

Port Credit BIA - MINUTES	
	<b>Board Meeting</b> October 4, 2023, 6:30pm Virtual Meeting
<b>Board Members</b>	John Pappas, Brenda McGarrell, Julia Chatterji, James Shipp, Dani Habbal, Lucie Zima (6:50), Councillor Stephen Dasko (7:05)
<b>Regrets</b>	Wassim Al-Roz, Ryan Long, Marlene Baur
<b>Absent</b>	n/a
<b>Guests</b>	n/a
<b>Staff</b>	Kelly Ralston, Stacey Oliver
<b>Minutes by</b>	Stacey Oliver
Item #	Item Description
1	Call to Order: 6:38pm
2	Declaration of any Conflict of Interest: None stated.
3	Acceptance of Minutes from Board Meeting held on September 6, 2023 Moved by Julia Chatterji Seconded by James Shipp
4	Additions to and approval of Agenda Moved by Brenda McGarrell Seconded by Julia Chatterji
5	<b>Chair's Overview</b> – John Pappas <ul style="list-style-type: none"> <li>• John noted the importance of sticking to the schedule of having board meetings on the last Wednesday of every month. There must be 10 meetings per year.</li> <li>• John attended the Civic Award Ceremony and accepted the Civic Award of Recognition on behalf of the BIA. This award was presented for outstanding dedication and contribution to the community.</li> <li>• Reminder – the budget needs to be submitted by the end of October. There is one more board meeting this month to complete.</li> </ul>
6	<b>Treasurer's Report</b> – Brenda McGarrell (report attached) <ul style="list-style-type: none"> <li>• Brenda reviewed financial statement and balance sheet through August 31.</li> <li>• The Scotiabank account is in good shape and there are enough funds to fulfill the BIA mandates.</li> <li>• The Safety and Security paid duty police program was expanded. Income generated by sponsors will offset the expansion.</li> <li>• For the last quarter of the year there will be a push for sponsorships and grants.</li> <li>• The 2024 Budget is currently being worked on and must be finalized by the next board meeting. The Budget will be submitted to the City on October 27.</li> <li>• Brenda reviewed the concept of an under-levy. This is due to non-payment of taxes due to a business closure, reassessments, uncollectables).</li> </ul>

<p>7</p>	<p><b>Executive Director’s Report – Kelly Ralston</b></p> <ul style="list-style-type: none"> <li>• Kelly reviewed the current staff at the BIA Office: Hanna Kelly (Content Creation Coordinator), Stephen Clark (Video Production Coordinator for 5 hours weekly), Kadince Taylor (co-op student), Gail Hamilton (Streetscape – bins) and Peter Manthei (Streetscape Ambassador – extended to November 4<sup>th</sup> to keep the Port clean).</li> <li>• The Streetscape budget will be looked at for extending the Ambassador program into he Spring as weather permits.</li> <li>• Richard Collins, Martha Shepard and Matthew are staffing the Farmers Market. (with take down assistance from Jesse)</li> <li>• Matthew, Megan, Carmella and Mana are on-call for events.</li> <li>• The BIA is partnering with Options, Thriveability and Concord in the City for volunteer Streetscape Ambassadors. They will provide their own supervisors for on-the-job training.</li> <li>• Coffee &amp; Community Networking – the next meeting will take place on Thursday October 5. CMHA will be the guest speaker. They have teams in Port Credit which include a nurse to interact with people requiring assistance.</li> <li>• Farmers Market – the final market takes place on October 7<sup>th</sup> with free cookies and draws for gift certificates. A new location for next year is currently being scouted. Kelly will report back on required permits.</li> <li>• The Clarke Memorial Hall 100<sup>th</sup> Anniversary celebration will take place on Saturday, October 21. Businesses are invited to provide items for swag bags.</li> <li>• FallINthePort will be over 2 days – October 28<sup>th</sup> and 29<sup>th</sup>. The theme is Alice in Wonderland and it will include a DJ at the Port Street Market Square, facepainting, a dog parade, and sweet stations.</li> <li>• WinterINthePort – working with Councillor Stephen Dasko and the City of Mississauga to incorporate the new ice rink into the celebration.</li> <li>• OBIAA Conference – will take place from April 28 – May 1 at the Hilton Mississauga. The Port Credit BIA will come up with an outing to bring attendees to Port Credit (ex: a pre-conference tour, a pub crawl, a mobile). Kelly requested the Board to send her ideas that showcase Port Credit.</li> <li>• Budget – Kelly is inputting the daily operational expenses and then will meet with committees to determine what else should be added in the budgets.</li> <li>• RFP for power washing – Kelly will send to vendors on Friday. Lucie questioned if the timing is realistic and suggested an early November start date. The first time will a deep clean to create a baseline.</li> <li>• Kelly noted that interlocking stone will not be power washed, but it will be cleaned in between.</li> <li>• All vendors must respond to RFP and provide scope.</li> <li>• Financials – Kelly now has access to the financials and is adjusting any misallocated expenses.</li> <li>• Safety &amp; Security – Ryan is back and assisting with obtaining Sponsorship for the extension of the Paid Duty Program. Currently at \$11,500 of the \$15,000 goal.</li> </ul>
----------	--

