

Appendix A: 2026 Budget - Village of Richmond Hill Business Improvement Area

Expenses	2024 Actual	2024 Budget	2025 Actual (Aug 1)	2025 Budget	2026 Budget	Budget Variance
Local and Major Event expenses						
1. BIA Workshop expenses	-	-	-	-	-	
2. Major event hosted by BIA	-	-	-	-	-	
3. Event with local groups	-	5,000	2,100	5,000	1,750	
Total	\$ 115	\$ 5,000	\$ 2,100	\$ 5,000	\$ 1,750	\$ (3,250)
BIA Meeting expenses						
2. AGM/GM expenses	-	1,500	-	1,550	1,550	
3. OBIAA membership	-	300	350	350	300	
4. OBIAA conference	-	1,500	-	2,500	-	
5. RHBOT membership	-	300	300	350	350	
6. Board of Management meeting expenses	-	200	85	1,550	-	
Total	\$ 3,998	\$ 3,800	\$ 735	\$ 6,300	\$ 2,200	\$ (4,100)
Office and General Expenses						
1. Office supplies and materials	-	800	850	850	850	
2. Computer/Software license	-	300	1,810	2,100	3,155	
3. Postage and delivery	-	250	-	250	250	
4. Virtual Meeting license	-	230	-	-	-	
5. Other miscellaneous office expenses	-	200	120	500	800	
6. IT related work/computer equipment	-	500	-	1,500	1,500	
Total	\$ 1,566	\$ 2,280	\$ 2,780	\$ 5,200	\$ 6,555	\$ 1,355
Office Rent and Utilities						
1. Office rent	23,812	26,442	18,560	28,000	15,000	
2. Utilities (water, gas, hydro)	2,059	1,700	620	2,220	-	
3. Phone and internet	1,965	1,200	485	1,520	1,520	
Total	\$ 27,836	\$ 29,342	\$ 19,665	\$ 31,740	\$ 16,520	\$ (15,220)
Marketing						
1. Marketing	-	28,000	6,850	28,250	22,300	
2. Social media, flyers & newsletters	-	9,500	250	9,000	9,000	
3. Advertisement - BIA Banners	-	-	-	-	-	
4. Reward program (Scavenger Hunt 2022)	-	-	-	-	-	
5. BIA Holiday Initiatives	-	20,000	-	20,000	20,000	
6. RHCPA membership	-	5,000	5,000	5,000	-	
7. Social Media content contract	-	1,000	-	1,000	1,000	
8. Website related expenses /maintenance /design update	-	750	350	800	800	
9. Website backup	-	1,100	-	1,100	1,500	
Total	\$ 15,626	\$ 65,350	\$ 12,450	\$ 65,150	\$ 54,600	\$ (10,550)
Streetscaping						
Street Beautification	-	-	-	-	17,500	
Total	\$ -	\$ -	\$ -	\$ -	\$ 17,500	\$ 17,500
Professional Service Fee						
1. Accountant	-	3,000	-	3,000	3,000	
2. Account audit by City of R.H	-	3,800	-	5,600	5,600	
3. Professional service fee	-	500	-	1,600	1,600	
4. Change of Directors (Ontario Corporation Documents) New	-	500	-	500	500	
Board Members						
Total	\$ 7,929	\$ 7,800	\$ -	\$ 10,700	\$ 10,700	\$ -
Employee Salaries (gross)						
1. Full Time Employee	-	48,500	24,650	50,000	50,000	
2. Part Time Office Admin	-	10,000	1,850	8,450	8,450	
3. Marketing Business Administrator	-	-	-	-	-	
Total	\$ 46,227	\$ 58,500	\$ 26,500	\$ 58,450	\$ 58,450	\$ -
Total Expenses	\$103,297	\$172,072	\$64,230	\$182,540	\$168,275	
Revenue						
1. Tax levy revenue	(100,000)	(100,000)	(120,000)	(120,000)	(100,000)	
2. Transfer from reserve fund	(72,072)	(72,072)	(62,540)	(62,540)	(68,275)	
3. Interest	(3,546)					
Total Revenues	\$(175,618)	\$(172,072)	\$(182,540)	\$(182,540)	\$(168,275)	
(Suplus)/Deficit	\$(72,321)	\$-	\$(118,310)	\$-	\$-	