



Bulkley Valley Research Centre

Administration Fees

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 \$8,800,000 in program funding. This document summarizes the services available to members through the BVRC Administration Fees.

The BVRC charges 10-15% for basic administrative services, depending on the funder and complexity of the project. The Centre calculates the administration fee as a percentage of the project funding amount. Additional services 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.

Service	Rates
Project Management and Coordination	Senior \$90/hr Junior \$60/hr
Search for funding, basic proposal advice and assistance	Senior \$90/hr Junior \$60/hr
Communications	\$60/hr
Bookkeeping	\$60/hr
Website Setup and Maintenance	\$75/hr

III. Calculation of GST Cost (and WCB if applicable)

Students and other contractors unable to acquire their own Workers Compensation Board (WCB) number can use the Centre's. Using the current WCB rate, a small fee will apply to the funds available for project expenses.

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.

<u>CONTRACT ADMIN FEE AND GST CALCULATION</u>			
<u>NUMERICAL EXAMPLE</u>			
<u>FUNDING AMOUNT and ADMIN FEE</u>			
		\$1,000.00	PROJECT FUNDING
MINUS		-\$100.00	ADMIN. FEE (10% x \$1000)
		\$900.00	FUNDS AVAILABLE FOR PROJECT EXPENSES
<u>WCB COST (IF APPLICABLE)</u>			
		\$900.00	FUNDS AVAILABLE FOR PROJECT EXPENSES
MINUS		-15.12	WCB COST (1.68% x \$900)
		\$884.88	FUNDS AVAILABLE FOR PROJECT EXPENSES
<u>GST and FUNDS available for PROJECT EXPENSES</u>			
		\$884.88	FUNDS AVAILABLE FOR PROJECT EXPENSES
MINUS		-\$21.58	LESS ALLOWANCE FOR GST COST (0.025/1.025 x \$884.88)
		\$863.30	FUNDS AVAILABLE FOR PROJECT EXPENSES LESS ADMIN FEE and GST
<u>GST SUMMARY FOR CENTRE</u>			
		\$863.30	FUNDS AVAILABLE FOR PROJECT EXPENSES LESS ADMIN FEE, WCB AND GST
ADD		\$43.17	5% GST CHARGED ON PROJECT EXPENSES LESS ADMIN FEE, WCB AND GST (0.05 x \$863.30)
		\$906.47	TOTAL PROJECT COSTS WITH GST (EXCLUDING ADMIN)
MINUS		-\$21.58	DEDUCT 50% GST REBATE RECEIVABLE BY BVRC
		\$884.89	TOTAL PROJECT EXPENSE AFTER CENTRE RECEIVES REBATE (EXCLUDING ADMIN FEE)