

Downtown Vancouver Business Improvement Association
PROPOSED BUDGET: PROGRAMS, STAFF & ADMINISTRATION
APRIL 1, 2004 - MARCH 31, 2005

<u>REVENUES</u>	
B.I.A. levy	\$ 1,800,000
Interest	18,000
TOTAL REVENUES	\$ 1,818,000
<u>EXPENDITURES</u>	
Committees	
Entertainment & Retail	\$ 75,958
Marketing & Communications	254,193
Maintenance & Security	1,005,203
Transportation & Urban Policy	62,153
Sub -Total	\$ 1,397,507
Communications	\$ 87,452
Meetings	
Annual General Meeting	\$ 17,000
Executive & Board	3,000
Member Relations	3,000
Sub -Total	\$ 23,000
Research	\$ 30,000
Sponsorship	\$ 10,000
TOTAL PROGRAMMING	\$ 1,547,959
<u>Administration</u>	
Professional fees	\$ 12,000
Bank charges & interest	1,000
Equipment replacement & repair	8,000
Insurance	5,000
Publications	1,500
Memberships & dues	6,000
Conferences & education	20,000
Repair, maintenance & janitorial	5,000
Office rent	62,000
Office & computer supplies	12,000
Couriers, freight & postage	2,000
Equipment lease	10,000
Telephone, internet & e-mail	12,000
Depreciation	8,000
Wages & benefits	198,050
TOTAL ADMINISTRATION	\$ 362,550
TOTAL EXPENDITURES (Programming + Administration)	\$ 1,910,509
EXCESS REVENUES (EXPENDITURES)	(\$ 92,509)
PROJECTED OPERATING FUND (BEGINNING OF YEAR)	\$ 562,558
PROJECTED OPERATING FUND (END OF YEAR)	\$ 470,049

PROPOSED BUDGET FOR FISCAL YEAR 2004/2005

**PROPOSED PROGRAM EXPENDITURES
APRIL 1, 2004 - MARCH 31, 2005**

ENTERTAINMENT & RETAIL

Streetscape Enhancements	\$	25,000
Advertising & Promotion	\$	21,000
Events & Sponsorships	\$	11,500
Committee Expenses	\$	<u>3,500</u>
Sub-total	\$	61,000
Staff Allocation	\$	<u>14,958</u>
Total	\$	75,958

MARKETING & COMMUNICATIONS

Awareness Campaign	\$	128,000
Passport to the Arts	\$	30,000
Co-op Advertising Programs	\$	32,000
Sponsorships	\$	9,000
Committee Expenses	\$	<u>4,500</u>
Sub-total	\$	203,500
Staff Allocation	\$	<u>50,693</u>
Total	\$	254,193

MAINTENANCE & SECURITY

Downtown Ambassadors	\$	591,600
Loss Prevention Officers	\$	244,800
Downtown Clean Team	\$	61,200
Crime Prevention Information & Education	\$	20,000
Business Links	\$	1,000
Committee Expenses	\$	<u>3,500</u>
Sub-total	\$	922,100
Staff Allocation	\$	<u>83,103</u>
Total	\$	1,005,203

TRANSPORATION & URBAN POLICY

Policy Development & Advocacy	\$	30,000
Committee Expenses	\$	<u>2,000</u>
Sub-total	\$	32,000
Staff Allocation	\$	<u>30,153</u>
Total	\$	62,153

PROPOSED PROGRAM EXPENDITURES
APRIL 1, 2004 - MARCH 31, 2005

COMMUNICATIONS

Newsletter	\$	50,000
Annual Report	\$	<u>20,000</u>
Sub-total	\$	70,000
Staff Allocation	\$	<u>17,452</u>
Total	\$	87,452

MEETINGS

Annual General Meeting	\$	17,000
Executive & Board	\$	3,000
Member Relations	\$	<u>3,000</u>
Total	\$	23,000

