

B.C. Association for Crane Safety

29-Aug-19 Date Prepared

Funding Period: From Jan 1, 2020 to Dec 31, 2020

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET			Total for 3 Years	\$ Variance (b-a)	% Variance (b/a)
	2018 (12 months)	2019 YTD (6 months)	Year 1 2018	Year 2 2019 (a)	Year 3 2020 (b)			
Revenue:								
WorkSafeBC HSA Operations Funding	974,500	626,550	974,500	1,253,100	1,603,000	3,830,600	349,900	28%
Interest Revenue					0	0	0	-
Training/Course Revenue					0	0	0	-
Other Revenue (list individually)					0	0	0	-
Total Revenue	974,500	626,550	974,500	1,253,100	1,603,000	3,830,600	349,900	28%
Compensation Expense:								
Salaries	468,067	339,843	421,000	552,175	894,100	1,867,275	341,925	62%
Benefits	56,777	17,586	62,000	72,525	87,000	221,525	14,475	20%
Consultants & Contractors	263,424	52,088	330,500	445,500	147,200	923,200	(298,300)	-67%
Other Expense:								
Accounting & Legal Fees	11,252	13,012	12,000	12,000	10,300	34,300	(1,700)	-14%
Advertising & Sponsorships	200	306	1,000	1,000	31,000	33,000	30,000	3000%
Board Expenses	0	871	0	0	2,000	2,000	2,000	-
Building Maintenance & Repairs	0	0	0	0	0	0	0	-
Telecommunications & Freight	9,001	5,264	9,500	9,500	15,000	34,000	5,500	58%
Conference Registration and Meeting Expenses	15,329	7,089	21,000	21,000	21,000	63,000	0	0%
Furniture & Equipment	837	13,709	2,000	2,000	7,000	11,000	5,000	250%
Office Supplies	8,426	2,096	6,000	10,000	10,000	26,000	0	0%
Property Taxes & General Insurance	7,264	3,784	9,000	9,000	11,000	29,000	2,000	22%
Publications & materials	0	633	0	0	7,200	7,200	7,200	-
Rent - Office	58,107	33,039	62,000	64,000	141,800	267,800	77,800	122%
Technology	21,253	14,374	20,500	36,500	135,500	192,500	99,000	271%
Training - Staff	0	10,685	0	0	25,000	25,000	25,000	-
Travel	10,185	9,750	16,100	16,000	51,700	83,800	35,700	223%
Miscellaneous	2,421	4,919	1,900	1,900	6,200	10,000	4,300	226%
Total Expenses	932,543	529,048	974,500	1,253,100	1,603,000	3,830,600	349,900	28%
Revenue less Expenses	41,957	97,502	0	0	0	0	0	-

Note: Any significant expense account (>\$50,000) included in 2020 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - HSA OPERATIONS	2018	2019	2020
Opening Balance	143,966	185,923	185,923
Drawdown (-)			
Add Surplus Retained in Reserve Fund	41,957		
Additional Funds Requested			
Ending Balance	185,923	185,923	185,923

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

Section 3: COMPENSATION - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET		
	2018	2019	Year 1 2018	Year 2 2019	Year 3 2020
<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	0.35		0.8	1.55	
2. Number of positions with compensation \$40,000-\$79,999	3.78		3.5	5.3	4
3. Number of positions with compensation \$80,000-\$119,999	0.75		1		1.8
4. Number of positions with compensation \$120,000-\$159,999				1	2
5. Number of positions with compensation \$160,000-\$199,999	0.75		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 2020 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.

b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2020 budget in Section 1.

Not applicable.

c) Has the expense allocation method used in the 2020 budget changed from previous year? If it has changed, explain why.

Not applicable.

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

a) Provide an explanation for the funding increase over the 2019 funding amount, if applicable.

WSBC has tasked BCACS with transitioning the current crane operator certification to a crane operator renewable credential. This includes the activities and work processes required to implement ISO 17024-12, shifting from the use of contractors to full-time employees, as well as improvements to privacy and data security.

b) Provide an explanation for any funding increase over the 2020 funding forecast amount included rates setting, if applicable.

c) Any significant expense account (>\$50,000) included in the 2020 budget, excluding salaries, should be explained here.

