

# 2020 BIA BUDGET

as of  
Dec 23, 2019

|                  | Budget<br>2018                                         | Actuals<br>2018   | Budget<br>2019    | Actuals<br>2019   | Budget<br>2020    | Budget<br>2021    | Budget<br>2022    | Budget<br>2023    |
|------------------|--------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Account          |                                                        |                   |                   |                   |                   |                   |                   |                   |
|                  | <b>REVENUE</b>                                         |                   |                   |                   |                   |                   |                   |                   |
| 40100            | Levy *                                                 | \$ 109,000        | \$ 109,000        | \$ 117,000        | \$ 117,000        | \$ 132,000        | \$ 132,000        | \$ 132,000        |
|                  | Levy Adjustments                                       | \$ 700            | \$ (2,313)        | \$ 2,000          | \$ 4,893          | \$ 1,500          | \$ 1,500          | \$ 1,500          |
| 40160            | BIA Associate Memberships                              |                   |                   | \$ 332            | \$ 500            | \$ 500            | \$ 500            | \$ 500            |
| 10500            | Transfer from Reserve **                               | \$ -              |                   | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              |
| 41000 &<br>41500 | Events & Sponsor Revenue                               | \$ 13,250         | \$ 14,706         | \$ 14,500         | \$ 6,991          | \$ 7,600          | \$ 7,600          | \$ 7,600          |
| 49200            | Misc. Revenue                                          | \$ 50             | \$ 45             | \$ -              | \$ 79             | \$ -              | \$ -              | \$ -              |
| 49100            | Interest Revenue                                       | \$ 1,200          | \$ 1,956          | \$ 1,900          | \$ 3,467          | \$ 1,900          | \$ 1,900          | \$ 1,900          |
|                  | <b>TOTAL</b>                                           | <b>\$ 124,200</b> | <b>\$ 123,394</b> | <b>\$ 135,400</b> | <b>\$ 132,761</b> | <b>\$ 143,500</b> | <b>\$ 143,500</b> | <b>\$ 143,500</b> |
|                  | <b>EXPENSE ALLOCATIONS</b>                             |                   |                   |                   |                   |                   |                   |                   |
|                  | <b>ADMINISTRATION</b>                                  |                   |                   |                   |                   |                   |                   |                   |
| 50350            | Permits/Licenses                                       | \$ 950            | \$ 1,146          | \$ 1,200          | \$ 45             | \$ 100            | \$ 100            | \$ 100            |
| 55100            | Accounting & Legal Fees                                | \$ 800            | \$ 1,629          | \$ 830            | \$ 2,540          | \$ 5,800          | \$ 3,400          | \$ 3,400          |
| 54900            | Clothing Expense (Board & Volunteers)                  | \$ 250            | \$ 1,177          | \$ 500            |                   | \$ 500            | \$ 500            | \$ 500            |
| 56320            | Meals expense                                          | \$ 500            | \$ 1,235          | \$ 500            | \$ 853            | \$ 1,000          | \$ 1,100          | \$ 1,200          |
| 58500            | Education/Seminars/Conferences                         | \$ 1,500          | \$ 1,446          | \$ 1,500          | \$ 779            | \$ 1,700          | \$ 1,700          | \$ 1,700          |
| 56600            | Memberships/Associations                               | \$ 505            | \$ 485            | \$ 500            | \$ 225            | \$ 250            | \$ 250            | \$ 250            |
| 58200            | Office Lease/Rent                                      |                   |                   |                   | \$ 4,425          | \$ 12,000         | \$ 12,000         | \$ 13,200         |
| 56700            | Office & Misc Expense                                  | \$ 2,150          | \$ 2,092          | \$ 1,700          | \$ 2,100          | \$ 1,950          | \$ 2,075          | \$ 2,300          |
| 56850            | Freight & Courier Fees                                 | \$ 50             | \$ 108            | \$ 200            | \$ 305            | \$ 200            | \$ 200            | \$ 200            |
|                  | Office Equipment                                       | \$ 2,100          | \$ 3,499          | \$ 500            | \$ 3,626          | \$ 4,400          | \$ 4,000          | \$ 4,000          |
| 58400            | Telephone & Internet Expense                           | \$ 1,000          | \$ 976            | \$ 1,000          | \$ 1,160          | \$ 2,100          | \$ 2,100          | \$ 2,100          |
