

ANNUAL BUDGET

Kaitaia Business Association Budget: 2023/2024

Item	Budget	Timeline	Action
Insurance	\$4,500	Annual	Insuring KBA Contents & Liabilities including cameras, wreaths, flags, poles
Accounting	\$1,000	Annual	Xero + EOFY
Audit	\$2,000	Annual	Reviewing financial statements + AML/CFT
Database Update	\$500	Annual	Includes physical visits to businesses
Christmas Campaign	\$1,000	Four-week campaign	Christmas campaign in support of Shine On Kaitaia and a "Light Up Kaitaia"
Electronic technology and website	\$1,000	Ongoing	Social media: Facebook and website
Camera Maintenance and Monitoring	\$9,000	Ongoing	As required, will need to source other funds; Monthly Cost - \$500 per month plus camera upgrade
Networking and events	\$1,500	Three events	Networking events: March, June and October sponsor supported activity
Annual General Meeting	\$500	October	As legally required
Co-Ordinator	\$18,000	Annual	Contracted co-ordinator, 15 hours per week x 50 weeks
Digital Notice Board	\$500	Once	Uploading of KBA adds and allowing for some koha adds decided at committee
Garden Beautification	\$8,000	Annually	Maintenance of Town Gardens with Wahine Wild
Administration Expenses	\$500	Ongoing	Printing & stationery
Student Scholarship	\$2000	Annual	Supporting Businesses who employ rangatahi - \$500 quarterly
Total	\$50,000		\$50,000 annual budget

The 2023-24 Annual Budget takes into consideration the current funds on hand

Note: Any budget changes due to unforeseen circumstances or additional funding sourced for a project are to be decided by the executive committee.

Stewart Russell from PKF has offered heavily reduced accounting fees for 2023/24.