

BC Forest Safety Council - Harvesting HSA

20-Sep-10 Date Prepared

Funding Period: From Jan 1, 2021 to Dec 31, 2021

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		BUDGET	HSA OPERATIONS BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2019 (12 months)	2020 YTD (6 months)	2020 Budget (a)	Year 1 2021 (b)	Year 2 2022	Year 3 2023	Total for 3 Years	2021 Budget vs 2020 Budget	2021 Budget vs 2020 Budget
<b>Revenue:</b>									
WorkSafeBC HSA Operations Funding	3,245,000	1,671,549	3,245,000	2,071,477	2,600,000	3,245,000	7,916,477	-1,173,523	-36%
Interest Revenue	36,695	12,852	23,766	6,611	6,611	6,611	19,833	-17,155	-72%
Training/Course Revenue	450,190	67,883	203,280	189,160	189,160	189,160	567,480	-14,120	-7%
Other Revenue (list individually)	17,522	131,252	125,000	0	0	0	0	-125,000	-
SAFE Company Fees	120,656	51,857	120,800	104,000	104,000	104,000	312,000	-16,800	-14%
<b>Total Revenue</b>	<b>3,870,063</b>	<b>1,935,393</b>	<b>3,717,847</b>	<b>2,371,248</b>	<b>2,899,771</b>	<b>3,544,771</b>	<b>8,815,790</b>	<b>-1,346,599</b>	<b>-36%</b>
<b>Compensation Expense:</b>									
Salaries	1,587,669	765,500	1,592,995	1,557,952	1,557,952	1,597,952	4,713,856	-35,043	-2%
Benefits	221,085	97,116	211,817	213,192	213,192	223,192	649,576	1,375	1%
Consultants & Contractors	850,308	293,807	935,940	634,866	634,866	886,040	2,155,772	-301,074	-32%
<b>Other Expense:</b>									
Accounting & Legal Fees	8,763	8,906	13,317	11,019	11,019	11,019	33,057	-2,298	-17%
Advertising & Sponsorships	10,097	5,693	12,317	7,713	7,713	7,713	23,139	-4,604	-37%
Board Expenses	120,347	21,468	120,162	90,084	90,084	105,000	285,168	-30,078	-25%
Building Maintenance & Repairs	28,443	12,821	27,501	29,089	29,089	29,089	87,267	1,588	6%
Telecommunications & Freight	50,885	16,593	53,160	32,107	32,107	32,107	96,321	-21,053	-40%
Conference Registration and Meeting Expenses	129,474	22,196	147,513	87,567	87,567	135,000	310,134	-59,946	-41%
Furniture & Equipment	0		0	0	0	0	0	0	-
Office Supplies	32,250	10,675	21,966	26,297	26,297	26,297	78,891	4,331	20%
Property Taxes & General Insurance	10,081	4,971	11,544	9,917	9,917	9,917	29,751	-1,627	-14%
Publications & materials	46,629	12,096	99,796	14,421	14,421	14,421	43,263	-85,375	-86%
Rent - Office	66,420	35,412	72,455	68,528	68,528	68,528	205,584	-3,927	-5%
Technology	290,385	107,293	127,124	120,044	120,044	120,044	360,132	-7,080	-6%
Training - Staff	24,940	3,546	16,473	4,628	4,628	4,628	13,884	-11,845	-72%
Travel	258,063	52,936	226,658	195,564	195,564	255,564	646,692	-31,094	-14%
Miscellaneous	19,362	7,872	27,108	18,260	18,260	18,260	54,780	-8,848	-33%
<b>Total Expenses</b>	<b>3,755,201</b>	<b>1,478,901</b>	<b>3,717,846</b>	<b>3,121,248</b>	<b>3,121,248</b>	<b>3,544,771</b>	<b>9,787,267</b>	<b>-596,598</b>	<b>-16%</b>
<b>Revenue less Expenses</b>	<b>114,862</b>	<b>456,492</b>	<b>0</b>	<b>-750,000</b>	<b>-221,477</b>	<b>0</b>	<b>-971,477</b>	<b>-750,000</b>	<b>-</b>

