

Section 1(a): BUDGET - COR ACTIVITIES	ACTUAL *		BUDGET	COR ADMINISTRATION TARGETS *				# Variance (b-a)	% Variance (b/a)
	2016 (12 months)	2017 YTD (6 months)	2017 Budget (a)	Year 1 2018 (b)	Year 2 2019	Year 3 2020	Total for 3 Years	2018 Target vs 2017 Target	2018 Target vs 2017 Target
a) Number of New COR Registrations	17	5	20	20	23	27	70	0	0%
b) Number of New OHS Certifications	14	0	14	15	17	19	51	1	7%
c) Number of New RTW Certifications	NA	NA	NA	NA	NA	NA	0		
d) Number of WorkSafeBC Initiated Verification Audits	1	1	1	1	1	1	3	0	0%
e) Number of Certifying Partner Initiated QA Audits	1	0	1	1	1	1	3	0	0%
f) Number of External Auditors Trained for the First Time (Initial)	0	0	2	1	0	0	1	(1)	-50%
g) Number of External Auditors Recertified	0	0	0	4	0	0	4	4	-
h) Number of Internal Auditors Trained for the First Time (Initial) - Large Employers	4	5	5	5	5	5	15	0	0%
i) Number of Internal Auditors Recertified - Large Employers	0	1	0	2	2	4	8	2	-
j) Number of Internal Auditors Trained for the First Time (Initial) - Small Employers	8	1	7	5	5	5	15	(2)	-29%
k) Number of Internal Auditors Recertified - Small Employers	0	7	0	3	4	8	15	3	-
l) Certification Failed or Not Granted	0	0	0	NA	NA	NA	0		

Provide explanations for the variances between 2017 and 2018 targets in each of the COR Activities listed above

a) Turnover of staff in the COR Dept. has affected the marketing of the program.
b) Turnover of staff in the COR Dept. has affected the marketing of the program.
c)
d)
e)
f) No demand for additional external auditors. Plan to certify on additional auditor in 2018.
g)
h)
i)
j) Lack of demand.
k)

Section 1(b): BUDGET - COR ADMINISTRATION	ACTUAL		BUDGET	COR ADMINISTRATION BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2016 (12 months)	2017 YTD (6 months)	2017 Budget (a)	Year 1 2018 (b)	Year 2 2019	Year 3 2020	Total for 3 Years	2018 Budget vs 2017 Budget	2018 Budget vs 2017 Budget
Revenue:									
WorkSafeBC COR Operations Funding	365,000	182,500	365,000	325,000	365,000	400,000	1,090,000	(40,000)	-11%
Interest Revenue				0			0	0	-
Other Revenue (list individually)				0			0	0	-
				0			0	0	-
Total Revenue	365,000	182,500	365,000	325,000	365,000	400,000	1,090,000	(40,000)	-11%
Compensation Expense:									
Salaries	88,103	86,231	152,101	172,591	173,000	175,000	520,591	20,490	13%
Benefits	10,712	11,317	26,880	16,571	16,750	17,000	50,321	(10,309)	-38%
Consultants & Contractors	27,145	16,600	49,540	114,219	115,000	118,000	347,219	64,679	131%
Other Expense:									
Accounting & Legal Fees	2,127	3,385	2,170	2,170	2,200	2,200	6,570	0	0%
Advertising & Sponsorships	28,337	14,165	25,000	15,000	15,000	18,000	48,000	(10,000)	-40%
Board Expenses	6,198	1,490	6,800	6,800	3,000	3,000	12,800	0	0%
Building Maintenance & Repairs	1,404		1,350	500	500	500	1,500	(850)	-63%
Telecommunications & Freight	4,803	1,756	3,500	1,000	1,000	1,000	3,000	(2,500)	-71%
Conference Registration and Meeting Expenses	6,160	1,100	5,000	2,000	2,000	2,000	6,000	(3,000)	-60%
Furniture & Equipment	1,572	1,393	1,500	0	0	0	0	(1,500)	-
Office Supplies	2,051	1,582	1,000	1,000	1,000	1,000	3,000	0	0%
Property Taxes & General Insurance	4,862	2,860	3,770	3,770	4,000	4,000	11,770	0	0%
Publications & materials	48,025	4,100	30,000	15,034	15,000	15,000	45,034	(14,966)	-50%
Rent - Office	24,144	12,445	25,840	25,848	26,000	26,000	77,848	8	0%
Technology	9,723	7,045	16,200	11,000	12,000	12,000	35,000	(5,200)	-32%
Training - Staff	8,201	3,740	4,000	4,000	4,000	4,000	12,000	0	0%
Travel	9,501	2,223	10,000	4,236	4,500	5,000	13,736	(5,764)	-58%
Miscellaneous	0		349	0	0	0	0	(349)	-
Total Expenses	283,068	171,432	365,000	395,739	394,950	403,700	1,194,389	30,739	8%
Revenue less Expenses	81,932	11,068	0	(70,739)	(29,950)	(3,700)	(104,389)	(70,739)	-

Note: Any significant expense account (>\$50,000) included in 2018 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - COR				2016	2017	2018
Opening Balance				44,382	91,250	91,250
Drawdown (-)						
Add Surplus Retained in Reserve Fund				46,868		
Additional Funds Requested						
Ending Balance				91,250	91,250	91,250

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

Section 3: COMPENSATION	ACTUAL			COR ADMINISTRATION BUDGET		
	2016	2017		Year 1 2016	Year 2 2017	Year 3 2018
<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	16	16		16	17	21
2. Number of positions with compensation \$40,000-\$79,999	1	1		1	1	
3. Number of positions with compensation \$80,000-\$119,999						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

a) Describe the method or formula used in the 2018 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 & Repair - 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

b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2018 budget in Section 1.

