

BC Federation of Labor - Health & Safety Centre

09-Apr-21 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, 2021 to Aug. 31, 2023

Section 1: BUDGET - IRI OPERATIONS	BUDGET for Past Contract Term	ACTUAL	Budget for Current Contract Term	ACTUAL	INJURY REDUCTION INITIATIVE PROPOSED BUDGET		
	Budget Sept 2019 to Aug 2020	Actual Sept 2019 to Aug 2020	Budget Sept 2020 to 2021	Current YTD 6 months Sep 2020 to Feb 2021	Year 1 Sept 2021 to Aug 2022	Year 2 Sept 2022 to Aug 2023	Total
Revenue:							
WorkSafeBC IRI Operations Funding	2,354,478	2,354,478	2,054,478	1,027,239	2,554,478	2,354,478	4,908,956
Interest Revenue	0	50,188	0	2,254	0	0	0
Training/Course Revenue	750,000	616,083	750,000	373,868	750,000	900,000	1,650,000
Other Revenue (list individually)	0	42,771		1,365	0	0	0
					0	0	0
Total Revenue	3,104,478	3,063,520	2,804,478	1,404,727	3,304,478	3,254,478	6,558,956
Compensation Expense:							
Salaries	1,138,039	1,511,610	1,531,211	846,537	1,645,335	1,689,995	3,335,330
Benefits	608,271	634,708	747,767	362,595	705,143	724,283	1,429,426
Consultants & Contractors	330,000	179,177	120,000	37,931	183,000	120,000	303,000
Other Expense:							
Accounting & Legal Fees	22,038	82,880	20,000	8,291	25,000	28,750	53,750
Advertising & Sponsorships	38,436	69,775	48,500	24,282	15,000	16,500	31,500
Board Expenses	0	0	0	0	0	0	0
Building Maintenance & Repairs	0	0	0	0	0	0	0
Telecommunications & Freight	65,088	34,528	25,000	17,217	25,000	30,000	55,000
Conference Registration & Meeting Expenses	167,193	88,900	65,000	43,119	85,000	85,000	170,000
Furniture & Equipment	25,625	2,392	15,000	0	20,000	15,000	35,000
Office Supplies	48,462	35,956	35,000	17,052	26,000	28,600	54,600
Property Taxes & General Insurance	12,300	9,497	8,000	5,830	12,000	12,000	24,000
Publications & materials	179,301	131,086	126,500	15,180	96,500	115,800	212,300
Rent - Office	128,125	77,040	112,500	38,520	75,000	80,000	155,000
Technology	46,125	84,427	50,000	216,344	230,000	131,550	361,550
Training - Staff	21,525	44,033	40,000	81	35,000	35,000	70,000
Travel	242,175	179,130	140,000	25,847	100,000	110,000	210,000
Miscellaneous	31,775	18,371	20,000	13,958	26,500	32,000	58,500
Total Expenses	3,104,478	3,183,509	3,104,478	1,672,784	3,304,478	3,254,478	6,558,956
Revenue less Expenses	0	(119,989)	(300,000)	(268,057)	0	0	0

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					2021-22	2022-23	2023-24
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	BUDGET for Past Contract Term	ACTUAL	Budget for Current Contract Term	INJURY REDUCTION INITIATIVE BUDGET		
	Budget Sept 2019 to Aug 2020	Actual Sept 2019 to Aug 2020	Budget Sept 2020 to 2021	Year 1 Sept 2021 to Aug 2022	Year 2 Sept 2022 to Aug 2023	
<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		1.41				
3. Number of positions with compensation \$80,000-\$119,999	5	7	6	6	6	
4. Number of positions with compensation \$120,000-\$159,999	7	9	12	12	12	
5. Number of positions with compensation \$160,000-\$199,999	2	0				
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 2021-2024 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 percentage of office space occupied by Centre staff.

