

DRAFT AUGUST 28, 2017 Date Prepared

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

Section 1: BUDGET - HSA OPERATIONS	ACTUAL			BUDGET	HSA OPERATIONS BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2016 (12 months)	2017 YTD (6 months)	2017 Budget (a)	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
<b>Revenue:</b>										
WorkSafeBC HSA Operations Funding	1,268,150	659,000	1,268,000		1,318,000	1,350,000	1,350,000	4,018,000	50,000	4%
Interest Revenue					0			0	0	-
Training/Course Revenue	23,496	12,280			10,000	10,000	10,000	30,000	10,000	-
Other Revenue (list individually)	10,612	825			0			0	0	-
					0			0	0	-
<b>Total Revenue</b>	<b>1,302,258</b>	<b>672,105</b>	<b>1,268,000</b>		<b>1,328,000</b>	<b>1,360,000</b>	<b>1,360,000</b>	<b>4,048,000</b>	<b>60,000</b>	<b>5%</b>
<b>Compensation Expense:</b>										
Salaries	464,809	206,278	387,720		480,368	500,000	500,000	1,480,368	92,648	24%
Benefits	55,819	26,250	63,756		79,998	80,000	80,000	239,998	16,242	25%
Consultants & Contractors	309,148	145,950	334,000		300,081	335,885	343,500	979,466	(33,919)	-10%
<b>Other Expense:</b>										
Accounting & Legal Fees	6,381	8,210	6,500		8,000	8,000	8,000	24,000	1,500	23%
Advertising & Sponsorships	35,465	14,240	34,000		40,000	45,000	40,000	125,000	6,000	18%
Board Expenses	30,036	6,815	33,000		63,000	33,000	30,000	126,000	30,000	91%
Building Maintenance & Repairs	2,511	0	2,500		2,500	2,500	2,500	7,500	0	0%
Telecommunications & Freight	12,745	4,815	20,000		20,000	20,000	20,000	60,000	0	0%
Conference Registration and Meeting Expenses	20,016	8,345	24,000		25,000	25,000	25,000	75,000	1,000	4%
Furniture & Equipment	3,533	11,982	12,000		5,000	5,000	5,000	15,000	(7,000)	-58%
Office Supplies	6,800	4,348	7,000		7,000	7,000	7,000	21,000	0	0%
Property Taxes & General Insurance	9,454	5,635	7,000		9,500	10,000	10,000	29,500	2,500	36%
Publications & materials	31,687	23,120	65,000		50,000	50,000	50,000	150,000	(15,000)	-23%
Rent - Office	44,891	23,110	48,000		48,000	48,000	48,000	144,000	0	0%
Technology	18,090	24,125	30,000		26,700	35,000	35,000	96,700	(3,300)	-11%
Training - Staff	28,087	19,010	15,000		25,000	30,000	30,000	85,000	10,000	67%
Travel	118,543	28,900	160,000		135,464	123,115	124,000	382,579	(24,536)	-15%
Miscellaneous	9,566	2,540	18,524		2,389	2,500	2,000	6,889	(16,135)	-87%
<b>Total Expenses</b>	<b>1,207,581</b>	<b>563,673</b>	<b>1,268,000</b>		<b>1,328,000</b>	<b>1,360,000</b>	<b>1,360,000</b>	<b>4,048,000</b>	<b>60,000</b>	<b>5%</b>
<b>Revenue less Expenses</b>	<b>94,677</b>	<b>108,432</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>

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 - HSA OPERATIONS	2016	2017	2018
Opening Balance	237,101	278,758	328,758
Drawdown (-)			
Add Surplus Retained in Reserve Fund	41,657		
Additional Funds Requested		50,000	
Ending Balance	278,758	328,758	328,758

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		
	2016	2017	Year 1 2018	Year 2 2019	Year 3 2020
<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			12	11	11
2. Number of positions with compensation \$40,000-\$79,999			7	8	8
3. Number of positions with compensation \$80,000-\$119,999			2	2	2
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 - HSA OPERATIONS**

*a) Describe the method or formula used in the 2018 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)*

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 the 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 -- \$8,000; Board expenses -- \$63,000; Building Maintenance & Repairs - \$2,500; Property Taxes & General Insurance - \$9,500; Rent - \$48,000; Technology - \$26,700.

*c) Has the expense allocation method used in the 2018 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 2017 funding amount, if applicable.

Operations funding for 2018 is equal to full operations funding plus additional reserve funds for 2017.

