunches, Receptions	\$	4,000.00	Charlotte's Volunteer Dinner & Friday Lunch Mosaic \$7500, MJCC \$2600, Techs \$1100 (\$400 Len, \$500 Doug, \$200 other), Library
Festival Facilities and Venues	\$	14,000.00	\$600, Bobby's \$1800, Cosmo \$400
Festival Advertising & Promotion	\$	6,500.00	Rebranding this year Performers Café \$2000/year + \$1000 for 2019 award, Writers in Schools (incl employee travel) & BotB, LitCon
Community Programming	\$	8,000.00	
Total Program Expenses	\$	85,500.00	

Cineview

Film Costs	\$	3,165.00	includes film at summer Festival
Printing	\$	120.00	Passes only, posters done in house
Courier & Delivery	\$	250.00	
Theatre Rental	\$	2,500.00	
Other	\$	-	
Total Cineview Expenses	\$	6,035.00	

Payroll

Executive Director	\$	63,000.00	
Operations Coordinator	\$	44,000.00	
Festival Interns	\$	14,850.00	\$15/hr x 30hrs/wk for 11wks = \$4950 x 3 interns = \$14850
Other Employee Wages	\$	640.00	Book Store
Employee Benefits	\$	10,770.00	CPP, EI, WCB, Health Benefit, MERCs
Employee Development	\$	1,600.00	\$1100 Lit Director's Conference (Sarah) \$500 Festival Masterclass (Amanda)
Total Payroll Expenses	\$	134,860.00	

General & Administrative Expenses

Accounting & Legal	\$	6,000.00	\$2600 Bookkeeping & \$3400 Auditor
Amortization Expense	\$	-	
Business Fees & Licenses	\$	-	SOCAN falls under venues with MJCC now
Fundraising	\$	12,000.00	Music, Wine, Food, Security, Venue, Misc Supplies
Insurance	\$	2,120.00	
Interest & Bank Charges	\$	1,100.00	
Office Supplies	\$	1,000.00	Toshiba being reduced by \$40/mo., less paper also needed when going digital
Misc.	\$	-	
Rent	\$	5,670.00	
Subscriptions	\$	449.00	
Telephone	\$	1,600.00	Reduced from \$3630, cut 1 phoneline @ \$50/month, looking at reducing more!
Travel & Meetings - Employee	\$	500.00	\$500 misc meetings and conferences
Travel & Meetings - Board	\$	400.00	Reduced from \$800, Ted stepping down in June & use of Skype
Total General & Admin Expenses	\$	30,839.00	

TOTAL EXPENSES \$ **257,234.00**

Retained Earnings Carry Over	\$	-
Savings Repayment from 2017/2018	\$	10,000.00

Net Income (Loss) \$ -

Saskatchewan Festival of Words Board/Staff Directory | May 2019 | 9 Directors + Youth Advisor

217 Main St. N, Moose Jaw, SK S6H 0W1 | (306)691-0557 | www.festivalofwords.com

<u>NAME</u>	<u>STREET</u>	<u>CITY</u>	<u>PC</u>	<u>PHONE</u>	<u>PHONE</u>	<u>Occupation</u>	<u>EMAIL</u>
Bob Currie	1119-13th Ave. NW	Moose Jaw, SK	S6H 4N5	693-3470		Retired Teacher	robertdmcurrie@yahoo.com
Ted Dyck	PO Box 182	Eastend, SK	S0N 0T0	630-9347		Teacher / Editor	tdyck@sasktel.net
Parul Saini (Treasurer)	82B Walden street	Regina, SK	S4N 1L3	306-681-4914			parulsanay@gmail.com
Hannah Elich (Secretary)	105-423 1st Ave NW	Moose Jaw, SK	S6H 3M3	306-681-4253C			hannah.elich@gmail.com
Melanie McFarlane (Chair)	108 Coteau St. W.	Moose Jaw, SK	S6H 5C5	306-631-6603		Writer/ Insurance Claims Adjuster	mmcfarlane@sasktel.net
Glenda Julian	63 Bluebell Crescent	Moose Jaw, SK	S6J 1A1	306-692-8932		Retired Physiotherapist	gjulian@sasktel.net
Lori Deets (Vice Chair)	B-158 Athabasca St. W	Moose Jaw, SK	S6H 2B7	306-681-3740			lorideets@hotmail.com
Jean Surrat	1106-B Main St N	Moose Jaw, SK	S6H 3K9	306-684-0611			jean_ekim0128@yahoo.com
Meredith Hagel	312-67 Wood Lily Dr.	Moose Jaw, SK	S6J 1G6		778-874		meredith.hagel@gmail.com
Annalisa Tacchi (Youth Advisor)							annalisa.tacchi@gmail.com

STAFF

Sarah Simison (Executive Director)	941-14th Ave. SW	Moose Jaw, SK	S6H 7R7		691-0557		sarah@festivalofwords.com
Amanda Farnel (Operations Coordinator)							amanda@festivalofwords.com

Saskatchewan Festival of Words

Structure Chart

A federally registered charity and a provincially incorporated non-profit organization
promoting literacy, creative writing and life-long learning.

