

8-Sep-21 Date Prepared

Funding Period: From Jan 1, 2022 to Dec 31, 2022

| Section 1: BUDGET - HSA OPERATIONS | ACTUAL | | BUDGET | HSA OPERATIONS BUDGET | | | | \$ Variance (b-a) | % Variance (b/a) |
|--|------------------|---------------------|-----------------|-----------------------|-----------------|-------------|-------------------|----------------------------|----------------------------|
| | 2020 (12 months) | 2021 YTD (6 months) | 2021 Budget (a) | Year 1 2021 | Year 2 2022 (b) | Year 3 2023 | Total for 3 Years | 2022 Budget vs 2021 Budget | 2022 Budget vs 2021 Budget |
| Revenue: | | | | | | | | | |
| WorkSafeBC HSA Operations Funding | 450,000 | 112,500 | 450,000 | 450,000 | 450,000 | | 900,000 | 0 | 0% |
| Interest Revenue | | | | 0 | 0 | | 0 | 0 | - |
| Training/Course Revenue | 1,287 | 198 | | 0 | 0 | | 0 | 0 | - |
| Other Revenue (list individually) | | | | 0 | 0 | | 0 | 0 | - |
| | | | | 0 | 0 | | 0 | 0 | - |
| Total Revenue | 451,287 | 112,698 | 450,000 | 450,000 | 450,000 | 0 | 900,000 | 0 | 0% |
| Compensation Expense: | | | | | | | | | |
| Salaries | 269,986 | 76,108 | 296,450 | 296,450 | 302,635 | | 599,085 | 6,185 | 2% |
| Benefits | 26,912 | | 29,537 | 29,537 | 30,094 | | 59,631 | 557 | 2% |
| Consultants & Contractors | 17,243 | 4,453 | 9,250 | 9,250 | 10,000 | | 19,250 | 750 | 8% |
| Other Expense: | | | | | | | | | |
| Accounting & Legal Fees | 5,390 | 1,256 | 5,025 | 5,025 | 4,753 | | 9,778 | (272) | -5% |
| Advertising & Sponsorships | 18,080 | 3,594 | 16,750 | 16,750 | 25,846 | | 42,596 | 9,096 | 54% |
| Board Expenses | 8,588 | 1,745 | 6,979 | 6,979 | 2,904 | | 9,883 | (4,075) | -58% |
| Building Maintenance & Repairs | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | - |
| Telecommunications & Freight | 3,277 | 601 | 2,404 | 2,404 | 2,150 | | 4,554 | (254) | -11% |
| Conference Registration and Meeting Expenses | 2,599 | 7 | 5,500 | 5,500 | 6,000 | | 11,500 | 500 | 9% |
| Furniture & Equipment | 5,125 | 0 | 0 | 0 | 0 | | 0 | 0 | - |
| Office Supplies | 15,896 | 2,164 | 8,656 | 8,656 | 5,211 | | 13,867 | (3,445) | -40% |
| Property Taxes & General Insurance | 5,750 | 1,117 | 4,467 | 4,467 | 4,753 | | 9,220 | 286 | 6% |
| Publications & materials | 1,270 | 500 | 2,750 | 2,750 | 7,000 | | 9,750 | 4,250 | 155% |
| Rent - Office | 40,416 | 5,471 | 21,883 | 21,883 | 17,511 | | 39,394 | (4,372) | -20% |
| Technology | 24,971 | 3,738 | 28,534 | 28,534 | 17,744 | | 46,278 | (10,790) | -38% |
| Training - Staff | 4,745 | 244 | 2,177 | 2,177 | 5,264 | | 7,441 | 3,087 | 142% |
| Travel | 48 | | 9,500 | 9,500 | 8,135 | | 17,635 | (1,365) | -14% |
| Miscellaneous | 0 | | 138 | 138 | 0 | | 138 | (138) | - |
| Total Expenses | 450,296 | 100,996 | 450,000 | 450,000 | 450,000 | 0 | 900,000 | 0 | 0% |
| Revenue less Expenses | 991 | 11,702 | 0 | 0 | 0 | 0 | 0 | 0 | - |

Note: Any significant expense account (>\$50,000) included in 2021 budget and any significant variances (>20%) should be explained in Section 5 below.

| Section 2: RESERVE FUND - HSA OPERATIONS | | | | 2020 | 2021 | 2022 |
|--|--|--|--|--------|--------|--------|
| Opening Balance | | | | 23,051 | 23,051 | 23,051 |
| Drawdown (-) | | | | | | |
| Add Surplus Retained in Reserve Fund | | | | | | |
| Additional Funds Requested | | | | | | |
| Ending Balance | | | | 23,051 | 23,051 | 23,051 |

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

| Section 3: COMPENSATION - HSA OPERATIONS | ACTUAL | | | HSA OPERATIONS BUDGET | | |
|---|--------|------|--|-----------------------|----------------|----------------|
| | 2020 | 2021 | | Year 1 2021 | Year 2 2022 | Year 3 2023 |
| <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 | 0.7 | 0.5 | | 0.5 | 0.75 | |
| 3. Number of positions with compensation \$80,000-\$119,999 | 1.55 | 1.71 | | 1.71 | 1.11 | |
| 4. Number of positions with compensation \$120,000-\$159,999 | | | | | 0.5 | |
| 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 2022 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 2022 budget in Section 1.

Salaries & benefits \$95,898
Accounting & legal fees \$4,753
Advertising \$7,921
Board expenses \$2,904
Communications \$2,150
Office supplies \$5,211
Insurance \$4,753
Rent \$17,511
Technology \$8,544
Training \$964

c) Has the expense allocation method used in the 2022 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 2021 funding amount, if applicable.

b) Provide an explanation for any funding increase over the 2022 funding forecast amount included rates setting, if applicable.

c) Any significant expense account (>\$50,000) included in the 2022 budget , excluding salaries, should be explained here.

d) Any significant expense account variance (>20%), including salaries, between 2021 budget and 2022 funding request should be explained here.

Advertising & sponsorships increased due to focus on increasing brand awareness and targeted campaigns directed at underserved CUs and Indigenous operators
Board expenses reduced due to meetings primarily held virtually rather than in-person
Office supplies reduced due to overall expense reduction with move to hybrid work environment
Publications & materials increased due to collateral required for program and targeted communications
Technology reduced due to website redevelopment and LMS enhancement budgeted in prior year completed
Training increased to support H&S Specialist completion of CRSP designation

Section 6: APPROVAL

Approved by Organization Board Chair:

Heidi S. Romich

(signature)

Heidi Romich

(name)

Date Approved:

26-Nov-21