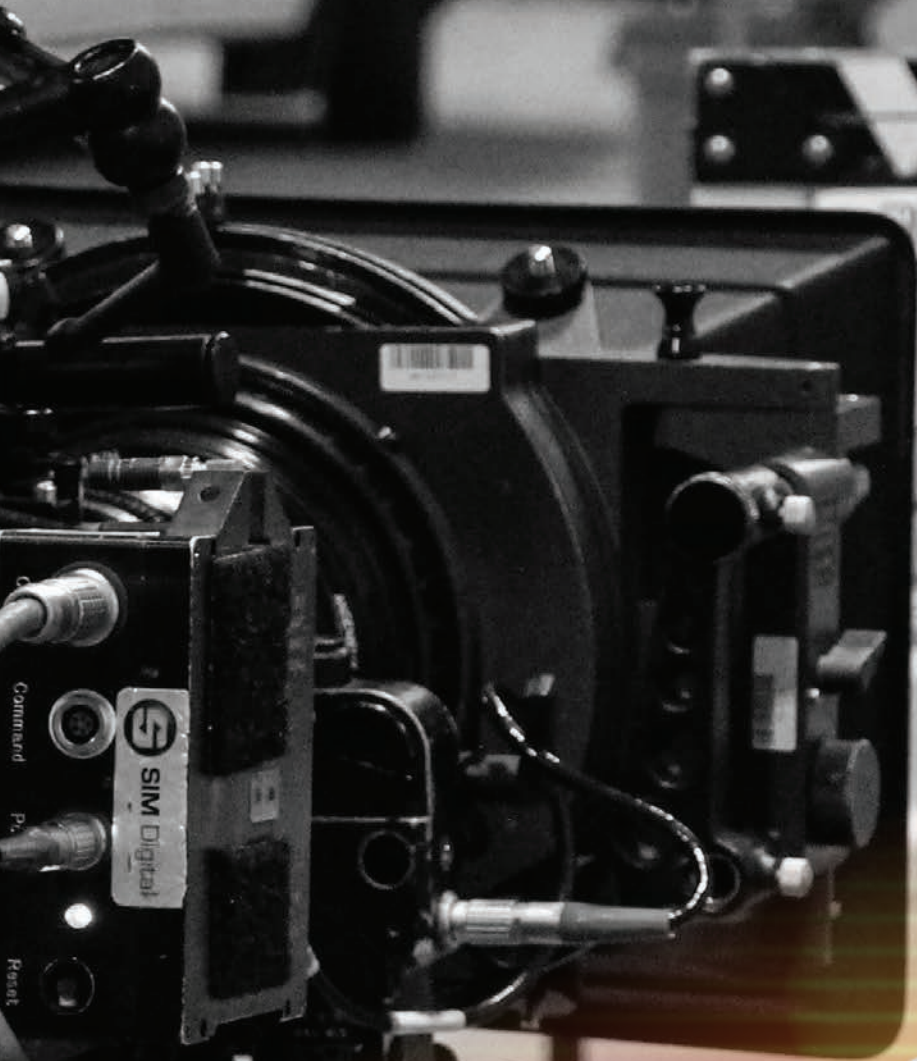




FILM TRAINING MANITOBA

2015 - 2016
Annual Report



EXECUTIVE DIRECTOR MESSAGE 2015-2016

I always enjoy writing my message for the annual report because I have the opportunity to look back at the many memorable moments that each year brings.

First things first... Thank you to the people who attend our workshops and take part in our programs. You make it possible for the staff and I to do what we love to do!

Last year, many of our workshops were sold out. Selling out a workshop provides a wonderful feeling to all involved because it confirms that we have gotten it right. It means we have listened to community, found the right instructor and answered a need in our industry.

I hope that our participants and industry members realize just how much we value their input. We read each and every one of the evaluations and we take great care to analyze the information, which we then use to design future training initiatives.

It is extremely gratifying to help students find their first jobs in the industry and to assist individuals in reaching their career goals. Finding your path is not always easy and FTM is glad be there to help navigate the way.

