

FARM AND RANCH SAFETY AND HEALTH ASSOCIATION

27-Aug-15 Date Prepared

Funding Period: From Jan 1, 2016 to Dec 31, 2016

Section 1(a): BUDGET - COR ACTIVITIES	ACTUAL *		COR ADMINISTRATION BUDGET *				# Variance (b-a)	% Variance (b/a)
	2014 (12 months)	2015 YTD (6 months)	Year 1 2015 (a)	Year 2 2016 (b)	Year 3 2017	Total for 3 Years	2016 Budget vs 2015 Budget	2016 Budget vs 2015 Budget
Number of New COR Registrations	5	12	20	24	28	72	4	20%
Number of New OHS Certifications	5	1	14	16	18	48	2	14%
Number of New RTW Certifications	NA	NA	NA	NA	NA	0		
Number of WorkSafeBC Initiated Verification Audits	0	0	1	1	1	3	0	0%
Number of Certifying Partner Initiated QA Audits	1	0	1	1	1	3	0	0%
Number of External Auditors Trained for the First Time	0	4	2	0	2	4	(2)	-
Number of Internal Auditors Trained for the First Time - Large Employers	4	3	5	8	10	23	3	60%
Number of Internal Auditors Trained for the First Time - Small Employers	4	3	7	9	10	26	2	29%

* Figures should match those in application form

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Section 1(b): BUDGET - COR ADMINISTRATION	ACTUAL		COR ADMINISTRATION BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2014 (12 months)	2015 YTD (6 months)	Year 1 2015 (a)	Year 2 2016 (b)	Year 3 2017	Total for 3 Years	2016 Budget vs 2015 Budget	2016 Budget vs 2015 Budget
Revenue:								
WorkSafeBC COR Operations Funding	225,715	154,853	293,040	365,000	375,000	1,033,040	71,960	25%
Interest Revenue				0		0	0	-
Other Revenue (list individually)				0		0	0	-
				0		0	0	-
Total Revenue	225,715	154,853	293,040	365,000	375,000	1,033,040	71,960	25%
Compensation Expense:								
Salaries	97,289	43,639	142,940	149,119	159,000	451,059	6,179	4%
Benefits	9,133	9,737	26,098	26,098	27,000	79,196	0	0%
Consultants & Contractors	3,246	2,541	20,000	49,540	50,000	119,540	29,540	148%
Other Expense:								
Accounting & Legal Fees	1,153		1,800	2,150	2,200	6,150	350	19%
Advertising & Sponsorships	27,919	17,214	23,750	30,000	30,000	83,750	6,250	26%
Board Expenses	4,974	1,680	5,000	6,800	6,800	18,600	1,800	36%
Building Maintenance & Repairs	328	8,995	8,000	2,100	2,100	12,200	(5,900)	-74%
Telecommunications & Freight	5,083	1,992	3,300	3,500	4,000	10,800	200	6%
Conference Registration and Meeting Expenses	3,103	537	7,000	8,000	8,000	23,000	1,000	14%
Furniture & Equipment	864	241	2,200	2,200	2,200	6,600	0	0%
Office Supplies	1,825	745	2,870	3,483	3,500	9,853	613	21%
Property Taxes & General Insurance		1,870	1,843	3,810	3,850	9,503	1,967	107%
Publications & materials	24,432	3,150	20,000	30,000	30,000	80,000	10,000	50%
Rent - Office	10,040	5,199	10,320	23,300	23,500	57,120	12,980	126%
Technology	10,947	12,396	2,000	4,000	4,000	10,000	2,000	100%
Training - Staff	9,426		3,750	6,000	6,000	15,750	2,250	60%
Travel	9,554	2,924	10,000	12,000	12,000	34,000	2,000	20%
Miscellaneous	321	79	2,169	2,900	850	5,919	731	34%
Total Expenses	219,637	112,939	293,040	365,000	375,000	1,033,040	71,960	25%
Revenue less Expenses	6,078	41,914	0	0	0	0	0	-

Note: Any significant expense account (>\$50,000) included in 2015 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - COR			2014	2015	2016
Opening Balance			59,150	63,361	63,361
Drawdown (-)					
Add Surplus Retained in Reserve Fund			4,211		
Additional Funds Requested					
Ending Balance			63,361	63,361	63,361

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

Section 3: COMPENSATION	ACTUAL		COR ADMINISTRATION BUDGET		
	2014	2015	Year 1 2015	Year 2 2016	Year 3 2017
<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	0.5	0.5	0.5	0.5	
2. Number of positions with compensation \$40,000–\$79,999	1				
3. Number of positions with compensation \$80,000–\$119,999		1	1	1	
4. Number of positions with compensation \$120,000–\$159,999					
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 - COR

1) Describe the method or formula used in the 2016 budget to allocate common expenses and/or overhead expenses shared between COR operations and COR administration or shared between the organization's head office and COR operations (e.g., based on staffing FTE or square footage of office)

Shared expenses are allocated as follows: Accounting & Legal -- 25% COR based on the \$ value of the budget; Board expenses -- 17% COR based on the amount of time spent by Directors discussing COR issues; Building Maintenance & Repairs -- 35% COR based on square footage of office used for COR (720 square feet - full office is 1940 square feet); Property Taxes & General Insurance -- 35% COR based on square footage; Rent -- 35% COR based on square footage; Technology -- 35% of technology support/backup contract assigned to COR based on square footage

2) List the expenses and amounts that have been allocated in (1) and included in the 2016 budget in Section 1.