Research \$ 30,000

Sponsorship \$ 10,000

ROBSON STREET BUSINESS ASSOCIATION
PROPOSED 2004/2005 BUDGET

APPENDIX B

REVENUE		
BIA LEVY. (see NOTE 1)	317,065	96.30
GST RECOVERY	7,180	2.18
INTEREST	5,000	1.52
GRANTS	0	0.00
	329,245	100.00
EXPENDITURE (see NOTE 2)		
MARKETING & PROMOTION		
BROCHURES	28,780	8.74
ADVERTISING	62,000	18.83
SPECIAL EVENTS	0	0.00
WEBSITE	15,000	4.56
DESIGN UPDATE	14,220	4.32
SUB-TOTAL: MARKETING & PROMOTION	120,000	36.45
STREET ENHANCEMENT		
BANNERS	26,523	8.06
CLEANING - CUSTODIAN	15,298	4.65
CLEANING - SUPPLIES	1,093	0.33
CLEANING - POWER WASHING	9,835	2.99
POWER - STREET LIGHTING	3,278	1.00
NEW DECORATIVE STREET LIGHTING	0	0.00
MAINTENANCE DECORATIVE STREET LIGHTING	4,000	1.21
SUBTOTAL-STREET ENHANCEMENT	60,027	18.23
COMMUNITY RELATIONS		
PANHANDLING/VOLUNTEER PROGRAMS	35,000	10.63
CPC CONSTRUCTION CONTRIBUTION	0	0.00
CPC OPERATING COSTS	7,200	2.19
GRAFFITI	500	0.15
TREES		0.00
MEETINGS	500	0.15
GOVERNMENT LIAISON	3,500	1.06
NEWSLETTERS	1,100	0.33
GENERAL	500	0.15
SUBTOTAL-COMMUNITY RELATIONS	48,300	14.67
ADMINISTRATION		
LEGAL	500	0.15
EQUIPMENT	3,600	1.09
COMPUTER		0.00
AUDIT & ACCOUNTING	2,600	0.79
BANK CHARGES	150	0.05
OFFICE RENT	14,946	4.54
PARKING	1,680	0.51
TELEPHONE, FAX& INTERNET	2,300	0.70
OFFICE/GENERAL	9,865	3.00
WAGES & BENEFITS	54,121	16.44
RENEWAL		0.00
RESEARCH & PLANNING	2,000	0.61
INSURANCE	2,700	0.82
RENEWAL EXPENSE	0	0.00
SUBTOTAL-ADMINISTRATION	94,462	28.69
CONTINGENCY 2%	6,456	1.96
TOTAL BUDGET	329,245	100.00

KBA Budget 2004/2005

Revenue

Levy request	\$255,000
Parkade Management Fee	\$6,000

TOTAL \$261,000

Expenditures

Banners & Signage	\$20,000
Christmas promotions	\$30,000
General promotions	\$15,000
Carnival Days	\$15,000
Kerrisdale Days	\$15,000
Security	\$70,000
Street Beautification	\$34,000
Summer Music	\$9,000
Planning and Development	\$5,000

TOTAL \$213,000

Administration & Other

Administration/Coordinator	\$25,000
Audit & Accounting Fees	\$3,000
General Meetings	\$1,000
Insurance	\$2,000
Newsletter	\$5,000
Office & Misc.	\$6,000

TOTAL \$42,000

Total Expenditures \$255,000

Mount Pleasant Commercial Improvement Society
Detailed Board Approved BUDGET for April 1, 2004 to March 31, 2005.

REVENUE City Tax Levy

Current	2003-2004	\$ 170,000	
NEW	2004-2005 (April 1)	\$ 180,000	(as submitted to Court of Revision in 1999 for 10 year annual forecasts)

REVENUE Other Sources

Grants /sales & Bank Interest	\$ 7,500
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Current BUDGET	2003/04	\$ 183,000
NEW BUDGET	2004/05	\$ 187,500
Increase		2.45 %

<u>EXPENSES</u>	<u>Current</u>	<u>NEW</u>	<u>Change</u>
<u>Administration</u>			
Auditor	\$ 2,400	\$ 2,400	\$ 0
Insurance	2,000	2,000	0
Meetings/ Conf./ Seminar	2,200	2,700	500
Sub-Total	\$ 6,600	\$ 7,100	+ 500
<u>Resource Centre & Project support</u>			
Office Supplies/ Furniture	\$ 5,000	7,100	2,100
Miscellaneous (travel/ volunteers)	2,000	2,500	500
Rent + upgrades	11,800	12,000	200
Telephone/ Internet/ Web	5,000	3,100	(1,900)
Member/ Centre support	56,000	59,000	3,000
Sub-Total	\$ 79,800	\$ 83,700	+ 3,900
<u>Special Project Costs - Committees</u>			
Business & Tourism Dev.	\$ 27,000	23,300	(3,700)
Design guidelines	5,000	1,000	(4,000)
Facade Grants (unrestricted) ¹	0	0	0
Gov't & Community Rel. ²	10,000	14,000	4,000
Safety & Security ²	12,800	14,000	1,200
Street Enhancement	41,800	44,400	2,600
Sub-Total	\$ 96,600**	\$ 96,700	+ 100

