

BC Association for Crane Safety

07-Aug-18 Date Prepared

Funding Period: From Jan 1, 2019 to Dec 31, 2019

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2017 (12 months)	2018 YTD (6 months)	Year 1 2018 (a)	Year 2 2019 (b)	Year 3 2020	Total for 3 Years		
<b>Revenue:</b>								
WorkSafeBC HSA Operations Funding	843,400	487,250	974,500	1,253,100	1,287,350	3,514,950	278,600	29%
Interest Revenue				0		0	0	-
Training/Course Revenue				0		0	0	-
Other Revenue (list individually)				0		0	0	-
				0		0	0	-
<b>Total Revenue</b>	<b>843,400</b>	<b>487,250</b>	<b>974,500</b>	<b>1,253,100</b>	<b>1,287,350</b>	<b>3,514,950</b>	<b>278,600</b>	<b>29%</b>
<b>Compensation Expense:</b>								
Salaries	384,270	217,716	421,000	552,175	567,185	1,540,360	131,175	31%
Benefits	54,210	27,477	62,000	72,525	74,765	209,290	10,525	17%
Consultants & Contractors	257,038	155,311	330,500	445,500	460,500	1,236,500	115,000	35%
<b>Other Expense:</b>								
Accounting & Legal Fees	14,601	250	12,000	12,000	12,000	36,000	0	0%
Advertising & Sponsorships	905	200	1,000	1,000	1,000	3,000	0	0%
Board Expenses	0		0	0	0	0	0	-
Building Maintenance & Repairs	0		0	0	0	0	0	-
Telecommunications & Freight	8,122	4,281	9,500	9,500	9,500	28,500	0	0%
Conference Registration and Meeting Expenses	14,197	3,867	21,000	21,000	21,000	63,000	0	0%
Furniture & Equipment	4,064	0	2,000	2,000	2,000	6,000	0	0%
Office Supplies	8,534	4,729	6,000	10,000	10,000	26,000	4,000	67%
Property Taxes & General Insurance	7,255	3,627	9,000	9,000	9,000	27,000	0	0%
Publications & materials	0	0	0	0	0	0	0	-
Rent - Office	55,136	28,697	62,000	64,000	66,000	192,000	2,000	3%
Technology	14,776	6,077	20,500	36,500	36,500	93,500	16,000	78%
Training - Staff	0	0	0	0	0	0	0	-
Travel	18,619	7,887	16,100	16,000	16,000	48,100	-100	-1%
Miscellaneous	1,205	448	1,900	1,900	1,900	5,700	0	0%
<b>Total Expenses</b>	<b>842,932</b>	<b>460,567</b>	<b>974,500</b>	<b>1,253,100</b>	<b>1,287,350</b>	<b>3,514,950</b>	<b>278,600</b>	<b>29%</b>
<b>Revenue less Expenses</b>	<b>468</b>	<b>26,683</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 2019 budget and any significant variances (>20%) should be explained in Section 5 below.

<b>Section 2: RESERVE FUND - HSA OPERATIONS</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Opening Balance	143,498	143,966	143,966
Drawdown (-)			
Add Surplus Retained in Reserve Fund	468		
Additional Funds Requested			
Ending Balance	143,966	143,966	143,966

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

<b>Section 3: COMPENSATION - HSA OPERATIONS</b>	<b>ACTUAL</b>		<b>HSA OPERATIONS BUDGET</b>		
	<b>2017</b>	<b>2018</b>	<b>Year 1 2018</b>	<b>Year 2 2019</b>	<b>Year 3 2020</b>
<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		0.8	0.65	0.65
2. Number of positions with compensation \$40,000-\$79,999	2.8		3.5	5.3	5.3
3. Number of positions with compensation \$80,000-\$119,999	1		1		
4. Number of positions with compensation \$120,000-\$159,999				1	1
5. Number of positions with compensation \$160,000-\$199,999	1		1	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 2019 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 according to method described in (a) and included in the 2019 budget in Section 1.*

*c) Has the expense allocation method used in the 2019 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 2018 funding amount, if applicable.*

Major Projects and Maintenance (Systems) increase of net \$115,000 as explained in part c) the significant account variance below for Consultants and Contractors.  
Salaries and Benefits increase of net \$141,700 (\$131,175 for salaries and \$10,525 for benefits) as explained in part d) the significant account variance (>20%) below.  
Technology increase of \$16,000 as explained in part d) the significant account variance (>20%) below  
Office Supplies increase of \$4,000 as explained in part d) the significant account variance (>20%) below.  
Remaining \$2,000 total increase is for normal rate increase in Rent

