

SafeCare BC Health and Safety Association

Date Prepared 31-Jul-23

Funding Period: From Jan 1, 2024 to Dec 31, 2024

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET			\$ Variance	% Variance
	2022 (12 months)	2023 YTD (6 months)	2022	2023	2024	2024 Budget vs 2023 Budget	2024 Budget vs 2023 Budget
<b>Revenue:</b>							
WorkSafeBC HSA Operations Funding	1,530,000	889,999	1,530,000	1,780,000	1,998,194	218,194	12%
Interest Revenue	4,000	17,050	4,000	4,000	8,000	4,000	100%
Revenue (linked to variable costs)	70,000	60,923	70,000	60,000	170,000	110,000	183%
Other Revenue: Hearts and Hands	74,000	0	74,000	50,000	0	-50,000	-100%
Miscellaneous and other Revenue	0	1,023	0	0	0	0	-
Other Revenue: Membership	5,000	13,738	5,000	4,500	5,000	500	11%
Other Revenue: Grant Funding	2,500	40,370	2,500	10,000	0	-10,000	-100%
Partnership Fund - PHAC	0	77,749	0	0	25,000	25,000	-
Other Revenue: Sponsorship	3,000	3,777	3,000	3,000	0	-3,000	-100%
					0	0	-
					0	0	-
					0	0	-
<b>Total Revenue</b>	<b>1,688,500</b>	<b>1,104,629</b>	<b>1,688,500</b>	<b>1,911,500</b>	<b>2,206,194</b>	<b>294,694</b>	<b>15%</b>
<b>Compensation Expense:</b>							
Salaries	893,000	478,504	893,000	1,023,000	1,230,000	207,000	20%
Benefits	151,000	73,716	151,000	170,000	210,000	40,000	24%
Consultants & Contractors	195,740	174,355	195,740	234,400	257,615	23,215	10%
<b>Other Expense:</b>							
Accounting & Legal Fees	10,000	3,634	10,000	16,500	16,500	0	0%
Advertising & Sponsorships	52,525	21,744	52,525	42,800	38,355	-4,445	-10%
Board Expenses	18,500	10,274	18,500	20,000	19,500	-500	-3%
Building Maintenance & Repairs	4,000	1,555	4,000	3,000	3,000	0	0%
Telecommunications & Freight	6,500	2,372	6,500	8,000	10,227	2,227	28%
Conference Registration and Meeting Expenses	60,550	6,569	60,550	55,500	60,810	5,310	10%
Furniture & Equipment	0	0	0	2,000	2,000	0	0%
Office Supplies	11,025	4,761	11,025	12,000	10,192	-1,808	-15%
Property Taxes & General Insurance	6,500	44,152	6,500	7,500	7,000	-500	-7%
Publications & materials	16,450	3,226	16,450	25,450	26,950	1,500	6%
Rent - Office	120,000	6,840	120,000	127,500	139,400	11,900	9%
Technology	79,817	70,358	79,817	88,750	79,555	-9,195	-10%
Training - Staff	15,960	46,912	15,960	13,000	28,215	15,215	117%
Travel	42,500	10,383	42,500	52,100	56,875	4,775	9%
Miscellaneous	4,200	10,074	4,200	10,000	10,000	0	0%
<b>Total Expenses</b>	<b>1,688,267</b>	<b>3,545</b>	<b>1,688,267</b>	<b>1,911,500</b>	<b>2,206,194</b>	<b>294,694</b>	<b>15%</b>
<b>Revenue less Expenses</b>	<b>233</b>	<b>1,101,085</b>	<b>233</b>	<b>0</b>	<b>-0</b>	<b>-0</b>	<b>-</b>

*Note: Any significant expense account (>\$50,000) included in 2023 budget and any significant variances (>20%) should be explained in Section 5 below.*

Section 2: RESERVE FUND - HSA OPERATIONS			2022	2023	2024
Opening Balance			157,305	157,305	157,305
Drawdown (-)			-	-	-
Add Surplus Retained in Reserve Fund			-	-	-
Additional Funds Requested			-	-	-
Ending Balance			157,305	157,305	157,305

Describe the reason(s) for any drawdown of HSA Reserve Fund in the current year
HSA Reserve fund was topped up to reflect approximately 3-months of operating budget.