FTM would not exist without the help of many dedicated people. Thank you to the FTM Board of Directors who are keenly involved in the development of our workforce and the advancement of our local industry.

The Province of Manitoba and Employment Services Development Canada generously support the training initiatives that FTM provides to the community. They value the work that FTM does and make our programs possible.

(left to right) Brandice Vivier, Rob Rowan, Jeff Peeler, Brendon Sawatzky, Laurenda Madill (Industry Services), Jan Skene, Steven Foster, Chris Vajcner



FTM BOARD MEMBERS 2015 - 2016

BRENDON SAWATZKY – Chair
Producer
Inferno Pictures Inc.

ROB ROWAN
– Vice-Chair
Business Agent
IATSE Local 856

STEVEN FOSTER
Manitoba Representative
DGC Manitoba District Council

JEFF PEELER
President
Frantic Films

JAN SKENE
President
ACTRA Manitoba

BEVERLIE STUART
Business Development
Manager
Manitoba Institute of Trades and
Technology

GRAHAM THOMSON
Dean, School of Business
and Applied Arts
Red River College

CHRIS VAJCNER
Director, Communications
and Revenue Development
National Screen Institute

BRANDICE VIVIER
Community Member

ANDREW YANKIWSKI
Producer
Precursor Productions

CHAIR MESSAGE 2015-2016

On behalf of the Board of Directors of Film Training Manitoba (FTM), I am pleased to present the annual report for the fiscal year ending March 31, 2016. This will be FTM's first annual report to go all-digital and be available solely online. Once again, FTM delivered on its training goals during the past year and exceeded expectations.

FTM worked hard to offer a high level of diverse training opportunities to the film and television community in Manitoba. Some of those opportunities include the annual Film Training Manitoba Expo - which focussed partly on non-scripted storytelling and the Crew Training Program which delivered 44 in-class workshops. In addition, FTM partnered with On Screen Manitoba for three very successful sessions at the annual All Access media conference.

FTM also partnered with SAFE Work Manitoba to develop and deliver a Film Industry Safety course that directly trained 58 Manitoba film industry professionals. FTM continues to promote free Safety Sessions to Manitoba film industry professionals that are available directly through SAFE Work Manitoba.

Thanks to the City of Winnipeg, the province of Manitoba, and to the federal government of Canada. Thank you to our other partnering organizations including IATSE Local 856, IATSE Local 669, the Directors Guild of Canada (Manitoba District), ACTRA Manitoba, Manitoba Film & Music, On Screen Manitoba, and Red River College for their ongoing support of FTM.

I would like to sincerely thank Vice Chair Rob Rowan, Executive Director Neila Benson, the hardworking FTM staff, and the dedicated Board and committee members of FTM for making my job as Chair that much easier.

I would also like to welcome to the Board two new members, Steven Foster (DGC Manitoba) and Beverlie Stuart (Manitoba Institute of Trades and Technology).

In closing, I want to make special mention of former FTM Board member Scott McLaren (DGC Manitoba). Scott passed away recently but his hard work and dedication to the film and television community in Manitoba will not be forgotten.



Brendon Sawatzky

FTM BOARD MEMBERS 2015 - 2016

NEILA BENSON
Executive Director

BENJAMIN AYTONA
Marketing and
Communications

ALLISON BILE
Program Manager

ADAM SMOLUK
Program Manager

HEATHER ROSCOE
Administrative Assistant

MAURO FERRITTO
Communications and
Programs Assistant

ERIC RAE
Programs Staff

KATHE MESEMAN
Accountant

(left to right) Adam Smoluk, Mauro Ferritto, Heather Roscoe, Allison Bile, Neila Benson, Benjamin Aytona



CREW TRAINING PROGRAM

Whether you are an existing crewmember, a producer, an actor, or someone who is looking for work in the film, television and digital media industry, you need to be confident that the training you do is curâproduction companies want to be sure that professional development training will help them gain and maintain a competitive edge.

