

Section 1(a): BUDGET - COR ACTIVITIES	ACTUAL *		COR ADMINISTRATION TARGETS *				# Variance (b-a)	% Variance (b/a)
	2018-19 (12 months)	2019-20 YTD (3 months)	Year 1 2018-19	Year 2 2019-20 (a)	Year 3 2020-21 (b)	Total for 3 Years	2020 Target vs 2019 Target	2020 Target vs 2019 Target
a) Number of New COR Registrations	2	5	10	12	15	37	3	25%
b) Number of New OHS Certifications	2	0	3	3	5	11	2	67%
c) Number of New RTW Certifications	NA	NA	NA	NA	NA	0		
d) Number of WorkSafeBC Initiated Verification Audits	0	0	0	1	1	2	0	0%
e) Number of Certifying Partner Initiated QA Audits	1	0	1	1	1	3	0	0%
f) Number of External Auditors Trained for the First Time (Initial)	0	0	0	0	0	0	0	-
g) Number of External Auditors Recertified	6	5	5	5	8	18	3	60%
h) Number of Internal Auditors Trained for the First Time (Initial) - Large Employers	20	11	18	28	28	74	0	0%
i) Number of Internal Auditors Recertified - Large Employers	31	5	15	30	15	60	(15)	-50%
j) Number of Internal Auditors Trained for the First Time (Initial) - Small Employers	1	0	2	2	0	4	(2)	-
k) Number of Internal Auditors Recertified - Small Employers	0	0	0	1	1	2	0	0%
l) Certification Failed or Not Granted	0	1	NA	NA	NA			

Provide explanations for the variances between 2019 and 2020 targets in each of the COR Activities listed above

a) Increase results from continuing industry outreach and engagement
b) Increase in line with anticipated COR registrations
c)
d)
e)
f)
g) Projected increase in number of external auditors in 2019-20 year who will recertify in 1920-21
h)
i) Internal auditor attrition
j) Little industry engagement in SECOR
k)

go2 Tourism HR Society

Funding Period: From Apr 1, 2020 to Mar 31, 2021

Section 1(b): BUDGET - COR ADMINISTRATION	ACTUAL		COR ADMINISTRATION BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2018-19 (12 months)	2019-20 YTD (3 months)	Year 1 2018-19	Year 2 2019-20 (a)	Year 3 2020-21 (b)	Total for 3 Years	2020 Budget vs 2019 Budget	2020 Budget vs 2019 Budget
<b>Revenue:</b>								
WorkSafeBC COR Operations Funding	262,500	100,775	262,500	403,102	450,000	1,115,602	46,898	12%
Interest Revenue					0	0	0	-
Other Revenue (list individually)					0	0	0	-
					0	0	0	-
<b>Total Revenue</b>	<b>262,500</b>	<b>100,775</b>	<b>262,500</b>	<b>403,102</b>	<b>450,000</b>	<b>1,115,602</b>	<b>46,898</b>	<b>12%</b>
<b>Compensation Expense:</b>								
Salaries	200,322	48,420	190,799	222,568	267,486	680,853	44,918	20%
Benefits	19,786	4,842	18,835	22,063	26,522	67,420	4,459	20%
Consultants & Contractors	13,663	2,573	6,250	27,000	19,000	52,250	(8,000)	-30%
<b>Other Expense:</b>								
Accounting & Legal Fees	1,675	741	1,675	3,677	5,365	10,717	1,688	46%
Advertising & Sponsorships	10,398	2,086	10,608	10,478	18,604	39,690	8,126	78%
Board Expenses	3,908	1,481	3,908	4,903	8,547	17,358	3,644	74%
Building Maintenance & Repairs	0		0	0	0	0	0	-
Telecommunications & Freight	2,056	479	2,056	1,846	3,219	7,121	1,373	74%
Conference Registration and Meeting Expenses	5,817	717	10,050	11,850	7,550	29,450	(4,300)	-36%
Furniture & Equipment	0		0	0	0	0	0	-
Office Supplies	7,878	2,943	7,878	9,806	14,484	32,168	4,678	48%
Property Taxes & General Insurance	1,898	839	1,898	4,167	5,722	11,787	1,555	37%
Publications & materials	1,110	0	500	8,500	4,367	13,367	(4,133)	-49%
Rent - Office	19,300	8,214	19,300	42,444	40,416	102,160	(2,028)	-5%
Technology	5,329	4,318	24,232	21,961	18,680	64,873	(3,281)	-15%
Training - Staff	2,225	247	2,275	1,839	1,788	5,902	(51)	-3%
Travel	5,838	1,952	8,000	10,000	8,250	26,250	(1,750)	-18%
Miscellaneous					0	0	0	-
<b>Total Expenses</b>	<b>301,203</b>	<b>79,850</b>	<b>308,264</b>	<b>403,102</b>	<b>450,000</b>	<b>1,161,366</b>	<b>46,898</b>	<b>12%</b>
<b>Revenue less Expenses</b>	<b>(38,703)</b>	<b>20,925</b>	<b>(45,764)</b>	<b>0</b>	<b>0</b>	<b>(45,764)</b>	<b>0</b>	<b>-</b>

