



COMMUNITY GRANT APPLICATION

SECTION A: APPLICANT INFORMATION

1. ORGANIZATION NAME Burnaby Community Services Society		
2. ORGANIZATION STREET ADDRESS 2055 Rosser Avenue, Burnaby BC V5C 0H1		
3. WEBSITE (IF APPLICABLE) www.bbysservices.ca		
4. GRANT APPLICATION MAIN CONTACT PERSON		
NAME Alex Munroe	PHONE (604) 292-3904	EMAIL alex@bbysservices.ca
5. ALTERNATIVE CONTACT PERSON		
NAME Cindylee Wagar	PHONE (604) 292-3905	EMAIL accounting@bbysservices.ca
6. APPLICANT TYPE		
<input type="radio"/> LOCAL REGISTERED NON-PROFIT SOCIETY	SOCIETY NO	DATE OF INCORPORATION
<input checked="" type="radio"/> REGISTERED CHARITY	CHARITABLE NO 11882 1628RR0001 (Society#S0015144)	
<input type="radio"/> NATIONAL/INTERNATIONAL NON-PROFIT OPERATING LOCALLY	SOCIETY NO	DATE OF INCORPORATION
<input type="radio"/> SPORT OR RECREATION ORGANIZATION		
<input type="radio"/> OTHER	SPECIFY	

SECTION B: GRANT INFORMATION

1. ARE YOU?	
<input type="radio"/> New Applicant <input checked="" type="radio"/> Returning Applicant	
2. SELECT THE KIND OF COMMUNITY GRANT YOU ARE APPLYING FOR:	
<input type="radio"/> General Grant (Operating) <input checked="" type="radio"/> General Grant (Programming) <input type="radio"/> Recreational Sport Grant <input type="radio"/> Fee Waiver	
3. AMOUNT YOU ARE REQUESTING:	
\$ 27,000	<input type="checkbox"/> In-Kind (check if applicable)
4. TOTAL COST OF THE PROJECT/EVENT/PROGRAM ETC.	
\$511,116	
5. IF YOU ARE A RETURNING APPLICANT AND ARE REQUESTING AN INCREASE OVER YOUR LAST YEAR GRANT AMOUNT AWARDED. PLEASE PROVIDE A RATIONALE FOR THE INCREASE.	
<p>For over two decades, we have been providing valuable services and programs in Burnaby with the ongoing, generous support of the City of Burnaby. Apart from last year, we have consistently received annual community grants from the City of Burnaby for \$28,000/year to support our important and varied programs, services, and publications.</p> <p>This year, we are asking for \$27,000 to be distributed across our programs as follows: \$8,000 to support our Seniors Transportation Program where screened, friendly volunteer drivers accompany seniors to critical medical and dental appointments; \$10,000 towards our Burnaby Christmas Bureau which allows us to assist low-income families and children, isolated seniors, and individuals who are homeless, at risk, or marginally housed; and \$9,000 to connect people to services through the annual creation and distribution of various community publications including our comprehensive Community Resource Guides which are disseminated throughout Burnaby.</p>	

6. IF YOU ARE APPLYING FOR A GENERAL OPERATING GRANT, DESCRIBE HOW THIS GRANT WILL BE USED TO OFFSET COSTS INCURRED TO OPERATE THE ORGANIZATION. PLEASE DETAIL THE NATURE OF OPERATING EXPENSES (SALARY, LEASE, UTILITIES, ETC.) AND SPECIFY THE TIME PERIOD DURING WHICH THE GRANT WILL BE USED.

7. IF APPLYING FOR AN OPERATING GRANT: DESCRIBE HOW THE ORGANIZATION BENEFITS RESIDENTS OF BURNABY AND APPROXIMATELY HOW MANY BURNABY RESIDENTS BENEFIT FROM THE ORGANIZATIONS INITIATIVES ON AN ANNUAL BASIS?

IF APPLYING FOR A PROGRAM GRANT: DESCRIBE HOW THIS PROJECT/EVENT/PROGRAM WILL BENEFIT RESIDENTS OF BURNABY (WHO WILL BENEFIT). HOW MANY BURNABY RESIDENTS WILL BE INVOLVED WITH OR BENEFIT FROM THE PROGRAM?"

