

APPENDIX A

DOWNTOWN WINDSOR (DWBIA)

	2021		2022	
	Approved Budget	Projected Actual	Proposed Budget	
REVENUE				
BIA Levy	\$ 667,550.00	\$ 667,550.00	\$ 667,550.00	
<u>Government Grants</u>				
Federal or Provincial	90,000.00	125,260.00	187,000.00	
Municipal		4,509.00		
<u>Other Revenue</u>				
Donations				
Sponsorships	36,000.00	139,725.00	66,000.00	
Promotions & Events Revenue	5,000.00	4,000.00	4,000.00	
Farmer's Market	30,000.00		70,000.00	
Miscellaneous	500.00	5,270.00	500.00	
TOTAL REVENUE	\$ 829,050.00	\$ 946,314.00	\$ 995,050.00	
EXPENDITURES (includes non-recoverable HST)				
Total Administrative	\$ 326,100.00	\$ -	\$ 352,300.00	
Total Capital	\$ 131,500.00	\$ -	\$ 247,000.00	
Total Marketing	\$ 371,450.00	\$ -	\$ 395,750.00	
TOTAL EXPENDITURES	\$ 829,050.00	\$ -	\$ 995,050.00	
Surplus/Deficit	\$ -	\$ 946,314.00	\$ -	

ACCUMULATED SURPLUS/(DEFICIT)

Beginning Balance		\$ 343,996.00	
Use of Reserve			
Addition to Reserve			
Ending Balance		\$ 343,996.00	\$ -

BUDGET DECLARATION TO BE SIGNED AFTER AGM

Board of Management Approval	25-01-2022	General Membership Approval	29-Mar-2022
	Date Month Year		Date Month Year
DocuSigned by:  0C61B6670337460...	4/8/2022	DocuSigned by:  DB8EAADE2E1D421...	4/8/2022
Signature of Chair	Date	Signature of Treasurer	Date
<i>If budget is prepared by someone other than the Treasurer, please provide the name of the contact person below.:</i>			
Debi Croucher	519-252-5723 ext. 210	debi@downtownwindsor.ca	
Name:	Phone Number:	Email Address:	

APPENDIX A (CONT'D)

DOWNTOWN WINDSOR (DWBIA)		2021	2021	2022
Capital Expenses		Approved Budget	Projected Actual	Proposed Budget
Capital				
(Only include BIA portion of any cost-share initiatives)	City of Windsor Loan Repayment			
	Street Furniture			
	Benches			
	Alley Enhancements	5,000.00		3,000.00
	Signage			
	Decorative Lighting	10,000.00		7,500.00
	Decorations-Seasonal	27,000.00		30,000.00
	Decorations-Other			
	Banners	0.00		10,000.00
	Murals			
	Planters			
	Hanging Baskets			
	Signage			
	Technical/Professional Services			
	St Clair College/Univ. of Windsor	5,000.00		5,000.00
	Art Alley	0.00		100,000.00
General Maintenance				
	Flowers/Plants/Trees	7,000.00		9,000.00
	Snow Removal	20,000.00		20,000.00
	Decorations			
	Hydro			
	Graffiti Removal			
	Power Washing	10,000.00		10,000.00
	Needle Collection	5,000.00		5,000.00
	Street Cleaning	38,000.00		38,000.00
	Broken Windows	2,500.00		2,500.00
	Cleanup - Other (please specify)	2,000.00		2,000.00
	Garage sweeper	0.00		5,000.00
	Miscellaneous Repairs			
	Permit Fees			
	Security			
	Festival Tent Storage			
Total Capital Expenses		\$ 131,500.00		\$ 247,000.00

APPENDIX A (CONT'D)

DOWNTOWN WINDSOR (DWBIA)		2021	2021	2022
Communications/Marketing/Promotions & Events		Approved Budget	Projected Actual	Proposed Budget
Communications				
	Memberships	4,500.00		6,000.00
	Subscriptions			
	Professional Development			
	Travel	500.00		500.00
	General Meeting Expense	2,000.00		1,500.00
	2022 DWBIA Election	0.00		2,500.00
	Board/Committee Meeting Expense	5,000.00		3,000.00
	Budget Meeting Expense	500.00		500.00
	Conference Expense	3,000.00		3,000.00
	Internet/Website	1,000.00		1,500.00
	Member Services (Parking Tokens)	500.00		500.00
	Public Relations/Liaison	2,000.00		3,500.00
	DWBRA	1,250.00		2,000.00
	DWBIA e-Commerce Platform	19,800.00		10,000.00
Advertising and Marketing				
	Advertising	6,000.00		10,000.00
	Printing – (Flyers, Brochures, etc...)			
	Marketing/ Graphic Design	5,000.00		3,000.00
	Digital/ Print Advertising/ Website/ Brand Refresh	33,700.00		40,000.00
	Retail Recruitment	25,000.00		30,000.00
	Social Media			
	Signage/ Rebranding/ Districting	5,000.00		
	Sponsorships			
	Newsletter			
	Website Development/Maintenance/CRM	2,000.00		2,000.00
	Wi-Fi	12,000.00		10,000.00
	Welcome Kits	0.00		1,500.00
Promotions & Events				
	Canada Day			
	Christmas			
	Easter			
	Spring Event (Plant Days)	1,000.00		2,000.00
	Farmers Market	45,000.00		60,750.00
	Farmers Market e-Commerce Platform	19,800.00		0.00
	Summer Event (Open Streets; Flea Market, Street Closures)	40,000.00		50,000.00
	Farmers' Market Incubator	0.00		10,000.00
	Fall Event (CONTACT The Show)	0.00		
	Air Fair/ WIFF	15,000.00		21,000.00
	Winter Event (Please specify)			
	Winter Fest Parade			
	Night Markets	0.00		21,000.00
	2022 CanAm Games	0.00		10,000.00
	Farmer's Market Incubator	40,900.00		
	Signature Event 1 (complete tab)	11,000.00		20,000.00
	Signature Event 2 (complete tab)	70,000.00		70,000.00
Total		\$ 371,450.00		\$ 395,750.00

APPENDIX A (CONT'D)

DOWNTOWN WINDSOR (DWBIA)		2021	2021	2022
Signature Event 1 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name: Ouellette Car Cruise				
Event Dates:				
Revenues				
Must be shown on Cover Page	BIA Contribution			
	Federal/Provincial Grant			
	Municipal Grant			
	Donations			
	Sponsorships	11,000.00		11,000.00
	Festival Revenue			
Total Revenues		11,000.00	0.00	11,000.00
Expenditures				
	Consultants			
	Entertainers			
	Fees - EMS			
	Fees - Police	2,000.00		3,400.00
	Permits/C	1,000.00		3,300.00
	Signage	2,000.00		1,500.00
	Barricades			
	Advertising/Promotion	4,000.00		4,500.00
	Waste Handling/Removal			
	Porto-potties			
	Staging/ Equipment Rentals	750.00		1,800.00
	Volunteers & Staffing	1,000.00		2,000.00
	Graphic Design, Photography, Video and Website	250.00		3,500.00
Total Expenditures		11,000.00	0.00	20,000.00
Notes: Please provide description of the event				
<p>Building on the nostalgia of Windsor's rich automotive history, the Ouellette Car Cruise kicks off its 7th annual parade of classic and vintage vehicles downtown. Vintage, classic, custom, collector, street rods and muscle cars are welcome.</p>				

APPENDIX A (CONT'D)

DOWNTOWN WINDSOR (DWBIA)		2021	2021	2022
Signature Event 2 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name: Winter Fest				
Event Dates:				
Revenues				
Must be shown on Cover Page	BIA Contribution			
	Federal/Provincial Grant	30,000.00		0.00
	Municipal Grant			
	Donations			
	Sponsorships	40,000.00		50,000.00
	Festival Revenue			
Total Revenues		70,000.00	0.00	50,000.00
Expenditures				
Must be shown on Cover Page	Consultants			
	Programming	24,000.00		24,000.00
	Fees - EMS			
	Fees - Police			
	Permits			
	Signage			
	Barricades			
	Advertising/Promotion	12,000.00		12,000.00
	Waste Handling/Removal			
	Porto-potties			
	Staging			
	Lighting	34,000.00		34,000.00
Total Expenditures		70,000.00	0.00	70,000.00
Notes: Please provide description of the event				
<ul style="list-style-type: none"> • Winter Fest is a fully inclusive, non-ticketed event taking place over several weeks. Programming includes: • Light Up the Night - illuminated displays • Holiday Villages - series of 3 events in the public realm • #ShopLocal Campaign - gift baskets curated with products from downtown independents • Storefront Decorations • Letters to Santa campaign • Comfy with Claus - virtual meet & greets • Battle of the Gingerbreads: House to House Combat - virtual gingerbread house competition • Cooking & Cocktails with Claus - video vignette series • Santa in the City - video vignette series • 12 Days of Christmas - video vignette series • Songs of the Season - virtual concert series featuring local singer/songwriters 				

APPENDIX A (CONT'D)
DOWNTOWN WINDSOR (DWBIA)
Commentary - 2021 Actual Expenditures

Explanation of Significant Variances (2021 Projected Actual vs. 2021 Approved Budget):

SUMMARY

(Include 2021 accomplishments; also indicate what was not accomplished in 2021 and why)

1. 2021 Accomplishments

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Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

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Variance 73%

3. Promotions, Events & Other Revenues

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Variance 69%

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

--

Variance -100%

5. Capital & General Maintenance

--

Variance -100%

7. Communications, Marketing, Promotions & Events

--

Variance -100%

8. Harmonized Sales Tax (HST) Rebates

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Mandatory

APPENDIX A (CONT'D)
DOWNTOWN WINDSOR (DWBIA)
Commentary - 2022 Proposed Budget

Explanation of Significant Variances (2022 Proposed Budget vs. 2019 Approved Budget):

SUMMARY

(Include any other pertinent information)

1. 2022 Goals and Objectives

See 2021 DWBIA Budget Meeting PowerPoint Presentation attached.	Mandatory
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REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

The DWBIA is estimating its fundraising abilities for the Ouellette Car Cruise and Winter Fest 2022 along with grants and/or sponsorships for Canada Day Celebrations and Arts Alley.	Variance 101%
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3. Promotions, Events & Other Revenues

