

BC Association for Crane Safety

07-Aug-16 Date Prepared

Funding Period: From Jan 1, 2017 to Dec 31, 2017

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2015 (12 months)	2016 YTD (6 months)	Year 1 2015	Year 2 2016 (a)	Year 3 2017 (b)	Total for 3 Years	2017 Budget vs 2016 Budget	2017 Budget vs 2016 Budget
<b>Revenue:</b>								
WorkSafeBC HSA Operations Funding	617,000	408,200	617,000	816,400	843,400	2,276,800	27,000	3%
Interest Revenue	0				0	0	0	-
Training/Course Revenue	0				0	0	0	-
Other Revenue (list individually)	0				0	0	0	-
					0	0	0	-
<b>Total Revenue</b>	<b>617,000</b>	<b>408,200</b>	<b>617,000</b>	<b>816,400</b>	<b>843,400</b>	<b>2,276,800</b>	<b>27,000</b>	<b>3%</b>
<b>Compensation Expense:</b>								
Salaries	313,731	163,169	311,000	374,400	378,725	1,064,125	4,325	1%
Benefits	50,290	15,065	48,000	54,000	57,775	159,775	3,775	7%
Consultants & Contractors	138,325	117,231	123,500	253,500	253,500	630,500	0	0%
<b>Other Expense:</b>								
Accounting & Legal Fees	8,597	(1,145)	12,000	12,000	12,000	36,000	0	0%
Advertising & Sponsorships	1,561	191	1,000	1,000	1,000	3,000	0	0%
Board Expenses	-	-	-	-	0	0	0	-
Building Maintenance & Repairs	-	-	-	-	0	0	0	-
Telecommunications & Freight	8,685	3,390	9,500	9,500	9,500	28,500	0	0%
Conference Registration and Meeting Expenses	11,960	18,062	13,000	13,000	21,000	47,000	8,000	62%
Furniture & Equipment	1,533	2,644	2,000	2,000	2,000	6,000	0	0%
Office Supplies	6,353	2,115	5,000	5,000	5,000	15,000	0	0%
Property Taxes & General Insurance	6,781	3,628	8,000	8,000	9,000	25,000	1,000	13%
Publications & materials	0	-	0	0	0	0	0	-
Rent - Office	55,248	27,096	55,000	55,000	60,000	170,000	5,000	9%
Technology	8,753	2,068	10,500	10,500	16,000	37,000	5,500	52%
Training - Staff	-	-	0	0	0	0	0	-
Travel	7,195	7,409	18,000	18,000	16,000	52,000	-2,000	-11%
Miscellaneous	1,227	975	500	500	1,900	2,900	1,400	280%
<b>Total Expenses</b>	<b>620,239</b>	<b>361,898</b>	<b>617,000</b>	<b>816,400</b>	<b>843,400</b>	<b>2,276,800</b>	<b>27,000</b>	<b>3%</b>
<b>Revenue less Expenses</b>	<b>-3,239</b>	<b>46,302</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 2017 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - HSA OPERATIONS			2015	2016	2017
Opening Balance			121,948	146,748	146,748
Drawdown (-)			28,039		
Add Surplus Retained in Reserve Fund			(3,239)		
Additional Funds Requested					
Ending Balance			146,748	146,748	146,748

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

Section 3: COMPENSATION - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET		
	2015	2016	Year 1 2015	Year 2 2016	Year 3 2017
<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			0.5	0.5	
2. Number of positions with compensation \$40,000-\$79,999			4.5	4.5	5
3. Number of positions with compensation \$80,000-\$119,999					
4. Number of positions with compensation \$120,000-\$159,999			1		
5. Number of positions with compensation \$160,000-\$199,999				1	1
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 2017 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)*

*b) List the expenses and amounts that have been allocated in (1) and included in the 2017 budget in Section 1.*

*c) Has the expense allocation method used in the 2017 budget changed from previous year? If it has changed, explain why.*

**Section 5: EXPLANATION OF SIGNIFICANT EXPENSE AMOUNTS, SIGNIFICANT VARIANCES, AND FUNDING INCREASES**

a) Provide an explanation for the funding increase over the 2016 funding amount, if applicable.

b) Provide an explanation for any funding increase over the 2017 funding forecast amount included rates setting, if applicable.