Total Expenditures	\$ 183,000	\$ 187,500
less Revenues	13,000	7,500
less Levy	170,000	180,000
REMAINDER	0	0

¹ Facade Grants - Project is on-going and has funds. Revenues from Unrestricted General funds are non-levy and support these grants. Revenues may be \$12,000 from advertising & donations.

² Includes Student Staffing expenditures. If grants are not received under Revenues, then student staffing expenditures within these Committee projects will decrease accordingly.

SPECIALPROJECTCOSTS. Costs are mostly "hard costs" including Business Directory, promo items, co-op advertising, Banners, Flower Baskets, street cleaning contracts, graffiti removal, InfoPAKS for New Members, RecruitKITS, Resource Booklet, Historical Brochures. Resource Centre & Staff support all projects in addition to economic development projects.

**GASTOWN BUSINESS IMPROVEMENT SOCIETY
BUDGET PROPOSAL FOR 2004-2009**

APPENDIX E

TOTAL PROPOSED FIVE-YEAR BUDGET FROM APRIL 2004 – MARCH 31 2009 \$370,000.00 PER YEAR X 5 YEARS = \$1,850,000.00

**PROPOSED OPERATING BUDGET FROM
APRIL 1, 2004 – MARCH 31, 2005**

MARKETING	
Marketing/Special Events	48,000.00
Jazz Festival	\$15,000.00
Gastown Brochure	\$16,000.00
Tour Guide Program	\$9,000.00
Gastown Bike Race	15,000.00
Web Site Maintenance	\$2,000.00
TOTAL MARKETING BUDGET	105,000.00
SECURITY	
Street Patrols & Security Programs	110,000.00
TOTAL SECURITY BUDGET	110,000.00
PHYSICAL PLANT	
Hanging Baskets	\$25,000.00
Banners	\$10,000.00
Steam Clock Maintenance	\$3,000.00
Tree Lights	\$12,000.00
TOTAL PHYSICAL PLANT BUDGET	50,000.00
OPERATIONS	
General Communications	\$2,000.00
AGM & Membership Reporting	\$1,500.00
Association Memberships	\$1,000.00
Insurance	\$3,500.00
Legal Fees	\$2,000.00
Audit Fees & Bookkeeping	\$6,600.00
Wages/Benefits/Employer Expenses	\$59,000.00
Office Supplies	\$2,000.00
Telephone/Fax	\$3,000.00
Postage	\$1,500.00
Equipment	\$3,000.00
Board/Membership Meetings	\$2,900.00
Rent	\$10,000.00
IDA Conference	\$2,000.00
TOTAL OPERATING BUDGET	100,000.00
CONTINGENCY	\$5,000.00
TOTAL BUDGET	370,000.00

DETAILED BUDGET PROPOSAL 2004 -2005**Draft**

APPENDIX F

Carry Forward Funds	\$ 24,043	-	
Levy	\$ 74,379	\$ 95,100	
Operating Expenses			
Auditing, bookkeeping & legal	2,947	2,000	
Advertising	451	500	
Bank Charges	100	100	
Equipment Purchase	-	-	
Insurance	863	1,000	
Meetings and conferences	2,213	4,000	
Newsletter	1,787	2,000	
Office, postage and misc.	423	500	
Subcontract labour and honoraria	7,168	33,000	
Office Rental	-	3,600	
Telephone	468	600	
			23%
Davie Village Beautification & Street Improvements			
Advertising	1,092	-	
Banners, installation, removal, cleaning	9,912	24,000	
Custodian and janitorial supplies	10,958	12,000	
Poster cylinders	-	-	
Pole Painting	803	800	
Power washing & graffiti removal	17,077	18,000	
Streetscape improvements	42,070	-	
			58%
BIA Promotion & Marketing			
Advertising		9,000	
Donation		4,000	
Event Promotion		1,000	
Website	90	1,000	
			16%
Safety & Security	-	3,000	3%
Total Budget			100%