	<ul style="list-style-type: none"> <li>• Paid Duty Program – an incident in Port Credit was called into 911 at 2:07am. The paid duty officers were on-site as primaries within 2 minutes by 2:09am.</li> <li>• Each business that has contributed to the Safety &amp; Security extension will be spotlighted on the BIA socials with their logo and a thank you. Kelly getting quotes on decals of windows of contributing businesses.</li> <li>• Business Retention &amp; Expansion – Kelly getting quotes for printing a welcome booklet for new businesses.</li> <li>• Properties for lease/sale – will be listed under Community News once the realtor for each property gives permission to post. The goal is to fill vacancies. An exit interview to be conducted with businesses leaving the area. Marlene will investigate the possibility of the BIA receiving a percentage if posting helps to fill vacancy. If so, the program could be expanded as it will have an income attached.</li> </ul>
<p><b>8</b></p>	<p><b>Councilor’s Report – Stephen Dasko</b></p> <ul style="list-style-type: none"> <li>• Stephen noted that the Cenetaph is now open. A special thanks to Port Credit Legion as they were very instrumental in having this come to fruition.</li> <li>• Stephen mentioned the City has requested feedback on the patio program through the Beyond Indoor Dining survey. It is important to avoid mistakes that other cities have made with their patio program. Everyone is encouraged to take the survey which has extended until October 10.</li> <li>• There will be more police presence in Port Credit as there is now a “Reserved for Police Vehicle Parking Only” sign up right in the middle of the West downtown section by Raw Aura.</li> <li>• Memorial Park Skating loop – projected to be completed by the Christmas season dependent on all components being delivered on time. The loop is several layers of poured concrete – very durable so it will not impact festivals held in the area. The gazebo will be re-painted over the next few weeks. A larger gazebo project (possibly adding in a stage) will be looked at for the future.</li> <li>• Stephen discussed collaborating with MetalWorks and the Mississauga Arts Council to have a contest for a song in honour of Mississauga’s 50<sup>th</sup> anniversary.</li> <li>• Kelly asked if the pedestrian bridge by the Lighthouse can be opened for Thanksgiving weekend. Stephen will make this request.</li> </ul>
<p><b>8</b></p>	<p><b>Committees Overview</b></p> <p><u>Marketing Committee</u></p> <ul style="list-style-type: none"> <li>• James sent the Board logo examples that enhanced the colour to be more vibrant. A complete logo change is too expensive to undertake at this time.</li> <li>• Need to decide on theme (ex: tourism, music). Have a tiered approach roll-out that is part of a bigger plan.</li> <li>• Kelly will have James do a mock-up and then an official online vote will take place.</li> </ul> <p><u>Beautification</u></p>

	<ul style="list-style-type: none"> <li>• It was noted that the BIA owns the nutcrackers and SureGreen puts them up for the Christmas season as part of the decorations. SureGreen has a contract to put up seasonal decorations. Anything beyond that would require sponsorship.</li> <li>• John advised Dani to do an RFP to obtain quotes for Christmas décor to include more holiday decorations in the budget.</li> </ul> <p><u>Policies &amp; Procedures</u></p> <ul style="list-style-type: none"> <li>• The number of required board members was discussed. It was noted that there must be a minimum of 7 and a maximum of 12 members, with one being the Councillor. Within this guideline, it is not necessary to replace a board member due to resignation.</li> </ul> <p><u>Budget Committee</u></p> <ul style="list-style-type: none"> <li>• Brenda – the priority is getting the budget numbers in. Brenda requested that committees send in draft numbers asap.</li> </ul> <p><u>Sponsorship</u></p> <ul style="list-style-type: none"> <li>• Brenda – the priority is getting the budget numbers in. Brenda requested that committees send in draft numbers asap.</li> </ul> <p><u>Safety &amp; Security</u></p> <ul style="list-style-type: none"> <li>• Kelly met with the liaison officer. The request was made for quantitative and qualitative reports going forward in order to establish a baseline for analytics. The numbers will go back to May so any impact can be seen.</li> <li>• A significant increase in cost is not anticipated for next year, but Kelly will add a buffer to cover potential cost increase</li> <li>• The numbers are required in order to justify the program at the AGM.</li> <li>• It was noted that all businesses need to call in every incident in order to get accurate stats.</li> </ul> <p><u>Business Retention &amp; Expansion</u></p> <ul style="list-style-type: none"> <li>• A new printed welcome package is in the works. A professional photographer will take photos of Board members. We have approached Jeff Jones for Migo Media as he creates the booklets for Southside Shuffle</li> <li>• To date, 2 vacancies have been posted on Community News.</li> </ul> <p><u>Advocacy</u></p> <ul style="list-style-type: none"> <li>• Kelly and John attended a virtual meeting with the City regarding the seasonal patio program updates.</li> <li>• Further clarification will be obtained on the issue of parking lots and if patios need to be removed by January 1<sup>st</sup> when the temporary program ends.</li> <li>• We are advocating to keep patios in place. May require a deposition.</li> <li>• Kelly will distribute the sideshow to the Board members.</li> <li>• Stephen requested feedback on the issue as he is also meeting with City staff.</li> </ul>
--	--

