

21-Aug-18 Date Prepared

Funding Period: From Jan 1, 2019 to Dec 31, 2019

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		HSA OPERATIONS BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2017 (12 months)	2018 YTD (6 months)	Year 1 2018 (a)	Year 2 2019 (b)	Year 3 2020	Total for 3 Years		
Revenue:								
WorkSafeBC HSA Operations Funding	840,000	464,240	928,480	1,490,940	1,650,000	4,069,420	562,460	61%
Interest Revenue	0	838	0	2,000	5,000	7,000	2,000	-
Training/Course Revenue	25,000	54,515	35,750	50,000	65,000	150,750	14,250	40%
Other Revenue (list individually)	0	90	8,850	10,000	6,000	24,850	1,150	13%
			0	14,000	15,000	29,000	14,000	-
Total Revenue	865,000	519,683	973,080	1,566,940	1,741,000	4,281,020	593,860	61%
Compensation Expense:								
Salaries	330,000	202,451	437,000	755,000	830,000	2,022,000	318,000	73%
Benefits	51,700	26,249	65,550	115,000	140,000	320,550	49,450	75%
Consultants & Contractors	206,000	93,794	137,740	236,700	245,000	619,440	98,960	72%
Other Expense:								
Accounting & Legal Fees	12,000	8,155	12,210	10,000	12,000	34,210	(2,210)	-18%
Advertising & Sponsorships	19,000	11,995	15,000	67,965	75,000	157,965	52,965	353%
Board Expenses	13,000	7,273	12,500	15,000	16,500	44,000	2,500	20%
Building Maintenance & Repairs	8,000	5,500	11,000	8,000	10,000	29,000	(3,000)	-27%
Telecommunications & Freight	30,000	17,211	31,500	2,500	5,000	39,000	(29,000)	-92%
Conference Registration and Meeting Expenses	30,000	16,340	20,090	47,550	55,000	122,640	27,460	137%
Furniture & Equipment	4,500	7,500	15,000	6,300	15,000	36,300	(8,700)	-58%
Office Supplies	3,800	8,929	7,500	15,225	16,500	39,225	7,725	103%
Property Taxes & General Insurance	7,000	2,848	6,500	7,000	8,000	21,500	500	8%
Publications & materials	26,500	8,607	15,790	38,000	50,500	104,290	22,210	141%
Rent - Office	43,000	44,809	92,100	102,000	122,000	316,100	9,900	11%
Technology	45,000	30,263	60,500	77,600	75,000	213,100	17,100	28%
Training - Staff	2,000	3,734	3,000	21,000	23,000	47,000	18,000	600%
Travel	23,000	9,667	20,400	27,100	30,000	77,500	6,700	33%
Miscellaneous	10,500	8,577	9,700	15,000	12,500	37,200	5,300	55%
Total Expenses	865,000	513,904	973,080	1,566,940	1,741,000	4,281,020	593,860	61%
Revenue less Expenses	0	5,779	(0)	0	0	(0)	0	-

Note: Any significant expense account (>\$50,000) included in 2019 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - HSA OPERATIONS			2017	2018	2019
Opening Balance			146,050	150,268	150,268
Drawdown (-)				-	-
Add Surplus Retained in Reserve Fund			4,218	-	
Additional Funds Requested				-	7,037
Ending Balance			150,268	150,268	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		
	2017	2018	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	1.5	1.5	1.5	1	
2. Number of positions with compensation \$40,000-\$79,999	1	2	2	4	
3. Number of positions with compensation \$80,000-\$119,999	3	3	3	4	
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 2019 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 via a Shared Services Agreement (SSA). Costs associated with the SSA are allocated to the following line items technology, office supplies, furniture and equipment, building maintenance, accounting and legal fees, advertising and sponsorship, and consultants and contractors. New to this allocation is the allocation of Accounting and Legal Fees as SafeCare BC brings on a part-time support for accounting and bookkeeping services and a part-time Administrative Assistant to support the back-end financials related to the increase in workshop activities. The Health Human Resource support is also a new allocation to help SafeCare BC as it increases its engagement with students as a way of impacting future workers in the sector. As the SafeCare BC operation grows and brings on additional staff, SafeCare BC and BCCPA will split the cost of rent 50/50 to equally share the square footage of the office. An administrative fee of 15% has been applied to the building maintenance category to account for time spent liaising with vendors including building management, landlord for lease agreements, and alarm system and IT system service providers. An administrative fee of 15% has also been applied to the staffing allocation to account for time spent recruiting, providing human resources support, performance management, and also covers costs associated with performance management issues and termination of staff.

b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2019 budget in Section 1.

Technology costs include a monthly IT monitoring service, Microsoft Business Software licences, laptops with software for all SafeCare BC staff and replacement and repair costs associated with all SafeCare BC laptops and monitors (3 replacements in 2019) (\$24,000). Office supplies include supplies, printing, photocopying, conference call access, mail and courier services (\$14,500). Furniture includes all desks, chairs, and office accessories (\$6000). Building Maintenance includes an alarmed security system, telephones, web conferencing, internet, and kitchen supplies (\$6540) including liasing with service providers and the landlord. Advertising and Sponsorship includes exhibitor space and tickets to all BCCPA Events including the collaborative, care awards, care to chat events, annual conference as well as earned media, marketing, and promotion including regular promotion and inclusion in OpEd and media interviews, 24 cross postings and 10 promotion via social media channels including Twitter, Facebook, Instagram & LinkedIn per year (\$40,500). Consultants and Contractors include BCCPA staff that are contracted to SafeCare BC to support project work and operations, the positions include a part-time Executive Assistant and Board Secretariat, part-time Administrative Assistant, part-time Bookkeeper, and support from a Health Human Resources Manager and Communications Coordinator (\$120,000).

c) Has the expense allocation method used in the 2019 budget changed from previous year? If it has changed, explain why.