Accounting & Legal - \$2150; Board Expenses - \$6800; Building Maintenance & Repairs -- \$2100; Property Taxes & General Insurance -- \$3810; Rent -- \$23300; Technology -- \$4000

3) Has the expense allocation method used in the 2016 budget changed from previous year? If it has changed, explain why.

With the office renovation and with salary adjustments to reflect time spent working with COR, the allocation changed from previous years. Current methodology: Total square footage of the office is approximately 1940. Total square footage used exclusively for COR activity combined with shared space (30% office administrator's office, 10% executive director's office, 10% safety advisor's offices, 50% meeting room, 50% general area, 30% storage area and other space) comes to 720 square feet or 37% of office space. Used 35% as a multiplier for budget purposes. Other shared expenses based on budget or time are calculated the same as in previous year.

Section 5: EXPLANATION OF SIGNIFICANT EXPENSE AMOUNTS AND SIGNIFICANT VARIANCES

Any significant expense account (>\$50,000) included in the 2016 budget , excluding salaries, should be explained here.

Any significant expense account variance (>20%), including salaries, between 2015 budget and 2016 funding request should be explained here.

Advertising & Sponsorships - increase of 26% due to rebranding and intent to market COR aggressively in 2016. Board expenses increase was a calculation adjustment to reflect the 17% allocated. Building maintenance & repair decrease as 2015 allocation was for an office renovation. Property taxes & General insurance - increase due to change in allocation of square footage. Publications & materials increase due to rebranding and intent to market COR aggressively in 2016. Rent - increase due to change in allocation of square footage. Technology - purchase of Learning Management System to support online learning. Training - staff - increase due to necessity for training on new software.

Section 6: APPROVAL

Approved by Organization Board Chair:

Randy W. McQuinn (signature) Randy W. McQuinn (name)

Date Approved:

Aug 27/15

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Funding Period: From Jan 1, 2016 to Dec 31, 2016

COR BUDGET ALLOCATION	Overhead (Fixed Costs)	Activity Categories						2016 Budget Total
		Auditor Training	Marketing / Outreach	Program Development	Desktop QA	Auditor QA	Employer Audit QA (WIVA)	
Revenue:								
WorkSafeBC COR Operations Funding	365,000							365,000
Interest Revenue	-							-
Other Revenue	-	-	-	-	-	-	-	-
	-							-
Total Revenue	365,000	-	-	-	-	-	-	365,000
Compensation Expense:								
Salaries	149,119							149,119
Benefits	26,098							26,098
Consultants & Contractors	-	-	41,540	3,000	-	-	5,000	49,540
Subtotal	175,217	-	41,540	3,000	-	-	5,000	224,757
Other Expense:								
Accounting & Legal Fees	2,150							2,150
Advertising & Sponsorships	-	-	26,000	4,000	-	-	-	30,000
Board Expenses	6,800							6,800
Building Maintenance & Repairs	2,100							2,100
Telecommunications & Freight	3,500							3,500
Conference Registration and Meeting Expenses	1,000	-	7,000	-	-	-	-	8,000
Furniture & Equipment	2,200							2,200
Office Supplies	3,483							3,483
Property Taxes & General Insurance	3,810							3,810
Publications & materials	1,500	-	26,500	2,000	-	-	-	30,000
Rent - Office	23,300							23,300
Technology	2,000	-	2,000	-	-	-	-	4,000
Training - Staff	6,000							6,000
Travel	3,500	-	8,000	-	-	-	500	12,000
Miscellaneous	2,900							2,900
Subtotal	64,243	-	69,500	6,000	-	-	500	140,243
Total Expenses	239,460	-	111,040	9,000	-	-	5,500	365,000
Revenue less Expenses	125,540	-	(111,040)	(9,000)	-	-	(5,500)	-

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Fixed costs include salaries, rent, and expenses such as accounting and legal fees which are approximately the same year over year and are not optional. Fixed costs are often referred to as overhead costs and do not generally fluctuate directly with activities.

Fixed Costs Budget Worksheet

Funding Period: From Jan 1, 2016 to Dec 31, 2016

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Revenue:													
WorkSafeBC COR Administration Funding *													365,000
Interest Revenue													-
Other Revenue													-
Total Revenue	-	-	-	-	-	-	-	-	-	-	-	-	365,000
Compensation Expense													
Salaries													149,119
Benefits													26,098
Consultants & Contractors													
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	175,217
Other Expense:													
Accounting & Legal Fees													2,150
Advertising and Sponsorship													
Board Expenses													6,800
Building Maintenance & Repairs													2,100
Telecommunications & Freight													3,500
Conference Registration & Meeting Expenses													1,000
Furniture & Equipment													2,200
Office Supplies													3,483
Property Taxes & General Insurance													3,810
Publications & materials													1,500
Rent - Office													23,300
Technology													2,000
Training - Staff													6,000
Travel													3,500
Miscellaneous													2,900
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	64,243
Total Expenses	-	-	-	-	-	-	-	-	-	-	-	-	239,460

* Note: This is total the funding amount requested from WorksSafeBC to cover both fixed and variable costs.

365,000

