



Board Meeting – May 17th, 2022 – 5:30 pm
Location: In Person - 1 Bridge St. East, BridgeFront Tower, Suite 204

AGENDA

1. Call to Order (2 mins)

1.1 Attendance

1.2 Approval of Agenda

Motion: Move the approval of the BIA Board agenda as presented.

2. Disclosure of Pecuniary Interest

3. Reading and confirmation of Minutes (19-Apr-2022) (2 mins)

Motion: Move the approval of the BIA Board minutes as presented.

4. Guest Speaker - Jill Raycroft - Belleville Chamber of Commerce (10 mins)

5. Executive Director Report – L. Sorrentino (15 mins)

6. Marketing & Media Officer Report – C. Lavoie (10 mins)

7. Financial Statements (March + Apr 2022) and updates – M. Flunder (10 mins)

Motion: Move the approval of the March and April 2022 financial statements as presented.

8. Lease Proposal (10 mins)

Motion: Move the approval of new lease proposal

9. Jazz Festival (5 mins)

Motion: Move the approval of supporting the Jazz festival Event at the June 16th launch

10. Overview of Key Highlights from OBIAA Conference - L. Sorrentino & Stacey Kerr (15 mins)

11. Committee Reports – Q&A regarding reports submitted

- Vision & Strategic Planning – No Report this month
- Economic Development – Report by M. Flunder
- Membership & Communication – No Report this month
- Events & Programming – No Report this month
- Governance – No Report this month

11. New Business or Notice of Motions

12. Adjournment



Board Meeting – April 19th, 2022 – 5:30 pm
Location: Zoom Meeting

MINUTES

1. Call to Order – 5:37pm

1.1 Attendance

In Attendance: E. Travis, R. Burlington, L. Sorrentino, S. Kerr, D. Gilbert, M. Flunder, T. Allsopp, T. Baldwin, C. Guzewicz, S. Hutchison, K. Periera

Regrets: J. Camacho

1.2 Approval of Agenda

Motion: Move the approval of the BIA Board agenda as presented.

Moved: D. Gilbert **Second:** R. Burlington **CARRIED**

2. Disclosure of Pecuniary Interest – none identified

3. Reading and confirmation of EDITED Minutes (15-Mar-2022)

Motion: Move the approval of the BIA Board minutes as presented.

Moved: D. Gilbert **Second:** E. Travis **CARRIED**

4. Vacant Executive Board Position - Vice Chair (2 mins)

Motion: Move the approval of Kaya Pereira as the new Vice Chair.

Moved: T. Allsopp **Second:** M. Flunder **CARRIED**

5. Improving Internal Communications (2 mins)

Motion: Move the development and adoption of a Block Captain program.

Moved: E. Travis **Second:** D. Gilbert **CARRIED**

6. Committees Board Member Appointments and Leadership (2 mins)

Proposed Committees:

- Economic Development (meet monthly)
- Events & Programming (meet monthly)
- Governance (meet as needed)
- Vision & Strategic Planning (meet as needed)
- Membership & Communication (meet monthly)

Board Members Volunteered:

- M. Flunder [Chair], C. Guzewicz, D. Gilbert
- T. Allsopp [Chair], T. Baldwin, K. Pereira, J. Camacho
- S. Kerr [Chair], S. Hutchison, E. Travis
- S. Kerr [Chair], T. Baldwin
- K. Pereira [Chair], S. Hutchison, S. Kerr



Motion: Move the approval of the following committees: 1) Economic Development, 2) Events & Programming, 3) Governance, 4) Vision & Strategic Planning, 5) Membership & Communication.

Moved: M. Flunder **Second:** E. Travis **CARRIED**

7. Food Truck Waiver - Cultural-themed events on June 5, 25 (**5 mins**) - Luisa Sorrentino

Motion: Move the approval of Food Truck Waivers for the Indian Food Festival and Caribbean Food Festival

Moved: D. Gilbert **Second:** E. Travis **CARRIED**

8. Overview of Event Schedule & Grant Application Results (**10 mins**) - Luisa Sorrentino

9. New Business or Notice of Motions

- T. Allsopp asked that the agendas and minutes posted on the Downtown District website be updated and checked for accuracy to ensure clear communication and accountability. Follow up on this at the next Board Meeting.

10. Adjournment – **6:28pm**

Moved: M. Flunder **Second:** D. Gilbert **CARRIED**



Belleville Downtown District BIA
Executive Director Report
Prepared by: Luisa Sorrentino
Date: May 13, 2022

ED Summer Update

Jun 24, 2022 Downtown at Dusk

Jun 25, 2022 Caribbean Festival

July-August - Al Fresco

September 2-4 - Jazz Festival

Governance Decisions, Monitoring & Accountability

1. Current Significant Issues

Human Resources

The Belleville BIA employs two full-time permanent staff, the ED and the Media and Marketing Officer. Both positions entail a demanding schedule and workload, typically affecting the work-life balance of both individuals and their families; this situation has been exacerbated by the pandemic and the high staff turnover that we continue to experience. We have also added a third staff member, the Welcoming Streets Steward (whose position is solely funded by grant money), whose caseload requires a mindful approach to avoid compassion fatigue. We are at risk of burnout, and although we love what we do and stay vigilant, we need support. The heavy workload and long hours are simply not sustainable in the long term, as we continue to add events and initiatives, but the staff number remains the same. I would like to recommend:

- A. That the board add a full-time event planner
- B. That a benefits package is approved for all staff, as per their job posting. This should include an Employee Assistance Program, Prescriptions Drugs, and Vision.

2. Matters for Approval

Lease Proposal

As the BIA grows and continues to deliver on the Strategic Plan and change the Downtown District into a vibrant centre of the community, we need to have adequate, comfortable and brand-appropriate space that reflects the image we want to promote.

With a busy summer schedule of events approaching, I recommend that the BIA office move to Suite 204 - offices A, D, and E, as we already lease office B for the Welcoming Streets Steward. This office has a spacious common area where board meetings can be conducted, and event preparation would be safe and comfortable, with the appropriate social distance between all members of staff. This will cost the BIA \$1800 a month + HST compared to the \$1610 we pay monthly at the moment.

3. Finances

Update on the financials by Treasurer Maury Flunder. Attached are the financials for your review..

4. Update on Strategic Plan Implementation

None

Informational

5. Key Accomplishments

Welcoming Streets

<https://www.intelligencer.ca/news/local-news/welcoming-streets-initiative-recognized-with-provincial-award> at the **2022 Ontario Business Improvement Area Association (OBIAA) conference**



The award recognizes those who have exhibited leadership in advocacy, innovation, government relations, stakeholder/community engagement, and addressing social issues like homelessness and crime, equity and inclusion and legislative changes.

We have received requests from several municipalities to share our successful recipe and invite all board members who must know about this program (to share with other members and community partners) to ask us questions and review the documentation attached to the agenda.

Funding Update

An RFP proposal was submitted to Hastings County with a funding request of \$130K for both the 2023 and 2024 Welcoming Streets Program.

We successfully secured funding from the Canada Summer Job stream for three students for the duration of eight weeks each this summer.

With this last successful grant, we are now at \$ 213,700.00 in grants for 2022.

6. Monthly Stats

The Media and Marketing Officer will provide the updated analytics.

7. Matters for Noting

OBIAA Conference update - will provide a verbal conference debrief at the meeting for the Board.

Belleville Downtown Improvement Area

General Ledger Report Apr 01, 2022 to Apr 30, 2022

Sorted by: Date

Date	Comment	Source #	Debits	Credits	Balance	
1050	Petty Cash				283.12	Dr
1060	Chequing Bank Account				134,522.01	Dr
Apr 01, 2022	CW040122, Bridgefront Tower Corp.	Cash	-	621.50	133,900.51	Dr
Apr 01, 2022	CW040122-2, Bridgefront Tower Corp.	Cash	-	1,197.80	132,702.71	Dr
Apr 01, 2022	CW040122, BMO Master Card	Cash	-	3,027.84	129,674.87	Dr
Apr 01, 2022	CW040122-2, Behring, Brigita	Cash	-	100.00	129,574.87	Dr
Apr 06, 2022	CW040622, Sigma Promotions	Cash	-	134.56	129,440.31	Dr
Apr 07, 2022	Behring, Brigita	89	-	1,771.34	127,668.97	Dr
Apr 07, 2022	Lavoie, Caitlin	90	-	1,410.17	126,258.80	Dr
Apr 07, 2022	Sorrentino, Luisa	91	-	2,213.85	124,044.95	Dr
Apr 07, 2022	KKP Belleville	6554	-	443.87	123,601.08	Dr
Apr 07, 2022	Export Grill	6551	-	30.00	123,571.08	Dr
Apr 07, 2022	Scalliwag Toys	6552	-	30.00	123,541.08	Dr
Apr 07, 2022	City of Belleville	6553	-	847.50	122,693.58	Dr
Apr 07, 2022	Shelter Fell Publications	6555	-	676.87	122,016.71	Dr
Apr 07, 2022	Children's Safety Village	6556	-	200.00	121,816.71	Dr
Apr 07, 2022	The Salon	6557	-	50.00	121,766.71	Dr
Apr 07, 2022	The 116 Bistro	6554	-	30.00	121,736.71	Dr
Apr 07, 2022	Export Grill	6558	-	50.00	121,686.71	Dr
Apr 07, 2022	Sigma Promotions	6559	-	3,762.66	117,924.05	Dr
Apr 14, 2022	CW041422, BMO Cash Management fee	Cash	-	70.00	117,854.05	Dr
Apr 15, 2022	Receiver General - Source Deductions	Cash	-	4,521.32	113,332.73	Dr
Apr 21, 2022	Behring, Brigita	92	-	1,771.34	111,561.39	Dr
Apr 21, 2022	Lavoie, Caitlin	93	-	1,410.17	110,151.22	Dr
Apr 21, 2022	Sorrentino, Luisa	94	-	2,213.85	107,937.37	Dr
Apr 29, 2022	Pure Honey Boutique	6560	-	180.00	107,757.37	Dr
Apr 29, 2022	Miss Priss	6561	-	90.00	107,667.37	Dr
Apr 29, 2022	Gourmet Diem	6562	-	110.00	107,557.37	Dr
			-	26,964.64		
1065	Marketplace Account				13,243.64	Dr
1080	I/A- BMMC Investment				-	Dr
1100	GIC Account				16,216.93	Dr
1200	Accounts Receivable				2,000.00	Dr
1205	HST Receivable				-	Dr
1210	I/A- Interest Receivables				-	Dr
1220	I/A- Payroll Advances				-	Dr
1225	I/A- Accrued Interest Receivable				-	Dr
1300	Purchase Prepayments				1,214.75	Dr
1310	I/A- Other Cash				-	Dr
1320	Prepaid Expenses				1,374.52	Dr
1420	Computer Equipment				14,976.80	Dr
1425	Accum. amort. Computer Equipment				7,921.93	Cr
1430	Seasonal Decorations				170,825.54	Dr
1435	Accum. amort. Seasonal Decorations				142,854.30	Cr
1440	Streetscape Improvements				129,307.71	Dr
1445	Accum. amort. Streetscape Improvem				103,088.84	Cr
1450	Office Furniture & Fixtures				5,689.99	Dr

Printed On: May 13, 2022

Belleville Downtown Improvement Area

General Ledger Report Apr 01, 2022 to Apr 30, 2022

Sorted by: Date

Date	Comment	Source #	Debits	Credits	Balance
1455	Accum. Amort. Furnitures & Fixtures				5,525.09 Cr
2100	Accounts Payable				14,247.05 Cr
Apr 07, 2022	KKP Belleville	6554	443.87	-	13,803.18 Cr
Apr 07, 2022	Export Grill	6551	30.00	-	13,773.18 Cr
Apr 07, 2022	Scalliwag Toys	6552	30.00	-	13,743.18 Cr
Apr 07, 2022	City of Belleville	6553	847.50	-	12,895.68 Cr
Apr 07, 2022	Shelter Fell Publications	6555	676.87	-	12,218.81 Cr
Apr 07, 2022	Children's Safety Village	6556	200.00	-	12,018.81 Cr
Apr 07, 2022	The Salon	6557	50.00	-	11,968.81 Cr
Apr 07, 2022	The 116 Bistro	6554	30.00	-	11,938.81 Cr
Apr 07, 2022	Export Grill	6558	50.00	-	11,888.81 Cr
Apr 07, 2022	Sigma Promotions	6559	3,762.66	-	8,126.15 Cr
Apr 08, 2022	The Salon	GCs 522-526	-	50.00	8,176.15 Cr
Apr 08, 2022	The 116 Bistro	GCs 582-584	-	30.00	8,206.15 Cr
Apr 12, 2022	Shelter Fell Publications	4910	-	676.87	8,883.02 Cr
Apr 12, 2022	KKP Belleville	82689	-	637.03	9,520.05 Cr
Apr 13, 2022	Export Grill	GCs 191-195	-	50.00	9,570.05 Cr
Apr 15, 2022	Receiver General - Source Deductions	Cash	4,521.32	-	5,048.73 Cr
Apr 20, 2022	Sigma Promotions	20803	-	3,762.66	8,811.39 Cr
Apr 20, 2022	Pure Honey Boutique	GCs Multiple	-	180.00	8,991.39 Cr
Apr 20, 2022	Miss Priss	GCs 247-256	-	90.00	9,081.39 Cr
Apr 20, 2022	Gourmet Diem	GCs multiple	-	110.00	9,191.39 Cr
Apr 29, 2022	Pure Honey Boutique	6560	180.00	-	9,011.39 Cr
Apr 29, 2022	Miss Priss	6561	90.00	-	8,921.39 Cr
Apr 29, 2022	Gourmet Diem	6562	110.00	-	8,811.39 Cr
Apr 30, 2022	Children's Safety Village	2022-10	-	200.00	9,011.39 Cr
			11,022.22	5,786.56	
2103	MC BMO-6475				- Cr
2104	MC BMO-3665				3,811.76 Cr
Apr 01, 2022	CW040122, BMO Master Card	Cash	3,027.84	-	783.92 Cr
Apr 01, 2022	CW040122, Adobe	MC BMO 3665	-	22.59	806.51 Cr
Apr 02, 2022	CW040222, Mail Chimp	MC BMO 3665	-	93.46	899.97 Cr
Apr 02, 2022	CW040222, Party City	MC BMO 3665	-	26.52	926.49 Cr
Apr 03, 2022	CW040322, Adobe	MC BMO 3665	-	79.09	1,005.58 Cr
Apr 06, 2022	CW040622, Digital Davinci	MC BMO 3665	-	350.00	1,355.58 Cr
Apr 08, 2022	CW040822, Omni Send Subscription	MC BMO 3665	-	38.78	1,394.36 Cr
Apr 08, 2022	CW040822, Donini Chocolate	MC BMO 3665	-	426.83	1,821.19 Cr
Apr 08, 2022	CW040822, Dollar Tree	MC BMO 3665	-	28.25	1,849.44 Cr
Apr 08, 2022	CW040822, Bulk Barn	MC BMO 3665	-	78.39	1,927.83 Cr
Apr 11, 2022	CW041122, Facebook	MC BMO 3665	-	110.96	2,038.79 Cr
Apr 11, 2022	CW041122, Bulk Barn	MC BMO 3665	-	102.06	2,140.85 Cr
Apr 16, 2022	CW041622, Canadian Tire Store	MC BMO 3665	-	327.67	2,468.52 Cr
Apr 16, 2022	CW041622, Cogeco Connexion Inc.	MC BMO 3665	-	254.07	2,722.59 Cr
Apr 21, 2022	CW042122, Google Services	MC BMO 3665	-	3.15	2,725.74 Cr
Apr 24, 2022	April ESTIMATE, Later.com	MC BMO 3665	-	24.50	2,750.24 Cr
			3,027.84	1,966.32	
2105	Visa Payable				- Cr
2106	MC BMO-3693				- Cr
2107	MC BMO-8921				- Cr
2108	MC BMO-6212				- Cr
2109	MC BMO-5585				- Cr
2110	Other Accounts Payable				- Cr
2111	Marketplace Trust				842.22 Dr
2115	Accrued Liabilities				7,012.34 Cr