Salaries (maternity leave, temp agencies, cost of living)

c) Any significant expense account (>\$50,000) included in the 2017 budget , excluding salaries, should be explained here.

d) Any significant expense account variance (>20%), including salaries, between 2016 budget and 2017 funding request should be explained here.

Conference Registration and Meeting Costs have increased by \$8,000 (62%) due to US dollar exchange increases and more conferences will be attended in 2017.  
Technology costs have increased by \$5,500 (52%) as our computers are aging we anticipate needing replacements.  
Miscellaneous costs have increased by \$1,400 (280%) due to bank charges. Our fees are about \$150 per month.

**Section 6: APPROVAL**

Approved by Organization Board Chair:



\_\_\_\_\_ (signature) Ken Morland \_\_\_\_\_ (name)

Date Approved:

Aug. 18, 2016

HSA BUDGET ALLOCATION	Overhead (Fixed Costs)	Activity Categories					2017 Budget Total
		Training	Consultation Services	Marketing / Outreach	Research	Conference / Convention / Meeting	
<b>Revenue:</b>							
WorkSafeBC HSA Operations Funding	843,400						843,400
Interest Revenue	-						-
Training/Course Revenue		-					-
Other Revenue	-		-	-	-	-	-
	-						-
<b>Total Revenue</b>	<b>843,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>843,400</b>
<b>Compensation Expense:</b>							
Salaries	378,725						378,725
Benefits	57,775						57,775
Consultants & Contractors	145,500	20,000	68,000	-	20,000	-	253,500
<b>Subtotal</b>	<b>582,000</b>	<b>20,000</b>	<b>68,000</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>690,000</b>
<b>Other Expense:</b>							
Accounting & Legal Fees	12,000						12,000
Advertising & Sponsorships	1,000	-	-	-	-	-	1,000
Board Expenses	-						-
Building Maintenance & Repairs	-						-
Telecommunications & Freight	9,500						9,500
Conference Registration and Meeting Expenses	21,000	-	-	-	-	-	21,000
Furniture & Equipment	2,000						2,000
Office Supplies	5,000						5,000
Property Taxes & General Insurance	9,000						9,000
Publications & materials	-	-	-	-	-	-	-
Rent - Office	60,000						60,000
Technology	16,000	-	-	-	-	-	16,000
Training - Staff	-						-
Travel	1,000	-	-	-	-	15,000	16,000
Miscellaneous	1,900						1,900
<b>Subtotal</b>	<b>138,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>153,400</b>
<b>Total Expenses</b>	<b>720,400</b>	<b>20,000</b>	<b>68,000</b>	<b>-</b>	<b>20,000</b>	<b>15,000</b>	<b>843,400</b>
<b>Revenue less Expenses</b>	<b>123,000</b>	<b>(20,000)</b>	<b>(68,000)</b>	<b>-</b>	<b>(20,000)</b>	<b>(15,000)</b>	<b>-</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, 2017 to Dec 31, 2017**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Revenue:</b>													
WorkSafeBC HSA Operations Funding *													843,400
Interest Revenue													-
Other Revenue													-
<b>Total Revenue</b>	-	-	-	-	-	-	-	-	-	-	-	-	843,400
<b>Compensation Expense</b>													
Salaries													378,725
Benefits													57,775
Consultants & Contractors													145,500
<b>Subtotal</b>	-	-	-	-	-	-	-	-	-	-	-	-	582,000
<b>Other Expense:</b>													
Accounting & Legal Fees													12,000
Advertising and Sponsorship													1,000
Board Expenses													0
Building Maintenance & Repairs													0
Telecommunications & Freight													9,500
Conference Registration & Meeting Expenses													21,000
Furniture & Equipment													2,000
Office Supplies													5,000
Property Taxes & General Insurance													9,000
Publications & materials													0
Rent - Office													60,000
Technology													16,000
Training - Staff													0
Travel													1,000
Miscellaneous													1,900
<b>Subtotal</b>	-	-	-	-	-	-	-	-	-	-	-	-	138,400
<b>Total Expenses</b>	-	-	-	-	-	-	-	-	-	-	-	-	720,400

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

843,400



