

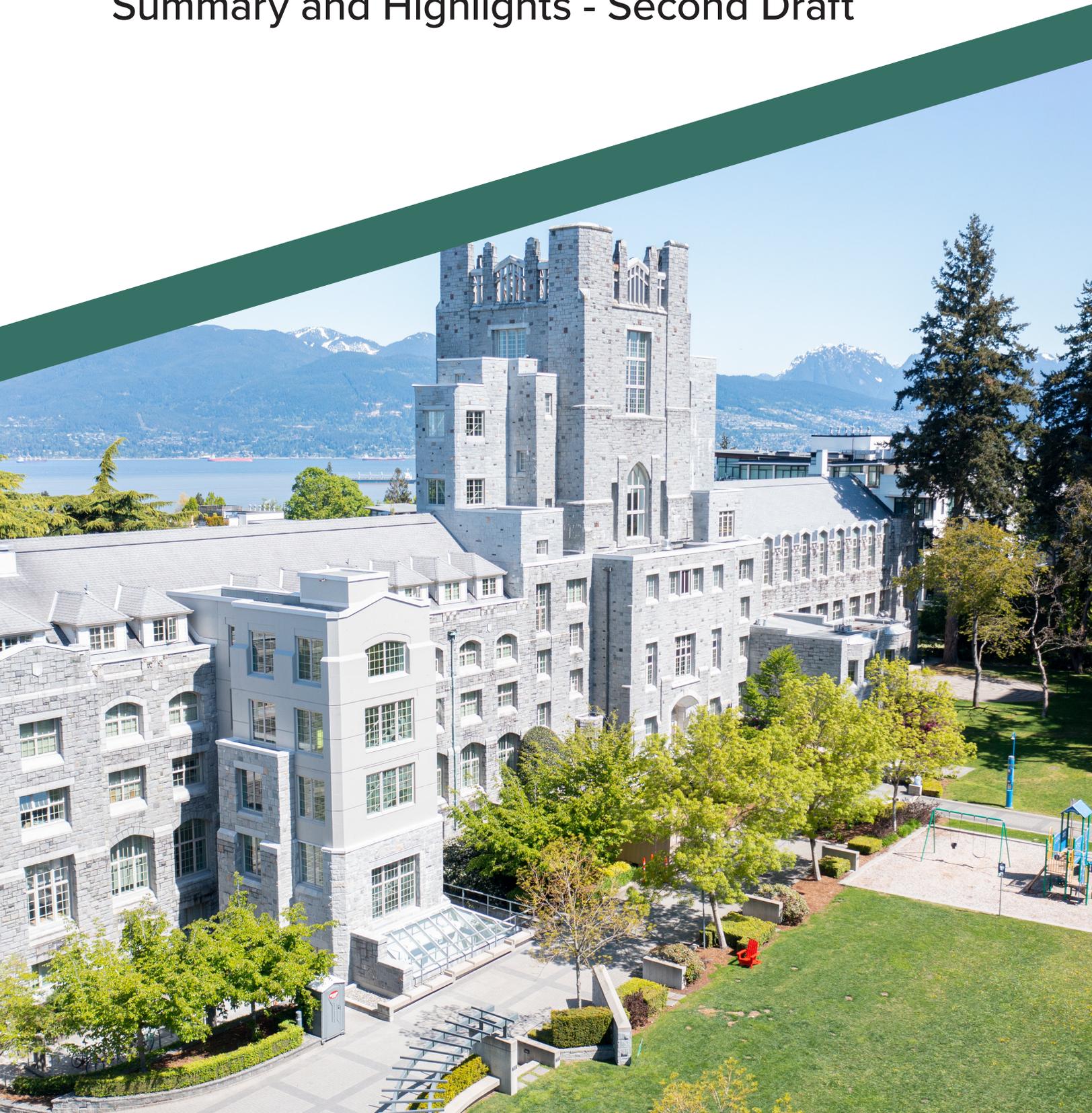
UNA

UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

2024-2025

DRAFT BUDGET

Summary and Highlights - Second Draft



Overview

This is a public consultation package provided by the University Neighbourhoods Association to the community for the purpose of receiving feedback on the 2024-2025 second draft budget.

The package contains key information; including the UNA Strategic Plan, an overview of the budget process, a summary of budget highlights and changes, the draft operating and capital budgets (developed with input from the UNA Board of Directors, the UNA Finance Committee and staff, and guided by the UNA Strategic Plan), and information on how to submit feedback.

For more information about the draft budget, including the first budget review reports, the budget process and the consultation process, please visit myuna.ca/budget2024.

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UNA Strategic Plan

The University Neighbourhoods Association is guided by its strategic plan.

The UNA's strategic plan includes five strategic directives: governance, advocacy, environmental sustainability, creating connection and organizational capacity. The budgeting process is an important way for the UNA to financially back its strategic objectives with concrete actions.



