

27-Aug-19 Date Prepared

Funding Period: From Jan 1, 2020 to Dec 31, 2020

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2018 (12 months)	2019 YTD (6 months)	Year 1 2018	Year 2 2019 (a)	Year 3 2020 (b)	Total for 3 Years		
Revenue:								
WorkSafeBC HSA Operations Funding	928,480	745,470	928,480	1,490,940	1,208,550	3,627,970	(282,390)	-19%
Interest Revenue	1,625	2,860	0	2,000	5,000	7,000	3,000	150%
Training/Course Revenue	87,174	46,441	35,750	50,000	116,120	201,870	66,120	132%
Other Revenue: Incl Hiring Credit	315	542	8,850	0	0	8,850	0	-
Other Revenue: Hearts and Hands	0	0	0	10,000	48,100	58,100	38,100	381%
Other Revenue: Membership	0	0	0	0	25,000	25,000	25,000	-
Other Revenue: Grant Funding	0	10,000	0	7,000	5,000	12,000	(2,000)	-29%
Other Revenue: Sponsorship	0	750	0	7,000	7,000	14,000	0	0%
Total Revenue	1,017,594	806,062	973,080	1,566,940	1,414,770	3,954,790	(152,170)	-10%
Compensation Expense:								
Salaries	433,249	330,085	437,000	755,000	698,333	1,890,333	(56,667)	-8%
Benefits	52,019	46,463	65,550	115,000	97,300	277,850	(17,700)	-15%
Consultants & Contractors	162,299	101,486	137,740	236,700	186,190	560,630	(50,510)	-21%
Other Expense:								
Accounting & Legal Fees	15,275	19,275	12,210	10,000	10,000	32,210	0	0%
Advertising & Sponsorships	24,371	42,553	15,000	67,965	56,525	139,490	(11,440)	-17%
Board Expenses	8,650	4,875	12,500	15,000	14,000	41,500	(1,000)	-7%
Building Maintenance & Repairs	11,000	3,946	11,000	8,000	3,465	22,465	(4,535)	-57%
Telecommunications & Freight	32,420	719	31,500	2,500	4,402	38,402	1,902	76%
Conference Registration and Meeting Expenses	24,319	7,903	20,090	47,550	58,665	126,305	11,115	23%
Furniture & Equipment	15,000	3,148	15,000	6,300	5,250	26,550	(1,050)	-17%
Office Supplies	12,720	8,541	7,500	15,225	16,275	39,000	1,050	7%
Property Taxes & General Insurance	6,660	1,989	6,500	7,000	7,000	20,500	0	0%
Publications & materials	13,578	4,243	15,790	38,000	31,070	84,860	(6,930)	-18%
Rent - Office	86,631	49,380	92,100	102,000	113,400	307,500	11,400	11%
Technology	67,609	32,280	60,500	77,600	58,175	196,275	(19,425)	-25%
Training - Staff	4,524	9,049	3,000	21,000	18,000	42,000	(3,000)	-14%
Travel	22,616	14,488	20,400	27,100	29,720	77,220	2,620	10%
Miscellaneous	12,788	3,812	9,700	15,000	7,000	31,700	(8,000)	-53%
Total Expenses	1,005,728	684,233	973,080	1,566,940	1,414,770	3,954,790	(152,170)	-10%
Revenue less Expenses	11,866	121,829	0	0	0	0	0	-

Note: Any significant expense account (>\$50,000) included in 2020 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - HSA OPERATIONS			2018	2019	2020
Opening Balance			150,268	150,268	157,305
Drawdown (-)					
Add Surplus Retained in Reserve Fund					
Additional Funds Requested				7,037	
Ending Balance			150,268	157,305	157,305

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

N/A

Section 3: COMPENSATION - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET		
	2018	2019	Year 1 2018	Year 2 2019	Year 3 2020
<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	1	1	1.5		1
2. Number of positions with compensation \$40,000–\$79,999	2	5	1.5	6	6
3. Number of positions with compensation \$80,000–\$119,999	3	4	3	4	3
4. Number of positions with compensation \$120,000–\$159,999					
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					

Section 4: EXPENSE ALLOCATION - HSA OPERATIONS

a) Describe the method or formula used in the 2020 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)

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, Furniture, Office Supplies, Technology, and Staff Training.

b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2020 budget in Section 1.

Consultants and Contractors: \$125,000; Advertising and Sponsorship: \$42,525; Building Maintenance: \$3,465; Telecommunications: \$3,402; Furniture: \$5,250; Office Supplies: \$15,225; Technology: \$23,625; Staff Training: \$15,960

c) Has the expense allocation method used in the 2020 budget changed from previous year? If it has changed, explain why.

Yes; expenses associated with VOIP phones have been reallocated from Building Maintenance to Telecommunications to better fit with account descriptions.

Section 5: EXPLANATION OF SIGNIFICANT EXPENSE AMOUNTS, SIGNIFICANT VARIANCES, AND FUNDING INCREASES

a) Provide an explanation for the funding increase over the 2019 funding amount, if applicable.

N/A

b) Provide an explanation for any funding increase over the 2020 funding forecast amount included rates setting, if applicable.

N/A

c) Any significant expense account (>\$50,000) included in the 2020 budget , excluding salaries, should be explained here.

Advertising and Sponsorship: Due to a continued focus on sector outreach, we anticipate expenses of approximately \$56,000 in 2020. Initiatives under this line item include having a presence at sector events, continuing to expand awareness of SafeCare BC through sector-related sponsorship opportunities, and events-within-events, such as the Safety Den as a part of the larger annual sector conference. Conference Registration and Meeting Expenses: These are largely driven by Hearts and Hands, the two annual conferences targeted towards frontline workers in continuing care. Rent - Office: As part of our negotiated lease agreement, our rent will be increasing in 2020; the current location enables us to support an increased staff base and offer workshops / educational events on-site, which has resulted in administrative cost-savings and greater operational efficiency. Technology: We continue to invest in technology-based solutions to increase the accessibility of education to our members, although the rate of this investment will slow somewhat in 2020 as compared to 2019.

d) Any significant expense account variance (>20%), including salaries, between 2019 budget and 2020 funding request should be explained here.

Consultants and Contractors: This reflects increased capacity within SafeCare BC to develop, deliver, and lead key workplan activities; it also reflects a slightly scaled down development year in 2020 - instead, a significant number of our initiatives will focus on improving current program streams, rather than developing new ones. Board Expenses: This has been revised downward to better reflect current expense patterns, based off of 2018/19 data. Telecommunications and Freight: Due to a reallocation of expenses within the Shared Services Agreement to better reflect account descriptions (VOIP costs had previously been classified as Building Maintenance expenses). Conference Registration and Meeting Expenses: Largely due to an increased budget for Hearts and Hands, the conference for frontline workers in continuing care, to allow for greater registrant numbers. Technology: 2019 saw several large IT-related projects embedded in the workplan. As of 2020, these projects will be completed; 2020-related projects will be smaller in scope, resulting in lower expenses as compared to 2019. Miscellaneous: Revised downward to reflect a slightly smaller scope of outreach activities as compared to 2019, and to better reflect anticipated expenses based off of 2019 actuals.

Section 6: APPROVAL

Approved by Organization Board Chair: _____ (signature) _____ (name)

Date Approved: _____