

APPENDIX C



OLDE RIVERSIDE TOWN CENTRE BIA

	2023	2024	2024	2025
	Approved Budget	Approved Budget	Projected Actual	Proposed Budget
REVENUE				
BIA Levy	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
<u>Government Grants</u>				
Federal or Provincial				
Municipal				
<u>Other Revenue</u>				
Donations				
Sponsorships				
Promotions & Events Revenue				
TOTAL REVENUE	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
EXPENDITURES				
(includes non-recoverable HST)				
Total Administrative	\$ 20,950	\$ 18,500	\$ 17,793	\$ 30,811
Total Capital	\$ 25,400	\$ 31,500	\$ 23,906	\$ 38,000
Total Marketing	\$ 28,650	\$ 38,500	\$ 31,415	\$ 18,781
TOTAL EXPENDITURES	\$ 75,000	\$ 88,500	\$ 73,114	\$ 87,592
Surplus/Deficit	\$ -	-\$ 13,500	\$ 1,886	-\$ 12,592

ACCUMULATED SURPLUS/(DEFICIT)

Beginning Balance		\$ 33,871	\$ 35,757
Use of Reserve			-\$ 12,592
Addition to reserve		\$ 1,886	
Ending Balance		\$ 35,757	\$ 23,165

BUDGET DECLARATION TO BE SIGNED AFTER AGM

Board of Management Approval	5 Nov 24	General Membership Approval	5 Nov 24
Date	Month	Year	Date
			
Date		Date	
If budget is prepared by someone other than the Treasurer, please provide the name of the contact person below.:			
LAURA TUCKER	519-991-0499	chair@oldriversidebia@gmail.com	
Name:	Phone Number:	Email Address:	

laura@ltucker.ca

APPENDIX C (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA		2023	2024	2024	2025
Administrative Expenses		Approved Budget	Approved Budget	Projected Actual	Proposed Budget
Staff	Salaries/Wages/Benefits	11,000	12,000	11,504	25,500
Other Admin.	Accounting	500	750	565	
	Audit	1,130	1,500	1,921	2,000
	AGM Expenses	370	750		
	Meeting Expenses (non AGM)				
	Bank Charges				
	Conferences/Seminars				
	Consultants				
	Donations	2,000	1,000	690	
	Strategic Plan				
	Memberships			281	281
	Subscriptions				200
	Insurance	3,000	2,000	1,894	1,900
	Legal				
	Telephone	700			480
	Postage & Courier	50			
	Transportation & Travel				
	Office Supplies	200	500	241	250
	Office Equipment/Furniture/Maintenance				
	Printing	500		117	200
	Storage/Maintenance	1,500			
	Rent/Lease				
	Utilities				
	Other: (please specify)				
	Gifts			580	
Total Administrative Expenses		20,950	18,500	17,793	30,811

APPENDIX C (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA		2023	2024	2024	2025
Capital Expenses		Approved Budget	Approved Budget	Projected Actual	Proposed Budget
Capital					
(Only include BIA portion of any cost-share initiatives)	City of Windsor Loan Repayment	7,500			
	Street Furniture		2,000		
	Benches		4,000		
	Alley Enhancements				
	Signage				
	Decorative Lighting			275	
	Decorations-Seasonal		3,000		
	Decorations-Other				
	Banners		3,000	1,619	1,000
	Murals	500	2,000		2,000
	Planters	15,000			
	Hanging Baskets				
	Signage				
	Technical/Professional Services				2,000
	General Maintenance				
	Flowers/Plants/Trees		17,500	19,479	30,000
	Snow Removal				
	Decorations				
	Hydro				
	Graffiti Removal				
	Power Washing				
	Needle Collection				
	Street Cleaning	2,350		2,533	3,000
	Broken Windows				
	Cleanup - Other (please specify)				
	Miscellaneous Repairs				
	Permit Fees				
	Security				
	Please Specify				
	Garden Supplies	50			
Total Capital Expenses		25,400	31,500	23,906	38,000

APPENDIX C (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA		2023	2024	2024	2025
Communications/Marketing/Promotions & Events		Approved Budget	Approved Budget	Projected Actual	Proposed Budget
Communications					
	Memberships			281	281
	Subscriptions				
	Professional Development				
	Travel				
	General Meeting Expense			657	700
	Board/Committee Meeting Expense				
	Budget Meeting Expense				
	Conference Expense				
	Internet/Website	300	500	268	300
	Member Services (Parking Tokens)				
	Public Relations/Liaison				
Advertising and Marketing					
	Advertising	2,500	12,000	4,211	8,000
	Printing – (Flyers, Brochures, etc...)				
	Marketing Design	2,850		1,133	1,500
	Branding				
	Retail Recruitment				
	Social Media				
	Signage	1,000			
	Sponsorships				
	Newsletter				
	Website Development/Maintenance	1,000			
	Wi-Fi				
	Please spe City permit for street banners			700	
Promotions & Events					
	Canada Day				
	Christmas	1,000	2,500	3,000	
	Easter				
	Spring Event (Please specify)		1,000		
	Summer Event (Please specify)		9,000		
	Fall Event (Please specify)		13,500	11,980	
	Winter Event (Please specify)				
	Sidewalk Sale				
	Signature Event 1 (complete tab)	20,000		9,185	8,000
	Signature Event 2 (complete tab)				0
	Please specify				
Total		28,650	38,500	31,415	18,781