While the DWBIA may seek revenues for some of its events (e.g. street closures/events and Night Markets), we are unable to forecast what revenues may be generated as a result of our efforts.	Variance -18%
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EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

No significant change	Variance 8%
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5. Capital & General Maintenance

Realignment of expenses to support membership and address priority needs including the purchase of sidewalk cleaner and 8-10 art installations in Art Alley.	Variance 88%
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7. Communications, Marketing, Promotions & Events

No significant change	Variance 7%
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APPENDIX B
 ERIE ST/VIA ITALIA BIA

	2021		2022	
	Approved Budget	Projected Actual	Proposed Budget	
REVENUE				
BIA Levy	\$ 125,000.00		\$ 125,000.00	
<u>Government Grants</u>				
Federal or Provincial				
Municipal				
<u>Other Revenue</u>				
Donations				
Sponsorships				
Promotions & Events Revenue				
TOTAL REVENUE	\$ 125,000.00	\$ -	\$ 125,000.00	
EXPENDITURES (includes non-recoverable HST)				
Total Administrative	\$ 37,000.00	\$ -	\$ 37,350.00	
Total Capital	\$ 31,350.00	\$ -	\$ 31,400.00	
Total Marketing	\$ 56,650.00	\$ -	\$ 56,250.00	
TOTAL EXPENDITURES	\$ 125,000.00	\$ -	\$ 125,000.00	
Surplus/Deficit	\$ -	\$ -	\$ -	

ACCUMULATED SURPLUS/(DEFICIT)

Beginning Balance			
Use of Reserve			\$ -
Addition to Reserve			
Ending Balance		\$ -	\$ -

BUDGET DECLARATION TO BE SIGNED AFTER AGM

Board of Management Approval	<u>22 02 2022</u>	General Membership Approval	<u>22 02 2022</u>
	Date Month Year		Date Month Year
	<u>3/7/22</u>		<u>3/7/22</u>
Signature of Chair	Date	Signature of Treasurer	Date
If budget is prepared by someone other than the Treasurer, please provide the name of the contact person below.:			
Name:	Phone Number:	Email Address:	

APPENDIX B (CONT'D)

ERIE ST/VIA ITALIA BIA Administrative Expenses		2021	2021	2022
		Approved Budget	Projected Actual	Proposed Budget
Staff	Salaries/Wages/Benefits	20,000.00		20,000.00
Other Admin.	Accounting	2,500.00		2,500.00
	Audit	1,200.00		1,270.00
	AGM Expenses	200.00		200.00
	Meeting Expenses (non AGM)	200.00		200.00
	Bank Charges	150.00		200.00
	Conferences/Seminars			
	Consultants			
	Donations	700.00		700.00
	Strategic Plan			
	Memberships			
	Subscriptions			
	Insurance	3,970.00		4,300.00
	Legal			
	Telephone			
	Postage & Courier	200.00		200.00
	Transportation & Travel			
	Office Supplies	300.00		200.00
	Office Equipment/Furniture/Maintenance	200.00		200.00
	Printing			
	Storage/Maintenance			
	Rent/Lease	6,780.00		6,780.00
	Utilities	600.00		600.00
	Other: (please specify)			
Total Administrative Expenses		\$ 37,000.00	\$ -	\$ 37,350.00

APPENDIX B (CONT'D)

ERIE ST/VIA ITALIA BIA Capital Expenses		2021	2021	2022
		Approved Budget	Projected Actual	Proposed Budget
Capital				
(Only include BIA portion of any cost-share initiatives)	City of Windsor Loan Repayment			
	Street Furniture			
	Benches			
	Alley Enhancements			
	Signage	500.00		500.00
	Decorative Lighting			
	Decorations-Seasonal	5,000.00		5,000.00
	Decorations-Other	1,000.00		1,000.00
	Banners	500.00		500.00
	Murals			
	Planters	2,000.00		2,000.00
	Hanging Baskets			
	Signage			
	Technical/Professional Services			
	PLEASE SPECIFY			
Street Safety Project	20,000.00		20,000.00	
General Maintenance				
	Flowers/Plants/Trees	1,000.00		1,000.00
	Snow Removal			
	Decorations			
	Hydro			
	Graffiti Removal			
	Power Washing			
	Needle Collection			
	Street Cleaning			
	Broken Windows			
	Cleanup - Other (please specify)			
	Miscellaneous Repairs			
	Permit Fees	1,350.00		1,400.00
	Security			
Total Capital Expenses		\$ 31,350.00	\$ -	\$ 31,400.00

APPENDIX B (CONT'D)

ERIE ST/VIA ITALIA BIA		2021	2021	2022
Communications/Marketing/Promotions & Events		Approved Budget	Projected Actual	Proposed Budget
Communications				
	Memberships	150.00		150.00
	Subscriptions			
	Professional Development			
	Travel			
	General Meeting Expense			
	Board/Committee Meeting Expense			
	Budget Meeting Expense			
	Conference Expense			
	Internet/Website	1,500.00		1,100.00
	Member Services (Parking Tokens)			
	Public Relations/Liaison			
Advertising and Marketing				
	Advertising	10,000.00		10,000.00
	Printing -- (Flyers, Brochures, etc...)	500.00		500.00
	Marketing Design			
	Branding			
	Retail Recruitment			
	Social Media			
	Signage			
	Sponsorships			
	Newsletter	500.00		500.00
	Website Development/Maintenance			
	Wi-Fi			
Promotions & Events				
	Canada Day			
	Christmas			
	Easter			
	Spring Event (Please specify)			
	Summer Event (Please specify)	30,000.00		30,000.00
	Street Closures/ Carrousel			
	Fall Event (Please specify)	10,000.00		10,000.00
	VIBRA Bike Races/ Street Closure			
	Winter Event (Please specify)	4,000.00		4,000.00
	New Event			
	Sidewalk Sale			0.00
	Signature Event 1 (complete tab)			0.00
	Signature Event 2 (complete tab)			
	Events PLEASE SPECIFY			
Total		\$ 56,650.00	\$ -	\$ 56,250.00

APPENDIX B (CONT'D)

ERIE ST/VIA ITALIA BIA		2021	2021	2022
Signature Event 1 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name: Carrousel of Nations/Italian Village				
Event Dates: June 24th & June 25th, 20202				
Revenues				
Must be shown on Cover Page	BIA Contribution			30,000.00
	Federal/Provincial Grant			
	Municipal Grant			
	Donations			
	Sponsorships			
	Festival Revenue			
Total Revenues		0.00	0.00	30,000.00
Expenditures				
	Consultants			
	Entertainers			10,000.00
	Fees - EMS			
	Fees - Police			2,000.00
	Permits			2,000.00
	Signage			500.00
	Barricades			600.00
	Advertising/Promotion			1,500.00
	Waste Handling/Removal			600.00
	Porto-potties			
	Staging			4,000.00
	Secutiry			4,000.00
	Staff to guard all barricades			4,000.00
	Equipment Rentals (generators etc...)			800.00
Total Expenditures		0.00	0.00	30,000.00
<p>The Carrousel of Nations Italian Village promotes Italian Culture and Foods. The Festival consists of Musical Entertainment such as Italian Bands, Strolling Musicians, Italian Choirs and Singing Groups, Folklore Dancing Groups. Children's Games and Entertainment such as Face Painting and Games Street Vendors Italian Foods and Beverages</p>				

APPENDIX B (CONT'D)

ERIE ST/VIA ITALIA BIA		2021	2021	2022	
Signature Event 2 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget	
Event Name: Tour di Via Italia Bike Race					
Event Dates:					
Revenues					
Must be shown on Cover Page	BIA Contribution			10,000.00	
	Federal/Provincial Grant				
	Municipal Grant				
	Donations				
	Sponsorships				
	Festival Revenue				
Total Revenues		0.00	0.00	10,000.00	
Expenditures					
Must be shown on Cover Page	Consultants				
	Entertainers				
	Fees - EMS				
	Fees - Police			5,000.00	
	Permits			3,000.00	
	Signage				
	Barricades				
	Advertising/Promotion			2,000.00	
	Waste Handling/Removal				
	Porto-potties				
	Staging				
Total Expenditures		0.00	0.00	10,000.00	

The Tour di Via Italia Bike Race is an over 50 year tradition on Erie Street and attracts racers from around the World.
 The BIA donates \$10000 .00 to the event to assist in covering some of the costs of the event and to keep the races on Erie Street.
 Some of the major costs include: Safety Fencing \$3500.00, OCA Sanctioning, Insurance & Race Officials \$5000.00
 Sound System rentals \$1500.00, Overhead Sign & Promotional \$2500.00
 This event also attracts sponsorships tto cover cost as well as participant fees.

APPENDIX B (CONT'D)
 ERIE ST/VIA ITALIA BIA
 Commentary - 2021 Actual Expenditures

Explanation of Significant Variances (2021 Projected Actual vs. 2021 Approved Budget):

SUMMARY

(Include 2021 accomplishments; also indicate what was not accomplished in 2021 and why)

1. 2021 Accomplishments

Assist businesses to survive this pandemic and remain viable by allowing street closures throughout the summer months to attract patrons. Continue to promote the Italian culture and promote Via Italia as a tourist destination. Maintain a clean and safe neighbourhood. Continued the Alley Lighting project. Continue to enhance Holiday Decor.

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

Variance
#DIV/0!

3. Promotions, Events & Other Revenues

Variance
#DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

Variance
-100%

5. Capital & General Maintenance

Variance
-100%

7. Communications, Marketing, Promotions & Events

Variance
-100%

8. Harmonized Sales Tax (HST) Rebates

Mandatory

APPENDIX B (CONT'D)
ERIE ST/VIA ITALIA BIA
Commentary - 2022 Proposed Budget

Explanation of Significant Variances (2022 Proposed Budget vs. 2021 Approved Budget):

SUMMARY

(Include any other pertinent information)

1. 2022 Goals and Objectives

Assist business recover from pandemic. Promote our business district. Continue Alley Lighting Project. Focus on promoting events as before the pandemic. Beautification of our area (more flowers etc.)

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

\$60,000 grant to be applied to applied to Alley Lighting Project. \$30,000 Grant to cover costs of street closure in 2021.

Variance
#DIV/0!

