

BC Forest Safety Council - Pellet Mills

30-Aug-23 Date Prepared

Funding Period: From Jan 1, 2024 to Dec 31, 2024

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET			\$ Variance	% Variance
	2022 (12 months)	2023 YTD (6 months)	2022	2023	2024	2024 Budget vs 2023 Budget	2024 Budget vs 2023 Budget
Revenue:							
WorkSafeBC HSA Operations Funding	150,497		80,000	180,000	180,000	0	0%
Interest Revenue					0	0	-
Revenue (linked to variable costs)					0	0	-
Other Revenue (list individually)	22,325		61,040		0	0	-
Other Revenue (list individually)					0	0	-
Other Revenue (list individually)					0	0	-
Other Revenue (list individually)					0	0	-
Other Revenue (list individually)					0	0	-
Other Revenue (list individually)					0	0	-
Other Revenue (list individually)					0	0	-
Other Revenue (list individually)					0	0	-
Other Revenue (list individually)					0	0	-
Total Revenue	172,822	0	141,040	180,000	180,000	0	0%
Compensation Expense:							
Salaries	47,456		58,320	38,100	44,520	6,420	17%
Benefits	5,080		5,220	5,520	6,120	600	11%
Consultants & Contractors	90,777		30,000	90,934	77,768	-13,166	-14%
Other Expense:							
Accounting & Legal Fees			0	0	0	0	-
Advertising & Sponsorships			0	0	0	0	-
Board Expenses	45		0	0	0	0	-
Building Maintenance & Repairs			0	0	0	0	-
Telecommunications & Freight	1,132		0	0	0	0	-
Conference Registration and Meeting Expenses			0	8,000	8,000	0	0%
Furniture & Equipment			0	0	0	0	-
Office Supplies			0	0	0	0	-
Property Taxes & General Insurance			0	0	0	0	-
Publications & materials			0	0	18,000	18,000	-
Rent - Office			0	0	0	0	-
Technology			3,900	4,114	0	-4,114	-100%
Training - Staff			0	0	0	0	-
Travel	0		12,000	12,000	0	-12,000	-100%
Miscellaneous	28,332		31,600	21,332	25,592	4,260	20%
Total Expenses	172,822	0	141,040	180,000	180,000	0	0%
Revenue less Expenses	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			2022	2023	2024
Opening Balance			-	-	50,000
Drawdown (-)					
Add Surplus Retained in Reserve Fund					
Additional Funds Requested				50,000	
Ending Balance			-	50,000	50,000

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

Section 3: COMPENSATION - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET		
	2022	2023	2022	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	2	2	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 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)

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 2024 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 Staff, Communications Specialist; all administrative expenses, including legal, audit, insurance, etc.

c) Has the expense allocation method used in the 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 2023 funding amount, if applicable.

Funding decrease overall from \$230k to \$180k. The additional 2023 funding of approximately \$50k will be put in a reserve in case it is needed as planned. Operation funding remains at \$180k year over year.

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

See a above.

c) Any significant expense account (>\$50,000) included in the 2024 budget , excluding salaries, should be explained here.

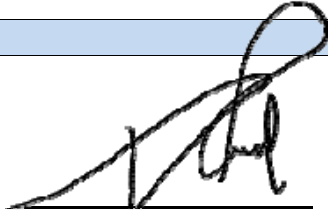
N/A.

d) Any significant expense account variance (>20%), including salaries, between 2023 budget and 2024 funding request should be explained here.

Technology budget is planned to be decreased as no funding is being utilized (reflects actuals). Travel is not anticipated in 2024 and all meetings are to be held virtually in 2024. Miscellaneous - salaries have increased and other BCFSC areas have less headcount, therefore Pellet Mills is attracting slightly more overhead cost.

Section 6: APPROVAL

Approved by Organization Board Chair:



(signature)

Digger Pond

(name)