

BC Federation of Labor - Health & Safety Centre

These three budget columns are linked to "Budget - sub-schedule" worksheets. No need to enter figures here.

Apr13'18 Date Prepared

Enter current year 6 months actual here.

Funding Period: From Sept. 1, 2018 to Aug. 31, 2021

Section 1: BUDGET - IRI OPERATIONS	ACTUAL for Current Contract Term				ACTUAL	INJURY REDUCTION INITIATIVE BUDGET				\$ Variance (b-a)	% Variance (b/a)
	Yr 1 - Actual Sept 2015 to Aug 2016	Yr 2 - Actual Sept 2016 to Aug 2017	Yr 3 - Budget Sept 2017 to Aug 2018	Total for 3 Years (a)	Current YTD 6 months Sep 2017 to Feb 2018	Year 1 Sept 2018 to Aug 2019	Year 2 Sept 2019 to Aug 2020	Year 3 Sept 2020 to Aug 2021	Total for 3 Years (b)	2015-18 Budget vs 2018-21 Budget	2015-18 Budget vs 2018-21 Budget
Revenue:											
WorkSafeBC IRI Operations Funding	1,394,091	1,449,470	1,485,557	4,329,118	742,779	2,286,808	2,354,478	0	4,641,286	312,168	7%
Interest Revenue	6,781	9,864	0	16,645	3,442	0	0	0	0	(16,645)	-
Training/Course Revenue	518,805	707,429	389,500	1,615,734	473,886	720,000	750,000	0	1,470,000	(145,734)	-9%
Other Revenue (list individually)	44,467	44,893	0	89,360	18,664	0	0	0	0	(89,360)	-
						0	0	0	0	0	-
Total Revenue	1,964,144	2,211,656	1,875,057	6,050,857	1,238,770	3,006,808	3,104,478	0	6,111,286	60,429	1%
Compensation Expense:											
Salaries	627,944	834,047	726,061	2,188,052	380,813	1,110,282	1,138,039	0	2,248,321	60,269	3%
Benefits	338,124	379,072	326,061	1,043,257	176,854	593,435	608,271	0	1,201,706	158,449	15%
Consultants & Contractors	173,137	225,616	189,013	587,766	163,361	300,000	330,000	0	630,000	42,234	7%
Other Expense:											
Accounting & Legal Fees	4,493	6,727	14,359	25,579	(22)	21,500	22,038	0	43,538	17,959	70%
Advertising & Sponsorships	25,741	27,886	37,213	90,840	14,752	37,500	38,436	0	75,936	(14,904)	-16%
Board Expenses	0	0	0	0	0	0	0	0	0	0	-
Building Maintenance & Repairs	0	0	0	0	0	0	0	0	0	0	-
Telecommunications & Freight	27,331	34,317	27,841	89,489	22,495	63,500	65,088	0	128,588	39,099	44%
Conference Registration & Meeting Expenses	72,650	102,425	106,214	281,289	57,409	163,115	167,193	0	330,308	49,019	17%
Furniture & Equipment	10,513	22,213	8,615	41,341	632	25,000	25,625	0	50,625	9,284	22%
Office Supplies	25,545	30,160	33,077	88,782	16,655	47,280	48,462	0	95,742	6,960	8%
Property Taxes & General Insurance	5,089	9,115	0	14,204	5,268	12,000	12,300	0	24,300	10,096	71%
Publications & materials	141,940	128,265	136,981	407,186	167,706	174,928	179,301	0	354,229	(52,957)	-13%
Rent - Office	134,898	47,388	47,277	229,563	35,886	125,000	128,125	0	253,125	23,562	10%
Technology	44,238	26,272	10,769	83,279	17,987	45,000	46,125	0	91,125	7,846	9%
Training - Staff	2,471	4,698	30,704	37,873	2,872	21,000	21,525	0	42,525	4,652	12%
Travel	164,733	208,683	152,990	526,406	114,926	236,268	242,175	0	478,443	(47,963)	-9%
Miscellaneous	9,458	15,165	27,882	52,505	10,186	31,000	31,775	0	62,775	10,270	20%
Total Expenses	1,808,305	2,104,049	1,875,057	5,787,411	1,187,778	3,006,808	3,104,478	0	6,111,286	323,875	6%
Revenue less Expenses	155,839	107,607	0	263,446	50,992	0	0	0	0	(263,446)	-

Note: Any significant expense account (>\$50,000) included in 2018-2021 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - IRI - Does Not Apply	2016	2017	2018
Opening Balance		-	-
Drawdown (-)			
Add Surplus Retained in Reserve Fund			

