

Section 1(a): BUDGET - COR ACTIVITIES	ACTUAL *		BUDGET	COR ADMINISTRATION TARGETS *				# Variance (b-a)	% Variance (b/a)
	2016-17 (12 months)	2017-18 YTD (3 months)	2017-18 Budget (a)	Year 1 2018-19 (b)	Year 2 2019-20	Year 3 2020-21	Total for 3 Years	2018 Target vs 2017 Target	2018 Target vs 2017 Target
a) Number of New COR Registrations	11	12	30	10			10	(20)	-67%
b) Number of New OHS Certifications	5	0	10	3			3	(7)	-70%
c) Number of New RTW Certifications	NA	NA	NA	NA	NA	NA	0		
d) Number of WorkSafeBC Initiated Verification Audits	0	0	2	0			0	(2)	-
e) Number of Certifying Partner Initiated QA Audits	1	0	1	1			1	0	0%
f) Number of External Auditors Trained for the First Time (Initial)	0	0	2	0			0	(2)	-
g) Number of External Auditors Recertified	5	0	5	5			5	0	0%
h) Number of Internal Auditors Trained for the First Time (Initial) - Large Employers	21	15	25	18			18	(7)	-28%
i) Number of Internal Auditors Recertified - Large Employers		0	20	15			15	(5)	-25%
j) Number of Internal Auditors Trained for the First Time (Initial) - Small Employers	0	0	10	2			2	(8)	-80%
k) Number of Internal Auditors Recertified - Small Employers	0	0	0	0			0	0	-
l) Certification Failed or Not Granted				NA	NA	NA	0		

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

- a) SECOR registration targets for 2017-18 not realized
- b)
- c)
- d)
- e)
- f) Sufficient number of external auditors in place to handle volume
- g)
- h) Budget based on historical registration for initial IA training
- i)
- j) SECOR introduced in 2017 with 7 registrations to date, expect 2 registrants to complete
- k)

go2 Tourism HR Society

Funding Period: From April 1, 2018 to Mar 31, 2019

Section 1(b): BUDGET - COR ADMINISTRATION	ACTUAL		BUDGET	COR ADMINISTRATION BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2016-17 (12 months)	2017-18 YTD (3 months)	2017-18 Budget (a)	Year 1 2018 (b)	Year 2 2019-20	Year 3 2020-21	Total for 3 Years	2018 Budget vs 2017 Budget	2018 Budget vs 2017 Budget
<b>Revenue:</b>									
WorkSafeBC COR Operations Funding	330,000	87,500	350,000	262,500			262,500	(87,500)	-25%
Interest Revenue				0			0	0	-
Other Revenue (list individually)				0			0	0	-
<b>Total Revenue</b>	<b>330,000</b>	<b>87,500</b>	<b>350,000</b>	<b>262,500</b>	<b>0</b>	<b>0</b>	<b>262,500</b>	<b>(87,500)</b>	<b>-25%</b>
<b>Compensation Expense:</b>									
Salaries	167,113	52,534	198,513	190,799			190,799	(7,714)	-4%
Benefits	16,711	5,197	19,848	18,835			18,835	(1,013)	-5%
Consultants & Contractors	63,441	1,116	35,600	6,250			6,250	(29,350)	-82%
<b>Other Expense:</b>									
Accounting & Legal Fees	2,260	379	1,514	1,675			1,675	161	11%
Advertising & Sponsorships	8,992	5,945	15,345	10,608			10,608	(4,737)	-31%
Board Expenses	2,282	1,420	5,679	3,908			3,908	(1,771)	-31%
Building Maintenance & Repairs	0		0	0			0	0	-
Telecommunications & Freight	1,558	478	1,913	2,056			2,056	143	7%
Conference Registration and Meeting Expenses	6,974	772	13,260	10,050			10,050	(3,210)	-24%
Furniture & Equipment	0		0	0			0	0	-
Office Supplies	10,490	2,226	11,176	7,878			7,878	(3,298)	-30%
Property Taxes & General Insurance	1,747	536	2,146	1,898			1,898	(248)	-12%
Publications & materials	8,790		8,500	500			500	(8,000)	-94%
Rent - Office	17,987	5,524	22,096	19,300			19,300	(2,796)	-13%
Technology	8,261	1,068	4,271	24,232			24,232	19,961	467%
Training - Staff	1,748	1,093	2,272	2,275			2,275	3	0%
Travel	5,196	6,580	13,500	8,000			8,000	(5,500)	-41%
Miscellaneous	0		0	0			0	0	-
<b>Total Expenses</b>	<b>323,550</b>	<b>84,867</b>	<b>355,633</b>	<b>308,264</b>	<b>0</b>	<b>0</b>	<b>308,264</b>	<b>(47,369)</b>	<b>-13%</b>
<b>Revenue less Expenses</b>	<b>6,450</b>	<b>2,633</b>	<b>(5,633)</b>	<b>(45,764)</b>	<b>0</b>	<b>0</b>	<b>(45,764)</b>	<b>(40,131)</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 - COR				Year 1 2018-19	Year 2 2019-20	Year 3 2020-21
Opening Balance				69,475		
Drawdown (-)				(45,764)		
Add Surplus Retained in Reserve Fund				20,793		
Additional Funds Requested						
Ending Balance				44,504	-	-

Describe the reason(s) for any drawdown of COR Reserve Fund in the current year  
 COR Reserve funds will be utilized to the extent required to cover the 12 month operating shortfall due to reduced funding. Funding was approved for 9 months of operations, and we subsequently made the decision to continue as a CP, so operations will continue for the full 12 months.

Section 3: COMPENSATION	ACTUAL			COR ADMINISTRATION BUDGET		
	2016-17	2017-18		Year 1 2018-19	Year 2 2019-20	Year 3 2020-21
<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	0.02					
2. Number of positions with compensation \$40,000-\$79,999	0.4	0.1		0.6		
3. Number of positions with compensation \$80,000-\$119,999	0.93	1.4		0.95		
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)*

Common expenses allocated to the COR budget have two components: Salaries & Benefits and Common Occupancy Expenses. The formula for allocating common salaries & benefits is  $(\text{COR FTE}/\text{total direct FTE} * \text{common salaries \& benefits} * .5) + (\text{COR revenue}/\text{total revenue} * \text{total common salaries \& benefits} * .5)$ . The formula for allocating common occupancy expenses is  $(\text{COR FTE}/\text{total direct FTE} * \text{common occupancy expenses} * .5) + (\text{COR revenue}/\text{total revenue} * \text{common occupancy expenses} * .5)$ .

*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.*

Common salaries - \$70,379  
Common benefits - \$7,038  
Accounting & Legal - \$1,675  
Board expenses - \$3,908  
Communications - \$2,056  
Advertising - \$7,258  
Office supplies - \$6,889  
Technology - \$4,232  
Training - \$1,675  
Rent - \$19,300  
Insurance - \$1,898

*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 any funding increase over the 2017 funding amount, if applicable.

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

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

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

Consultants & Contractors - 2017 budgeted expenses for development of internal and external auditor resources, WIVAs and process re-engineering not required in 2018  
Advertising - savings in common operating expenses  
Board expenses - Board travel expenses reduced in 2018-19  
Office Supplies - savings in common operating expenses  
Publication & Materials - budget for production of SECOR video in 2017 not required in 2018  
Technology - Development of gap analysis tool planned in 2018  
Travel - reduced based on 2017-18 experience

**Section 6: APPROVAL**

Approved by Organization Board Chair:

 (signature)

Heidi Romich

Date Approved:

4-May-18