

BC Association for Crane Safety

02-Sep-20 Date Prepared

Funding Period: From Jan 1, 2021 to Dec 31, 2021

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		BUDGET	HSA OPERATIONS BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2019 (12 months)	2020 YTD (6 months)	2020 Budget (a)	Year 1 2021 (b)	Year 2 2022	Year 3 2023	Total for 3 Years	2021 Budget vs 2020 Budget	2021 Budget vs 2020 Budget
Revenue:									
WorkSafeBC HSA Operations Funding	1,253,100	801,500	1,603,000	1,603,000			1,603,000	0	0%
Interest Revenue				0			0	0	-
Training/Course Revenue				0			0	0	-
Other Revenue (list individually)				0			0	0	-
				0			0	0	-
Total Revenue	1,253,100	801,500	1,603,000	1,603,000	0	0	1,603,000	0	0%
Compensation Expense:									
Salaries	673,410	334,952	894,100	754,137			754,137	-139,963	-16%
Benefits	36,380	18,657	87,000	85,200			85,200	-1,800	-2%
Consultants & Contractors	144,589	96,303	147,200	117,850			117,850	-29,350	-20%
Other Expense:									
Accounting & Legal Fees	29,029	38,261	10,300	28,300			28,300	18,000	175%
Advertising & Sponsorships	306	4,052	31,000	31,000			31,000	0	0%
Board Expenses	1,189	874	2,000	4,000			4,000	2,000	100%
Building Maintenance & Repairs	0	0	0	0			0	0	-
Telecommunications & Freight	9,833	6,897	15,000	15,000			15,000	0	0%
Conference Registration and Meeting Expenses	28,780	3,714	21,000	68,641			68,641	47,641	227%
Furniture & Equipment	17,919	0	7,000	48,160			48,160	41,160	588%
Office Supplies	9,295	6,819	10,000	12,500			12,500	2,500	25%
Property Taxes & General Insurance	7,498	7,100	11,000	24,000			24,000	13,000	118%
Publications & materials	0	8,113	7,200	45,000			45,000	37,800	525%
Rent - Office	103,718	71,732	141,800	157,894			157,894	16,094	11%
Technology	30,130	3,496	135,500	147,318			147,318	11,818	9%
Training - Staff	0	0	25,000	27,000			27,000	2,000	8%
Travel	17,321	5,161	51,700	27,000			27,000	-24,700	-48%
Miscellaneous	2,788	17	6,200	10,000			10,000	3,800	61%
Total Expenses	1,112,185	606,148	1,603,000	1,603,000	0	0	1,603,000	0	0%
Revenue less Expenses	140,915	195,352	0	0	0	0	0	0	-

Note: Any significant expense account (>\$50,000) included in 2021 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - HSA OPERATIONS				2019	2020	2021
Opening Balance				185,923	294,526	294,526
Drawdown (-)						
Add Surplus Retained in Reserve Fund				108,603	-	
Additional Funds Requested						
Ending Balance				294,526	294,526	294,526

Describe the reason(s) for any drawdown of HSA Reserve Fund in the current year
 Not applicable. No drawdown of HSA Reserve Fund planned in 2021.

Section 3: COMPENSATION - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET		
	2019	2020	Year 1 2019	Year 2 2020	Year 3 2021
<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	4	0	2	0	0
2. Number of positions with compensation \$40,000-\$79,999	4	5	5	4	6
3. Number of positions with compensation \$80,000-\$119,999	3	2	0	2	1
4. Number of positions with compensation \$120,000-\$159,999	0	1	1	2	1
5. Number of positions with compensation \$160,000-\$199,999	1	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 2021 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)

Not applicable. No allocations.

b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2021 budget in Section 1.

Not applicable. No allocations

c) Has the expense allocation method used in the 2021 budget changed from previous year? If it has changed, explain why.

Not applicable. No allocations.

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

a) Provide an explanation for the funding increase over the 2020 funding amount, if applicable.

Not applicable. Same funding amount for 2020 and 2021.

b) Provide an explanation for any funding increase over the 2021 funding forecast amount included rates setting, if applicable.

Not applicable.

c) Any significant expense account (>\$50,000) included in the 2021 budget, excluding salaries, should be explained here.

Benefits (2021 - \$85K) In comparison to 2020 budget, the 2021 budget for this category has declined by 2%. We have projected our employee group benefit plan costs for 2021.

