

Enter Association Name Here

go2 Tourism HR Society

Date Prepared Sep. 5, 2023

Funding Period: From Apr 1, 2024 to Mar 31, 2025

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET			\$ Variance	% Variance
	2022-2023 (12 months)	2023-2024 YTD (3 months)	2022-2023	2023-2024	2024-2025	2024-2025 Budget vs 2023-2024 Budget	2024-2025 Budget vs 2023-2024 Budget
<b>Revenue:</b>							
WorkSafeBC HSA Operations Funding	449,523	191,250	450,000	765,000	850,000	85,000	11%
Interest Revenue						0	-
Revenue (linked to variable costs)						0	-
Other Revenue (list individually)						0	-
Other Revenue (list individually)						0	-
Other Revenue (list individually)						0	-
Other Revenue (list individually)						0	-
Other Revenue (list individually)						0	-
Other Revenue (list individually)						0	-
Other Revenue (list individually)						0	-
Other Revenue (list individually)						0	-
<b>Total Revenue</b>	<b>449,523</b>	<b>191,250</b>	<b>450,000</b>	<b>765,000</b>	<b>850,000</b>	<b>85,000</b>	<b>10%</b>
<b>Compensation Expense:</b>							
Salaries	282,021	121,061	302,635	531,355	576,906	45,551	9%
Benefits	28,202	12,106	30,094	52,785	57,691	4,906	9%
Consultants & Contractors	25,585	1,682	10,000	39,500	55,857	16,357	41%
<b>Other Expense:</b>							
Accounting & Legal Fees	4,425	1,363	4,753	6,165	12,000	5,835	95%
Advertising & Sponsorships	20,070	3,523	25,846	31,425	22,286	(9,139)	-29%
Board Expenses	3,442	1,199	2,904	4,795	5,143	348	7%
Building Maintenance & Repairs			0	0	0	0	-
Telecommunications & Freight	1,932	902	2,150	3,609	3,600	(9)	0%
Conference Registration and Meeting Expenses	904	1,373	6,000	8,500	6,000	(2,500)	-29%
Furniture & Equipment			0	0	0	0	-
Office Supplies	5,604	1,561	5,211	6,245	9,900	3,655	59%
Property Taxes & General Insurance	4,917	1,713	4,753	6,850	10,286	3,436	50%
Publications & materials	4,616	1,250	7,000	5,000	0	(5,000)	-100%
Rent - Office	20,167	9,254	17,511	36,810	38,528	1,718	5%
Technology	38,144	4,607	17,744	16,193	28,386	12,193	75%
Training - Staff	5,239	1,353	5,264	6,972	8,664	1,692	24%
Travel	4,255	2,081	8,135	8,750	14,754	6,004	69%
Miscellaneous				46	0	(46)	-100%
<b>Total Expenses</b>	<b>449,523</b>	<b>165,028</b>	<b>450,000</b>	<b>765,000</b>	<b>850,000</b>	<b>85,000</b>	<b>10%</b>
<b>Revenue less Expenses</b>	<b>0</b>	<b>26,222</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>100%</b>

Note: Any significant expense account (>\$50,000) included in 2024-2025 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - HSA OPERATIONS			2022-2023	2023-2024	2024-2025
Opening Balance			23,051	23,051	23,528
Drawdown (-)					
Add Surplus Retained in Reserve Fund				477	
Additional Funds Requested					
Ending Balance			23,051	23,528	23,528

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

Section 3: COMPENSATION - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET		
	2022-2023	2023-2024	2022-2023	2023-2024	2024-2025
<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	1.5	2	0.75	2	2.25
3. Number of positions with compensation \$80,000–\$119,999	0.93	2.93	1.11	2.93	2.6
4. Number of positions with compensation \$120,000–\$159,999	0.35	0.4	0.5	0.4	0.65
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 2024-2025 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: Salaries & Benefits and common occupancy expenses. The formula for allocating common salaries 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 has two components: general overheads and premises expenses. The formula for allocating general overhead (governance, IT, marketing) is  $((\text{HSA FTE}/\text{total FTE} * \text{total general overheads} * .5) + (\text{HSA revenue}/\text{total revenue} * \text{total general overheads} * .5))$ . The formula for allocating premises expenses (rent, communications, office supplies) is  $(\text{HSA FTE}/\text{total FTE} * \text{total premises expenses})$ .

*b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2024-2025 budget in Section 1.*

Salaries & benefits - \$634,597  
Accounting & legal fees - \$12,000  
Advertising - \$22,286  
Board expenses - \$5,143  
Communications - \$3,600  
Office supplies - \$9,900  
Insurance - \$12,286  
Rent - \$38,528  
Technology - \$28,386  
Training - \$8,664

*c) Has the expense allocation method used in the 2024-2025 budget changed from previous year? If it has changed, explain why.*

No

Section 5: EXPLANATION OF SIGNIFICANT EXPENSE AMOUNTS, SIGNIFICANT VARIANCES, AND FUNDING INCREASES	
<i>a) Provide an explanation for the funding increase over the 2023-2024 funding amount, if applicable.</i>	
<p>1. Funding increase reflects 7% inflation adjustment</p> <p>2. Acquisition of expenses related to Safer Spaces previously funded by Justice Canada.</p> <p>3. Additional FTEs:            Direct HSA 0.10 FTE for Director Communication to support enhanced communications activities.            Total FTE's increase by 1.42            Corporate 0.67 FTE for expansion and increased responsibilities in Training            Corporate 0.75 FTE for Workplace Psychological Health &amp; Safety (PH&amp;S) Coach</p>	
<i>b) Provide an explanation for any funding increase over the 2024-2025 funding forecast amount included in rates setting, if applicable.</i>	
n/a	
<i>c) Any significant expense account (&gt;\$50,000) included in the 2024-2025 budget, excluding salaries, should be explained here.</i>	
n/a	
<i>d) Any significant expense account variance (&gt;20%), including salaries, between 2023-2024 budget and 2024-2025 funding request should be explained here.</i>	
<p>Consultants and contractors budget to support development of two new training courses</p> <p>Accounting and Legal fees increase for a new audit report requested by WorkSafeBC</p> <p>Office supplies budget to support staff presence in the office</p> <p>Property Taxes &amp; General Insurance increase for added cyber insurance</p> <p>Technology budget for the LMS and CRM costs to provide current, relevant training to employers and workers</p> <p>Training budget for professional development of the HSA team and increase of the FTEs</p> <p>Travel budget to support an increase in awareness of the programs, and to build stakeholder relationships</p>	
Section 6: APPROVAL	

Approved by Organization Board Chair:



(signature)

Craig Blize

(name)

Date Approved:

22-Sep-23