Note: Any significant expense account (>\$50,000) included in 2020 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - COR			2018-19	2019-20	2020-21
Opening Balance			90,267	51,564	51,564
Drawdown (-)			(38,703)		
Add Surplus Retained in Reserve Fund					
Additional Funds Requested					
Ending Balance			51,564	51,564	51,564

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

Section 3: COMPENSATION	ACTUAL		COR ADMINISTRATION BUDGET		
	2017-18	2018-19	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					
2. Number of positions with compensation \$40,000-\$79,999	0.8	0.6	0.6	0.6	0.75
3. Number of positions with compensation \$80,000-\$119,999	0.81	1	0.95	0.9	1.66
4. Number of positions with compensation \$120,000-\$159,999	0.1				
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 2020 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 salary and occupancy expenses have been allocated to COR operations using the formula (COR revenue/organization revenue)\*expense item

*b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2020 budget in Section 1.*

Salaries - \$89,809  
Benefits - \$8,784  
Accounting & legal - \$5,365  
Advertising - \$10,729  
Board expenses - \$8,547  
Communications - \$3,219  
Office supplies - \$14,484  
Insurance - \$5,722  
Rent - \$40,416  
Technology - \$11,180  
Training - \$1,788

*c) Has the expense allocation method used in the 2020 budget changed from previous year? If it has changed, explain why.*

Yes. Total revenues for our organization will be significantly reduced in our 2020-21 fiscal year due to the loss of Serving It Right revenues, such that COR revenues will account for approximately 35% of total revenue. Common expenses have also been reduced and are allocated based on the proportion of COR revenue to total revenue.

**Section 5: EXPLANATION OF SIGNIFICANT EXPENSE AMOUNTS, SIGNIFICANT VARIANCES, AND FUNDING INCREASES**

a) Provide an explanation for any funding increase over the 2019 funding amount, if applicable.

Increased funding is requested for:

1. an increase in COR professional and support staff from an FTE of 1.5 to FTE of 2.25
2. an increase in allocation to overheads resulting from the loss of Serving It Right revenues that previously contributed significantly to overheads

b) Provide an explanation for any funding increase over the 2020 funding forecast amount included in rates setting, if applicable.

c) Any significant expense account (>\$50,000) included in the 2020 budget, excluding salaries, should be explained here.

d) Any significant expense account variance (>20%), including salaries, between 2019 budget and 2020 funding request should be explained here.

Increased allocation of common expenses to COR budget resulting from change to allocation formul described in Section 4 (a)-(c) explains variance in:  
Accounting & legal, board expenses, communications, office supplies and insurance

Advertising - External marketing support required as internal resources no longer available

Conferences & meetings - 2019-20 budget provided for 3 TACs + advisory committee - TACs not required in 2020-21

Publications - 2019-20 budget provided for marketing video not budgeted in 2020-21

**Section 6: APPROVAL**

Approved by Organization Board Chair:



(signature) IAN POWELL (name)

Date Approved: Approval in  
Principle

SEPT 20, 2019