

**Downtown Courtenay Business Improvement Association  
2023 Budget**

	<u>Acct No.</u>	<u>Acct Name</u>	<u>NOTES</u>	<u>BUDGET - \$</u>	<u>BUDGET - %</u>
60,000.00	4020	City of Courtenay Tax Levy			
		<b>ADMINISTRATION</b>		<b>33,000.00</b>	<b>55%</b>
	5618	Website		800.00	
	5631	Annual General Meeting		150.00	
	5633	Executive Director Contract	1	23,000.00	
	5634	Memberships & Dues		600.00	
	5640	Accounting & Legal		3,000.00	
	5643	BIA Conference		450.00	
	5685	Insurance - General Liability		2,000.00	
	5690	Interest & Bank Charges		50.00	
	5700	Office Supplies		250.00	
	5790	Utilities		200.00	
	5970	Office Rent		2,500.00	
	5995	Professional development		-	
		<b>EVENTS</b>	2	<b>15,400.00</b>	<b>26%</b>
	5621	Moonlight Magic		14,000.00	
	5946	Market Day		- 5,000.00	
	5941	Christmas Parade		2,600.00	
	5951	Other Events		2,000.00	
	6001	Event equipment		1,000.00	
	XXXX	Insurance - events specific		800.00	
		<b>MARKETING</b>		<b>2,275.00</b>	<b>4%</b>
	5650	Advertising and Promotion		2,000.00	
	5945	Sponsorships		275.00	
	5955	CV Collective		-	
		<b>INFASTRUCTURE</b>		<b>16,800.00</b>	<b>28%</b>
	5931	Facade Improvement Program		10,000.00	
	5934	Banners and Signage		6,000.00	
	5936	Walk of Achievement		500.00	
	5937	Wayfinding		-	
	XXXX	Other infastructure costs		300.00	
	XXXX	Mural			
		<b>RECRUITMENT &amp; RETENTION</b>		<b>1,200.00</b>	<b>2%</b>
	5760	Business Mixers		500.00	
	5980	Board retreat		500.00	
	5985	Business recruitment and retention		200.00	
		<b>SAFETY &amp; SECURITY</b>		<b>1,200.00</b>	<b>2%</b>
	XXXX	Safety and security		1,200.00	
<b>TOTAL ANNUAL SURPLUS (DEFICIT)-9,875.00116%</b>					

**NOTES**

(1) Executive director's budget is based on:

	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Regular contract (70 hours x 12 mnths)	840.00	25.00	21,000.00
Extra hours *	80.00	25.00	2,000.00
			23,000.00

\* Tracey noted in 2021 she worked an average of 10 hours extra per month (120 hours).

(2) Events budget above is based on estimated revenue less estimated expenses. Net expenses will be covered by City of Courtenay Tax Levy:

	<u>Estimated revenue</u>	<u>Estimated expenses</u>	<u>Net expense</u>
Moonlight Magic	-	14,000.00	14,000.00
Market Day	15,000.00	10,000.00	- 5,000.00
Christmas Parade	400.00	3,000.00	2,600.00
Other Events	-	2,000.00	2,000.00
Event equipment	-	1,000.00	1,000.00
	-	-	-
	<b>15,400.00</b>	<b>30,000.00</b>	<b>14,600.00</b>