3. Promotions, Events & Other Revenues

Variance
#DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

Variance
1%

5. Capital & General Maintenance

Variance
0%

7. Communications, Marketing, Promotions & Events

Variance
-1%

APPENDIX C

OLDE RIVERSIDE TOWN CENTRE BIA

	2021		2021		2022	
	Approved Budget		Projected Actual		Proposed Budget	
REVENUE						
BIA Levy	\$	65,000.00	\$	65,000.00	\$	65,000.00
<u>Government Grants</u>						
Federal or Provincial						
Municipal						
<u>Other Revenue</u>						
Donations						
Sponsorships						
Promotions & Events Revenue						
TOTAL REVENUE	\$	65,000.00	\$	65,000.00	\$	65,000.00
EXPENDITURES (includes non-recoverable HST)						
Total Administrative	\$	21,650.00	\$	17,955.46	\$	17,175.00
Total Capital	\$	25,400.00	\$	33,054.44	\$	30,525.00
Total Marketing	\$	17,950.00	\$	7,155.42	\$	17,300.00
TOTAL EXPENDITURES	\$	65,000.00	\$	58,165.32	\$	65,000.00
Surplus/Deficit	\$		\$	6,834.68	\$	

ACCUMULATED SURPLUS/(DEFICIT)

Beginning Balance		\$	33,041.00	
Use of Reserve				
Addition to reserve		\$	6,834.68	
Ending Balance		\$	39,875.68	\$

BUDGET DECLARATION TO BE SIGNED AFTER AGM

Board of Management Approval	07-Jan-22			General Membership Approval	25-Jan-22		
	Date	Month	Year		Date	Month	Year
Rick Martinello	2/4/22						
Signature of Chair		Date		Signature of Treasurer		Date	
If budget is prepared by someone other than the Treasurer, please provide the name of the contact person below.:							
Bridget M. Scheuerman	519 962-6550		bscheuerman38@gmail.com				
Name:	Phone Number:		Email Address:				

APPENDIX C (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA Administrative Expenses		2021	2021	2022
		Approved Budget	Projected Actual	Proposed Budget
Staff	Salaries/Wages/Benefits	12,000.00	8,800.00	9,000.00
Other Admin.	Accounting	400.00	395.50	400.00
	Audit	1,200.00	1,130.00	1,200.00
	AGM Expenses	500.00		100.00
	Meeting Expenses (non AGM)	200.00		50.00
	Bank Charges			
	Conferences/Seminars			
	Consultants			
	Donations	3,500.00	3,700.00	2,000.00
	Strategic Plan			
	Memberships			
	Subscriptions			
	Insurance	1,800.00	1,758.24	1,800.00
	Legal			
	Telephone	800.00	951.57	950.00
	Postage & Courier	25.00		25.00
	Transportation & Travel			
	Office Supplies	250.00	130.32	150.00
	Office Equipment/Furniture/Maintenance			
	Printing	975.00	28.40	1,200.00
	Storage/Maintenance			
	Rent/Lease			
	Utilities			
	Other: (please specify)			
	Gifts		1,061.43	300.00
Total Administrative Expenses		\$ 21,650.00	\$ 17,955.46	\$ 17,175.00

APPENDIX C (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA Capital Expenses		2021	2021	2022
		Approved Budget	Projected Actual	Proposed Budget
Capital				
(Only include BIA portion of any cost-share initiatives)	City of Windsor Loan Repayment	7,500.00	7,500.00	7,500.00
	Street Furniture			
	Benches			
	Alley Enhancements			
	Signage			
	Decorative Lighting		2,336.95	0.00
	Decorations-Seasonal			
	Decorations-Other			
	Banners			
	Murals	1,000.00	2,350.00	1,000.00
	Planters	12,000.00	16,783.33	17,000.00
	Hanging Baskets			
	Signage			
	Technical/Professional Services			
	General Maintenance			
	Flowers/Plants/Trees	3,000.00	1,425.00	1,500.00
	Snow Removal			
	Decorations			
	Hydro			
	Graffiti Removal			
	Power Washing			
	Needle Collection			
	Street Cleaning	1,900.00	2,258.47	3,000.00
	Broken Windows			
	Cleanup - Other (please specify)			
	Miscellaneous Repairs		282.50	500.00
	Permit Fees			
	Security			
	Please Specify			
	Garden Supplies		118.19	25
Total Capital Expenses		\$ 25,400.00	\$ 33,054.44	\$ 30,525.00

APPENDIX C (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA		2021	2021	2022
Communications/Marketing/Promotions & Events		Approved Budget	Projected Actual	Proposed Budget
Communications				
	Memberships			
	Subscriptions			
	Professional Development			
	Travel			
	General Meeting Expense			
	Board/Committee Meeting Expense			
	Budget Meeting Expense			
	Conference Expense			
	Internet/Website	800.00	0.00	800.00
	Member Services (Parking Tokens)			
	Public Relations/Liaison			
Advertising and Marketing				
	Advertising	15,000.00	7,155.42	10,000.00
	Printing – (Flyers, Brochures, etc...)	1,000.00		
	Marketing Design			
	Branding			
	Retail Recruitment			
	Social Media			
	Signage			
	Sponsorships			
	Newsletter			
	Website Development/Maintenance			
	Wi-Fi			
	Please specify			
Promotions & Events				
	Canada Day			
	Christmas			2,500.00
	Easter			
	Spring Event (Please specify)			
	Summer Event (Please specify)			
	Fall Event (Please specify)			
	Winter Event (Please specify)			
	Sidewalk Sale			
	Signature Event 1 (complete tab)	1,150.00		4,000.00
	Signature Event 2 (complete tab)			0.00
	Please specify			
Total		\$ 17,950.00	\$ 7,155.42	\$ 17,300.00

APPENDIX C (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA		2021	2021	2022
Signature Event 1 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name: Wheels on Wyandotte				
Event Dates:				
Revenues				
Must be shown on Cover Page	BIA Contribution			4,000.00
	Federal/Provincial Grant			
	Municipal Grant			
	Donations			
	Sponsorships			
	Festival Revenue			
Total Revenues		0.00	0.00	4,000.00
Expenditures				
	Volunteer Meals			
	Entertainers			
	Fees - EMS			
	Fees - Police			
	Permits			
	T-shirts			
	Barricades			
	Advertising/Promotion			
	Waste Handling/Removal			
	Chairs/Tables/Porta Potties			
	Supplies			
	Awards			
	Decorations			
	DJ			
	Printing			
Total Expenditures		0.00	0.00	0.00
Notes: Please provide description of the event				

APPENDIX C (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA		2021	2021	2022
Signature Event 2 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name: Giant Yard Sale			\$ 7,673.21	
Event Dates: September 4, 2021				
Revenues				
Must be shown on Cover Page	BIA Contribution		7,673.21	
	Federal/Provincial Grant			
	Municipal Grant			
	Donations			
	Sponsorships			
	Festival Revenue			
Total Revenues		0.00	7,673.21	0.00
Expenditures				
	Consultants		150.00	
	Entertainers			
	Fees - EMS			
	Fees - Police			
	Permits			
	Signage		166.04	
	Barricades			
	Advertising/Promotion		4,878.21	
	Waste Handling/Removal			
	Porto-potties			
	Staging		1,008.66	
	Printing		1,327.52	
	Supplies		112.78	
	Volunteer Lunches		30.00	
Total Expenditures		0.00	7,673.21	0.00
Notes: Please provide description of the event				

APPENDIX C (CONT'D)
OLDE RIVERSIDE TOWN CENTRE BIA
Commentary - 2021 Actual Expenditures

Explanation of Significant Variances (2021 Projected Actual vs. 2021 Approved Budget):

SUMMARY

(Include 2021 accomplishments; also indicate what was not accomplished in 2021 and why)

1. 2021 Accomplishments

Enhanced Social Media to assist businesses during Covid 19. Giant Garage Sale which was a shared event with Pillette Village BIA to draw people to the area. This occurred September 4th for one day.

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

Variance
#DIV/0!

3. Promotions, Events & Other Revenues

Variance
#DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

Reduced administration work during Covid 19

Variance
-17%

5. Capital & General Maintenance

Payback of Capital works project, increase in costing for Planters, painted the building wall behind the Mural located at Reedmere and Wyandotte, upgrading to lighting for boat sculptures at the entrances to the BIA

Variance
30%

7. Communications, Marketing, Promotions & Events

Due to Covid 19, we were unable to host the Annual Car Show, and were limited in what could be done to promote the BIA

Variance
-60%

8. Harmonized Sales Tax (HST) Rebates

\$2,466.03 (2020 figures received in 2021. 2021 Report in progress.

Mandatory

APPENDIX ((CONT'D)
OLDE RIVERSIDE TOWN CENTRE BIA
Commentary - 2022 Proposed Budget

Explanation of Significant Variances (2022 Proposed Budget vs. 2021 Approved Budget):

SUMMARY

(Include any other pertinent information)

1. 2022 Goals and Objectives

We are in discussions to determine if we are going to resume the Car Show. If not, there will be another event planned. We introduced Riverside Dollars in November and hope to improve on that promotion in 2022. Maintain the beautification within the BIA

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

Variance
#DIV/0!

3. Promotions, Events & Other Revenues

Variance
#DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

If Covid restrictions are lifted this will give more opportunities to hold arrange General Membership and Annual Meeting. Reduction in donations.

Variance
-21%

5. Capital & General Maintenance

There was a one time lighting expense for the boat sculptures which should not occur in 2022, as well as the painting of the mural wall at Reedmere and Wyandotte.