| 58440            | Website & Storage Expense                              | \$ 1,375          | \$ 2,130          | \$ 500            | \$ 252            | \$ 300            | \$ 350            | \$ 450            |
|                  | Election Reserve Account <i>(Every 4th Year)</i>       | \$ 2,500          | \$ 2,500          | \$ 500            | \$ 500            | \$ 500            | \$ 500            | \$ 500            |
| 58600            | Travel                                                 | \$ 700            | \$ 983            | \$ 1,600          | \$ 1,146          | \$ 1,800          | \$ 1,825          | \$ 1,900          |
| 58650            | Mileage Expense - Employee                             | \$ 1,000          | \$ 123            | \$ 300            | \$ 315            | \$ 300            | \$ 400            | \$ 500            |
| 54100            | Wages & Benefits                                       | \$ 53,154         | \$ 50,318         | \$ 51,580         | \$ 40,420         | \$ 50,550         | \$ 43,500         | \$ 44,850         |
|                  | <b>Sub Total</b>                                       | <b>\$ 68,534</b>  | <b>\$ 69,847</b>  | <b>\$ 62,910</b>  | <b>\$ 58,691</b>  | <b>\$ 83,450</b>  | <b>\$ 74,000</b>  | <b>\$ 77,150</b>  |
|                  | <b>ADVERTISING &amp; MARKETING</b>                     |                   |                   |                   |                   |                   |                   |                   |
| 55500            | Advertising & Marketing                                | \$ 13,900         | \$ 13,891         | \$ 14,300         | \$ 12,454         | \$ 15,300         | \$ 16,100         | \$ 16,550         |
| 55620            | Sponsorships & Donations                               | \$ 2,500          | \$ 2,500          | \$ 3,500          | \$ 3,000          | \$ 3,500          | \$ 3,500          | \$ 3,500          |
|                  | Tecumseh Dollar Expense <i>(Discount&amp;Donation)</i> | \$ 3,000          | \$ 4,005          | \$ 8,000          | \$ 9,851          | \$ 14,000         | \$ 14,000         | \$ 14,000         |
|                  | <b>Sub Total</b>                                       | <b>\$ 19,400</b>  | <b>\$ 20,396</b>  | <b>\$ 25,800</b>  | <b>\$ 25,305</b>  | <b>\$ 32,800</b>  | <b>\$ 33,600</b>  | <b>\$ 34,050</b>  |
|                  | <b>BEAUTIFICATION &amp; EVENTS</b>                     |                   |                   |                   |                   |                   |                   |                   |
| 59000            | Beautification & Events                                | \$ 21,225         | \$ 29,127         | \$ 27,300         | \$ 28,899         | \$ 35,500         | \$ 35,900         | \$ 32,500         |
|                  | <b>Sub Total</b>                                       | <b>\$ 21,225</b>  | <b>\$ 29,127</b>  | <b>\$ 27,300</b>  | <b>\$ 28,899</b>  | <b>\$ 35,500</b>  | <b>\$ 35,900</b>  | <b>\$ 32,500</b>  |
|                  | <b>EXPENDITURES TOTAL</b>                              | <b>\$ 109,159</b> | <b>\$ 119,370</b> | <b>\$ 116,010</b> | <b>\$ 112,895</b> | <b>\$ 151,750</b> | <b>\$ 143,500</b> | <b>\$ 143,500</b> |
|                  | <b>YEAR END SURPLUS / DEFICIT</b>                      | <b>\$ 15,041</b>  | <b>\$ 4,023</b>   | <b>\$ 19,390</b>  | <b>\$ 19,866</b>  | <b>\$ (8,250)</b> | <b>\$ -</b>       | <b>\$ -</b>       |
|                  | Transfer from/(to) Operating Reserve                   | \$ 15,041         | \$ 4,023          | \$ 19,390         | \$ 19,866         | \$ (8,250)        | \$ -              | \$ -              |
|                  | Actual BIA Operating Reserve                           | \$ 34,326         | \$ 34,326         | \$ 34,326         | \$ 60,074         | \$ -              | \$ -              | \$ -              |
|                  | Transfer (from)/to Special Project Reserve***          | \$ 7,326          | \$ 7,326          | \$ 7,326          | \$ 33,074         | \$ (33,000)       | \$ (33,000)       | \$ (33,000)       |
|                  | Actual BIA Special Project Reserve Account             | \$ 30,000         | \$ 41,349         | \$ 68,065         | \$ 35,174         | \$ -              | \$ -              | \$ -              |
|                  | Year End BIA Special Project Reserve Account           | \$ 37,326         | \$ 48,675         | \$ 75,391         | \$ 68,248         | \$ (33,000)       | \$ (33,000)       | \$ (33,000)       |
|                  | Year End Total BIA Operating Reserve Account           | \$ 27,250         | \$ 27,250         | \$ 29,250         | \$ 29,250         | \$ 33,000         | \$ 33,000         | \$ 33,000         |

\*NOTE: Levy - 13% Increase in 2020.

NOTICE TO VACATE - On Feb. 28, 2019 Notice to Vacate 1189 Lacasse Blvd., additional expenses in 4th Qtr 2019

\*\*NOTE: Transfer of Reserve - Goal is to maintain a reserve of 25% of levy (\$33,000) for operating expenses every 1st QTR.

\*\*\*NOTE: Reserve Account is to hold surplus of funds that are earmarked for BIA Special Project(s): Streetscaping & Beautification CIP projects

TOTBIA Budget

Board prepare first draft for AGM:

10-Dec-2019

1st draft forwarded to membership

13-Feb-2020

At AGM; review and discuss by members and Board:

4-Mar-2020

Submitted to Town Council for approval at RCM

4-Mar-2020

Approved by Council: