Take Pride Winnipeg! - Fiscal 2006 Budget

Statement of Mission

Statement of Mission
To inspire community pride, raise public awareness and promote citizen responsibility in making the city of Winnipeg clean and beautiful.

Role or topics to advocate*:
i) Education – Pride Club Mentor Program, Teens Pro Winnipeg, Take Pride in Reading, Pride Club Newsletter, Louie the Lion
ii) Beautification – graffiti control (Urban Green Team), Mural Program, Winnipeg in Bloom, Winnipeg in Lights
iii) Community Pride/Waste Reduction – May I Help, Fall Pick-Me-Up Event, Pocket Ashtray Sales
iv) Keep America Beautiful Affiliation
*Many of the programs cover more than one role, but they have been placed in the category of greatest emphasis.

Discussion:
As the organization becomes more recognizable in the community, the demand for services is rising. These demands come from schools, business owners and members of the community at large. One major objective of *Take Pride Winnipeg!* in the coming year is to involve neighbourhoods in beautifying the city, and to continue providing the highest quality programs and services.

The other major objective of the organization for 2006 is to secure long-term funding for the organization so it can continue to grow. This objective was identified in the 2005 budget, and staff and board of directors began work on this during the 2005 fiscal year.

Looking forward, the plan for 2007 is to further increase staffing to accommodate the increasing demand for services and to maintain the high standards citizens have come to expect from the staff of *Take Pride Winnipeg!* Inc. This means that a larger office will also need to be secured for the organization. However, additional staff cannot be hired and the organization cannot further expand without secured, long-term funding from a variety of sources.

To affect this, the following objectives have been defined.
1. Continue education programs for all school students, as well as for business owners and private citizens.
2. Continue an extensive May I Help program and further promote the Fall Pick-Me-Up Event, as well as continuing the successful Winnipeg in Bloom and Winnipeg in Lights programs.
3. Increase public awareness of organization by advertising and community involvement.
4. Encourage additional volunteerism through attending volunteer fairs and accommodating office volunteers through programs such as the CIP program at River East Collegiate, and the Youth Serves Manitoba program.
5. Increase financial support for programs, as well as increase the level of Corporate Donations, in order to secure long-term sustainability of all programs and enable further growth of the organization as a whole (see Fiscal Financial Objectives).
6. Conduct a "Dreamscape Lottery", in conjunction with The Home Depot, to provide funding for the Pride Club and increase the awareness of *Take Pride Winnipeg!* Inc.
7. Print copies of the book, *Louie Takes Pride*, for use as a fundraiser for the Education Programs, in a fundraising partnership with Winnipeg schools.
8. Order additional t-shirts for the May I Help campaign, in order to sell to sponsors and members of the public, as an additional fundraising effort for the campaign.

These objectives will be fulfilled with the assistance of the following committees:

Mural Committee: consists of selected members of the board and Executive Director. Committee will review all mural proposals. Final decision on all proposed murals will be made by the board. Committee will ensure financial partnerships for all murals. Signed contracts between the businesses sponsoring the mural and the committee must be in place before work begins on murals. Signed contracts between the artist and the committee must be in place before work begins on murals. Artists will receive one-half of their honorarium upon signing the contract, and the final one-half upon completion of the mural. Committee will liaise with Manager of Programs & Operations with regard to expenditures, invoicing of financial partners and maintenance of mural binder.

Fundraising Committee: consists of selected members of the board and Executive Director. Committee will track progress of board members and funds secured by board members. Fundraising committee will meet periodically to discuss progress of current fundraising efforts and brainstorm other funding options. Committee will liaise with Manager of Programs & Operations with regard to invoicing sponsors and updates on funding secured.

Winnipeg in Bloom and Lights Committees: chaired by Manager of Programs & Operations; consists of interested members of the board, staff, interested citizens, Parks & Open Spaces representative and sponsor representatives. Committee makes decisions on all aspects of contest, and is responsible for implementing all aspects of contest.

May I Help Committee: chaired by Manager of Programs & Operations; consists of interested members of the board, staff, interested citizens and sponsor representatives. Committee makes decisions on all aspects of the campaign, and is responsible for implementation of all aspects of the campaign.

Audio/Visual Committee: consists of interested members of the board, liaising with members of the other committees, to assist with presentations as required. Committee will also liaise with Volunteer Coordinator with regard to volunteer recruitment for photography and Manager of Programs & Operations with regard to photography clearance paperwork (to comply with PIPEDA).

Website Committee: consists of selected members of the board and Manager of Programs & Operations. Committee will be responsible for periodic review of the website, as well as decisions on revisions and additions to the website, as per committee and board discussions. Committee will maintain communications with web designer on decisions made and cost considerations.

Board Policy Committee: consists of selected members of the board. Committee will be responsible for review and revision of board documents, including bylaws of the organization. Committee will also be involved in the creation of a privacy policy for the organization. Nominations for new board members would be submitted by current board members to the committee chair for consideration. Committee will provide orientation to new board members, via distribution of a copy of *Take Pride Winnipeg!* Case Statement and personal time with each new board member.

Take Pride Winnipeg! – Fiscal 2006 Budget

Statement of Fiscal Financial Objectives

The following assumptions have been made in the preparation of this budget:

Of the $200,000.00 expected from the City of Winnipeg
- $10,000.00 will be allocated to Education programs
- $1,000.00 will be allocated to Winnipeg in Bloom
- $1,000.00 will be allocated to Winnipeg in Lights
- remaining funds will be used to cover operating expenses, shortfalls in other programs and the Urban Green Team program overruns

Of the $15,000.00 expected from BFI Canada
- $5,000 will be allocated to the May I Help/Fall Pick-Me-Up program
- remaining funds will be used to cover operating expenses, shortfalls in other programs and the Urban Green Team program overruns

The financial objective of *Take Pride Winnipeg!* Inc. in the 2006 fiscal year, January 1, 2006 thru December 31, 2006, is to make all programs zero-loss financially, and end the year with a net income of $54,780.00, based on Revenues of $618,100.00, Operating Expenses of $196,050.00 and Program Expenses of $367,270.00. The net income from 2006 will go towards replenishing the reserve fund, as well as building up funds towards a larger office space and additional staffing in 2007.

In order to reach this end, *Take Pride Winnipeg!* aims to increase Corporate Donations to $30,000. In addition, board members will be expected to bring in a minimum of $2,500 each. At present, there are 13 board members, so $32,500 would be raised by the board. These funds will be allocated as follows:
- Winnipeg in Bloom $3,000
- Winnipeg in Lights $2,000
- The balance raised would be placed into Corporate Donations to offset any possible overruns in programs and may be used towards operating expenses as well.

The executive director will also be aggressively fundraising, focussing on keeping the programs balanced, as well as bringing on more corporate sponsors. The major fundraising efforts he will be focussing on in 2006 will be the Dreamscape Lottery (to benefit Pride Club) and *Louie Takes Pride* book sales (to benefit Education Programs), as well as finalizing the sales of pocket ashtrays.

In order to bring in these additional funds, a strong team effort will be required. Executive Director Tom Ethans and Colleen Kurlowich, Manager of Programs and Operations, have created marketing packages as well as a one-page summary solicitation page, to be used by members of the board to bring in additional funds for the organization, via meetings with and mailing to representatives of various corporations.

In addition, the office staff will aggressively market each program to local businesses, to generate monetary and in-kind sponsorship. This marketing will be conducted via letters soliciting for sponsorship, with phone follow-up on each letter sent.

A private donor, who wishes to remain anonymous, is also committing $5,000 per year for the 2004, 2005 and 2006 fiscal years.

The board may also wish to consider further fundraising to build up the organization's reserve fund and prepare for future growth of the organization.

Take Pride Winnipeg!
Program Expenses

Program Title:
Winnipeg in Bloom

Basic Functions:
To encourage Winnipeggers to beautify the city by planting living displays in their front yards. Entries in this contest help Winnipeg to compete in the national Communities in Bloom Contest, in years when the City enters.

Major Goal for 2006:
Increase Winnipeg in Bloom entries to 550 in 2006, up from 507 in 2005. With Home Depot continuing as Title Sponsor, hope to exceed this goal. The increase in entries may lead to an increase in costs for the reception, courier/postage and miscellaneous costs.

Winnipeg in Bloom	2006 Budget	2005 Budget	2005 Modified	2005 Projected	2005 as of Sept 30
Potential Income					
Home Depot	**5,000.00**		5,000.00	5,000.00	5,000.00
Lee Valley Tools	**2,000.00**		2,000.00	2,000.00	2,000.00
RONA	**-**	3,000.00	-	-	-
WREB	**1,000.00**	1,000.00	1,000.00	1,000.00	1,000.00
Weed Man	**1,000.00**		1,000.00	1,000.00	1,000.00
City of Winnipeg (from tipping)	**1,000.00**	1,000.00	1,000.00	1,000.00	1,000.00
Chamber of Commerce	**-**	200.00	-		
Destination Winnipeg	**-**	200.00	-		
DVD/VHS sales	**-**	100.00	-		
In-kind contributions	**26,000.00**	14,000.00	14,000.00	27,414.97	27,265.82
allocation from director fundraising	**3,000.00**	3,300.00		4,015.71	
Total	**39,000.00**	22,800.00	24,000.00	41,430.68	37,265.82
Expenses					
Reception	**2,000.00**	1,600.00	800.00	3,854.13	3,854.13
Yard Signs	**2,000.00**	0.00	-	-	-
Printing of entry cards, etc.	**1,000.00**	1,000.00	300.00	-	-
Design & Promotion	**4,100.00**	2,600.00	5,600.00	6,037.60	6,037.60
Courier/Postage	**1,000.00**	1,200.00	1,000.00	111.26	111.26
Copying/Mileage/Photos/Misc.	**900.00**	800.00	600.00	2,105.26	2,105.26
Prizes	**1,000.00**	1,600.00	600.00	907.46	907.46
In-kind contributions	**27,000.00**	14,000.00	14,000.00	28,414.97	28,265.82
Total	**39,000.00**	22,800.00	22,900.00	41,430.68	41,281.53

Title Sponsor 2005: The Home Depot
Gold Sponsors 2005: Lee Valley Tools, Winnipeg Real Estate Board, Weed Man, City of Winnipeg, Winnipeg Free Press, Manitoba Gardener, City Press Ltd, Barkman Concrete, Rainbow Stage.

Take Pride Winnipeg!
Program Expenses

Program Title:
Winnipeg in Lights

Basic Functions:
To encourage Winnipeggers to beautify their communities during the coldest months of the year by decorating their properties with holiday lights**.** Entries in this contest help Winnipeg to compete in the national Winter Lights Celebrations Contest, in years when the City enters.

Major Goal for 2006:
Goal for 2006 is 475 entries. With Home Depot continuing as Title Sponsor, hope to exceed this goal. The increase in entries may lead to an increase in costs for the reception, courier/postage and miscellaneous costs.

Winnipeg in Lights	2006 Budget	2005 Budget	2005 Modified	2005 Projected	2005 as of Sept 30
Potential Income					
Home Depot (cash + in-kind)	**5,000.00**		5,000.00	5,000.00	5,000.00
Manitoba Hydro Power Smart	**1,000.00**		1,000.00	1,000.00	-
RONA	**-**	3,000.00	-	-	-
WREB	**1,000.00**	1,000.00	1,000.00	1,000.00	1,000.00
City of Winnipeg (from tipping)	**1,000.00**	1,000.00	1,000.00	1,000.00	1,000.00
Christmas Décor	**1,000.00**	1,000.00	1,000.00	1,000.00	-
Chamber of Commerce	**-**	200.00	-	-	-
Destination Winnipeg	**-**	200.00	-	-	-
DVD/VHS sales	**-**	100.00	-	-	-
In-kind contributions	**20,000.00**	14,000.00	20,000.00	20,000.00	
allocation from director fundraising	**2,000.00**	2,100.00	-	-	-
Total	**31,000.00**	22,600.00	29,000.00	29,000.00	7,000.00
Expenses					
Reception	**2,000.00**	2,000.00	1,900.00	1,900.00	-
Printing of entry cards, etc.	**1,000.00**	1,000.00	-	-	-
Design & Promotion	**4,000.00**	2,000.00	3,500.00	3,500.00	-
Courier/Postage	**1,000.00**	1,200.00	700.00	700.00	-
Prizes	**1,000.00**	1,600.00	1,000.00	1,000.00	-
Copying/Mileage/Photos/Misc.	**1,000.00**	800.00	900.00	900.00	-
In-kind contributions	**21,000.00**	14,000.00	21,000.00	21,000.00	-
Total	**31,000.00**	$22,600.00	29,000.00	29,000.00	-

Title Sponsor 2005: The Home Depot
Gold Sponsors 2005: Winnipeg Real Estate Board, Christmas Décor, Manitoba Hydro Power Smart, City of Winnipeg, Winnipeg Free Press, City Press Ltd, Starbucks Coffee.

Take Pride Winnipeg!
Program Expenses

Program Title:
May I Help/Fall Pick-Me-Up

Basic Functions:
May I Help™ is a month-long awareness campaign directed at making Winnipeggers more aware of participating in litter pick-ups, graffiti removal and practicing the three R's. This includes a kick-off event, recycled art contest and employee challenge week, as well as litter cleanups organized by community groups and schools. The Fall Pick-Me-Up Event is an October campaign which encourages Winnipeggers to do an autumn litter cleanup of their neighbourhoods.

Major Goals for 2006:
Volunteer Goals for 2006: May I Help—40,000; Fall Pick-Me-Up—20,000. Costs, such as cost for gloves and courier, will increase as the number of participants increases. Take Pride will also want to spend more on promoting the Fall Pick-Me-Up Event, to help increase numbers in that program. The MTS Centre and McDonald's Restaurants are already confirmed to participate for 2006 campaign. Plans are also to approach GHY International regarding possible sponsorship of our duties fees on the garbage bags. T-shirts will be tendered out in 2006; t-shirts will be ordered for the breakfast, with colour t-shirts for volunteers. Additional t-shirts will be ordered to sell at $5.00 each for white t-shirts and $10.00 each for colour t-shirts (PST included).

May I Help/Fall Pick-Me-Up	2006 Budget	2005 Budget	2005 Modified	2005 Projected	2005 as of Sept 30
Potential Income					
City (CAO office)	**20,000.00**	20,000.00	20,000.00	20,000.00	20,000.00
MPSC	**5,000.00**	5,000.00	5,000.00	5,000.00	5,000.00
BFI Canada (from gen. revenues)	**5,000.00**	5,000.00	5,000.00	5,000.00	-
Home Depot	**5,000.00**	5,000.00	5,000.00	5,000.00	5,000.00
Investors Group	**-**	1,000.00	-	-	-
Winnipeg BIZ Zones	**1,000.00**	1,500.00	500.00	600.00	600.00
Parks & Open Space Division	**2,000.00**		1,000.00	2,000.00	2,000.00
Bison Transport	**-**		500.00	500.00	500.00
Astra Credit Union	**-**		500.00	500.00	500.00
Michael Steele Hair Salon	**-**	500.00	-	-	-
In-kind contributions	**39,000.00**	36,000.00	36,000.00	39,475.00	39,375.29
T-shirt sales	**2,500.00**				
Total	**79,500.00**	$74,000.00	73,500.00	78,075.00	72,975.29
Expense					
Salary	**13,750.00**	14,750.00	14,750.00	13,800.00	10,778.89
T-shirts	**12,750.00**	8,000.00	9,020.00	9,088.93	9,088.93
Gloves	**1,200.00**	1,200.00	1,200.00	1,105.00	1,105.00
Courier/Postage/Misc.	**1,200.00**	1,500.00	1,000.00	1,200.00	787.11
Promotion/Photos	**7,000.00**	12,000.00	6,330.00	6,760.00	6,578.87
Kick-off Event	**3,000.00**		1,975.00	2,521.97	2,521.97
Recycled Art Contest	**600.00**		1,430.00	487.35	487.35
Garbage bags, including border fees	**1,000.00**	400.00	750.00	868.76	868.76
In-kind contributions	**39,000.00**	36,000.00	36,000.00	39,475.00	39,375.29
Total	**79,500.00**	$73,850.00	72,455.00	75,307.01	71,592.17

Take Pride Winnipeg!
Program Expenses

Program Title:
Mural Program

Basic Functions:
To beautify the community with artwork depicting Winnipeg's past, present and future, its multiculturalism and nature. Contract local freelance artists to paint murals on walls that are requested by business owners.

Major Goal for 2006:
All murals will be facilitated by *Take Pride Winnipeg!*, but the organization will not put any direct funds into the program. The Mural Committee will review all requests and proposals for murals, and the committee must approve all murals before they can proceed.