Section 3: COMPENSATION - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET		
	2022	2023	2022	2023	2024
<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	0.5	0.5	0.5	0.5	
2. Number of positions with compensation \$40,000–\$79,999	8	6	8	6	6.5
3. Number of positions with compensation \$80,000–\$119,999	3	5	3	5	6
4. Number of positions with compensation \$120,000–\$159,999	1	1	1	1	1
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					

<b>Section 4: EXPENSE ALLOCATION - HSA OPERATIONS</b>
<i>a) Describe the method or formula used in the 2024 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)</i>
<p>SafeCare BC co-shares an office space and back-end administration services with the BC Care Providers Association (BCCPA) via a Shared Services Agreement (SSA). Costs associated with the SSA are allocated to the following line items: Consultants and Contractors, Advertising and Sponsorship, Building Maintenance, Telecommunications, Office Supplies, Technology.</p> <p>With a recent lease renewal, the office rent allocation was changed to a 60/40 split, with SafeCare BC paying 60% to cover costs associated with the Training Centre.</p>
<i>b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2024 budget in Section 1.</i>
<p>Costs associated with the SSA are allocated to the following line items: Consultants and Contractors (\$112,000), Advertising and Sponsorship (\$26,901), Building Maintenance (\$7,484), Telecommunications (\$4,092), Office Supplies (\$7,031), Technology (\$28,560), and Staff Training and Education (\$6,000). With the exception of building maintenance, each of the other expenses are based on a usage fee and credited if unused. There was an increase in technology costs this year to account for price increases through the third party IT company, and inflationary impact on hardware costs. There is also an increase in Telecommunications due to the switch from VOIP to MS Teams Phones which optimizes a hybrid work environment.</p>
<i>c) Has the expense allocation method used in the 2024 budget changed from previous year? If it has changed, explain why.</i>
<p>The expense allocations were reviewed in 2022 and changed in 2023 to represent increases in consultant salaries, technology costs, revised rent allocation, and a reduction in advertising and sponsorship fees. Overall the changes were minimal.</p> <p>The lease was renewed in September 2022, resulting in an increased costs and an updated agreement for splitting the rent. SafeCare BC will be paying 60% of the rent, effective 2023.</p> <p>In 2024, there were slight adjustments to address inflationary costs.</p>

<b>Section 5: EXPLANATION OF SIGNIFICANT EXPENSE AMOUNTS, SIGNIFICANT VARIANCES, AND FUNDING INCREASES</b>
<i>a) Provide an explanation for the funding increase over the 2023 funding amount, if applicable.</i>
12% increase from previous year to account for expenses related to inflationary pressures, technology investment to improve accessibility of resources, staff raises, travel costs to improve visibility, and resumption of in-person training and events.
<i>b) Provide an explanation for any funding increase over the 2024 funding forecast amount included in rates setting, if applicable.</i>
n/a
<i>c) Any significant expense account (&gt;\$50,000) included in the 2024 budget , excluding salaries, should be explained here.</i>
n/a
<i>d) Any significant expense account variance (&gt;20%), including salaries, between 2023 budget and 2024 funding request should be explained here.</i>
<b>Benefits:</b> We moved to a new benefits model in 2023 to increase coverage for extended health benefits. <b>Consultants:</b> Hourly rates for consultants have increased due to inflationary pressures. <b>Telecommunications and Freight:</b> To accommodate the new hybrid office model, we have changed our phone systems to increase accessibility between members and staff. <b>Training - Staff:</b> We have implemented a new professional development and staff retention strategy to improve staff retention.
<b>Section 6: APPROVAL</b>

Approved by Organization Board Chair:

Michele Thomson

(signature)



(name)

Date Approved:

29-Sep-23