The expense allocation has moved from a flat rate cost to a fee-for-usage formula to support the growing operation and increased needs of the Association. The new expense allocation includes enhancements to the existing IT support, additions to the advertising and sponsorship categories to continue to enhance the brand recognition amongs the sector, and increased staff to support the growing needs of the Association. The revised agreement also allows for costs to be reconciled if unused.

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

a) Provide an explanation for the funding increase over the 2018 funding amount, if applicable.

The 50% funding increase in 2019 compared to 2018 is due to a board decision to increase the levy provided to SafeCare BC by the industry. With growing awareness and uptake of workshops and training, increased funding will provide additional means to create new resources and enhance the effectiveness of existing resources. It will also provide access to funding to support backfill costs on a cost-sharing basis which has been identified as a significant barrier to the sector.

b) Provide an explanation for any funding increase over the 2019 funding forecast amount included rates setting, if applicable.

n/a

c) Any significant expense account (>\$50,000) included in the 2019 budget , excluding salaries, should be explained here.

Consultants and Contractors - the majority of the expenses here are attributable to the backfill funding that is to be provided to SafeCare BC members to address the training barriers that have been identified. The other significant expense results from the SSA and the contracted in-house staffing support provided to SafeCare BC by the BC Care Providers. This follows the model established early on with the founding of SafeCare BC, and has proven advantageous in terms of cost-savings and leveraging efficiencies between the two organizations. This category also includes funding allocated towards speakers for the two Hearts and Hands Conferences which SafeCare BC will be leading in 2019. Technology - as identified in SafeCare BC's 2016 Needs Assessment of the home support sector and member engagement as part of its 3-year strategic planning development process, SafeCare BC will be investing in technological solutions to enhance its engagement and training delivery with non-Metro Vancouver area members and shift workers. Rent - as part of a strategic shift to bring more capacity internally to deliver programs and engage members, SafeCare BC moved offices in 2017. The new space allows for growth in terms of staffing numbers and has an on-site training centre to allow for the in-house delivery of workshops and focus groups, where previously SafeCare BC had been renting or sourcing external space. As the SafeCare BC organizational capacity grows, rent will be split equally with BCCPA. Advertising and Sponsorship - the increase in costs in this area are due to the Hearts and Hands Conference that SafeCare BC will be hosting and the added funding that will be needed to promote this event. The review of the SSA model also quantified the support initiatives were being provided in the way of advertising and sponsorship through the industry association, these will continue to help build our brand in the sector and provide prime exposure at industry events.

d) Any significant expense account variance (>20%), including salaries, between 2018 budget and 2019 funding request should be explained here.

Expense variances are largely due to the growth of the internal capacity of SafeCare BC and transition to take over the Hearts and Hands Conference as well as changes to the SSA model which has resulted in some expense account variances as well as an emphasis on growing the Association and taking more activities. Salaries & Benefits - increased funding this year will allow us to grow our operations and support new program developments as well as conduct outreach with students entering the sector; 4 new positions to be added including Sr. Director Development and Outreach, OHS Consultant, Learning and Development Advisor, and Communications Coordinator. Consultants & Contractors - attributable to the large portion of backfill funding that will be offered to SafeCare BC members and the changes made in the SSA to bring in bookkeeping services and increase the administrative support available to the organization as well as bringing in an expert on health human resources; also covers increased workshop delivery through contracted facilitators and speakers for the Hearts and Hands Conference. Advertising and Sponsorship - attributable to the promotion that will be needed to establish the Hearts and Hands Conference lead by SafeCare BC in 2019; also related to changes in the SSA to quantify the exposure that SafeCare BC receives from the industry association. Conference and Registration - as SafeCare BC continues to deliver courses outside of the Lower Mainland, these funds will help bolster those activities; this will also support the new activity related to Hearts and Hands. Office Supplies - required to support a growing FTE. Publication and Materials - materials required to support increased workshop activities, materials related to the Hearts and Hands Conference, and materials required to support brand awareness including a safety innovations event and Be Care Aware celebrations. Technology - as SafeCare BC increases staff and work activities, the security and safety of our privacy is increasingly important, we will be taking steps to improve the security, software, and systems that we use to mitigate threats of online risks. Staff Training - as the Association grows and supports staff retention, a focus will be made to ensure that staff receive training opportunities to keep them engaged and informed in issues relevant to the sector and their position. Travel - increased costs associated with the Hearts and Hands Conference and increased activities around providing consulting services to members located across the province. Miscellaneous - as the organization grows and undertakes new activities, there will be a need to support unexpected and unanticipated expenses. The following line items have decreased by >20% as a result of the changes made to the SSA: Accounting and Legal fees, Building Maintenance, Telecommunications and Freight, and Furniture.

Section 6: APPROVAL

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

Date Approved: _____