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**Roncesvalles Village BIA**  
**2020 BIA Budget**

Summary of Revenues and Expenditures	2019 Approved Budget	2019 Projected Actual	2020 Proposed Budget	
	Column A	Column B	Column C	
<b>Revenues</b>				
BIA Levy (includes 10% provision)	317,533	317,533	323,910	(A)
Grants			38,250	(B)
Signature Events Revenue (input details in event worksheets)	307,204	309,313	257,532	(C)
Other Festival Revenue				(D)
Other Revenue				(E)
<b>Total Revenue</b>	<b>624,737</b>	<b>626,846</b>	<b>619,693</b>	(F)
<b>Expenditures</b> (includes 1.76% HST)				
General and Administrative	111,727	135,279	137,238	(G)
Streetscape Improvements	26,000	17,500	60,750	(H)
Streetscape Improvements - City Loan Payment				(I)
Amenity and Maintenance	80,600	80,725	79,916	(J)
Promotion and Communication	47,000	15,200	17,000	(K)
Festivals and Events	356,544	370,249	320,700	(L)
Provision for Tax Appeal Expenditures	28,867	1,497	29,446	(M)
<b>Total Expenditures</b>	<b>650,737</b>	<b>620,451</b>	<b>645,049</b>	(N)
<b>Net Revenue / (Deficit)</b> (O) = (F) - (N)	<b>(26,000)</b>	<b>6,395</b>	<b>(25,357)</b>	(O)

Summary of Accumulated Surplus	2019 Approved Budget	2019 Projected Actual	2020 Proposed Budget	
<b>Beginning Balance</b>	<b>214,879</b>	<b>214,879</b>	<b>221,274</b>	(P)
Change in Accumulated Surplus	(26,000)	6,395	(25,357)	(Q)
<b>Ending Balance</b>	<b>188,879</b>	<b>221,274</b>	<b>195,918</b>	(R)

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**Roncesvalles Village BIA**  
**2020 BIA Budget**  
**Calculations**

<b>Audited Financial Statements</b> <i>Complete the yellow highlighted fields</i>		<b>Fiscal Year 2018</b>
Net Financial Assets as of Dec 31, 2018	Source: Statement of Net Financial Assets	214,879 (A)

<b>Appeal Provision</b> <i>Complete the yellow highlighted fields</i>		<b>2019 Projected</b>	<b>2020 Projected</b>	
Appeal Provision Surplus	Source: Revenue Services Letter	25,464	25,357	(B)
Appeal Provision Deficit	Source: Revenue Services Letter			(C)
Projected Actual Provision for Tax Appeal Expenditures	Source: Revenue Services Letter	1,497	-	(D)

<b>Levy Calculation</b> <i>Complete the yellow highlighted fields</i>		<b>2019 Approved</b>	<b>2020 Proposed</b>	
Expenditures	Page 1, Lines (G) to (L)	621,870	615,603	(E)
Appeal Provision Surplus	Line (B), above	25,464	25,357	(F)
Appeal Provision Deficit	Line (C), above	0	0	(G)
Other Funding Sources (Grants, Docations, Other Rev, etc.)	Page 1, Lines (B) to (E)	307,204	295,782	(H)
Contribution to Accumulated Surplus for Future Projects		25,464		(I)
Use of Accumulated Surplus		26,000		(J)
<b>Net Requirement</b>	<b>(K) = (E) - (F) + (G) - (H) + (I) - (J)</b>	<b>288,666</b>	<b>294,464</b>	(K)
10% Appeal Provision on Net Requirement	(L) = (K) x 10%	28,867	29,446	(L)
<b>Total Levy Amount</b>	<b>(M) = (K) + (L)</b>	<b>317,533</b>	<b>323,910</b>	(M)

