20-Sep-10 Date Prepared

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

Section 1: BUDGET - HSA OPERATIONS	АСТІ	JAL	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
Revenue:									
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	
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%
Total Revenue	3,870,063	1,935,393	3,717,847	2,371,248	2,899,771	3,544,771	8,815,790	-1,346,599	-36%
Compensation Expense:									
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	
Consultants & Contractors	850,308	293,807	935,940	634,866	634,866	886,040	2,155,772	-301,074	
Other Expense:									
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%
Total Expenses	3,755,201	1,478,901	3,717,846	3,121,248	3,121,248	3,544,771	9,787,267	-596,598	-16%
Revenue less Expenses	114,862	456,492	0	-750,000	-221,477	0	-971,477	-750,000	_

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		
Opening Balance		
Drawdown (-)		
Add Surplus Retained in Reserve Fund		
Additional Funds Requested		
Ending Balance		

2019	2020	2021
	-	1
-	-	-

Des	escribe the reason(s) for any drawdo	wn of HSA Reserve Fund in tl	he current year		
					ļ

Section 3: COMPENSATION - HSA OPERATIONS	ACTUAL			HSA C	PERATIONS BU	IDGET
	2019	2020		Year 1 Year 2 2019 2020		Year 3 2021
List the top ten highest compensated positions, including						
consultants (who are contracted on an ongoing basis), in						
the following annual compensation categories:						
Number of positions with compensation						
\$1-\$39,999						
2. Number of positions with compensation						
\$40,000-\$79,999						
3. Number of positions with compensation	7	7	7		7	7
\$80,000-\$119,999	/	/	/		/	/
4. Number of positions with compensation	2	2	2		2	2
\$120,000-\$159,999	2	2	2		2	2
5. Number of positions with compensation	1		1			
\$160,000-\$199,999	1		1			
6. Number of positions with compensation		1			1	1
\$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 nclude 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 AIVIC	JUNIS, SIGNIFICANT VARIANCES, AND FUNDING	INCREASES			
a) Provide an explanation for the funding increase over th	e 2020 funding amount, if applicable.				
There is a signigicant funding decrease budgeted for 2021 number of overhead costs and will be utilizing \$750k in u					a
b) Provide an explanation for any funding increase over th	 ne 2021 funding forecast amount included rates se	etting, if applicable.			
N/A					
c) Any significant expense account (>\$50,000) included in	the 2021 budget , excluding salaries, should be ex	plained here.			
Consultants & Contractors - Less planned expenses due to Meeting expenses - less due to many cancelled conference Materials - significantly lower as Forest Safety News will research	ces and reduction to what BCFSC will be attending	in efforts to lower costs	s, also due to less in person tra	-	&
d) Any significant expense account variance (>20%), inclu	ding salaries, between 2020 budget and 2021 fund	ding request should be e	xplained here.		
WorkSafeBC funding - please see explanantion in 5a. Intereduced number of advertisements planned to lower ove mailing anticipated. Conference registration & meeting e put on hold to reduce costs as much as possible. Miscella	rall costs. Board Expenses - less in person meetin expenses - see 5c. Office supplies - more online co	gs planned, most will be	e online meetings. Telecommu	nications & Freight - less courier costs an	d
Section 6: APPROVAL					
Approved by Organization Board Chair:	Han	(signature)	Dave Lehane	(name)	
Date Approved:	September 28, 2020	_			

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

		Activity Categories					
HSA BUDGET ALLOCATION	Overhead (Fixed Costs)	Training	Consultation Services	Marketing / Outreach	Research	Conference / Convention / Meeting	2021 Budget Total
Revenue:							
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
Total Revenue	2,182,088	189,160	-	-	-	-	2,371,248
Compensation Expense:							
Salaries	1,557,952						1,557,952
Benefits	213,192						213,192
Consultants & Contractors	31,653	123,713	479,500	-	-	-	634,866
Subtotal	1,802,797	123,713	479,500	-	-	-	2,406,010
Other Expense:							
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	1	160,534	-	-	195,564
Miscellaneous	18,260						18,260
Subtotal	435,403	77,287	-	182,668	-	19,880	715,238
Total Expenses	2,238,200	201,000	479,500	182,668	-	19,880	3,121,248
Revenue less Expenses	(56,112)	(11,840)	(479,500)	(182,668)	_	(19,880)	(750,000)
nevenue ress expenses	(30,112)	(11,070)	(475,500)	(102,000)		(15,000)	(750,000)

BC Forest Safety Council - Harvesting HSA

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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."

