



Agenda
The Township of Cavan Monaghan
Millbrook Downtown BIA Board of Management

Thursday, December 12, 2024
8:00 a.m. – 10:00 a.m.
Council Chambers Meeting Room

Members in attendance are asked to please turn off all electronic devices during the meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting.

1. Open Session
2. Call to Order & Land Acknowledgement

We respectfully acknowledge that the Township of Cavan Monaghan is located on the Treaty 20 Michi Saagiig territory, in the traditional territory of the Michi Saagiig Anishnaabeg. We offer our gratitude to First Nations for their care for and teachings about these lands. May we honour these teachings.

3. Approval of the Agenda
4. Disclosure of Pecuniary Interest and the General Nature thereof
5. Closed Session
6. Delegations
7. Minutes
 - 7.1. Minutes of the November 14th, 2024 Meeting
 - 7.2. Minutes of the AGM held Thursday November 28, 2024
8. Business arising from the Minutes
9. Reports
 - 9.1. Treasury Report (Zack)
 - 9.1.1. Bank Account Activity as of November 30, 2024: \$57,194.88
 - Deposits:

November 12, 2024

- E-transfer from Cove Antiques and Art, \$30.00, discounted Vendor fee for CITV, GL 01-25-299-29002-4808 (Other revenue - Gov't bus)

- E-transfer from RETHINK Hair, \$250.00, donations CITV, GL 01-25-299-29002-4550

November 13, 2024

E-transfer from REVIVE, \$100.00, donations CITV, GL 01-25-299-29002-4550

November 29, 2024

Five Cheque deposits at Bank, \$1,850.00, donations CITV, GL 01-25-299-29002-4550

- Millbrook and District Lions Club \$600.00
- Dr. Catherine Hong and Dr. David Bryant Dentistry Professional Corporation (Millbrook Village Dental) \$250.00
- Angela Penello (Penello's Insurance/Surnet) \$250.00
- Little Lake Cemetery Company (Mill Valley Funeral and Cremation Centre) \$250.00
- Nexicom Inc. \$500.00

Total Deposits: \$2,230.00

Cheques Cleared: \$2,006.79

Balance as of October 31, 2024: \$57,418.19

9.1.2. Cheque Requisitions

- Ryan Huntley - \$50.00 AGCO Permit- BIA AGM GL 01-25-299-00000-6123
- Michelle Mayne - CITV Materials and Contracted services (\$437.64) 01-25-299-29002-6274 & (\$25.00) GL 01-25-299-29002-6150
- Chloe Dewhurst - \$505.80 CITV Materials GL 01-25-299-29002-6274
- Susan Rice - \$380.03 Decorating Committee 01-25-299-00000-6224
- Georgia Strain-Niziolek- \$100.00 CITV Contracted Services 01-25-299-29002-6150
- Daina Brown C/O Wallflower Print Co)- \$339 CITV Advertising 01-25-299-29002-6126
- Royal Acadia Landscape Construction-\$403.34 CITV Materials 01-25-299-29002-6274
- Kawartha Now-\$734.50 General Advertising 01-25-299-00000-6128
- Santa PTBO-\$600.00 CITV Contracted Services 01-25-299-29002-6150
- KC's 3 Acres-\$1191.92 Contracted Service (General) 01-25-299-00000-6150
- The Millbrook Times - \$226.00 CITV Advertising - 01-25-299-29002-6126

9.1.3. Filming Revenue Update

9.1.4. Eventbrite Verification

10. General Business

10.1. Decorating Committee Update (Ryan)

10.2. Marketing Committee Update (Timmi)

10.2.1. Proposal for New Website

10.2.2. Door Hanger

10.3. Events (All)

10.3.1. Christmas in the Village

10.3.2. Proposed 2025 Event Schedule

- May 31 – Spring into Summer
- June 13-15 - Millbrook Fair
- July 5 – Lions Car Show
- July 24 – Buck & Doe Night
- August 23 - Sidewalk Sale Day
- September 14 – Zucchini Festival
- October 25 – Get Your Spook On (shorten the time, scavenger hunt)
- December 6 – Christmas In The Village
- December 13th – Santa Clause Parade

10.3.3. Check list for 2025 events to comply with Health, Fire and Insurance requirements

10.4. Associate Membership (no new applications – one new regular member – Kirsi Sheppard, “The Brook”)

11. Correspondence

12. Adjournment

Next Meeting Date – January 9, 2025 at 8:00 a.m.



**Minutes
The Township of Cavan Monaghan
Millbrook Downtown BIA Board of Management**

**Thursday, November 14, 2024
8:00 a.m. – 10:00 a.m.
Council Chambers Meeting Room -
Hybrid**

Those members in attendance were:

Committee:	Kathie Lycett:	Chair
	Zach Thibaudeau:	Treasurer
	Timmi Brady	
Council:	Ryan Huntley:	Council Representative

Those members absent were:

Committee:	Stacy Knight:	Member at Large
	Sarah Cooling	Secretary

- 1. Open Session**
- 2. Call to Order**

The Chair called the meeting to order at 8:06 AM

- 3. Approval of the Agenda:**

Moved by: Zack Thibaudeau

Seconded by: Kathie Lycett

That the agenda for the November 14th, 2024 agenda be approved.

Carried

- 4. Disclosure of Pecuniary Interest and the General Nature Thereof:**

There were no pecuniary interested noted.