<b>Levy Instalments</b> <i>Complete the yellow highlighted fields</i>		<b>2019 Approved</b>	<b>2020 Proposed</b>	
<b>Total Levy Amount</b>	Line (M), above	<b>317,533</b>	<b>323,910</b>	(N)
Appeal Provision Surplus (Release of funds previously set aside)	Line (B), above	25,464	25,357	(O)
10% Appeal Provision (Set aside for assessment appeal losses)	Line (L), above	28,867	29,446	(P)
Appeal Provision Deficit (Additional funds to be set aside)	Line (C), above	0	0	(Q)
Loan Repayment Withheld from Levy Disbursement	Page 4, "Loan Payments"	0	0	(R)
Other Amount Withheld from Levy Disbursement	(Provide Description)	0	0	(S)
City Commercial General Liability Insurance	Page 3, "Insurance - CGL"	378	424	(T)
<b>Total Payable</b>	<b>(U) = (N) + (O) - (P) - (Q) - (R) - (S) - (T)</b>	<b>313,752</b>	<b>319,397</b>	(U)
Instalment #1 (50%)	(V) = (U) x 50%	156,876	159,699	(V)
Instalment #2 (25%)	(W) = (U) x 25%	78,438	79,849	(W)
Instalment #3 (25%)	(X) = (U) x 25%	78,438	79,849	(X)

<b>Accumulated Surplus</b>		<b>2019 Approved</b>	<b>2019 Projected</b>	<b>2020 Proposed</b>	
<b>Beginning Balance</b>	Line (A), above	<b>214,879</b>	<b>214,879</b>	<b>221,274</b>	(Y)
Add: Contribution to Accumulated Surplus for Future Projects	Line (I), above	25,464	31,859	0	(Z)
Add: Funds withheld for Appeal Provision Deficit	Line (C), above	0	0	0	(AA)
Less: Release of Appeal Provision Surplus	Line (B), above	(25,464)	(25,464)	(25,357)	(AC)
Less: Use of Accumulated Surplus	Line (J), above	(26,000)	0	0	(AD)
<b>Ending Balance</b>	<b>(AD) = (Y) + (Z) + (AA) - (AB) - (AC)</b>	<b>188,879</b>	<b>221,274</b>	<b>195,918</b>	(AE)

**BUDGET DECLARATION TO BE SIGNED AFTER AGM**

Board of Management Approval				General Membership Approval			
Day	Month	Year		Day	Month	Year	
Signature of Chair		Date		Signature of Treasurer/Secretary			Date

*If the budget is prepared by someone other than the Treasurer, please provide name and contact information:*

Name	Phone Number	E-mail Address

**Roncesvalles Village BIA  
2020 BIA Budget  
Supporting Information - General and Administrative**

<b>Grant Revenue (Non-Festival Related)</b> <i>Only show <u>non-festival related</u> grant revenue in this section. Festival revenue can be shown on the Signature Events pages (Pg 6-8) or as Other Festival Revenue on Page 1 Line (D).</i>	<b>2019 Approved Budget Column A</b>	<b>2019 Projected Actual Column B</b>	<b>2020 Proposed Budget Column C</b>
Canada Summer Jobs Grant		0	0
Digital Transformation Grant Program (Digital Main Street)		0	0
Outdoor Mural & Street Art Program		0	15,000
Streetscape Improvement Program		0	23,250
Streetscape Master Plan Program		0	0
<b>Total Grant Revenue (Non-Festival Related)</b>	<b>0</b>	<b>0</b>	<b>38,250</b>

<b>General and Administrative Expenditures</b>	<b>2019 Approved Budget Column A</b>	<b>2019 Projected Actual Column B</b>	<b>2020 Proposed Budget Column C</b>
<b>Salaries and Consulting Costs</b>			
Benefits Plan	3,196	3,562	3,633
Employer Contributions (CPP, EI, WSIB, etc.)	4,467	7,452	7,601
Salaries - Full Time	63,800	92,176	94,020
Salaries - Part Time and Temporary		0	0
Consultants (Non-Employee)	2,096	1,200	1,224
<b>Total Salaries and Consulting Costs</b>	<b>73,559</b>	<b>104,390</b>	<b>106,478</b>

