

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

24-Jul-23 Date Prepared

Enter current year  
6 months actual  
here.

**Funding Period:**  
**From Sep. 1, 2023 to**  
**Mar. 31, 2024**

Section 1: BUDGET - IRI OPERATIONS	Budget for Current Contract (Year 1)	ACTUAL	Budget for Current Contract (Year 2)	ACTUAL
	Budget Sep 2021 to Aug 2022	Actual Sep 2021 to Aug 2022	Budget Sep 2022 to Aug 2023	Current YTD 6 months Sep 2022 to Feb 2023
<b>Revenue:</b>				
WorkSafeBC IRI Operations Funding	2,554,478	2,554,478	2,354,478	1,177,239
Interest Revenue		7,484	0	5,780
Training/Course Revenue	750,000	763,731	900,000	471,380
Other Revenue (list individually)	0	41,237	0	105,401
<b>Total Revenue</b>	<b>3,304,478</b>	<b>3,366,930</b>	<b>3,254,478</b>	<b>1,759,800</b>

INJURY REDUCTION INITIATIVE PROPOSED BUDGET
Sep 1, 2023 to Mar 31, 2024 (7 months)
2,818,615
0
550,000
0
0
<b>3,368,615</b>

Compensation Expense:				
Salaries	1,645,335	1,598,381	1,689,995	886,055
Benefits	705,143	695,713	724,283	397,260
Consultants & Contractors	183,000	67,789	120,000	43,216

1,467,162
630,880
375,181

Other Expense:				
Accounting & Legal Fees	25,000	46,377	28,750	6,143
Advertising & Sponsorships	15,000	4,027	16,500	4,195
Board Expenses	0	0	0	
Building Maintenance & Repairs	0	0	0	
Telecommunications & Freight	25,000	32,305	30,000	16,847
Conference Registration & Meeting Expenses	85,000	33,806	85,000	11,467
Furniture & Equipment	20,000	0	15,000	1,560
Office Supplies	26,000	31,766	28,600	10,451
Property Taxes & General Insurance	12,000	19,870	12,000	9,861
Publications & materials	96,500	61,668	115,800	79,624
Rent - Office	75,000	72,917	80,000	51,473
Technology	230,000	215,834	131,550	106,436
Training - Staff	35,000	1,480	35,000	7,890
Travel	100,000	54,192	110,000	76,928
Miscellaneous	26,500	15,348	32,000	8,657
<b>Total Expenses</b>	<b>3,304,478</b>	<b>2,951,473</b>	<b>3,254,478</b>	<b>1,718,063</b>

32,520
3,000
0
0
28,582
90,000
35,000
21,588
15,659
100,000
136,000
230,544
15,000
176,250
11,250
<b>3,368,615</b>

Revenue less Expenses	0	415,457	0	41,737	(0)
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Note: Any significant expense account (>\$50,000) included in 2023-2024 budget and any significant variances (>20%) should be explained in **Section 5** below.

Section 2: RESERVE FUND - IRI - Does Not Apply	2021-22
Opening Balance	
Drawdown (-)	
Add Surplus Retained in Reserve Fund	
Additional Funds Requested	
Ending Balance	
Describe the reasons 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 Current Contract (Year 1)	ACTUAL	Budget for Current Contract (Year 2)		INJURY REDUCTION INITIATIVE BUDGET
	Budget Sep 2021 to Aug 2022	Actual Sep 2021 to Aug 2022	Budget Sep 2022 to Sept 2023		Sep 1, 2023 to Mar 31, 2024 (7 months)
List the top ten highest compensated positions, including consultants (who are contracted on an ongoing basis), in the following annual compensation categories:					
1. Number of positions with compensation \$1-\$39,999		3			
2. Number of positions with compensation \$40,000-\$79,999		5			6
3. Number of positions with compensation \$80,000-\$119,999	6	6	6		13
4. Number of positions with compensation \$120,000-\$159,999	12	8	12		
5. Number of positions with compensation \$160,000-\$199,999					
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					
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**Section 4: EXPENSE ALLOCATION - INJURY REDUCTION INITIATIVE**

*a) Describe the method or formula used in the 2023-2024 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)*

There will be a new cost-sharing formula as BC Federation of Labour is expected to move into a new office in September 2023. Overall, common expenses will be shared with BCFED proper based on percentage of office space occupied by Centre Staff.  
 There will be a designated training space in the new office which will be exclusively used by the Centre. The Centre is expected to occupy 42% of the total space, and therefore expenses related to space such as Rent, Parking, Cleaning supplies and heating etc. will be shared at this rate. Other expenses such as Internet, Coffee and telephone will be shared using the staff ratio of 33%.

*b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2023-2024 budget in Section 1.*

- Rent & Maintenance:
- Rent
  - Parking
  - Cleaning & supplies
  - Heating, Cooling, Ventilation system

- Operating Expenses:
- Internet
  - Coffee/dairy (for common staff kitchen)
  - Telephone & fax

*c) Has the expense allocation method used in the 2023-24 budget changed from previous year, i.e., current contract term? If it has changed, explain why.*

Yes, the allocation will be changed as BCFED is leasing a new office so a new allocation method will be applied. During the current contract term, BCFED sold its Joyce office in March 2022 and moved to an interim office in Burnaby as the new office is under renovation.

**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 7-month budget, compared with current 2022-2023 funding amount, if applicable.*

- Year 1 (7 months): A significant increase compared to 2022-2023 due to a few factors:
- 1) These 7 months are the peak season of Centre's activity, and therefore a lot of expenses are expected to incur during this time.
  - 2) New office requires furnishing and one-time purchase
  - 3) Continued CRM development (storage plan)

*b) Provide an explanation for any funding increase over the 2024 funding forecast amount included in rates setting, if applicable.*

No difference compared to the rate setting submission on March 31, 2023

*c) Any significant expense account (>\$50,000) included in the 2023-2024 budget, excluding salaries, should be explained here.*

- Consultants & Contractors: \$375,181
- Accounting & Legal Fees:\$32,500
- Conference Registration & Meeting Expenses:\$90,000
- Publications & materials: \$100,000
- Rent-office: \$136,000
- Technology: \$230,544
- Travel: \$176,250

Various expenses have significant increases to reflect the planned activity level and increase in face-to-face facilitation. Also reflect the increasing cost of living.

*d) Any significant expense account variance (>20%), including salaries, from year to year, starting from current 2022-23 budget to the proposed 7-month funding request, should be explained here (i.e. significant expense between 2022-2023 and 2023-2024).*

- Consultants & Contractors (increased)
- Accounting & legal fees (increased)
- Advertising & sponsorships (reduced)
- Telecommunications & Freight (increased)
- Furnitures & Equipment (increased)
- Office supplies (increased)
- Property Taxes & General Insurance (increased)
- Publications & materials (increased)
- Rent-office (increased)
- Technology (increased)
- Training-staff (reduced)
- Travel (increased)
- Miscellenous (reduced)

Variance in the expenese accounts above are mostly due to: 1) moderate growth of the Centre's operation 2) increase face-to-face facilitation compared to mostly online delivery during the pandemic. 3) adjustment to current price level (i.e. inflation and insurance premium increases) 4) New office occupancy and cost allocation.

**Section 6: APPROVAL**

Approved by Organization Board Chair:  (signature) Sussanne Skidmore (name)

Date Approved: July 25, 2023