	<p><u>Farmers Market</u></p> <ul style="list-style-type: none"> <li>• Feedback from farmers and vendors has been very positive for the 2023 Farmers Market.</li> <li>• Kelly shared 2 options for the new location of the market next year: Credit Village Marina and the Port Credit Library. Looking into permit costs and other considerations.</li> <li>• The Lighthouse parking lot will not be ready in time for the 2024 Market.</li> </ul>
9	<p><b>Other Items</b></p> <p><u>T'was the Bite Before Christmas Fundraiser</u></p> <ul style="list-style-type: none"> <li>• Lucie announced that John has offered the upstairs of the Crooked Cue on October 15 for a Billiards Tournament. The fundraiser will benefit T'was the Bite Before Christmas.</li> <li>• A table purchase is requested with the option to invite the Streetscape staff to attend as guests of the BIA as a thank you.</li> </ul>
9	<p><b>Action Items to Carry Forward</b></p> <ul style="list-style-type: none"> <li>• Marlene will circulate the overview of the ideas taken from meeting with Oakville BIA.</li> <li>• Kelly to follow up with agreement for use of SureGreen's street vacuum.</li> <li>• Kelly to request an update from Stephen on the Welcoming Streets program.</li> <li>• Kelly to follow up with Stephen for the list of community contacts.</li> </ul>
10	<p><b>Adjournment 8:23</b>  Moved by Lucie Zima  Seconded by Julia Chatterji</p>
<b>Dates</b>	<p>Next Board Meeting: Wednesday, October 25, 6:30 pm</p>

From: Brenda L. McGarrell

September 25, 2023

**SUBJECT: Treasurer Report – August, 2023**

---

**Attached:**

Balance Sheet as of August 31, 2023 – 2 Pages

Budget Vs Actuals – August, 2023 – 3 Pages

YTD – January – August 31, 2023 – 3 Pages – Accrued

---

**Notes:**

YTD - Safety & Security #4626 – Extended – Expense running over Budget, however, is offset by income generated from Sponsors. Invoices have been issued, and Office monitored for payment.

Last quarter push on Sponsorships and Grants - for Safety & Security, Farmers Market, December 2023 Programming, WinterIN the Port, to name a few.

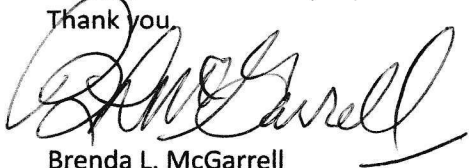
Budget 2024 – Committees and Staff working on –to be finalized at Board meeting October 25, 2023  
Deadline submission to City - Friday October 27, 2023

Balance Sheet – Scotia Bank – line #10000 – is in healthy position to fulfill BIA Mandates.

This concludes my report.

If any questions on any topic Financial; kindly advise; I will have reviewed and return answers.

Thank you.