Variance
20%

7. Communications, Marketing, Promotions & Events

Variance
-4%

APPENDIX D

OLDE SANDWICH TOWNE BIA

	2021		2022	
	Approved Budget	Projected Actual	Proposed Budget	
REVENUE				
BIA Levy	\$ 67,100.00	\$ 67,100.00	\$	67,100.00
Transfer from Reserves	\$ 35,000.00	\$ 35,000.00	\$	65,000.00
<u>Government Grants</u>				
Federal or Provincial		24,998.73		
Municipal				
<u>Other Revenue</u>				
Donations				
Sponsorships				2,500.00
Promotions & Events Revenue		2,350.00		2,500.00
TOTAL REVENUE	\$ 102,100.00	\$ 129,448.73	\$	137,100.00
EXPENDITURES (includes non-recoverable HST)				
Total Administrative	\$ 33,800.00	\$ 26,648.90	\$	35,450.00
Total Capital	\$ 35,000.00	\$ 22,172.00	\$	35,400.00
Total Marketing	\$ 33,300.00	\$ 50,742.07	\$	66,250.00
TOTAL EXPENDITURES	\$ 102,100.00	\$ 99,562.97	\$	137,100.00
Surplus/Deficit		\$ 29,885.76	\$	-

ACCUMULATED SURPLUS/(DEFICIT)

Beginning Balance		\$ 134,387.00	
Use of Reserve			
Addition to Reserve			
Ending Balance		\$ 134,387.00	\$ -

BUDGET DECLARATION TO BE SIGNED AFTER AGM

Board of Management Approval	27-Jan-22	General Membership Approval	27-Jan-22
	Date Month Year		Date Month Year
<i>May Ann Cuderman</i>		<i>Feb 3/22</i>	
Signature of Chair	Date	Signature of Treasurer	Date
If budget is prepared by someone other than the Treasurer, please provide the name of the contact person below.:			
Name: <i>Tom Colkr</i> Phone Number: <i>613-484 8147</i> Email Address: <i>TC-35@hotmail.com</i>			

APPENDIX D (CONT'D)

OLDE SANDWICH TOWNE BIA Administrative Expenses		2021	2021	2022
		Approved Budget	Projected Actual	Proposed Budget
Staff	Salaries/Wages/Benefits	27,000.00	21,980.00	30,000.00
Other Admin.	Accounting	250.00	290.00	300.00
	Audit	1,200.00	1,130.00	1,200.00
	AGM Expenses			
	Meeting Expenses (non AGM)			
	Bank Charges			
	Conferences/Seminars			
	Consultants			
	Donations	500.00	400.00	500.00
	Strategic Plan			
	Memberships			
	Subscriptions			
	Insurance	1,600.00	1,585.44	1,600.00
	Legal			
	Telephone			
	Postage & Courier			
	Transportation & Travel			
	Office Supplies	425.00	496.10	500.00
	Office Equipment/Furniture/Maintenance			
	Printing			
	Storage/Maintenance	2,500.00	600.00	1,000.00
	Rent/Lease			
	Utilities	25.00	40.80	50.00
	Other: (please specify)			
	Welcome and/or Condolence Planters	300.00	126.56	300.00
Total Administrative Expenses		\$ 33,800.00	\$ 26,648.90	\$ 35,450.00

APPENDIX D (CONT'D)

OLDE SANDWICH TOWNE BIA Capital Expenses		2021	2021	2022
		Approved Budget	Projected Actual	Proposed Budget
Capital				
(Only include BIA portion of any cost-share initiatives)	City of Windsor Loan Repayment			
	Street Furniture			
	Benches			
	Alley Enhancements			
	Signage			
	Decorative Lighting			
	Decorations-Seasonal	26,000.00	21,980.00	26,000.00
	Decorations-Other			
	Banners			
	Murals	8,000.00	0.00	8,000.00
	Planters	1,000.00	0.00	1,000.00
	Hanging Baskets			
	Signage			
	Technical/Professional Services			
	General Maintenance			
	Flowers/Plants/Trees			
	Snow Removal			
	Decorations			
	Hydro			
	Graffiti Removal			
	Power Washing			
	Needle Collection			
	Street Cleaning		192.00	400.00
	Broken Windows			
	Cleanup - Other (please specify)			
	Miscellaneous Repairs			
	Permit Fees			
	Security			
	Please specify			
	Total Capital Expenses		\$ 35,000.00	\$ 22,172.00

APPENDIX D (CONT'D)

OLDE SANDWICH TOWNE BIA		2021	2021	2022
Communications/Marketing/Promotions & Events		Approved Budget	Projected Actual	Proposed Budget
Communications				
	Memberships			
	Subscriptions			
	Professional Development			
	Travel			
	General Meeting Expense			
	Board/Committee Meeting Expense			
	Budget Meeting Expense			
	Conference Expense			
	Internet/Website			
	Member Services (Parking Tokens)			
	Public Relations/Liaison			
Advertising and Marketing				
	Advertising	1,000.00	0.00	1,000.00
	Printing – (Flyers, Brochures, etc...)	1,000.00	0.00	750.00
	Marketing Design	1,000.00	0.00	
	Branding			
	Retail Recruitment			
	Social Media	6,000.00	6,000.00	6,000.00
	Signage			
	Sponsorships			
	Newsletter			1,000.00
	Website Development/Maintenance	300.00	456.45	500.00
	Wi-Fi			
Promotions & Events				
	Canada Day			
	Christmas			
	Easter			
	Spring Event (Please specify)			
	Summer Event (Please specify)			
	Fall Event (Please specify)			
	Winter Event (Please specify)			
	Sidewalk Sale			
	Signature Event 1 Open Streets	12,000.00	6,859.01	12,000.00
	Signature Event 2 Miracle on Sandwich	12,000.00	7,707.39	15,000.00
	Signature Event 3 Outdoor market	0.00	29,719.22	30,000.00
	Please specify			
Total		\$ 33,300.00	\$ 50,742.07	\$ 66,250.00

APPENDIX D (CONT'D)

OLDE SANDWICH TOWNE BIA		2021	2021	2022
Signature Event 1 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name: Open Streets				
Event Dates:				
Revenues				
Must be shown on Cover Page	BIA Contribution	12,000.00	6,859.01	12,000.00
	Federal/Provincial Grant			
	Municipal Grant			
	Donations			
	Sponsorships			
	Festival Revenue			
Total Revenues		12,000.00	6,859.01	12,000.00
Expenditures				
	Consultants	1,500.00	2,500.00	2,500.00
	Entertainers	5,000.00	2,789.00	3,000.00
	Fees - EMS	500.00		500.00
	Fees - Police			
	Permits	1,000.00	0.00	1,000.00
	Signage	1,000.00	250.00	1,000.00
	Barricades	500.00	0.00	500.00
	Advertising/Promotion	1,500.00	788.91	2,000.00
	Waste Handling/Removal			
	Porto-potties	500.00	531.10	600.00
	Staging	500.00	0.00	900.00
Total Expenditures		12,000.00	6,859.01	12,000.00

Notes: Open Streets happened as one part of the City wide event- This was Sandwich Towne part of it.

APPENDIX D (CONT'D)

OLDE SANDWICH TOWNE BIA		2021	2021	2022
Signature Event 2 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name: Miracle in Sandwich				
Event Dates:				
Revenues				
Must be shown on Cover Page	BIA Contribution	12,000.00	7,707.39	15,000.00
	Federal/Provincial Grant			
	Municipal Grant			
	Donations			
	Sponsorships			
	Festival Revenue			
Total Revenues		12,000.00	7,707.39	15,000.00
Expenditures				
	Consultants	2,500.00	2,500.00	3,000.00
	Entertainers		1,000.00	1,500.00
	Fees - EMS	750.00	0.00	
	Fees - Police			
	Permits	1,000.00	615.77	1,000.00
	Signage	1,500.00	0.00	1,000.00
	Barricades	500.00	100.00	500.00
	Advertising/Promotion	2,000.00	2,808.65	3,000.00
	Waste Handling/Removal	500.00		500.00
	Porto-potties	500.00		600.00
	Staging	1,000.00		1,000.00
	Others	1,750.00	220.00	2,000.00
	Donations to Participating Organizations			
	Supplies		462.97	900.00
	Rental of Space			
	Tree Decorating Day-Consultant			
Total Expenditures		12,000.00	7,707.39	15,000.00

Notes: This is one of Sandwich Townes Premier event- due to COVID it was scaled back significantly hence why it is under budget

APPENDIX D (CONT'D)

OLDE SANDWICH TOWNE BIA		2021	2021	2022
Signature Event 3 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name: Sandwich Outdoor Market				
Event Dates:				
Revenues				
Must be shown on Cover Page	BIA Contribution	0.00	2,302.71	25,000.00
	Federal/Provincial Grant	0.00	24,998.73	
	Municipal Grant			
	Donations			
	Sponsorships			2,500.00
	Festival Revenue	0.00	2,350.00	2,500.00
Total Revenues		0.00	29,651.44	30,000.00
Expenditures				
	Consultants	0.00	12,000.00	12,000.00
	Entertainers	0.00	2,075.00	2,500.00
	Fees - EMS	0.00		
	Fees - Police	0.00		
	Permits	0.00		
	Signage	0.00	2,109.96	1,000.00
	Barricades	0.00	216.70	300.00
	Advertising/Promotion	0.00	6,888.00	7,200.00
	Waste Handling/Removal	0.00	67.78	
	Porto-potties	0.00	3,090.55	3,500.00
	Staging	0.00	3,271.23	3,500.00
Total Expenditures		0.00	29,719.22	30,000.00
Notes: This was a brand new event for the Sandwich Towne BIA. This was a series of 6 outdoor markets that the BIA hosted.				

APPENDIX D (CONT'D)
OLDE SANDWICH TOWNE BIA
Commentary - 2021 Actual Expenditures

Explanation of Significant Variances (2021 Projected Actual vs. 2021 Approved Budget):

SUMMARY

(Include 2021 accomplishments; also indicate what was not accomplished in 2021 and why)

1. 2021 Accomplishments

the Sandwich Towne Outdoor Market was a resounding success for the Sandwich Towne BIA. This event was built from scratch and over the course of the six markets we averaged 25-30 vendors and attracted hundreds of people to Sandwich Towne. The BIA also was able to receive a grant from the Canadian Urban Institute that resulted in funding up to \$25,000 of

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

The variance in here is because of our grant that we received from the Canada Urban Institute Community Activator Fund.

Variance
71%

3. Promotions, Events & Other Revenues

Variance
#DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

Our actual costs for the BIA Coordinator was significantly less as the Coordinator only worked a maximum of 80 hours a month. This contributed to the coordinator salary being lesser than the budget amount. We also spent less in storage and have readjusted this accordingly for 2022

Variance
-21%

5. Capital & General Maintenance

The seasonal decoration costs included installation of lights and wreaths, this work was done quicker so that there wasn't as many hours paid to do this position. In addition, we budgeted \$8000 for murals and due to COVID 19, this work never happened.