- Burnaby Community Services empowers people to change their lives and their community. We provide a voice, resources, and opportunities to families, individuals, and seniors to help them break the cycles of poverty and isolation.
- Programs: 1) **Seniors Transportation** – Pre-COVID, we provided 57 seniors with 436 drives over the course of a year. Despite the challenges of the pandemic, our amazing drivers provided 33 seniors with 208 drives to and from medical and dental appointments last year (it is worthy of note that there were an additional 62 drives booked that were then cancelled by our senior clients due to varied reasons, including anxiety about venturing out due to the pandemic). We are seeing new client numbers increasing steadily in 2021. 2) **Burnaby Christmas Bureau** - through our Toy Room that provides new gifts for children from low-income families, and various sponsorship programs we arrange for seniors and those at risk, we brightened the holiday season for over 2,600 individuals. We are proud that we were able to provide this in-person assistance to so many despite the layers of complexity, and health and safety issues, brought about by the pandemic. 3) **Community Publications** – annually, we strive to publish and distribute more than 100,000 resource guides, ensuring community access to support. In 2020, we printed and disseminated 87,000 community publications. Due to the pandemic last spring, we did not print our Ready, Set, Learn Brochures (a mapped resource guide that we print in collaboration with the Burnaby School District which lists services for families with children birth to 12 years old.)

Applicants for General Operating Grants are not required to complete sections C, D, and E (marked with an asterisk *)

SECTION C: THE PROJECT/EVENT/PROGRAM*

1. NAME OF THE PROJECT/EVENT/PROGRAM Burnaby Community Services Society Programs	
2. PROJECT/EVENT/PROGRAM LOCATION (PHYSICAL STREET ADDRESS OR EVENT LOCATION) 2055 Rosser Avenue, Burnaby BC V5C 0H1	
3. PROJECT/EVENT/PROGRAM START DATE January 1, 2021	4. PROJECT/EVENT/PROGRAM END DATE December 31, 2021

SECTION D: PURPOSE OF BENEFIT*

1. DESCRIBE THE PURPOSE OR GOAL OF THE PROJECT/EVENT/PROGRAM <u>Program Purpose</u> 1) Seniors Transportation: Getting around can become increasingly difficult with age. Burnaby Seniors Transportation is an affordable, friendly, and convenient service which provides rides for seniors in the community to medical and dental appointments. We provide this service to help Burnaby seniors remain living independently, and we find that there is a significant element of companionship that our volunteers provide, along with the transportation. 2) Burnaby Christmas Bureau: Our goal is to make the holiday season brighter for struggling, low-income families, individuals, and seniors in Burnaby. We provide hampers to seniors and individuals who are homeless or at-risk of homelessness, and brand new toys and gifts to children of families in need. We bring our community together with our "Angel Project" which is our annual community-wide toy drive that is supported by various organizations, schools, and businesses throughout Burnaby.
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3) **Publications** – We create, publish, and disseminate various guides and information cards to ensure our Burnaby community has access to important resources and support.

2. DESCRIBE THE PROJECT/EVENT/PROGRAM AND THE ACTIVITIES

1. **Seniors Transportation:** This transportation services provides an opportunity for seniors living in Burnaby to connect with others, be mobile, and embrace their independence as they age. If cost or mobility is an issue, we offer affordable, convenient service providing one-way and return trips for Burnaby seniors who need assisted transportation to their medical and dental appointments within Burnaby, Vancouver, New Westminster, and the Tri-City area. Our friendly drivers transport seniors to and from their appointments with our goal being to ensure seniors arrive at their destination safely and that they have bit of socializing, too.
2. **Burnaby Christmas Bureau:** Our program planning commences in the spring when we begin by sourcing a location for our Toy Room. Commencing in October, our dedicated team spends weeks registering hundreds of low-income applicants who wish to be recipients of our Christmas Bureau program. Our Burnaby Christmas Bureau accepts generously donated gifts and toys from the community into our Christmas Toy Room and these many thousands of items are inventoried and shelved by category and age of children, up to 16 years old. In December, we set up appointments for parents to come and pick up these Christmas gifts for their children. This year, we will once again be abiding by all orders provided by the Public Health Office. If required (as we did last year due to COVID) we will have rigorous in-person processes in place to protect the health and safety of our staff, clients, and volunteers. This will range from having PPE available for every person entering our Toy Room as well as restrictions around the number of people allowed in the space. Since we are anticipating a greater need this year than ever before, we are planning to extend the days/hours that we will be distributing toys, gifts, and hampers. This will mean having to bring in more staff and volunteers to accommodate the demand of those in need who we are so dedicated to serving. In addition to the Toy Room, our various sponsorship programs allow us to arrange hampers for seniors and at-risk individuals.
3. **Publications:** We publish and distribute the following guides: Community Resource Guides, As We Age Guides for seniors, Ready, Set, Learn Brochures, Community Outreach Resource cards, and Senior Resource cards. These brochures and cards ensure that everyone in our community has access to resources and support.