Film Training Manitoba works hard to ensure that individuals and production companies can access high quality training. We work with industry, training, and education partners to make sure the training we provide gives participants the knowledge they need for the ongoing advancement of their careers.

FTM delivers practical workshops that provide entry-level and advanced skill development for Manitoba crewmembers. We also offer training for the development of writers, directors, producers, and actors.

This past year FTM trained 809 participants and delivered 44 in-class workshops.

IN-CLASS TRAINING 2015-2016

APRIL 2015

- Actor Gym with Noam Gonick
- Lighting and Grip Boot Camp

MAY 2015

- Directing Dramatic Film
- Actor Gym with Doug Mitchell
- Introduction to Money Matters
- The Director and the Camera
- NSI New Voices: Set Orientation

JUNE 2015

- Make-Up for the Film Industry
- Actor Gym with Danishka Esterhazy
- Master Your Audition

JULY 2015

- Actor Gym with Tammy Gillis
- Buffalo Gal Accelerator: Budgeting and Scheduling
- Master Series: One-on-One with Phyllis Laing

AUGUST 2015

- Traffic Awareness for the Film Industry

SEPTEMBER 2015

- Actor Gym with Shelagh Carter
- Lighting Intensive

OCTOBER 2015

- Documentary Storytelling
- Master Performing
- Art Department Fundamentals
- Actor Gym with Shawn Linden
- Essentials of Factual Entertainment Series

NOVEMBER 2015

- Film Industry Safety Session
- Camera Assistant Trainee Program
- Actor Gym with Jeff Beesley
- Buffalo Gal Group Mentorship
- International Market Preparedness
- Doc Talks Case Study: Polar Bear Town

DECEMBER 2015

- Prep and Shoot: Intro to Assistant Directing
- Actor Gym with Jeff Beesley
- Film Industry Safety Session
- Actor Gym with Rick Skene
- Buffalo Gal Accelerator: Budgeting and Scheduling

JANUARY 2016

- OSM All Access: Broadcaster Update
- OSM All Access: Mise à jour des diffuseurs
- Actor Gym with Noam Gonick
- Intro to Final Draft Screenwriting Software
- Mastering The Room
- TV Writing from Concept to Production

FEBRUARY 2016

- Film Industry Safety Session
- Meisner on Film
- Introduction to the Transportation Department
- Actor Gym with Jim Heber

MARCH 2016

- Careers in Film
- Scénarisation pour un jeune public
- Freeze Frame: Making Your First Feature
- Freeze Frame: Taking Your Short Film to the Next Level
- Immigration Information Session
- Actor Gym with John Bernard



2015 MANITOBA FILM TRAINING EXPO

The Manitoba Film Training Expo is a collaboration with industry partners to provide innovative and responsive training in new technologies. Workshops were offered that helped participants explore different ways of furthering and strengthening their career paths in a variety of disciplines within the industry – including documentary writing and producing, art department fundamentals, and mastering screen performance.

The 2015 Expo attracted 94 participants from the filmmaking community.

ONLINE TRAINING

FTM currently offers seven online courses that are recommended to new workers, some of which are required for membership to local labour organizations. Because they are available online, crewmembers are able to complete their training without delay.

In 2015-16, 146 participants took part in at least one of the online courses offered through FTM.

OUTREACH PROGRAM

FTM recognizes the importance of community outreach and we frequently network with educational institutions, as well as various organizations, to build support for Manitoba's film and television industry. We conduct year-round visits to trade schools, universities, colleges and high schools to provide an opportunity for individuals to learn more about a career in the film, television and digital media industry.

CAREER FAIRS

FTM travels throughout the year to career fairs and community events to provide information about the local film and television industry and deliver presentations to students and potential crewmembers in Winnipeg and rural Manitoba.

From April 2015 through March 2016, FTM attended 14 career fairs and interacted with over 765 attendees that were seeking information about potential career paths within the Manitoba film and television industry.

SCHOOL PROGRAM

Youth often have a general interest in filmmaking but have little knowledge of the jobs that are available to them or how to find a job in the industry. FTM tailors presentations to schools to advise students of the job opportunities available in the film and television industry.



