

BC Federation of Labor - Health & Safety Centre

25-Jun-20 Date Prepared

Enter current  
year 6 months  
actual here.

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

Funding Period: From Sept. 1, 2020 to Aug. 31, 2021

Section 1: BUDGET - IRI OPERATIONS	ACTUAL for Current Contract Term	Budget for Current Contract Term	ACTUAL
	Yr 1 - Actual Sept 2018 to Aug 2019	Yr 2 - Budget Sept 2019 to Aug 2020	Current YTD 6 months Sep 2019 to Feb 2020

<b>Revenue:</b>			
WorkSafeBC IRI Operations Funding	2,286,808	2,354,478	1,177,239
Interest Revenue	14,488	0	15,281
Training/Course Revenue	1,028,216	750,000	609,381
Other Revenue (list individually)	57,610		21,702
<b>Total Revenue</b>	<b>3,387,122</b>	<b>3,104,478</b>	<b>1,823,603</b>

<b>Compensation Expense:</b>			
Salaries	1,057,008	1,138,039	700,720
Benefits	487,671	608,271	296,712
Consultants & Contractors	337,859	330,000	137,418

<b>Other Expense:</b>			
Accounting & Legal Fees	18,388	22,038	22,345
Advertising & Sponsorships	65,543	38,436	11,948
Board Expenses		0	
Building Maintenance & Repairs		0	
Telecommunications & Freight	40,062	65,088	22,022
Conference Registration & Meeting Expenses	133,409	167,193	82,094
Furniture & Equipment	21,731	25,625	1,780
Office Supplies	36,024	48,462	19,647
Property Taxes & General Insurance	7,389	12,300	4,351
Publications & materials	196,881	179,301	75,015
Rent - Office	74,851	128,125	38,520
Technology	61,639	46,125	51,282
Training - Staff	7,077	21,525	31,481
Travel	278,462	242,175	145,857
Miscellaneous	24,531	31,775	17,773
<b>Total Expenses</b>	<b>2,848,523</b>	<b>3,104,478</b>	<b>1,658,965</b>

<b>Revenue less Expenses</b>	<b>538,599</b>	<b>0</b>	<b>164,638</b>
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INJURY REDUCTION INITIATIVE BUDGET	
Year 1 Sept 2020 to Aug 2021	
	2,054,478
	0
	750,000
	0
	0
	2,804,478
	1,531,211
	747,767
	120,000
	20,000
	48,500
	0
	0
	25,000
	65,000
	15,000
	35,000
	8,000
	126,500
	112,500
	50,000
	40,000
	140,000
	20,000
	3,104,478
	(300,000)

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						
<b>Does not apply to Injury Reduction Initiatives</b>						

Section 3: COMPENSATION - IRI OPERATIONS	ACTUAL for Current Contract Term	Budget for Current Contract Term		INJURY REDUCTION INITIATIVE BUDGET	
	Yr 1 - Actual Sept 2018 to Aug 2019	Yr 2 - Budget Sept 2019 to 2020		Year 1 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. Number of positions with compensation \$1–\$39,999					
2. Number of positions with compensation \$40,000–\$79,999					
3. Number of positions with compensation \$80,000–\$119,999	8	5		6	
4. Number of positions with compensation \$120,000–\$159,999	4	7		12	
5. Number of positions with compensation \$160,000–\$199,999		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 2020-2021 budget to allocate common expenses and/or overhead expenses shared between HS Center operations and the organization's head office (e.g., based on staffing FTE or square footage of office)*

See attached cost sharing document.

*b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2020-2021 budget in Section 1.*

See attached cost sharing document

*c) Has the expense allocation method used in the 2020-21 budget changed from previous year, i.e., current contract term? If it has changed, explain why.*

N/A

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

*a) Provide an explanation for the funding increase over each of the proposed 3-year budget, compared with current 2018-2020 funding amount, if applicable.*

N/A

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

N/A - Submitted budget is less than the forecasted amount.

*c) Any significant expense account (>\$50,000) included in the 2020-2021 budget , excluding salaries, should be explained here.*

1. Consultants & Contractors = \$120,000
2. Conference registration & Meeting expense = \$65,000
3. Publication & materials = \$126,500
4. Rent = \$112,500
5. Travel = \$140,000

All expenses >\$50,000 are directly related to the delivery of courses throughout the province of British Columbia.

*d) Any significant expense account variance (>20%), including salaries, from year to year, starting from current 2019-20 budget to the proposed 1-year funding request, should be explained here (i.e. significant expense between 19-20 and 20-21).*

1. Salaries - increase 35%
2. Benefits - increase 23%
3. Consultants & contractors - decrease 64%
4. Advertising - increase 26%
5. Telecommunication - decrease 62%
6. Conference & meeting - decrease 61%
7. Furniture & Equipment - decrease 41%
8. Office - decrease 28%
9. Insurance - decrease 35%
10. Publication - decrease 29%
11. Training - increase 86%
12. Travel - decrease 42%
13. Misc expenses - decrease 37%

Variance in the expense accounts are due to a) using previous year's actuals and realignment of program streams, and b) advertising has increased to reflect the planned marketing campaign in 2021, c) increase in staff training to support online delivery.