- 5. Closed Session:**

There was no closed session.

- 6. Delegations/Presentations:**

- Michelle Mayne and Chloe Dewhurst – Christmas In the Village (Bring forward item 10.3.1)
- Brittany Markovski from Nexicom – New Website Proposal (Bring forward item 10.2.1)
 - Brittany to return to next meeting.

Moved by: Timmi Brady

Seconded by: Ryan Huntley

That the presentations be received.

Carried

7. Minutes

7.1. Minutes of the BIA Board of Management Thursday, October 31, 2024:

Moved by: Zack Thibideau

Seconded by: Timmi Brady

That the minutes from the BIA Board of Management held October 31, 2024 be adopted.

Carried.

8. Business arising from the Minutes:

None

9. Reports

9.1. Treasurer's report:

9.1.1. Bank Account Activity

Moved by: Kathie Lycett

Seconded by: Timmie Brady

That the Treasurers Report be received.

Carried.

9.1.2. Cheque Requisitions

Moved by: Kathy Lycett

Seconded by: Timmi Brady

That the Cheque Requisitions be paid.

Carried

9.1.3. Filming Revenue

No update

9.1.4. Budget Review

Deferred to next meeting

10. General Business

10.1 Decorating Committee Update

Susan Rice is stepping down from the financial part of the decorating committee, another member will be taking over.

Deputy Mayor Huntley left the meeting – no quorum.

10.2 Marketing Committee Update:

Deferred to next meeting.

10.3. Events

10.3.1. Christmas In the Village (update provided by delegation)

10.3.2. AGM

Invitations for the November 28th, 2024 have been distributed.

10.3.3. Check list for 2025 events to comply with Health Fire and Insurance requirements

Deferred to January

11 Associate Membership

No new applications. One new Member Kirsi Sheppard, “The Brook”

12 Correspondence for Action:

None

13 Adjournment

Moved by: Sarah Cooling

Seconded by: Ryan Huntley

That the Executive Committee Meeting for September 19, 2024 be adjourned.

Carried.

Next Meeting Date – December 12, 2024 at 8:00 a.m.

X

Kathie Lycett

Chair

X

Sarah Cooling
Secretary



**Minutes
The Township of Cavan Monaghan
Millbrook Downtown BIA Annual General Meeting**

November 28, 2024

**35 King Street West
Millbrook, Ontario**

Those directors on the Board of Management were:

Kathie Lycett:	Chair
Sarah Cooling:	Vice Chair
Timmi Brady	
Zack Thibaudeau	Treasurer
Stacey Knight	
Ryan Huntley:	Council Representative

- **Open Session**
- **Call to Order**

The Chair called the meeting to order at 7:20 p.m.

- **General Business**

Zack Thibaudeau, the BIA treasurer was introduced to the Members.

The Chair and Treasurer of the Board of Management presented the 2025 budget to the members and answered Member questions. The levy increase was discussed and accepted by the majority of Members present.

- **Adjournment**

The meeting was adjourned at 8:10 p.m.

X

Kathie Lycett
Chair

X

Sarah Cooling
Co-Chair

DETAILED TRIAL BALANCE FOR 2024
Township of Cavan Monaghan
General Ledger

Ranges: From: To:
Date: 1/1/2024 12/31/2024
Account: -25-299- -25-299- -
Subtotal By: No Subtotals
Sorted By: Fund
Include: Posting