FTM visited 7 secondary and post-secondary Manitoba schools and conducted outreach sessions for over 290 students during the 2015-2015 fiscal year.

FILM INDUSTRY INFORMATION SESSIONS & CAREER GUIDANCE

FTM recognizes the importance of community outreach and we offer free sessions for those considering a career in the film industry. These sessions provide a broad overview of the

opportunities available to the public if they are interested in a career in Manitoba's film and television industry.

FTM provided in-office career counseling for 58 people who were looking for advice and guidance about starting or upgrading their careers in the local film industry.

WORK EXPERIENCE PROGRAM

Work experience is a valuable opportunity to learn more about the film and television industry and to explore your future career path. Through FTM's work experience program, participants are given the opportunity to develop their skills and cultivate strong networks within the industry.

Film Training Manitoba's goal is to provide on-the-job training to both new and established technicians, expand the number of skilled crewmembers working in Manitoba, and to address succession planning for production companies and industry-related organizations.

FTM partners with local production companies to offer valuable work experience opportunities. We work closely with IATSE Local 856 and DGC Manitoba to assess candidates applying to our work experience training programs and to provide on the job training opportunities.

This past year, FTM was able to place 53 trainees in 57 placements on 19 local productions.

CAREER FOCUS CREW INTERNSHIPS

FTM's wage subsidized work placements give entry-level interns the opportunity they need to begin a career in the film industry.

Generously funded by ESDC, our career focus internship program helps post-secondary graduates gain the skills and employment experience related to their field of study and future career goals.

This past year, FTM had 13 career focus interns complete 14 placements.



CREW MENTORSHIPS & SKILLS UPGRADES

Our crew mentorship program provides support to working crewmembers that are advancing to key positions in their department. Mentors work with the crewmember to advise and offer guidance as they take on a key role for the first time.

This past year, FTM facilitated 11 mentorships.

The skills upgrade program provides support for existing crew who are interested in increasing their skill sets and advance within their departments. Once a crewmember is deemed eligible for this program, FTM works with the production company to upgrade the crewmember to a more senior position on a production.

This past year, FTM facilitated 25 upgrade placements.

CREW COURSE AND TRAVEL FUND

FTM also offers the Crew Course and Travel Fund, providing funding for established crewmembers to travel outside of Manitoba for training not available here in the province.

This past year, FTM assisted four crewmembers in their professional development with the following training initiatives:

- **Production Manager / Producer Training**
- **Generator Operating**
- **Live Power Operating**
- **Camera Movement**





500 - Five Donald Street
Winnipeg, Manitoba R3L 2T4
Tel: (204) 284-7060
Fax: (204) 284-7105
www.bookeandpartners.ca

Independent Auditors' Report

To the Directors of
Film Training Manitoba Inc.

We have audited the accompanying financial statements of Film Training Manitoba Inc., which comprise the statement of financial position as at March 31, 2016, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Film Training Manitoba Inc. as at March 31, 2016, 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.

Winnipeg, Canada
June 7, 2016

Chartered Professional Accountants

STATEMENT OF OPERATIONS

Year ended March 31

2016 2015

Revenues

Jobs and the Economy		
Canada/Manitoba Labour Market Development Agreement	\$ 358,500	\$ 286,500
Industry and Labour Force Investment Fund	141,500	209,000
Employment and Social Development Canada	47,300	37,893
Alliance of Canadian Cinema, Television and Radio Artists	1,650	1,475
Director's Guild of Canada	9,000	10,000
International Alliance of Theatrical Stage Employees	5,000	5,000
Amortization of deferred contributions for equipment (Note 7)	9,255	3,967
Interest income	1,950	2,939
Other income	18,302	2,140
Registration fees	32,460	44,694
In-kind contributions	158,537	169,794
	<u>783,454</u>	<u>773,402</u>

