

2025 Health and Safety Association (HSA) Budget Template Instructions

Submitting Your Application, Workplan, and Budget

All worksheets must be completed and be submitted by email with the HSA application and workplan to ILSFDAPP@worksafebc.com, and copy your WorkSafeBC PPS manager representative at the same time.

An original signed HSA Budget Template, or a scanned copy of a signed HSA Budget Template, must also be submitted.

If you have any questions about this form and submission due dates, please contact your WorkSafeBC Funding Team representative via the shared mailbox at ILSFDAPP@worksafebc.com.

HSA Budget worksheet

Section 1 - Budget for HSA operations, multi-years comparison

- a) Enter association name, funding period, and date the budget is completed at the top of this worksheet. **Do not modify the template, or add or insert lines or categories.**
- b) Enter revenues and expenses in the appropriate column for all years. Revenues and expenses should be the total for all HSA activities, projects, and programs.
- c) See the "Account Descriptions" worksheet for description of revenue and expense categories, with explanations and examples.

Section 2 - HSA Reserve Fund

- a) Apply for HSA Reserve Fund - As a HSA, you may apply for a HSA Reserve Fund. Refer to Funding Framework for HSAs for details. The maximum amount for a Reserve Fund is 25% of the annual approved HSA operations funding from WorkSafeBC.
If applying for a HSA Reserve Fund for the first time, please provide a copy of your Board of Directors' meeting minutes documenting the Board's approval to establish the HSA Reserve Fund and its purpose.
- b) Drawdown a HSA Reserve Fund - If there is a drawdown of the HSA Reserve Fund in the current year, describe the reason(s).

Section 3 - Total Staff & Consultants FTE Counts

Provide your association's full staffing full time equivalent (FTE) count allocated by program (e.g., HSA, COR, and corporate overhead). There is a similar section for consultants/contractors who work significant hours on a continuous basis.

Section 4 - Expense Allocation Details

- c) If the expense allocation method used in the budget has changed from previous year, explain why.

Section 5 - Explanation of Significant Expense Amounts and/or Variances and/or Funding Increases

- a) Explain the funding request increase over the prior year's funding amount, if applicable.

Section 6 - Approval

Provide a date and signature approval from the chair of your Board of Directors in this section. WorkSafeBC will convert this budget template to e-signing format for you to sign and submit.

Account Description	Examples
Revenue	
WorkSafeBC HSA Funding	HSA operations funding from WorkSafeBC
Interest Revenue	Interest income earned from cash in bank.
Training/Course Revenue	Revenue collected from training or courses provided by the HSA.
Other Revenue	List other sources of revenue individually.

Compensation Expenses	
Salaries	Full time and part time employee salaries.
Benefits	Contributions to pension or retirement plans, CPP, E.I., medical and dental plans, insurance, WCB premium, etc. for all employees.
Consultants & Contractors	All consulting and contractors fees. This is included in compensation expenses because they are part of labour costs.
Expenses	
Accounting & Legal Fees	Legal fees, audit fees, accounting fees (if contracted externally)
Advertising & Sponsorships	Advertising costs regardless of the media type, sponsorships
Board Expenses	Director fees, board meeting costs.
Building Maintenance & Repairs	Garbage disposal, office building cleaning, maintenance and repairs, renovations, security service. Utility billings for heat, light, power, water, etc.
Telecommunications & Freight	Telephone, cell phone, freight, courier and postage costs.
Conference registration & meeting expenses	This expense category combines previous "Conferences & Conventions" and "External Events & Meetings" expense categories because they are very similar. This category includes conference/convention attendance fees, room rentals, catering, audio visual equipment rentals (e.g. room rental, food, equipment for training, offsite meetings, hospitality)
Furniture & Equipment	Furniture and equipment purchases or leased.
Office Supplies	Stationery and other miscellaneous office supplies.
Property Taxes & General Insurance	Property taxes, general insurance coverage for all property (i.e., fire, liability, construction)
Publication & materials	Printing costs, photographic services, advertising materials, production costs of audio-visual materials.
Rent - Office	Rent payments for all leased buildings, including parking lot rental.
Technology	Computer software & hardware purchases, network equipment. Website development and maintenance.
Training - Staff	Staff training costs relating to professional or association conferences, seminars, and conventions.
Travel	Travel costs including convention and training travel, per diems, consultant's travel costs.
Miscellaneous	All miscellaneous expenses not captured elsewhere (e.g. bank charges)

SafeCare BC Health and Safety Association

Date Prepared

Funding Period: From Jan 1, 2025 to Dec 31, 2025

Section 1: BUDGET - HSA OPERATIONS	ACTUAL	
	2023 (12 months)	2024 YTD (6 months)

Revenue:		
WorkSafeBC HSA Operations Funding	1,780,000	999,097
Interest Revenue	44,250	51,866
Revenue (linked to variable costs)	110,565	98,660
Other Revenue: Hearts and Hands	84,700	0
Miscellaneous and other Revenue	2,150	0
Other Revenue: Membership	28,651	10,074
Other Revenue: Grant Funding	127,364	43,902
Partnership Fund - PHAC	164,805	116,945
Other Revenue: Sponsorship	5,666	5,666
Total Revenue	2,348,149	1,326,210

Compensation Expense:		
Salaries	1,004,824	625,008
Benefits	136,002	102,706
Consultants & Contractors	510,946	151,846
Other Expense:		
Accounting & Legal Fees	28,210	11,103
Advertising & Sponsorships	55,660	15,832
Board Expenses	18,560	12,018
Building Maintenance & Repairs	2,873	1,973
Telecommunications & Freight	5,580	2,789
Conference Registration and Meeting Expenses	66,832	17,933
Furniture & Equipment	3,516	0
Office Supplies	10,178	3,640
Property Taxes & General Insurance	7,011	3,247
Publications & materials	13,684	4,144
Rent - Office	134,151	65,741
Technology	101,032	32,688
Training - Staff	47,617	9,746
Travel	29,057	10,432
Miscellaneous	8,786	5,000
Total Expenses	2,184,519	829

Revenue less Expenses	163,630	1,325,381
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Note: Any significant expense account (>\$50,000) included in 2025 budget and any significant variances (>20%) should be explained in Section 5 below.