South Granville BIA Detailed Draft Budget 2004/2005

	DRAFT		
	2003/2004	2004/2005	
Carry Forward Funds		\$ 47,000.00	
Levy	<u>\$ 350,000.00</u>	<u>\$ 362,250.00</u>	
<u>Street Enhancement</u>			
Banner Program	\$ 16,000.00	\$ 16,500.00	
Pole Painting	\$ 1,000.00	\$ 1,000.00	
Lights for Poles (Inc Hydro)	\$ 6,000.00	\$ 8,500.00	
Hanging baskets	\$ 17,000.00	\$ 19,000.00	
Street Enhancement	\$ 20,000.00	\$ 10,000.00	
Custodian	\$ 15,000.00	\$ 15,000.00	
Staff allocation		\$ 5,800.00	
	<u>\$ 75,000.00</u>	<u>\$ 75,800.00</u>	19%
<u>Security</u>			
Night Patrol	\$ 50,000.00	\$ 51,500.00	
Staff Allocation		\$ 2,520.00	
	<u>\$ 50,000.00</u>	<u>\$ 54,020.00</u>	13%
<u>Traffic</u>			
	<u>\$ 500.00</u>	<u>\$ 0.00</u>	
<u>Advocacy</u>			
	<u>\$ 500.00</u>	<u>\$ 0.00</u>	
<u>Communications</u>			
Newsletters/ Mailing/postage	\$ 10,000.00	\$ 7,000.00	
Staff Allocation		\$ 33,600.00	
	<u>\$ 10,000.00</u>	<u>\$ 40,600.00</u>	10%
<u>Marketing</u>			
Summer Festival	\$ 35,000.00	\$ 10,000.00	
Tourism	\$ 20,000.00	\$ 20,600.00	
Christmas Promotion	\$ 25,000.00	\$ 26,600.00	
General Advertising and Promo	\$ 30,000.00	\$ 30,000.00	
Festival advertising & Promo		\$ 20,000.00	
Website		\$ 3,000.00	
Research	\$ 4,800.00		
Graphics Production		\$ 6,000.00	
Staff Allocation		\$ 22,680.00	
	<u>\$ 114,800.00</u>	<u>\$ 138,880.00</u>	34%
<u>Administration</u>			
Staff Allocation	\$ 52,000.00	\$ 19,320.00	
Operations	\$ 47,800.00	\$ 37,600.00	
	<u>\$ 88,700.00</u>	<u>\$ 56,920.00</u>	14%
<u>Non Admin</u>			
Unrecovered GST	\$ 9,000.00	\$ 9,000.00	
Fixed assets	\$ 3,000.00	\$ 2,000.00	
Contingency	\$ 3,000.00	\$ 36,665.00	
interest	-\$ 4,500.00	-\$ 4,635.00	
Total Non Admin	<u>\$ 10,500.00</u>	<u>\$ 43,030.00</u>	11%
Total Budget	<u>\$ 350,000.00</u>	<u>\$ 409,250.00</u>	100%

Yaletown

Operating Budget: 2004-2005

EXPENDITURE CATEGORIES	BUDGET: 2004-2005
OPERATING COSTS	\$73,000
EVENTS	\$48,500
HERITAGE	\$45,200
SECURITY	\$61,200
MEMBERSHIP	\$10,200
PUBLIC RELATIONS / PROMOTIONS	\$11,400
COMMUNICATIONS	\$25,500
TOTAL BIA LEVY	\$275,000
Ley rate per \$1,000 of assessed value – based on 2003 values *	\$0.82
OTHER INCOME	\$10,000
OPERATING BUDGET	\$285,000

Vancouver Chinatown BIA Society

APPENDIX I

Proposed Budget April 1, 2004 - March 31, 2005

INCOME

City Levy		\$130,689.00
Membership Fee		\$500.00
Promotion & Events Sponsorship		<u>\$30,000.00</u>

EXPENSES

ADMINISTRATION

Wages/ Benefits	\$28,000.00	
Rent	\$7,200.00	
Insurance	<u>\$1,500.00</u>	\$36,700.00

OPERATIONS

Office Equipment	\$2,000.00	
Audit Fees/General Acct.	\$2,500.00	
Telephone/ Fax	\$1,000.00	
Office Supplies	<u>\$3,000.00</u>	\$8,500.00

