

2021/2022 Budget Preparation

In submitting your budget, including a monthly cashflow, you can either use the standardized categories set out in the outline enclosed or your own chart of accounts for Treaty Negotiations. However, if you choose to present your budget on your chart of accounts, provide supporting schedules and as much detail as possible to avoid delays caused by requests for clarification. If you need an Excel version of the standardized categories, please call Nancy Wong at (604) 482-9221 or by email nwong@bctreaty.ca or Dan Gill at (604) 482-9209 or by email dgill@bctreaty.ca.

Your balanced budget should show Revenues from the First Nation Negotiation Support Agreements exclusively. These would include the estimated Carry Forward from 2020/2021 and the Contribution for 2021/2022. If your organization expects other sources of revenues, these should be disclosed as a note for information purposes only.

2021/2022 Budget	
<<First Nation>>	Stage:
Revenues:	
2021/2022 BCTC (Contribution)	\$ x
2020/2021 Funds Carried Forward	\$ y
Total Revenues	Sum (x+y)

The estimated Carry Forward from 2020/2021 is calculated by adding the Carry Forward from 2019/2020 to the total funding for 2020/2021 and subtracting the total expenditures for the same period.

Note that use of current year funding to pay off prior year deficits is not permitted.

Clearly indicate on all personnel cost lines the number of staff and their full-time or part-time status. **Please also provide a list of key people and their positions.**

Research and Consultants/Contracts:

For the following lines provide a supporting schedule detailing the type of work/project, the name of the person or firm (if available), type of projects, the number of people estimated to be involved, hourly rate, number of hours and the time period involved.

- **Research Projects (non-contract)**
- **Contract researchers**
- **Consultants**
- **Legal**

For example:

Contract researcher – Firm ABC	
Biologist	1-2 persons (\$100/hr for 100 hours)
Wildlife Study	(May/June) \$10,000
Contract researcher – Firm XYZ	
Archaeologist	1 person (\$100/hr for 50 hours)
Identify sites of interest	(July) \$ 5,000
Contract researcher – Firm 123	
Foresters	3-4 persons (\$100/hr for 250 hours)
Timber study	(July-Sept) <u>\$25,000</u>
Total contract researchers:	\$40,000

For example:

Consultant – Firm ABC		
Fiscal Policy	1-2 persons (\$100/hr for 400 hours)	
(May –July)		\$40,000

For example:

Legal – Firm Legal ABC		
Negotiator – Mr. John Doe	(\$200/hr for 150 hours)	
(April –March)		\$30,000
Legal – Firm XYZ		
Review draft papers	(\$100/hr for 100 hours)	<u>\$10,000</u>
Total legal:		\$40,000

Equipment:

- a) For the following line items provide a supporting schedule with details on each type of equipment included. For leases, also provide the expiry date of the lease, if available, or the estimated term of the lease. **Major capital purchases will not be permitted in the treaty budgets.** The Commission recommends that any essential, major capital purchases be made by the First Nation, and then the treaty office lease or rent the asset from the First Nation.

- Office Equipment and Furniture: (rent/lease)
- Office Equipment and Furniture: (purchase)
- Computer Equipment: (rent/lease)
- Computer Equipment: (purchase)
- Mapping Equipment (rent/lease)
- Mapping Equipment (purchase)

For example:

Office Equip & Furniture (purchase)		
One desk estimated purchase price		<u>\$500</u>
Total		\$500
Office Equip & Furniture (lease)		
Fax machine, lease expiry date June 30, 2021		\$ 200
Xerox copier, lease expiry date December 31, 2021		<u>\$2,000</u>
Total		\$2,200
Computer Equipment (purchase)		
One new model computer and monitor for new staff person		<u>\$1,800</u>
Total		\$1,800