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 I	etween 2022 and 2023 taraets in each o	of the COR Activities listed above

a	1 Higher	target in	コンロンス hac	ed or	nroiectec	tindiistr	/ recoverv	nost nand	lemic

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

1)

J)

K)

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

Enter Association Name Here

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

				\$ Variance % Variance					
Section 1(b): BUDGET - COR ADMINISTRATION	АСТ	ACTUAL		BUDGET COR ADMINISTRATION BUDGET				(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	286,360	70,106	316,984	305,417	316,984	404,807	1,028,008	8,680	28%
Consultants & Contractors	34,950	1,540	25,000	24,000	25,000	45,800	94,800	20,800	83%
Consultants & Contractors	34,930	1,340	25,000	24,000	25,000	45,600	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%
Devenue less Funciones	(4.207)	15 500	0	0	0		•	0	
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

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

Section 3: COMPENSATION	ACTUAL		COR ADMINISTRATION BUDGET		BUDGET
	2021-2022	2022-2023	Year 1 2021-2022	Year 2 2022-2023	Year 3 2023-2024
List the top ten highest compensated positions, including consultants					
(who are contracted on an ongoing basis), in the following annual					
compensation categories:					
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 ((COR FTE/total FTE*total common salaries*.5)+(COR revenue/total revenue*total common salaries*.5)). The formula for allocating general overhead (governance, IT, marketing) is ((COR FTE/total FTE*total general overheads*.5)+(COR revenue/total revenue*total general overheads*.5)). The formula for allocating premises expenses (rent, communications, office supplies) is (COR FTE/total FTE*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 .

Section 5: EXPLANATION OF SIGNIFICANT EXPENSE AMOUN	rs, significant variances, and funding increases		
a) Provide an explanation for any funding increase over the 2	022-2023 funding amount, if applicable.		
6% cost of living/inflation increase 1.00 FTE COR Specialist added as directed by WorkSafeBC			
b) Provide an explanation for any funding increase over the 2	023-2024 funding forecast amount included in rates setting, if ap	pplicable.	
1.00 FTE COR Specialist added as directed by WorkSafeBC			
c) Any significant expense account (>\$50,000) included in the	2023-2024 budget , excluding salaries, should be explained here.		
d) Any significant expense account variance (>20%), including	salaries, between 2022-2023 budget and 2023-2024 funding red	quest should be explained here.	
Board Expenses - Additional shared cost attribution due to hi Conferences & Meetings - Return to in-person events; oppor Publications - Collateral to support training marketing campa Rent - Additional shared cost attribution due to higher FTE Technology - Total LMS user fees expected to increase with a Staff Training - Professional development costs to support ac	on training course planned for 2023-24 ides more sponsorship opportunities; targeted training marketir gher FTE tunities to leverage go2HR Regional HR Consultants for outreach ign planned nticipated increase in online training	across the province	
Section 6: APPROVAL			
Approved by Organization Board Chair:	Heidi S. Romich (signati	ure) <u>Heidi Romich</u>	(name)
Date Approved:	8-Sep-22		