

## **BC Treaty Commission 2020/2021 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](mailto:nwong@bctreaty.ca) or Dan Gill at (604) 482-9209 or by email [dgill@bctreaty.ca](mailto: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 2019/2020 and the Contribution for 2020/2021. If your organization expects other sources of revenues, these should be disclosed as a note for information purposes only.

2019/2020 Budget		Stage: ____	
<<First Nation>>			
Revenues:			
2020/2021		BCTC	\$ x
(Contribution)			
2019/2020	Funds	Carried	\$ y
Forward			
Total Revenues			Sum (x+y)

The estimated Carry Forward from 2019/2020 is calculated by adding the Carry Forward from 2018/2019 to the total funding for 2019/2020 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

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**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	(\$150/hr for 150 hours)
(April –March)	\$22,500
Legal – Firm XYZ	
Review draft papers	(\$100/hr for 100 hours) <u>\$10,000</u>
Total legal:	\$32,500

**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>
<b>Total</b>	<b>\$500</b>
Office Equip & Furniture (lease)	
Fax machine, lease expiry date June 30, 2020	\$ 200
Xerox copier, lease expiry date December 31, 2021	<u>\$2,000</u>
<b>Total</b>	<b>\$2,200</b>

Computer Equipment (purchase)	
One new model computer and monitor for new staff person	<u>\$1,800</u>
<b>Total</b>	<b>\$1,800</b>