Governance

Strengthen the UNA's role as the administrative body of the University Neighbourhoods, with the authority, autonomy and scope of responsibilities required to meet the needs of the diverse and growing community, raise sufficient financial resources, regulate in public spaces, and effectively represent the interests of the Neighbourhoods.



Advocacy

Enhance the capacity of the UNA to represent the University Neighbourhoods, and to advocate on behalf of the community in discussions with the University of British Columbia as well as with a range of other public bodies whose decisions and services affect the University Neighbourhoods.



Environmental Sustainability

In close collaboration with UBC, create opportunities for the organization and the community to reduce the University Neighbourhoods' ecological footprint, take action on climate change, protect the natural environment and position the Neighbourhoods as a leader in environmental sustainability.



Creating Connection

Develop the opportunities, materials and tools to engage residents, irrespective of differences in language, culture and background, in UNA services, UNA decision-making, and efforts to build a strong sense of community.



Organizational Capacity

Ensure that the organization has the people and resources in place to support the Board in its work, take decisive action on the UNA's strategic priorities, and meet the local service needs of the community in innovative and cost-effective ways.

Budget Development Process

The annual budgeting process is an essential component of the UNA's financial planning, management and control. The purpose is for the UNA to plan the management of its resources, revenues and expenditures in order to best serve the community and to help the organization meet its strategic planning goals.

The budget development process is summarized in the following chart:



Changes and Highlights

The 2024-2025 budget plan is based on the UNA's current year's budget, along with estimates developed from economic forecasts and other expected impacts on revenues and spending for the following year. This plan provides a financial road map for the UNA to manage its resources, revenues and spending to best serve the community.

The 2024-2025 budget includes two different sections: the Operating Budget and the Capital Budget. The Operating Budget covers the day-to-day operations that keep all the UNA services running smoothly. The capital budget covers the expenditures spent on asset items to support UNA's services. Some key assumptions that have been built into the Operating Budget and the Capital Budget are listed below.

Operating Budget

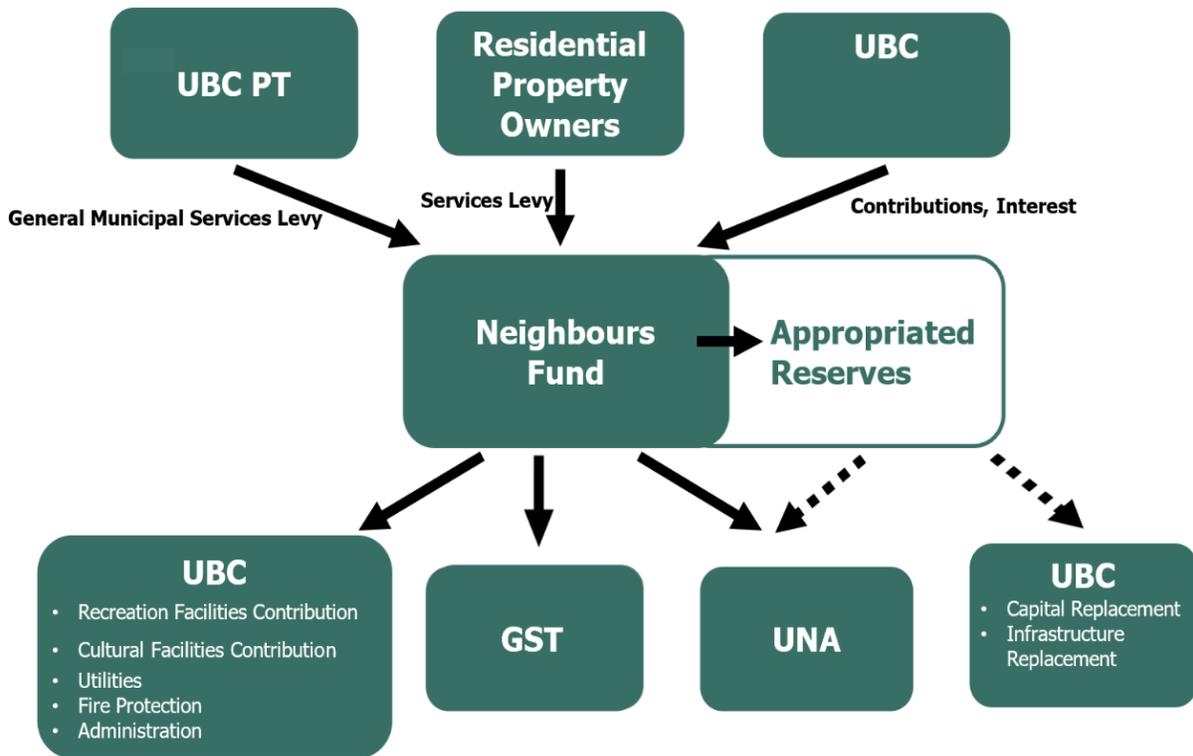
- Neighbours Levy (NL) is estimated to increase by 12% and the amount available to the UNA for 2024/25 is projected to be at \$5.6M.
- The Athletics and Community Access Fees discussion have been finalized. The Athletics Fee in this budget is 8% of the Neighbours Levy and the Community Access Fee is \$40K.
- The budget assumes a 5% overall inflation for 2024/25 for expenses & salaries.
- The budget reflects the takeover of Municipal Operations administration from UBC Properties Trust (UBCPT). UBC has indicated that they are open to the same landscaping credit funding structure for the budget year with a gradual reduction in the next seven to eight years based on the steady growth of the Neighbours Levy – which is estimated to be at \$0.7M for 2024/25.
- All the community planned events have been reviewed for 2024/25 and budgeted a total of \$71K.
- Included in the plan is \$127K meant to cover potential projects identified. This includes an extension to the Green depot hours, increased fitness attendant service and money for IT service upgrades.
- Operating budget for fiscal 2024/25 is projected to be a balanced budget.