Take Pride's Mural Committee will create the contract between the business and Take Pride, and between additional sponsors and Take Pride. Take Pride will hold the contract with the artist involved. Take Pride will collect money from the business and sponsors, and will be the sole author of cheques written to the artist. The funding partners must provide their financial commitment prior to the mural contract being signed and the artist beginning their work.

The business owner will generate 60% of the expense of the mural. *Take Pride Winnipeg!* will cover the remaining 40% of each mural, via sponsorship from other businesses and organizations. If sufficient funds are not brought in, the mural will not proceed. Take Pride pays the artist honorarium from the funds collected. All artists will be expected to cover the costs of their own paint and scaffolding, and they will absorb this cost into their honorarium. Take Pride will not incur any costs for scaffolding or paint, and will not allow artists to place paint or scaffolding on Take Pride accounts.

Mural Program 2005	2006 Budget	2005 Budget	2005 projected	2005 as of Sept 30
Potential Income				
Downtown Winnipeg BIZ	10,000.00	20,000.00	7,800.00	-
Manitoba Lotteries Corporation	10,000.00	10,000.00	-	-
Winnipeg Foundation	7,000.00	10,000.00	-	-
West Broadway/S. Sherbrook BIZ	5,000.00			
Transcona BIZ	3,000.00			
Neighbourhoods Alive	8,000.00			
Manitoba Hydro	5,000.00			
Norwood Legion			7,500.00	-
Millennium Library Foundation			7,000.00	-
regarding S.Osborne beautification	17,000.00		347.36	347.36
Cossette re use of mural MTS advert			2,000.00	2,000.00
Johnston Group			5,000.00	5,000.00
Richardson Foundation			10,000.00	10,000.00
Paterson Foundation			2,500.00	2,500.00
Total	**65,000.00**	40,000.00	42,147.36	19,847.36
Expenses				
Honorariums	56,000.00	39,500.00	37,125.00	29,500.00
pmts to artists re Cossette			1,500.00	1,500.00
Dennis Bell mural repairs	7,000.00		1,653.81	1,653.81
Scaffolding		0.00		
Paint		0.00		
Miscellaneous	2,000.00	500.00	360.00	10.43
Total	**65,000.00**	$40,000.00	40,638.81	32,664.24

Take Pride Winnipeg!
Program Expenses

Program Title:
Education Programs

Basic Functions:
The Pride Club Mentor Program involves educating high school students to teach Grades 4 and 5 students five lessons, based on community pride, litter, graffiti, and the environment. The Teens Pro Winnipeg Program is aimed at middle school students, encouraging them to become more involved in volunteerism. The Take Pride in Reading Program, aimed at Kindergarten to Grade 3 students, encourages students to be more environmentally responsible.

Major Goal for 2006:
The major primary goal in education for 2006 is to increase funding for these programs, and create long-term funding partnerships and income sources for the education programs. As the popularity of the programs grows, the costs increase as well. The majority of income in 2006 for this program is expected to come from sales of the book, *Louie Takes Pride.*

Education Programs	2006 Budget	2005 Budget	2005 projected	2005 as of Sept 30
Potential Income				
CIBC	**10,000.00**	10,000.00	10,000.00	-
City of Winnipeg (from tipping)	**10,000.00**	10,000.00	10,000.00	10,000.00
allocation from director fundraising	**-**	20,000.00	20,000.00	-
Louie Takes Pride book gross income	**44,000.00**			
MTS Allstream for book printing	**1,500.00**			
Starbucks Coffee for book printing	**1,500.00**			
Winnipeg Foundation for book printing	**5,000.00**			
allocation from executive director fundraising	**-**	4,500.00		
Canwest	**-**		2,000.00	2,000.00
Bison Transport	**-**		500.00	500.00
Other?	**-**		???	-
Get Real presentations	**-**		???	400.00
Total	**72,000.00**	44,500.00	42,500.00	12,900.00
Expenses				
Salary	**30,000.00**	30,000.00	28,700.00	22,212.11
Mileage/postage/misc.	**3,000.00**	3,000.00	3,000.00	2,255.22
Printing/video/photos	**5,000.00**	9,000.00	4,000.00	711.49
Library building/ TPR giveaways	**1,000.00**	1,500.00	800.00	613.69
Teens Pro Winnipeg Activities	**1,000.00**	1,000.00	300.00	136.80
Cost of printing book	**8,000.00**	N/A		
Pay $5 per book to schools selling	**24,000.00**	N/A		
Total	**72,000.00**	44,500.00	36,800.00	25,929.31

Note: Salary for Education Coordinator is 55% from Education budget and 45% from Pride Club budget. Salary for Volunteer Coordinator is 50% from Education budget and 50% from May I Help/Fall Pick-Me-Up budget. The giveaways include books, tote bags and bookmarks. Deal on some printing costs from Minuteman Press and City Press Ltd.