Accounting & Legal - \$2,170; Board Expenses - \$6,800; Building Maintenance & Repairs - \$500; Property Taxes & General Insurance - \$3,770; Rent - \$25,848; Technology - \$11,000

c) Has the expense allocation method used in the 2018 budget changed from previous year? If it has changed, explain why.

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

a) Provide an explanation for any funding increase over the 2017 funding amount, if applicable.

N/A

b) Provide an explanation for any funding increase over the 2018 funding forecast amount included in rates setting, if applicable.

Upon dissemination of the expected expenses, an increase was identified.

c) Any significant expense account (>\$50,000) included in the 2018 budget, excluding salaries, should be explained here.

Consultants & Contractors (\$114,219) - COR program manager is a contracted position where it was salaried in the past.

d) Any significant expense account variance (>20%), including salaries, between 2017 budget and 2018 funding request should be explained here.

Benefits (-38%) - as the manager position is no longer salaried, benefits do not apply; Consultants & Contractors (+131%) - COR program manager is a contracted position; Advertising & Sponsorships (-40%) - redirection of funds; Building Maintenance & Repairs (-63%) - no further expense is anticipated; Telecommunications & Freight (-71%) - mobile phone contract is part of the contracted position; Conference Registration & Meeting Expenses (-60%) - contracted position includes all expenses, budget covers COR representation at safety conferences; Publications & Materials (-50%) - no significant publications are anticipated; Technology (-32%) - monthly fee for technology related obligations; Travel (-58%) - travel forms part of contracted manager position.

Section 6: APPROVAL

Approved by Organization Board Chair:

 (signature)

Ralph McGinn

Date Approved:

13-Sep-17

COR BUDGET ALLOCATION	Overhead (Fixed Costs)	Activity Categories						2018 Budget Total
		Auditor Training	Marketing / Outreach	Program Development	Desktop QA	Auditor QA	Employer Audit QA (WIVA)	
Revenue:								
WorkSafeBC COR Operations Funding	325,000							325,000
Interest Revenue	-							-
Other Revenue	-	-	-	-	-	-	-	-
	-							-
Total Revenue	325,000	-	-	-	-	-	-	325,000
Compensation Expense:								
Salaries	172,591							172,591
Benefits	16,571							16,571
Consultants & Contractors	90,000	20,219	4,000	-	-	-	-	114,219
Subtotal	279,162	20,219	4,000	-	-	-	-	303,381
Other Expense:								
Accounting & Legal Fees	2,170							2,170
Advertising & Sponsorships	-	-	15,000	-	-	-	-	15,000
Board Expenses	6,800							6,800
Building Maintenance & Repairs	500							500
Telecommunications & Freight	1,000							1,000
Conference Registration and Meeting Expenses	-	-	2,000	-	-	-	-	2,000
Furniture & Equipment	-							-
Office Supplies	1,000							1,000
Property Taxes & General Insurance	3,770							3,770
Publications & materials	-	-	10,000	5,034	-	-	-	15,034
Rent - Office	25,848							25,848
Technology	6,000	5,000	-	-	-	-	-	11,000
Training - Staff	4,000							4,000
Travel	-	3,500	736	-	-	-	-	4,236
Miscellaneous	-							-
Subtotal	51,088	8,500	27,736	5,034	-	-	-	92,358
Total Expenses	330,250	28,719	31,736	5,034	-	-	-	395,739
Revenue less Expenses	(5,250)	(28,719)	(31,736)	(5,034)	-	-	-	(70,739)

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. You may find it helpful to provide monthly breakdown to determine annual totals, it is optional. You must enter the annual total in column titled "Total."

Fixed Costs Budget Worksheet

Funding Period: From Jan 1, 2018 to Dec 31, 2018

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Revenue:													
WorkSafeBC COR Administration Funding *	162,500						162,500						325,000
Interest Revenue													-
Other Revenue													-
Total Revenue	162,500	-	-	-	-	-	162,500	-	-	-	-	-	325,000
Compensation Expense													
Salaries	5,382	5,382	5,382	5,382	5,382	5,382	5,382	5,382	5,382	5,382	5,382	5,382	172,591
Benefits	1,325	1,325	1,325	1,325	1,325	1,325	1,325	1,325	1,325	1,325	1,325	1,325	16,571
Consultants & Contractors	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	90,000
Subtotal	14,207	14,207	14,207	14,207	14,207	14,207	14,207	14,207	14,207	14,207	14,207	14,207	279,162
Other Expense:													
Accounting & Legal Fees													2,170
Advertising and Sponsorship													-
Board Expenses													6,800
Building Maintenance & Repairs													500
Telecommunications & Freight													1,000
Conference Registration & Meeting Expenses													-
Furniture & Equipment													-
Office Supplies													1,000
Property Taxes & General Insurance													3,770
Publications & materials													-
Rent - Office	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	25,848
Technology	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Training - Staff									4,000				4,000
Travel													-
Miscellaneous													-
Subtotal	2,654	2,654	2,654	2,654	2,654	2,654	2,654	2,654	6,654	2,654	2,654	2,654	51,088
Total Expenses	16,861	16,861	16,861	16,861	16,861	16,861	16,861	16,861	20,861	16,861	16,861	16,861	330,250

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

