

Sept 14/18 Date Prepared

Funding Period: From Apr 1, 2019 to Mar 31, 2020

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2017-18 (12 months)	2018-19 YTD (3 months)	Year 1 2018-19 (a)	Year 2 2019-20 (b)	Year 3 2020-21	Total for 3 Years		
Revenue:								
WorkSafeBC HSA Operations Funding	216,000	62,500	250,000	362,940		612,940	112,940	45%
Interest Revenue			0	0		0	0	-
Training/Course Revenue		2,103	45,430	21,600		67,030	(23,830)	-52%
Other Revenue (list individually)	10,282		0	0		0	0	-
				0		0	0	-
Total Revenue	226,282	64,603	295,430	384,540	0	679,970	89,110	30%
Compensation Expense:								
Salaries	106,831	39,487	156,753	220,518		377,271	63,765	41%
Benefits	10,532	3,897	15,460	21,861		37,321	6,401	41%
Consultants & Contractors	68,079	0	48,000	17,000		65,000	(31,000)	-65%
Other Expense:								
Accounting & Legal Fees	942	366	1,465	3,607		5,072	2,142	146%
Advertising & Sponsorships	9,612	2,439	8,697	10,362		19,059	1,665	19%
Board Expenses	3,531	854	3,417	4,810		8,227	1,393	41%
Building Maintenance & Repairs	0		0	0		0	0	-
Telecommunications & Freight	1,190	450	1,798	1,811		3,609	13	1%
Conference Registration and Meeting Expenses	4,911	4,159	9,850	15,966		25,816	6,116	62%
Furniture & Equipment	0		0	0		0	0	-
Office Supplies	6,102	1,722	6,889	9,620		16,509	2,731	40%
Property Taxes & General Insurance	1,334	415	1,660	4,088		5,748	2,428	146%
Publications & materials	475		3,000	8,500		11,500	5,500	183%
Rent - Office	13,739	4,219	16,876	41,641		58,517	24,765	147%
Technology	3,178	1,471	7,443	13,952		21,395	6,509	87%
Training - Staff	2,674	366	1,865	1,804		3,669	(61)	-3%
Travel	3,882	3,272	9,500	9,000		18,500	(500)	-5%
Miscellaneous				0		0	0	-
Total Expenses	237,012	63,117	292,673	384,540	0	677,213	91,867	31%
Revenue less Expenses	(10,730)	1,486	2,757	0	0	2,757	(2,757)	-100%

Note: Any significant expense account (>\$50,000) included in 2019 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - HSA OPERATIONS		2017-18	2018-19	2019-20
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	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	0.5	0.6	
3. Number of positions with compensation \$80,000–\$119,999	0.39	0.75	0.9	
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 2019 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 expenses allocated to the HSA budget have two components: Salary & Benefits and Common Occupancy Expenses. The formula for allocating common salaries and benefits is $(\text{HSA FTE}/\text{total FTE} * \text{total common salaries} * .5) + (\text{HSA revenue}/\text{total revenue} * \text{total common salaries} * .5)$. The formula for allocating common occupancy expenses is $(\text{HSA FTE}/\text{total FTE} * \text{common occupancy expenses} * .5) + (\text{HSA revenue}/\text{total revenue} * \text{common occupancy expenses} * .5)$.

b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2019 budget in Section 1.

Salaries \$106,271
Benefits \$10,447
Accounting & Legal \$3,607
Advertising \$6,012
Board expenses \$4,810
Communications \$1,811
Office supplies \$9,620
Property taxes & insurance \$4,088
Rent \$41,641
Technology \$5,652
Training \$1,804

c) Has the expense allocation method used in the 2019 budget changed from previous year? If it has changed, explain why.

No.

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

a) Provide an explanation for the funding increase over the 2018 funding amount, if applicable.

A primary funding source for our organization, which contributes significantly to shared salaries and occupancy costs, is uncertain beyond June 15, 2019. This budget presumes the loss of that funding, and a corresponding reduction in our staff, and some of our overheads. We do not expect to be able to reduce our major occupancy expenses in the short term, resulting in a greater allocation of those costs to H&S programs.

b) Provide an explanation for any funding increase over the 2019 funding forecast amount included rates setting, if applicable.

See 5 a) above.

c) Any significant expense account (>\$50,000) included in the 2019 budget, excluding salaries, should be explained here.

d) Any significant expense account variance (>20%), including salaries, between 2018 budget and 2019 funding request should be explained here.

Training/Course Revenue - Forecast sales of online Foundations of Workplace Safety have not been realized in the current year, so budgeted sales for 2019-20 are more realistic
Salaries & Benefits - Increase is due to increase in FTE from 1.25 to 1.5, in addition to greater allocation of shared salaries as described above
Consultants & Contractors - 2018-19 budget includes survey and analyses costs and resource development costs that are not required in 2019-20
Accounting & Legal Fees, Board Expenses, Office Supplies, Property Taxes & General Insurance and Rent - Variances relate to higher FTE, and greater allocation of common occupancy expenses to H&S as described above
Publications & Materials - Production of video to promote H&S resources budgeted in 2019-20
Technology - Improvements to H&S sections of website to streamline access to resources, and periodic maintenance of online courses planned in 2019-20

Section 6: APPROVAL

Approved by Organization Board Chair:  (signature) J.J. Belanger-Approval in Principle Only

Date Approved: Nov 14 / 18