Capital Budget

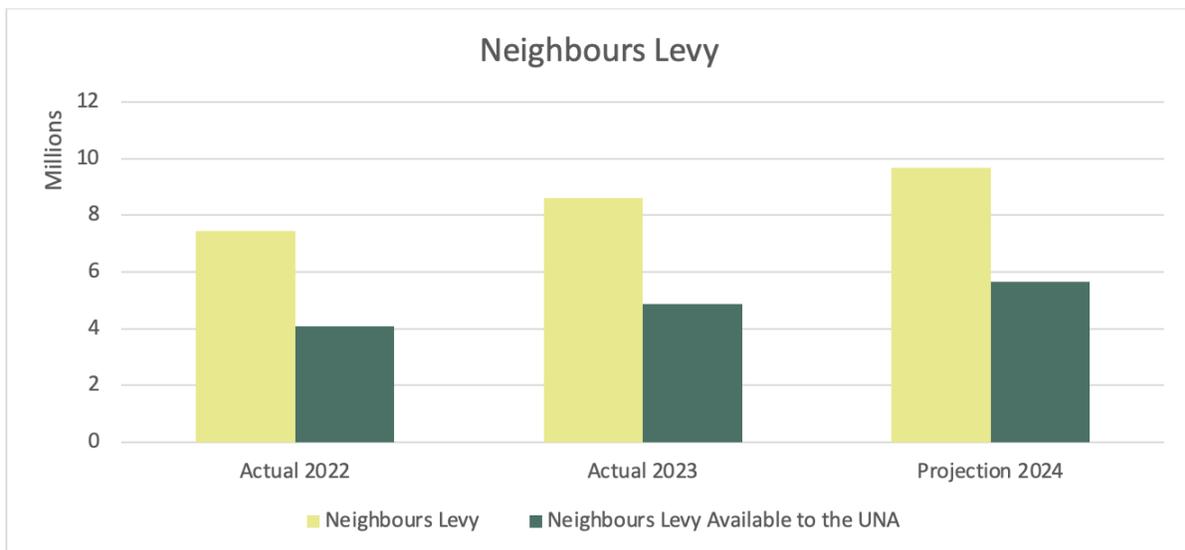
- The budget for capital projects for the year is \$190,200. The majority of the capital budget will go towards minor equipment purchases and upgrades to the Wesbrook Community Centre (WCC).
- The Capital projects will be funded through the capital reserve.

Neighbours' Fund

Flow of Money



Neighbours Levy



UBC NEIGHBOURS FUND

Projected amount of Neighbours Levy available to the UNA

	2023	2024
Neighbours Levy (Services Levy and GMSL)	\$ 8,625,731	\$ 9,695,000
Contributions to Reserves		
Infrastructure Replacement Reserve	(207,018)	(231,600)
Capital Reserve	(103,509)	(115,800)
Rate Stabilization Reserve	(86,257)	(96,500)
Community Field Replacement Reserve	(60,000)	(60,000)
Total Contributions to Reserves	(456,784)	(503,900)
UBC Withdrawals		
Stormwater Sewers	(693,831)	(777,954)
Fire Services Charge	(1,803,361)	(1,835,115)
Athletics and Community Access Fees	(719,704)	(812,000)
Total UBC Withdrawals	(3,216,896)	(3,425,069)
Net Amount of Neighbours Levy	4,952,051	5,721,031
GST (Net of UBC GST Credit)	(81,181)	(93,787)
AMOUNT AVAILABLE TO THE UNA	\$ 4,870,870	\$ 5,627,244

