



2021 Draft Operating Budget

EXPENDITURES	2020 -\$106,000 Actuals + Forecast	2021 - \$96,000 levy Budget Forecast	
Administration:			
Telephones/Internet	1,066	1,100	
Insurance	1,100	1,100	
Audit	3,045	3,000	
Meetings	590	600	
Office Maintenance & Supplies	1,430	1,500	
Office Equipment	352	1,000	
Utilities: Electricity	760	850	
Gas	1,055	1,100	
Security Monitoring	441	450	
Rent & Water	15,828	16,218	
Total Administration:	25,667	26,918	
Personnel:			
Executive Director	41,000	40,000	
Assistant - New Director - start June 1		20,000	TBD
Total Personnel:	41,000	60,000	
Local Improvements:			
Signage/Murals	N/A	2,000	
Streetscape/Mural Maintenance	429	2,000	
General Local Improvements			
Total Local Improvements	429	4,000	
Promotions:			
Print Newsletter	1,370	2,800	
Print Advertising/Website	848	1,300	
BBA Promotion/Social Media	150	2,000	
Total Promotions	2,368	6,100	
Programs and Events:			
Historic Beverly Tours	N/A	no funding in 2021	
Farmers' Market	5,000	5,000	
Pancake Breakfast	N/A	2,000	
Flower Barrels / Baskets & Beds	11,866	10,380	40 Barrels/Baskets
Remembrance Day	N/A	300	
Golf Tournament	N/A	8,000	
Total Programs and Special Events	16,866	25,680	
Total Operational Contingency	2,000	2,000	
Total Expenditures	88,830	*124,698	
RECOVERIES			
Business Levy	106,000	96,000	
Special Events Revenue	N/A	10,500	
Reserves	25,750	18,198	
Total Recoveries	131,750	124,698	

***Not included in the general budget is \$58,100 coming from reserves for CARES Rebranding Project - extended to Oct 2021**
Grant portion \$58,100 - BIA portion \$58,100 - total \$116,200
CARES Portion total spent 2019/2020 - YTD - \$52,126.08
The BIA Portion \$58,100 coming out of reserves in 2020/2021
Total CAERS Commitment to spend between now and Oct 2021 coming from reserves - \$

Staffing (contracted part-time)

Recurring Expenses: Part Time Staffing Contracts, Space Rent, Utilities, Security Monitoring.

Levy: The minimum BIA levy charged to a business is \$200.00 per year.

The maximum BIA levy charged to a business is \$5,000.00 per year.

BUDGET APPROVAL PROCESS

*** Developed and approved by the BBA Board of Directors: September 25 , 2020

*** Mailed and hand Delivered copies to membership Sept 29 and provided at Oct 15, 2020 AGM

*** Membership review & approval, as amended, at AGM of October 15, 2020

*** Submit to Planning and Development Department by October 19, 2020

ending project

58,100

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