Brenda L. McGarrell  
Treasurer PCBIA

1/2

**Port Credit BIA**  
**Balance Sheet**  
**As of August 31, 2023**

	<b>Total</b>
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalent</b>	
<b>CASH</b>	
1000 C.I.B.C. Current Account	0.00
10000 Scotiabank	655,027.62
10200 Petty Cash (General)	135.65
10220 Petty Cash (Farmers Market)	730.00
<b>Total CASH</b>	<b>\$ 655,893.27</b>
14990 *Undeposited Funds	0.00
<b>Total Cash and Cash Equivalent</b>	<b>\$ 655,893.27</b>
<b>Accounts Receivable (A/R)</b>	
<b>Accounts receivable total</b>	
12000 Accounts Receivable	20,255.71
12001 Interest Receivable	2,890.51
<b>Total Accounts receivable total</b>	<b>\$ 23,146.22</b>
<b>Total Accounts Receivable (A/R)</b>	<b>\$ 23,146.22</b>
<b>Investment</b>	
1010 G.I.C.	266,754.67
17655 Other current assets	0.06
<b>Total Investment</b>	<b>\$ 266,754.73</b>
<b>Total Current Assets</b>	<b>\$ 945,794.22</b>
<b>Non-current Assets</b>	
<b>Property, plant and equipment</b>	
17500 Machine & Equipment	37,620.10
17510 Acc. Amortization Machine & Eqp	-33,195.02
17520 Accum. Amortization - Planters	-42,098.01
17530 Accumulated Amortization - Sign	-4,581.61
17540 Accum amortization - Furniture	-20,021.59
17550 Accum Amortization - Leasehold	-17,081.52
17560 Office Furniture	21,837.76
17570 Leasehold improvements-	0.00
17580 Accum Amort. - Benches	-18,211.74
17590 Accumulated Amort - Decorations	-97,668.68
17595 Accumulated Amortization Light Poles	-1,901.29
17600 Capital Assets - Planters	42,454.78
17650 Sign Panel	4,581.61
17660 Banners	74,494.77
17670 Lighthouse Renovation 2019	22,775.00
17680 Benches / Muskoka Chair	22,265.89
17700 Accumulated Depn - Banners	-52,133.43

*Balance Sheet August/23 2/2*

17710 Decorations	170,450.31
17720 Light poles	3,510.00
<b>Total Property, plant and equipment</b>	<b>\$ 113,097.33</b>
13000 Prepaid Expense	19,601.24
<b>Total Non Current Assets</b>	<b>\$ 132,698.57</b>
<b>Total Assets</b>	<b>\$ 1,078,492.79</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable (A/P)</b>	
20000 Accounts Payable	65,090.39
<b>Total Accounts Payable (A/P)</b>	<b>\$ 65,090.39</b>
<b>Credit Card</b>	
20050 Scotiabank Visa	0.00
<b>Total Credit Card</b>	<b>\$ 0.00</b>
20100 Accounts Payable Other	0.00
20150 Accrued Liabilities	21,207.54
20150A Step up rent liability	2,781.19
2100 Payroll Liabilities	0.00
2110 E.I. Payable	0.00
2120 CPP Payable	0.00
2130 Income Tax Payable	0.00
<b>Total 2100 Payroll Liabilities</b>	<b>\$ 0.00</b>
22000 HST Payable	-11,388.54
2315 Deferred Income	330,384.49
Receiver General Suspense	0.00
<b>Total Current Liabilities</b>	<b>\$ 408,075.07</b>
<b>Non-current Liabilities</b>	
20200 Due to the City of Mississauga	0.00
<b>Total Non-current Liabilities</b>	<b>\$ 0.00</b>
<b>Total Liabilities</b>	<b>\$ 408,075.07</b>
<b>Equity</b>	
24500 Opening Bal Equity	0.06
24700 Reserve	0.00
Retained Earnings	480,083.38
Profit for the year	190,334.28
<b>Total Equity</b>	<b>\$ 670,417.72</b>
<b>Total Liabilities and Equity</b>	<b>\$ 1,078,492.79</b>