200 Members Annual General Meeting
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Board of Directors (policy governance) President, Vice-President, Secretary, Treasurer Directors-at-Large
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<u>Signing Officers</u> President Vice-President Secretary Treasurer Executive Director	<u>Board Committees:</u> Finance Committee HR Committee Governance Committee Nominations Committee Fundraising Committee (shared with office)	<u>Staff:</u> Executive Director Full-Time Operations Coordinator Full-Time Bookkeeper Casual Interns (2-3) Seasonal	<u>Office Committees:</u> Program Team Stats Team Cineview Performers Café Fundraising Committee (shared with board) LitCon Festival Teams (Active During Festival) 150 Volunteers (Year Round)
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Membership Representation

Friends of the Library
Moose Jaw Arts in Motion
Moose Jaw Chamber of Commerce
Moose Jaw Museum and Art Gallery
Tourism Moose Jaw
Regina Community Radio
Saskatchewan Arts Alliance
Saskatchewan Writers Guild
Saskatchewan Aboriginal Literacy Network
Moose Jaw Multicultural Council
Cultural Human Resources Council
SaskCulture

Funding Agencies

Business For the Arts
ArtsVest
Canada Council for the Arts
Government of Canada Access Copyright Foundation
City of Moose Jaw
Community Investment Fund
Saskatchewan Arts Board
Saskatchewan Lotteries
SaskCulture
Community Initiatives Fund
South Saskatchewan Community Foundation

Our Foundation

150 Hardworking
Resourceful Volunteers

Board Committee Members (extension of the board):

Finance Committee:

(Made up of the Executive & Active Year Round)

- President
- Vice President
- Treasurer
- Executive Director
- Operations Coordinator

Human Resources Committee:

(Active Year Round)

- Melanie McFarlane (President, ex officio)
- Lori Deets (Vice President)
- Sarah Francis (HR professional, non-board member)

Governance Committee:

- Ted Dyck
- Melanie McFarlane
- Hannah Elich

Nominations Committee:

(Active as needed for Board Member Recruitment)

- Lori Deets - Vice President
- Executive Director

Fundraising Committee

(Active year round, fundraising event planning and implementation with staff and rest of board)

- Lori Deets
- Glenda Julian (non-board member)
- Lori Farnel
- Hannah Elich
- Jean Surrat

Office Committee Members (extension of the office):

Program Team:

(Active Year Round)

- Robert Currie (Board Member)
- Ilonka Halsband (non-board member)
- Gwen Fisher (Secretary)
- Michele Yeager (non-board member)
- Glenda Julian (non-board member)
- Melanie McFarlane (Board Chair)
- Drew Nicks (non-board member)
- Office Staff

Stats Team:

(Work Independently, meetings called as needed)

- Ilonka Halsband (non-board Member)
- Amanda Farnel (Staff)

Cineview Committee:

(active year round and operates arms length from the office)

- Dom Mancuso
- Alan Dill
- Sarah Simison
- Amanda Farnel
- Tracey Moody

Performer's Café Committee:

(active year round and operates arms length from the office)

- John Dale (MC)
- Carol Rempel
- Amanda Farnel
- Tina Dolcetti

All Volunteers (year round) and Festival Teams, including:

- Teen Writing Experience Billets – we have a list of volunteers but this may change year-to-year
- Transportation Team - Transportation Captain with team of drivers
- Registration Team – Firmly scheduled over the festival but may change year-to-year
- Nutrition Team – (they bring a team as well)
- Booksellers – Nelson and Wanda Reid (and team)
- Bakers – we have a list of volunteers but this may change from year-to-year
- Book Basket Wrappers – Gwen Currie and Lorraine Cushway
- Photographers – James Johnson, Rob Harden, Murray Rimmer, Darlene Wright
- Techs – Doug Smith (Team Lead), Len Morin, John Dale
- Poetry Slam Event – Nisha Patel
- Volunteer Coordinator – Shelley Ruecker
- PEN Canada – interns and/or volunteer
- Possible future teams (would need a team lead): 50/50, Chaperones, Décor...

Task Forces (Temporary Committees Struck for a Specific Purpose):

Pricing Task Force

- Organized as needed and consists of staff and selected board members

Retreat Planning Task Force

- As needed but ideally would be annually

Future Committees and/or Task Forces Needed:

- Planned Giving

FINANCIAL STATEMENTS

Saskatchewan Festival of Words Inc.

Moose Jaw, Saskatchewan

March 31, 2019



Professional Accountants

INDEPENDENT AUDITOR'S REPORT

To: The Members of
Saskatchewan Festival of Words Inc.

Opinion

We have audited the financial statements of Saskatchewan Festival of Words Inc., which comprise the statement of financial position as at March 31, 2019, and the statements of operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

Except as noted in the following paragraph, in our opinion, the financial statements present fairly, in all material respects, the financial position of the organization as at March 31, 2019 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

In common with many not-for-profit organizations, the organization derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the organization. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended March 31, 2019 and 2018, current assets as at March 31, 2019 and 2018, and net assets as at April 1 and March 31 for both the 2019 and 2018 years. Our audit opinion on the financial statements for the year ended March 31, 2019 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

PS

Saskatchewan Festival of Words Inc.

