

WHITE ROCK BUSINESS IMPROVEMENT ASSOCIATION (Draft)

BUDGETED STATEMENT OF OPERATIONS FOR THE YEAR

Prepared August 2017

	2018-2019	2017-2018 Budget	2016-2017 Actuals
REVENUE			
BIA Levy - City of White Rock	324,000	318,000	312,000
Other Revenue	55,000	39,700	40,125
Total Income	379,000	357,700	352,125
EXPENDITURE			
FESTIVALS AND EVENTS			
Concerts at the Pier	90,000	42,000 ¹	82,288
Canada Day Celebrations	5,000	10,000	5,299
Tour de White Rock	3,500	3,500	-
Taste White Rock	10,000	15,000	10,676
Vitality Expo	5,000	5,000	10,998
Festivals & Events - Other	2,500	2,500	1,558
	116,000	78,000	110,819
MARKETING, ADVERTISING & PROMOTION			
Marketing, Promotions & Graphic Design	10,000	13,000	713
Radio Advertising	8,000	10,000	2,625
Print Advertising	7,000	7,000	1,046
Signage	-	2,000	1,779
Newsletter, Communications and Social Media	2,000	2,000	-
Website - WRBIA	5,000	5,000	1,339
	32,000	39,000	7,502
BEAUTIFICATION AND ENHANCEMENT			
Seasonal Lighting Initiative	15,000	18,000	33,129
Street Banners	14,000	16,000	3,282
Planters, Landscape Architecture	14,000	17,000	8,081
Graffiti Removal Program	4,000	7,500	1,830
Special Projects	1,500	2,500	-
	48,500	61,000	46,322
MEMBER SERVICES			
Training Workshops	1,500	1,500	72
Consulting Services	3,000	3,000	-
Open House	3,000	3,000	3,041
	7,500	7,500	3,113
ADMINISTRATION			
Budgeted Staffing and Sub-contract including:			
Executive Director	68,000	60,000	43,454
Administrative Assistant	15,000	15,000	21,546
Summer Student	5,000	5,000	1,234
Casual Employment and subcontract	4,000	6,000	2,895
Recording Secretary	5,000	5,000	3,575
Contract Bookkeeping	5,000	5,000	4,472
Payroll Processing	600	600	493
Employee Benefits CPP/EI	6,000	5,000	6,186
Health Benefits	-	3,000	-
Legal	1,500	1,500	393

Year-end Audit	6,500	6,500	6,247
Insurance	6,500	4,000	6,355
	123,100	116,600	96,850
OCCUPANCY			
Rent & Utilities	24,000	24,000	24,000
Office Improvements	1,600	1,500	-
	25,600	25,500	24,000
OFFICE AND ADMINISTRATION			
Office Supplies and Related Expenses	5,000	5,000	3,064
Computer & Office Equipment	2,000	2,000	-
Mileage & Parking	2,000	2,500	1,056
Executive Director Expenses	3,500	3,500	38
Professional Development	2,000	1,000	30
Board Meetings and Hospitality	2,500	3,900	2,783
Telephone/Internet/Cellular	2,000	1,200	1,955
Cellular	-	1,500	943
Printing, Photocopying and Postage	2,500	2,500	2,270
Annual General Meeting	2,000	2,000	1,006
Dues and Subscriptions	500	1,000	577
BIABC Annual & Contingency	2,000	3,000	-
Bank Service Charges	300	1,000	135
	26,300	30,100	13,857
Capital Expenditure			5,858
Surplus Funds			944
TOTAL EXPENDITURE	379,000	357,700	309,265
NET REMAINING BUDGET		-	-

¹ The expenditure for the 2017 concerts was recorded as expenses *after* sponsorship dollars when it should reflect the *total* expenditure for the series before sponsorship, approximately \$85,000.