Consultants & Contractors \$147,200: Engagement of SMEs as necessary + Casual labour.

Rent - Office \$141,800: New office space is 2,324 sqft while old office space was 1,350 sqft. Base rent \$37.50 per sqft plus operating costs.

Technology - \$135,500: Improve current database/website \$30,000, current database \$80,000, general computer costs \$25,500.

Travel - \$51,700: Increase for new staff travel, and outreach for renewable credential.

d) Any significant expense account variance (>20%), including salaries, between 2019 budget and 2020 funding request should be explained here.

Salaries increase 62%; Two new staff added, two part-time staff converted to full-time. Benefits increase 20%; Staff benefits to include LTD/STD.

Consultants decrease 67%. More work being done by staff. Please note: Compensation Expenses as a whole increased by 5%.

Accounting & Legal Fees increase 69%; Supporting the implementation of a renewable credential.

Advertising & Sponsorships increase 3000%; Increased outreach for renewable credential plus conducting a market research survey of crane operators.

Telecommunications & Freight increase 58%; Cell phone roaming for travel, new staff.

Furniture & Equipment 250%; New copier lease payments. Property Taxes & General Insurance increase 22%; Larger office space.

Miscellaneous increase 226%; Memberships and Dues for credentialing bodies, bank fees, misc.

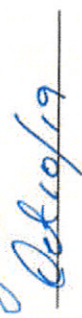
Board Expenses: Preparation of minutes, BOD meeting costs. Publications & Materials: ISO, licensing and credentialing reference materials. Training - Staff: Professional development for staff rather than using consultants.

Section 6: APPROVAL

Approved by Organization Board Chair:

 (signature)  (name)

Date Approved:



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Funding Period: From Jan 1, 2020 to Dec 31, 2020

HSA BUDGET ALLOCATION	Overhead (Fixed Costs)	Activity Categories					2020 Budget Total
		Training	Consultation Services	Marketing / Outreach	Research	Conference / Convention / Meeting	
Revenue:							
WorkSafeBC HSA Operations Funding	1,603,000						1,603,000
Interest Revenue	-						-
Training/Course Revenue	-						-
Other Revenue	-						-
Total Revenue	1,603,000						1,603,000
Compensation Expense:							
Salaries	894,100						894,100
Benefits	87,000						87,000
Consultants & Contractors	-			147,200			147,200
Subtotal	981,100			147,200			1,128,300
Other Expense:							
Accounting & Legal Fees	10,300						10,300
Advertising & Sponsorships	31,000						31,000
Board Expenses	2,000						2,000
Building Maintenance & Repairs	-						-
Telecommunications & Freight	15,000						15,000
Conference Registration and Meeting Expenses	21,000						21,000
Furniture & Equipment	7,000						7,000
Office Supplies	10,000						10,000
Property Taxes & General Insurance	11,000						11,000
Publications & materials	7,200						7,200
Rent - Office	141,800						141,800
Technology	25,500			110,000			135,500
Training - Staff	25,000						25,000
Travel	21,700			30,000			51,700
Miscellaneous	6,200						6,200
Subtotal	334,700			140,000			474,700
Total Expenses	1,315,800			287,200			1,603,000
Revenue less Expenses	287,200			(287,200)			-

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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, 2020 to Dec 31, 2020												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Revenue:													
WorkSafeBC HSA Operations Funding *													1,603,000
Interest Revenue													-
Other Revenue													-
Total Revenue	-	-	-	-	-	-	-	-	-	-	-	-	1,603,000
Compensation Expense													
Salaries													894,100
Benefits													87,000
Consultants & Contractors													-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	981,100
Other Expense:													
Accounting & Legal Fees													10,300
Advertising and Sponsorship													31,000
Board Expenses													2,000
Building Maintenance & Repairs													-
Telecommunications & Freight													15,000
Conference Registration & Meeting Expenses													21,000
Furniture & Equipment													7,000
Office Supplies													10,000
Property Taxes & General Insurance													11,000
Publications & materials													7,200
Rent - Office													141,800
Technology													25,500
Training - Staff													25,000
Travel													21,700
Miscellaneous													6,200
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	334,700
Total Expenses	-	-	-	-	-	-	-	-	-	-	-	-	1,315,800

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

1,603,000