Account:	01-25-299-00000-1015					Description:	OP Fin BIA . BIA General Bank Acct		Beginning Balance:	\$0.00
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name			Debit	Credit	
1/22/2024	51,426	PMCHQ00000092	Cash	001110	Millbrook Masonic Temple				\$120.00	
1/22/2024	51,427	PMCHQ00000092	Cash	001111	Township of Cavan Monaghan				\$3,090.00	
2/7/2024	52,569	PMCHQ00000098	Cash	001112	Royal Canadian Legion Branch 402				\$90.00	
2/14/2024	53,710	PMCHQ00000101	Cash	001113	Township of Cavan Monaghan				\$226.00	
2/27/2024	58,621	CRREC00001228	BIA Breakfast Sales	22749	BIA Breakfast Sales			\$50.00		
3/5/2024	59,763	CMADJ00000011	Reconcile Bank Statement	SVC000000006	Reconciliation Adjustment				\$12.99	
3/8/2024	57,249	PMCHQ00000110	Cash	001114	Royal Canadian Legion Branch 402				\$300.00	
3/8/2024	57,250	PMCHQ00000110	Cash	001115	Lycett, Kathie				\$1,278.80	
3/31/2024	59,761	CRREC00001306	BIA Breakfast Eventbrite	22751	BIA Breakfast Eventbrite			\$170.00		
3/31/2024	59,762	CRREC00001306	2024 Municipal Levy to BIA	23432	2024 Municipal Levy to BIA			\$16,000.00		
4/15/2024	59,587	PMCHQ00000127	Cash	001116	Deklerck, Kate				\$225.30	
4/15/2024	59,588	PMCHQ00000127	Cash	001117	Moody's				\$100.00	
4/15/2024	59,589	PMCHQ00000127	Cash	001118	Rice, Susan				\$1,097.21	
5/16/2024	62,068	PMCHQ00000140	Cash	001119	Johnson's Greenhouse and Landscaping				\$2,547.02	
5/16/2024	62,069	PMCHQ00000140	Cash	001120	Community Care Millbrook				\$200.00	
6/17/2024	65,470	PMCHQ00000150	Cash	001121	Millbrook and District Lions Club				\$200.00	
6/17/2024	65,471	PMCHQ00000150	Cash	001122	Lycett, Kathie				\$737.76	
7/24/2024	67,550	PMTRX00000361	Purchases	JULY 24, 2024	Millbrook B.I.A.			\$4,000.00		
7/26/2024	67,638	PMCHQ00000172	Cash	001123	KawarthaNOW.com				\$734.50	
7/26/2024	67,639	PMCHQ00000172	Cash	001124	Madge Enthart Enterprises				\$125.00	
7/26/2024	67,640	PMCHQ00000172	Cash	001125	Mark Brooks				\$125.00	
7/31/2024	72,767	CRREC00001939	Associate Memb Cove Antiques	32446	Associate Memb Cove Antiques			\$200.00		
7/31/2024	72,768	CRREC00001939	3x Ladies Night vendors	32447	3x Ladies Night vendors			\$90.00		
7/31/2024	72,769	CRREC00001939	Ladies Night Vendor Revenue	32448	Ladies Night Vendor Revenue			\$180.00		
7/31/2024	72,770	CRREC00001939	Ladies Night Eventbrite	32449	Ladies Night Eventbrite			\$932.79		
8/7/2024	68,883	PMCHQ00000176	Cash	001126	Rice, Susan				\$172.00	
8/19/2024	72,952	CRREC00001944	BIA Asoc Memb - john Stewart	32675	BIA Asoc Memb - john Stewart			\$200.00		
9/17/2024	73,368	PMCHQ00000192	Cash	001127	KC Multi Solutions Ltd				\$397.31	
9/17/2024	73,369	PMCHQ00000192	Cash	001128	KawarthaNOW.com				\$734.50	
9/17/2024	73,370	PMCHQ00000192	Cash	001129	Lycett, Kathie				\$530.92	
9/17/2024	73,371	PMCHQ00000192	Cash	001130	The Millbrook Times				\$226.00	
9/17/2024	73,372	PMCHQ00000192	Cash	001131	NorthFIRE Circus Entertainment				\$960.50	
9/17/2024	73,373	PMCHQ00000192	Cash	001132	Larry Potter Events				\$1,432.12	
9/17/2024	73,374	PMCHQ00000192	Cash	001133	Millbrook Valley Chocolates				\$25.00	
9/30/2024	78,295	CRREC00002176	Cove Antiques Assoc Memb	36057	Cove Antiques Assoc Memb			\$30.00		
9/30/2024	78,296	CRREC00002176	Stacey Knight Assoc Memb	36058	Stacey Knight Assoc Memb			\$30.00		
10/3/2024	74,744	PMCHQ00000201	Cash	001134	Bronson, Danny				\$400.00	
10/3/2024	74,745	PMCHQ00000201	Cash	001135	Farmer, Riley				\$1,247.50	
10/3/2024	74,746	PMCHQ00000201	Cash	001136	Jones, John				\$1,017.00	
10/3/2024	74,747	PMCHQ00000201	Cash	001137	Kimble, Dar				\$1,200.00	
10/3/2024	74,748	PMCHQ00000201	Cash	001138	Huntley Ryan				\$150.00	
10/17/2024	75,829	PMCHQ00000207	Cash	001139	Dusk to Dawn Brewing Company				\$1,121.00	
10/17/2024	75,830	PMCHQ00000207	Cash	001140	Nexicom				\$122.88	
10/17/2024	75,831	PMCHQ00000207	Cash	001141	Rice, Susan				\$1,012.16	
10/17/2024	75,832	PMCHQ00000207	Cash	001142	Rice Lake Hard Cider				\$275.50	
10/17/2024	75,833	PMCHQ00000207	Cash	001143	Thibeadeau, Zack				\$13.96	
10/31/2024	80,446	CRREC00002273	Wine Shoppe BIA Bucks Purch	37092	Wine Shoppe BIA Bucks Purch			\$200.00		
10/31/2024	80,447	CRREC00002273	Cash Sales FF	37093	Cash Sales FF			\$1,232.25		
10/31/2024	80,448	CRREC00002273	Nexicom FF	37094	Nexicom FF			\$400.00		
10/31/2024	80,449	CRREC00002273	FF Sales through Square	37095	FF Sales through Square				\$763.64	
10/31/2024	80,450	CRREC00002273	Tall Pines Revenue	37096	Tall Pines Revenue			\$2,000.00		
10/31/2024	80,451	CRREC00002273	Eventbrite - Fall Festival	37111	Eventbrite - Fall Festival			\$960.00		
11/13/2024	79,125	PMCHQ00000219	Cash	001144	Royal Canadian Legion Branch 402				\$200.00	
11/13/2024	79,126	PMCHQ00000219	Cash	001145	Community Care Millbrook				\$1,000.00	

