

# 2019 PROPOSED BUDGET

as of  
Dec 11, 2018

Account	Budget 2018	Actuals 2018	Budget 2019	Budget 2020	Budget 2021	Budget 2022
<b>REVENUE</b>						
40100 Levy <sup>1</sup> *	\$ 109,000	\$ 109,000	\$ 117,000	\$ 117,000	\$ 117,000	\$ 117,000
Levy Adjustments <sup>2</sup>	\$ 700	\$ (2,313)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
10500 Transfer from Reserve **	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Events & Sponsor Revenue <sup>4</sup>	\$ 13,250	\$ 14,706	\$ 14,500	\$ 14,500	\$ 14,500	\$ 14,500
49300 Tecumseh Dollars Revenue	\$ 1,200	\$ 2,700	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
49200 Misc. Revenue	\$ 50	\$ 45	\$ -	\$ -	\$ -	\$ -
49100 Interest Revenue	\$ 1,200	\$ 1,956	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900
<b>TOTAL</b>	<b>\$ 125,400</b>	<b>\$ 126,094</b>	<b>\$ 139,400</b>	<b>\$ 139,400</b>	<b>\$ 139,400</b>	<b>\$ 139,400</b>
<b>EXPENSE ALLOCATIONS</b>						
<b>ADMINISTRATION</b>						
50350 Permits/Licenses	\$ 950	\$ 1,146	\$ 1,200	\$ 1,300	\$ 1,400	\$ 1,500
55100 Professional Fees	\$ 800	\$ 1,629	\$ 830	\$ 865	\$ 865	\$ 865
50500 Clothing Expense (Board & Volunteers)	\$ 250	\$ 1,177	\$ 500	\$ 500	\$ 500	\$ 500
56320 Lunch-Dinner Meetings (Board)	\$ 500	\$ 1,235	\$ 500	\$ 500	\$ 500	\$ 500
58500 Education/Seminars/Conferences	\$ 1,500	\$ 1,446	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
56600 Memberships/Associations	\$ 505	\$ 485	\$ 500	\$ 500	\$ 500	\$ 500
Office Supplies <sup>6</sup>	\$ 2,200	\$ 2,200	\$ 1,900	\$ 1,800	\$ 1,800	\$ 1,800
Office Equipment <sup>7</sup>	\$ 2,100	\$ 3,499	\$ 100	\$ 100	\$ 100	\$ 100
Telecommunications <sup>8</sup>	\$ 2,975	\$ 3,693	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
Election Reserve Account (Every 4th Year)	\$ 2,500		\$ 500	\$ 500	\$ 500	\$ 500
Travel	\$ 1,700	\$ 1,106	\$ 1,900	\$ 1,300	\$ 1,300	\$ 1,300
Wages & Benefits	\$ 53,154	\$ 50,319	\$ 51,580	\$ 52,618	\$ 53,675	\$ 54,722
<b>Sub Total</b>	<b>\$ 69,134</b>	<b>\$ 67,935</b>	<b>\$ 63,110</b>	<b>\$ 63,583</b>	<b>\$ 64,740</b>	<b>\$ 65,887</b>
<b>ADVERTISING &amp; MARKETING</b>						
General Advertising & Signage	\$ 1,300	\$ 1,501	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300
55600 Membership Marketing <sup>9</sup>	\$ 13,400	\$ 12,502	\$ 13,100	\$ 13,600	\$ 13,600	\$ 13,600
55620 Community Sponsorships <sup>10</sup>	\$ 2,500	\$ 2,660	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
55520 Printing/Publications (directory, newsletters)	\$ -	\$ 683	\$ 500	\$ 500	\$ 500	\$ 500
55690 Tecumseh Dollar Expense (Purchase Discount)	\$ 3,000	\$ 3,845	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
<b>Sub Total</b>	<b>\$ 20,200</b>	<b>\$ 23,691</b>	<b>\$ 26,400</b>	<b>\$ 26,900</b>	<b>\$ 26,900</b>	<b>\$ 26,900</b>
<b>BEAUTIFICATION &amp; EVENTS</b>						
59150 Streetscaping/Beautification Projects <sup>4</sup>	\$ 3,025	\$ 2,277	\$ 10,300	\$ 6,000	\$ 6,000	\$ 6,000
59300 BIA Special Projects <sup>15</sup>	\$ -		\$ -	\$ -	\$ -	\$ -
59350 BIA Parkette	\$ 5,200	\$ 3,742	\$ -	\$ -	\$ -	\$ -
53800 BIA Events	\$ 13,000	\$ 23,108	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
<b>Sub Total</b>	<b>\$ 21,225</b>	<b>\$ 29,127</b>	<b>\$ 27,300</b>	<b>\$ 23,000</b>	<b>\$ 23,000</b>	<b>\$ 23,000</b>
<b>EXPENDITURES TOTAL</b>	<b>\$ 110,559</b>	<b>\$ 120,752</b>	<b>\$ 116,810</b>	<b>\$ 113,483</b>	<b>\$ 114,640</b>	<b>\$ 115,787</b>
<b>YEAR END SURPLUS / DEFICIT</b>	<b>\$ 14,841</b>	<b>\$ 5,342</b>	<b>\$ 22,590</b>	<b>\$ 25,917</b>	<b>\$ 24,760</b>	<b>\$ 23,613</b>
Transfer from/(to) Operating Reserve	\$ 14,841	\$ 5,342	\$ 22,590	\$ 25,917	\$ 24,760	\$ 23,613
Actual BIA Operating Reserve	\$ 34,326	\$ 28,984	\$ 51,574	\$ 77,491	\$ 102,251	\$ 125,864
Transfer (from)/to Special Project Reserve	\$ 7,326	\$ 1,984	\$ 24,574	\$ 50,491	\$ 75,251	\$ 98,864
Actual BIA Special Project Reserve Account	\$ 50,246	\$ 62,913	\$ 87,488	\$ 137,978	\$ 213,229	\$ 312,093
Year End BIA Special Project Reserve Account	\$ 57,572	\$ 64,898	\$ 112,062	\$ 188,469	\$ 288,480	\$ 410,957
Year End Total BIA Operating Reserve Account	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000