Take Pride Winnipeg!
Program Expenses

Program Title:
The Pride Club

Basic Functions:
This program's intention is to create awareness focusing on elementary school-aged children, on how to be proud of Winnipeg and to keep it looking clean and beautiful. This is done in part by sending out newsletters to 52,000 different recipients from schools all across the city of Winnipeg. The mascot, Louie the Lion, visits many events throughout the year across the city. Promotional items are purchased for students and donations to charity events, such as hats, golf shirts, pens and buttons. This budget also covers volunteer items.

Major Goal for 2006:
Conduct Dreamscape Lottery, in partnership with The Home Depot, to generate funding for the Pride Club.

Pride Club	2006 Budget	2005 Budget	2005 Projected	2005 as of Sept 30
Potential Income				
Dreamscape Lottery Income	**50,000.00**			
Province of Manitoba	-	20,000.00	-	-
Winnipeg Foundation	-	10,000.00	-	-
allocation from exec.director fundraising	-	2,100.00		
Wawanesa			500.00	500.00
Other			1,600.00	-
allocation from director fundraising			4,500.00	-
Total	**50,000.00**	32,100.00	6,600.00	500.00
Expenses				
Salary	13,275.00	12,500.00	12,102.38	8,770.66
Newsletters (3 per year)	15,000.00	9,000.00	14,551.20	14,551.20
Louie Maintenance	2,000.00	600.00	1,820.00	1,569.91
Prizes/Promo items/Misc.	5,000.00	5,000.00	1,000.00	857.66
Courier/Postage	2,000.00	2,000.00	2,000.00	1,740.86
Volunteer Items	2,725.00	3,000.00	1,500.00	1,145.35
Lottery costs (printing, advertising, etc)	10,000.00			
Total	**50,000.00**	32,100.00	32,973.58	28,635.64

Note: For Salary allocation, see Education budget page. Promotional items include caps, pens, and golf shirts. Volunteer Items include lunches and snacks, appreciation gifts and cards, participation in volunteer fairs, as well as participation in the Santa Claus Parade.

Take Pride Winnipeg!
Program Expenses

Program Title:
Urban Green Team

Basic Functions:
Program where Provincial Government gives *Take Pride Winnipeg!* a grant to hire youth aged between 16-24 years old.

Average approval from Urban Green Team is for 4-8 employees each year. The pay allotment given by Urban Green team is $7.50/hr. An expense allotment is also covered from $200.00 - $500.00; this covers gas expenses, cell phones and any other expenses *Take Pride Winnipeg!* incurs during this program. There are 2 streams of hiring for this program, one in May, and one late June. These streams both run to the last week in August. *Take Pride Winnipeg!* hires mainly for graffiti removal.

Major Goals and Ideas:
The amount of students we are approved for will determine the size of the grant. In 2005, we were approved for five employees. We paid out $22755.40 in wages, and $240.33 in cell phone expenses, as well as approximately $1384.00 in repairs. If employees were repeat employees from the year before, we increased their wages (we had one repeat employee in 2005). We also hired a lead hand for our Green Team (included in the five), who we paid $10.00 per hour.

We also were not charged anything for the City vehicles that the crews were assigned to, aside from the repair costs.

Cost overruns from this program are covered through general revenues. Take Pride will need to ensure sufficient general revenues to absorb additional costs incurred by this program. The Urban Green Team provincial program never covers 100% of costs.

Take Pride Winnipeg!
Program Expenses

Program Title:
Pocket Ashtray Program

Basic Functions:
Program to encourage smokers in Winnipeg to butt out into a pocket ashtray and reduce cigarette litter on the streets.