**Port Credit BIA**  
**Budget vs. Actuals: 2023 - FY23 P&L**  
**August 2023**

1/3

	Actual	Budget	Total over Budget	% of Budget
<b>Income</b>				
30000 Special Municipal Levy	79,277.92	79,277.92	0.00	100.00%
30010 Under levy repayment		0.00	0.00	
<b>Total 30000 Special Municipal Levy</b>	<b>\$ 79,277.92</b>	<b>\$ 79,277.92</b>	<b>\$ 0.00</b>	<b>100.00%</b>
30040 Grants			0.00	
30041 City of Mississauga Grant		0.00	0.00	
3008 Grant Revenue		0.00	0.00	
<b>Total 30040 Grants</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
80000 Interest Income	2,968.77	583.33	2,385.44	508.93%
<b>Fundraising</b>			0.00	
30030 Sponsorship and Grants			0.00	
30038 WinterIN the Port		0.00	0.00	
December 2023 Program		0.00	0.00	
<b>Total 30038 WinterIN the Port</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
3014 Sponsorship		0.00	0.00	
<b>Total 30030 Sponsorship and Grants</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
30050 Membership Dues		0.00	0.00	
3006 Miscellaneous BIA Income		0.00	0.00	
30060 Vendor Fees	1,337.61	700.00	637.61	191.09%
30080 Transfer from Reserves		4,252.35	-4,252.35	0.00%
3013 Project Sponsorship			0.00	
3017 Miscellaneous		0.00	0.00	
<b>Total 3013 Project Sponsorship</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>Events</b>			0.00	
30064 SpringIN the Port		0.00	0.00	
<b>Total Events</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>Total Fundraising</b>	<b>\$ 1,337.61</b>	<b>\$ 4,952.35</b>	<b>-\$ 3,614.74</b>	<b>27.01%</b>
<b>Total Income</b>	<b>\$ 83,584.30</b>	<b>\$ 84,813.60</b>	<b>-\$ 1,229.30</b>	<b>98.55%</b>
<b>Gross Profit</b>	<b>\$ 83,584.30</b>	<b>\$ 84,813.60</b>	<b>-\$ 1,229.30</b>	<b>98.55%</b>
<b>Expenses</b>				
40000 Salaries and Benefits			0.00	
40001 Salaries	10,000.00	22,500.00	-12,500.00	44.44%
40003 Benefits	346.14	500.00	-153.86	69.23%
40004 Payroll Deductions	1,766.14	1,800.00	-33.86	98.12%
40005 WSIB	138.10	140.00	-1.90	98.64%
<b>Additional Wages</b>			0.00	
Ambassadors	5,203.57	5,210.00	-6.43	99.88%
Event Wages	2,868.89		2,868.89	
Student Wages	7,110.42		7,110.42	
<b>Total Additional Wages</b>	<b>\$ 15,182.88</b>	<b>\$ 5,210.00</b>	<b>\$ 9,972.88</b>	<b>291.42%</b>

	<i>Actual</i>	<i>Budget</i>	<i>August/23</i>	<i>70.2/3</i>
<b>Total 40000 Salaries and Benefits</b>	<b>\$ 27,433.26</b>	<b>\$ 30,150.00</b>	<b>-\$ 2,716.74</b>	<b>90.99%</b>
41004 Repair, Maintenance	10.35	15.00	-4.65	69.00%
41012 General IT Expense	679.65	696.62	-16.97	97.56%
<b>46000 Advertising and Promotion</b>			0.00	
46001 Media Marketing	381.40	549.00	-167.60	69.47%
46002 Promotional Materials		0.00	0.00	
46003 Signage		0.00	0.00	
46004 Website-hosting and maintance		0.00	0.00	
46006 Networking/Training/Conferences		0.00	0.00	
4607 Events and Campaigns		0.00	0.00	
<b>Total 46000 Advertising and Promotion</b>	<b>\$ 381.40</b>	<b>\$ 549.00</b>	<b>-\$ 167.60</b>	<b>69.47%</b>
<b>47000 Project Expenses</b>			0.00	
4626 Security			0.00	
4626-2 Duty Police	16,051.91	11,250.00	4,801.91	142.68%
<b>Total 4626 Security</b>	<b>\$ 16,051.91</b>	<b>\$ 11,250.00</b>	<b>\$ 4,801.91</b>	<b>142.68%</b>
47001 Farmers Market	3,669.98	3,833.33	-163.35	95.74%
47002 WinterIN the Port	0.00	0.00	0.00	
47003 SpringIN the Port	0.00	0.00	0.00	
47004 Portchella	0.00	0.00	0.00	
47006 Halloween IN the Port	64.50	65.00	-0.50	99.23%
47009 Classic Cars	9,056.83	9,100.00	-43.17	99.53%
47010 Misc. X-Mas		0.00	0.00	
47011 Support the Port		83.33	-83.33	0.00%
47012 Summer in the Port	5,839.44		5,839.44	
<b>Total 47000 Project Expenses</b>	<b>\$ 34,682.66</b>	<b>\$ 24,331.66</b>	<b>\$ 10,351.00</b>	<b>142.54%</b>
<b>48000 Sponsorships</b>			0.00	
48001 Busker Fest		0.00	0.00	
48002 Vegfest		0.00	0.00	
48004 Canada Day - PTR		0.00	0.00	
48006 Southside Shuffle		0.00	0.00	
48007 Mississauga Marathon		0.00	0.00	
Misc		0.00	0.00	
<b>Total 48000 Sponsorships</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>Beautification &amp; Maintenance</b>			0.00	
45001 Streetscape Maint. and Decor	1,745.06	1,959.09	-214.03	89.08%
45002 Landscaping	14,100.00	14,500.00	-400.00	97.24%
45004 Banners		0.00	0.00	
45005 Other Beautification		0.00	0.00	
<b>Total Beautification &amp; Maintenance</b>	<b>\$ 15,845.06</b>	<b>\$ 16,459.09</b>	<b>-\$ 614.03</b>	<b>96.27%</b>
<b>Business Development</b>			0.00	
6000 Business Development			0.00	
6002 Networking Meetings		0.00	0.00	
<b>Total 6000 Business Development</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>Total Business Development</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>Office and General Expenses</b>			0.00	
41001 Rent	1,326.42	1,475.00	-148.58	89.93%
41002 Phones, Fax, Mobile,Internet	380.98	750.00	-369.02	50.80%

