

ANNUAL BUDGET

Kaitaia Business Association Budget: 2024/2025

Item	Budget	Timeline	Action
Insurance	\$5,500	Annual	Insuring KBA Contents & Liabilities including cameras, wreaths, flags, poles
Accounting (PKF reduced rates)	\$1,000	Annual	Xero + EOFY
Database Update	\$500	Annual	Includes physical visits to businesses
Christmas Campaign	\$1,500	Four-week campaign	Christmas campaign in support of Shine On Kaitaia and a "Light Up Kaitaia", and hanging flags and wreaths.
Electronic technology and website	\$1,000	Ongoing	Social media: Facebook and website
Camera Maintenance and Monitoring	\$10,000	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	\$19,000	Annual	Contracted co-ordinator, 15 hours per week x 50 weeks
Digital Notice Board	\$500	Once	Uploading of KBA ads
Garden Beautification	\$5,000	Annually	Maintenance of Town Gardens with Wahine Wild
Administration Expenses	\$1000	Ongoing	Printing, stationery, gifting
Trainee/Apprentice Scholarship	\$3000	Annual	Three x \$1000 Scholarship packages
Total	\$50,000		\$50,000 annual budget

The 2024-25 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 2024/25