3. DESCRIBE HOW THE PROJECT/EVENT/PROGRAM ALIGNS WITH ONE OR MORE OF THE FOLLOWING (OFFICIAL COMMUNITY PLAN, SOCIAL SUSTAINABILITY STRATEGY, ECONOMIC DEVELOPMENT STRATEGY, ENVIRONMENTAL SUSTAINABILITY STRATEGY):

Our Seniors Transportation service is about social sustainability. Seniors count on our services to provide safety - all our volunteers are carefully screened, well trained, insured, and wonderful people with big hearts and proven driving skills. Police checks, driving history, and references are all mandatory for our drivers. We provide companionship and a friendly service - our volunteers not only enjoy driving but they also are keen to connect with seniors. They are kind community members who like to chat and give their time to make life easier for seniors in need. We believe in working together to meet the needs of seniors in our community in any way we can.

Our Christmas Bureau aligns with Burnaby's Social Sustainability Strategy by giving our residents a sense of belonging. We are a caring and inclusive community, and Burnaby Community Services wants to ensure no one is left out during the holiday season. The holidays are particularly stressful for families, individuals, and seniors who are having a hard time making ends meet. Our goal is to promote the quality of life and wellness of our Burnaby residents. We not only assist those in need during what can be a very challenging time of year for them, but we bring together community members and create opportunities for connection and participation. We are better together.

4. IDENTIFY YOUR COMMUNITY PARTNERS OR STAKEHOLDERS – YOU MAY ALSO INCLUDE LETTERS OF SUPPORT FOR YOUR PROJECT/EVENT/PROGRAM FROM THESE GROUPS AS PART OF THE APPLICATION.

We partner with Better at Home, Voices of Burnaby Seniors, Seniors Support Services, Nurse Next Door, Fraser Health, Burnaby Parks & Recreation Seniors Services, City of Burnaby, Burnaby Firefighters Hall #1 through #7, Bonsor 55+, Senior Services Society, MOSAIC, Brentwood Mall, and Metropolis at Metrotown.

5. IF THE AMOUNT REQUESTED FROM THE CITY OF BURNABY IS NOT FULLY GRANTED, WHAT WOULD YOU DO TO MAKE UP THE DIFFERENCE AND/OR HOW WOULD YOU PROCEED DIFFERENTLY?

Seek out further corporate sponsors and individual donors.

SECTION E: EVENT OUTCOMES*

1. HOW WILL YOU KNOW IF YOUR PROJECT/EVENT/PROGRAM REACHED ITS GOALS? (FOR EXAMPLE, A GOAL OF ENGAGING YOUTH IN ENVIRONMENTAL ACTIVITIES MIGHT INCLUDE REACHING A SET TARGET OF YOUTH PARTICIPANTS)

Our programs continue to support low-income Burnaby families, seniors, and at-risk individuals. COVID-19 has had a tremendous impact on all of us and, as such, Burnaby Community Services' goal posts are constantly adjusting to the impact the pandemic is having on our community. We continue working towards new ways to reach out and offer support to our community while ensuring the health and safety of our clients, staff, and volunteers.

Our seniors transportation drives were reduced last year due to COVID, but the number of new clients and drives are increasing weekly and we are seeking new volunteer drivers to accommodate the growing need. We continue to have safety as our number one priority and our drivers' focus is to ease the anxiety and isolation that so many seniors are currently experiencing.

Our goal for the Burnaby Christmas Bureau is to bring our community together during the holiday season and provide every registered, eligible Burnaby resident with a hamper and low-income children with gifts this Christmas. We know we can make a difference. We are planning for high demand this year and will know we've succeeded when we are able to meet the needs of over 2,600 residents this season.

We look forward to creating, printing, and distributing Community Resource Guides throughout Burnaby again this year. We also create/publish the seniors "As We Age" guide, as well as thousands of Community Outreach Resource cards that are distributed to agencies who assist those at risk in our community. In addition, we create compact, easy-to-store in a wallet or pocket, multi-folded (but bold print and easy to read) Seniors Resource Cards which we print in multiple languages for our diverse community. These are available in English, Chinese, Farsi, Korean, and Japanese.