Major Goals for 2006:
For 2006, the goal is to sell all remaining pocket ashtrays in Take Pride inventory. This will be accomplished by:

- Approach Winnipeg Chamber of Commerce regarding promotion of ashtrays.

Pocket Ashtrays 2005	2006 Budget	2005 Budget	2005 projected	2005 as of Sept 30
Potential Income	**6,000.00**	7,000.00	14.00	10.00
Expenses				
Purchase of ashtrays from KAB		2,896.43		
Purchase of TPW stickers to add to ashtrays		389.25		
Misc. costs, including promotion & mileage		500.00		
Total	**5,769.58**	3,785.68	14.00	5,783.58

Take Pride Winnipeg!

Operating Expenses

Summary of Expenses

Operating Expense	2006 Budget	2005 Budget	2005 projected	2005 as of Sept 30
Salaries and Benefits	124,000.00	117,000.00	117,000.00	87,409.07
Worker's Compensation	1,350.00	1,300.00	1,353.39	957.55
Telephone/ Fax	5,600.00	5,000.00	5,600.00	4,150.30
Postage	1,300.00	600.00	1,300.00	976.15
Office Equipment Repairs	4,000.00	500.00	600.00	424.31
Office Supplies	3,500.00	3,800.00	3,100.00	2,323.79
Insurance	8,000.00	8,000.00	8,000.00	5,343.00
Audit Fees	2,250.00	1,700.00	2,207.65	2,207.65
Rent & Parking	21,000.00	21,000.00	21,000.00	14,901.53
Courier	200.00	200.00	150.00	65.22
Car/Mileage	300.00	200.00	250.00	195.13
Computer Upgrade	900.00	500.00	850.00	642.07
Internet Website Development	3,000.00	6,000.00	3,500.00	2,762.91
Business Expenses	15,000.00	18,000.00	14,000.00	9,692.21
Chamber Membership	400.00	450.00	367.42	367.42
KAB Membership	700.00	700.00	700.00	-
Professional Development	2,500.00	2,500.00	2,000.00	1,127.20
Bank Charges	250.00	300.00	160.00	113.25
Photocopying	200.00	400.00	100.00	-
Photography	100.00	100.00	100.00	-
Board Meeting Expense	500.00	500.00	500.00	259.46
Accounting	1,000.00	1,000.00	600.00	-
Total Operating Expenses	**196,050.00**	189,750.00	183,438.46	133,918.22

Take Pride Winnipeg!

Operating Expenses

Explanation of Operating Expenses

1. Salaries & Benefits includes Executive Director and Manager of Programs & Operations salaries, car allowance for Executive Director, CPP & EI contributions, payroll charges, group insurance.

2. Worker's Compensation rate is set out by WCB Manitoba. The lack of claims keeps this rate down.

3. Telephone/Fax includes all office lines, fax machine and Executive Director cell phone.

4. Postage is general office postage and rental of postage meter; most postage is covered by each program.

5. Office Equipment Repairs includes fixing fax machines and printers. In 2006, the plan is to purchase a new colour laser printer/copier for the office.

6. Insurance is liability insurance for board of directors and property insurance for Take Pride office and vault.

7. Audit fees are applied once per year from BDO Dunwoody.

8. Rent & Parking includes office rent and parking for all employees.

9. Courier is general office courier services; most courier costs are covered by each program.

10. Car/mileage is for general usage; most costs are covered by each program.

11. Computer upgrade includes software and anti-virus upgrades as required, and new computer equipment as required.

12. Internet Website Development includes the cost of maintaining and upgrading the website, as well as web-hosting costs and domain name registration.

13. Business Expenses include business trips, business cards, internet access, Great-West Life MRP plan.

14. Chamber Membership refers to the annual Winnipeg Chamber of Commerce membership fee (paid in June).

15. KAB Membership refers to the annual Keep America Beautiful affiliate membership fee (paid in November).

16. Professional Development is for courses, workshops, professional association fees (such as MAVA).

17. Bank charges are additional charges from the bank, such as service charges.

18. Photocopying is for general copying; most costs are covered by each program.

19. Photography is for general office use; most costs are covered by each program.

20. Board meeting expense covers breakfasts for all meetings throughout the year, as well as printing of documents for the meetings.

21. Accounting refers to fees for accounting services that may be needed throughout the year.