



**Special Budget Meeting Agenda
The Township of Cavan Monaghan
Millbrook Downtown BIA Board of Management**

**Thursday, November 9, 2023
8:00 a.m. – 10:00 a.m.
Council Chambers Meeting Room**

Members in attendance are asked to please turn off all electronic devices during the meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting.

- 1. Open Session**
- 2. Call to Order & Land Acknowledgment**
- 3. Approval of the Agenda**
- 4. Disclosure of Pecuniary Interest and the General Nature Thereof**
- 5. Closed Session:**
- 6. Delegations/Presentations**
- 7. Minutes**
- 8. Reports (Chair)**
 - 8.1. Resignation of Treasurer**
 - 8.2. 2024 Draft Budget**

Next Meeting Date – December 14, 2023 at 8:00 a.m.

		Township of Cavan Monaghan	1 of 1
		Actual to Budget For the Ten Months Ending	
		BIA	
		Budget	Actual
		Approved	Jan - Dec
		2022	2022
		Budget	Budget
		Approved	Proposed
		2023	2024
			Actual
			October
			2023
			Variance
			Available
			Var %
		Fund: 01 General	
		BIA Administration	
		Revenue	
01-25-299-00000-45	01-4750-9431	Conditional Grant	(1,000.00) (1,600.00) (1,600.00) (2,000.00) 200.00 (1,800.00) 113%
01-25-299-00000-45	01-4750-9595	Unconditional (Community) Grant	0.00 (2,000.00) 0.00 0.00 0.00 0.00 0%
01-25-299-00000-45	01-4750-9183	Donations	(25,000.00) (25,000.00) 0.00 0.00 (1,000.00) 1,000.00 0%
01-25-299-00000-47	01-4750-9189	Misc Revenue	0.00 0.00 0.00 0.00 (25,000.00) 25,000.00 0%
01-25-299-00000-47	01-4750-9184	AGM / Events Revenue	0.00 (90.00) 0.00 0.00 0.00 0.00 0%
01-25-299-00000-48	01-4750-9186	Other Revenue - Gov't Bus.	(13,680.00) (13,999.92) (14,318.10) (16,000.00) 0.00 (14,318.10) 100%
01-25-299-00000-49	01-4750-9020	DC Transfer	7,904.00 50.00 (1,583.90) (6,082.00) 0.00 (1,583.90) 100%
01-25-299-00000-49	01-4750-9088	R/O Prior Yr Transfer	0.00 0.00 (3,600.00) 0.00 (3,600.00) 0.00 100%
		Total Revenue	(31,776.00) (42,639.92) (21,102.00) (24,082.00) (25,800.00) 4,698.00 (22%)
		Expense	
01-25-299-00000-60	01-4750-3075	Seminars/Conferences	0.00 0.00 3,000.00 1,500.00 1,451.06 1,548.94 52%
01-25-299-00000-60	01-4750-3065	Mileage	0.00 0.00 0.00 400.00 374.77 (374.77) 0%
01-25-299-00000-61	01-4750-3735	AGM / Events	200.00 1,762.77 200.00 500.00 152.64 47.36 24%
01-25-299-00000-61	01-4750-3150	Marketing/Promo	6,000.00 1,670.82 2,000.00 2,500.00 1,368.60 631.40 32%
01-25-299-00000-61	01-4750-3155	Honorariums	200.00 200.00 200.00 200.00 0.00 200.00 100%
01-25-299-00000-61	01-4750-4100	Contracted Services	4,259.00 1,475.70 3,040.00 4,700.00 1,327.76 1,712.24 56%
01-25-299-00000-62	01-4750-3210	Building Repairs/Maintenance	1,000.00 3,172.35 1,000.00 1,000.00 0.00 1,000.00 100%
01-25-299-00000-62	01-4750-3220	Summer Planters/Beautification	3,000.00 1,481.01 2,000.00 2,850.00 2,029.55 (29.55) (1%)
01-25-299-00000-62	01-4750-3224	Decorating Committee	8,675.00 4,340.58 3,400.00 4,400.00 5,017.47 (1,617.47) (48%)
01-25-299-00000-62	01-4750-3140	Memberships	490.00 0.00 490.00 250.00 248.10 241.90 49%
01-25-299-00000-62	01-4750-3431	BIA Breakfast Expense	300.00 0.00 300.00 520.00 520.00 (220.00) (73%)
		Total Expense	24,124.00 14,103.23 15,630.00 18,820.00 12,489.95 3,140.05 20%
		Total BIA Administration	(7,652.00) (28,536.69) (5,472.00) (5,262.00) (13,310.05) 7,838.05 (143%)
		Car Show BIA	
		Revenue	
		Expense	
01-25-299-29001-61	01-4751-3730	Advertising	200.00 183.17 200.00 200.00 201.08 (1.08) (1%)
		Total Expense	200.00 183.17 200.00 200.00 201.08 (1.08) (1%)
		Total Car Show BIA	200.00 183.17 200.00 200.00 201.08 (1.08) (1%)
		Christmas in the Village BIA	
		Revenue	
01-25-299-29002-48	01-4752-9186	Other Revenue - Gov't Bus.	(2,000.00) (400.00) (1,600.00) (900.00) 0.00 (1,600.00) 100%
		Total Revenue	(2,000.00) (400.00) (1,600.00) (900.00) 0.00 (1,600.00) 100%
		Expense	
01-25-299-29002-61	01-4752-3730	Advertising	1,000.00 0.00 300.00 300.00 0.00 300.00 100%
01-25-299-29002-61	01-4752-4100	Contracted Services	1,800.00 1,100.00 1,800.00 1,600.00 0.00 1,800.00 100%
01-25-299-29002-62	01-4752-3435	Materials and Supplies	300.00 33.18 300.00 100.00 0.00 300.00 100%
		Total Expense	3,100.00 1,133.18 2,400.00 2,000.00 0.00 2,400.00 100%
		Total Christmas in the Village BIA	1,100.00 733.18 800.00 1,100.00 0.00 800.00 100%
		Ladies Night BIA	
		Revenue	
01-25-299-29003-45	01-4753-9183	Donations	0.00 0.00 0.00 (800.00) (800.00) 800.00 0%
01-25-299-29003-48	01-4753-9186	Other Revenue - Gov't Bus.	(4,000.00) (1,360.00) (1,360.00) (1,350.00) (1,800.00) 440.00 (32%)
		Total Revenue	(4,000.00) (1,360.00) (1,360.00) (2,150.00) (2,600.00) 1,240.00 (91%)
		Expense	
01-25-299-29003-61	01-4753-3730	Advertising	1,800.00 183.17 300.00 300.00 203.52 96.48 32%
01-25-299-29003-61	01-4753-4100	Contracted Services	1,000.00 550.00 1,000.00 1,500.00 2,122.00 (1,122.00) (112%)
01-25-299-29003-62	01-4753-3435	Materials and Supplies	350.00 0.00 350.00 350.00 258.74 91.26 26%
		Total Expense	3,150.00 733.17 1,650.00 2,150.00 2,584.26 (934.26) (57%)
		Total Ladies Night BIA	(850.00) (626.83) 290.00 0.00 (15.74) 305.74 105%
		BIA Signage/Banners	
		Revenue	
		Total Revenue	
		Expense	
		Total BIA Signage/Banners	
		Fall Festival (Outdoor Arts)	
		Revenue	
01-25-299-29009-45	01-4760-9183	Donations	(6,530.00) (2,500.00) (6,530.00) (2,000.00) 0.00 (6,530.00) 100%
01-25-299-29009-47	01-4760-9140	Recov Misc Revenue	0.00 (150.00) 0.00 0.00 0.00 0.00 0%
01-25-299-29009-48	01-4760-9186	Other Revenue - Gov't Bus.	(2,000.00) (600.00) (3,200.00) (1,350.00) 0.00 (3,200.00) 100%
		Total Revenue	(8,530.00) (3,250.00) (9,730.00) (3,350.00) 0.00 (9,730.00) 100%
		Expense	
01-25-299-29009-61	01-4760-3730	Advertising	90.00 0.00 600.00 300.00 1,123.41 (523.41) (87%)
01-25-299-29009-61	01-4760-4100	Contracted Services	8,130.00 6,293.12 12,000.00 6,000.00 4,847.48 7,152.52 60%
01-25-299-29009-61	01-4760-3090	Insurance and License	712.00 650.12 712.00 712.00 0.00 712.00 100%
01-25-299-29009-62	01-4760-3435	Materials and Supplies	300.00 415.81 600.00 300.00 620.40 (20.40) (3%)
		Total Expense	9,232.00 7,359.05 13,912.00 7,312.00 6,591.29 7,320.71 53%
		Total Fall Festival (Outdoor Arts)	702.00 4,109.05 4,182.00 3,962.00 6,591.29 (2,409.29) (58%)
		Summer Festival	
		Revenue	
			0.00
01-25-299-29010-48	01-4761-9186	Donations	(1,500.00) (1,070.00) 0.00 0.00 (1,080.00) 1,080.00 0%
		Total Revenue	(1,500.00) (1,070.00) 0.00 0.00 (1,080.00) 1,080.00 0%
		Expense	
01-25-299-29010-61	01-4761-3730	Advertising	1,000.00 258.17 0.00 0.00 0.00 0.00 0%
01-25-299-29010-61	01-4761-4100	Contracted Services	5,000.00 10,068.36 0.00 0.00 7,514.24 (7,514.24) 0%
01-25-299-29010-61	01-4761-3090	Insurance and License	1,000.00 795.75 0.00 0.00 586.65 (586.65) 0%
01-25-299-29010-62	01-4761-3435	Materials and Supplies	1,000.00 782.37 0.00 0.00 0.00 0.00 0%