Variance
-37%

7. Communications, Marketing, Promotions & Events

Due to the establishment of the Sandwich Towne Outdoor Markets, the BIA spent more which explains this variance. It is important to note that our other events came in under budget and that was due to COVID 19

Variance
52%

8. Harmonized Sales Tax (HST) Rebates

We do not have a HST number so unfortunately we cannot claim any HST.

Mandatory

APPENDIX D (CONT'D)
OLDE SANDWICH TOWNE BIA
Commentary - 2022 Proposed Budget

Explanation of Significant Variances (2022 Proposed Budget vs. 2021 Approved Budget):

SUMMARY

(Include any other pertinent information)

1. 2022 Goals and Objectives

The 2022 Goals and Objectives for the Sandwich Towne BIA is to continue with the Market, expand upon the Miracle on Sandwich Event, and to continue with Open Streets.

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

We have budgeted \$2500 which is an estimated amount from vendors for our market. In addition, we are looking forward a market sponsor for \$2500.00.

Variance
#DIV/0!

3. Promotions, Events & Other Revenues

Variance
#DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

Variance
5%

5. Capital & General Maintenance

Variance
1%

7. Communications, Marketing, Promotions & Events

The variance here is based off of our goals for 2022. We are looking to expand upon the Miracle on Sandwich Event. We also are including the Outdoor Market on our budget which also contributes to the variance.

Variance
99%

APPENDIX E

WALKERVILLE DISTRICT BIA

	2021		2022	
	Approved Budget	Projected Actual	Proposed Budget	
REVENUE				
BIA Levy	\$ 45,000.00	\$ 45,000.00	\$	45,000.00
<u>Government Grants</u>				
Federal or Provincial				
Municipal				
<u>Other Revenue</u>				
Donations				
Sponsorships	3,250.00			2,000.00
Promotions & Events Revenue	3,700.00	4,450.00		3,000.00
GIC Interest				
TOTAL REVENUE	\$ 51,950.00	\$ 49,450.00	\$	50,000.00
EXPENDITURES (includes non-recoverable HST)				
Total Administrative	\$ 13,600.00	\$ 14,277.00	\$	15,600.00
Total Capital	\$ 7,885.00	\$ 14,668.00	\$	29,345.00
Total Marketing	\$ 30,465.00	\$ 6,863.00	\$	26,275.00
TOTAL EXPENDITURES	\$ 51,950.00	\$ 35,808.00	\$	71,220.00
Surplus/Deficit	\$ -	\$ 13,642.00	\$	21,220.00

ACCUMULATED SURPLUS/(DEFICIT)

Beginning Balance	\$	59,041.00	\$	72,683.00
Use of Reserve			-\$	21,220.00
Addition to Reserve	\$	13,642.00		
Ending Balance	\$	72,683.00	\$	54,463.00

BUDGET DECLARATION TO BE SIGNED AFTER AGM

Board of Management Approval	15/12/2021	General Membership Approval	31/01/2022
	Date Month Year		Date Month Year
	16/02/22		16/02/22
Signature of Chair	Date	Signature of Treasurer	Date
If budget is prepared by someone other than the Treasurer, please provide the name of the contact person below.:			
Name:	Phone Number:	Email Address:	

APPENDIX E (CONT'D)

WALKERVILLE DISTRICT BIA		2021	2021	2022
Capital Expenses		Approved Budget	Projected Actual	Proposed Budget
Capital				
(Only include BIA portion of any cost-share initiatives)	City of Windsor Loan Repayment			
	Pedestrian Walkways -Bump outs	5,000.00	8,770.00	8,770.00
	Street Furniture			
	Benches			
	Alley Enhancements			
	Signage			
	Decorative Lighting			
	Decorations-Seasonal	1,500.00	3,724.00	3,800.00
	Decorations-Other			
	Banners			15,000.00
	Murals			
	Planters			
	Hanging Baskets			
	Signage			
	Technical/Professional Services			
	General Maintenance			
	Flowers/Plants/Trees	785.00	750.00	775.00
	Snow Removal			
	Decorations			
	Hydro			
	Graffiti Removal			
	Power Washing			
	Needle Collection			
	Street Cleaning	600.00	1,000.00	1,000.00
	Broken Windows			
	Cleanup - Other (please specify)			
	Miscellaneous Repairs			
	Permit Fees		424.00	
	Security			
Total Capital Expenses		\$ 7,885.00	\$ 14,668.00	\$ 29,345.00

APPENDIX E (CONT'D)

WALKERVILLE DISTRICT BIA		2021	2021	2022
Communications/Marketing/Promotions & Events		Approved Budget	Projected Actual	Proposed Budget
Communications				
	Memberships	550.00	239.00	500.00
	Subscriptions			
	Professional Development			
	Travel			
	General Meeting Expense			
	Board/Committee Meeting Expense			
	Budget Meeting Expense			
	Conference Expense			
	Internet/Website	1,200.00	1,351.00	1,375.00
	Member Services (Parking Tokens)			
	Public Relations/Liaison			
Advertising and Marketing				
	Advertising			
	Printing – (Flyers, Brochures, etc...)			
	Marketing Design			
	Branding		1,000.00	1,000.00
	Retail Recruitment			
	Social Media			
	Signage			
	Sponsorships			
	Newsletter			
	Website Development/Maintenance			
	Wi-Fi			
	Please specify			
Promotions & Events				
	Canada Day			
	Christmas-Xmas lights subsidy		200.00	400.00
	Easter			
	Spring Event (Please specify)			
	Summer Event (Please specify)	15,015.00		14,000.00
	Art Walk			
	Fall Event (POP UP VENDORS (2))	13,700.00	1,073.00	
	Holiday Walk			9,000.00
	Winter Event (Please specify)			
	Sidewalk Sale			
	Signature Event 1 (complete tab)			0.00
	Signature Event 2 (complete tab)			0.00
	Please specify--DONATIONS		3,000.00	
Total		\$ 30,465.00	\$ 6,863.00	\$ 26,275.00

APPENDIX E (CONT'D)
WALKERVILLE DISTRICT BIA
Commentary - 2021 Actual Expenditures

Explanation of Significant Variances (2021 Projected Actual vs. 2021 Approved Budget):

SUMMARY

(Include 2021 accomplishments; also indicate what was not accomplished in 2021 and why)

1. 2021 Accomplishments

Two Pop Up Vendor Events and a few socail media campaigns	Mandatory
---	-----------

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

No sponsorships due to lack of programing and the pandemic	Variance -100%
--	-------------------

3. Promotions, Events & Other Revenues

Tried to have very small events to do some promoting but not able to plan elaborate events due to pandemic	Variance 20%
--	-----------------

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

Concentration on more social media because of the pandemic	Variance 5%
--	----------------

5. Capital & General Maintenance

Pedestrian Bumps out -set up and taking down and storage now very costly	Variance 86%
--	-----------------

7. Communications,Marketing, Promotions & Events

Limited due to pandemic	Variance -77%
-------------------------	------------------

8. Harmonized Sales Tax (HST) Rebates

Expecting approx \$4045.00 to be rebated	Mandatory
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APPENDIX E (CONT'D)
WALKERVILLE DISTRICT BIA
Commentary - 2022 Proposed Budget

Explanation of Significant Variances (2022 Proposed Budget vs. 2021 Approved Budget):

SUMMARY

(Include any other pertinent information)

1. 2022 Goals and Objectives

If pandemic restrictions are removed we will return to a summer even (Art Walk)t and Holiday walk event

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

Sponsorship will depend on how much we are allowed to do if still under pandemic regulations

Variance
-38%

3. Promotions, Events & Other Revenues

Lifting of pandemic restrictions will dictate the amount of prompting we will do

Variance
-19%

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

Social media primary and hopefully we do a few outdoor events

Variance
15%

5. Capital & General Maintenance

Decission of the Board in 2022. Planning to install new banners to identify the area

Variance
272%

7. Communications, Marketing, Promotions & Events

Will do as much as we can with our small budget

Variance
-14%

APPENDIX F

OTTAWA STREET BIA

	2021		2021		2022	
	Approved Budget		Projected Actual		Proposed Budget	
REVENUE						
BIA Levy	\$	71,965.00	\$	71,965.00	\$	71,965.00
<u>Government Grants</u>						
Federal or Provincial						
Municipal						
<u>Other Revenue</u>						
Donations						
Sponsorships						
Promotions & Events Revenue						
TOTAL REVENUE	\$	71,965.00	\$	71,965.00	\$	71,965.00
EXPENDITURES (includes non-recoverable HST)						
Total Administrative	\$	15,565.00	\$	16,963.57	\$	17,965.00
Total Capital	\$	25,000.00	\$	27,500.00	\$	21,500.00
Total Marketing	\$	31,400.00	\$	23,052.28	\$	32,500.00
TOTAL EXPENDITURES	\$	71,965.00	\$	67,515.85	\$	71,965.00
Surplus/Deficit	\$	-	\$	4,449.15	\$	-

ACCUMULATED SURPLUS/(DEFICIT)

Beginning Balance			
Use of Reserve			\$ -
Addition to Reserve			
Ending Balance		\$ -	\$ -

BUDGET DECLARATION TO BE SIGNED AFTER AGM

Board of Management Approval	03/11/2021	General Membership Approval	03/11/2021
	Date Month Year		Date Month Year
	14/02/2022		14/02/2022
Signature of Chair	Date	Signature of Treasurer	Date
<i>If budget is prepared by someone other than the Treasurer, please provide the name of the contact person below.:</i>			
Ettore Bonato	519-254-8447	ettore@bellnet.ca	

APPENDIX F (CONT'D)

OTTAWA STREET BIA Administrative Expenses		2021	2021	2022
		Approved Budget	Projected Actual	Proposed Budget
Staff	Salaries/Wages/Benefits	6,000.00	6,000.00	6,000.00
Other Admin.	Accounting		652.01	652.00
	Audit	1,350.00	1,150.00	1,350.00
	AGM Expenses	250.00		
	Meeting Expenses (non AGM)	200.00	226.00	226.00
	Bank Charges	300.00	143.75	300.00
	Conferences/Seminars			
	Consultants			
	Donations			
	Strategic Plan			
	Memberships			
	Subscriptions			750.00
	Insurance	2,500.00	4,925.98	3,500.00
	Legal			
	Telephone			
	Postage & Courier	200.00	100.00	100.00
	Transportation & Travel			
	Office Supplies	1,265.00		750.00
	Office Equipment/Furniture/Maintenance	400.00		237.00
	Printing	2,000.00	2,749.60	3,000.00
	Storage/Maintenance			
	Rent/Lease			
	Utilities	1,100.00	1,016.23	1,100.00
	Other: (please specify)			
Total Administrative Expenses		\$ 15,565.00	\$ 16,963.57	\$ 17,965.00