DETAILED TRIAL BALANCE FOR 2024
 Township of Cavan Monaghan

11/13/2024	79,127	PMCHQ00000219	Cash	001146	Millbrook Foodland	\$232.34
11/13/2024	79,128	PMCHQ00000219	Cash	001147	Peterborough Police Services	\$1,340.50
11/13/2024	79,129	PMCHQ00000219	Cash	001148	Puddleduck Farms	\$944.58
11/13/2024	79,130	PMCHQ00000219	Cash	001149	Rice, Susan	\$523.13
11/13/2024	79,131	PMCHQ00000219	Cash	001150	Cochrane, Earl	\$2,260.00
11/13/2024	79,132	PMCHQ00000219	Cash	001151	Fines, Ken	\$60.00
11/13/2024	79,133	PMCHQ00000219	Cash	001152	Ontario BIA Association	\$281.01
11/13/2024	79,134	PMCHQ00000219	Cash	001153	Roffey, Sharon	\$279.08

Account: 01-25-299-00000-1015				Totals:	Net Change	Ending Balance	
					-\$1,929.89	-\$1,929.89	\$27,438.68
							\$29,368.57

Account:	01-25-299-00000-2399	Description:	OP-Fin-BIA--Liabilities - BIA Bucks (unredeemed)	Beginning Balance:	\$0.00
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Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit
10/31/2024	80,446	CRREC00002273	Wine Shoppe BIA Bucks Purch	37092	Wine Shoppe BIA Bucks Purch		\$200.00

Account: 01-25-299-00000-2399				Totals:	Net Change	Ending Balance	
					-\$200.00	-\$200.00	\$0.00
							\$200.00

Account:	01-25-299-00000-4162	Description:	OP-Fin-BIA- BIA Bucks (redeemed)	Beginning Balance:	\$0.00
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Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit
10/31/2024	80,446	CRREC00002273	** Interfund Transaction **			\$200.00	

Account: 01-25-299-00000-4162				Totals:	Net Change	Ending Balance	
					\$200.00	\$200.00	\$200.00
							\$0.00

Account:	01-25-299-00000-4503	Description:	OP Fin BIA . Cndtl Grant	Beginning Balance:	\$0.00
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Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit
7/31/2024	72,767	CRREC00001939	Associate Memb Cove Antiques	32446	Associate Memb Cove Antiques		\$200.00
8/19/2024	72,952	CRREC00001944	BIA Asoc Memb - john Stewart	32675	BIA Asoc Memb - john Stewart		\$200.00

Account: 01-25-299-00000-4503				Totals:	Net Change	Ending Balance	
					-\$400.00	-\$400.00	\$0.00
							\$400.00

Account:	01-25-299-00000-4700	Description:	OP Fin BIA . Misc Rev	Beginning Balance:	\$0.00
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Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit
2/27/2024	58,621	CRREC00001228	BIA Breakfast Sales	22749	BIA Breakfast Sales		\$50.00
3/31/2024	59,761	CRREC00001306	BIA Breakfast Eventbrite	22751	BIA Breakfast Eventbrite		\$170.00
5/13/2024	62,977	INVCE00000090	Sales	IVC00000000000776	Chimp3 - JRS3 TV Productions Ltd		\$4,000.00
9/10/2024	72,814	INVCE00000116	Sales	IVC00000000000829	Sphere (PS) Productions 5 Inc.		\$2,000.00
9/10/2024	72,815	INVCE00000116	Sales	IVC00000000000830	Sphere (PS) Productions 5 Inc.		\$3,500.00
9/23/2024	74,802	PMTRX00000438	Purchases	BIA23092024	Millbrook B.I.A.	\$2,000.00	
10/31/2024	80,450	CRREC00002273	Tall Pines Revenue	37096	Tall Pines Revenue		\$2,000.00

Account: 01-25-299-00000-4700				Totals:	Net Change	Ending Balance	
					-\$9,720.00	-\$9,720.00	\$2,000.00
							\$11,720.00

Account:	01-25-299-00000-4808	Description:	OP Fin BIA . Oth Rev Gov't Bus.	Beginning Balance:	\$0.00
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Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit
3/31/2024	59,762	CRREC00001306	2024 Municipal Levy to BIA	23432	2024 Municipal Levy to BIA		\$16,000.00

Account: 01-25-299-00000-4808				Totals:	Net Change	Ending Balance	
					-\$16,000.00	-\$16,000.00	\$0.00
							\$16,000.00

Account:	01-25-299-00000-6000	Description:	OP Fin BIA . Bnk/Int/Pyrl Chrg	Beginning Balance:	\$0.00
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Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit
3/5/2024	59,763	CMADJ00000011	Cash Account Offset	SVC000000006	Reconciliation Adjustment	\$12.99	

Account: 01-25-299-00000-6000				Totals:	Net Change	Ending Balance	
					\$12.99	\$12.99	\$12.99
							\$0.00