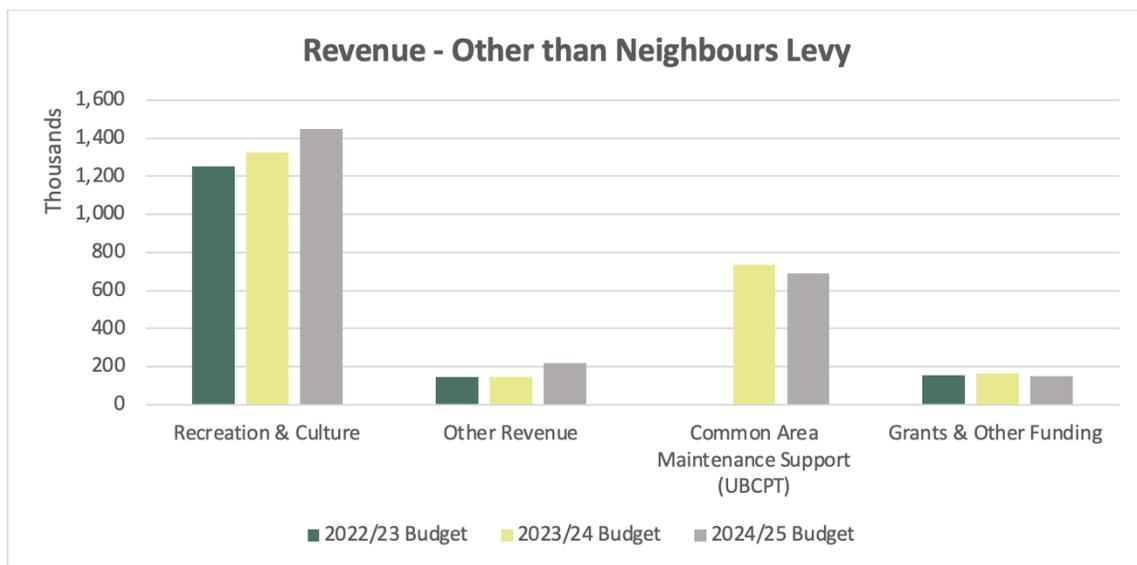
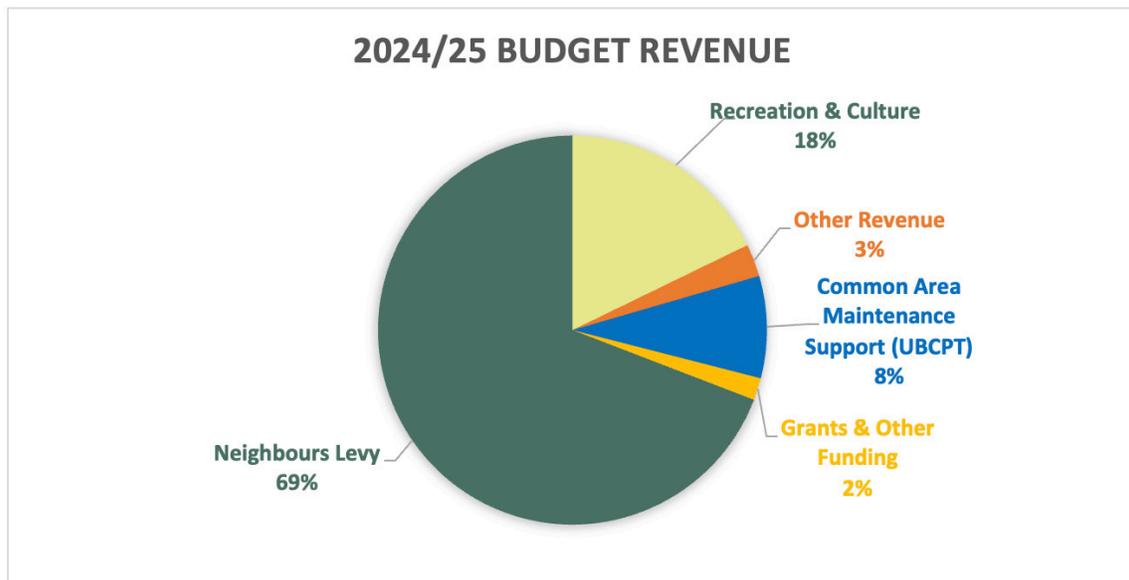
- The study conducted by Vann Struth in 2022 recommended that the combined contribution rate for the IRR & CR (currently 3.6%) be increased by 0.1% /year from 2024 to 2029 to 4.2%. The amounts shown here are based on the current contribution rates. A 0.1% increase in the combined contribution rate would equal \$9.7K
- The 2023 contribution was the last contribution required to be made to the Community Field Replacement Reserve. It has been assumed that a new agreement for the Wesbrook Field will require contributions to continue to be made to the reserve.
- The Athletics and Community Access Fees have been finalized.
- The amount available to the UNA is for its fiscal year beginning in the calendar year.

Draft Operating Budget Overview

The Operating Budget covers day-to-day operations that keep UNA services running smoothly.