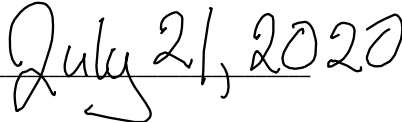
**Section 6: APPROVAL**

Approved by Organization Board Chair:

  
\_\_\_\_\_ (signature)

**Laird Cronk**  
President of the BC Federation of Labour or designate

Date Approved:

  
\_\_\_\_\_

  
\_\_\_\_\_ (signature)

**Angélique Prince-Tanizawa**  
Executive Director, BCFED Health & Safety Centre

25-Jun-20 Date Prepared

Funding Period Year 1: From Sept. 1, 2020 to Aug. 31, 2021

IRI BUDGET ALLOCATION	Overhead (Fixed Costs)	Activity Categories					2020-21 Budget Total
		Training	Consultation Services	Marketing / Outreach	Research	Conference / Convention / Meeting	
<b>Revenue:</b>							
WorkSafeBC IRI Operations Funding	2,054,478						2,054,478
Interest Revenue	-						-
Training/Course Revenue		750,000					750,000
Other Revenue	-		-	-	-	-	-
	-						-
<b>Total Revenue</b>	<b>2,054,478</b>	<b>750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,804,478</b>
<b>Compensation Expense:</b>							
Salaries	1,531,211						1,531,211
Benefits	747,767						747,767
Consultants & Contractors	-	69,500	-	30,000	20,500	-	120,000
<b>Subtotal</b>	<b>2,278,978</b>	<b>69,500</b>	<b>-</b>	<b>30,000</b>	<b>20,500</b>	<b>-</b>	<b>2,398,978</b>
<b>Other Expense:</b>							
Accounting & Legal Fees	20,000						20,000
Advertising & Sponsorships	-	10,000	-	38,500	-	-	48,500
Board Expenses	-						-
Building Maintenance & Repairs	-						-
Telecommunications & Freight	25,000						25,000
Conference Registration & Meeting Expenses	-	45,000	-	10,000	10,000	-	65,000
Furniture & Equipment	15,000						15,000
Office Supplies	35,000						35,000
Property Taxes & General Insurance	8,000						8,000
Publications & materials	-	103,500	-	15,000	8,000	-	126,500
Rent - Office	112,500						112,500
Technology	-	26,000	-	12,000	12,000	-	50,000
Training - Staff	40,000						40,000
Travel	-	135,000	-	5,000	-	-	140,000
Miscellaneous	20,000						20,000
<b>Subtotal</b>	<b>275,500</b>	<b>319,500</b>	<b>-</b>	<b>80,500</b>	<b>30,000</b>	<b>-</b>	<b>705,500</b>
<b>Total Expenses</b>	<b>2,554,478</b>	<b>389,000</b>	<b>-</b>	<b>110,500</b>	<b>50,500</b>	<b>-</b>	<b>3,104,478</b>
<b>Revenue less Expenses</b>	<b>(500,000)</b>	<b>361,000</b>	<b>-</b>	<b>(110,500)</b>	<b>(50,500)</b>	<b>-</b>	<b>(300,000)</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.*

**Fixed Costs Budget Worksheet - Enter proposed fixed costs budget in this worksheet.**

[illegible]

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

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Use this worksheet to describe activities that would vary from year to year and that would not be covered by the fixed costs of your association. For example, a training program run by a salaried staff member at the HSA's usual operating location would not be included here. But activities that require additional rental spaces, materials to be created, or consultants to be hired should be included. Include the reference number of the corresponding work plan item in the first column (i.e., column A). If more rows are required, please click on the "2" symbol on the top left corner of the screen to unhide additional rows.

Activities / Initiatives Budget (Variable Costs) Worksheet - <i>Enter budget in this worksheet</i>					Funding Period Year 1: From Sept. 1, 2020 to Aug. 31, 2021						
					Expense Category						
Workplan Item Ref #	Activity	Activity Category	Description / Objective	Revenue	Consultants / Contractors	Conference Registration and Meeting Expenses	Publications / Materials	Advertising & Sponsorships	Technology	Travel	Net
	Increasing health and safety knowledge	Training		750,000	15,000	21,000	48,500	2,500	-	60,000	603,000
	Mental Health Program	Training			15,000	12,000	36,000	5,000	-	25,000	(93,000)
	Community Education	Training			19,500	10,000	10,000	2,500	6,000	41,600	(89,600)
	Outreach	Marketing / Outreach		-	30,000	10,000	15,000	38,500	12,000	5,000	(110,500)
	Online Course Delivery Development	Training		-	20,000	2,000	9,000		20,000	8,400	(59,400)
	Continuous Improvement Strategy	Research		-	20,500	10,000	8,000	-	12,000	-	(50,500)
		Please Choose One:		-							-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
		Please Choose One:									-
<b>Total</b>				<b>750,000</b>	<b>120,000</b>	<b>65,000</b>	<b>126,500</b>	<b>48,500</b>	<b>50,000</b>	<b>140,000</b>	<b>200,000</b>