HSA OPERATIONS BUDGET		
2023	2024	2025

1,780,000	1,998,194	2,479,500
4,000	8,000	10,000
60,000	170,000	70,000
50,000	0	81,400
0	0	0
4,500	5,000	10,000
10,000	0	80,000
0	25,000	
3,000	0	
1,911,500	2,206,194	2,730,900

1,023,000	1,230,000	1,590,000
170,000	210,000	260,000
234,400	257,615	250,000
16,500	16,500	17,500
42,800	38,355	50,000
20,000	19,500	22,500
3,000	3,000	7,000
8,000	10,227	13,500
55,500	60,810	86,500
2,000	2,000	5,000
12,000	10,192	12,500
7,500	7,000	10,000
25,450	26,950	22,900
127,500	139,400	145,000
88,750	79,555	132,500
13,000	28,215	35,000
52,100	56,875	61,000
10,000	10,000	10,000
1,911,500	2,206,194	2,730,900

0	-0	0
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\$ Variance	% Variance
2025 Budget vs 2024 Budget	2025 Budget vs 2024 Budget

481,306	24%
2,000	25%
-100,000	-59%
81,400	-
0	-
5,000	100%
80,000	-
-25,000	-100%
0	-
0	-
0	-
0	-
524,706	24%

360,000	29%
50,000	24%
-7,615	-3%
1,000	6%
11,645	30%
3,000	15%
4,000	133%
3,273	32%
25,690	42%
3,000	150%
2,308	23%
3,000	43%
-4,050	-15%
5,600	4%
52,945	67%
6,785	24%
4,125	7%
0	0%
524,706	24%

0	-100%
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Section 2: RESERVE FUND - HSA OPERATIONS		
Opening Balance		
Drawdown (-)		
Add Surplus Retained in Reserve Fund		
Additional Funds Requested		
Ending Balance		

2023	2024	2025
157,305	157,305	157,305
157,305	157,305	157,305

Describe the reason(s) for any drawdown of HSA Reserve Fund in the current year

SECTION 3: TOTAL FTE COUNTS	2023					2024					2025				
	ACTUAL					BUDGET					BUDGET				
	HSA	COR	Other	Corporate	Total FTE	HSA	COR	Other	Corporate	Total FTE	HSA	COR	Other	Corporate	Total FTE
TOTAL FTE - STAFF COUNT	12.5				12.50	13.5				13.50	17				17.00
TOTAL CONSULTANT/CONTRACTOR COUNT	5.08				5.08	4.38				4.38	5				5.00

Section 4: EXPENSE ALLOCATION - HSA OPERATIONS

c) Has the expense allocation method used in the 2025 budget changed from previous year? If it has changed, explain why.

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.

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.

The allocation is reviewed annually with updates made to reflect increases in prices or a decrease in service.

Section 5: EXPLANATION OF FUNDING INCREASES

a) Provide an explanation for the funding increase over the 2024 funding amount, if applicable.

Overall, most categories have seen an increase in funding over the 2024 funding amount. Below are further explanations.

Increased Cost of Living and Fixed Costs: Inflation and rising living expenses have led to higher operational costs.

Consulting Fees: The need for specialized consulting services has grown due to grant-funded projects. These services are critical for providing expert guidance in developing comprehensive health and safety programs, conducting thorough risk assessments, and ensuring compliance with the latest regulations and best practices. The increased reliance on these experts has contributed to a rise in consulting fees. Two positions have been moved out of consultancy roles and transitioned into 1 full-time permanent and 1 part-time permanent role.

Technology Enhancements: We are committed to improving the accessibility of our resources and educational materials through advanced technology, necessitating higher expenditures and additional staffing. Some technology costs are associated with grant-related projects.

Provincial Health and Safety Initiatives & Staffing: Increased activities related to provincial initiatives in healthcare safety are driving up travel expenses and staff time dedicated to advisory committee participation. This also demands a higher output to ensure consistency in healthcare resources.

Staff Retention and Salaries: We have added 3 FTE to the 2025 budget that were previously contracted positions (2 were consultants and 2 were funded out of board-controlled funds). To attract and retain top talent, we need to offer competitive salaries and benefits. Additionally, we are investing in professional development opportunities to ensure our staff remains highly skilled and motivated. Included in our retention efforts, is the need to make updates to the physical office space to accommodate a growing staff and inter-generational workplace.

Program Expansion and Development: As we expand our programs to address emerging needs in workplace safety, additional funding is required to develop and implement these initiatives effectively.

Research and Evaluation: Conducting research to stay at the forefront of best practices and evaluating the effectiveness of current programs to ensure continuous improvement.

Section 6: APPROVAL

Approved by Organization Board Chair:

M. THOMPSON

(signature)

M. Thompson

(name)

Date Approved:

Sept 12/24