

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: BUDGET - HSA OPERATIONS	ACTUAL		BUDGET
	2021-2022 (12 months)	2022-2023 YTD (3 months)	2022-2023 Budget (a)

HSA OPERATIONS BUDGET			
Year 1 2021-2022	Year 2 2022-2023	Year 3 2023-2024 (b)	Total for 3 Years

\$ Variance (b-a)	% Variance (b/a)
2023-2024 Budget vs 2022-2023 Budget	2023-2024 Budget vs 2022-2023 Budget

Revenue:			
WorkSafeBC HSA Operations Funding	450,000	112,500	450,000
Interest Revenue			
Training/Course Revenue	396	99	
Other Revenue (list individually)			
Total Revenue	450,396	112,599	450,000

450,000	450,000	765,000	1,665,000
	0	0	0
	0	0	0
	0	0	0
	0	0	0
450,000	450,000	765,000	1,665,000

315,000	70%
0	-
0	-
0	-
0	-
315,000	41%

Compensation Expense:			
Salaries	283,031	64,279	302,635
Benefits	28,178	6,328	30,094
Consultants & Contractors	36,819		10,000
Other Expense:			
Accounting & Legal Fees	5,025	1,106	4,753
Advertising & Sponsorships	19,125	4,686	25,846
Board Expenses	6,979	861	2,904
Building Maintenance & Repairs	0		0
Telecommunications & Freight	2,404	483	2,150
Conference Registration and Meeting Expenses	3,769	(58)	6,000
Furniture & Equipment	0		0
Office Supplies	8,656	1,401	5,211
Property Taxes & General Insurance	4,467	1,229	4,753
Publications & materials	3,780	872	7,000
Rent - Office	21,883	5,042	17,511
Technology	27,419	3,050	17,744
Training - Staff	2,919	425	5,264
Travel	276	894	8,135
Miscellaneous			
Total Expenses	454,730	90,597	450,000

296,450	302,635	531,355	1,130,440
29,537	30,094	52,785	112,416
9,250	10,000	39,500	58,750
5,025	4,753	6,165	15,943
16,750	25,846	31,425	74,021
6,979	2,904	4,795	14,678
0	0	0	0
2,404	2,150	3,609	8,163
5,500	6,000	8,500	20,000
0	0	0	0
8,656	5,211	6,245	20,112
4,467	4,753	6,850	16,070
2,750	7,000	5,000	14,750
21,883	17,511	36,810	76,204
28,534	17,744	16,193	62,471
2,177	5,264	6,972	14,413
9,500	8,135	8,750	26,385
138	0	46	184
450,000	450,000	765,000	1,665,000

228,720	76%
22,691	75%
29,500	295%
1,412	30%
5,579	22%
1,891	65%
0	-
1,459	68%
2,500	42%
0	-
1,034	20%
2,097	44%
(2,000)	-29%
19,299	110%
(1,551)	-9%
1,708	32%
615	8%
46	-
315,000	70%

Revenue less Expenses	(4,334)	22,002	0
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0	0	0	0
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0	-
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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 - HSA OPERATIONS				2021-2022	2022-2023	2023-2024
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		
	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	0.4	0.75		0.5	0.75	2
3. Number of positions with compensation \$80,000-\$119,999	1.89	1.11		2.01	1.11	2.93
4. Number of positions with compensation \$120,000-\$159,999		0.5			0.5	0.4
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 2023-2024 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: Salaries & Benefits and common occupancy expenses. The formula for allocating common salaries is $((\text{HSA FTE}/\text{total FTE} * \text{total common salaries} * .5) + (\text{HSA revenue}/\text{total revenue} * \text{total common salaries} * .5))$. 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 $((\text{HSA FTE}/\text{total FTE} * \text{total general overheads} * .5) + (\text{HSA revenue}/\text{total revenue} * \text{total general overheads} * .5))$. The formula for allocating premises expenses (rent, communications, office supplies) is $(\text{HSA FTE}/\text{total FTE} * \text{total premises expenses})$.

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 \$102,508
Accounting & legal fees \$6,165
Advertising \$10,275
Board expenses \$4,795
Communications \$3,609
Office supplies \$6,245
Insurance \$6,850
Rent \$36,810
Technology \$10,193
Training \$3,172

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 AMOUNTS, SIGNIFICANT VARIANCES, AND FUNDING INCREASES

a) Provide an explanation for the funding increase over the 2022-2023 funding amount, if applicable.

FTE 5.15 up from 2.25 in 2022-23 budget; New additions in staff include:
1.0 FTE for an additional Health and Safety Specialist
1.0 FTE for Psychological Health and Safety Learning Coach
0.5 FTE for Communications Co-ordinator to expand outreach related communications including enhanced social media presence
0.5 FTE for training staff

b) Provide an explanation for any funding increase over the 2023-2024 funding forecast amount included rates setting, if applicable.

N/A

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 request should be explained here.

Common expenses: Accounting, Board, Communications, Office Supplies, Insurance, Rent and Training have all increased because calculation is based on FTE that has increased from 2.25 to 5.15, and proportionately larger HSA revenue.

Salaries and benefits - 2.9 FTE increase to provide additional H&S Specialist, Workplace Learning Coach (Psychological H&S) and Communications Coordinator
Consultants - Increase to provide for the development of Safety Orientation training course
Advertising & Sponsorships - return to in-person events provides more sponsorship opportunities, and promotion of new training resources is planned
Conferences & Meetings - return to in-person events, increase in number of staff attending events
Publications & Materials - increased to provide collateral to support new training initiatives

Section 6: APPROVAL

Approved by Organization Board Chair:

Heidi A. Romich

(signature)

Heidi Romich

(name)

Date Approved:

8-Sep-22