SPECIAL EVENTS, ADVERTISING & PROMOTION

Event, Promotion & Marketing	\$44,000.00	
Chinatown Map	\$12,000.00	
Advertising	<u>\$4,000.00</u>	\$60,000.00

BEAUTIFICATION

Banner/Street Lighting/Clean-up/Graffiti		\$22,000.00
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SECURITY

\$32,000.00

CONTINGENCY

\$1,989.00

\$161,189.00 \$161,189.00

Commercial Drive Business Society Proposed Budget April, 2004 - March 31, 2005	
Income	2004-2005
Reserve Carry-Forward	\$ 12,000.00
City of Vancouver	110,250.00
Total Income	\$ 122,250.00
Proposed Expenditure	
Administration	
Salary & Benefits	\$ 30,000.00
Office, Rent, Equip. & Supplies	26,000.00
Meetings	1,000.00
Accounting	1,800.00
Insurance	2,000.00
	\$ 60,800.00
Marketing	
Website	\$ 2,000.00
Advertising/Media	15,450.00
Special Events	6,000.00
	\$ 23,450.00
Community	
Graffiti Removal/Posters	\$ 20,000.00
Street Enhancement	16500.00
Scholarships, Bursary	1500.00
	\$ 38,000.00

MBA Annual General Meeting
 Wednesday, September 3, 2003

Draft 2004-2005 Budget

Category	Yearly Total
Expenses	100,550.00
Fixed Expenses	2,200.00
Insurance	1,400.00
Telephone	800.00
Flexible Expenses	98,350.00
AGM & Board Costs	1,500.00
Christmas Lighting	3,500.00
Power	1,000.00
SLED Installation	2,500.00
Christmas Lighting - Other	0.00
Communications	4,700.00
BIA Report	0.00
Business Directory	0.00
Newsletter	3,000.00
Recruitment Package	500.00
Web Site	1,200.00
Communications - Other	0.00
Community Relations	1,000.00
Memberships	500.00
Community Relations - Other	500.00
Conference	4,000.00
Contract Employment	17,000.00
GST	2,500.00
Legal & Auditor Services	2,000.00
Mileage	500.00
Miscellaneous	350.00
Office Supplies	800.00
Promotions	10,000.00
Renewal Campaign	3,000.00
Street Beautification	47,500.00
Awning Coop Prgm	1,500.00
Banner Installation	10,000.00
Boulevard Maintenance	1,000.00
Clean Up Program	10,000.00
Flower Pot Program	15,000.00
Street Banners	10,000.00
Street Beautification - Other	0.00
Street Furniture	0.00
Income	101,600.00
Associate Membership	100.00
Funding	100,000.00
GST Rebate	1,500.00
Interest Earned	0.00
Misc In	0.00
From MBA 2003-2004	0.00
Total Budget Income:	101,600.00
Total Budget Expenses:	100,550.00
Difference:	1,050.00

PROPOSED BUDGET FOR FISCAL YEAR 2004/2005

REVENUES

BIA Levy	250,000.00
Investment Income	1,000.00
Grants/Donations	46,000.00
GST Rebate	7,000.00
Surplus/Deficit Carried Over	100,000.00
TOTAL REVENUES	404,000.00

EXPENDITURES

Payroll Expenses	75,000.00
General & Administrative Expenses	
Accounting & Legal	6,500.00
AGM	1,500.00
Association Memberships	500.00
BOD & Membership Meetings	1,200.00
Consulting Fees	5,000.00
Conferences	5,000.00
Courier & Postage	700.00
Insurance	5,000.00
Interest & Bank Charges	100.00
Levy Equalization	5,000.00
Office Equipment	1,500.00
Office Supplies	5,500.00
Rent	4,000.00
Subscriptions	250.00
Telephone	1,750.00
Travel & Car Allowance	1,000.00
Utilities	4,000.00
Sub-total General & Admin. Expenses	48,500.00

Programming Expenditures

Marketing

Advertising (Gen PR/Area Promo)	1,000.00
Banners	35,000.00
Events - Community (Sponsorship)	6,500.00
Events - Membership	2,500.00
Newsletter	8,500.00
Member D-Base & Directory	5,000.00
Website	350.00
Sub-total Marketing	58,850.00