	<i>Actual</i>	<i>Budget</i>	<i>August 23</i>	<i>% 7/3</i>
41003 Insurance	1,752.49	916.67	835.82	191.18%
41005 General Office Supplies	225.95	600.00	-374.05	37.66%
41006 Travel		0.00	0.00	
41007 Board Meeting Expense		0.00	0.00	
41008 Public Relations		0.00	0.00	
41009 Memberships		0.00	0.00	
41011 Office Cleaning	200.00	208.33	-8.33	96.00%
42000 Professional Services			0.00	
42001 Professional Fees	72.71	75.00	-2.29	96.95%
42002 Bookkeeping Services	955.00	1,000.00	-45.00	95.50%
<b>Total 42000 Professional Services</b>	<b>\$ 1,027.71</b>	<b>\$ 1,075.00</b>	<b>-\$ 47.29</b>	<b>95.60%</b>
43000 Finance Fee			0.00	
43001 Bank Charges	111.91	125.00	-13.09	89.53%
<b>Total 43000 Finance Fee</b>	<b>\$ 111.91</b>	<b>\$ 125.00</b>	<b>-\$ 13.09</b>	<b>89.53%</b>
44000 Audit			0.00	
44001 Audit	225.00	225.00	0.00	100.00%
<b>Total 44000 Audit</b>	<b>\$ 225.00</b>	<b>\$ 225.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
60000 Misc out of pocket expense		0.00	0.00	
<b>Total Office and General Expenses</b>	<b>\$ 5,250.46</b>	<b>\$ 5,375.00</b>	<b>-\$ 124.54</b>	<b>97.68%</b>
<b>Total Expenses</b>	<b>\$ 84,282.84</b>	<b>\$ 77,576.37</b>	<b>\$ 6,706.47</b>	<b>108.64%</b>
<b>Net Operating Income</b>	<b>-\$ 698.54</b>	<b>\$ 7,237.23</b>	<b>-\$ 7,935.77</b>	<b>-9.65%</b>
<b>Other Expenses</b>				
50000 Amortization	5,590.65	7,916.67	-2,326.02	70.62%
<b>Total Other Expenses</b>	<b>\$ 5,590.65</b>	<b>\$ 7,916.67</b>	<b>-\$ 2,326.02</b>	<b>70.62%</b>
<b>Net Other Income</b>	<b>-\$ 5,590.65</b>	<b>-\$ 7,916.67</b>	<b>\$ 2,326.02</b>	<b>70.62%</b>
<b>Net Income</b>	<b>-\$ 6,289.19</b>	<b>-\$ 679.44</b>	<b>-\$ 5,609.75</b>	<b>925.64%</b>