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

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

Board expenses (\$63,000) includes a 2-day facilitated strategic planning session in addition to the allowance of 3 Directors from out of town, Publications and materials (\$50,000) includes the review and reprint of various booklets, travel (\$135,464) includes expense for all individuals - 9 regional safety consultants, 5 safety advisors, translators, executive director and office representatives

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

Salaries (24%) -- includes the addition of a Spanish Safety Advisor starting in May/June, Benefits (25%) -- includes the anticipated increase for additional staff & regular rate increases, Accounting & Legal fees (23%) -- more closely reflects actual cost borne in 2017, Board expenses (91%) -- includes provision for 3 out of town Directors and a strategic planning session, Furniture & Equipment (-58%) -- no additional furnishings/equipment anticipated, Property taxes & General insurance (36%) -- more closely reflects actual paid in 2016, Publications & materials (-23%) -- planned video production to be completed in-house, training - staff (67%) -- more closely reflects actual based on 2 group meetings annually, miscellaneous (-87%) -- have more appropriately allocated funds

**Section 6: APPROVAL**

Approved by Organization Board Chair:



(signature)

Ralph McGinn

Date Approved:

13-Sep-17

HSA BUDGET ALLOCATION	Overhead (Fixed Costs)	Activity Categories					2018 Budget Total
		Training	Consultation Services	Marketing / Outreach	Research	Conference / Convention / Meeting	
<b>Revenue:</b>							
WorkSafeBC HSA Operations Funding	1,318,000			.			1,318,000
Interest Revenue	-						-
Training/Course Revenue		10,000					10,000
Other Revenue	-		-	-	-	-	-
	-						-
<b>Total Revenue</b>	<b>1,318,000</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,328,000</b>
<b>Compensation Expense:</b>							
Salaries	480,368						480,368
Benefits	79,998						79,998
Consultants & Contractors	-	125,000	160,000	15,081	-	-	300,081
<b>Subtotal</b>	<b>560,366</b>	<b>125,000</b>	<b>160,000</b>	<b>15,081</b>	<b>-</b>	<b>-</b>	<b>860,447</b>
<b>Other Expense:</b>							
Accounting & Legal Fees	8,000						8,000
Advertising & Sponsorships	-	-	-	40,000	-	-	40,000
Board Expenses	63,000						63,000
Building Maintenance & Repairs	2,500						2,500
Telecommunications & Freight	20,000						20,000
Conference Registration and Meeting Expenses	-	-	-	-	-	25,000	25,000
Furniture & Equipment	5,000						5,000
Office Supplies	7,000						7,000
Property Taxes & General Insurance	9,500						9,500
Publications & materials	-	15,000	15,000	17,500	2,500	-	50,000
Rent - Office	48,000						48,000
Technology	26,700	-	-	-	-	-	26,700
Training - Staff	25,000						25,000
Travel	65,000	35,464	35,000	-	-	-	135,464
Miscellaneous	2,389						2,389
<b>Subtotal</b>	<b>282,089</b>	<b>50,464</b>	<b>50,000</b>	<b>57,500</b>	<b>2,500</b>	<b>25,000</b>	<b>467,553</b>
<b>Total Expenses</b>	<b>842,455</b>	<b>175,464</b>	<b>210,000</b>	<b>72,581</b>	<b>2,500</b>	<b>25,000</b>	<b>1,328,000</b>
<b>Revenue less Expenses</b>	<b>475,545</b>	<b>(165,464)</b>	<b>(210,000)</b>	<b>(72,581)</b>	<b>(2,500)</b>	<b>(25,000)</b>	<b>-</b>

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 totals 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
<b>Revenue:</b>													
WorkSafeBC HSA Operations Funding *	659,000						659,000						1,318,000
Interest Revenue													-
Other Revenue													-
<b>Total Revenue</b>	<b>659,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>659,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,318,000</b>
<b>Compensation Expense</b>													
Salaries	38,284	38,284	38,284	38,284	38,284	38,284	38,284	38,284	38,284	38,284	38,284	38,284	480,368
Benefits	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	23,526	79,998
Consultants & Contractors													-
<b>Subtotal</b>	<b>44,951</b>	<b>44,951</b>	<b>44,951</b>	<b>44,951</b>	<b>44,951</b>	<b>44,951</b>	<b>44,951</b>	<b>44,951</b>	<b>44,951</b>	<b>44,951</b>	<b>44,951</b>	<b>61,810</b>	<b>560,366</b>
<b>Other Expense:</b>													
Accounting & Legal Fees													8,000
Advertising and Sponsorship													-
Board Expenses													63,000
Building Maintenance & Repairs													2,500
Telecommunications & Freight													20,000
Conference Registration & Meeting Expenses													-
Furniture & Equipment													5,000
Office Supplies													7,000
Property Taxes & General Insurance													9,500
Publications & materials													-
Rent - Office	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	48,000
Technology	2,225	2,225	2,225	2,225	2,225	2,225	2,225	2,225	2,225	2,225	2,225	2,225	26,700
Training - Staff													25,000
Travel													65,000
Miscellaneous													2,389
<b>Subtotal</b>	<b>6,225</b>	<b>6,225</b>	<b>6,225</b>	<b>6,225</b>	<b>6,225</b>	<b>6,225</b>	<b>6,225</b>	<b>6,225</b>	<b>6,225</b>	<b>6,225</b>	<b>6,225</b>	<b>6,225</b>	<b>282,089</b>
<b>Total Expenses</b>	<b>51,176</b>	<b>51,176</b>	<b>51,176</b>	<b>51,176</b>	<b>51,176</b>	<b>51,176</b>	<b>51,176</b>	<b>51,176</b>	<b>51,176</b>	<b>51,176</b>	<b>51,176</b>	<b>68,035</b>	<b>842,455</b>

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

1,328,000



