

# Invasive Species Council of Metro Vancouver

Budget Forecast April 2025 - March 2026

Year end: March 31

|                 |                                                        |                    | Notes                                                                                          |
|-----------------|--------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------|
| Budget Forecast |                                                        |                    |                                                                                                |
| <b>Income</b>   |                                                        |                    |                                                                                                |
| 3560            | Retained earnings                                      | \$5,600.00         | see separate spreadsheet                                                                       |
| 4110            | Grants (misc.)                                         | \$0.00             | (see worksheet for calculation)                                                                |
| 4115            | Lake Monitoring                                        | \$5,106.00         | confirmed; City of Burnaby (Deer Lake, Burnaby Lake) includes purchasing of sampling equipment |
| 4150            | Misc. Income                                           | \$0.00             | sale of equipment                                                                              |
| 4170            | Training Fees                                          | \$0.00             | budgeting for 10 students for spring PAC course (no course in 2025)                            |
| 4172            | Registration Fees                                      | \$1,200.00         | public forums ((24 X \$25)*2)                                                                  |
| 4181            | Maintenance Workshop                                   | \$1,100.00         | Delivery of technical workshops (estimate)                                                     |
| 4190            | Reimbursed Expenses                                    | \$1,000.00         | Salmon Safe expenses; SPES honorarium cost share                                               |
| 4415            | Min of Forests grant (coordination & awareness)        | \$15,750.00        | confirmed                                                                                      |
| 4425            | Ministry of Transportation                             | \$2,000.00         | confirmed                                                                                      |
| 4427            | BC Community Gaming Grant                              | \$22,000.00        | unconfirmed (application due Aug, decision in Nov)                                             |
| 4440            | Other earned income & honoraria                        | \$7,830.00         | honorariums; misc. contract and consulting work (see worksheet for calculation)                |
| 4443            | Salmon Safe                                            | \$3,000.00         | some confirmed sites/contracts for 2025                                                        |
| 4500            | Fee for Services operations general (Partners <\$5000) | \$5,970.00         | for smaller partners/projects (see worksheet for calculation)                                  |
| 4570            | City of Burnaby                                        | \$14,316.75        | stewardship                                                                                    |
| 4580            | NWEP/City of New Westminster                           | \$4,622.00         | 5 stewardship events during the season + \$1500 cost of plants                                 |
| 4605            | Income from sale of swag                               | \$500.00           | tee-shirts, books, posters, plants                                                             |
| <b>TOTAL</b>    |                                                        | <b>\$89,994.75</b> |                                                                                                |

|                 |                            |             |                                                                                                                                                                                                      |
|-----------------|----------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Expenses</b> |                            |             |                                                                                                                                                                                                      |
| 66000           | Payroll expenses           | \$54,259.20 | includes all wages & MERCs (see additional worksheet for calculation of this figure)                                                                                                                 |
| 6628            | Administrative Costs       | \$150.31    | society annual report filing fees; change of Director, address, special resolution, etc.                                                                                                             |
| 6630            | Office Supplies            | \$993.70    | Adrian \$45 / month office reimbursement                                                                                                                                                             |
| 6633            | Computer Software Licenses | \$1,050.00  | Drobox accounts; \$64 Doodle Poll account; \$200 Survey Monkey; Zoom account                                                                                                                         |
| 6631            | Internet account           | \$250.00    | web hosting fee + iscmv.ca domain name renewal for three years                                                                                                                                       |
| 6632            | Registration fees          | \$1,250.00  | professional development: registration fees for staff & Directors (e.g. ISCMV February forum); registration at conferences, meetings, and other training, as requested                               |
| 6635            | Membership fees & licenses | \$60.00     | membership in professional associations, Vantage Point, business licenses, registration fees for outreach events, cost for staff police record checks, etc.; ISCBC membership good until end of 2027 |
| 6640            | Courier & postage          | \$180.00    | estimate for lake monitoring samples courier (Burnaby)                                                                                                                                               |
| 6645            | Contractors & Services     |             |                                                                                                                                                                                                      |
| 6625            | Professional Services      | \$0.00      | see additional worksheet                                                                                                                                                                             |
| 6650            | Accounting services        | \$5,000.00  |                                                                                                                                                                                                      |