2. WHAT DATA AND FEEDBACK DO YOU COLLECT FROM YOUR AUDIENCE/PARTICIPANTS? HOW DO YOU EVALUATE YOUR PROGRAMS AND SERVICES?

We are regularly in touch with our seniors transportation clients to understand if we are meeting their needs. We are cognizant of the fact that seniors are looking for safety, reliability, companionship and affordability. We make regular calls to our clients to check on them, especially during this isolating time. On these phone calls, we ask if we are meeting the targets listed above to ensure that we are delivering quality services to our valuable Burnaby seniors.

When we register our Christmas Bureau clients, we verify their financial status to establish their eligibility for our program. In doing so, we learn whether they are a senior or, if they are a family, the number of children and their ages. This helps us establish the need each year as to how many hampers we require, as well as what age demographics we need to accommodate and the number of gifts we need to provide. We are keen to know how our program is being received and we solicit feedback to understand if we are meeting the needs of our community. Our Christmas Bureau clients also tend to be proactive in telling us in-person, by mail, and by phone how appreciative they are of our program and the services we provide. We are always striving to be better and each year we analyze our aggregate, non-personal data to understand the changing needs in our community and what to anticipate to be able to meet our Burnaby residents' needs in the year ahead.

Applicants for **Recreational Sport Grants** are not required to complete sections **F**, and **H** (marked by two asterisks **).

SECTION F: LONG TERM VIABILITY**

ATTENTION: The grant program is intended to support new organizations and encourage organizational self sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. WHAT ARE YOUR SOURCES OF REVENUE? WHAT PERCENTAGE OF TOTAL REVENUE DO THEY EACH REPRESENT?					
SOURCE OF REVENUE	% OF TOTAL REVENUE PREVIOUS YEAR		% OF TOTAL REVENUE CURRENT YEAR		
EARNED REVENUE (ALL TICKET SALES, REGISTRATION FEES, MEMBERSHIPS, ETC...)	4%		6%		
GRANTS (ALL FEDERAL, PROVINCIAL, MUNICIPAL, FOUNDATION AND GAMING GRANTS)	33%		27%		
DONATIONS AND SPONSORSHIPS (CASH)	56%		59%		
DONATIONS AND SPONSORSHIPS (IN-KIND)	4%		3%		
ALL DONATIONS (CASH/IN-KIND) PROVIDED BY THE CITY OF BURNABY	3%		5%		

2. WHAT OTHER SOURCES OF FUNDING ARE YOU CURRENTLY PURSUING? DOES THE ORGANIZATION HAVE A PLAN FOR DIVERSIFICATION AND INCREASE OF REVENUE OVER THE LONGER TERM? IF YES, PLEASE PROVIDE A COPY OF THE PLAN OR DESCRIBE THE PRIMARY OBJECTIVES AND STRATEGIES.

We are keen to diversify our funding and are pursuing this endeavor in many ways. We have an agreement with The Law Foundation to receive an additional year of funding for 2021. We have identified further foundations and organizations that we are approaching with grant / sponsorship requests.

We have been speaking with corporate sponsors and are making arrangements with several companies who want to support us in a greater capacity over the long term. One of these sponsors is Concord Pacific who is eager to support our services and programs in the community and we are currently discussing a 3-year funding plan with them.

For the past five years, we have partnered with the Society to End Homelessness to hold the Coldest Night of the Year, a highly successful and inclusive fundraising event to raise money to fight homelessness in Burnaby. This year due to COVID-19 our committee organized a virtual walk. Participants were to self-organize either individually or in team bubbles selecting their own safe walk route near home at a time convenient for them. We achieved of 123% of our fundraising goal this year, and we are aiming towards a further increase in donations from both individual and corporate sponsors.

3. PLEASE IDENTIFY THE CASH VALUE (\$) OF ALL CITY OF BURNABY CONTRIBUTIONS YOUR ORGANIZATION/PROGRAM/EVENT HAS RECEIVED FROM THE CITY OF BURNABY OVER THE PAST THREE (3) YEARS. ADDITIONALLY, PLEASE INDICATE ANY OTHER CITY OF BURNABY GRANT OPPORTUNITIES YOU WILL BE PURSUING IN THE CURRENT YEAR. FAILURE TO IDENTIFY CITY OF BURNABY CONTRIBUTIONS MAY AFFECT YOUR ELIGIBILITY FOR GRANTS IN THE PRESENT YEAR AND IN THE FUTURE.

