

BC Forest Safety Council - Harvesting

12-Sep-18 Date Prepared

Funding Period: From Jan 1, 2019 to Dec 31, 2019

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2017 (12 months)	2018 YTD (6 months)	Year 1 2018 (a)	Year 2 2019 (b)	Year 3 2020	Total for 3 Years	2019 Budget vs 2018 Budget	2019 Budget vs 2018 Budget
Revenue:								
WorkSafeBC HSA Operations Funding	3,196,300	1,673,361	3,245,000	3,245,000	3,245,000	9,735,000	0	0%
Interest Revenue	20,278	16,895	12,969	25,895	26,111	64,975	12,926	100%
Training/Course Revenue	574,623	466,072	294,815	381,708	391,708	1,068,230	86,893	29%
Other Revenue/Deferred Capital Revenue	58,053	20,168	19,881	10,000	0	29,881	-9,881	-50%
SAFE Company Fees	115,359	69,948	160,000	120,800	120,800	401,600	-39,200	-25%
Total Revenue	3,964,613	2,246,444	3,732,665	3,783,402	3,783,619	11,299,686	50,737	1%
Compensation Expense:								
Salaries	1,764,593	852,893	1,723,954	1,707,898	1,824,592	5,256,444	-16,056	-1%
Benefits	208,029	101,197	217,466	222,509	238,416	678,390	5,043	2%
Consultants & Contractors	691,396	542,062	696,409	770,090	764,513	2,231,013	73,681	11%
Other Expense:								
Accounting & Legal Fees	14,718	2,894	13,734	13,714	13,812	41,261	-20	0%
Advertising & Sponsorships	9,339	6,743	10,281	9,265	9,343	28,889	-1,016	-10%
Board Expenses	99,222	48,748	133,503	128,861	129,068	391,432	-4,642	-3%
Building Maintenance & Repairs	22,801	16,196	23,467	28,114	28,349	79,930	4,647	20%
Telecommunications & Freight	49,847	31,476	56,290	49,749	51,410	157,450	-6,541	-12%
Conference Registration and Meeting Expenses	185,256	113,934	182,107	176,192	224,318	582,617	-5,915	-3%
Furniture & Equipment	74,987	0	0	0	0	0	0	-
Office Supplies	28,410	7,351	22,463	24,418	24,511	71,391	1,955	9%
Property Taxes & General Insurance	13,708	5,570	13,339	12,577	12,683	38,599	-762	-6%
Publications & materials	50,875	25,529	92,816	112,551	68,696	274,064	19,735	21%
Rent - Office	69,970	35,311	69,717	70,211	74,604	214,532	494	1%
Technology	51,456	115,165	519,635	116,554	96,138	732,327	-403,081	-78%
Training - Staff	24,760	16,407	30,267	19,899	18,139	68,305	-10,368	-34%
Travel	289,559	155,990	303,895	278,044	280,309	862,249	-25,851	-9%
Miscellaneous	111,016	9,474	19,299	23,522	22,511	65,332	4,223	22%
Total Expenses	3,759,942	2,086,939	4,128,643	3,764,171	3,881,411	11,774,225	-364,472	-9%
Revenue less Expenses	204,671	159,505	-395,978	19,231	-97,793	-474,539	415,209	-

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	2018	2019
Opening Balance				-	-
Drawdown (-)					
Add Surplus Retained in Reserve Fund					
Additional Funds Requested					
Ending Balance			-	-	-

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	2018	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					
2. Number of positions with compensation \$40,000–\$79,999					
3. Number of positions with compensation \$80,000–\$119,999	6	6	6	7	7
4. Number of positions with compensation \$120,000–\$159,999	3	3	3	2	2
5. Number of positions with compensation \$160,000–\$199,999	1	1	1	1	1
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)

The Council overhead allocation is allocated to lines of business in proportion to compensation costs. Compensation includes staff salaries and benefits, and consultants' fees. Compensation costs do not include fees and expenses paid to contractors involved in instruction and evaluation. The Council's COR funding includes 80% SAFE Companies total expenses (excluding Council overhead allocation) and 100% of COR administration total cost centre, including Council overhead allocation.

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.

