APPENDIX C

OLDE RIVERSIDE TOWN CENTRE BIA

	2024	2025	2025	2026
	Approved Budget	Approved Budget	Projected Actual	Proposed Budget
REVENUE				
BIA Levy	$ 75,000	$ 75,000	$ 75,000	$ 75,000
Government Grants				
Federal or Provincial				
Municipal				
Other Revenue				
Donations				
Sponsorships				
Promotions & Events Revenue				
TOTAL REVENUE	$ 75,000	$ 75,000	$ 75,000	$ 75,000
EXPENDITURES (includes non-recoverable HST)				
Total Administrative	$ 18,500	$ 30,811	$ 29,245	$ 31,122
Total Capital	$ 31,500	$ 38,000	$ 34,597	$ 41,150
Total Marketing	$ 38,500	$ 18,781	$ 28,960	$ 30,600
TOTAL EXPENDITURES	$ 88,500	$ 87,592	$ 92,803	$ 102,872
Surplus/Deficit	-$ 13,500	-$ 12,592	-$ 17,803	-$ 27,872

ACCUMULATED SURPLUS/
(DEFICIT)

Beginning Balance		$ 45,676	$ 45,676	$ 27,873
Use of Reserve		-$ 12,592	-$ 17,803	-$ 27,872
Addition to reserve				
Ending Balance		$ 33,084	$ 27,873	$ 1

BUDGET DECLARATION TO BE SIGNED AFTER AGM

Board of Management Approval			General Membership Approval	
	Date Month Year	Date Month Year		Date Month Year
Signature of Chair	Date	Date	Signature of Treasurer	Date
If budget is prepared by someone other than the Treasurer, please provide the name of the contact person below.:				
Name:	Phone Number:	Phone Number:	Email Address:	

APPENDIX C (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA		2024	2025	2025	2026
Administrative Expenses		Approved Budget	Approved Budget	Projected Actual	Proposed Budget
Staff	Salaries/Wages/Benefits	12,000	25,500	23,055	24,000
Other Admin.	Accounting	750			
	Audit	1,500	2,000	1,900	2,000
	AGM Expenses	750		700	700
	Meeting Expenses (non AGM)				
	Bank Charges				
	Conferences/Seminars				
	Consultants				
	Donations	1,000			
	Strategic Plan				
	Memberships		281		
	Subscriptions		200		300
	Insurance	2,000	1,900	1,927	1,950
	Legal				
	Telephone		480		
	Postage & Courier				
	Transportation & Travel				
	Office Supplies	500	250	307	200
	Office Equipment/Furniture/Maintenance				
	Printing		200	300	300
	Storage/Maintenance			606	1,212
	Rent/Lease				
	Utilities				
	Other: (please specify)				
	Gifts			450	460
Total Administrative Expenses		18,500	30,811	29,245	31,122

APPENDIX C (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA		2024	2025	2025	2026
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				
	Street Furniture	2,000			
	Benches	4,000			
	Alley Enhancements				
	Signage				
	Decorative Lighting				10,000
	Decorations-Seasonal	3,000		2,830	
	Decorations-Other			794	
	Banners	3,000	1,000	3,780	
	Murals	2,000	2,000		
	Planters				
	Hanging Baskets				
	Signage				
	Technical/Professional Services		2,000		
General Maintenance					
	Flowers/Plants/Trees	17,500	30,000	21,131	26,000
	Snow Removal				
	Decorations (Mailboxes)				450
	Hydro				
	Graffiti Removal				
	Power Washing				
	Needle Collection				
	Street Cleaning		3,000	2,947	3,000
	Broken Windows				
	Cleanup - Other (Salt Bins)			1,500	300
	Miscellaneous Repairs				
	Permit Fees			500	500
	Security				
	Please Specify (Garden Maintenance)			720	800
	Garden Supplies			395	100
Total Capital Expenses		31,500	38,000	34,597	41,150