*b) Provide an explanation for any funding increase over the 2019 funding forecast amount included rates setting, if applicable.*

*c) Any significant expense account (>\$50,000) included in the 2019 budget, excluding salaries, should be explained here.*

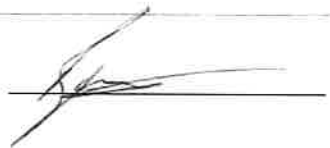
Consultants and Contractors has increased by a net amount of \$115,000 due to: I) having two new projects (Telescopic Handler (with hoist), and ISO Accreditation) and increased budget for Better Practices and Learning Aids for a total of \$77,300; II) The remaining \$37,700 increase is due to increased activities from maintenance (systems).

*d) Any significant expense account variance (>20%), including salaries, between 2018 budget and 2019 funding request should be explained here.*

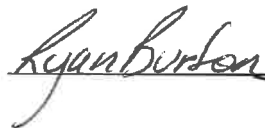
Salaries increase of \$131,175 due to 3% increase of salaries per year and an extra staff in 2019 at \$72,000, plus a new budget of \$49,000 for casual labor.  
Benefits increase of \$10,525 due to 3% annual increase, a new staff and adding short term and long term disability benefits to our staff benefit plan.  
Technology increase of \$16,000 due to a budget on adding a new photocopier and a new license card printer \$8,000 each.  
Office Supplies increase of \$4,000 (from \$6,000 to \$10,000) due to 2017 actual spending on this item is about 9,000 and the 2018 forecasted spending on this is about \$10,000.

**Section 6: APPROVAL**

Approved by Organization Board Chair:



(signature)



(name)

Date Approved:

Aug 23/18

BC Association for Crane Safety

07-Aug-18 Date Prepared

Funding Period: From Jan 1, 2019 to Dec 31, 2019

HSA BUDGET ALLOCATION	Overhead (Fixed Costs)	Activity Categories					2019 Budget Total
		Training	Consultation Services	Marketing / Outreach	Research	Conference / Convention / Meeting	
<b>Revenue:</b>							
WorkSafeBC HSA Operations Funding	1,253,100						1,253,100
Interest Revenue	-						-
Training/Course Revenue	-	-					-
Other Revenue	-						-
	-						-
<b>Total Revenue</b>	<b>1,253,100</b>	-	-	-	-	-	<b>1,253,100</b>
<b>Compensation Expense:</b>							
Salaries	552,175						552,175
Benefits	72,525						72,525
Consultants & Contractors	193,200	77,300	165,000	-	10,000	-	445,500
<b>Subtotal</b>	<b>817,900</b>	<b>77,300</b>	<b>165,000</b>	-	<b>10,000</b>	-	<b>1,070,200</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	10,000						10,000
Property Taxes & General Insurance	9,000						9,000
Publications & materials	-	-	-	-	-	-	-
Rent - Office	64,000						64,000
Technology	36,500	-	-	-	-	-	36,500
Training - Staff	-						-
Travel	16,000	-	-	-	-	-	16,000
Miscellaneous	1,900						1,900
<b>Subtotal</b>	<b>182,900</b>	-	-	-	-	-	<b>182,900</b>
<b>Total Expenses</b>	<b>1,000,800</b>	<b>77,300</b>	<b>165,000</b>	-	<b>10,000</b>	-	<b>1,253,100</b>
<b>Revenue less Expenses</b>	<b>252,300</b>	<b>(77,300)</b>	<b>(165,000)</b>	-	<b>(10,000)</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, 2019 to Dec 31, 2019**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Revenue:</b>													
WorkSafeBC HSA Operations Funding *													1,253,100
Interest Revenue													-
Other Revenue													-
<b>Total Revenue:</b>													1,253,100
<b>Compensation Expense</b>													
Salaries													552,175
Benefits													72,525
Consultants & Contractors													193,200
<b>Subtotal</b>													817,900
<b>Other Expense:</b>													
Accounting & Legal Fees													12,000
Advertising and Sponsorship													1,000
Board Expenses													-
Building Maintenance & Repairs													-
Telecommunications & Freight													9,500
Conference Registration & Meeting Expenses													21,000
Furniture & Equipment													2,000
Office Supplies													10,000
Property Taxes & General Insurance													9,000
Publications & materials													-
Rent - Office													64,000
Technology													36,500
Training - Staff													-
Travel													16,000
Miscellaneous													1,900
<b>Subtotal</b>													182,900
<b>Total Expenses</b>													1,000,800

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

1,253,100