Friday, Sep. 22, 2023 09:00:55 a.m. GMT-7 - Accrual Basis

**Port Credit BIA**  
**Budget vs. Actuals: 2023 - FY23 P&L**  
**January - August, 2023**

1/3

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
30000 Special Municipal Levy	634,223.36	634,223.32	0.04	100.00%
30010 Under levy repayment	-1,772.85	-1,772.85	0.00	100.00%
<b>Total 30000 Special Municipal Levy</b>	<b>\$ 632,450.51</b>	<b>\$ 632,450.47</b>	<b>\$ 0.04</b>	<b>100.00%</b>
30040 Grants			0.00	
30041 City of Mississauga Grant		0.00	0.00	
3008 Grant Revenue		0.00	0.00	
<b>Total 30040 Grants</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
80000 Interest Income	20,635.02	4,666.68	15,968.34	442.18%
<b>Fundraising</b>			0.00	
30030 Sponsorship and Grants			0.00	
30038 WinterIN the Port	20,892.34	24,270.00	-3,377.66	86.08%
December 2023 Program		0.00	0.00	
<b>Total 30038 WinterIN the Port</b>	<b>\$ 20,892.34</b>	<b>\$ 24,270.00</b>	<b>-\$ 3,377.66</b>	<b>86.08%</b>
3014 Sponsorship	7,500.00	7,500.00	0.00	100.00%
<b>Total 30030 Sponsorship and Grants</b>	<b>\$ 28,392.34</b>	<b>\$ 31,770.00</b>	<b>-\$ 3,377.66</b>	<b>89.37%</b>
30050 Membership Dues	1,500.00	1,500.00	0.00	100.00%
3006 Miscellaneous BIA Income	130.00	150.00	-20.00	86.67%
30060 Vendor Fees	21,467.61	21,000.00	467.61	102.23%
30080 Transfer from Reserves		34,018.80	-34,018.80	0.00%
3013 Project Sponsorship			0.00	
3017 Miscellaneous	500.00	500.00	0.00	100.00%
<b>Total 3013 Project Sponsorship</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>100.00%</b>
<b>Events</b>			0.00	
30064 SpringIN the Port		15,000.00	-15,000.00	0.00%
<b>Total Events</b>	<b>\$ 0.00</b>	<b>\$ 15,000.00</b>	<b>-\$ 15,000.00</b>	<b>0.00%</b>
<b>Total Fundraising</b>	<b>\$ 51,989.95</b>	<b>\$ 103,938.80</b>	<b>-\$ 51,948.85</b>	<b>50.02%</b>
<b>Total Income</b>	<b>\$ 705,075.48</b>	<b>\$ 741,055.95</b>	<b>-\$ 35,980.47</b>	<b>95.14%</b>
<b>Gross Profit</b>	<b>\$ 705,075.48</b>	<b>\$ 741,055.95</b>	<b>-\$ 35,980.47</b>	<b>95.14%</b>
<b>Expenses</b>				
40000 Salaries and Benefits			0.00	
40001 Salaries	82,505.38	117,500.00	-34,994.62	70.22%
40003 Benefits	2,855.66	3,400.00	-544.34	83.99%
40004 Payroll Deductions	8,549.74	8,250.00	299.74	103.63%
40005 WSIB	641.93	670.00	-28.07	95.81%
<b>Additional Wages</b>			0.00	
Ambassadors	15,905.02	15,960.00	-54.98	99.66%
Event Wages	7,033.78		7,033.78	
Student Wages	8,842.02		8,842.02	
<b>Total Additional Wages</b>	<b>\$ 31,780.82</b>	<b>\$ 15,960.00</b>	<b>\$ 15,820.82</b>	<b>199.13%</b>

	<i>Actual</i>	<i>Jan. to August/23</i>	<i>2/3</i>	<i>9%</i>
	<i>Budget</i>			
<b>Total 40000 Salaries and Benefits</b>	<b>\$ 126,333.53</b>	<b>\$ 145,780.00</b>	<b>-\$ 19,446.47</b>	<b>86.66%</b>
41004 Repair, Maintenance	615.63	1,025.00	-409.37	60.06%
41012 General IT Expense	9,345.51	9,766.61	-421.10	95.69%
<b>46000 Advertising and Promotion</b>			0.00	
46001 Media Marketing	9,311.47	9,633.31	-321.84	96.66%
46002 Promotional Materials		0.00	0.00	
46003 Signage	6,576.35	6,500.00	76.35	101.17%
46004 Website-hosting and maintance		0.00	0.00	
46006 Networking/Training/Conferences	3,049.44	3,250.00	-200.56	93.83%
4607 Events and Campaigns	203.52	205.00	-1.48	99.28%
<b>Total 46000 Advertising and Promotion</b>	<b>\$ 19,140.78</b>	<b>\$ 19,588.31</b>	<b>-\$ 447.53</b>	<b>97.72%</b>
<b>47000 Project Expenses</b>			0.00	
4626 Security			0.00	
4626-2 Duty Police	34,167.51	26,000.00	8,167.51	131.41%
<b>Total 4626 Security</b>	<b>\$ 34,167.51</b>	<b>\$ 26,000.00</b>	<b>\$ 8,167.51</b>	<b>131.41%</b>
47001 Farmers Market	15,883.26	16,079.99	-196.73	98.78%
47002 WinterIN the Port	20,611.59	22,391.00	-1,779.41	92.05%
47003 SpringIN the Port	347.51	10,000.00	-9,652.49	3.48%
47006 Halloween IN the Port	64.50	65.00	-0.50	99.23%
47009 Classic Cars	12,056.83	12,100.00	-43.17	99.64%
47010 Misc. X-Mas		0.00	0.00	
47011 Support the Port	1,812.64	666.64	1,146.00	271.91%
47012 Summer in the Port	11,050.40		11,050.40	
<b>Total 47000 Project Expenses</b>	<b>\$ 95,994.24</b>	<b>\$ 87,302.63</b>	<b>\$ 8,691.61</b>	<b>109.96%</b>
<b>48000 Sponsorships</b>			0.00	
48001 Busker Fest	15,000.00	20,000.00	-5,000.00	75.00%
48002 Vegfest		0.00	0.00	
48004 Canada Day - PTR		0.00	0.00	
48006 Southside Shuffle	25,839.99	25,000.00	839.99	103.36%
48007 Mississauga Marathon		2,000.00	-2,000.00	0.00%
Misc	5,670.00	5,800.00	-130.00	97.76%
<b>Total 48000 Sponsorships</b>	<b>\$ 46,509.99</b>	<b>\$ 52,800.00</b>	<b>-\$ 6,290.01</b>	<b>88.09%</b>
<b>Beautification &amp; Maintenance</b>			0.00	
45001 Streetscape Maint. and Decor	15,150.16	16,163.63	-1,013.47	93.73%
45002 Landscaping	110,806.55	113,450.00	-2,643.45	97.67%
45004 Banners		0.00	0.00	
45005 Other Beautification		0.00	0.00	
<b>Total Beautification &amp; Maintenance</b>	<b>\$ 125,956.71</b>	<b>\$ 129,613.63</b>	<b>-\$ 3,656.92</b>	<b>97.18%</b>
<b>Business Development</b>			0.00	
6000 Business Development			0.00	
6002 Networking Meetings	1,059.16	1,380.00	-320.84	76.75%
<b>Total 6000 Business Development</b>	<b>\$ 1,059.16</b>	<b>\$ 1,380.00</b>	<b>-\$ 320.84</b>	<b>76.75%</b>
<b>Total Business Development</b>	<b>\$ 1,059.16</b>	<b>\$ 1,380.00</b>	<b>-\$ 320.84</b>	<b>76.75%</b>
<b>Office and General Expenses</b>			0.00	
41001 Rent	10,476.94	11,567.00	-1,090.06	90.58%
41002 Phones, Fax, Mobile,Internet	3,319.53	3,950.00	-630.47	84.04%
41003 Insurance	6,645.52	7,333.36	-687.84	90.62%