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Belleville Downtown Improvement Area

General Ledger Report Apr 01, 2022 to Apr 30, 2022

Sorted by: Date

Date	Comment	Source #	Debits	Credits	Balance
2151	Due to City of Belleville				0.01 Dr
2170	Vacation payable				787.40 Cr
Apr 07, 2022	Behring, Brigita	89	-	92.80	880.20 Cr
Apr 07, 2022	Lavoie, Caitlin	90	-	76.93	957.13 Cr
Apr 07, 2022	Sorrentino, Luisa	91	-	172.37	1,129.50 Cr
Apr 21, 2022	Behring, Brigita	92	-	92.80	1,222.30 Cr
Apr 21, 2022	Lavoie, Caitlin	93	323.10	-	899.20 Cr
Apr 21, 2022	Sorrentino, Luisa	94	-	172.37	1,071.57 Cr
			<u>323.10</u>	<u>607.27</u>	
2179	Source Deductions Payable				- Cr
2180	EI Payable				126.63 Cr
Apr 07, 2022	Behring, Brigita	89	-	87.98	214.61 Cr
Apr 07, 2022	Lavoie, Caitlin	90	-	72.94	287.55 Cr
Apr 07, 2022	Sorrentino, Luisa	91	-	108.94	396.49 Cr
Apr 21, 2022	Behring, Brigita	92	-	87.98	484.47 Cr
Apr 21, 2022	Lavoie, Caitlin	93	-	72.94	557.41 Cr
Apr 21, 2022	Sorrentino, Luisa	94	-	108.94	666.35 Cr
			<u>-</u>	<u>539.72</u>	
2185	CPP Payable				350.05 Cr
Apr 07, 2022	Behring, Brigita	89	-	249.14	599.19 Cr
Apr 07, 2022	Lavoie, Caitlin	90	-	203.90	803.09 Cr
Apr 07, 2022	Sorrentino, Luisa	91	-	312.16	1,115.25 Cr
Apr 21, 2022	Behring, Brigita	92	-	249.14	1,364.39 Cr
Apr 21, 2022	Lavoie, Caitlin	93	-	203.90	1,568.29 Cr
Apr 21, 2022	Sorrentino, Luisa	94	-	312.16	1,880.45 Cr
			<u>-</u>	<u>1,530.40</u>	
2190	Federal Income Tax Payable				- Cr
Apr 07, 2022	Behring, Brigita	89	-	387.43	387.43 Cr
Apr 07, 2022	Lavoie, Caitlin	90	-	380.69	768.12 Cr
Apr 07, 2022	Sorrentino, Luisa	91	-	457.48	1,225.60 Cr
Apr 21, 2022	Behring, Brigita	92	-	387.43	1,613.03 Cr
Apr 21, 2022	Lavoie, Caitlin	93	-	380.69	1,993.72 Cr
Apr 21, 2022	Sorrentino, Luisa	94	-	457.48	2,451.20 Cr
			<u>-</u>	<u>2,451.20</u>	
2220	EHT Payable				- Cr
2230	I/A- WSIB Payable				- Cr
2370	HST Charged on Sales				- Cr
2375	HST Paid on Purchases				2,963.35 Dr
2380	GST/PST Paid on Purchases				10,311.05 Dr
Apr 01, 2022	CW040122, Bridgefront Tower Corp.	Cash	61.82	-	10,372.87 Dr
Apr 01, 2022	CW040122-2, Bridgefront Tower Corp.	Cash	119.15	-	10,492.02 Dr
Apr 01, 2022	CW040122, Adobe	MC BMO 3665	2.25	-	10,494.27 Dr
Apr 03, 2022	CW040322, Adobe	MC BMO 3665	7.87	-	10,502.14 Dr
Apr 06, 2022	CW040622, Sigma Promotions	Cash	13.38	-	10,515.52 Dr
Apr 12, 2022	Shelter Fell Publications	4910	67.33	-	10,582.85 Dr
Apr 12, 2022	KKP Belleville	82689	63.37	-	10,646.22 Dr
Apr 16, 2022	CW041622, Canadian Tire Store	MC BMO 3665	32.59	-	10,678.81 Dr
Apr 16, 2022	CW041622, Cogeco Connexion Inc.	MC BMO 3665	25.27	-	10,704.08 Dr
Apr 20, 2022	Sigma Promotions	20803	374.28	-	11,078.36 Dr
Apr 21, 2022	CW042122, Google Services	MC BMO 3665	0.31	-	11,078.67 Dr
Apr 24, 2022	April ESTIMATE, Later.com	MC BMO 3665	2.44	-	11,081.11 Dr
			<u>770.06</u>	<u>-</u>	
2400	Downtown Dollars				4,924.44 Cr