APPENDIX F (CONT'D)

OTTAWA STREET BIA Capital Expenses		2021	2021	2022
		Approved Budget	Projected Actual	Proposed Budget
Capital				
(Only include BIA portion of any cost-share initiatives)	City of Windsor Loan Repayment			
	Street Furniture			
	Benches			
	Alley Enhancements			
	Signage			
	Decorative Lighting	11,000.00		6,000.00
	Decorations-Seasonal		1,000.00	1,500.00
	Decorations-Other			
	Banners			1,500.00
	Murals	6,000.00	3,000.00	6,000.00
	Planters			
	Hanging Baskets			
	Signage			
	Technical/Professional Services			
	Other: Please specify			
	General Maintenance			
	Flowers/Plants/Trees			
	Snow Removal			
	Decorations			
	Hydro			
	Graffiti Removal			
	Power Washing			
	Needle Collection			
	Street Cleaning	3,500.00	3,500.00	4,000.00
	Broken Windows			
	Cleanup - Other (please specify)			
	Miscellaneous Repairs	2,500.00	20,000.00	
	Permit Fees	2,000.00		2,500.00
	Security			
	Please specify			
Total Capital Expenses		\$ 25,000.00	\$ 27,500.00	\$ 21,500.00

APPENDIX F (CONT'D)

OTTAWA STREET BIA		2021	2021	2022
Communications/Marketing/Promotions & Events		Approved Budget	Projected Actual	Proposed Budget
Communications				
	Memberships			
	Subscriptions			
	Professional Development	2,000.00		1,000.00
	Travel			
	General Meeting Expense			
	Board/Committee Meeting Expense			
	Budget Meeting Expense			
	Conference Expense			
	Internet/Website	600.00	530.93	600.00
	Member Services (Parking Tokens)			
	Public Relations/Liaison			
Advertising and Marketing				
	Advertising	2,000.00	700.00	500.00
	Printing – (Flyers, Brochures, etc...)	2,000.00	2,749.60	3,000.00
	Marketing Design			
	Branding			
	Retail Recruitment			
	Social Media	17,000.00	15,896.75	17,000.00
	Signage			
	Sponsorships			
	Newsletter			
	Website Development/Maintenance	700.00	275.00	400.00
	Wi-Fi			
Promotions & Events				
	Canada Day			
	Christmas			
	Easter			
	Spring Event (Please specify)	1,250.00		2,500.00
	Win Your Purchase Restaurant Aid			
	Summer Event (Please specify)	1,800.00		2,500.00
	Smaller Open Streets			
	Fall Event (Please specify)			
	Winter Event (Please specify)	2,550.00	400.00	
	Win Your Purchase		2,500.00	2,500.00
	Sidewalk Sale	1,500.00		2,500.00
	Signature Event 1 (complete tab)			0.00
	Signature Event 2 (complete tab)			0.00
	Please specify			
Total		\$ 31,400.00	\$ 23,052.28	\$ 32,500.00

APPENDIX I (CONT'D)
 OTTAWA STREET BIA
 Commentary - 2021 Actual Expenditures

Explanation of Significant Variances (2021 Projected Actual vs. 2021 Approved Budget):

SUMMARY

(Include 2021 accomplishments; also indicate what was not accomplished in 2021 and why)

1. 2021 Accomplishments

The BIA hired a sub-contractor to keep Ottawa Street clean during the warm months / we also fixed all the decorative lighting (unexpected cost and very expensive)

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

Variance
#DIV/0!

3. Promotions, Events & Other Revenues

Variance
#DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

Streamlined even more / to the penny

Variance
9%

5. Capital & General Maintenance

Used what the BIA saved from past years to fix the lighting

Variance
10%

7. Communications, Marketing, Promotions & Events

The pandemic limited what the BIA could do.

Variance
-27%

8. Harmonized Sales Tax (HST) Rebates

Small amount but put aside for repair of clocks in Arch

Mandatory

APPENDIX I (CONT'D)
OTTAWA STREET BIA
Commentary - 2022 Proposed Budget

Explanation of Significant Variances (2022 Proposed Budget vs. 2021 Approved Budget):

SUMMARY

(Include any other pertinent information)

1. 2022 Goals and Objectives

Street cleaning, alley lighting, social media, bring people back to Ottawa Street for shopping and eating

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

The BIA applied for a grant through the Province to go towards a project; still awaiting a response.

Variance
#DIV/0!

3. Promotions, Events & Other Revenues

The BIA is planning 4 small events; sidewalk sales

Variance
#DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

Streamlined as best as the BIA could

Variance
15%

5. Capital & General Maintenance

Hopefully no surprizes; would like to do more street beautification

Variance
-14%

7. Communications, Marketing, Promotions & Events

Social media was negotiated for price wise for 2022 as it was for 2021; we have set aside dates for small events/sidewalk sales

Variance
4%

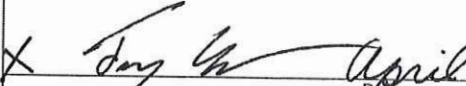
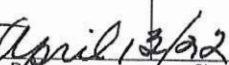
APPENDIX G
PILLETTE VILLAGE BIA

	2021		2022	
	Approved Budget	Projected Actual	Proposed Budget	
REVENUE				
BIA Levy	\$ 40,000.00	\$ 40,000.00	\$	40,000.00
<u>Government Grants</u>				
Federal or Provincial				
Municipal				
<u>Other Revenue</u>				
Donations				
Sponsorships				
Promotions & Events Revenue				
TOTAL REVENUE	\$ 40,000.00	\$ 40,000.00	\$	40,000.00
EXPENDITURES (Includes non-recoverable HST)				
Total Administrative	\$ 11,575.00	\$ 11,145.76	\$	11,856.00
Total Capital	\$ 29,700.00	\$ 21,684.91	\$	18,120.00
Total Marketing	\$ 7,725.00	\$ 4,404.28	\$	10,226.00
TOTAL EXPENDITURES	\$ 40,000.00	\$ 37,234.95	\$	40,000.00
Surplus/Deficit		\$ 2,765.05	\$	

ACCUMULATED SURPLUS/(DEFICIT)

Beginning Balance		\$ 47,761.00	
Use of Reserve			
Addition to Reserve		\$ 2,765.05	
Ending Balance		\$ 50,526.05	\$

BUDGET DECLARATION TO BE SIGNED AFTER AGM

Board of Management Approval	<u>16</u> <u>Dec</u> <u>21</u>	General Membership Approval	
	Date Month Year		Date Month Year
 Signature of Chair		 Signature of Treasurer	
		Date	
If budget is prepared by someone other than the Treasurer, please provide the name of the contact person below.: Name: <u>Bridget Scheuerman</u> Phone Number: <u>519 962-1852</u> Email Address: <u>bscheuerman@gmail.com</u>			

APPENDIX G (CONT'D)

PILLETTE VILLAGE BIA Administrative Expenses		2021	2021	2022
		Approved Budget	Projected Actual	Proposed Budget
Staff	Salaries/Wages/Benefits	6,000.00	6,100.00	6,000.00
Other Admin.	Accounting	400.00	395.50	400.00
	Audit	1,200.00	1,130.00	1,130.00
	AGM Expenses	100.00		100.00
	Meeting Expenses (non AGM)	100.00		100.00
	Bank Charges			
	Conferences/Seminars			
	Consultants			
	Donations	250.00	800.00	
	Strategic Plan			
	Memberships			
	Subscriptions			
	Insurance	1,900.00	1,850.04	1,900.00
	Legal			
	Telephone			
	Postage & Courier	25.00		25.00
	Transportation & Travel			
	Office Supplies	150.00	10.42	100.00
	Office Equipment/Furniture/Maintenance			
	Printing	250.00	12.30	150.00
	Storage/Maintenance	1,200.00	847.50	1,500.00
	Rent/Lease			
	Utilities			
	Gifts			250.00
	Other: (please specify)			
Total Administrative Expenses		\$ 11,575.00	\$ 11,145.76	\$ 11,655.00

APPENDIX G (CONT'D)

PILLETTE VILLAGE BIA Capital Expenses		2021	2021	2022
		Approved Budget	Projected Actual	Proposed Budget
Capital				
(Only include BIA portion of any cost-share initiatives)	City of Windsor Loan Repayment	10,600.00	10,600.00	10,600.00
	Street Furniture			
	Benches			
	Alley Enhancements			
	Signage			
	Decorative Lighting		1,079.19	0.00
	Decorations-Seasonal			
	Decorations-Other			
	Banners			
	Murals			
	Planters			
	Hanging Baskets			
	Signage			
	Technical/Professional Services			
General Maintenance				
	Flowers/Plants/Trees	8,750.00	7,775.89	5,000.00
	Snow Removal			
	Decorations			
	Hydro			
	Graffiti Removal			
	Power Washing			
	Needle Collection			
	Street Cleaning	1,250.00	960.00	1,150.00
	Broken Windows			
	Cleanup - Other (please specify)			
	Plant Watering		1,035.00	1,250.00
	Garden Supplies		234.83	50.00
	Miscellaneous Repairs	100.00		70.00
	Permit Fees			
	Security			
	PLEASE SPECIFY			
Total Capital Expenses		\$ 20,700.00	\$ 21,684.91	\$ 18,120.00

APPENDIX G (CONT'D)

PILLETTE VILLAGE BIA		2021	2021	2022
Communications/Marketing/Promotions & Events		Approved Budget	Projected Actual	Proposed Budget
Communications				
	Memberships			
	Subscriptions			
	Professional Development			
	Travel			
	General Meeting Expense			
	Board/Committee Meeting Expense			
	Budget Meeting Expense			
	Conference Expense			
	Internet/Website	225.00	480.25	225.00
	Member Services (Parking Tokens)			
	Public Relations/Liaison			
Advertising and Marketing				
	Advertising	3,000.00	3,924.03	5,000.00
	Printing – (Flyers, Brochures, etc...)			
	Marketing Design			
	Branding			
	Retail Recruitment			
	Social Media	2,000.00		
	Signage			
	Sponsorships			
	Newsletter			
	Website Development/Maintenance			
	Wi-Fi			
Promotions & Events				
	Canada Day			
	Christmas			
	Easter			
	Spring Event (Please specify)			
	Summer Event (Please specify)	2,500.00		
	Fall Event (Please specify)			
	Winter Event (Please specify)			
	Sidewalk Sale			
	Signature Event 1 (complete tab)			5,000.00
	Signature Event 2 (complete tab)			0.00
	Please Specify			
Total		\$ 7,725.00	\$ 4,404.28	\$ 10,225.00