<b>Other Administrative Expenditures</b>			
Accounting Fees	5,000	5,000	5,100
AGM Expenses	1,025	2,000	2,040
Audit Fees	2,895	2,600	2,652
Bank Charges and Fees	330	340	347
Conferences and Seminars	750	1,120	1,142
Gen. Office Stationery & Supplies	1,850	300	306
Honourariums	1,500	1,000	1,000
Internet			
Insurance: Commercial General Liability Insurance (City)	378	378	424
Insurance: Directors' Liability Insurance	555	470	479
Insurance: Other		0	0
Legal Fees	2,000	210	214
Meeting Expenses (non-AGM)	2,000	600	612
Memberships	1,000	980	1,000
Office Equipment, Mtce. & Repairs	1,000	1,000	1,020
Office Rent and Storage	3,750	3,500	3,570
Postage/Courier/Delivery	390	100	102
Printing	500	600	612
Subscriptions		0	0
TABIA Membership Dues	5,125	5,000	5,100
Telephone/Cellphone	2,200	1,000	1,020
Transportation and Travel	70	70	71
Utilities - Office	1,230	2,400	2,448
Work Plan/Strategic Plan	4,000	1,221	0
Other - Software License Fees	620	1,000	1,500
<b>Total Other Administrative Expenditures</b>	<b>38,168</b>	<b>30,889</b>	<b>30,760</b>
<b>Total General and Administrative Expenditures</b>	<b>111,727</b>	<b>135,279</b>	<b>137,238</b>

**Roncesvalles Village BIA  
2020 BIA Budget  
Supporting Information - Streetscape and Amenity**

<b>Streetscape Improvement Expenditures</b> <i>(Including Loan Repayments)</i>	<b>2019 Approved Budget Column A</b>	<b>2019 Projected Actual Column B</b>	<b>2020 Proposed Budget Column C</b>
<b>Capital Cost-Share Projects 50% City / 50% BIA</b>			
Banner Poles			
Banners and Hardware One-Time Purchase			
Benches			
Decorative Lighting eg. Tree Lighting or Seasonal			
Hanging Baskets & Hardware One-Time Purchase			11,500
Pedestrian Lighting			
Planters			
Street Signs			
Technical and Professional Services			
Tree Planting / Tree Guards / Tree Grates			
South End Hydrant Installation	2,250	0	2,250
South End Gateway Sign Design	6,250	0	6,250
Parklet at Roncy & Garden	17,500	17,500	7,000
Garden Fencing Pilot			4,750
<b>City Loan Projects (Financed Project Name)</b>			
Upfront Contribution		0	
Loan Payments A Loan Agreement must be signed. Payment will be withheld from Levy			
Additional Payments on Principal (Optional)		0	
<b>Other Projects</b>			
Consultants - Streetscape Improvement Projects		0	
Murals Enter Offsetting Grants on Page 1		0	
Streetscape Master Plan Enter Offsetting Grants on Page 1		0	
Winter Decorations			24,000
IT Hardware Replacement			5,000
<b>Total Streetscape Improvement Expenditures</b>	<b>26,000</b>	<b>17,500</b>	<b>60,750</b>

<b>Amenity and Maintenance Expenditures</b>	<b>2019 Approved Budget Column A</b>	<b>2019 Projected Actual Column B</b>	<b>2020 Proposed Budget Column C</b>
<b>Maintenance of Streetscape Improvements</b>			
Banner Replacements			3,000
Banner Maintenance			
<b>Cleanliness, Amenity and General Maintenance</b>			
Plantings & Floral Displays Plants, Watering, Maintenance	15,000	12,000	14,240
Consultants - Amenity and Maintenance Projects			
Graffiti Removal	14,500	13,000	13,260
Holiday Decorations Maint, Storage, Install. & Removal	5,000	4,000	
Hydro Tree, Pedestrian/Decorative Lights	11,300	11,300	11,526
Miscellaneous Repairs & Maintenance	3,000	8,500	3,060
Permit Fees Banners, Planters, Hanging Baskets			
Security			500
Other Maintenance (Street Light Repairs/Sidewalk Beautification)	20,000	20,000	20,400
Watering Plants	11,700	11,700	13,700
Temporary Fencing for Plant Beds	100	225	230
<b>Total Amenity and Maintenance Expenditures</b>	<b>80,600</b>	<b>80,725</b>	<b>79,916</b>