Printed On: May 13, 2022

Belleville Downtown Improvement Area
General Ledger Report Apr 01, 2022 to Apr 30, 2022

Sorted by: Date

<u>Date</u>	<u>Comment</u>	<u>Source #</u>	<u>Debits</u>	<u>Credits</u>	<u>Balance</u>
2460	Prepaid Sales/Deposits				- Cr
3200	Surplus from Capital Assets				58,219.36 Cr
3560	Retained Earnings - Previous Year				144,409.33 Cr
3565	Build Belleville Reserve				6,250.00 Cr
3570	Security Camera Reserve				13,009.08 Cr
3575	Christmas Reserve				- Cr
3580	Street Lighting Reserve				- Cr
3590	Reserve Constingency				10,000.00 Cr
4030	Grants				- Cr
4040	Bank Interest				- Cr
4055	Miscellaneous Revenue				48.75 Cr
4070	Welcoming Streets				70,000.00 Cr
4080	Sponsorship Revenue				- Cr
4100	Taxation and User Charges				- Cr
4120	Goodbye Graffiti Revenue				- Cr
4140	Culture Days Revenue				- Cr
4150	Media Revenue				- Cr
4160	Seasonal Revenue				- Cr
4170	Associate Membership Fees				3,000.00 Cr
4200	Interest Income				45.00 Cr
4300	Downtown Improvement (City Grant)				- Cr
4310	Rural Economic Development Grant				- Cr
4350	Student Art Show Revenue				- Cr
4395	Special Projects Revenue				- Cr
4400	Infrastructure				- Cr
4450	Other Income				- Cr
4505	I/A- Plein Air Festival Revenue				- Cr
4506	Summerlicious Revenue				- Cr
4507	Street Dance Revenue				- Cr
4510	Savour the Chill Revenue				- Cr
4520	Downtown Dollars Revenue				- Cr
4600	Media Revenue				- Cr
5002	I/A- Savour the Chili Expense				3,414.29 Dr

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Belleville Downtown Improvement Area