Funding Period: From Jan 1, 2021 to Dec 31, 2021 **Fixed Costs Budget Worksheet** Jan Feb Mar May Jun Jul Sep Oct Nov Dec Apr Aug Total Revenue: WorkSafeBC HSA Operations Funding * 2,071,477 Interest Revenue 6,611 Other Revenue SAFE Co Fees 104,000 **Total Revenue** 2.182.088 **Compensation Expense** Salaries 1,557,952 **Benefits** 213,192 Consultants & Contractors 31,653 Subtotal 1,802,797 Other Expense: 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 Subtotal 435,403 **Total Expenses** 2,238,200

3,121,248

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

BC Forest Safety Council - Harvesting HSA

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Use this worksheet to describe activities that would vary from year to year and that would not be covered by the fixed costs of your association. For example, a training program run by a salaried staff member at the HSA's usual operating location would not be included here. But activities that require additional rental spaces, materials to be created, or consultants to be hired should be included. Include the reference number of the corresponding work plan item in the first column (column A). If more rows are required, please click on the "2" symbol on the top left corner of the screen to unhide additional rows.

Activities / Initiatives Budget (Variable Costs) Worksheet

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

Workplan Item Ref #	Activity	Activity Category	Description / Objective	Revenue	Consultants / Contractors	Conference Registration and Meeting Expenses	Publications / Materials	Advertising & Sponsorships	Technology	Travel	Net
		Training	Courses/Certifications	189,160	123,713	62,887				14,400	(11,840)
		Conference / Convention / Meeting	Conference attendance/booths, etc			19,880					(19,880)
		Marketing / Outreach	Forest Safety News				14,421				(14,421)
		Marketing / Outreach	Falling Department outreach activities							86,200	(86,200)
		Marketing / Outreach	Transportation Department outreach activities							50,000	(50,000)
		Marketing / Outreach	Safety Advisor Advocacy Work							19,334	(19,334)
		Marketing / Outreach	Ombudsman Work							5,000	(5,000)
	Training Department Activities	Consultation Services	See Workplan		248,800						(248,800)
	0 1	Consultation Services	See Workplan		190,200						(190,200)
	Transportation Deparment Activities	Consultation Services	See Workplan		40,500						(40,500)
		Marketing / Outreach	Advertising - Day of Mourning					7,713			(7,713)
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
	Total			189,160	603,213	82,767	14,421	7,713	-	174,934	(693,888)

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HSA

0.58

0.58

0.58

0.58

0.58

0.58

0.58

0.20

0.92

2.60

0.70

1.00

1.90

0.25

3.30

1.00

1.00

1.00

1.00

18.90

0.62

1.00

1.62

HSA

COR

0.39

0.39

0.39

0.39

0.39

0.39

0.39

1.00

0.58

0.10

1.00

2.00

6.00

1.75

0.20

15.33

0.00

COR

HSA BUDGET - STAFFING COUNT					
FTE = Full Time Equivalent					
STAFF POSITIONS					
Position					
CEO					
CFO					
Communications Specialist					
IT Co-ordinator					
Receptionist/Document Control Administrator					
Corporate Secretary					
Accounting/IT Assistant					
Audit Administrator					
Director, SAFE Companies					
Director, Transportation Safety					
Falling Safety Advisor					
Manager, Training					
Manager, Training and Program Development					
Program Coordinators					
Registrar & Database Coordinator					
SAFE Companies Administrator					
Safety Advisors					
Senior Safety Audit Advisor					
Training & Program Development Administrator					
Transportation Safety Program Assistant					
Transportation Safety Program Coordinator					
Safety Advocates Advisor					
Director, Programs & Training					
Senior Safety Advisor, Manufacturing					
Admin/Communications Assistant (New)					
Total FTE - Staff					

CONSULTANTS/CONTRACTORS ***					
Position					
Ombudsman					
Contracors					
	Total FTE - Consultants				

EXAMPLE - STAFF POSITIONS - FTE's

Admin Support - COR/ IRI (full time)
Admin Support - HSA/IRI (part time) **

Manager - HSA (full time) Manager - HSA/ COR (full time) *

Position

3	п
)	
) **	
Total FTE - Staff	

EXAMPLE - CONSULTANTS/CONTRACTORS - FTE's
Position
HSA - Trainer (1 @ 40 hours per week)
HSA-Trainer for course A (1 @ 20 hours per week)
COR - Audit Trainers (4 @ 20 hours per week)
HSA/IRI Trainer (1 @40 hrs per week)
Total FTE - Consultants