STATEMENT OF FINANCIAL POSITION

As at March 31, 2019

	2019	2018
ASSETS		
CURRENT		
Cash	\$ 18,232	\$ 55,757
Accounts receivable (note 4)	33,000	33,000
Prepaid expenses	<u>1,246</u>	<u>1,094</u>
	<u>\$ 52,478</u>	<u>\$ 89,851</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 719	\$ 2,290
Unearned revenue (note 5)	<u>40,000</u>	<u>50,375</u>
	<u>40,719</u>	<u>52,665</u>
ANNIVERSARY RESERVE (note 7)	<u>12,500</u>	<u>12,500</u>
NET ASSETS (NET DEFICIENCY)		
Net assets, beginning of year	24,686	34,723
Deficiency of revenues over expenditures for the year	<u>(25,427)</u>	<u>(10,037)</u>
	<u>(741)</u>	<u>24,686</u>
	<u>11,759</u>	<u>37,186</u>
	<u>\$ 52,478</u>	<u>\$ 89,851</u>

See accompanying notes

Saskatchewan Festival of Words Inc.

STATEMENT OF CASH FLOWS For the year ended March 31, 2019

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Deficiency of revenues over expenditures for the year	\$ (25,427)	\$ (10,037)
Change in non-cash working capital items		
Accounts receivable	-	(3,000)
Prepaid expenses	(152)	112
Accounts payable and accrued liabilities	(1,571)	(454)
Unearned revenue	<u>(10,375)</u>	<u>(28,440)</u>
NET DECREASE IN CASH	(37,525)	(41,819)
CASH, BEGINNING OF YEAR	<u>55,757</u>	<u>97,576</u>
CASH, END OF YEAR	<u>\$ 18,232</u>	<u>\$ 55,757</u>

See accompanying notes

Saskatchewan Festival of Words Inc.

NOTES TO THE FINANCIAL STATEMENTS For the year ended March 31, 2019

1. NATURE OF OPERATIONS

Saskatchewan Festival of Words Inc. is incorporated under the provincial non-profit corporations act. The organizational purpose is to educate and inform the public about literacy by providing courses, workshops, readings and an annual writers and readers festival; and to undertake activities ancillary and incidental to the attainment of the above charitable purpose. Effective April 27, 2009, the organization changed its name to Saskatchewan Festival of Words Inc.

2. SIGNIFICANT ACCOUNTING POLICIES

The organization applies the Canadian accounting standards for not-for-profit organizations.

Fund Accounting

The resources of the Organization are classified for accounting purposes into funds according to the objective of each which are:

General Fund - to facilitate accounting for the current operating revenues and expenditures relating to the usual day-to-day activities of the Organization.

Capital Fund - to facilitate accounting for capital assets and debts related to capital assets and development of the Organization.

Anniversary Fund - to facilitate accounting for the 25th anniversary of the Organization in 2021.

Revenue recognition

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted contributions related to general operations are recognized as revenue of the General Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Investment income earned is recognized as revenue of the General Fund.

Property, plant and equipment

The Organization expensed its capital assets. During the current year, capital expenditures included nil (2018 - nil).

Contributed services

Volunteers contribute a significant amount of their time each year for several of the Organization's activities including, but not limited to, the festival, board of directors and other project committee meetings. Due to the difficulty of determining their fair value, volunteer contributed services are not recognized in the financial statements.

BTN

Professional Accountants

Saskatchewan Festival of Words Inc.

NOTES TO THE FINANCIAL STATEMENTS
For the year ended March 31, 2019

4. ACCOUNTS RECEIVABLE

	<u>2019</u>	<u>2018</u>
Canadian Heritage Grant	<u>\$ 33,000</u>	<u>\$ 33,000</u>

5. UNEARNED REVENUE

	<u>2019</u>	<u>2018</u>
Canadian Heritage Grant	<u>\$ 40,000</u>	<u>\$ 44,875</u>
Access Copyright Foundation Grant	<u>-</u>	<u>5,500</u>
	<u>\$ 40,000</u>	<u>\$ 50,375</u>

6. CAPITAL RESERVE

A Capital Reserve Fund was established in order to use some of the accumulated surplus for future capital purchases.

7. ANNIVERSARY RESERVE

An Anniversary Reserve Fund was established by the Board in order to use some of the accumulated surplus for the Organization's 25th anniversary in 2021.

8. ARTS BOARD / SASKCULTURE FUNDING PARTNERSHIP

The amount reported in these financial statements as grant revenue from the Saskatchewan Arts Board is made up of a combination of Lottery and non-Lottery funding. This is made possible through the Partnership Agreement between the Saskatchewan Arts Board and SaskCulture Inc., which is the Trustee for the Culture Section of Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation. Under the terms of this agreement for the applicable period, SaskCulture allocated a specified amount of Lottery funds to the Saskatchewan Arts Board as a portion of the total envelope of funds available for the program through which this grant was adjudicated and approved.

BTN *RS*

Professional Accountants