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Sorted by: Date

Date	Comment	Source #	Debits	Credits	Balance	
Apr 08, 2022	CW040822, Donini Chocolate	MC BMO 3665	426.83	-	3,841.12	Dr
Apr 08, 2022	CW040822, Dollar Tree	MC BMO 3665	28.25	-	3,869.37	Dr
Apr 08, 2022	CW040822, Bulk Barn	MC BMO 3665	78.39	-	3,947.76	Dr
Apr 11, 2022	CW041122, Bulk Barn	MC BMO 3665	102.06	-	4,049.82	Dr
Apr 16, 2022	CW041622, Canadian Tire Store	MC BMO 3665	295.08	-	4,344.90	Dr
			930.61	-		
5005	Media - Print Advertising				401.95	Dr
Apr 12, 2022	Shelter Fell Publications	4910	609.54	-	1,011.49	Dr
Apr 12, 2022	KKP Belleville	82689	573.66	-	1,585.15	Dr
			1,183.20	-		
5008	Media - Collateral				-	Dr
Apr 06, 2022	CW040622, Digital Davinci	MC BMO 3665	350.00	-	350.00	Dr
5010	Media - Print				-	Dr
5015	Photography/Video/Content				-	Dr
5020	Media - Radio				505.75	Dr
5025	Media - Signage				1,526.40	Dr
5030	Media - Billboard				-	Dr
5035	Media / Influencers				-	Dr
5040	Media - Digital				195.33	Dr
Apr 02, 2022	CW040222, Mail Chimp	MC BMO 3665	93.46	-	288.79	Dr
Apr 11, 2022	CW041122, Facebook	MC BMO 3665	110.96	-	399.75	Dr
			204.42	-		
5050	Media - Signage				763.20	Dr
5060	Apps and Plugins				777.28	Dr
Apr 01, 2022	CW040122, Adobe	MC BMO 3665	20.34	-	797.62	Dr
Apr 03, 2022	CW040322, Adobe	MC BMO 3665	71.22	-	868.84	Dr
Apr 08, 2022	CW040822, Omni Send Subscription	MC BMO 3665	38.78	-	907.62	Dr
Apr 24, 2022	April ESTIMATE, Later.com	MC BMO 3665	22.06	-	929.68	Dr
			152.40	-		
5072	MARKETPLACE				81.46	Dr
5075	Gifts & Giveaways				-	Dr
5080	Website Related				235.37	Dr
Apr 21, 2022	CW042122, Google Services	MC BMO 3665	2.84	-	238.21	Dr
5095	Merchandise				374.09	Dr
Apr 06, 2022	CW040622, Sigma Promotions	Cash	121.18	-	495.27	Dr
Apr 20, 2022	Sigma Promotions	20803	3,388.38	-	3,883.65	Dr
			3,509.56	-		
5130	Seasonal Decor				-	Dr
5205	Miscellaneous				-	Dr
5210	Website Design				-	Dr
5212	I/A- Casual Labour				-	Dr
5220	Downtown Dollars				-	Dr
Apr 08, 2022	The Salon	GCs 522-526	50.00	-	50.00	Dr
Apr 08, 2022	The 116 Bistro	GCs 582-584	30.00	-	80.00	Dr
Apr 13, 2022	Export Grill	GCs 191-195	50.00	-	130.00	Dr

Printed On: May 13, 2022

Belleville Downtown Improvement Area

General Ledger Report Apr 01, 2022 to Apr 30, 2022

Sorted by: Date

Date	Comment	Source #	Debits	Credits	Balance	
Apr 20, 2022	Pure Honey Boutique	GCs Multiple	180.00	-	310.00	Dr
Apr 20, 2022	Miss Priss	GCs 247-256	90.00	-	400.00	Dr
Apr 20, 2022	Gourmet Diem	GCs multiple	110.00	-	510.00	Dr
			<u>510.00</u>	<u>-</u>		
5221	Flowers to businesses				-	Dr
5225	Meetings				63.72	Dr
5251	After Party				-	Dr
5252	I/A- Santa Claus Parade				-	Dr
5253	I/A- Art & Wine Festival				-	Dr
5255	I/A- Winterfest/Savour the Chill				-	Dr
5256	I/A- Berrylicious				-	Dr
5257	Downtown at Dusk				-	Dr
5259	I/A- Culture Days				-	Dr
5260	I/A- Big Weekend July				-	Dr
5261	Spicy Food				-	Dr
5262	I/A- Christmas Promotions				-	Dr
5264	I/A- Plien Air Festival				-	Dr
5265	I/A- Art Walk				-	Dr
5266	I/A- Student Art Show				-	Dr
5267	I/A- Street Dance				-	Dr
5268	I/A- Rotary Club Sponsorship (DNU)				-	Dr
5270	Flowers to Business				-	Dr
5271	I/A- Outdoor Movies				-	Dr
5272	AGM Meeting				-	Dr
5275	(Membership) Social Event				-	Dr
5278	I/A- Canada Day				-	Dr
5280	I/A- Festival of Trees				-	Dr
5282	I/A- Flavours of Fall				-	Dr
5283	I/A- Halloween				-	Dr
5285	I/A- Black Friday				-	Dr
5288	Third Party Master				-	Dr
5291	I/A- RED Grant Program (DNU)				-	Dr
5292	I/A- Summerfest				-	Dr
5305	Cardboard Collection				-	Dr
5310	I/A- Flag Program				-	Dr

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Belleville Downtown Improvement Area