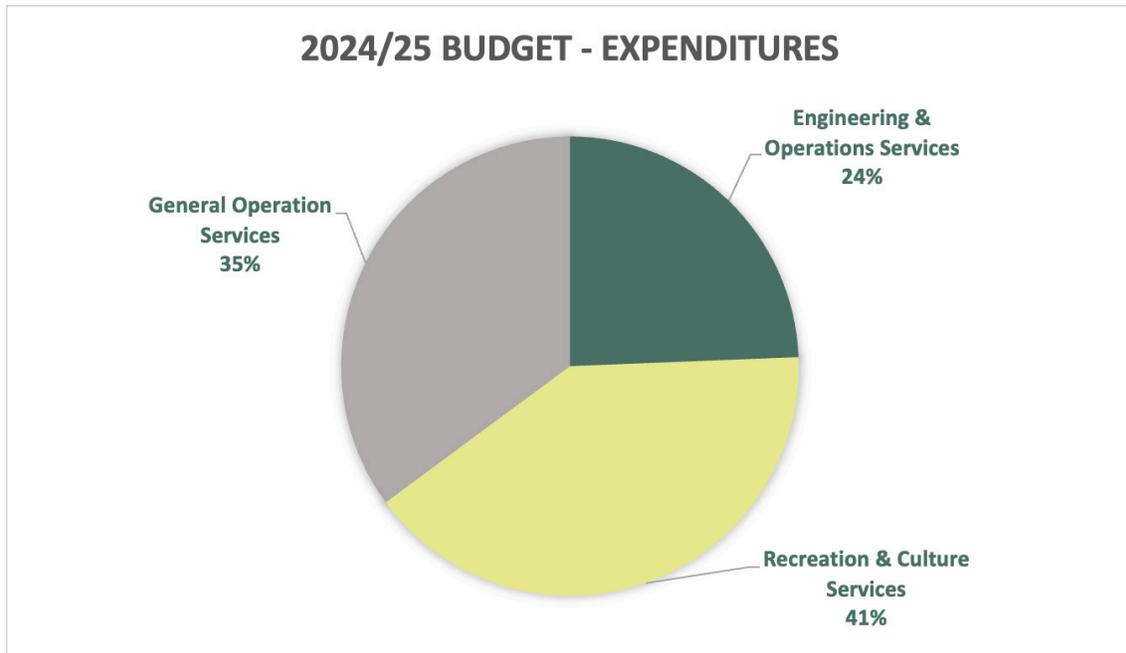
REVENUE

Total funding sources and revenue for fiscal year 2024-25 are \$ 8,136,193, an overall increase of 11%, (13% before the common area maintenance support) compared to the 2023/2024 budget.



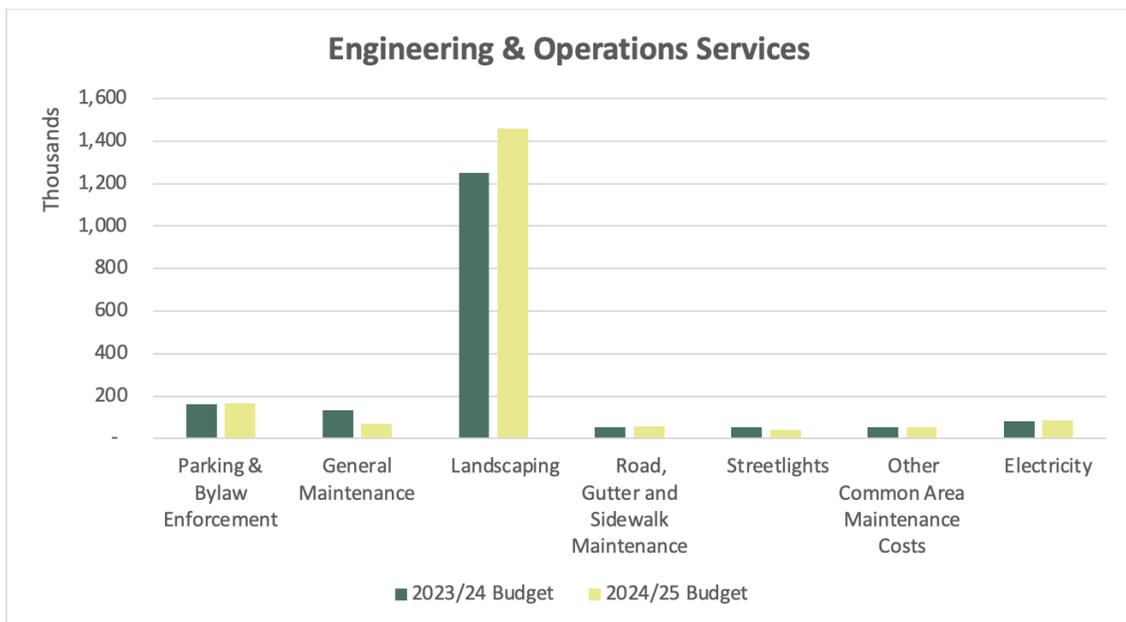
EXPENDITURES

Total budgeted expenditures for the 2024/25 fiscal year are \$8,136,193, an overall increase of 11% compared to the 2023/24 budget.