APPENDIX C (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA		2024	2025	2025	2026
Communications/Marketing/Promotions & Events		Approved Budget	Approved Budget	Projected Actual	Proposed Budget
Communications					
	Memberships (Chamber)		281	1,645	1,650
	Subscriptions				
	Professional Development				
	Travel				
	General Meeting Expense		700	533	550
	Board/Committee Meeting Expense			350	350
	Budget Meeting Expense				
	Conference Expense (BIA Meetup)			350	350
	Internet/Website	500	300	3,797	500
	Member Services (Parking Tokens)				
	Public Relations/Liaison				
Advertising and Marketing					
	Advertising	12,000	8,000	6,990	10,000
	Printing – (Flyers, Brochures, etc…)				
	Marketing Design		1,500	400	400
	Branding				
	Retail Recruitment				
	Social Media				
	Signage				
	Sponsorships (Miracle Park)			2,500	1,500
	Newsletter			900	900
	Website Development/Maintenance				
	Wi-Fi				
	Please specify (Annual Report)			400	400
Promotions & Events					
	Canada Day				
	Christmas Windows	2,500		4,000	4,000
	Easter				
	Spring Event (Please specify)	1,000			
	Summer Event (Please specify)	9,000			
	Fall Event (Please specify)	13,500			
	Winter Event (Please specify)				
	Sidewalk Sale				
	Signature Event 1 (complete tab)		8,000	7,096	10,000
	Signature Event 2 (complete tab)				
	Please specify				
Total		38,500	18,781	28,960	30,600

APPENDIX C (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA		2024	2025	2025	2026
Signature Event 1 - Supporting Information		Approved Budget	Approved Budget	Projected Actual	Proposed Budget
Event Name:	Slices of Olde Riverside				
Event Dates:					
Revenues					
	BIA Contribution				
Must be shown on Cover Page	Federal/Provincial Grant				
	Municipal Grant				
	Donations				
	Sponsorships				
	Festival Revenue				
Total Revenues		0	0	0	0
Expenditures					
	Insurance				
	Entertainers			3,971	4,500
	Fees - EMS				
	Security				
	Permits				
	Tent				1,000
	Barricades				
	Advertising/Promotion			2,124	3,000
	Waste Handling/Removal				
	Chairs/Tables/Porta Potties				
	Supplies				
	Awards				
	Decorations				500
	DJ				
	Other (prizes)			1,000	1,000
Total Expenditures		0	0	7,096	10,000

Notes: Please provide description of the event

APPENDIX C (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA		2024	2025	2025	2026
Signature Event 2 - Supporting Information		Approved Budget	Approved Budget	Projected Actual	Proposed Budget
Event Name:					
Event Dates:					
Revenues					
	BIA Contribution				
Must be shown on Cover Page	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 - 2025 Actual Expenditures

<u>Explanation of Significant Variances (2025 Projected Actual vs. 2025 Approved Budget):</u>

SUMMARY

(Include 2025 accomplishments; also indicate what was not acclompished in 2025 and why)

1. 2025 Accomplishments

In 2025, we met our goals and used our revenue effectively. We hosted a new community signature event and a spring social to connect members, continued beautifying our area with regular maintenance, planting, and new beacon banners, and supported local initiatives like the Veterans Banner Project and Miracle Park sponsorship, which helped promote Olde Riverside.	Mandatory

REVENUES

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

2. Grants, Donations & Sponsorships

	Variance
	0%

3. Promotions, Events & Other Revenues

	Variance
	0%

EXPENDITURES

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

4. Administration

	Variance
	-5%

5. Capital & General Maintenance

	Variance
	-9%

7. Communications,Marketing, Promotions & Events

Our marketing budget exceeded projections due to previous projects and motions approved in 2024, with funds only distributed to vendors once the projects commenced. We also sponsored	Variance

2024, with funds only distributed to vendors once the projects commenced. We also sponsored the local non-profit Miracle Park, providing a donation in exchange for advertising—an opportunity not anticipated in earlier budget discussions. In addition, we invested in revamping									54%
8. Harmonized Sales Tax (HST) Rebates									
Our treasurer is currently working on this as it was missed in 2024.									Mandatory

APPENDIX (CONT'D)

OLDE RIVERSIDE TOWN CENTRE BIA

Commentary - 2026 Proposed Budget

Explanation of Significant Variances (2026 Proposed Budget vs. 2025 Approved Budget):

SUMMARY

(Include any other pertinent information)

1. 2026 Goals and Objectives

The Olde Riverside Board is dedicated to beautifying our area to create a welcoming environment that attracts both new and returning customers. We aim to host a signature passport-style event that encourages local shopping and showcases our businesses. We'll continue partnering with community organizations, including the Legion on the Veterans	Mandatory

REVENUES

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

2. Grants, Donations & Sponsorships

	Variance
	0%

3. Promotions, Events & Other Revenues

	Variance
	0%

EXPENDITURES

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

4. Administration

	Variance
	1%

5. Capital & General Maintenance

	Variance
	8%

7. Communications, Marketing, Promotions & Events

Our marketing budget will reflect what we spent in 2025 to continue the momentum of our	Variance

advertising initiatives and ongoing projects.		63%