Office space usage has increased from year to year, because of new hiring. However, the cost-sharing formula has not changed (See Tab "CostSharing")

The common space includes non-staffed office spaces such as boardroom, lunchroom, hallway, washroom, copier room, etc.. It is prorated by the total number of Center staff divided by the total number of Fed. staff incl. the Centre staff.

b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2021-2024 budget in Section 1.

Maintenance expenses - please see cost sharing breakdown enclosed:

- Cleaning and supplies
- Hydro
- Recycling
- Heating, cooling, ventilation sys.

Rent expenses:

- Mortgage payment
- Taxes
- Strata fees
- Repair & maintenance
- Internet
- Coffee supplies
- Telephone & fax

Bi-weekly payroll 2-day/month

Operations manager 1-day/month

c) Has the expense allocation method used in the 2021-24 budget changed from previous year, i.e., current contract term? If it has changed, explain why.

No changes was made compared to last fiscal year.

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 2-year budget, compared with current 2020-2021 funding amount, if applicable.

Year 1: A \$500,000 increase (compared to 2021) to address:

1) the CRM issues that arose from rapid implementation in December 2020, for full implementation of CRM Phase 1, introduction of Phase 2, and associated staff training.

Year 2: A \$300,000 increase (compared to 2021) to maintain and ensure the smooth operation of Phase 2 of CRM. *Explained in more detail in Workplan document

b) Provide an explanation for any funding increase over the 2022 funding forecast amount included in rates setting, if applicable.

No difference compared to the rate setting submission on March 31, 2021.

c) Any significant expense account (>\$50,000) included in the 2021-2023 budget, excluding salaries, should be explained here.

1. Consultants & Contractors = \$183,000 (Yr1) & \$120,000 (Yr2)
2. Conference registration & Meeting expense = \$85,000 (Yr1&Yr2)
3. Publication & materials = \$96,500 (Yr1) & \$115,800 (Yr2)
4. Rent = \$75,000 (Yr1) & \$80,000 (Yr2)
5. Travel = \$100,000 (Yr1) & \$110,000 (Yr2)

All expenses >\$50,000 are directly related to the delivery of courses throughout the province of British Columbia. Rent is assumed to maintain at current actual level, as work-from-home option could potentially be a factor to reduce office rent.

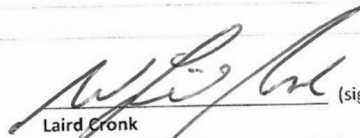
d) Any significant expense account variance (>20%), including salaries, from year to year, starting from current 2020-21 budget to the proposed 2-year funding request, should be explained here (i.e. significant expense between 2020-2021 and 2021-2022, and 2022-2023).


1. Consultants & contractors - increase 53% (Yr1) and same as 2021 for Yr2
2. Accounting & Legal fees - increase 25% (Yr1) and 15% (Yr2)
3. Advertising - decrease 69% (Yr1) and increase 10% (Yr 2)
4. Conference & meeting - increase 31% (Yr1) and same for Yr2
5. Furniture & Equipment - increase 31% (Yr1) and decrease 25% (Yr2)
6. Office - decrease 26% (Yr1) and increase 10% (Yr2)
7. Insurance - increase 50% (Yr1) and no change (Yr2)
8. Publication - decrease 24% (Yr1) and increase 20% (Yr2)
9. Technology - increase 360% (Yr1) and decrease 43% (Yr2)
10. Misc expenses - increase 30% (Yr 1) and 21% (Yr2)
11. Rent - Office - decrease 33% (Yr1) and increase 7% (Yr2)

Variance in the expense accounts are due to a) the new "normal" of COVID environment and potential continuation of work-from-home, and b) the safety guidelines for in-person delivery would require larger meeting rooms to be used, c) adjustment to current price level (e.g. professional fee and insurance increase). d) Technology expenses increase significantly due to CRM maintenance and Phase 2 development, license subscription, IT support, online course delivery related expenses etc.

Section 6: APPROVAL

Approved by Organization Board Chair:

 (signature)
Laird Cronk
President of the BC Federation of Labour or designate

 (signature)
Ishani Weera
Executive Director, BCFED Health & Safety Centre

Date Approved: _____