Note: Any significant expense account (>\$50,000) included in 2021 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - HSA OPERATIONS				2019	2020	2021
Opening Balance					-	-
Drawdown (-)						
Add Surplus Retained in Reserve Fund						
Additional Funds Requested						
Ending Balance				-	-	-

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

Section 3: COMPENSATION - HSA OPERATIONS	ACTUAL			HSA OPERATIONS BUDGET		
	2019	2020		Year 1 2019	Year 2 2020	Year 3 2021
<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						
3. Number of positions with compensation \$80,000-\$119,999	7	7		7	7	7
4. Number of positions with compensation \$120,000-\$159,999	2	2		2	2	2
5. Number of positions with compensation \$160,000-\$199,999	1			1		
6. Number of positions with compensation \$200,000-\$249,999		1			1	1
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 2021 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)*

The Council overhead allocation is allocated to lines of business in proportion to compensation costs. Compensation includes staff salaries and benefits, and consultants' fees. Compensation costs do not include fees and expenses paid to contractors involved in instruction and evaluation and project development. The Council's COR funding includes 80% SAFE Companies total expenses (excluding Council overhead allocation) and 100% of COR administration total cost centre, including Council overhead allocation.

*b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2021 budget in Section 1.*

Rent for both offices; IT infrastructure costs (land line, cable, etc); all Xerox costs except for Transportation Safety dept.; payroll costs for CEO, CFO, Corporate Secretary / Senior Administrative Assistant, Receptionist, Accounting Assistant, IT Coordinator, Communications Specialist; all administrative expenses, including legal, audit, insurance, etc.

*c) Has the expense allocation method used in the 2021 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 2020 funding amount, if applicable.*

There is a significant funding decrease budgeted for 2021. With the assessment to harvesting forecast to increase from .21/\$100 of assessable payroll to .93/\$100 assessable payroll, BCFSC has reduced a number of overhead costs and will be utilizing \$750k in unrestricted net assets to offset the impact to industry for 2021. You will see a net loss for 2021 in the numbers.

*b) Provide an explanation for any funding increase over the 2021 funding forecast amount included rates setting, if applicable.*

N/A

*c) Any significant expense account (>\$50,000) included in the 2021 budget, excluding salaries, should be explained here.*

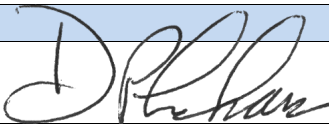
Consultants & Contractors - Less planned expenses due to reduction in class training/more online training as well as prior years being higher due to the Faller Competency work. Conference Registration & Meeting expenses - less due to many cancelled conferences and reduction to what BCFSC will be attending in efforts to lower costs, also due to less in person training/meeting expenses. Publications & Materials - significantly lower as Forest Safety News will no longer be printed, it will only be digital as well reduced from 6 to 4 issues per year.

*d) Any significant expense account variance (>20%), including salaries, between 2020 budget and 2021 funding request should be explained here.*

WorkSafeBC funding - please see explanation in 5a. Interest Revenue was budgeted based on the lower rates currently being seen. Consultants & Contractors - explained in 5c. Advertising & Sponsorship - reduced number of advertisements planned to lower overall costs. Board Expenses - less in person meetings planned, most will be online meetings. Telecommunications & Freight - less courier costs and mailing anticipated. Conference registration & meeting expenses - see 5c. Office supplies - more online courses and communications will clients expected. Publications - see 5c. Training staff - most training put on hold to reduce costs as much as possible. Miscellaneous - lower bank charges anticipated.