APPENDIX G (CONT'D)

PILLETTE VILLAGE BIA		2021	2021	2022
Signature Event 1 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name: Giant Garage Sale				
Event Dates:				
Revenues				
Must be shown on Cover Page	BIA Contribution		5,810.03	5,000.00
	Federal/Provincial Grant			
	Municipal Grant			
	Donations			
	Sponsorships			
	Festival Revenue			
Total Revenues		0.00	5,810.03	5,000.00
Expenditures				
	Consultants			
	Entertainers		350.00	350.00
	Fees - EMS			
	Fees - Police			
	Permits		212.00	210.00
	Signage		166.04	200.00
	Barricades			
	Advertising/Promotion		3,084.90	3,000.00
	Waste Handling/Removal			
	Porto-potties			
	Staging		669.66	800.00
	Printing		1,327.43	440.00
Total Expenditures		0.00	5,810.03	5,000.00
Notes: Please provide description of the event				

APPENDIX ((CONT'D)
 PILLETTE VILLAGE BIA
 Commentary - 2021 Actual Expenditures

Explanation of Significant Variances (2021 Projected Actual vs. 2021 Approved Budget):

SUMMARY

(Include 2021 accomplishments; also indicate what was not accomplished in 2021 and why)

1. 2021 Accomplishments

Conducted a Giant Yard Sale on Labour Day Weekend to try to draw people to the area.
 Continued to work on finalizing Capital Works Project.

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

Variance
 #DIV/0!

3. Promotions, Events & Other Revenues

Variance
 #DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

Variance
 -4%

5. Capital & General Maintenance

Variance
 5%

7. Communications, Marketing, Promotions & Events

Covid 19 did not permit the ability to have outdoor activities which limited opportunities for marketing and events.

Variance
 -43%

8. Harmonized Sales Tax (HST) Rebates

\$1,404.03 report completed and to be forwarded to Government

Mandatory

APPENDIX I (CONT'D)
PILLETTE VILLAGE BIA
Commentary - 2022 Proposed Budget

Explanation of Significant Variances (2022 Proposed Budget vs. 2021 Approved Budget):

SUMMARY

(Include any other pertinent information)

1. 2022 Goals and Objectives

Direct efforts to getting capital works project started and completed. Yard sale in September if permitted

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

Variance
#DIV/0!

3. Promotions, Events & Other Revenues

Variance
#DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

Variance
1%

5. Capital & General Maintenance

Overrun due to payback for Capital Works project

Variance
-12%

7. Communications, Marketing, Promotions & Events

Emphasis being placed on drawing people to the area, both customers and business owners.

Variance
32%

APPENDIX H

WYANDOTTE TOWNE CENTRE BIA

	2021		2022	
	Approved Budget	Projected Actual	Proposed Budget	
REVENUE				
BIA Levy	\$ 94,000.00	\$ -	\$ 94,000.00	
<u>Government Grants</u>				
Federal or Provincial				
Municipal				
<u>Other Revenue</u>				
Donations				
OTHER: PLEASE SPECIFY				
Rent				
Sponsorships				
Promotions & Events Revenue				
TOTAL REVENUE	\$ 94,000.00	\$ -	\$ 94,000.00	
EXPENDITURES (includes non-recoverable HST)				
Total Administrative	\$ 31,500.00		\$ 31,500.00	
Total Capital	\$ 50,750.00		\$ 43,750.00	
Total Marketing	\$ 11,750.00		\$ 18,750.00	
TOTAL EXPENDITURES	\$ 94,000.00		\$ 94,000.00	
Surplus/Deficit				

ACCUMULATED SURPLUS/(DEFICIT)			
Beginning Balance		\$ 197,119.00	
Use of Reserve			
Ending Balance			

BUDGET DECLARATION TO BE SIGNED AFTER AGM

Board of Management Approval	<u>1/26/2022</u>	General Membership Approval	
Date	Month Year	Date	Month Year
			
Signature of Chair	Date:	Signature of Treasurer	Date:
If budget is prepared by someone other than the Treasurer, please provide the name of the contact person below.:			
Name: Phone Number: Email:			

APPENDIX H (CONT'D)

WYANDOTTE TOWNE CENTRE BIA Administrative Expenses		2021	2021	2022
		Approved Budget	Projected Actual	Proposed Budget
Staff	Salaries/Wages/Benefits	10,000.00		12,000.00
Other Admin.	Accounting	3,500.00		3,500.00
	Audit	1,400.00		1,400.00
	AGM Expenses	500.00		500.00
	Meeting Expenses (non AGM)	1,200.00		1,200.00
	Bank Charges	1,200.00		1,200.00
	Conferences/Seminars			
	Consultants	2,500.00		1,800.00
	Donations			
	Strategic Plan	1,200.00		1,200.00
	Memberships			
	Subscriptions			
	Insurance	1,400.00		1,400.00
	Legal	1,100.00		1,100.00
	Telephone	-		-
	Postage & Courier	-		-
	Transportation & Travel			
	Office Supplies	1,000.00		1,000.00
	Office Equipment/Furniture/Maintenance	500.00		500.00
	Printing	1,200.00		1,200.00
	Storage/Maintenance			
	Rent/Lease	4,800.00		3,500.00
	Utilities			
	Other: (please specify)			
	HST Paid			
Total Administrative Expenses		\$ 31,500.00	\$ -	\$ 31,500.00

APPENDIX H (CONT'D)

WYANDOTTE TOWNE CENTRE BIA Capital Expenses		2021	2021	2022
		Approved Budget	Projected Actual	Proposed Budget
Capital				
(Only include BIA portion of any cost-share initiatives)	City of Windsor Loan Repayment			
	Street Furniture			
	Benches			
	Alley Enhancements	0.00		0.00
	Signage	1,500.00		1,500.00
	Decorative Lighting	5,000.00		5,000.00
	Decorations-Seasonal	5,000.00		5,000.00
	Decorations-Other			
	Banners	2,500.00		2,500.00
	Murals			
	Planters			
	Hanging Baskets			
	Signage			
	Technical/Professional Services	1,000.00		1,000.00
	Other: Please specify			
General Maintenance				
	Flowers/Plants/Trees	3,000.00		3,000.00
	Snow Removal			
	Decorations	2,500.00		2,500.00
	Hydro	1,250.00		1,250.00
	Graffiti Removal			
	Power Washing	1,000.00		1,000.00
	Needle Collection			
	Street Cleaning	15,000.00		18,000.00
	Broken Windows	3,000.00		3,000.00
	Cleanup - Other (please specify)			
	Miscellaneous Repairs	10,000.00		0.00
	Permit Fees			
	Security			
Total Capital Expenses		\$ 50,750.00	\$ -	\$ 43,750.00

APPENDIX H (CONT'D)

WYANDOTTE TOWNE CENTRE BIA		2021	2021	2022
Communications/Marketing/Promotions & Events		Approved Budget	Projected Actual	Proposed Budget
Communications				
	Memberships			
	Subscriptions			
	Professional Development			
	Travel			
	General Meeting Expense	250.00		250.00
	Board/Committee Meeting Expense	250.00		250.00
	Budget Meeting Expense	250.00		250.00
	Conference Expense			
	Internet/Website	500.00		500.00
	Member Services (Parking Tokens)			
	Public Relations/Liaison			
Advertising and Marketing				
	Advertising			2,000.00
	Printing – (Flyers, Brochures, etc...)	500.00		500.00
	Marketing Design			
	Branding			
	Retail Recruitment			
	Social Media	2,500.00		2,500.00
	Signage			
	Sponsorships			
	Newsletter			
	Website Development/Maintenance	2,500.00		2,500.00
	Wi-Fi			
	Please specify			
Promotions & Events				
	parades	5,000.00		10,000.00
	Easter			
	Spring Event (Please specify)			
	Summer Event (Please specify)			
	Fall Event (Please specify)			
	Winter Event (Please specify)			
	Sidewalk Sale			
	Signature Event 1 (complete tab)	0.00		0.00
	Signature Event 2 (complete tab)	0.00		0.00
Total		\$ 11,750.00	\$ -	\$ 18,750.00

APPENDIX I (CONT'D)
WYANDOTTE TOWNE CENTRE BIA
Commentary - 2021 Actual Expenditures

Explanation of Significant Variances (2020 Projected Actual vs. 2020 Approved Budget):

SUMMARY

(Include 2020 accomplishments; also indicate what was not accomplished in 2020 and why)

1. 2020 Accomplishments

--

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

--

Variance #DIV/0!

3. Promotions, Events & Other Revenues

--

Variance #DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

--

Variance -100%

5. Capital & General Maintenance

--

Variance -100%

7. Communications, Marketing, Promotions & Events

--

Variance -100%

8. Harmonized Sales Tax (HST) Rebates

--

Mandatory

APPENDIX I (CONT'D)
WYANDOTTE TOWNE CENTRE BIA
Commentary - 2022 Proposed Budget

Explanation of Significant Variances (2021 Proposed Budget vs. 2020 Approved Budget):

SUMMARY

(Include any other pertinent information)

1. 2021 Goals and Objectives

--

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

--

Variance #DIV/0!

