

BC Forest Safety Council (Harvesting)

07-Sep-22 Date Prepared

Funding Period: From Jan 1, 2023 to Dec 31, 2023

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		BUDGET	HSA OPERATIONS BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2021 (12 months)	2022 YTD (6 months)	2022 Budget (a)	Year 1 2021	Year 2 2022	Year 3 2023 (b)	Total for 3 Years	2023 Budget vs 2022 Budget	2023 Budget vs 2022 Budget
Revenue:									
WorkSafeBC HSA Operations Funding	2,076,418	1,534,354	3,000,000			3,245,000	3,245,000	245,000	8%
Interest Revenue	11,828	8,760	12,000			12,000	12,000	0	0%
Training/Course Revenue	538,295	345,961	189,140			184,810	184,810	-4,330	-2%
Other Revenue (list individually)	57,591	34,041	0			0	0	0	-
SAFE Company Fees	79,548	35,029	66,936			60,996	60,996	-5,940	-9%
Total Revenue	2,763,680	1,958,145	3,268,076	0	0	3,502,806	3,502,806	234,730	7%
Compensation Expense:									
Salaries	1,870,723	914,799	2,001,510			1,911,449	1,911,449	-90,061	-4%
Benefits	251,225	105,789	257,016			244,590	244,590	-12,426	-5%
Consultants & Contractors	816,023	483,458	681,521			978,918	978,918	297,397	44%
Other Expense:									
Accounting & Legal Fees	18,290	4,216	20,500			20,500	20,500	0	0%
Advertising & Sponsorships	8,314	6,203	12,000			12,000	12,000	0	0%
Board Expenses	25,839	36,528	97,250			76,000	76,000	-21,250	-22%
Building Maintenance & Repairs	57,215	36,015	63,900			34,800	34,800	-29,100	-46%
Telecommunications & Freight	39,556	17,919	38,919			39,570	39,570	651	2%
Conference Registration and Meeting Expenses	62,703	63,036	116,591			117,289	117,289	698	1%
Furniture & Equipment	0	0	0			20,000	20,000	20,000	-
Office Supplies	9,756	3,339	20,400			12,600	12,600	-7,800	-38%
Property Taxes & General Insurance	20,749	14,156	21,600			24,000	24,000	2,400	11%
Publications & materials	43,409	11,486	23,150			97,900	97,900	74,750	323%
Rent - Office	124,809	63,676	125,484			101,700	101,700	-23,784	-19%
Technology	238,729	113,928	157,154			190,100	190,100	32,946	21%
Training - Staff	835	3,030	11,100			9,200	9,200	-1,900	-17%
Travel	97,583	61,158	199,728			185,908	185,908	-13,820	-7%
Miscellaneous	-546,282	-278,682	-579,747			-573,718	-573,718	6,029	-1%
Total Expenses	3,139,476	1,660,054	3,268,076	0	0	3,502,806	3,502,806	234,730	7%
Revenue less Expenses	-375,796	298,091	0	0	0	0	0	0	-

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

Section 2: RESERVE FUND - HSA OPERATIONS				2021	2022	2023
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		
	2021	2022		Year 1 2021	Year 2 2022	Year 3 2023
<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	3
5. Number of positions with compensation \$160,000–\$199,999						
6. Number of positions with compensation \$200,000–\$249,999	1	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 2023 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. 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 2023 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 2023 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 funding amount, if applicable.

We are returning to pre-pandemic funding levels for 2023 which is an increase over 2022 of \$245k.

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

N/A

c) Any significant expense account (>\$50,000) included in the 2023 budget, excluding salaries, should be explained here.

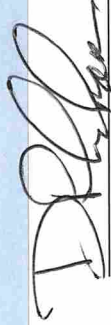
Salaries are lower overall due to the elimination of the Director, SAFE Companies position and some other small staffing adjustments. Consultants & Contractors are higher to accommodate workplan items and uptick in Faller Assessments and company reviews. Publications & materials are higher as additional training and resource videos are planned for 2023.

d) Any significant expense account variance (>20%), including salaries, between 2022 budget and 2023 funding request should be explained here.

Furniture & Equipment is for a new server, Board expenses are lower as more virtual meetings are planned. Building Maintenance & Repairs and Rent - Office are lower due to moving to a smaller space which is less expensive and includes much of the additional maintenance we were paying for at the old location. Office supplies are lower as more online/digital work is being done. Technology is higher as there are more licensing fees and new computers needed with the move from older computer operating systems to newer to align with our cyber security work.

Section 6: APPROVAL

Approved by Organization Board Chair:



(signature)

DAVE LEHANE

(name)

Date Approved:

10/06/22

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