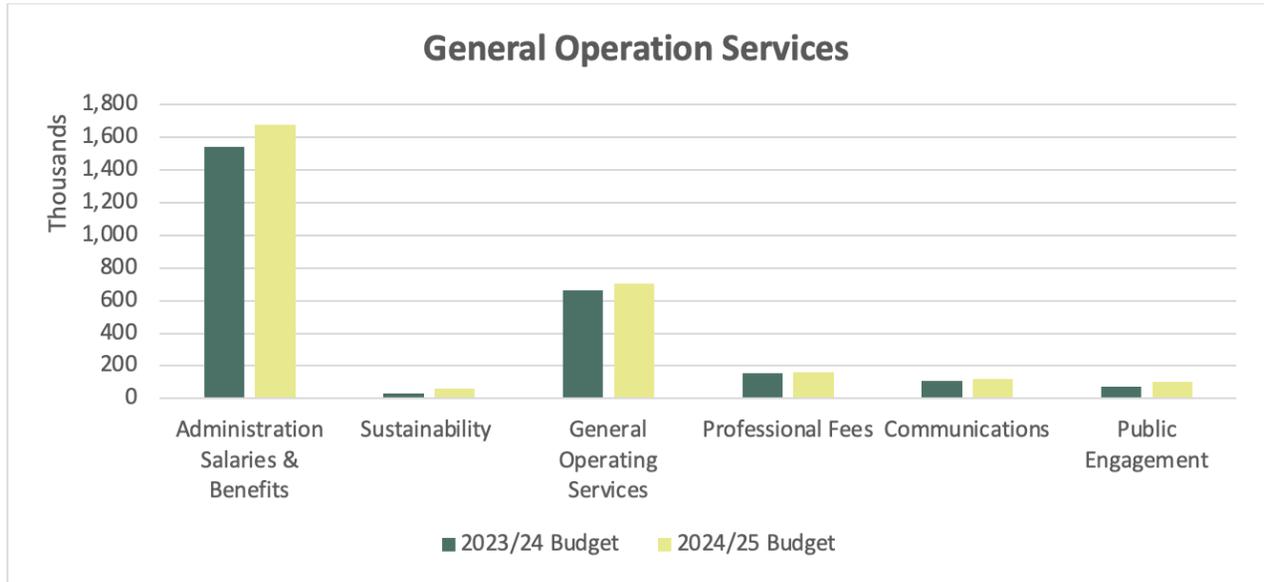
Engineering and Operations Services

Overall expenses will increase to \$1.9M by 9% compared to the 2023/24 budget of \$1.7M.