3. Promotions, Events & Other Revenues

--

Variance #DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

--

Variance 0%

5. Capital & General Maintenance

--

Variance -14%

7. Communications, Marketing, Promotions & Events

--

Variance 60%

APPENDIX I
FORD CITY BIA

	2021	2021	2022
	Approved Budget	Projected Actual	Proposed Budget
REVENUE			
BIA Levy	\$ 30,000.00	\$ 25,724.00	\$ 30,000.00
<u>Government Grants</u>			
Federal or Provincial			-
Municipal			-
<u>Other Revenue</u>			
Donations			
Sponsorships			
Promotions & Events Revenue			
TOTAL REVENUE	\$ 30,000.00	\$ 25,724.00	\$ 30,000.00
EXPENDITURES (includes non-recoverable HST)			
Total Administrative	\$ 8,650.00	\$ 10,852.14	\$ 11,700.00
Total Capital	\$ 12,000.00	\$ 10,869.17	\$ 10,100.00
Total Marketing	\$ 9,350.00	\$ 4,003.27	\$ 8,200.00
TOTAL EXPENDITURES	\$ 30,000.00	\$ 25,724.58	\$ 30,000.00
Surplus/(Deficit)	\$ -	-\$ 0.58	\$ -

ACCUMULATED SURPLUS/(DEFICIT)

Beginning Balance		\$ 50,061.00	
Use of Reserve			\$ -
Addition to Reserve			
Ending Balance		\$ 50,061.00	\$ -

BUDGET DECLARATION TO BE SIGNED AFTER AGM

Board of Management Approval	15-Dec-21	General Membership Approval	10-Jan-22
Shane Potvin	Date Month Year	Lori Kimmerly	Date Month Year
			
Signature of Chair		Signature of Treasurer	
Date		Date	
If budget is prepared by someone other than the Treasurer, please provide the name of the contact person below..			
Name: Kaitlyn Karns Phone Number: 519-562-0450 Email Address: kaitlyn@fordcity.ca			

APPENDIX I (CONT'D)

FORD CITY BIA Capital Expenses		2021	2021	2022
		Approved Budget	Projected Actual	Proposed Budget
Capital				
(Only include BIA portion of any cost-share initiatives)	City of Windsor Loan Repayment			
	Street Furniture			
	Benches			
	Alley Enhancements			
	Signage			
	Decorative Lighting			
	Decorations-Seasonal		779.32	
	Decorations-Other			
	Banners			
	Murals	10,000.00	0.00	1,100.00
	Planters		970.27	1,000.00
	Hanging Baskets		5,546.58	5,500.00
	Signage			
	Technical/Professional Services			
	General Maintenance			
	Flowers/Plants/Trees	1,500.00	1,297.00	800.00
	Snow Removal			
	Decorations			
	Hydro			
	Graffiti Removal		750.00	700.00
	Power Washing			
	Needle Collection			
	Street Cleaning	500.00	0.00	
	Broken Windows			
	Cleanup - Other (Capital Maintenance)		0.00	500.00
	Miscellaneous Repairs		1,526.00	500.00
	Permit Fees			
	Security			
Total Capital Expenses		\$ 12,000.00	\$ 10,869.17	\$ 10,100.00

APPENDIX I (CONT'D)

FORD CITY BIA		2021	2021	2022
Communications/Marketing/Promotions & Events		Approved Budget	Projected Actual	Proposed Budget
Communications				
	Memberships			
	Subscriptions			
	Professional Development			
	Travel			
	General Meeting Expense			
	Board/Committee Meeting Expense			
	Budget Meeting Expense			
	Conference Expense			
	Internet/Website	350.00	0	
	Member Services (Parking Tokens)			
	Public Relations/Liaison			
Advertising and Marketing				
	Advertising	3,000.00	4,003.27	2,000.00
	Printing – (Flyers, Brochures, etc...)			
	Marketing Design			
	Branding			
	Retail Recruitment			
	Social Media			
	Signage			
	Sponsorships			
	Newsletter			
	Website Development/Maintenance		0.00	200.00
	Wi-Fi			
Promotions & Events				
	Canada Day			
	Christmas			
	Easter			
	Spring Event (Please specify)			
	Summer Event (Please specify)		0.00	
	Fall Event (Please specify)			
	Winter Event (Please specify)			
	Sidewalk Sale			
	Signature Event 1 (complete tab)	4,000.00	0.00	6,000.00
	Signature Event 2 (complete tab)	2,000.00	0.00	0.00
	Please specify			
Total		\$ 9,350.00	\$ 4,003.27	\$ 8,200.00

APPENDIX I (CONT'D)

FORD CITY BIA		2021	2021	2022
Signature Event 1 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name: Dropped on Drouillard				
Event Dates: August 20, 2022				
Revenues				
Must be shown on Cover Page	BIA Contribution	4,000.00	0.00	6,000.00
	Federal/Provincial Grant			
	Municipal Grant			
	Donations			
	Sponsorships			
	Festival Revenue			
Total Revenues		4,000.00	0.00	6,000.00
Expenditures				
	Consultants	1,000.00	0.00	1,000.00
	Entertainers			2,000.00
	Fees - EMS	100.00	0.00	100.00
	Fees - Police			
	Permits	150.00	0.00	150.00
	Signage			
	Barricades			0.00
	Advertising/Promotion	1,500.00	0.00	1,500.00
	Waste Handling/Removal	100.00	0.00	100.00
	Porto-potties	250.00	0.00	250.00
	Staging	900.00	0.00	900.00
Total Expenditures		4,000.00	0.00	6,000.00
Dropped on Drouillard 2022				

APPENDIX I (CONT'D)

FORD CITY BIA		2021	2021	2022
Signature Event 2 - Supporting Information		Approved Budget	Projected Actual	Proposed Budget
Event Name: N/A				
Event Dates: N/A				
Revenues				
Must be shown on Cover Page	BIA Contribution	2,000.00	0.00	
	Federal/Provincial Grant			
	Municipal Grant			
	Donations			
	Sponsorships			
	Festival Revenue			
Total Revenues		2,000.00	0.00	0.00
Expenditures				
	Consultants	500.00		
	Entertainers	300.00		
	Fees - EMS			
	Fees - Police			
	Permits	150.00		
	Signage			
	Barricades			
	Advertising/Promotion	500.00		
	Waste Handling/Removal	100.00		
	Porto-potties	250.00		
	Staging	200.00		
Total Expenditures		2,000.00	0.00	0.00
Notes: Please provide description of the event				

APPENDIX I (CONT'D)
 FORD CITY BIA
 Commentary - 2021 Actual Expenditures

Explanation of Significant Variances (2021 Projected Actual vs. 2021 Approved Budget):

SUMMARY

(Include 2021 accomplishments; also indicate what was not accomplished in 2021 and why)

1. 2021 Accomplishments

In 2021 the Ford City BIA saw a growth in new membership and business retention like welcoming new businesses such as Chance Coffee and the Vegan Gardiners. In 2021 the Ford City BIA also had a great turn out for both the Open Streets event and the first ever Ford City Flicker- encouraging businesses to decorate their store fronts for the holiday season. Due to the pandemic, the FC BIA did not host the annual Dropped on Drouillard event.

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

Variance
#DIV/0!

3. Promotions, Events & Other Revenues

Variance
#DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

With the hiring of a new Executive Director, additional funds were spent in order to properly prepare and train the new ED for the position. The efforts to hire a new ED and train all took place before the end of 2021, hence the slight increase.

Variance
25%

5. Capital & General Maintenance

Less funds were spent on general beautification and street cleaning of the BIA. The main beautification project and most funds spent were for the winter hanging baskets.

Variance
-9%

7. Communications, Marketing, Promotions & Events

Due to the pandemic, we were unable to host any major events within the BIA. With no large scale events there was also a drop in marketing and promotion.

Variance
-57%

8. Harmonized Sales Tax (HST) Rebates

The HST Rebate is not yet completed and will be done in conjunction with the final end of year statements and accounting.

Mandatory

APPENDIX I (CONT'D)
 FORD CITY BIA
 Commentary - 2022 Proposed Budget

Explanation of Significant Variances (2022 Proposed Budget vs. 2021 Approved Budget):

SUMMARY

(Include any other pertinent information)

1. 2022 Goals and Objectives

The 2022 Goals and Objectives of the Ford City BIA includes hosting the annual Dropped on Drouillard event with additional street closures leading up to the event in August of 2022. Other goals for the FC BIA focus around the administration in hopes of acquiring external funding to increase the budget, without increasing the levy. In 2022, Ford City will yet again see an increase in new businesses and membership as the year progresses. Due to the success of the 2021 Ford City Flicker, our goal is that the event will continue in 2022, with again, the potential to receive additional funding to help support the BIA's membership.

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

Variance
#DIV/0!

3. Promotions, Events & Other Revenues

Variance
#DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

As noted, there is an increase in administration fees. In December of 2021, the Ford City BIA welcomed a new Executive Director into the position. While the hourly wage for the ED has decreased, the number of working hours per-week has increased to better help assist the BIA in achieving the 2022 goals and objectives. In the past, the BIA has hired an additional consultant for the Dropped on Drouillard festival, but now those funds will be reallocated to the ED as the planning and consultation for the event will be done by the new ED.

Variance
35%

5. Capital & General Maintenance

The most notable change revolves around the decrease in the funds for mural projects. By decreasing the amount of funds allocated to murals, this will allow the BIA to focus on the overall beautification of the streets through other avenues such as the floral hanging baskets. Furthermore, with new murals being installed, old murals must also be repaired, hence the increase in powerwashing and other general maintenance items.

Variance
-16%

7. Communications, Marketing, Promotions & Events

With the hiring of a new ED and other organizational actions being taken by the BIA, the increase in website and communications will allow us to stay better connected and organized while living in a seemingly online world. As for events, the BIA has chosen to allocate all of the funds to Dropped on Drouillard as that is the token event for the Ford City BIA each year and the board would like to focus their efforts on this one event in hopes of receiving external funding for other events such as Ford City Flicker.

Variance
-12%

Table 1
Business Improvement Area
2022 Recommended Budget, Levy and Rates

Business Improvement Area	2022 Recommended Budget	2022 Recommended Levy	2022 Rate
Downtown Windsor Business Improvement Area	\$995,050	\$667,550	0.00314605
Via Italia – Erie Street BIA	\$125,000	\$125,000	0.00579496
Olde Riverside Town Centre BIA	\$65,000	\$65,000	0.00667331
Olde Sandwich Towne BIA	\$137,100	\$67,100	0.00816589
Walkerville District BIA	\$71,220	\$45,000	0.00223412
Ottawa Street BIA	\$71,965	\$71,965	0.00361179
Pillette Village BIA	\$40,000	\$40,000	0.00360101
Wyandotte Town Centre BIA	\$94,000	\$94,000	0.00415954
Ford City BIA	\$30,000	\$30,000	\$400 flat fee