BIA BUDGET

		roposed	ł	Actuals		roposed	
	1	Budget			1	Budget	
		2023		2023		2024	Notes
REVENUE		225 000		005 470	1		
Levy	\$2	235,000	\$2	235,170	¢	E9 7E0	
1st Quarter					\$ \$	58,750 58,750	
2nd Quarter					φ \$	58,750	
3rd Quarter 4th Quarter					ֆ \$	58,750	
Levy Adjustments					Ψ	50,750	
Supplementary							
(Writer-Offs)							
(Vacancies)							
BIA Associate Memberships	\$	500	\$	500	\$	500	
Transfer from Reserve (Note 1)	\$	26,478	\$	-	\$	80,476	
Events & Sponsor Revenue	\$	5,500	\$	6,629	\$	8,000	
Christmas Party	\$	5,500					
Fall Into Health Day - Vendor Rental							
Fall Into Health Day - Sponsors			\$	-			
Tecumseh Night Market - Vendor Rental							
Tecumseh Night Market - Sponsors							
Misc. Revenue			\$	2,466			
Misc. Items			\$	-			
Interest Revenue	\$	1,500	\$	5,828	\$	1,500	
TOTAL	\$	268,978	\$	250,593	\$	325,476	
EXPENSE ALLOCATIONS							
ADMINISTRATION							
Permits/Licenses	\$	500			\$	-	
Accounting & Legal Fees	\$	14,500	\$	9,057	\$	15,000	
Audit							
Accounting (Bookkeeper)							
Bank Charges	\$	2,000	\$	286	\$	500	
Square Fees							
Bank Fees							
Insurance (Town Contract with HUB)	\$	1,000	\$	-	\$	1,500	
Insurance Claims							
Clothing Expense (Board & Volunteers)	\$	2,000	\$	-	\$	4,000	
Meals & Entertainment	\$	2,000	\$	2,361	\$	3,000	
Education/Seminars/Conferences	\$	4,000	\$	2,330	\$	4,000	
Memberships/Associations	\$	250	\$	360	\$	500	
OBIAA	\$	250					
	\$	-					
Office Lease/Rent	\$	13,500	\$	14,408	\$	17,200	A
Office & Misc Expense	\$	2,000	\$	6,477	\$	2,500	
Equipment (phones, calculators, etc.)							
Furniture, Cabinets							
Computers, Printers, Copier							
Miscellaneous	\$	250					
Office Supplies	\$	600					

Postage	\$ 100		
Freight & Courier Fees	\$ 200	\$ 100	\$ 300
Software & Computer Expense (Subscriptions)	\$ 3,000	\$ 2,996	\$ 4,000
Repairs & Maintenance	\$ 2,000	\$ 2,328	\$ 100
Cleaning Office	\$ 1,000		\$ 1,300
Konica Printer/Copier Meter Rate	\$ 150		\$ 1,000
Misc Office repairs/installs	\$ 200		
Telephone & Internet Expense	\$ 3,000	\$ 1,132	\$ 1,500
Phones (Office & Cell)	\$ 1,200		
Internet	\$ 500		
Website & Storage Expense	\$ 10,000	\$ 9,072	\$ -
Website	\$ 500		
Storage			
Election Reserve Account (Every 4th Year)	\$ 500		\$ 500
Travel	\$ 4,000	\$ 328	\$ 4,000
Accommodations	\$ 1,200		
Transportation	\$ 500		
Meals	\$ 100		
Mileage Expense - Employee	\$ 1,000	\$ 1,049	\$ 1,500
Wages & Salaries	\$ 57,500	\$ 47,763	\$ 65,000
Coordinator	\$ 42,000		
El Expense	\$ 1,250	\$ 1,090	\$ 1,508
CPP Expense	\$ 3,278	\$ 2,642	\$ 3,451
Sub Total	\$ 122,478	\$ 103,779	\$ 132,359

ADVERTISING & MARKETING			
Advertising & Marketing	\$ 17,000	\$ 18,754	\$ 40,000
Advertising for BIA - Various Media	\$ 3,000		
Signage			
Acknowledgement/Recognition	\$ -		
Promo Items/Materials	\$ 2,000		
Eyes on Tecumseh	\$ 3,000		
Tecumseh Life - Spring & Winter	\$ 6,000		
Grand Openings	\$ 100		
Sponsorships & Donations	\$ 3,500	\$ -	\$ 4,000
Christmas in Tecumseh & Santa Parade	\$ 2,500		
Corn Festival & Parade	\$ 1,000		
Other - Community			
Promotional Photography	\$ 1,000		\$ -
Tecumseh Dollar Expense (Discount&Donated)	\$ 35,000	\$ 12,958	\$ 35,000
Meet & Greet - Guest Speakers	\$ -		\$ -
Sub Total	\$ 56,500	\$ 31,712	\$ 79,000

BEAUTIFICATION & EVENTS				1
Beautification & Events		\$ 63,876		
Banner Contest ¹³	\$ 3,250		\$ -	
Christmas Lights & Decorations	\$ 20,000		\$ 25,000	C
Beautification	\$ 50,000		\$ 55,000	E
BIA Special Projects	\$ -		\$ -	
BIA Parkette	\$ -		\$ -	
BIA Events				1

Tecumseh Night Market	\$ 7,500		\$ 7,500
Meet and Greet			\$ 12,000
Other (Corn Festival & Santa Parades entries)	\$ 1,250		\$ 2,617
Christmas Party	\$ 8,000		\$ 12,000
Sub Total	\$ 90,000	\$ 63,876	\$ 114,117
EXPENDITURES TOTAL	\$ 268,978	\$ 199,367	\$ 325,476
YEAR END SURPLUS / DEFICIT	\$ 1	\$ 51,226	\$-
Transfer from/(to) Operating Reserve		\$ 51,226	
Actual BIA Operating Reserve	\$ 54,741	\$ 139,269	\$ 58,750
Transfer (from)/to Special Project Reserve	\$ 21,741	\$ 80,476	\$-
		•	
Actual BIA Special Project Reserve Account	\$-	\$-	\$-
Year End BIA Special Project Reserve Account	\$ 21,741	\$ 80,476	\$-
Year End Total BIA Operating Reserve Account	\$ 58,750	\$ 58,793	\$ 58,750

<u>Notes</u>

А	Based on the terms of the lease
В	\$2,500 per month for social media, website maint, design, weekly and monthly promotional photagraphy and videos. \$10,000 for print and additional design
С	Raffle items, subsidies, door prizes
D	One time expense for christmas lights
E	One time expenditure for planters, larger hanging baskets, benches, banners
F	Fencing, permits, licensing, tents, security, tables and chairs
G	6 events at \$2,000 each
Н	Cost of entry to parades and giveaways
I	Active promotion of the BIA, anticipating a higher turnout
J	Transfer to reserve and the reserve balance of \$58,750 is based on one quarter of the levy Reserve is targeted to be used for future beautification projects