DETAILED TRIAL BALANCE FOR 2024
 Township of Cavan Monaghan

Account:		Description:				Beginning Balance:				
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name		Debit	Credit		
Account: 01-25-299-00000-6052		Description: OP-Fin-BIA--Seminars/Conferences				Beginning Balance:		\$0.00		
3/12/2024	57,247	PMTRX00000218	Purchases	MAR 1, 2024	Lycett, Kathie		\$898.54			
6/17/2024	65,468	PMTRX00000322	Purchases	JUNE 8, 2024	Lycett, Kathie		\$407.73			
6/17/2024	65,468	PMTRX00000322	Purchases	JUNE 8, 2024	Lycett, Kathie		\$75.00			
						Net Change	Ending Balance			
Account: 01-25-299-00000-6052		Totals:					\$1,381.27	\$1,381.27	\$1,381.27	\$0.00
Account: 01-25-299-00000-6056		Description: OP Fin BIA . Mileage				Beginning Balance:		\$0.00		
6/17/2024	65,468	PMTRX00000322	Purchases	JUNE 8, 2024	Lycett, Kathie		\$189.11			
						Net Change	Ending Balance			
Account: 01-25-299-00000-6056		Totals:					\$189.11	\$189.11	\$189.11	\$0.00
Account: 01-25-299-00000-6123		Description: OP Fin BIA . AGM / Events				Beginning Balance:		\$0.00		
2/7/2024	52,568	PMTRX00000195	Purchases	JAN 9, 2024	Royal Canadian Legion Branch 402		\$90.00			
10/22/2024	79,118	PMTRX00000488	Purchases	1302	Millbrook Foodland		\$232.34			
						Net Change	Ending Balance			
Account: 01-25-299-00000-6123		Totals:					\$322.34	\$322.34	\$322.34	\$0.00
Account: 01-25-299-00000-6128		Description: OP Fin BIA . Marketing/Promo				Beginning Balance:		\$0.00		
1/5/2024	54,707	PMTRX00000207	Purchases	JANUARY 5, 2024	Cavan Monaghan Barn Quilt Trails		\$300.00			
5/13/2024	61,500	GLTRX00002828							\$300.00	
9/3/2024	73,365	PMTRX00000408	Purchases	01105294	KawarthaNOW.com		\$661.44			
10/16/2024	75,824	PMTRX00000457	Purchases	22748	Nexicom		\$110.81			
						Net Change	Ending Balance			
Account: 01-25-299-00000-6128		Totals:					\$772.25	\$772.25	\$1,072.25	\$300.00
Account: 01-25-299-00000-6131		Description: OP Fin BIA . Honorariums				Beginning Balance:		\$0.00		
5/12/2024	62,067	PMTRX00000303	Purchases	MAY 12, 2024	Community Care Millbrook		\$200.00			
11/5/2024	79,116	PMTRX00000488	Purchases	DON110424	Community Care Millbrook		\$1,000.00			
11/5/2024	79,124	PMTRX00000488	Purchases	NOV52024	Royal Canadian Legion Branch 402		\$200.00			
						Net Change	Ending Balance			
Account: 01-25-299-00000-6131		Totals:					\$1,400.00	\$1,400.00	\$1,400.00	\$0.00
Account: 01-25-299-00000-6150		Description: OP Fin BIA . Contracted Srv				Beginning Balance:		\$0.00		
2/14/2024	53,709	PMTRX00000198	Purchases	JAN 1, 2024	Township of Cavan Monaghan		\$203.52			
4/11/2024	59,584	PMTRX00000244	Purchases	MAR 1, 2024	Deklerck, Kate		\$202.89			
8/9/2024	73,366	PMTRX00000408	Purchases	2472	KC Multi Solutions Ltd		\$357.79			
						Net Change	Ending Balance			
Account: 01-25-299-00000-6150		Totals:					\$764.20	\$764.20	\$764.20	\$0.00
Account: 01-25-299-00000-6214		Description: OP Fin BIA . Summer Planters/Beautification				Beginning Balance:		\$0.00		
5/12/2024	62,066	PMTRX00000303	Purchases	866	Johnson's Greenhouse and Landscaping		\$2,293.67			
						Net Change	Ending Balance			
Account: 01-25-299-00000-6214		Totals:					\$2,293.67	\$2,293.67	\$2,293.67	\$0.00