	3 YEARS AGO	2 YEARS AGO	1 YEAR AGO	CURRENT YEAR	
				AWARDED	REQUESTED
GRANT - CASH	\$ 53,000.00	\$ 52,308.00	\$20,000		\$32,000
GRANT - IN-KIND	\$ 7,750.00	\$ 7,750.00			
PERMISSIVE TAX EXEMPTION	\$ 3,022.92	\$ 2,799.36	\$5,440	\$5,603	
LEASE GRANT	\$ 12,059.36	\$ 12,321.52	\$15,380.35	\$15,690.17	
OTHER (Pending - Recreation Credit Processing Agreement with Burnaby Parks & Rec)					TBD

4. DESCRIBE THE TOP 3 GOALS FOR THE ORGANIZATION IN THE CURRENT YEAR.

GOAL 1

Continue to provide exemplary critical services and programs to those in need throughout Burnaby.

DESCRIPTION

Despite the challenges we are all facing due to the COVID-19 pandemic, we are committed, more than ever, to support those in the community who need us most. We are focused on delivering our services, programs, and publications in innovative ways to keep our staff, volunteers, and clients safe.

Burnaby Community Services adheres to all safety protocols as outlined in WorkSafe BC. At the beginning of every in-person shift with us, we ask volunteers how they feel, have them complete a COVID questionnaire, and check their temperature. We provide PPE for all our volunteers, and physical distancing is maintained at our Christmas Bureau and Toy Room. Our drivers only volunteer with us when they are feeling perfectly well and they, along with our clients who sit in the back seat away from the driver, wear PPE at all times when they are together. We realize that the social contact our clients experience when we see them in person is such an important part of our programs, as it allows us to check on the well-being of each client and offer further services or referrals if needed. We continue to have this valuable contact but in a respectfully distanced and safe way.

This year, we are bringing in additional volunteers to assist us with the Christmas Bureau and Seniors Transportation. We are also happy to provide students with opportunities to assist us in helping the community in valuable ways, across all programs.

GOAL 2

Fund development and diversification.

DESCRIPTION

While we have had considerable success to date, we are developing an approach to further our fundraising efforts in order to diversify our income sources, increase awareness, and create sustainability. We are leveraging our networks to expand our resources and connections, and we are pursuing more third party fundraising opportunities. We are promoting our brand recognition so that our society is quickly associated with the many valuable services and resources we provide.

GOAL 3

Strategic planning.

DESCRIPTION

We are developing a vision for success and priorities as part of our strategic plan. Our society is committed to its mission of empowering people in need by providing them with a voice, resources, and opportunities. We have short-term goals in place to address the changing needs of community, and to accommodate the health and safety requirements due to COVID-19. Moving online to provide support exacerbates the digital divide which makes service delivery even more challenging. Our forward-looking plan will provide us with a clear focus and strategic direction in the years ahead.

5. PLEASE COMPLETE THE FOLLOWING

	PREVIOUS YEAR	CURRENT YEAR
NUMBER OF VOLUNTEERS (INCLUDING BOARD)	153	207
VOLUNTEER HOURS PER YEAR	5,260	2,231
NUMBER OF VOTING MEMBERS	214	214

6. HOW DOES YOUR ORGANIZATION WORK TO ENSURE THAT PROGRAMS AND SERVICES ARE ACCESSIBLE AND INCLUSIVE FOR ANYONE WHO HAS AN INTEREST REGARDLESS OF AGE, ABILITY, ORIENTATION, ETHNIC/CULTURAL BACKGROUND, SOCIO-ECONOMIC STATUS? PLEASE SHARE EXAMPLES AND SUCCESS STORIES OF INCLUSIVITY AND DIVERSITY WITHIN YOUR ORGANIZATION AND PROGRAMMING.

Our goal is to improve the quality of life for those in need in our community regardless of their age, ability, socio-economic status, ethnicity, gender, religion or sexual orientation.

We welcome staff members, volunteers, and clients who represent our diverse community in Burnaby and we post jobs which give consideration to Service Canada's priority populations (defined by Service Canada as persons with disabilities, persons of Indigenous Peoples descent, or persons who are members of visible minority groups).

