

Enter Association Name Here

go2 Tourism HR Society Date Prepared Sept 2 2022

Funding Period: From Apr 1, 2023 to Mar 31, 2024

Section 1(a): TARGET - COR ACTIVITIES	ACTUAL		TARGET	COR ADMINISTRATION TARGETS				# Variance (b-a)	% Variance (b/a)
	2021-2022 (12 months)	2022-2023 YTD (3 months)	2022-2023 Target (a)	Year 1 2021-2022	Year 2 2022-2023	Year 3 2023-2024 (b)	Total for 3 Years	2023-2024 Target vs 2022-2023 Target	2023-2024 Target vs 2022-2023 Target
a) Number of New COR Registrations	7	6	8	15	8	15	38	7	88%
b) Number of New OHS Certifications	3	0	3	5	3	5	13	2	67%
c) Number of WorkSafeBC Initiated Verification Audits	0	0	2	3	2	2	7	0	0%
d) Number of Certifying Partner Initiated QA Audits	1	0	1	1	1	1	3	0	0%
e) Number of External Auditors Trained for the First Time (Initial)	0	0	0	0	0	0	0	0	-
f) Number of External Auditors Recertified	9	9	10	10	10	9	29	(1)	-10%
g) Number of Internal Auditors Trained for the First Time (Initial) - Large Employers	22	4	20	28	20	28	76	8	40%
h) Number of Internal Auditors Recertified - Large Employers	14	3	20	15	20	28	63	8	40%
i) Number of Internal Auditors Trained for the First Time (Initial) - Small Employers	2	1	0	0	0	0	0	0	-
j) Number of Internal Auditors Recertified - Small Employers	1	0	1	1	1	1	3	0	0%

Provide explanations for the variances between 2022 and 2023 targets in each of the COR Activities listed above

a) Higher target in 2023 based on projected industry recovery post pandemic

b) Higher target in 2023 based on projected industry recovery post pandemic

c)

d)

e)

f) One external auditor from the go2HR panel has stopped offering auditing services. No plan to replace

g) Based on higher targets for COR registrations

h) Based on higher targets for COR registrations

i)

j)

k)

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Section 1(b): BUDGET - COR ADMINISTRATION	ACTUAL		BUDGET	COR ADMINISTRATION BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2021-2022 (12 months)	2022-2023 YTD (3 months)	2022-2023 Budget (a)	Year 1 2021-2022	Year 2 2022-2023	Year 3 2023-2024 (b)	Total for 3 Years	2023-2024 Budget vs 2022-2023 Budget	2023-2024 Budget vs 2022-2023 Budget
Revenue:									
WorkSafeBC COR Operations Funding	450,000	112,500	450,000	450,000	450,000	605,000	1,505,000	155,000	34%
Interest Revenue					0	0	0	0	-
Other Revenue (list individually)					0	0	0	0	-
					0	0	0	0	-
Total Revenue	450,000	112,500	450,000	450,000	450,000	605,000	1,505,000	155,000	34%
Compensation Expense:									
Salaries	286,360	70,106	316,984	306,417	316,984	404,607	1,028,008	87,623	28%
Benefits	28,513	7,011	31,516	30,524	31,516	40,196	102,236	8,680	28%
Consultants & Contractors	34,950	1,540	25,000	24,000	25,000	45,800	94,800	20,800	83%
Other Expense:									
Accounting & Legal Fees	5,189	1,139	4,978	5,189	4,978	4,825	14,992	(153)	-3%
Advertising & Sponsorships	24,148	3,098	15,133	10,323	15,133	24,992	50,448	9,859	65%
Board Expenses	7,207	886	3,042	7,207	3,042	3,753	14,002	711	23%
Building Maintenance & Repairs	0		0	0	0	0	0	0	-
Telecommunications & Freight	2,628	539	2,485	2,628	2,485	2,768	7,881	283	11%
Conference Registration and Meeting Expenses	1,800		2,500	2,250	2,500	5,000	9,750	2,500	100%
Furniture & Equipment	0		0	0	0	0	0	0	-
Office Supplies	9,292	1,510	5,736	9,292	5,736	4,843	19,871	(893)	-16%
Property Taxes & General Insurance	4,612	1,266	4,978	4,612	4,978	5,361	14,951	383	8%
Publications & materials	2,375		0	1,000	0	5,000	6,000	5,000	-
Rent - Office	23,919	5,624	20,235	23,919	20,235	28,233	72,387	7,998	40%
Technology	19,328	2,824	10,149	17,328	10,149	13,977	41,454	3,828	38%
Training - Staff	4,076	505	3,264	2,268	3,264	4,383	9,915	1,119	34%
Travel	0	945	4,000	3,000	4,000	11,250	18,250	7,250	181%
Miscellaneous	0		0	43	0	12	55	12	-
Total Expenses	454,397	96,991	450,000	450,000	450,000	605,000	1,505,000	155,000	34%
Revenue less Expenses	(4,397)	15,509	0	0	0	0	0	0	-

Note: Any significant expense account (>\$50,000) included in 2023-2024 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - COR				2021-2022	2022-2023	2023-2024
Opening Balance				51,564	51,564	51,564
Drawdown (-)						
Add Surplus Retained in Reserve Fund						
Additional Funds Requested						35,000
Ending Balance				51,564	51,564	86,564

early hiring 3 months (Jan-Mar 23) of COR Specialist to supp

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

Section 3: COMPENSATION	ACTUAL			COR ADMINISTRATION BUDGET		
	2021-2022	2022-2023		Year 1 2021-2022	Year 2 2022-2023	Year 3 2023-2024
<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	0.9	1.25		0.75	1.25	1.25
3. Number of positions with compensation \$80,000-\$119,999	1.88	1.2		1.82	1.2	2.4
4. Number of positions with compensation \$120,000-\$159,999		0.35			0.35	0.3
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 2023-2024 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 is $((\text{COR FTE}/\text{total FTE} * \text{total common salaries} * .5) + (\text{COR revenue}/\text{total revenue} * \text{total common salaries} * .5))$. 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 $((\text{COR FTE}/\text{total FTE} * \text{total general overheads} * .5) + (\text{COR revenue}/\text{total revenue} * \text{total general overheads} * .5))$. The formula for allocating premises expenses (rent, communications, office supplies) is $(\text{COR FTE}/\text{total FTE} * \text{total premises expenses})$.

b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2023-2024 budget in Section 1.

Salaries & benefits \$79,888
Accounting & legal fees \$4,825
Advertising \$8,042
Board expenses \$3,753
Communications \$2,768
Office supplies \$4,844
Insurance \$5,361
Rent \$28,233
Technology \$7,977
Training \$2,433

c) Has the expense allocation method used in the 2023-2024 budget changed from previous year? If it has changed, explain why.

No