DETAILED TRIAL BALANCE FOR 2024
 Township of Cavan Monaghan

Account:		Description:				Beginning Balance:			
01-25-299-00000-6224		OP Fin BIA . Decorating Committee				\$0.00			
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit		
4/11/2024	59,586	PMTRX00000244	Purchases	MARCH 24, 2204	Rice, Susan	\$988.07			
7/31/2024	68,780	PMTRX00000376	Purchases	JULY 31,2024	Rice, Susan	\$154.89			
10/9/2024	75,827	PMTRX00000457	Purchases	EXP091024	Rice, Susan	\$911.47			
11/1/2024	79,121	PMTRX00000488	Purchases	3884	Puddleduck Farms	\$850.62			
11/5/2024	79,122	PMTRX00000488	Purchases	NOV 5 2024	Rice, Susan	\$471.09			
11/5/2024	79,123	PMTRX00000488	Purchases	NOV 5 2024	Roffey, Sharon	\$251.32			
					Net Change	Ending Balance			
Account: 01-25-299-00000-6224		Totals:				\$3,627.46	\$3,627.46	\$3,627.46	\$0.00
Account:		Description:				Beginning Balance:			
01-25-299-00000-6240		OP Fin BIA . Memberships				\$0.00			
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit		
3/12/2024	57,247	PMTRX00000218	Purchases	MAR 1, 2024	Lycett, Kathie	\$253.07			
11/2/2024	79,119	PMTRX00000488	Purchases	91	Ontario BIA Association	\$253.07			
					Net Change	Ending Balance			
Account: 01-25-299-00000-6240		Totals:				\$506.14	\$506.14	\$506.14	\$0.00
Account:		Description:				Beginning Balance:			
01-25-299-00000-6271		OP Fin BIA . BIA Breakfast Expense				\$0.00			
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit		
2/29/2024	57,248	PMTRX00000218	Purchases	FEB 29, 2024	Royal Canadian Legion Branch 402	\$300.00			
					Net Change	Ending Balance			
Account: 01-25-299-00000-6271		Totals:				\$300.00	\$300.00	\$300.00	\$0.00
Account:		Description:				Beginning Balance:			
01-25-299-00000-6353		OP-Fin-BIA-. -BIA Bucks (Vendor Reimburse)				\$0.00			
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit		
4/6/2024	59,585	PMTRX00000244	Purchases	APRIL 6, 2024	Moody's	\$100.00			
9/3/2024	73,367	PMTRX00000408	Purchases	CHQREQ SEPT 3	Millbrook Valley Chocolates	\$25.00			
10/31/2024	80,446	CRREC00002273	** Interfund Transaction **				\$200.00		
					Net Change	Ending Balance			
Account: 01-25-299-00000-6353		Totals:				-\$75.00	-\$75.00	\$125.00	\$200.00
Account:		Description:				Beginning Balance:			
01-25-299-29001-6126		OP Fin BIA Car Show Advertising				\$0.00			
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit		
6/8/2024	65,469	PMTRX00000322	Purchases	JUNE 8, 2024	Millbrook and District Lions Club	\$200.00			
					Net Change	Ending Balance			
Account: 01-25-299-29001-6126		Totals:				\$200.00	\$200.00	\$200.00	\$0.00
Account:		Description:				Beginning Balance:			
01-25-299-29002-6150		OP Fin BIA Christmas in Village Contracted Srv				\$0.00			
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit		
10/29/2024	79,115	PMTRX00000488	Purchases	687551	Cochrane, Earl	\$2,035.20			
					Net Change	Ending Balance			
Account: 01-25-299-29002-6150		Totals:				\$2,035.20	\$2,035.20	\$2,035.20	\$0.00
Account:		Description:				Beginning Balance:			
01-25-299-29003-4808		OP Fin BIA Ladies Night Oth Rev Gov't Bus.				\$0.00			
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit		
7/31/2024	72,768	CRREC00001939	3x Ladies Night vendors	32447	3x Ladies Night vendors		\$90.00		
7/31/2024	72,769	CRREC00001939	Ladies Night Vendor Revenue	32448	Ladies Night Vendor Revenue		\$180.00		
7/31/2024	72,770	CRREC00001939	Ladies Night Eventbrite	32449	Ladies Night Eventbrite		\$932.79		
					Net Change	Ending Balance			
Account: 01-25-299-29003-4808		Totals:				-\$1,202.79	-\$1,202.79	\$0.00	\$1,202.79

DETAILED TRIAL BALANCE FOR 2024
 Township of Cavan Monaghan

Account: 01-25-299-29003-6126		Description: OP Fin BIA Ladies Night Advertising				Beginning Balance: \$0.00			
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit		
7/8/2024	67,634	PMTRX00000363	Purchases	01105264	KawarthaNOW.com	\$661.44			
					Net Change	Ending Balance			
Account: 01-25-299-29003-6126		Totals:				\$661.44	\$661.44	\$661.44	\$0.00
Account: 01-25-299-29003-6150		Description: OP Fin BIA Ladies Night Contracted Srv				Beginning Balance: \$0.00			
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit		
6/6/2024	67,636	PMTRX00000363	Purchases	1121	Madge Enthath Enterprises	\$112.57			
6/12/2024	67,635	PMTRX00000363	Purchases	0019	Mark Brooks	\$125.00			
					Net Change	Ending Balance			
Account: 01-25-299-29003-6150		Totals:				\$237.57	\$237.57	\$237.57	\$0.00
Account: 01-25-299-29009-4550		Description: OP Fin BIA Fall Fest Donations				Beginning Balance: \$0.00			
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit		
10/31/2024	80,448	CRREC00002273	Nexicom FF	37094	Nexicom FF		\$400.00		
					Net Change	Ending Balance			
Account: 01-25-299-29009-4550		Totals:				-\$400.00	-\$400.00	\$0.00	\$400.00
Account: 01-25-299-29009-4808		Description: OP-Fin-BIA-Fall Fest-Oth Rev Gov't Bus.				Beginning Balance: \$0.00			
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit		
9/30/2024	78,295	CRREC00002176	Cove Antiques Assoc Memb	36057	Cove Antiques Assoc Memb		\$30.00		
9/30/2024	78,296	CRREC00002176	Stacey Knight Assoc Memb	36058	Stacey Knight Assoc Memb		\$30.00		
10/8/2024	75,826	PMTRX00000457	Purchases	000416	Rice Lake Hard Cider	\$248.12			
10/10/2024	75,825	PMTRX00000457	Purchases	2119	Dusk to Dawn Brewing Company	\$1,121.00			
10/31/2024	80,447	CRREC00002273	Cash Sales FF	37093	Cash Sales FF		\$1,232.25		
10/31/2024	80,449	CRREC00002273	FF Sales through Square	37095	FF Sales through Square		\$763.64		
10/31/2024	80,451	CRREC00002273	Eventbrite - Fall Festival	37111	Eventbrite - Fall Festival		\$960.00		
11/5/2024	79,117	PMTRX00000488	Purchases	REF110524	Fines, Ken	\$60.00			
					Net Change	Ending Balance			
Account: 01-25-299-29009-4808		Totals:				-\$1,586.77	-\$1,586.77	\$1,429.12	\$3,015.89
Account: 01-25-299-29009-6150		Description: OP Fin BIA Fall Fest Contracted Srv				Beginning Balance: \$0.00			
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit		
8/27/2024	73,360	PMTRX00000408	Purchases	SEPT EXP 2024	Lycett, Kathie	\$12.00			
9/3/2024	73,361	PMTRX00000408	Purchases	SEPT 3, 2024	Lycett, Kathie	\$500.00			
9/3/2024	73,362	PMTRX00000408	Purchases	201912938	Larry Potter Events	\$1,239.94			
9/4/2024	73,363	PMTRX00000408	Purchases	241005	NorthFIRE Circus Entertainment	\$864.96			
9/5/2024	73,364	PMTRX00000408	Purchases	6727	The Millbrook Times	\$203.52			
9/15/2024	74,741	PMTRX00000434	Purchases	15092024KIM	Kimble, Dar	\$1,200.00			
9/27/2024	74,740	PMTRX00000434	Purchases	27092024ECHO	Farmer, Riley	\$1,123.41			
9/27/2024	74,742	PMTRX00000434	Purchases	0000024	Jones, John	\$915.84			
9/27/2024	74,743	PMTRX00000434	Purchases	27092024BRON	Bronson, Danny	\$400.00			
10/17/2024	79,120	PMTRX00000488	Purchases	OCT172024	Peterborough Police Services	\$1,207.15			
					Net Change	Ending Balance			
Account: 01-25-299-29009-6150		Totals:				\$7,666.82	\$7,666.82	\$7,666.82	\$0.00
Account: 01-25-299-29009-6274		Description: OP-Fin-BIA-Fall Fest-Mat and Supp				Beginning Balance: \$0.00			
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit		
8/27/2024	73,360	PMTRX00000408	Purchases	SEPT EXP 2024	Lycett, Kathie	\$17.03			
10/9/2024	75,828	PMTRX00000457	Purchases	9344	Thibeadeau, Zack	\$13.96			
					Net Change	Ending Balance			
Account: 01-25-299-29009-6274		Totals:				\$30.99	\$30.99	\$30.99	\$0.00