Safe Neighbourhood

John Watch Program & Website	2,500.00
Bike Patrol	132,000.00
Research	500.00
Sub-total Safe Streets	135,000.00

Visual Improvements

Graffiti Removal	45,000.00
Street & Lane Clean Up	20,000.00
Area Presentation & Visual Enhancement	20,000.00
R & D	1,500.00
Sub-total Visual Improvements	86,500.00

TOTAL	\$403,850.00
SURPLUS/DEFICIT	150.00

Collingwood Business Improvement Association

Proposed Budget - April 2004 to March 2005

APPENDIX M

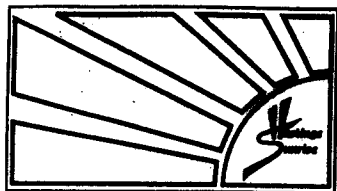
REVENUE:

BIA Levy		\$92,000.00	
TOTAL REVENUE			\$92,000.00

EXPENSES:

Crime Prevention		\$12,000.00	
Bike and Foot Safety Patrols	\$12,000.00		
Street Enhancements		\$42,500.00	
Anti-Graffiti Program	\$10,000.00		
Sidewalk Power Washing	\$5,000.00		
New Banner Design	\$500.00		
Banner Replacement (60 poles)	\$3,000.00		
New Banners	\$10,000.00		
Murals / Vines	\$14,000.00		
Marketing & Promotions		\$3,000.00	
Website - hosting fee (\$60/mo.)	\$1,000.00		
Website - updating site	\$2,000.00		
Special Events		\$6,000.00	
Membership		\$3,500.00	
Newsletter (2 issues)	\$1,500.00		
Member Social	\$500.00		
Annual General Meeting	\$1,000.00		
Recruitment / Recognition	\$500.00		
Business Recruitment		\$1,500.00	
Education		\$500.00	
Conferences / Meetings			
Administration		\$7,000.00	
Secretarial Services	\$1,200.00		
Audit	\$3,000.00		
Insurance	\$1,000.00		
Meetings	\$1,000.00		
Miscellaneous	\$800.00		
Coordinator		\$15,000.00	
Contingency		\$1,000.00	
TOTAL EXPENSES			\$92,000.00

N.B.I.A. BUD



Hastings North Business Improvement Association

HASTINGS NORTH BUSINESS IMPROVEMENT ASSOCIATION

**PROPOSED BUDGET
April 1, 2004 to March 31, 2005**

REVENUE:	DOLLAR
City Tax Levy	\$250,000
Carry Over 10%	25,000
TOTAL REVENUE	<u>\$275,000</u>
 EXPENSES:	
Community Resource Centre	
<u>Administration</u>	
Wages & Benefits	\$ 50,000
Office Rental	9,900
Insurance (Director & premise)	3,000
Audit Fees	2,500
Meetings	1,200
Bookkeeping	1,500
Telephone & Fax	2,500
Hydro	1,400
Repairs & Maintenance	1,000
Postage & Courier	2,200
Office Supplies	2,500
Sub-Total	<u>\$ 77,700</u>
 Community Improvement Programs	
<u>Safety & Security</u>	
Safety Audit	\$ 5,000
Business Program	2,000
Safe Haven	2,100
Safety Seminars/Information	5,000
In Kind Support for CPC(rent, utilities, equipment, etc.)	14,400
Grants for existing Projects/Groups	20,000
Sub-Total	<u>\$ 48,500</u>

Cleanup Program

Coast Foundation Society	\$ 19,000
Youth Spot Project	13,000
Landscaping Maintenance	2,800
Anti Graffiti Program	<u>18,000</u>
Sub-Total	<u>\$ 52,800</u>

Marketing and Communications

Directory:

Brochures	\$ 5,000
Web Site Maintenance	1,500
Web Site Host Fees	4,200

Events:

Street Hockey Tournament	5,000
Christmas	4,500
Canada Day	3,000
Halloween	1,500

Newsletters	9,000
Murals	5,000
Banner Maintenance	6,900
Posters	<u>2,900</u>
Sub-Total	<u>\$ 48,500</u>