\*NOTE: Levy - 7% Increase in 2019.

NOTICE TO VACATE - On Feb. 28, 2019 Notice to Vacate 1189 Lacasse Blvd., no later than August 31, 2019; additional expenses in 4th Qtr 2019 and will be allocated in 2020 budget.

\*\*NOTE: Transfer of Reserve - Goal is to maintain a reserve of 25% of levy (\$27,000) 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 projects  
See overleaf for Account Descriptions and additional 2019 budget comments

TOTBIA Budget

Board prepare first draft for AGM:  
1st draft forwarded to membership  
At AGM; review and discuss by members and Board:  
Submitted to Town Council for approval at RCM  
Re-Submitted to Town Council (corrections)  
Approved by Council:

11/14/18  
01/25/19  
02/13/19  
2/20/19  
03-06-19

# Tecumseh BIA - 2019 Proposed Budget - Account Comments & Descriptions

## Comments Regarding 2019 Proposed Budget:

Levy	Increase of \$8,000.00
Current Membership	as of December 31, 2018: Property Owners = 136, Businesses = 401, Vacant Units/Bldgs/Lots = 60 TOTAL = 597
Levy Adjustments (Writer-Offs)	- estimated growth (Supps) of new shopping plaza & renovated buildings on Tecumseh Rd and additional new businesses
(Vacancies)	Vacancies will be removed from Levy Report in 2019
Transfer From Reserve - prior year <sup>3</sup>	Maintain reserve of 25% of the levy for operating expenses during first quarter every year
Office Expenses, Supplies & Misc. <sup>6</sup>	
Office Repairs & Maintenance <sup>7</sup>	Increase to purchase new laptops in 2018
Travel & Mileage	Includes all travel expenses; hotel, air fare, parking, etc., for Coordinator and/or Directors attending conferences
Wages & Benefits	Under budget due to changes in BIA Coordinator's work schedule, salary increases by cost of living percentage
Administration - Rental & Utility Expenses	On Feb. 28, 2019 a Notice to Vacate 1189 Lacasse Blvd. was received by CAO, to vacate no later than August 31, 2019; additional expenses are expected in 4th qtr 2019 unless an opportunity to move is earlier than the deadline date.
Advertising & Signage	
BIA Notifications (AGM, Special Mtgs, etc.)	
BIA Members Marketing	
Publications/Newsletters/Directories	
Website/Social Media	Updated and redesigned the BIA website in 2018
Special Town Projects	\$8,000 bike repair stations have been order and will be a 2019 expense
Christmas Party	Over budget by \$633
Streetscaping	Additional Christmas decorations, over the road banner, flower planters, street pole banners/brackets
BIA Events (Night Market, Fall Into Health Day)	NMs Under budget by \$3,529 and FIHD under budget by \$1,101
BIA Special Projects	BIA Parkett: stonework on gazebo under budget by \$1,458
RESERVE BALANCE	Currently \$33,238.62 is in Reserve Account: all surplus of funds after year end closing will be transferred from Operating to Reserve and identified for special projects i.e. future Christmas decorations, streetscaping improvements, etc. Forecasting \$25,000 surplus to be transferred from Operating to Reserve by April 1, 2018.