General Ledger Report Apr 01, 2022 to Apr 30, 2022

Sorted by: Date

Date	Comment	Source #	Debits	Credits	Balance
5315	Seasonal Decor				- Dr
5320	Laneway Flowers				- Dr
5325	I/A- Shear Display				- Dr
5330	I/A- Tree Lights				- Dr
5335	Security Camera Repair				- Dr
5340	I/A- Facade Improvement Project				- Dr
5345	I/A- Easter Eggstravaganza				- Dr
5350	I/A- Sap Buckets				- Dr
5355	Waste Containers				- Dr
5360	I/A- Bridge to Bridge Group				- Dr
5375	Build Belleville Project				- Dr
5380	Miscellaneous Projects				- Dr
5385	I/A- Red Grant Program				- Dr
5387	Welcoming Streets				2,518.08 Dr
5390	Goodbye Graffiti Program				- Dr
5395	Special Projects				- Dr
5410	Wages & Salaries				29,912.61 Dr
Apr 07, 2022	Behring, Brigita	89	92.80	-	30,005.41 Dr
Apr 07, 2022	Lavoie, Caitlin	90	2,000.13	-	32,005.54 Dr
Apr 07, 2022	Sorrentino, Luisa	91	3,045.17	-	35,050.71 Dr
Apr 21, 2022	Behring, Brigita	92	92.80	-	35,143.51 Dr
Apr 21, 2022	Lavoie, Caitlin	93	1,600.10	-	36,743.61 Dr
Apr 21, 2022	Sorrentino, Luisa	94	3,045.17	-	39,788.78 Dr
			9,876.17	-	
5411	Welcoming Streets Salary				12,416.00 Dr
Apr 07, 2022	Behring, Brigita	89	2,320.00	-	14,736.00 Dr
Apr 21, 2022	Behring, Brigita	92	2,320.00	-	17,056.00 Dr
			4,640.00	-	
5420	EI Expense				926.07 Dr
Apr 07, 2022	Behring, Brigita	89	51.32	-	977.39 Dr
Apr 07, 2022	Lavoie, Caitlin	90	42.55	-	1,019.94 Dr
Apr 07, 2022	Sorrentino, Luisa	91	63.55	-	1,083.49 Dr
Apr 21, 2022	Behring, Brigita	92	51.32	-	1,134.81 Dr
Apr 21, 2022	Lavoie, Caitlin	93	42.55	-	1,177.36 Dr
Apr 21, 2022	Sorrentino, Luisa	94	63.55	-	1,240.91 Dr
			314.84	-	
5430	CPP Expense				2,240.47 Dr
Apr 07, 2022	Behring, Brigita	89	124.57	-	2,365.04 Dr
Apr 07, 2022	Lavoie, Caitlin	90	101.95	-	2,466.99 Dr
Apr 07, 2022	Sorrentino, Luisa	91	156.08	-	2,623.07 Dr
Apr 21, 2022	Behring, Brigita	92	124.57	-	2,747.64 Dr
Apr 21, 2022	Lavoie, Caitlin	93	101.95	-	2,849.59 Dr
Apr 21, 2022	Sorrentino, Luisa	94	156.08	-	3,005.67 Dr
			765.20	-	
5440	I/A- WSIB Expense				- Dr

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Belleville Downtown Improvement Area
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Sorted by: Date

<u>Date</u>	<u>Comment</u>	<u>Source #</u>	<u>Debits</u>	<u>Credits</u>	<u>Balance</u>
5450	Other Wages - DMS				- Dr
5455	Street Lighting				- Dr
5460	EHT Expense				- Dr
5467	Miscellaneous				- Dr
5470	Employee Benefits				106.85 Dr
5515	Professional Development				394.60 Dr
5520	Spring				- Dr
5525	Al Fresco				- Dr
5530	Summer				- Dr
5540	Fall				- Dr
5550	Winter				22,795.00 Dr
5560	Christmas				- Dr
5610	Accounting & Legal				2,289.60 Dr
5615	Consulting Fees				- Dr
5620	Exchange / Rounding				- Dr
5625	Memberships & Subscriptions				1,000.98 Dr
5630	AGM & Meeting Expenses				- Dr
5635	Photo Copier Lease & Charges				129.28 Dr
5640	Credit Card Charges				- Dr
5645	Computer / TV Repair & Maint				101.74 Dr
5650	Website / Email				- Dr
5655	Janitorial Expense				51.87 Dr
5660	Conferences & Seminars				1,843.03 Dr
5665	Bad Debt				- Dr
5670	Software / Apps				- Dr
5675	Owing to City of Belleville				- Dr
5685	Insurance				- Dr
5690	Interest & Bank Charges				246.79 Dr
Apr 14, 2022	CW041422, BMO Cash Management fee	Cash	70.00	-	316.79 Dr
5700	Office Supplies & Expense				464.26 Dr
5730	Gifts / Giveaway - Funeral, Retirem				101.99 Dr
Apr 02, 2022	CW040222, Party City	MC BMO 3665	26.52	-	128.51 Dr
5750	Capital Equipment				- Dr
5760	Rent				5,474.67 Dr