**Roncesvalles Village BIA  
2020 BIA Budget  
Supporting Information - Promotion and Events**

<b>Promotion and Communication Expenditures</b>	<b>2019 Approved Budget Column A</b>	<b>2019 Projected Actual Column B</b>	<b>2020 Proposed Budget Column C</b>
Advertising - Radio/TV/Newspapers	5,000	2,000	0
Advertising - Other	2,000	5,000	3,700
Branding/Marketing Plan	10,000	0	0
Brochures or Flyers			
Communications, Social Media	12,000	200	500
Consultants - Promotion and Communication Projects	6,000		1,000
Market Research	3,000	0	2,500
Membership Directory			0
Murals			0
Newsletter	500		0
Website Development	2,000	2,000	2,500
Website Maintenance	3,300	3,300	3,300
Volunteer Recruitment and Recognition	1,700	2,000	2,000
Community Outreach	1,500	700	1,500
<b>Total Promotion and Communication Expenditures</b>	<b>47,000</b>	<b>15,200</b>	<b>17,000</b>

<b>Festival and Event Expenditures</b>	<b>2019 Approved Budget Column A</b>	<b>2019 Projected Actual Column B</b>	<b>2020 Proposed Budget Column C</b>
Canada Day			
Christmas	4,275	4,275	4,361
Easter			
Festival - Spring			
Festival - Summer			
Festival - Fall			
Festival - Winter			
Mother's Day			
Sidewalk Sale			
Signature Event 1 - Roncesvalles Polish Festival (Details on P	309,644	324,655	273,598
Signature Event 2 - Roncy Rocks (Details on Page 7)	42,625	41,319	42,742
Signature Event 3 - (Signature Event 3) (Details on Page 8)	0	0	0
<b>Total Festival and Event Expenditures</b>	<b>356,544</b>	<b>370,249</b>	<b>320,700</b>

**Roncesvalles Village BIA  
2020 BIA Budget  
Supporting Information - Signature Event 1**

<b>Event Name:</b>	<b>Roncesvalles Polish Festival</b>	<b>2019 Approved Budget Column A</b>	<b>2019 Projected Actual Column B</b>	<b>2020 Proposed Budget Column C</b>
<b>Event Dates:</b>	<b>(Dates)</b>			
<b>No. of Days:</b>	<b>(Days)</b>			
<b>SIGNATURE EVENT REVENUE</b>				
BIA Contribution	(calculated automatically)	30,000	43,500	44,398
Federal / Provincial Grant		38,322	46,665	0
City Grant			0	0
Donations		3,280	3,200	3,200
Sponsorships		80,000	88,500	86,000
Festival Revenue		156,042	138,900	140,000
Miscellaneous		2,000	3,890	0
<b>Total Event Revenues</b>		<b>309,644</b>	<b>324,655</b>	<b>273,598</b>
<b>EXPENDITURES</b>				
Consultants		95,000	94,900	96,798
Staff Specialists		10,000		0
Entertainers		25,625	30,127	26,138
Fees - EMS		2,665	2,500	2,550
Fees - Police		18,937	18,465	17,000
Permits		1,339	1,038	2,077
TTC Charge		600	600	900
Signage		1,866	6,604	1,903
Barricades		16,500	11,354	11,581
Advertising / Promotion		15,400	11,982	12,221
Waste Handling / Removal		16,520	16,200	16,524
Porto-potties		6,826	3,950	4,029
Staging		20,531	22,350	22,797
Other		64,873	97,887	52,246
Security		12,963	6,700	6,834
<b>Total Event Expenditures</b>		<b>309,644</b>	<b>324,655</b>	<b>273,598</b>