APPENDIX C (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA		2023	2024	2024	2025
Signature Event 1 - Supporting Information		Approved Budget	Approved Budget	Projected Actual	Proposed Budget
Event Name: Olde Riverside BIA Event					
Event Dates:					
Revenues					
Must be shown on Cover Page	BIA Contribution	20,000			
	Federal/Provincial Grant				
	Municipal Grant				
	Donations				
	Sponsorships				
	Festival Revenue				
Total Revenues		20,000	0	0	0
Expenditures					
	Insurance	250			
	Entertainers			3,646	
	Fees - EMS				
	Security	1,750			
	Permits	400		700	
	Tent	12,500			
	Barricades				
	Advertising/Promotion	3,950		400	
	Waste Handling/Removal				
	Chairs/Tables/Porta Potties				
	Supplies				
	Awards				
	Decorations				
	DJ				
	Other	1,150		4,439	8,000
Total Expenditures		20,000	0	9,185	8,000

Notes: September 22 marked the first year Riverside had the incredible opportunity to participate in Open Streets Windsor—a vibrant celebration of community, culture, and wellness put on by the City of Windsor. Rather than host our fall event this year, the board decided to make use of the closed streets and make our HUB a huge hit of Open Streets. We used our allocated event funding to add entertainment and activities along our BIA to increase foot traffic to our area and give our businesses plenty of opportunity to sell their wares, and engage with and keep the participants nourished with our culinary offerings. Activities/entertainment included live music, a community art project, a magician, face painting, street/carnival games and more. The BIA and over a dozen participating members distributed over 1000 giveaways to participants while enjoying the unique engagement opportunity. Giveaways included cookies, safety lights, bubble wands and more.

APPENDIX C (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA		2023	2024	2024	2025
Signature Event 2 - Supporting Information		Approved Budget	Approved Budget	Projected Actual	Proposed Budget
Event Name:					
Event Dates:					
Revenues					
Must be shown on Cover Page	BIA Contribution				
	Federal/Provincial Grant				
	Municipal Grant				
	Donations				
	Sponsorships				
	Festival Revenue				
Total Revenues		0	0	0	0
Expenditures					
	Consultants				
	Entertainers				
	Fees - EMS				
	Fees - Police				
	Permits				
	Signage				
	Barricades				
	Advertising/Promotion				
	Waste Handling/Removal				
	Porto-potties				
	Staging				
Total Expenditures		0	0	0	0
Notes: Please provide description of the event					

APPENDIX C (CONT'D)
 OLDE RIVERSIDE TOWN CENTRE BIA
 Commentary - 2024 Actual Expenditures

Explanation of Significant Variances (2024 Projected Actual vs. 2024 Approved Budget):

SUMMARY

(Include 2024 accomplishments; also indicate what was not accomplished in 2024 and why)

1. 2024 Accomplishments

A major accomplishment of 2024 is our participation in Open Streets East End Edition – see event details. We also continued our annual Veteran Banner project with the Royal Canadian Legion Branch 255.

Mandatory

REVENUES

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

2. Grants, Donations & Sponsorships

None

Variance
#DIV/0!

3. Promotions, Events & Other Revenues

None

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

We didn't spend everything allocated for capital because the City repaired our benches for us.

Variance
-24%

7. Communications, Marketing, Promotions & Events

The majority of our marketing efforts planned in 2024 will be executed in 2025.

Variance
-18%

8. Harmonized Sales Tax (HST) Rebates

Mandatory

APPENDIX C (CONT'D)
 OLDE RIVERSIDE TOWN CENTRE BIA
 Commentary - 2025 Proposed Budget

Explanation of Significant Variances (2025 Proposed Budget vs. 2024 Approved Budget):

SUMMARY

(Include any other pertinent information)

1. 2025 Goals and Objectives

We will also execute our marketing ideas for the region which include photography and drone footage, improve lighting, and look at grants for street art in partnership with the Royal Canadian Legion Branch 255.

Mandatory

REVENUES

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

2. Grants, Donations & Sponsorships

We hope to apply for grants this year in partnership with the Royal Canadian Legion Branch 255.

Variance
#DIV/0!

3. Promotions, Events & Other Revenues

The marketing committee has ideas for a Olde Riverside t-shirt redesign that could be a revenue generator.

Variance
#DIV/0!

EXPENDITURES

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

4. Administration

Because 2024 was off to a later start because of the City's take-over of BIAs, we do expect 2025 to increase in admin because we'll have all 12 months.

Variance
67%

5. Capital & General Maintenance

We plan to work on our gardens this Spring. The City is currently growing plants we've requested (Thank you!) and we have a gardener who will plant them and tend to them this spring/summer.

Variance
21%

7. Communications, Marketing, Promotions & Events

We understand Open Streets East End Edition will be every other year so we have earmarked some funding for an event in 2025 but no details.

Variance
-51%