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Belleville Downtown Improvement Area
General Ledger Report Apr 01, 2022 to Apr 30, 2022

Sorted by: Date

Date	Comment	Source #	Debits	Credits	Balance	
Apr 01, 2022	CW040122, Bridgefront Tower Corp.	Cash	559.68	-	6,034.35	Dr
Apr 01, 2022	CW040122-2, Bridgefront Tower Corp.	Cash	1,078.65	-	7,113.00	Dr
			1,638.33	-		
5765	Office Repair & Maint					- Dr
5777	I/A- Explore the Core					- Dr
5780	Telephone & Internet				1,176.45	Dr
Apr 01, 2022	CW040122-2, Behring, Brigita	Cash	100.00	-	1,276.45	Dr
Apr 16, 2022	CW041622, Cogeco Connexion Inc.	MC BMO 3665	228.80	-	1,505.25	Dr
			328.80	-		
5790	Utilities					- Dr
5810	Library & Art Galleries Pledge					- Dr
5820	Contingency Fund					- Dr
5833	Travel Expense					- Dr
5869	Sponsorship					- Dr
Apr 30, 2022	Children's Safety Village	2022-10	200.00	-	200.00	Dr
5910	Suspense				669.47	Cr
5990	Amortization of Capital Assets					- Dr

Belleville Downtown Improvement Area

Income Statement Apr 01, 2022 to Apr 30, 2022

REVENUE

TOTAL REVENUE	0.00
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EXPENSE

GENERAL MARKETING

I/A- Savour the Chili Expense	930.61
Media - Print Advertising	1,183.20
Media - Collateral	350.00
Media - Digital	204.42
Apps and Plugins	152.40
Website Related	2.84
Merchandise	3,509.56
Downtown Dollars	510.00
TOTAL MARKETING	<u>6,843.03</u>

SALARIES

Wages & Salaries	9,876.17
Welcoming Streets Salary	4,640.00
EI Expense	314.84
CPP Expense	765.20
Salary Totals	<u>15,596.21</u>

General Administration

Interest & Bank Charges	70.00
Gifts / Giveaway - Funeral, Retir...	26.52
Rent	1,638.33
Telephone & Internet	328.80
TOTAL ADMINISTRATION	<u>2,063.65</u>

OTHER MAJOR EXPENSES

Sponsorship	200.00
TOTAL OTHER MAJOR EXPEN...	<u>200.00</u>

TOTAL EXPENSE	<u>24,702.89</u>
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NET INCOME	<u><u>-24,702.89</u></u>
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Belleville Downtown Improvement Area

Balance Sheet As at Apr 30, 2022

ASSET		
Current Assets		
Petty Cash	283.12	
Chequing Bank Account	107,557.37	
Marketplace Account	13,243.64	
GIC Account	16,216.93	
Total Cash		137,301.06
Total Receivable		2,000.00
Purchase Prepayments		1,214.75
Prepaid Expenses		1,374.52
Total Current Assets		141,890.33
CAPITAL ASSETS		
Computer Equipment	14,976.80	
Accum. amort. Computer Equip...	-7,921.93	
Total Computer Equipment		7,054.87
Seasonal Decorations	170,825.54	
Accum. amort. Seasonal Decor...	-142,854.30	
Total Seasonal Decorations		27,971.24
Streetscape Improvements	129,307.71	
Accum. amort. Streetscape Imp...	-103,088.84	
Total Streetscape Improvement		26,218.87
Total Office Equipment & Fixtures		164.90
Total Capital Assets		61,409.88
TOTAL ASSET		203,300.21
LIABILITY		
Current Liabilities		
Accounts Payable		9,011.39
MC BMO-3665		2,750.24
Marketplace Trust		-842.22
Accrued Liabilities		7,012.34
Due to City of Belleville		-0.01
Vacation payable		1,071.57
EI Payable	666.35	
CPP Payable	1,880.45	
Federal Income Tax Payable	2,451.20	
Total Receiver General		4,998.00
HST Paid on Purchases	-2,963.35	
GST/PST Paid on Purchases	-11,081.11	
HST Owing (Refund)		-14,044.46
Downtown Dollars		4,924.44
Total Current Liabilities		14,881.29
TOTAL LIABILITY		14,881.29
EQUITY		
Owners Equity		
Surplus from Capital Assets		58,219.36
Retained Earnings - Previous Year		144,409.33
Build Belleville Reserve		6,250.00
Security Camera Reserve		13,009.08
Reserve Constingency		10,000.00
Current Earnings		-43,468.85
Total Owners Equity		188,418.92
TOTAL EQUITY		188,418.92
LIABILITIES AND EQUITY		203,300.21

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**Belleville Downtown Improvement Area
Balance Sheet As at Apr 30, 2022**