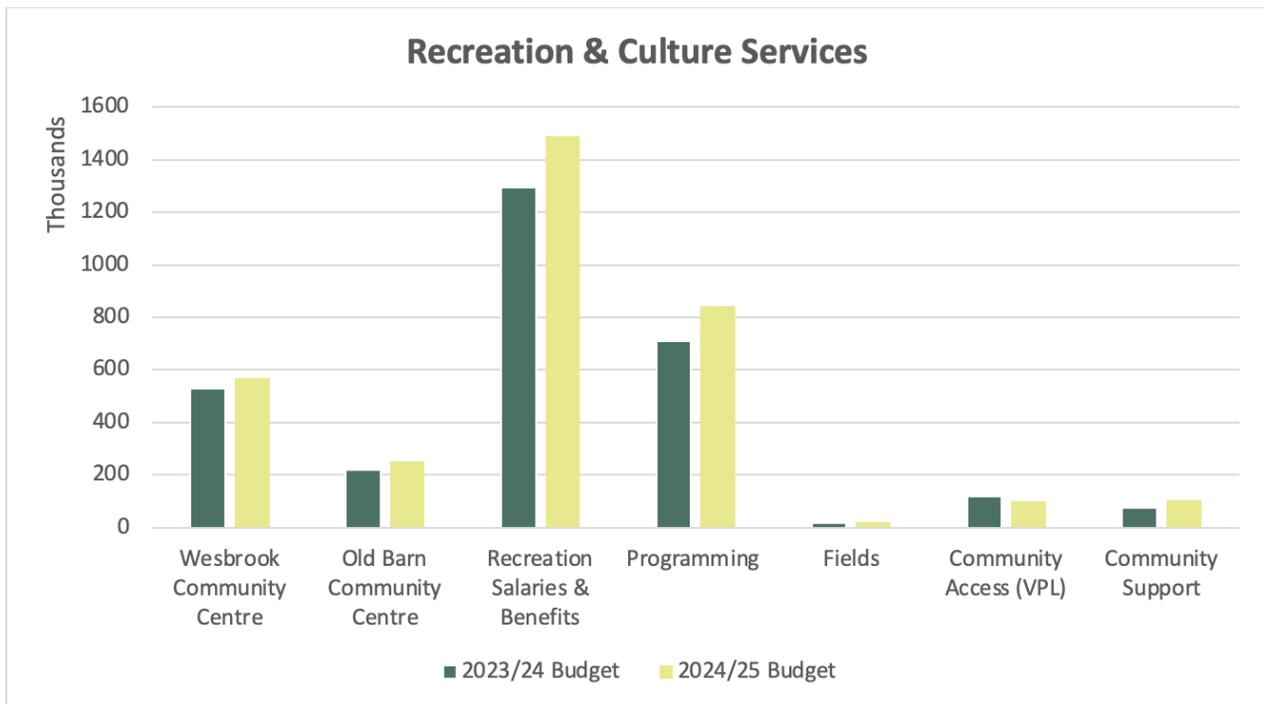
General Operation Services

There is a decrease of \$4K compared to the first draft and the total expense will be \$2.8M (10%) compared to the 2023/24 budget at \$2.6M.



Recreation and Culture Services

Increase of a total of \$32K compared to the first draft. Overall expenses will increase to \$3.4M (14%) compared to the 2023/24 budget of \$2.9M.



REVENUE

Draft Operating Budget 2024-2025

University Neighbourhoods Association	2022-2023 Actuals	2023-2024 Approved	2024-2025 Draft
REVENUE			
Payments from UBC			
Neighbours Levy	\$ 4,110,109	4,946,636	\$ 5,627,244
Total Payments from UBC	4,110,109	4,946,636	5,627,244
Recreation and Culture			
Wesbrook Community Centre	216,536	383,000	327,000
Old Barn Community Centre	109,013	140,000	125,425
Programming	807,199	698,500	886,770
Playing Fields and Park Rentals	101,440	105,000	109,700
Total Recreation and Culture	1,234,187	1,326,500	1,448,895
Other Revenue			
Parking	150,459	111,900	144,525
Miscellaneous	47,509	32,840	75,280
Common Area Maintenance Support (UBCPT)	-	733,256	690,000
Total Other Revenue	197,967	877,996	909,805
Grants and Other Funding			
External Grants and Miscellaneous	160,880	165,000	150,250
Total Grants and Other Funding	160,880	165,000	150,250
TOTAL REVENUE	\$ 5,703,144	7,316,132	\$ 8,136,193