**Roncesvalles Village BIA  
2020 BIA Budget  
Supporting Information - Signature Event 2**

<b>Event Name:</b>	<b>Roncy Rocks</b>	<b>2019 Approved Budget Column A</b>	<b>2019 Projected Actual Column B</b>	<b>2020 Proposed Budget Column C</b>
<b>Event Dates:</b>	<b>(Dates)</b>			
<b>No. of Days:</b>	<b>(Days)</b>			
<b>SIGNATURE EVENT REVENUE</b>				
BIA Contribution	(calculated automatically and repeated)	13,065	13,161	14,410
Federal / Provincial Grant	(must be shown on Pg 1)			
City Grant	(must be shown on Pg 1)			
Donations	(must be shown on Pg 1)			
Sponsorships	(must be shown on Pg 1)	25,000	21,950	22,000
Festival Revenue	(must be shown on Pg 1)	4,560	6,208	6,332
Miscellaneous	(must be shown on Pg 1)			
<b>Total Event Revenues</b>		<b>42,625</b>	<b>41,319</b>	<b>42,742</b>
<b>EXPENDITURES</b>				
Consultants		2,500	2,450	2,499
Staff Specialists		14,000	14,000	14,280
Entertainers		11,275	10,469	11,275
Fees - EMS			0	0
Fees - Police		370	0	0
Permits		350	528	538
TTC Charge			0	0
Signage		900	943	962
Barricades		1,090	1,513	1,543
Advertising / Promotion		1,430	2,042	2,083
Waste Handling / Removal			0	0
Porto-potties			0	0
Staging		6,800	7,246	7,391
Other		3,910	2,128	2,171
<b>Total Event Expenditures</b>		<b>42,625</b>	<b>41,319</b>	<b>42,742</b>

**Roncesvalles Village BIA  
2020 BIA Budget  
Supporting Information - Signature Event 3**

<b>Event Name:</b>	(Signature Event 3)	<b>2019 Approved Budget Column A</b>	<b>2019 Projected Actual Column B</b>	<b>2020 Proposed Budget Column C</b>
<b>Event Dates:</b>	(Dates)			
<b>No. of Days:</b>	(Days)			
<b>SIGNATURE EVENT REVENUE</b>				
BIA Contribution	(calculated automatically and repeated)	0	0	0
Federal / Provincial Grant	(must be shown on Pg 1)			
City Grant	(must be shown on Pg 1)			
Donations	(must be shown on Pg 1)			
Sponsorships	(must be shown on Pg 1)			
Festival Revenue	(must be shown on Pg 1)			
Miscellaneous	(must be shown on Pg 1)			
<b>Total Event Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES</b>				
Consultants				
Staff Specialists				
Entertainers				
Fees - EMS				
Fees - Police				
Permits				
TTC Charge				
Signage				
Barricades				
Advertising / Promotion				
Waste Handling / Removal				
Porto-potties				
Staging				
<b>Total Event Expenditures</b>		<b>0</b>	<b>0</b>	<b>0</b>



**Roncesvalles Village BIA  
2020 BIA Budget  
Commentary - 2019 Actual Expenditures**

**Explanation of Significant Variances (2019 Projected Actual vs. 2019 Approved Budget):**

**SUMMARY**

*(Include 2019 accomplishments; also indicate what was not / will not be accomplished in 2019 and explain why)*

**2019 Accomplishments**

Strategic Plan (2019-2022) prepared with Member consultation. Hired a full-time coord to help plan & execute social media needs, Roncy Rocks and other smaller events. Significantly increase Social Media activities for the BIA and Member events. Increased direct engagement with Members thru direct visits 2-3 times this year. Member Email Update redesigned, sharing social media tips and PD opps in each issue. BIA website redesign and launch included revamping of the Business Directory. Increased social media posts, tagging, and sharing to promote our member & community events. Both Roncy Rocks and the Polish Festival were run successfully.

