



# Bulkley Valley Research Centre

## Administration Fees - 2019

The Bulkley Valley Research Centre (BVRC) is a recognized non-profit society and an established registered charity. The BVRC has operated since 2002 and administered in excess of \$9,000,000 in program funding. This document outlines the BVRC Administration Fees for 2019. Administration fees are the main source of revenue to the Centre.

The BVRC's administration fee for 2019 is 12%, calculated as a percentage of the project funding amount<sup>1,2</sup>. An additional project coordination fee of 3-5% is charged for complex projects, e.g. projects with multiple funding sources, complex funder reporting requirements, funder requirements to use online reporting systems, and/or multiple sub-contractors, etc. Additional services, such as project coordination, communication, and creation/maintenance of digital platforms, are subject to fees as outlined in section II. Details will be determined at the initiation of a project and incorporated into contracts between the BVRC and project lead. All fees and services are subject to approval by the BVRC Executive Director.

### I. Basic Administration Services Provided

1. Use of the Centre as a conduit to apply for funding
2. Contract administration
3. Administration of income from funder
4. Disbursement of expenditures
5. Financial reporting (quarterly)
6. Publication of project outcome(s) to BVRC website for public accessibility
7. Financial record storage for 7 years
8. Electronic storage of project deliverables, contract documents and final reports
9. Physical address, PO Box and mail collection

### II. Fee for Service Rates

This section summarizes services available to clients requiring additional services above basic administrative services or for those projects that are not charged a basic administration fee. Service rates are assigned according to the table below. All fees and services are subject to approval by the BVRC Executive Director.

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<sup>1</sup> 10% will be charged on projects <\$10,000 to a minimum of \$500.

<sup>2</sup> BVRC administers projects for members; an annual individual membership is \$50.

Service	Rates
Project Management and Coordination	Senior \$100/hr   Junior \$75/hr
Search for funding, basic proposal advice and assistance	Senior \$100/hr   Junior \$75/hr
Communications	\$75/hr
Bookkeeping	\$75/hr
Setup and Maintenance of digital platforms, e.g. website	\$95/hr

**III. Calculation of GST Cost**

The Centre is eligible for a 50% rebate of GST Input Tax Credits (ITCs) paid and provides this rebate back to members on projects where GST is charged to the Centre.

The rules around GST for the Centre are different than for individuals or businesses. The BVRC is a charitable society and therefore its services are considered 'exempt supplies'. Accordingly, the Centre does not charge GST on its services and does not claim a refund of GST Input Tax Credits (ITCs) paid on expenses (unlike GST registrants). The Centre must, however, pay the GST charged on any project expenses by the contractor and on fuel, supplies, accommodation, etc. For this the Centre is entitled to a Public Service Bodies' rebate of 50% of GST ITCs paid.

What this means is, if GST is charged on any of the project expenses, the Centre pays a net GST amount of 2.5% on those project expenses. The Centre must pass along this 2.5% GST 'cost' to the project budget, otherwise, the Centre would lose money at a rate of 2.5% per project. Therefore, the member needs to incorporate the 2.5% of the GST that is not rebated into their project budget.

Scenario: A member receives funding through the BVRC for a project with a funding total of \$1000. The BVRC charges a 10% administration fee for basic services, resulting in a net \$900 for other project expenses. Most of these project expenses will incur GST. However, as the Centre is eligible for a 50% GST rebate, *the member need only incorporate the 2.5% of the GST that is not rebated into the project budget.*

Example: Please see below for a numerical example of how the BVRC would calculate the above scenario.

<b>CONTRACT ADMIN FEE AND GST CALCULATION</b>					
<b>NUMERICAL EXAMPLE</b>					
<b>FUNDING AMOUNT and ADMIN FEE</b>					
		\$ 1,000.00	PROJECT FUNDING		
	MINUS	\$ (100.00)	ADMIN. FEE (10% x \$1000)		
		<b>\$ 900.00</b>	<b>FUNDS AVAILABLE FOR PROJECT EXPENSES</b>		
<b>GST and FUNDS available for PROJECT EXPENSES</b>					
		\$ 900.00	FUNDS AVAILABLE FOR PROJECT EXPENSES		
	MINUS	\$ (21.95)	LESS ALLOWANCE FOR GST COST (0.025/1.025 x \$900.00)		
		<b>\$ 878.05</b>	<b>FUNDS AVAILABLE FOR PROJECT EXPENSES LESS ADMIN FEE and GST</b>		
<b>GST SUMMARY FOR CENTRE</b>					
		\$ 878.05	FUNDS AVAILABLE FOR PROJECT EXPENSES LESS ADMIN FEE and GST		
	ADD	\$ 43.90	5% GST CHARGED ON PROJECT EXPENSES LESS ADMIN FEE and GST (0.05 x \$878.05)		
		<b>\$ 921.95</b>	<b>TOTAL PROJECT COSTS WITH GST (EXCLUDING ADMIN)</b>		
	MINUS	\$ (21.95)	DEDUCT 50% GST REBATE RECEIVABLE BY BVRC		
		<b>\$ 900.00</b>	<b>TOTAL PROJECT EXPENSE AFTER CENTRE RECEIVES REBATE (EXCLUDING ADMIN FEE)</b>		