DETAILED TRIAL BALANCE FOR 2024
 Township of Cavan Monaghan

Account:		Description:				Beginning Balance:							
Trx Date	Jrnl No.	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Debit	Credit						
01-25-299-29010-6169		OP-Fin-BIA-Summer Fest-Ins and License				\$0.00							
9/10/2024	74,739	PMTRX00000434	Purchases	EXP16092024	Huntley Ryan	\$150.00							
					Net Change	Ending Balance							
Totals:					\$150.00	\$150.00	\$150.00	\$0.00					
Account:		Accounts		Beginning Balance		Net Change		Ending Balance		Debit		Credit	
01-25-299-29010-6169		28		\$0.00		-\$8,763.00		-\$8,763.00		\$54,044.25		\$62,807.25	

**Township of Cavan Monaghan
Budget Comparison - Revenue and Expense
For the period ending Thursday, October 31, 2024**

BIA		Actual Period to date	Actual YTD	Budget Approved 2024	Budget Remaining 2024	Budget Available %
Fund: 01 General						
BIA Administration						
Revenue						
01-25-299-00000-4162	BIA Bucks (Redeemed)	200.00	200.00	0.00	(200.00)	-
01-25-299-00000-4503	Conditional Grant	0.00	(400.00)	(2,000.00)	(1,600.00)	80.0%
01-25-299-00000-4700	Misc Revenue	(2,000.00)	(9,720.00)	0.00	9,720.00	-
01-25-299-00000-4808	Other Revenue - Gov't Bus.	0.00	(16,000.00)	(16,000.00)	0.00	-
01-25-299-00000-4920	Tsf to/from BIA Surplus/Deficit	0.00	0.00	(6,082.00)	(6,082.00)	100.0%
Total Revenue		(1,800.00)	(25,920.00)	(24,082.00)	1,838.00	(7.6%)
Expense						
01-25-299-00000-6000	Bank/Interest/Payroll Charge	0.00	12.99	0.00	(12.99)	-
01-25-299-00000-6052	Seminars/Conferences	0.00	1,381.27	1,500.00	118.73	7.9%
01-25-299-00000-6056	Mileage	0.00	189.11	400.00	210.89	52.7%
01-25-299-00000-6123	AGM / Events	232.34	322.34	500.00	177.66	35.5%
01-25-299-00000-6128	Marketing/Promo	110.81	772.25	2,500.00	1,727.75	69.1%
01-25-299-00000-6131	Honorariums	0.00	200.00	200.00	0.00	-
01-25-299-00000-6150	Contracted Services	0.00	764.20	4,700.00	3,935.80	83.7%
01-25-299-00000-6210	Building Repair/Maintenance	0.00	0.00	1,000.00	1,000.00	100.0%
01-25-299-00000-6214	Summer Planters/Beautification	0.00	2,293.67	2,850.00	556.33	19.5%
01-25-299-00000-6224	Decorating Committee	911.47	2,054.43	4,400.00	2,345.57	53.3%
01-25-299-00000-6240	Memberships	0.00	253.07	250.00	(3.07)	(1.2%)
01-25-299-00000-6271	BIA Breakfast Expense	0.00	300.00	520.00	220.00	42.3%
01-25-299-00000-6353	BIA Bucks (Vendor Reimburse)	(200.00)	(75.00)	0.00	75.00	-
Total Expense		1,054.62	8,468.33	18,820.00	10,351.67	55.0%
Total BIA Administration		(745.38)	(17,451.67)	(5,262.00)	12,189.67	(231.7%)
Car Show BIA						
Revenue						
		0.00	0.00	0.00	0.00	0.00
Expense						
01-25-299-29001-6126	Advertising	0.00	200.00	200.00	0.00	-
Total Expense		0.00	200.00	200.00	0.00	-
Total Car Show BIA		0.00	200.00	200.00	0.00	-
Christmas in th Village BIA						
Revenue						
01-25-299-29002-4808	Other Revenue - Gov't Bus.	0.00	0.00	(900.00)	(900.00)	100.0%
Total Revenue		0.00	0.00	(900.00)	(900.00)	100.0%
Expense						
01-25-299-29002-6126	Advertising	0.00	0.00	300.00	300.00	100.0%
01-25-299-29002-6150	Contracted Services	2,035.20	2,035.20	1,600.00	(435.20)	(27.2%)
01-25-299-29002-6274	Materials and Supplies	0.00	0.00	100.00	100.00	100.0%
Total Expense		2,035.20	2,035.20	2,000.00	(35.20)	(1.8%)
Total Christmas in the Village BIA		2,035.20	2,035.20	1,100.00	(935.20)	(85.0%)
Ladies Night BIA						
Revenue						
01-25-299-29003-4550	Donations	0.00	0.00	(800.00)	(800.00)	100.0%
01-25-299-29003-4808	Other Revenue - Gov't Bus.	0.00	(1,202.79)	(1,350.00)	(147.21)	10.9%
Total Revenue		0.00	(1,202.79)	(2,150.00)	(947.21)	44.1%
Expense						