	<i>Actual</i>	<i>Budget</i>	<i>Jan. to Aug 2023</i>	<i>3/3</i>	<i>870</i>
41005 General Office Supplies	2,613.09	3,300.00	-686.91		79.18%
41006 Travel	525.51	550.00	-24.49		95.55%
41007 Board Meeting Expense	2,653.96	2,325.00	328.96		114.15%
41008 Public Relations		0.00	0.00		
41009 Memberships	2,342.12	2,550.00	-207.88		91.85%
41011 Office Cleaning	1,621.12	1,666.64	-45.52		97.27%
42000 Professional Services			0.00		
42001 Professional Fees	4,646.62	4,800.00	-153.38		96.80%
42002 Bookkeeping Services	7,461.97	8,000.00	-538.03		93.27%
<b>Total 42000 Professional Services</b>	<b>\$ 12,108.59</b>	<b>\$ 12,800.00</b>	<b>-\$ 691.41</b>		<b>94.60%</b>
43000 Finance Fee			0.00		
43001 Bank Charges	692.16	1,000.00	-307.84		69.22%
43002 Provincial HST adjustment	0.00		0.00		
<b>Total 43000 Finance Fee</b>	<b>\$ 692.16</b>	<b>\$ 1,000.00</b>	<b>-\$ 307.84</b>		<b>69.22%</b>
44000 Audit			0.00		
44001 Audit	1,800.00	1,800.00	0.00		100.00%
<b>Total 44000 Audit</b>	<b>\$ 1,800.00</b>	<b>\$ 1,800.00</b>	<b>\$ 0.00</b>		<b>100.00%</b>
60000 Misc out of pocket expense	261.91	250.00	11.91		104.76%
<b>Total Office and General Expenses</b>	<b>\$ 45,060.45</b>	<b>\$ 49,092.00</b>	<b>-\$ 4,031.55</b>		<b>91.79%</b>
<b>Total Expenses</b>	<b>\$ 470,016.00</b>	<b>\$ 496,348.18</b>	<b>-\$ 26,332.18</b>		<b>94.69%</b>
<b>Net Operating Income</b>	<b>\$ 235,059.48</b>	<b>\$ 244,707.77</b>	<b>-\$ 9,648.29</b>		<b>96.06%</b>
<b>Other Expenses</b>					
50000 Amortization	44,725.20	63,333.36	-18,608.16		70.62%
<b>Total Other Expenses</b>	<b>\$ 44,725.20</b>	<b>\$ 63,333.36</b>	<b>-\$ 18,608.16</b>		<b>70.62%</b>
<b>Net Other Income</b>	<b>-\$ 44,725.20</b>	<b>-\$ 63,333.36</b>	<b>\$ 18,608.16</b>		<b>70.62%</b>
<b>Net Income</b>	<b>\$ 190,334.28</b>	<b>\$ 181,374.41</b>	<b>\$ 8,959.87</b>		<b>104.94%</b>

Friday, Sep. 22, 2023 09:51:22 a.m. GMT-7 - Accrual Basis