HSA	COR	IRI	IRI	Total FTE
1.00				1.00
0.75	0.25			1.00
	0.75	0.25		1.00
0.30		0.20		0.50
2.05	1.00	0.45	0.00	3.50

2019 ACTUAL FTE

Sawmill

0.04

0.04

0.04

0.04

0.04

0.04

0.04

0.20

1.00

1.48

0.00

IRI

Total FTE

1.00

1.00

1.00

1.00

1.00

1.00

1.00

1.00

1.00

1.00

2.60

0.70

1.00

2.00

1.00

2.00

6.00

2.00

3.50

1.00

1.00

1.00

1.00

1.00

35.80

0.62

1.00 0.00 0.00 0.00

1.62

Total FTE

Pellet

0.02

80.0

0.10

0.00

HSA	COR	IRI	IRI	Total FTE
1.00				1.00
0.50				0.50
	2.00			2.00
0.75		0.25		1.00
2.25	2.00	0.25	0.00	4.50

	2020					
	BUDGET FTE					
HSA	COR	Sawmill	Pellet	Total FTE		
0.57	0.38	0.05		1.00		
0.57	0.38	0.05		1.00		
0.57	0.38	0.05		1.00		
0.57	0.38	0.05		1.00		
0.57	0.38	0.05		1.00		
0.57	0.38	0.05		1.00		
0.57	0.38	0.05		1.00		
	1.00			1.00		
0.20	0.60	0.10	0.10	1.00		
1.00				1.00		
2.00				2.00		
1.00				1.00		
1.00				1.00		
1.90	0.10			2.00		
	1.00			1.00		
	2.00			2.00		
	6.00			6.00		
0.25	1.75			2.00		
2.80	0.20			3.00		
1.00				1.00		
1.00				1.00		
1.00				1.00		
1.00				1.00		
		1.00		1.00		
				0.00		
18.14	15.31	1.45	0.10	35.00		

HSA	COR	IRI	IRI	Total FTE
0.62				0.62
				0.00
				0.00
				0.00
				0.00
0.62	0.00	0.00	0.00	0.62

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

		2021		
		BUDGET FTE		
HSA	COR	Sawmill	Pellet	Total FTE
0.55	0.39	0.05	0.02	1.00
0.55	0.39	0.05	0.02	1.00
0.55	0.39	0.05	0.02	1.00
0.55	0.39	0.05	0.02	1.00
0.55	0.39	0.05	0.02	1.00
0.55	0.39	0.05	0.02	1.00
0.55	0.39	0.05	0.02	1.00
	1.00			1.00
0.20	0.60	0.10	0.10	1.00
1.00				1.00
2.00				2.00
1.00				1.00
1.00				1.00
1.90	0.10			2.00
	1.00			1.00
	2.00			2.00
	6.00			6.00
0.25	1.75			2.00
2.80	0.20			3.00
1.00				1.00
1.00				1.00
				0.00
1.00				1.00
		0.70	0.30	1.00
	0.50	0.25	0.25	1.00
16.97	15.85	1.40	0.78	35.00
HSA	COR	IRI	IRI	Total FTF

HSA	COR	IRI	IRI	Total FTE
0.62				0.62
				0.00
				0.00
				0.00
				0.00
0.62	0.00	0.00	0.00	0.62

How to count FTE for staff:

This is a headcount of staff and a cost allocation of their time spent on each program.

* Eg: a full-time manager who spends 75% of time on HSA and 25% on COR, enter as HSA 0.75 FTE and COR 0.25 FTE count. See example to the left.

Legend of acronyms:

HSA - Health and Safety Association Operations

COR - COR Program Administration

IRI - Injury Reduction Initiative (not HSA or COR)

FTE - Full time equivalent

*** Consultants/contractors - List of

consultants/contractors who work significant hours in operations and on a continuous basis.

How to count FTE for consultants/contracts:

If consultants are paid by the hour, use the same standard hours per work week as the full-time staff in your FTE calculation.

E.g., a consultant hired for 40 hours per week (same as full time staff hours) for the full year for HSA, enter the consultant as 1 HSA FTE. See example to the left.

^{**} Eg: a part-time staff who works half time and spends 60% on HSA and 40% on IRI, then enter HSA 0.3 FTE and IRI 0.2 FTE. See example to the left.