

Sept 13/19 Date Prepared

Funding Period: From Apr 1, 2020 to Mar 31, 2021

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2018-19 (12 months)	2019-20 YTD (3 months)	Year 1 2018-19	Year 2 2019-20 (a)	Year 3 2020-21 (b)	Total for 3 Years	2020 Budget vs 2019 Budget	2020 Budget vs 2019 Budget
Revenue:								
WorkSafeBC HSA Operations Funding	250,000	90,735	250,000	362,940	450,000	1,062,940	87,060	24%
Interest Revenue					0	0	0	-
Training/Course Revenue	4,231	198	45,430	21,600	0	67,030	(21,600)	-
Other Revenue (list individually)					0	0	0	-
					0	0	0	-
Total Revenue	254,231	90,933	295,430	384,540	450,000	1,129,970	65,460	17%
Compensation Expense:								
Salaries	159,244	47,889	156,753	220,518	267,186	644,457	46,668	21%
Benefits	15,703	4,753	15,460	21,861	26,522	63,843	4,661	21%
Consultants & Contractors	33,901	540	48,000	17,000	19,000	84,000	2,000	12%
Other Expense:								
Accounting & Legal Fees	1,465	706	1,465	3,607	5,365	10,437	1,758	49%
Advertising & Sponsorships	9,592	2,017	8,697	10,362	18,604	37,663	8,242	80%
Board Expenses	3,417	1,412	3,417	4,810	8,547	16,774	3,737	78%
Building Maintenance & Repairs	0	0	0	0	0	0	0	-
Telecommunications & Freight	1,798	456	1,798	1,811	3,219	6,828	1,408	78%
Conference Registration and Meeting Expenses	5,913	812	9,850	15,966	7,550	33,366	(8,416)	-53%
Furniture & Equipment	0		6,889	0	0	6,889	0	-
Office Supplies	7,191	2,745	1,660	9,620	14,484	25,764	4,864	51%
Property Taxes & General Insurance	1,660	800	3,000	4,088	5,722	12,810	1,634	40%
Publications & materials	1,413	0	16,876	8,500	2,632	28,008	(5,868)	-69%
Rent - Office	16,876	7,832	7,443	41,641	40,416	89,500	(1,225)	-3%
Technology	6,323	4,893	1,869	13,952	20,140	35,961	6,188	44%
Training - Staff	2,044	236	9,500	1,804	2,363	13,667	559	31%
Travel	4,113	700		9,000	8,250	17,250	(750)	-8%
Miscellaneous					0	0	0	-
Total Expenses	270,653	75,790	292,677	384,540	450,000	1,127,217	65,460	17%
Revenue less Expenses	(16,422)	15,143	2,753	0	0	2,753	0	-

Note: Any significant expense account (>\$50,000) included in 2020 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - HSA OPERATIONS			2018-19	2019-20	2020-21
Opening Balance			23,051	23,051	23,051
Drawdown (-)					
Add Surplus Retained in Reserve Fund					
Additional Funds Requested					
Ending Balance			23,051	23,051	23,051

Describe the reason(s) for any drawdown of HSA Reserve Fund in the current year

Section 3: COMPENSATION - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET		
	2017-18	2018-19	Year 1 2018-19	Year 2 2019-20	Year 3 2020-21
<i>List the top ten highest compensated positions, including consultants (who are contracted on an ongoing basis), in the following annual compensation categories:</i>					
1. Number of positions with compensation \$1–\$39,999					
2. Number of positions with compensation \$40,000–\$79,999	0.59	0.6	0.5	0.6	0.75
3. Number of positions with compensation \$80,000–\$119,999	0.39	0.8	0.75	0.9	1.62
4. Number of positions with compensation \$120,000–\$159,999	0.06				
5. Number of positions with compensation \$160,000–\$199,999					
6. Number of positions with compensation \$200,000–\$249,999					
7. Number of positions with compensation \$250,000–\$299,999					
8. Number of positions with compensation \$300,000–\$349,999					
9. Number of positions with compensation \$350,000 and over					

Section 4: EXPENSE ALLOCATION - HSA OPERATIONS

a) Describe the method or formula used in the 2020 budget to allocate common expenses and/or overhead expenses shared between HSA operations and COR administration or shared between the organization's head office and HSA operations (e.g., based on staffing FTE or square footage of office)

Common salary and occupancy expenses have been allocated to HSA operations using the formula (HSA revenue/organization revenue)*expense item

b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2020 budget in Section 1.

Salaries - \$89,809
Benefits - \$8,784
Accounting & legal fees - \$5,365
Advertising - \$10,729
Board expenses - \$8,547
Communications - \$3,219
Office supplies - \$14,484
Insurance - \$5,722
Rent - \$40,416
Technology - \$11,180
Training \$1,788

c) Has the expense allocation method used in the 2020 budget changed from previous year? If it has changed, explain why.

Yes. Total revenues for our organization will be significantly reduced in our 2020-21 fiscal year due to the loss of Serving It Right revenues, such that HSA revenues will account for approximately 35% of total revenue. Common expenses have also been reduced and are allocated based on the proportion of HSA revenue to total revenue.

Section 5: EXPLANATION OF SIGNIFICANT EXPENSE AMOUNTS, SIGNIFICANT VARIANCES, AND FUNDING INCREASES

a) Provide an explanation for the funding increase over the 2019 funding amount, if applicable.

Increased funding is requested for:

1. an increase in HSA professional and support staff from an FTE of 1.5 to FTE of 2.25
2. the provision of online training for new and young workers at no cost to students
3. an increase in allocation to overheads resulting from the loss of Serving It Right revenues that previously contributed significantly to overheads

b) Provide an explanation for any funding increase over the 2020 funding forecast amount included rates setting, if applicable.

An increase of \$30,000 over the 2020 funding forecast amount is requested for increased FTE and overhead allocations.

c) Any significant expense account (>\$50,000) included in the 2020 budget, excluding salaries, should be explained here.

d) Any significant expense account variance (>20%), including salaries, between 2019 budget and 2020 funding request should be explained here.

Increased allocation of common expenses to HSA budget resulting from change to allocation formula described in Section 4 (a)-(c) explains variance in:
Accounting & legal, board expenses, communications, office supplies, insurance, technology and training

Salaries & benefits - Increase FTE from 1.5 to 2.25

Advertising - External marketing support required as internal resources no longer available

Conferences and meetings - 2019-20 budget provided for 3 TACS + advisory committee; TACs not budgeted in 2020-21

Publications - 2019-20 budget provided for promotional video not budgeted in 2020-21

Section 6: APPROVAL

Approved by Organization Board Chair:



(signature) IAN POWELL (name)

Date Approved: Approval in Principle SEPT 20, 2019