Revitalization

Sunrise Square

Landscaping	\$ 10,000
Signage Maintenance	1,500
Lane Lighting	7,500

Urban Planning

Hastings Street Design	15,000
Light Industrial Area	11,000

Street Furniture Plaques	<u>2,500</u>
Sub-Total	<u>\$ 47,500</u>

TOTAL EXPENDITURES **\$275,000**

The Kitsilano 4th Avenue Business Association
Proposed Budget
 (April 1, 2004 – March 31, 2005)

Revenue

BIA Levy	\$100,000
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*Expenses***Administration**

Administrative Expenses	\$ 6,500		
Audit	\$ 1,000		
Insurance	1,100		
Annual General Meeting	1,200		
Miscellaneous Office <i>(note 1)</i>	700		
Association Newsletters	2,500		
BIA Coordinator, part time	\$ 20,000		\$ 26,500

Street Amenities

Banners		\$ 22,500	
Design	1,500		
Production	25,000		
Installation	6,000		
Street Improvements	10,000	\$ 10,000	\$ 32,500

Business Promotion

Promotions / Events <i>(note 2)</i>		\$ 15,000	
Promotional Give-aways <i>(note 3)</i>		\$ 6,000	
Advertising		\$ 10,000	
Website Maintenance / Upgrades		\$ 5,000	\$ 36,000

Business Improvement

Networking Events	\$ 1,000		
Education / Conferences	\$ 1,000		\$ 2,000

Contingency

Additional Projects / Costs; Inflation	\$ 3,000		\$ 3,000
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Total	\$100,000
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Note 1: Includes telephone, internet, postage, photocopies, etc.

Note 2: Includes Kits Days, Shop 4th for the "Holly Days", Thanks for Shopping 4th

Note 3: Ideas include "It's in the bag" cloth shopping bag give-away, magnets, pens, etc.

Revised DRAFT Budget for proposed Point Grey Village BIA

REVENUE		70,000
BIA Levy	70,000	
EXPENSES		
ADMINISTRATION		6,700
Annual General Meeting	1,000	
Association Newsletters	500	
Auditor	1,000	
Insurance	1,000	
Legal	1,000	
Office	500	
Miscellaneous	300	
Recruitment Package	400	
Website	1,000	
BUSINESS IMPROVEMENT		14,000
Anti-graffiti and Panhandling	3,000	
Crime Prevention	6,000	
BIA Coordinator, part time	5,000	
BUSINESS PROMOTION		20,000
Summer Festival	5,000	
Neighbourhood Business Directory	5,000	
Winter Festival	5,000	
BIA Coordinator, part time	5,000	
STREET AMEMITIES		29,300
Banner Design & Production	9,000	
Banner installation	1,300	
Banner hardware (one time only)	3,000	
Clean-up program (sidewalk power wash, garbage cans, Trees)	2,000	
Flower pot program	5,000	
Holiday lighting	4,000	
BIA Coordinator, part time	5,000	
TOTAL EXPENSES		70,000

VICTORIA DRIVE BUSINESS ASSOCIATION

PROPOSED BUDGET 2004 - 2005

	BUDGET ITEM	% of Levy
REVENUE		
	\$ 75,000	100%
EXPENSES		
Administration		
	7,800	10%
	900	1%
	1,000	1%
	<hr/> 9,700	<hr/> 13%
Marketing & Promotion		
	15,000	20%
	3,000	4%
	<hr/> 18,000	<hr/> 24%
Public Relations		
	22,500	30%
	15,000	20%
	9,750	13%
	<hr/> 47,250	<hr/> 63%
TOTAL EXPENSES	<hr/> 74,950 <hr/>	
SURPLUS (DEFICIT)	<hr/> \$50 <hr/> <hr/>	

[STANDARD FORM OF BIA GRANT ALLOCATION BY-LAW]

BY-LAW NO. _____

**A By-law to Grant Money for a Business Promotion Scheme
in the _____ Business Improvement Area**

THE COUNCIL OF THE CITY OF VANCOUVER, in public meeting, enacts as follows:

1. The name of this By-law, for citation, is the “_____ BIA Grant Allocation By-law”.
2. In this By-law:

“Director” means the city’s Director of Finance;

“grant money” means any money granted to the Association by Council under section 3; and