**Township of Cavan Monaghan
Budget Comparison - Revenue and Expense
For the period ending Thursday, October 31, 2024**

		BIA				
		Actual Period to date	Actual YTD	Budget Approved 2024	Budget Remaining 2024	Budget Available %
01-25-299-29003-6126	Advertising	0.00	661.44	300.00	(361.44)	(120.5%)
01-25-299-29003-6150	Contracted Serrvices	0.00	237.57	1,500.00	1,262.43	84.2%
01-25-299-29003-6274	Materials and Supplies	0.00	0.00	350.00	350.00	100.0%
	Total Expense	0.00	899.01	2,150.00	1,250.99	58.2%
	Total Ladies Night BIA	0.00	(303.78)	0.00	303.78	-
	BIA Signage/Banners Revenue					
	Total Revenue					
	Expense					
	Fall Festival (Outdoor Arts) Revenue					
01-25-299-29009-4550	Donations	(400.00)	(400.00)	(2,000.00)	(1,600.00)	80.0%
01-25-299-29009-4808	Other Revenue - Gov't Bus.	(1,586.77)	(1,646.77)	(1,350.00)	296.77	(22.0%)
	Total Revenue	(1,986.77)	(2,046.77)	(3,350.00)	(1,303.23)	38.9%
	Expense					
01-25-299-29009-6126	Advertising	0.00	0.00	300.00	300.00	100.0%
01-25-299-29009-6150	Contracted Services	1,207.15	7,666.82	6,000.00	(1,666.82)	(27.8%)
01-25-299-29009-6169	Insurance and License	0.00	0.00	712.00	712.00	100.0%
01-25-299-29009-6274	Materials and Supplies	13.96	30.99	300.00	269.01	89.7%
	Total Expense	1,221.11	7,697.81	7,312.00	(385.81)	(5.3%)
	Total Fall Festival (Outdoor Arts)	(765.66)	5,651.04	3,962.00	(1,689.04)	(42.6%)
	Summer Festival Revenue					
	Expense					
01-25-299-29010-6169	Insurance and License	0.00	150.00	0.00	(150.00)	-
	Total Expense	0.00	150.00	0.00	(150.00)	-
	Total Summer Festival	0.00	150.00	0.00	(150.00)	-

**Township of Cavan Monaghan
Budget Comparison - Revenue and Expense
For the period ending Thursday, October 31, 2024**

BIA					
	Actual Period to date	Actual YTD	Budget Approved 2024	Budget Remaining 2024	Budget Available %
SUMMARY BIA					
BIA Administration	(745.38)	(17,451.67)	(5,262.00)	12,189.67	(231.7%)
Car Show (BIA)	0.00	200.00	200.00	0.00	-
Christmas in the Village (BIA)	2,035.20	2,035.20	1,100.00	(935.20)	(85.0%)
Ladies Night (BIA)	0.00	(303.78)	0.00	303.78	-
Fall Festival (Outdoor Arts)	(765.66)	5,651.04	3,962.00	(1,689.04)	(42.6%)
Summer Festival	0.00	150.00	0.00	(150.00)	-
Total Revenue:	(3,786.77)	(29,169.56)	(30,482.00)	(1,312.44)	4.3%
Total Expenses:	4,310.93	19,450.35	30,482.00	11,031.65	36.2%
Report Net	524.16	(9,719.21)	0.00	9,719.21	-