Rent for both offices; IT infrastructure costs (land line, cable, etc); all Xerox costs except for Transportation Safety dept.; payroll costs for CEO, CFO, Corporate Secretary / Senior Administrative Assistant, Receptionist, Accounting Assistant, IT Coordinator, Communications Specialist; all administrative expenses, including legal, audit, insurance, etc.

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.

N/A

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

N/A

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

Training Course Revenue - 2018 was budgeted conservatively as more online training being delivered, however this has not had as much of an impact as originally thought so 2019 has been budgeted higher. In addition new courses are being offered. Consultants & Contractors - increased to mirror increase in training course revenue. Technology - 2018 had large capital expenditures for software systems which will not impact the harvesting HSA in 2019.

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

Interest Revenue - interest rates have risen therefore budgeted higher. Training course revenue - see above explanation. Other/Deferred Capital Revenue - old database written off in 2017 and all deferred capital revenue associated with it. SAFE Company Fees - budgeted too high in 2018 so budget reduced for 2019. Building Mtce & Repairs - utilities budgeted higher for 2019. Publications & Materials - correspond with increased course revenue. Technology - see above explanation. Training - Staff - budgeted lower in 2019. Miscellaneous - due to higher interest rates, more bank charges anticipated.

Section 6: APPROVAL

Approved by Organization Board Chair:

D. Phelan (signature) D. Lehar (name)

Date Approved:

Sept. 26/18

HSA BUDGET ALLOCATION	Overhead (Fixed Costs)	Activity Categories					2019 Budget Total
		Training	Consultation Services	Marketing / Outreach	Research	Conference / Convention / Meeting	
Revenue:							
WorkSafeBC HSA Operations Funding	3,245,000						3,245,000
Interest Revenue	25,895						25,895
Training/Course Revenue		381,708					381,708
Other Revenue	10,000		-	-	-	-	10,000
	120,800						120,800
Total Revenue	3,401,695	381,708	-	-	-	-	3,783,402
Compensation Expense:							
Salaries	1,707,898						1,707,898
Benefits	222,509						222,509
Consultants & Contractors	93,128	393,063	253,900	-	5,000	25,000	770,090
Subtotal	2,023,534	393,063	253,900	-	5,000	25,000	2,700,497
Other Expense:							
Accounting & Legal Fees	13,714						13,714
Advertising & Sponsorships	9,265	-	-	-	-	-	9,265
Board Expenses	128,861						128,861
Building Maintenance & Repairs	28,114						28,114
Telecommunications & Freight	49,749						49,749
Conference Registration and Meeting Expenses	-	114,780	-	61,412	-	-	176,192
Furniture & Equipment	-						-
Office Supplies	24,418						24,418
Property Taxes & General Insurance	12,577						12,577
Publications & materials	6,321	56,230	-	50,000	-	-	112,551
Rent - Office	70,211						70,211
Technology	114,874	1,680	-	-	-	-	116,554
Training - Staff	19,899						19,899
Travel	133,444	30,000	-	79,600	-	35,000	278,044
Miscellaneous	23,522						23,522
Subtotal	634,972	202,690	-	191,012	-	35,000	1,063,674
Total Expenses	2,658,506	595,753	253,900	191,012	5,000	60,000	3,764,171
Revenue less Expenses	743,189	(214,045)	(253,900)	(191,012)	(5,000)	(60,000)	19,231

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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. 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, 2019 to Dec 31, 2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Revenue:													
WorkSafeBC HSA Operations Funding *													3,245,000
Interest Revenue													25,895
Training/Course Revenue													10,000
Other Revenue													-
SAFE Company Fees													120,800
Total Revenue	-	-	-	-	-	-	-	-	-	-	-	-	3,401,695
Compensation Expense													
Salaries													1,707,898
Benefits													222,509
Consultants & Contractors													93,128
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	2,023,534
Other Expense:													
Accounting & Legal Fees													13,714
Advertising and Sponsorship													9,265
Board Expenses													128,861
Building Maintenance & Repairs													28,114
Telecommunications & Freight													49,749
Conference Registration & Meeting Expenses													-
Furniture & Equipment													-
Office Supplies													24,418
Property Taxes & General Insurance													12,577
Publications & materials													6,321
Rent - Office													70,211
Technology													114,874
Training - Staff													19,899
Travel													133,444
Miscellaneous													23,522
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	634,972
Total Expenses	-	-	-	-	-	-	-	-	-	-	-	-	2,658,506

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

3,764,171

