

CITY OF VANCOUVER BUDGET APRIL 2024 – MARCH 2025

The city of Vancouver wishes to present individual BIA budgets in a format which allows both City Staff and Elected Officials the ability to get a high level view of each BIA and how budgets priorities compare.

This budget format does not need to replace the budget you present at your Annual General Meetings. You may wish to consider it, but that is a decision for each BIA. You may call programs by other names, or place them in different categories within your budget – please follow the category descriptions provided below to help you assign the correct expenses to the appropriate categories.

BUDGET WORKSHEET (for your convenience, use this fillable form or print off and fill in manually)

BUDGET AREA	DESCRIPTION	SUBTOTAL	TOTAL	
REVENUE				
LEVY	Total level amount approved at most recent AGM		275,625	1
NON LEVY unrestricted funds	To include items such as non BIA grants, donations, sponsorships, membership fees, management fees, anticipated interest income, voluntary levies, cost recovery. NOTE: <u>GST rebates are not revenue</u> . They are an offset to expenses.			2
FROM RESERVES	monies from prior year reserves planned for use in this fiscal year budget			3
REVENUE TOTAL			275,625	4
EXPENSES				
PROMOTIONS				
Marketing & Advertising	To include investments such as: Advertising; Website/Blog; Social Media; Mascots; Consumer Newsletters; Printing; Retail Recruitment; Research; Photography; Banners (incl. design, fabrication, installation and storage) and associated Contractor (eg. graphic designers, social media marketer, photographers) and Staffing Costs plus unrecoverable GST	84000	84000	
Events	To include investments such as: Advertising; Research; Photography; Printing; Third Party Sponsorships; Insurance; Permits; Security; and associated Contractor (eg. entertainment, event management, graphic design, transportation) and Staffing Costs plus unrecoverable GST	29400	113,400	

Community Relations	To include investments such as Research; Workshops; Meetings; Advertising; Sponsorships (eg. fundraising/charitable causes); and associated Contractor and Staffing Costs plus unrecoverable GST	2000	115,400	
PROMOTION TOTAL			115,400	5

PLACE MAKING				
Maintenance/ Beautification	To include investments such as: Graffiti Removal, Equipment & Furniture purchases (incl. design, fabrication, and installation); Lighting (incl. lights, contractors, design); Utility Box Wraps, Street Cleaning; Murals; Flower Baskets & Planters; Landscaping; Utility Costs; Power Washing; Snow Removal; Permits; and associated Contractor (eg. street clean, flower baskets, power washing) and Staffing Costs plus unrecoverable GST	75669	75669	
Planning	To include investments such as Research (in areas as diverse as street use, zoning, taxes, transportation, recycling); Meetings; Workshops; and associated Contractor (eg. Urban Designers, Landscape Architects) and Staffing Costs plus unrecoverable GST			
PLACE MAKING TOTAL			75669	6
COMMUNITY SAFETY	To include investments such as: Safety Audits; Merchant Awareness Campaigns (eg. distributing flyers and contributing to community police office initiatives); Research; and associated Contractor (eg. Community Policing Teams, Loss Prevention Teams, Private Security) and Staffing Costs plus unrecoverable GST	6853	6853	7
GOVERNANCE & ADMINISTRATION				
Governance	To include costs such as: Strategic Planning; Networking Events; Meeting & AGM Expenses (room fees, food and beverage, speaker fees/gifts); Professional Development (eg. conference registration, travel, accommodation); and associated Contractor and Staffing Costs plus unrecoverable GST	3113.50	3113.50	
Administration	To include costs such as: Office Equipment; Insurance; Memberships; Office Expenses (rent, phone, WiFi etc); and associated Contractor and Staffing Costs plus unrecoverable GST	64,175	67,288.50	
Legal & Accounting	To include costs such as: Accountant Fees for annual audits; Legal Fees for bylaws, contracts, human resources etc.; and associated Contractor and Staffing Costs plus unrecoverable GST	3715	71,003.50	

GOVERNANCE & ADMINISTRATION TOTAL		71,003.50	8
CONTINGENCY		6699.50	9
EXPENSE TOTAL		275, 625	10