Expenses

Above the Line training	29,114	27,540
Actor training	21,100	21,866
Amortization (Note 5)	9,255	3,967
Crew training - Entry and Advanced Level Courses	47,770	36,160
Crew training - Online Courses	3,632	20,937
Diversity program	16,848	15,696
Employment and Social Development Canada	43,846	34,754
Interest and bank charges	1,351	1,923
Marketing and communications	1,970	4,651
Office	58,022	55,236
Film expo	21,249	19,162
Salaries and benefits	314,563	305,858
Work experience	47,070	37,397
In-kind expenses	158,537	169,794
	<u>774,327</u>	<u>754,941</u>

Excess of revenues over expenses

\$ 9,127 \$ 18,461

STATEMENT OF CHANGES IN NET ASSETS

Year ended March 31

	Unrestricted	Internally Restricted	Total 2016	Total 2015
Balance, beginning of year	\$ 83,733	\$ 114,541	\$ 198,274	\$ 179,813
Excess of revenues over expenses	9,127	-	9,127	18,461
Transfer (Note 9)	<u>(7,000)</u>	<u>7,000</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 85,860</u>	<u>\$ 121,541</u>	<u>\$ 207,401</u>	<u>\$ 198,274</u>

STATEMENT OF FINANCIAL POSITION

March 31, 2016

2016

2015

Assets

Current

Cash (Note 3)	\$ 101,910	\$ 90,657
Receivables (Note 4)	13,788	6,003
Prepaid expenses	<u>2,500</u>	<u>2,568</u>
	118,198	99,228
Restricted cash	121,541	114,541
Equipment (Note 5)	<u>-</u>	<u>9,255</u>
	<u>\$ 239,739</u>	<u>\$ 223,024</u>

Liabilities

Current

Payables and accruals	\$ 17,338	\$ 6,495
Deferred revenue (Note 6)	<u>15,000</u>	<u>9,000</u>
	32,338	15,495
Deferred contributions for equipment (Note 7)	<u>-</u>	<u>9,255</u>
	<u>32,338</u>	<u>24,750</u>

Net Assets

Unrestricted	85,860	83,733
Internally Restricted	<u>121,541</u>	<u>114,541</u>
	<u>207,401</u>	<u>198,274</u>
	<u>\$ 239,739</u>	<u>\$ 223,024</u>

Commitments (Note 8)

Approved by the Board

_____ Director

_____ Director

STATEMENT OF CASH FLOWS

March 31, 2016

2016 2015

Cash derived from (applied to):

Operating

Excess of revenues over expenses	\$ 9,127	\$ 18,461
Amortization	9,255	3,967
Amortization of deferred contributions for equipment	<u>(9,255)</u>	<u>(3,967)</u>

9,127 18,461

Change in non-cash operating working capital items

Receivables	(7,785)	24,943
Prepaid expenses	68	83
Payables and accruals	10,843	(23,958)
Deferred revenue	<u>6,000</u>	<u>(1,000)</u>

Net increase in cash

18,253 18,529

Cash

Beginning of year 205,198 186,669

End of year \$ 223,451 \$ 205,198

Cash consists of:

Cash	\$ 101,910	\$ 90,657
Restricted cash	<u>121,541</u>	<u>114,541</u>

\$ 223,451 \$ 205,198

1. Nature of operations

Film Training Manitoba Inc. (the Organization) undertakes activities relating to training in the film, video, and related industries. The Organization was incorporated as a not for profit entity without share capital under the Corporations Act of Manitoba and is a registered charity under the Income Tax Act.

2. Summary of significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies used are detailed as follows:

(a) Revenue recognition

The Organization follows the deferral method of accounting for contributions, which includes donations and government grants.

Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred.

Unrestricted contributions are recognized as revenue when received or receivable when the amount to be received can be reasonably estimated and collection is reasonably assured.

Registration fees are recognized when services have been performed and collection is reasonably assured.

(b) **Internally restricted net assets**

Internally restricted net assets represent an operating reserve fund for the Organization. This operating reserve is to be used to respond to extraordinary, unplanned costs and to provide a temporary source of financing for cash flow purposes when necessary.

These internally restricted amounts are not available for other purposes without prior approval of the Board of Directors.

