

2026 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)

Section 1: BUDGET - HSA OPERATIONS	ACTUAL	
	2024 (12 months)	2025 YTD (6 months)

Revenue:		
WorkSafeBC HSA Operations Funding	1,998,194	
Interest Revenue	96,764	
Revenue (linked to variable costs)	154,496	
Other Revenue: Hearts and Hands	82,392	
Miscellaneous and other Revenue	0	
Other Revenue: Membership	23,054	
Other Revenue: Grant Funding	89,342	
Partnership Fund - PHAC	116,945	
Other Revenue: Sponsorship	5,666	
Other Revenue (List Individually)		
Other Revenue (List Individually)		
Total Revenue	2,566,853	0

Compensation Expense:		
Salaries	1,387,442	
Benefits	201,920	
Consultants & Contractors	285,244	

Other Expense:		
Accounting & Legal Fees	21,039	
Advertising & Sponsorships	47,008	
Board Expenses	14,522	
Building Maintenance & Repairs	3,946	
Telecommunications & Freight	6,078	
Conference Registration and Meeting Expenses	79,286	
Furniture & Equipment	0	
Office Supplies	13,525	
Property Taxes & General Insurance	6,581	
Publications & materials	17,640	
Rent - Office	128,404	
Technology	92,102	
Training - Staff	25,247	
Travel	28,723	
Miscellaneous	3,623	
Total Expenses	0	0

Revenue less Expenses	2,563,230	0
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HSA OPERATIONS BUDGET		
2024	2025	2026

1,998,194	2,479,500	2,672,500
8,000	10,000	15,000
170,000	70,000	70,000
0	81,400	86,600
0	0	
5,000	10,000	15,000
0	80,000	77,000
25,000		
0		
2,206,194	2,730,900	2,936,100

1,230,000	1,590,000	1,717,626
210,000	260,000	305,600
257,615	250,000	211,650

16,500	17,500	30,000
38,355	50,000	47,000
19,500	22,500	18,000
3,000	7,000	5,843
10,227	13,500	12,500
60,810	86,500	120,600
2,000	5,000	5,000
10,192	12,500	14,531
7,000	10,000	10,000
26,950	22,900	24,050
139,400	145,000	145,000
79,555	132,500	127,500
28,215	35,000	40,350
56,875	61,000	90,850
10,000	10,000	10,000
2,206,194	2,730,900	2,936,100

-0	0	0
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\$ Variance	% Variance
2026 Budget vs 2025 Budget	2026 Budget vs 2025 Budget

193,000	8%
5,000	50%
0	0%
5,200	6%
0	-
5,000	50%
-3,000	-4%
0	-
0	-
0	-
0	-
0	-
205,200	8%

127,626	8%
45,600	18%
-38,350	-15%

12,500	71%
-3,000	-6%
-4,500	-20%
-1,157	-17%
-1,000	-7%
34,100	39%
0	0%
2,031	16%
0	0%
1,150	5%
0	0%
-5,000	-4%
5,350	15%
29,850	49%
0	0%
205,200	8%

0	-
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Note: Any significant expense account (>\$50,000) included in 2026 budget and any significant variances (>20%) should be explained in Section 5 below.

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

2024	2025	2026
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
n/a

SECTION 3: TOTAL FTE COUNTS	2024					2025					2026				
	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	13.5				13.50	17				17.00	16.5				16.50
TOTAL CONSULTANT/CONTRACTOR COUNT	4.38				4.38	5				5.00	5				5.00

Section 4: EXPENSE ALLOCATION - HSA OPERATIONS

c) Has the expense allocation method used in the 2026 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.

The office rent allocation is 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 2025 funding amount, if applicable.

The overall funding increase over last year reflects rising operational costs and strategic investments in key areas such as technology, staff development, and in-person engagement. Notable increases include venue-related meeting expenses, website upgrades, travel for outreach, and professional development aligned with new staffing and retention strategies.

Section 6: APPROVAL

Approved by Organization Board Chair:

Mickel Johnson

(signature)

Myromson

(name)

Date Approved:
