

Enter Association Name Here

31-Mar-18 Date Prepared

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

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		BUDGET	HSA OPERATIONS BUDGET				\$ 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 Budget vs 2017 Budget	2018 Budget vs 2017 Budget
Revenue:									
WorkSafeBC HSA Operations Funding	216,000	54,000	216,000	250,000			250,000	34,000	16%
Interest Revenue				0			0	0	-
Training/Course Revenue				45,430			45,430	45,430	-
Other Revenue (list individually)	10,295	1,275	10,000	0			0	(10,000)	-
				0			0	0	-
Total Revenue	226,295	55,275	226,000	295,430	0	0	295,430	69,430	31%
Compensation Expense:									
Salaries	118,829	32,231	120,615	156,753			156,753	36,138	30%
Benefits	11,866	3,187	12,051	15,460			15,460	3,409	28%
Consultants & Contractors	5,626	11,083	42,500	48,000			48,000	5,500	13%
Other Expense:									
Accounting & Legal Fees	1,415	236	942	1,465			1,465	523	56%
Advertising & Sponsorships	8,058	2,502	9,917	8,697			8,697	(1,220)	-12%
Board Expenses	1,577	883	3,531	3,417			3,417	(114)	-3%
Building Maintenance & Repairs	0		0	0			0	0	-
Telecommunications & Freight	975	298	1,190	1,798			1,798	608	51%
Conference Registration and Meeting Expenses	15,821	1,318	13,310	9,850			9,850	(3,460)	-26%
Furniture & Equipment	0		0	0			0	0	-
Office Supplies	7,027	1,449	6,949	6,889			6,889	(60)	-1%
Property Taxes & General Insurance	1,093	334	1,334	1,660			1,660	326	24%
Publications & materials	939		0	3,000			3,000	3,000	-
Rent - Office	11,259	3,435	13,739	16,876			16,876	3,137	23%
Technology	5,283	664	2,656	7,443			7,443	4,787	180%
Training - Staff	2,111	878	1,413	1,865			1,865	452	32%
Travel	8,253	3,853	6,150	9,500			9,500	3,350	54%
Miscellaneous			0	0			0	0	-
Total Expenses	200,132	62,349	236,297	292,673	0	0	292,673	56,376	24%
Revenue less Expenses	26,163	(7,074)	(10,297)	2,757	0	0	2,757	13,054	-

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		Year 1 2018-19	Year 2 2019-20	Year 3 2020-21
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		
	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	0.16		0.5		
3. Number of positions with compensation \$80,000-\$119,999	0.83		0.75		
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)

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

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 - \$61,540

Common benefits - \$6,154

Accounting & Legal - \$1,465

Board expenses - \$3,417

Office supplies - \$6,889

Communications - \$1,798

Advertising - \$6,347

Technology - \$4,232

Training - \$1,465

Rent - \$16,876

Insurance - \$1,660

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.

Additional resources requested to increase program administration staff, and to provide for additional employer engagement.

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.

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

Salaries & benefits - additional administrative, policy analyst and regional specialist support
Account & Legal, Telecommunications, Insurance and Rent - FTE increase from 1.12 to 1.25 increased shared service allocations
Conferences & Meetings - Regional Summit replaced with less costly Regional Roundtables
Technology - Costs associated with hosting of Workplace Safety Fundamentals
Training - includes CSSE fees for Industry H&S Specialist
Travel - Increased travel planned to support regional Road Shows and conference attendance

Section 6: APPROVAL

Approved by Organization Board Chair:

 (signature)

Heidi Romich

Date Approved:

4-May-18