(c) **Equipment**

Equipment is recorded at cost and is being amortized over its estimated useful life on a declining balance basis. The annual amortization rate is as follows:

Equipment	30%
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(d) **Accounting estimates**

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reported period. These estimates are reviewed periodically and are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

(e) **Financial instruments**

It is management's opinion that the Organization is not exposed to significant credit, currency, interest rate, liquidity or market risks arising from its financial instruments.

(f) **In-kind contributions and expenses**

In-kind contributions represent the value of volunteer services by the Board of Directors and members, by production companies for wages and expenses paid directly to trainees and trainers in excess of the amounts covered by the Organization and service by suppliers for discounted equipment costs for workshops. An equal in-kind expense is also recorded as these are incremental costs incurred in carrying out the programs.

3. Cash

A line of credit has been authorized by Assiniboine Credit Union to a maximum of \$20,000 bearing interest at the credit union's prime lending rate plus 2.0%. The line of credit is secured by a first charge over all assets of the Organization, supported by a General Assignment of Provincial Grants. No amount is outstanding on the line of credit as at year end (2015 - \$Nil).

4. Receivables

	<u>2016</u>	<u>2015</u>
Grants receivable	\$ 10,033	\$ 2,059
GST receivable	2,777	3,625
Other receivables	<u>978</u>	<u>319</u>
	<u>\$ 13,788</u>	<u>\$ 6,003</u>

5. Equipment

	<u>Cost</u>	<u>Accumulated amortization</u>	<u>2016 Net Book Value</u>	<u>2015 Net Book Value</u>
Equipment	\$ -	\$ -	\$ -	\$ 9,255

During the year, it was determined that the equipment had no further useful life to the Organization. The remaining net book value of the equipment along with the corresponding deferred contributions for equipment have been recognized in current year operations.

6. Deferred revenue

Deferred revenue represents operating funds that are related to the subsequent year.

	<u>2016</u>	<u>2015</u>
Director's Guild of Canada	\$ 10,000	\$ 9,000
I.A.T.S.E Local 856	<u>5,000</u>	<u>-</u>
	<u>\$ 15,000</u>	<u>\$ 9,000</u>

7. Deferred contributions for equipment

Deferred contributions for equipment represent the unamortized portion of contributions with which the Organization's equipment was purchased.

The changes for the year in the deferred contributions balance are as follows:

	<u>2016</u>	<u>2015</u>
Beginning balance	\$ 9,255	\$ 13,221
Amortization of deferred contributions (included in revenues)	<u>(9,255)</u>	<u>(3,966)</u>
	<u>\$ -</u>	<u>\$ 9,255</u>

During the year, it was determined that the equipment had no further useful life to the Organization. The remaining net book value of the equipment along with the corresponding deferred contributions for equipment have been recognized in current year operations.

8. Commitments

The Organization, along with an unrelated not-for-profit organization, have entered into a joint lease agreement for office space. The agreement expires February 28, 2021, with annual minimum rent of \$39,000, \$42,000 effective March 1, 2016, \$45,000 effective March 1, 2018, and \$48,000 effective March 1, 2020. Under mutual agreement between the Organization and the joint lessee, the Organization is responsible for 60% of the gross lease costs and the joint lessee for 40% of the gross lease costs.

The Organization also leases a photocopier.

The minimum lease payments for the next four years are as follows:

2017	\$ 25,719
2018	25,869
2019	27,519
2020	27,237

9. Transfer

During the year, the Board of Directors approved a transfer of \$7,000 (2015 - \$10,000) from unrestricted to internally restricted net assets to be used for the purposes of an operating reserve.

10. Economic dependence

The volume of financial activity undertaken by the Organization with its funding bodies is of sufficient magnitude that the discontinuance of funding would endanger the ability of the Organization to continue as a going concern.



FILM TRAINING MANITOBA

100 – 62 Albert Street
Winnipeg, MB
R3B 1E9

Phone
204.989.9669

Toll Free (in Manitoba)
1.866.989.9669

Fax
204.989.9660

Email
info@filmtraining.mb.ca

