

BC Forest Safety Council (Pellet Mills)

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
<b>Revenue:</b>									
WorkSafeBC HSA Operations Funding	80,000	39,043	80,000			180,000	180,000	100,000	125%
Interest Revenue		0	0			0	0	0	-
Training/Course Revenue		0	0			0	0	0	-
Other Revenue (list individually)		0	0			0	0	0	-
Funding Carried Forward from Prior Years	85,464	75,510	61,040			0	0	-61,040	-100%
<b>Total Revenue</b>	<b>165,464</b>	<b>114,553</b>	<b>141,040</b>	<b>0</b>	<b>0</b>	<b>180,000</b>	<b>180,000</b>	<b>38,960</b>	<b>22%</b>
<b>Compensation Expense:</b>									
Salaries	53,699	29,360	58,320			38,100	38,100	-20,220	-35%
Benefits	6,023	2,446	5,220			5,520	5,520	300	6%
Consultants & Contractors	74,526	66,177	30,000			90,934	90,934	60,934	203%
<b>Other Expense:</b>									
Accounting & Legal Fees	0		0			0	0	0	-
Advertising & Sponsorships	0		0			0	0	0	-
Board Expenses	0	45	0			0	0	0	-
Building Maintenance & Repairs	0		0			0	0	0	-
Telecommunications & Freight	1,881	549	0			0	0	0	-
Conference Registration and Meeting Expenses	0		0			8,000	8,000	8,000	-
Furniture & Equipment	0		0			0	0	0	-
Office Supplies	0		0			0	0	0	-
Property Taxes & General Insurance	0		0			0	0	0	-
Publications & materials	0		0			0	0	0	-
Rent - Office	0		0			0	0	0	-
Technology	0		3,900			4,114	4,114	214	5%
Training - Staff	0		0			0	0	0	-
Travel	2,270		12,000			12,000	12,000	0	0%
Miscellaneous	27,065	15,976	31,600			21,332	21,332	-10,268	-32%
<b>Total Expenses</b>	<b>165,464</b>	<b>114,553</b>	<b>141,040</b>	<b>0</b>	<b>0</b>	<b>180,000</b>	<b>180,000</b>	<b>38,960</b>	<b>28%</b>
<b>Revenue less Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>

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			50,000
Ending Balance	-	-	50,000

Describe the reason(s) for any drawdown of HSA Reserve Fund in the current year  
 Total assessment for 2023 is \$230,000 which is \$180,000 in operating funding plus \$50,000 to setup a reserve fund.

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	1		1	2	2
2. Number of positions with compensation \$40,000-\$79,999					
3. Number of positions with compensation \$80,000-\$119,999					
4. Number of positions with compensation \$120,000-\$159,999					
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 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.

Funding increased from \$80k to \$230k for 2023. Operational funding is \$180k as costs to cover staff resources and overhead have increased. In addition level of activity has increased. The \$50k difference between the \$180k and the \$230k is to setup a reserve fund.

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.


Drop in other revenue which was funding carried forward from previous years, this is now spent with no carry-forward into 2023. Consultants & Contractors - Increased workplan items plus other items still to be determined.

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

Drop in other revenue which was funding carried forward from previous years, this is now spent with no carry-forward into 2023. Consultants & Contractors - Increased workplan items plus other items still to be determined. Salaries - Director SAFE Companies exited the organization in June 2022 and the decision was not to replace this individual who did work for COR, Manufacturing & Pellets. This has decreased salaries for Pellets and Manufacturing. This also accounts for the decrease in the amount of overhead going to Pellets under Miscellaneous. Conferences are \$8k higher which is a return to the pre-pandemic amount for the WPAC Conference which is anticipated to be held again in 2023.

**Section 6: APPROVAL**

Approved by Organization Board Chair:



(signature)

DAVE Lehane

(name)

Date Approved:

10/06/22