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IRI BUDGET - STAFFING COUNT					Year 1 Sept 2020 to Aug 2021
FTE = Full Time Equivalent	Yr 1 - Actual Sept 2018 to Aug 2019	Yr 2 - Budget Sept 2019 to Aug 2020			
<b>STAFF POSITIONS</b>	<b>IRI</b>	<b>IRI</b>			<b>IRI</b>
<b>Position</b>					
Executive Director	0.72	1.00			1.00
Director	1.00	1.00			1.00
Director					1.00
Director					1.00
Co-ordinator	1.00	1.00			1.00
Co-ordinator	0.28	1.00			1.00
Co-ordinator	0.79	1.00			1.00
Co-ordinator	0.79	1.00			1.00
Co-ordinator	1.00	1.00			1.00
Co-ordinator	0.79	2.00			1.00
Co-ordinator	1.05	1.00			1.00
Co-ordinator					1.00
Accountant (formerly Bookkeeper)	1.18	1.00			1.00
Accountant (formerly Bookkeeper)					1.00
Executive Assistant	1.13	1.00			1.00
Executive Assistant	2.00	1.00			1.00
Executive Assistant					1.00
Executive Assistant					1.00
Administration Assistant	1.00	1.00			0.00
<b>Total FTE - Staff</b>	<b>12.73</b>	<b>14.00</b>			<b>18.00</b>
<b>CONSULTANTS/CONTRACTORS ***</b>	<b>IRI</b>	<b>IRI</b>			<b>IRI</b>
<b>Position</b>					
Communication	0.00	0.23			
English as Second Language Consultant	0.30	0.40			
Occupational Health & Safety Consultant	1.43	0.67			
Young Worker Consultant	0.65	0.50			
Migrant Worker Program	0.00	0.07			
Return To Work/BPHW Program	0.00	0.13			
Increasing health and safety knowledge					0.13
Mental Health Program					0.13
Community Education					0.16
Outreach					0.25
Online Course Delivery Development					0.17
Continuous Improvement Strategy					0.16
<b>Total FTE - Consultants</b>	<b>2.38</b>	<b>2.00</b>			<b>1.00</b>

EXAMPLE - STAFF POSITIONS - FTE's						<b>How to count FTE for staff:</b> This is a headcount of staff and a cost allocation of their time spent on each program.  * Eg: a full-time manager who spends 75% of time on HSA and 25% on COR, enter as HSA 0.75 FTE and COR 0.25 FTE count. See example to the left.  ** Eg: a part-time staff who works half time and spends 60% on HSA and 40% on IRI, then enter HSA 0.3 FTE and IRI 0.2 FTE. See example to the left.  <b>Legend of acronyms:</b> <b>HSA</b> - Health and Safety Association Operations <b>COR</b> - COR Program Administration <b>IRI</b> - Injury Reduction Initiative (not HSA or COR) <b>FTE</b> - Full time equivalent <b>*** Consultants/contractors</b> - List of consultants/contractors who work significant hours in operations and on a continuous basis. <b>How to count FTE for consultants/contracts:</b> If consultants are paid by the hour, use the same standard hours per work week as the full-time staff in your FTE calculation.  E.g., a consultant hired for 40 hours per week (same as full time staff hours) for the full year for HSA, enter the consultant as 1 HSA FTE. See example to the left.
Position	HSA	COR	IRI	IRI	Total FTE	
Manager - HSA (full time)	1.00				1.00	
Manager - HSA/ COR (full time) *	0.75	0.25			1.00	
Admin Support - COR/ IRI (full time)		0.75	0.25		1.00	
Admin Support - HSA/IRI (part time) **	0.30		0.20		0.50	
<b>Total FTE - Staff</b>	<b>2.05</b>	<b>1.00</b>	<b>0.45</b>	<b>0.00</b>	<b>3.50</b>	
EXAMPLE - CONSULTANTS/CONTRACTORS - FTE's						
Position	HSA	COR	IRI	IRI	Total FTE	
HSA - Trainer (1 @ 40 hours per week)	1.00				1.00	
HSA-Trainer for course A (1 @ 20 hours per week)	0.50				0.50	
COR - Audit Trainers (4 @ 20 hours per week)		2.00			2.00	
HSA/IRI Trainer (1 @40 hrs per week)	0.75		0.25		1.00	
<b>Total FTE - Consultants</b>	<b>2.25</b>	<b>2.00</b>	<b>0.25</b>	<b>0.00</b>	<b>4.50</b>	