Consultants & Contractors (2021 - \$118K) In comparison to 2020 budget, the 2021 budget for this category has declined by 20%. See HSA Variable Costs tab. We have estimated the HSA variable costs to obtain consulting services for two activities planned for 2021 as outlined on the HSA Variable Costs tab.

Conference Registration and Meeting Expenses (2021 - \$69K) In comparison to 2020 budget, the 2021 budget for this category has increased by 227%. Our planned increase to cover proposed BC tour or virtual event partnering with WorkSafeBC Crane Team officers to meet with crane operators/stakeholders. Planned objectives; introduce new Executive Director, mini conferences and to conduct stakeholder qualitative research to identify certification, training and OHS compliance requirements. These are new initiatives for 2021.

Rent (2021 - \$158K) In comparison to 2020 budget, the 2021 budget for this category has increased by 11%. Increase in 2021 annual office rent due to rent escalation clause in rental agreement. In 2020 we rented one staff office parking space which was not budgeted for in 2020. This parking space increased our office rent (recorded in office rent) for 2021 as compared to 2020.

Technology (2021 - \$147K) In comparison to 2020 budget, the 2021 budget for this category has increased by 9%. The fixed component of this category represents \$72K for annual operation costs of our website and records system license fees; and \$15K for the estimated costs to acquire computer server. See HSA variable cost tab for details about the \$56K variable cost component projected for in 2021.

d) Any significant expense account variance (>20%), including salaries, between 2020 budget and 2021 funding request should be explained here.

Consultants & Contractors (2021 costs decrease by 20% in comparison to 2020) See HSA Variable Costs tab. We have projected our consultants' costs for 2021 to meet the objectives stated for Crane Operator Injuries and Claims Outreach, and ISO 17024 Certification Standard. The projected costs of this category reflects no increase in our WSBC funding for 2021 as compared to 2020. **Accounting & Legal Fees** (2021 costs increase by 175% in comparison to 2020). Accounting fees are projected to have no increase in 2020. We have projected an increase to our legal fees by \$18K for 2021. Legal fees projected to cover assistance with privacy and terms of service agreements; and other legal assistance for our organization for 2021.


Board Expenses (2021 costs increase by \$100%). We have increased our board expenses by \$2K for 2021 to cover parking and other board member costs to attend board meetings. **Conference Registration and Meeting Expense** (2021 costs increase by 227% in comparison to 2020) [Please see part "c" explanation]. **Furniture & Equipment** (2021 costs increase by 588% in comparison to 2020 or an increase of \$41K) Increase for; \$18K for computer software licenses and \$16K to replace obsolete computer equipment (laptops and printers) [COVID19 requires additional computer equipment and software for work at home employee situations]. 2020 budget for this category was quite low at \$7K.

Office Suppliers (2021 costs increase by 25% in comparison to 2020 or an increase of \$2500 in 2021) Reflects our projections for office supplies in 2021. **Property Taxes & General Insurance** (2021 costs increase by 118% in comparison to 2020). In 2020, we acquired E&O insurance and Cyber insurance coverages. This was not budgeted for in 2020. For 2021 our insurance costs to increased by \$13K in comparison to 2020 due to insurance premiums for the E&O and Cyber insurance coverage. **Publications & materials** (2021 costs increase by 525% in comparison to 2020 or \$38K) Our projected increase in costs of this category to cover a number of projects to support the BCACS partnering with WSBC such as Tower Crane Assembly/Dismantling, Crane Operator Certification (support publications) as well as developing a series of BCACS brand related materials. **Travel** (2021 costs decrease by 48% as compared to 2020) Due to COVID19, we have scaled back our travel plans for 2021. Until such time as travel safety concerns related to COVID19 have been reduced, we have planned in 2021 to incorporate other initiatives like the stakeholder qualitative research project.

Miscellaneous (2021 costs to increase by 61% as compared to 2020 or an increase of \$4K) The \$4K increase related to various BCACS General Ledger accounts not allocated to the other WSBC categories such as postage increase, pilot Podcast productions (new initiative), and Team building events subject to COVID19 restrictions.

Section 6: APPROVAL

Approved by Organization Board Chair:

 (signature) Ryan Burden (name)
 Date Approved: Oct 5/2020