

BC Treaty Commission ~ BUDGET PREPARATION GUIDELINES ~

A balanced budget is required as part of your negotiation support funding submission. In other words, your proposed budget needs to show total expected revenue is equal to total planned spending for the fiscal year.

For **multi-year funding agreements**, please ensure you provide a separate balanced budget for each fiscal year using the same methodology as outlined below. Of course, figures need to correspond to the appropriate fiscal years. Note that the submitted budgets for multi-year funding agreements need to be **updated and re-submitted to BC Treaty Commission (“Treaty Commission”) on an annual basis** to ensure continued funding. Additional information will be provided in due course.

REVENUE SECTION

Your budget needs to disclose revenue from First Nation Negotiation Support Agreements exclusively. This includes the contribution for 2024/2025 as indicated on Page 1 of this information package, and the estimated carryforward from 2023/2024. If your organization expects other sources of revenue, these should be disclosed as a note for information purposes only.

2024/2025 Budget	
<<First Nation>>	
Revenue:	
2024/2025 BCTC contribution	\$ x
2023/2024 estimated carryforward	\$ y
Total Revenue	\$ x + y

The estimated carryforward for 2023/2024 is calculated by adding the audited carryforward from 2022/2023 to the total funding for 2023/2024 and subtracting the total expenditures for 2023/2024.

EXPENDITURES SECTION

When submitting your budget and monthly cashflow statement, you can either use the standardized categories set out in the example budget enclosed (*Excel version available upon request*), or your own Chart of Accounts for treaty/tripartite reconciliation negotiations. However, if you choose to present your budget using your own Chart of Accounts you must provide supporting schedules and as much detail as possible to avoid delays in moving your funding documents forward.

First Nations may incur expenditures to carry out the activities identified in their First Nation workplan and tripartite workplan that include, but are not limited to, meeting costs, travel, accommodation, contract and legal services, research, communications, community consultation, salaries, honoraria, (non-capital) equipment, administrative support, and office overhead.

Please take careful consideration of the following expenditure categories when preparing your budget:

1. Staffing

When budgeting for staffing/personnel, clearly indicate the position/title, name of individual, full-time/part-time status, and number of staff (if applicable).

2. Research and Consultants/Contracts

When budgeting for researchers, consultants, and contractors, provide a supporting schedule detailing the name of the person/consulting firm, type of work/project, the number of people estimated to be involved, hourly rate, number of work hours, and the time period involved.

This would apply for cost categories such as:

- 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

3. Equipment

When budgeting for equipment leases/purchases, provide a supporting schedule with details on each type of equipment under consideration. **The equipment must be used strictly for treaty/tripartite reconciliation negotiation purposes only.** For leases, also provide the expiry date of the lease, or the estimated term of the lease. **Major capital purchases will not be permitted in the negotiation support budgets.** The Treaty Commission recommends that any essential, major capital purchases be made by the First Nation Office, and then the treaty/tripartite reconciliation office lease/rent the asset from the First Nation.

Suggested breakdown of expenditures may include:

- 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 Equipment & Furniture (purchase)	
One desk estimated purchase price	\$ 500
Total	\$ 500
Office Equipment & Furniture (lease)	
Fax machine, lease expiry date June 30, 20xx	\$ 200
Xerox copier, lease expiry date December 31, 20xx	<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

4. Community Engagement, Shared Territory Discussions, Closing Activities

The Treaty Commission requests all First Nations to dedicate a sufficient portion of its budget to support progress in these priority areas:

- ***Community Engagement:*** activities undertaken this year to engage your community members on negotiation-related issues and receive their input and feedback
- ***Overlapping/Shared Territory Discussions:*** efforts to engage neighbouring First Nations on outstanding overlapping or shared territory issues
- ***Closing Activities:*** activities undertaken to conclude negotiations, including preparations and readiness efforts for ratification and implementation of an agreement (*applies to tables at a Highly Advanced activity level approaching conclusion of negotiations only*).

NEGOTIATION SUPPORT FUNDING CONDITIONS

The purpose of negotiation support funding is to prepare for and to carry out the negotiations of treaties within the six-stage process, or agreements and other constructive arrangements between Canada, British Columbia, and First Nations. We emphasize that negotiation support funding is **not** intended for the following:

- a. The accumulation or growth of the First Nation's asset base. Major capital purchases are not permitted in the negotiation support budget. The Treaty Commission recommends that any essential, major capital purchases be made by the First Nation, and then the treaty/tripartite reconciliation office lease or rent the asset from the First Nation.
- b. The preparation and carrying out of litigation or direct action with respect to the protection or establishment of aboriginal rights and title, or measures to protect and defend traditional territory. This includes pursuing Strength of Claim cases
- c. The pursuit of any Specific Claim(s). There is a separate bilateral process with separate funding available for addressing specific claims, which involves the First Nation and Canada, not British Columbia.

The usage of negotiation support funding must also be in accordance with your BCTC-approved budget, and for expenditures incurred during the current fiscal year.

Please note that the use of current year funding to pay off prior year deficits is not permitted. If a First Nation expends more than the approved budget, the over-expenditure must be covered from other resources of the First Nation.

If you have any questions regarding the budgeting process, please contact the BC Treaty Funding Team directly.