EXPENDITURES

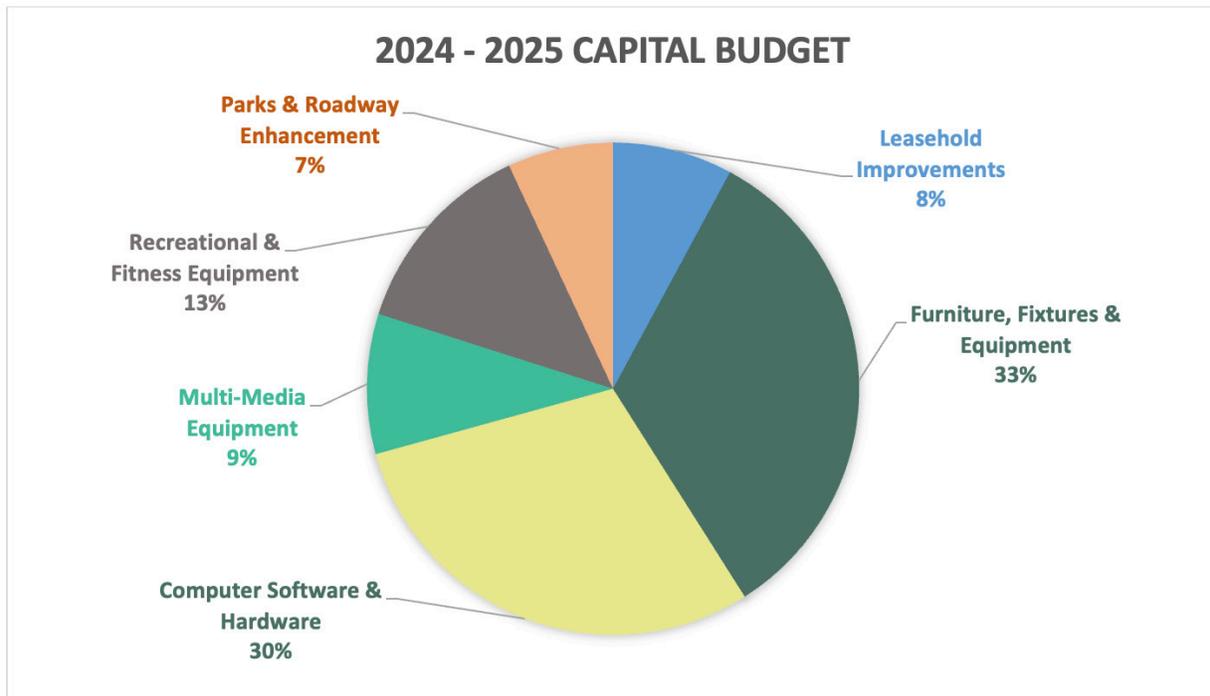
Draft Operating Budget 2024-2025

University Neighbourhoods Association	2022-2023 Actuals	2023-2024 Approved	2024-2025 Draft
EXPENDITURES			
Engineering and Operations Services			
Parking and Bylaw Enforcement	\$ 114,923	161,856	\$ 165,886
General Maintenance	103,027	132,520	71,066
Common Area Maintenance Fees			
Landscaping	418,977	1,249,736	1,461,259
Road, Gutter and Sidewalk Maintenance	65,843	53,550	56,228
Streetlights	38,832	53,000	42,500
Electricity	73,067	80,000	84,000
Other Common Area Maintenance Costs	47,186	52,500	55,125
Total Engineering and Operations Services	941,856	1,783,161	1,936,064
Recreation and Culture Services			
Wesbrook Community Centre	554,383	529,650	568,035
Old Barn Community Centre	213,811	219,602	252,516
Recreation Salaries and Benefits	974,790	1,292,487	1,490,386
Programming	765,099	708,500	843,313
Fields	16,312	18,000	20,000
Community Access (VPL)	64,600	120,000	100,000
Community Support	59,286	76,500	105,550
Total Recreation and Culture Services	2,648,282	2,964,739	3,379,799
General Operation Services			
Administration Salaries and Benefits	1,216,661	1,540,274	1,674,898
Sustainability	33,391	32,029	62,338
General Operating Services	520,041	662,889	705,145
Professional Fees	165,462	155,660	159,200
Communications	102,176	106,000	119,300
Public Engagement	65,238	71,380	99,450
Total General Operation Services	2,102,969	2,568,232	2,820,330
TOTAL EXPENDITURES	5,693,106	7,316,132	8,136,193
SURPLUS OR (DEFICIT)	10,038	0	0

Draft Capital Budget

The capital budget covers the expenditures spent on asset items. The UNA is focused on making investment decisions that align with the strategic plan priorities.

For 2024-2025, the total for all the capital projects is \$190,200.



CAPITAL PROJECTS

Draft Capital Budget 2024-2025

University Neighbourhoods Association	2023-2024 Approved	2024-2025 Draft
CAPITAL PROJECTS		
Leasehold Improvement	\$ 32,000	\$ 15,000
Furniture, Fixtures and Equipment	64,500	63,000
Computer Software and Hardware	8,200	56,500
Website	-	17,500
Multimedia Equipment	60,000	-
Recreational and Fitness Equipment	43,000	25,000
Parks and Roadway Enhancement	-	13,200
TOTAL CAPITAL PROJECTS COSTS	207,700	190,200
TRANSFERS FROM RESERVES, UNRESTRICTED NET ASSETS AND OTHERS		
Transfer from UNA Capital Reserve	(207,700)	(190,200)
BALANCE	\$ -	\$ -

STRATEGIC PRIORITIES AND THE 2024-2025 BUDGET

UNA Priorities	2024-2025 Budget	Amount
Creating Connection	Volunteer Recognition - Shirts	\$ 2,000
	Volunteer Dinner	7,500
	Newsletter Template Improvements	4,500
	Mobile devices for social media & operations & after hour services	3,400
Engaging	WCC - Kitchen (Seniors/Youth Lunch \$ Programs)	900
Organizational Capacity	RRSP program	55,000
Responsible	MS Teams Phone Conversion	5,000
	OBCC Interior painting refreshment	12,000
Service Oriented	WCC GYM Mats (Parent & Tot)	4,000
	OBCC Kitchen Equipment Upgrade	1,450
Sustainability	Tree Management Plan	90,000
Total		\$ 185,750

Reports

Detailed information about the draft budget and the budget process can be found in the reports linked below, or by visiting myuna.ca/budget2024.

- **UNA Budget Process (Download PDF)**
Presented to the UNA Board of Directors at the October 2023 board meeting.
- **Draft Budget: First Board Review (Download PDF)**
Includes the detailed draft operating budget and capital budget. Submitted to the UNA Board of Directors at the November 2023 board meeting.
- **Draft Budget: Second Board Review (Download PDF)**
Includes the detailed draft operating budget and capital budget. Submitted to the UNA Board of Directors at the January 2024 board meeting.

Feedback

Please send your comments on the 2024-2025 draft budget to the UNA Finance Department by emailing finance@myuna.ca.

The deadline to submit comments is at **February 4, 2024, 12 a.m.**

All comments received by the deadline will be provided to the UNA's Finance and Audit Committee for review and then to the UNA Board of Directors to consider during the February board meeting. For more information about the board meeting schedule and how to attend, please visit myuna.ca/board-meetings.

University Neighbourhoods Association

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