		Total Expense	8,000.00	11,904.65	0.00	0.00	8,100.89	(8,100.89)	0%
		Total Summer Festival	6,500.00	10,834.65	0.00	0.00	7,020.89	(7,020.89)	0%
		SUMMARY BIA							
		BIA Administration	(7,652.00)	(28,536.69)	(5,472.00)	(5,262.00)	(13,310.05)	7,838.05	(143%)
		Car Show (BIA)	200.00	183.17	200.00	200.00	201.08	(1.08)	(1%)
		Christmas in the Village (BIA)	1,100.00	733.18	800.00	1,100.00	0.00	800.00	100%
		Ladies Night (BIA)	(850.00)	(626.83)	290.00	0.00	(15.74)	305.74	105%
		BIA Signage/Banners							
		Fall Festival (Outdoor Arts)	702.00	4,109.05	4,182.00	3,962.00	6,591.29	(2,409.29)	(58%)
		Summer Festival	6,500.00	10,834.65	0.00	0.00	7,020.89	(7,020.89)	0%
		Total Revenue:	(55,710.00)	(48,769.92)	(32,208.10)	(24,400.00)	(29,480.00)	(2,728.10)	13%
		Reserves	7,904.00	50.00	(1,583.90)	(6,082.00)	0.00	(1,583.90)	
		Total Expenses:	47,806.00	35,416.45	33,792.00	30,482.00	29,967.47	3,824.53	11%
		Report Net Excess Expense Over (Under) Rev	0.00	(13,303.47)	0.00	0.00	487.47	(487.47)	0%
		Variance	0.00	0.00	0.00	0.00	1,760.00	(1,760.00)	0%