Additional Funds Requested								
Ending Balance						-	-	-

Describe the reason(s) for any drawdown of IRI Reserve Fund in the current year
Does not apply to Injury Reduction Initiatives

Section 3: COMPENSATION - IRI OPERATIONS	ACTUAL for Current Contract Term				INJURY REDUCTION INITIATIVE BUDGET		
	Yr 1 - Actual Sept 2015 to Aug 2016	Yr 2 - Actual Sept 2016 to Aug 2017	Yr 3 - Budget Sept 2017 to Aug 2018		Year 1 Sept 2018 to Aug 2019	Year 2 Sept 2019 to Aug 2020	Year 3 Sept 2020 to Aug 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 Executive Director 1 Director 7 Facilitators 1 Admin Staff	1 Executive Director 1 Director 7 Facilitators 1 Admin Staff	
1. Number of positions with compensation \$1–\$39,999	3	4	2				
2. Number of positions with compensation \$40,000–\$79,999	10	3	3				
3. Number of positions with compensation \$80,000–\$119,999	1	4	5		5	5	
4. Number of positions with compensation \$120,000–\$159,999		4	1		7	7	
5. Number of positions with compensation \$160,000–\$199,999		1			2	2	
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							

Complete these 3 columns

Section 4: EXPENSE ALLOCATION - INJURY REDUCTION INITIATIVE

a) Describe the method or formula used in the 2018-2021 budget to allocate common expenses and/or overhead expenses shared between OHS Center operations and the organization's head office (e.g., based on staffing FTE or square footage of office)

The Centre pays rent to the BC Federation of Labour based on the % of office space occupied by Centre staff. Office space usage has increased from year to year, because of new hiring. The common space includes non-staffed office spaces such as lunch room, hall way, washrooms, etc.. It's prorated by the total number of Center staff divided by the total number of Fed. staff including the Centre staff.

b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2018-2021 budget in Section 1.

Maintenance expenses:

Cleaning and supplies

Hydro

Recycling

Heating, cooling, ventilation sys.

Repairs

Rent expenses:

Mortgage

Taxes

Strata fees

Total rent and maintenance

c) Has the expense allocation method used in the 2018-21 budget changed from previous year, i.e., current contract term? If it has changed, explain why.

The method has not changed since 2008.

Section 5: EXPLANATION OF SIGNIFICANT EXPENSE AMOUNTS, SIGNIFICANT VARIANCES, AND FUNDING INCREASES (may use separate document to explain, if not enough space here)

a) Provide an explanation for the funding increase over each of the proposed 3-year budget, compared with current 2017-2018 funding amount, if applicable.

The increase in funding request from WCB for the Health & Safety Centre is due to a few factors. First, the changes in the WCB Regulations in 2017 has impacted the Centre's work, and requires additional resources in order to meet the demand. JHSC new member training and effectiveness training has seen a significant increase in demand. This has also resulted in additional work for our administrative staff, and therefore we have increased the FTE of both our administrative staff, and Facilitator/Coordinator positions, compared to 2017/2018. There has also been the addition of an Executive Director position to manage the increase in administration work for the Centre that has resulted from its growth. If you compare the amount of money per person per 8 hour course that receives funding from funders, the BC Health & Safety Centre is significantly less per person than the Workers Health & Safety Centre in Ontario. The H&S Centre has operated on a very lean administrative budget for years, and there is a need to add resources to ensure the quality of customer service, and training is not jeopardized due to limited resources. There has also been budget allocated to a Communications consultant to assist with developing a comprehensive communication plan for the Centre. Travel continues to be a large budget item as part of the Centres mandate is to not let geographical barriers impact a workers ability to receive health & safety education, therefore we continue to travel to remote areas of BC to deliver training to workers and employers.

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

c) Any significant expense account (>\$50,000) included in the 2018-2021 budget, excluding salaries, should be explained here.

Travel, as explained above. Conference registrations & Meeting expenses is a large budget item for the Centre as this is where we budget our costs for booking rooms and spaces for our courses. Publication & Materials is also a large budget item for the Centre due to the amount of printing of materials and resources that is done for our courses.

d) Any significant expense account variance (>20%), including salaries, from year to year, starting from current 2017-18 budget to proposed 3-year funding request, should be explained here.

Property Tax and General Insurance is greater than >20% variance. The Health & Safety Centre acquired it's own E/O insurance as this had been a condition for the Centre to provide training for certain employers. The annual premium is \$2,500. The BC Fed charges the H&S Centre 37% (ratio of staff) of the insurance premiums they pay annually.

Section 6: APPROVAL

Approved by Organization Board Chair: _____ (signature) _____ (name)

Date Approved: _____