|            |      |                                |             |                                                                                                                                                                                                                               |
|------------|------|--------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | 6652 | Digital & Print Communications | \$4,500.00  | annual website maintenance & support; design services                                                                                                                                                                         |
|            | 6658 | Honoraria                      | \$1,200.00  | honoraria provided to presenters of public forums, stewardship sessions; professional development workshops                                                                                                                   |
|            | 6659 | Misc. Contractors              | \$1,100.00  | Limno Lab lake monitoring sample analysis for Burnaby Lake Sampling (will be provided by Province of BC Aquatic Invasive Specialists)                                                                                         |
| 6660       |      | Training                       | \$110.00    | mandatory staff training: first aid course fees                                                                                                                                                                               |
|            | 6661 | Books                          | \$0.00      | pesticide applicator exam books (\$111.23/set X 10 course participants); BMP booklets; purchase of brochures, education resources, etc.                                                                                       |
| 6670       |      | Program & Travel Expenses      |             |                                                                                                                                                                                                                               |
|            | 6675 | Facilities Rental              | \$0.00      | PAC rental facility                                                                                                                                                                                                           |
|            | 6680 | Catering                       | \$1,135.00  | food for public forums, weed tours, Board/staff meetings (2/yr), events, etc.; taking guests out to lunch; annual staff luncheon                                                                                              |
|            | 6682 | Gifts                          | \$0.00      | gifts for outgoing Directors, presenters of public forums, etc.; prizes for training and events                                                                                                                               |
| 6685       |      | Insurance                      |             |                                                                                                                                                                                                                               |
|            | 6425 | Liability insurance            | \$2,911.50  | CGL (\$1465) and Director's Insurance policies (\$ ??)                                                                                                                                                                        |
|            | 6426 | Work Safe BC                   | \$1,465.00  | 2025 premium prepaid                                                                                                                                                                                                          |
|            |      |                                |             | bank fees, purchase cheques, bank drafts, Square commission/fee, ADP payroll service charges (from separate worksheet)                                                                                                        |
| 6690       |      | Interest & bank charges        | \$2,077.04  |                                                                                                                                                                                                                               |
| 6770       |      | Promotional Supplies           | \$1,800.00  | cost of tee-shirts - 100 + printing of posters                                                                                                                                                                                |
|            |      |                                |             | main line, ED phone; partial reimbursement of personal cell phones for other employees, by arrangement; Zoom                                                                                                                  |
| 6780       |      | Telephone                      | \$900.00    | conference call account                                                                                                                                                                                                       |
| 6781       |      | Office Rent                    | \$2,268.00  | storage unit fees Jan-Dec 2025                                                                                                                                                                                                |
| 6785       |      | Travel                         |             |                                                                                                                                                                                                                               |
|            | 6800 | Mileage & parking              | \$1,776.00  | reimbursement for use of personal vehicle, tolls, ferry; parking costs paid by ISCMV; car share costs                                                                                                                         |
|            | 6805 | Vehicle rental                 | \$0.00      | special vehicle rentals, e.g. field tour bus rentals                                                                                                                                                                          |
|            | 6810 | Meals & entertainment          | \$400.00    | out-of-region travel and meals                                                                                                                                                                                                |
|            | 6815 | Accommodation                  | \$550.00    | out-of-region travel                                                                                                                                                                                                          |
| 6885       |      | Plants                         | \$1,600.00  | for Glenbrook                                                                                                                                                                                                                 |
| 6900       |      | Operations/Field Expenses      |             |                                                                                                                                                                                                                               |
|            | 6901 | Equipment                      | \$2,084.00  | containers, clippers, shovels, sprayers, tools; water sampling equipment, bottles, etc.                                                                                                                                       |
|            | 6904 | Safety Gear                    | \$150.00    | masks, gloves, safety vests, staff reimbursement for safety gear                                                                                                                                                              |
|            |      |                                |             |                                                                                                                                                                                                                               |
|            | 6905 | Supplies                       | \$375.00    | perishable supplies: batteries, garbage bags, bug spray, disposable gloves; preservatives and supplies for lake monitoring project; refreshments for stewardship events; tarps; FVISS reimbursement lake monitoring equipment |
| 7000       |      | Capital Expenses               |             |                                                                                                                                                                                                                               |
|            | 7010 | Computer, office equipment     | \$50.00     | filing cabinet, computers & accessories, iPads & accessories                                                                                                                                                                  |
|            | 7020 | Display equipment              | \$150.00    |                                                                                                                                                                                                                               |
|            |      |                                |             |                                                                                                                                                                                                                               |
| TOTAL      |      |                                | \$89,994.75 |                                                                                                                                                                                                                               |
| NET INCOME |      |                                | \$0.00      |                                                                                                                                                                                                                               |