SECTION G: INSURANCE AND ACKNOWLEDGEMENT*

1. DOES YOUR ORGANIZATION HAVE GENERAL LIABILITY INSURANCE?



Yes



No

2. IF YES, WHAT COVERAGE?

Commercial General Liability Insurance, and Directors and Officers Insurance.

3. IF AWARDED A GRANT, HOW WILL YOUR ORGANIZATION ACKNOWLEDGE THE CONTRIBUTION FROM THE CITY OF BURNABY?

The City of Burnaby's support of Burnaby Community Services is provided through recognition on our website, in promotional material, at our AGM and other public events, on social media, in press releases and other media activity, in brochures and on posters.

SECTION H: OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM**

1. PLEASE IDENTIFY IF YOU ARE PROVIDING INFORMATION FOR THE ENTIRE ORGANIZATION OR A SPECIFIC PROJECT/EVENT/PROGRAM
<input checked="" type="radio"/> Organization <input type="radio"/> Project/Event/Program
2. FOR THE FISCAL YEAR 2021
3. MONTH FISCAL YEAR BEGINS January 1, 2021

REVENUES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR CONFIRMED? Y/N	BRIEF DESCRIPTIONS/COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
FEDERAL GOVERNMENT (SPECIFY)				
1 HRDC (Canada Summer Jobs)	10,472	13,500	Y	2021 Canada Summer Jobs Grant
2 Temporary Wage Subsidy	10,782	0		
3 CEWS	84,274	0		
PROVINCIAL GOVERNMENT (SPECIFY)				
1 Gaming Grant	58,529	54,000	Y	2021 Program grant
2				
3				
LOCAL GOVERNMENT (SPECIFY)				
1 City of Burnaby	1,667	32,000	N	Xmas Bureau \$10K; Publications \$9K; Seniors Transportation \$8K; and Operations \$5K
2 Better At Home	19,737	18,720	Y	MOU Agreement for 2021
3 Burnaby Parks & Rec – Agreement Pending for Processing Recreation Credits		19,400	N	Agreement pending for Processing Recreation Credits for 2021
SPONSORSHIP (SPECIFY)				
1 Corporate Donations	85,982	117,100	N	
2 Vancouver Foundation	25,000	0		
3 Law Foundation	97,977	95,000	Y	2021 Program funding
EARNED REVENUE				
1 Program Revenue	3,835	4,500		
2 Rent Recovery (Joint Op Agreement)	24,376	29,000	Y	Joint Operating Agreement – Rent Recovery
3				
FUNDRAISING (NET REVENUE)	30,660	33,500		
INDIVIDUAL DONATIONS	78,737	57,710		
IN-KIND SOURCES	41,140	36,686	Y	City of Burnaby (Lease Grant \$15,690 & PTE \$5,603); Glacier Media (\$15,393)
INVESTMENT INCOME	165	0		
OTHER SOURCES (SPECIFY)				
1				
2				
3				
TOTAL REVENUE	573,333	511,116		

EXPENDITURES	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	BRIEF DESCRIPTIONS/ COMMENTS (TYPE OF GRANT AND FUNDING PERIOD)
TOTAL COMPENSATION EXPENSE	301,958	336,282	
OFFICE SUPPLIES & EXPENSES	40,214	58,425	
PROGRAM & EVENT SUPPLIES	12,844	13,900	
ADVERTISING & PROMOTION	23,587	11,593	
TRAVEL & VEHICLES EXPENSES	1,595	200	
INTEREST AND BANK CHARGES	2,634	2,920	
LICENCES, MEMBERSHIPS, & DUES	430	0	
OCCUPANCY & RENT COSTS	56,406	68,893	
PROFESSIONAL & CONSULTING FEES	40,553	17,000	
CAPITAL PURCHASES & IMPROVEMENTS	0	0	
AMORTIZATION OF CAPITALIZED ASSETS	1,271	400	
DONATION, GRANTS, & SCHOLARSHIP EXPENSE AS PART OF CHARITABLE ACTIVITIES	572	1,001	
EDUCATION AND TRAINING FOR STAFF & VOLUNTEERS	234	500	
CITY SERVICES EXPENSES (SPECIFY)			
1			
2			
3			
OTHER EXPENSES (SPECIFY)			
1			
2			
3			
4			
5			
TOTAL EXPENDITURES	482,298	511,114	
CURRENT SURPLUS (DEFICIT)	91,035	2	