**Section 6: APPROVAL**

Approved by Organization Board Chair:



(signature)

Dave Lehane

(name)

Date Approved:

September 28, 2020

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HSA BUDGET ALLOCATION	Overhead (Fixed Costs)	Activity Categories					2021 Budget Total
		Training	Consultation Services	Marketing / Outreach	Research	Conference / Convention / Meeting	
<b>Revenue:</b>							
WorkSafeBC HSA Operations Funding	2,071,477						2,071,477
Interest Revenue	6,611						6,611
Training/Course Revenue		189,160					189,160
Other Revenue	-		-	-	-	-	-
Safe Company Registration Fees	104,000						104,000
<b>Total Revenue</b>	<b>2,182,088</b>	<b>189,160</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,371,248</b>
<b>Compensation Expense:</b>							
Salaries	1,557,952						1,557,952
Benefits	213,192						213,192
Consultants & Contractors	31,653	123,713	479,500	-	-	-	634,866
<b>Subtotal</b>	<b>1,802,797</b>	<b>123,713</b>	<b>479,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,406,010</b>
<b>Other Expense:</b>							
Accounting & Legal Fees	11,019						11,019
Advertising & Sponsorships	-	-	-	7,713	-	-	7,713
Board Expenses	90,084						90,084
Building Maintenance & Repairs	29,089						29,089
Telecommunications & Freight	32,107						32,107
Conference Registration and Meeting Expenses	4,800	62,887	-	-	-	19,880	87,567
Furniture & Equipment	-						-
Office Supplies	26,297						26,297
Property Taxes & General Insurance	9,917						9,917
Publications & materials	-	-	-	14,421	-	-	14,421
Rent - Office	68,528						68,528
Technology	120,044	-	-	-	-	-	120,044
Training - Staff	4,628						4,628
Travel	20,630	14,400	-	160,534	-	-	195,564
Miscellaneous	18,260						18,260
<b>Subtotal</b>	<b>435,403</b>	<b>77,287</b>	<b>-</b>	<b>182,668</b>	<b>-</b>	<b>19,880</b>	<b>715,238</b>
<b>Total Expenses</b>	<b>2,238,200</b>	<b>201,000</b>	<b>479,500</b>	<b>182,668</b>	<b>-</b>	<b>19,880</b>	<b>3,121,248</b>
<b>Revenue less Expenses</b>	<b>(56,112)</b>	<b>(11,840)</b>	<b>(479,500)</b>	<b>(182,668)</b>	<b>-</b>	<b>(19,880)</b>	<b>(750,000)</b>

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*Fixed costs include salaries, rent, and expenses such as accounting and legal fees which are approximately the same year over year and are not optional. Fixed costs are often referred to as overhead costs and do not generally fluctuate directly with activities. You may find it helpful to provide monthly breakdown to determine annual totals, it is optional. You must enter the annual totals in column titled "Total."*

**Fixed Costs Budget Worksheet**

**Funding Period: From Jan 1, 2021 to Dec 31, 2021**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Revenue:</b>													
WorkSafeBC HSA Operations Funding *													2,071,477
Interest Revenue													6,611
Other Revenue													
SAFE Co Fees													104,000
<b>Total Revenue</b>	-	-	-	-	-	-	-	-	-	-	-	-	<b>2,182,088</b>
<b>Compensation Expense</b>													
Salaries													1,557,952
Benefits													213,192
Consultants & Contractors													31,653
<b>Subtotal</b>	-	-	-	-	-	-	-	-	-	-	-	-	<b>1,802,797</b>
<b>Other Expense:</b>													
Accounting & Legal Fees													11,019
Advertising and Sponsorship													-
Board Expenses													90,084
Building Maintenance & Repairs													29,089
Telecommunications & Freight													32,107
Conference Registration & Meeting Expenses													4,800
Furniture & Equipment													-
Office Supplies													26,297
Property Taxes & General Insurance													9,917
Publications & materials													-
Rent - Office													68,528
Technology													120,044
Training - Staff													4,628
Travel													20,630
Miscellaneous													18,260
<b>Subtotal</b>	-	-	-	-	-	-	-	-	-	-	-	-	<b>435,403</b>
<b>Total Expenses</b>	-	-	-	-	-	-	-	-	-	-	-	-	<b>2,238,200</b>

\* Note: This is the total funding amount requested from WorkSafeBC to cover both fixed and variable costs.

3,121,248