Mandatory

**REVENUES**

*(Provide explanations for significant variances only; i.e. **plus or minus 10%** variance)*

**Non-Levy Revenue (Grants, Festival/Event Revenues, Other)**

Variance:  
  
0.7%

**EXPENDITURES**

*(Provide explanations for significant variances only; i.e. **plus or minus 25% variance** for each category below)*

**Administration**

The two successive part time staff could not keep up with the demands of the social media and marketing while holding down a second job in 2018. The board elected to hire a second full-time staff person, with budget allocated to this from other line items for contract staff including from marketing and promotion and our festivals.

Variance:  
  
21.1%

**Capital**

The south end construction did not proceed in 2019, so the related gateway projects were put on hold. More funds were needed for the parklet, so we made an additional capital cost request this year, so the project can proceed in 2020.

Variance:  
  
-32.7%

**Maintenance**

Variance:  
  
0.2%

**Promotion and Advertising**

The rebranding has not yet been approved or implemented. Most of the budget lines for Communications, Social Media and for Consulting: Promotions & Communications Project was reallocated to salary for our new Social Media Manager & Events Coordinator. The market research budget was reallocated to the Polish Festival survey.

Variance:  
  
-67.7%

**Festivals and Events**

Variance:  
  
3.8%

**Harmonized Sales Tax (HST) Rebates**

Received \$4,301.65 for 2018. None received yet for 2019.

Mandatory

**Roncesvalles Village BIA  
2020 BIA Budget  
Commentary - 2020 Proposed Budget**

**Explanation of Significant Variances (2020 Proposed Budget vs. 2019 Approved Budget):**

**SUMMARY**

*(Include any other pertinent information, e.g., BIA boundary expansion, etc.)*

**2020 Goals and Objectives**

Our Goal is to cultivate a streetscape and culture on Roncesvalles that attracts locals and visitors who wish to eat, shop, share and thrive. Our objectives are:

1. Identify and promote the unique aspects of Roncesvalles that builds local loyalty and attracts visitors
2. Improve the design of the gardens and lighting throughout the seasons
3. Improve promotion and sharing of events on Roncesvalles
4. Increase involvement of BIA Members in making Roncesvalles an attractive destination to shop and socialize
5. Extend the streetscape to the south end and mitigate the impact of the reconstruction
6. Reduce the environmental impact of our events and other activities year-over-year

Mandatory

**REVENUES**

*(Provide explanations for significant variances only; i.e. **plus or minus 10% variance** )*

**BIA Levy**

Variance:

2.0%

**Non-Levy Revenue (Grants, Festival/Event Revenues, Other)**

*(Specify sources of revenue for "Other Grants" and "Other Revenue")*

Variance:

-3.7%

**EXPENDITURES**

*(Provide explanations for significant variances only; i.e. **plus or minus 25% variance** for each category below)*

**Administration**

The addition of a second full-time staff person in 2019, was offset by decreases in contract staff line items under administration, marketing & promotion, and our two festivals. Under Roncey Rocks we better reflected the actual time spent by the staff coordinator for this event.

Variance:

22.8%

**Capital**

Southend construction-related projects deferred to 2020. The parklet at Roncesvalles & Garden also deferred. Funding requested to assess hanging baskets banners and the hardware to be installed on BIA poles. Replacing the winter decorations discarded due to deterioration continues. Reserves are held are on hold for when these projects can proceed.

Variance:

133.7%

**Maintenance**

Variance:

-0.8%

**Promotion and Advertising**

Reduction results from reallocation of budget for freelancers to full-time staff. Rebranding implementation is deferred until the board approves a Briefing Note, strategy and implementation plan.

Variance:

-63.8%

**Festivals and Events**

We are not including grants into our calculations. If we go after one and succeed, then we will increase the budget accordingly.

Variance:

-10.1%