“Association” means the _____ [Business Improvement Association].
3. Subject to the _____ BIA Designation By-Law, the terms and conditions set out in this By-law, and Council’s approval of the budget referred to in section 5, Council, by annual resolution, may grant money to the Association at such times and in such proportions as Council determines.
4. The Association may spend the grant money only to encourage, promote, and develop business in, and to improve the economics and welfare of, the area designated under the _____ BIA Designation By-law including studies, reports, management, and administration necessary to implement the business promotion scheme.
5. On or before December 31 of each year or as otherwise determined by the Director, the Association must submit to the Director a budget, based on a fiscal year commencing April 1, which contains information sufficient in detail to describe all anticipated expenses and revenues, and which the Association has approved in accordance with the requirements of its constitution and by-laws.
6. At least every three months after Council approves the budget, the Association must submit to the Director a statement of revenues and expenditures.
7. On or before September 30 of each year, the Association must cause its auditor to deliver to the Director the Association’s audited financial statements including a balance sheet, a statement of revenue and expenditures, a statement of change in financial position, and a schedule of change in financial reserves.
8. The Association must keep grant money in a separate account, and must cause the revenue and expenditures resulting from use of that separate account to be an audited schedule to the

financial statements and reported separately as required by section 6.

9. The Association must not borrow if the result is an indebtedness or other obligation as to grant money which extends beyond the fiscal year in which Council approved the grant.

10. The Association must permit the Director, or Director's designate, during normal business hours on reasonable notice, to inspect all financial records the Director deems advisable to verify and obtain further particulars of budgets and financial statements of the Association as they relate to grant money.

11. The Association may invest any grant money not required for immediate use but must do so only in securities in which trustees are authorized by law to invest.

12. The Association must carry comprehensive general liability insurance of at least \$2,000,000.00 which includes the city as an additional named insured, and contains a cross coverage provision and an endorsement to give the Director 30 days' notice of change to or cancellation of the policy.

13. The Association must give notice of every general meeting at least 14 days before the date scheduled for the meeting if delivered by hand or transmitted via facsimile or electronic mail, or 21 days by any other means to the Director; to all persons who own class 5 or class 6 properties, as described in section 459 of the *Vancouver Charter*, to their address as ascertained from the most recent assessment rolls for the City of Vancouver; and to all persons who lease class 5 or class 6 properties and from which they carry on a business, to their address as determined by directories, visual inspection or any other information system.

14. If the Association alters its constitution or by-laws without first giving the Director 60 days' notice and obtaining approval from the Director, the city may withhold payment of further grant money.

15. The Association must comply with the requirements under this By-law at its own expense.

16. This By-law is to come into force and take effect on April 1, 200_, and is to expire and have no further force or effect after March 31, 200_.

ENACTED by Council this _____ day of _____, 200_

Mayor

City Clerk

BIA OPERATIONAL GUIDELINES

In addition to the terms and conditions outlined in the Grant Allocation By-law the Director of Finance recommends that funding be contingent upon the Director being satisfied that the BIA Societies are complying with seven guidelines described herein.

The general intent of the guidelines is to ensure: that each BIA Management is representative of the community; that all persons eligible to be a BIA member are notified of general meetings; and that their ability to vote on the annual budgets is not restricted.

These operational guidelines were not incorporated into the City's by-laws because they may need to be changed as more experience is gained with business improvement areas. The guidelines are as follows:

- A. Copies of all minutes shall be provided to the Director of Finance within 30 days of general meetings and director's meetings.
- B. Should a Society choose to charge an annual membership fee, in addition to the BIA levy, that fee shall not exceed \$5.00.
- C. The quorum for a general meeting shall be fifteen members.
- D. BIA members can be either (class 5 or 6) owners or tenants. In order that the views of both types of BIA members are represented, the Board of Management shall consist of both property owners and business owners who are eligible to be members.
- E. A declaration, stating that all persons eligible to be BIA members were notified of a general meeting, shall be sent to the Director of Finance not less than 7 days prior to the date scheduled for a general meeting.
- F. AGM Notice should include:
 - a detailed new budget so it can be reviewed before the AGM;
 - a list of nominees for the Board;
 - financial statements.
- G. Guidelines for bidding practices
 - Common law rule indicates that a director is disqualified from voting on any question in which he or she has a personal or pecuniary interest distinct from that of the inhabitants generally. In addition, directors are expected to disclose any disqualifying interest.
 - Three bids, closed envelopes, no post mortem undercutting.
 - Clear identical descriptions of jobs provided to all bidders.