

Date Prepared

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

Section 1(a): BUDGET - COR ACTIVITIES	ACTUAL *		COR ADMINISTRATION TARGETS *					# 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	2020 Target vs 2019 Target		
a) Number of New COR Registrations	24	14	36	38	38	112	0	0%	
b) Number of New OHS Certifications	24	14	36	38	38	112	0	0%	
c) Number of New RTW Certifications	NA	NA	NA	NA	NA	0			
d) Number of WorkSafeBC Initiated Verification Audits	8	2	0	10	10	20	0	0%	
e) Number of Certifying Partner Initiated QA Audits	8	0	6	6	6	18	0	0%	
f) Number of External Auditors Trained for the First Time (Initial)	32	11	32	34	36	102	2	6%	
g) Number of External Auditors Recertified	24	12	24	20	15	59	-5	-25%	
h) Number of Internal Auditors Trained for the First Time (Initial) - Large Employers	76	45	100	100	100	300	0	0%	
i) Number of Internal Auditors Recertified - Large Employers	57	29	66	66	66	198	0	0%	
j) Number of Internal Auditors Trained for the First Time (Initial) - Small Employers	324	132	329	331	335	995	4	1%	
k) Number of Internal Auditors Recertified - Small Employers	303	225	450	450	450	1,350	0	0%	
l) Certification Failed or Not Granted	0	0	NA	NA	NA				

Provide explanations for the variances between 2019 and 2020 targets in each of the COR Activities listed above

a)								
b)								
c)								
d)								
e)								
f)								
g)								
h)								
i)								
j)								
k)								

Section 1(b): BUDGET - COR ADMINISTRATION	ACTUAL		COR ADMINISTRATION 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		
<b>Revenue:</b>								
WorkSafeBC COR Operations Funding	460,590	248,719	460,590	497,438	469,952	1,427,980	-27,486	-6%
Interest Revenue					0	0	0	-
Other Revenue (list individually)					0	0	0	-
<b>Total Revenue</b>	<b>460,590</b>	<b>248,719</b>	<b>460,590</b>	<b>497,438</b>	<b>469,952</b>	<b>1,427,980</b>	<b>-27,486</b>	<b>-6%</b>
<b>Compensation Expense:</b>								
Salaries	256,185	95,795	245,000	249,900	275,100	770,000	25,200	10%
Benefits	41,535	22,893	48,000	48,960	47,250	144,210	-1,710	-3%
Consultants & Contractors	6,892	8,595	40,000	70,000	40,647	150,647	-29,353	-42%
<b>Other Expense:</b>								
Accounting & Legal Fees	1,000	417	1,000	1,000	1,000	3,000	0	0%
Advertising & Sponsorships	0	0	0	0	0	0	0	-
Board Expenses	0	0	0	0	0	0	0	-
Building Maintenance & Repairs	3,763	1,599	3,763	3,838	3,763	11,364	-75	-2%
Telecommunications & Freight	82	126	192	192	192	576	0	0%
Conference Registration and Meeting Expenses	132	41	1,208	500	500	2,208	0	0%
Furniture & Equipment	0	0	300	300	300	900	0	0%
Office Supplies	454	0	504	200	200	904	0	0%
Property Taxes & General Insurance	0	0	0	0	0	0	0	-
Publications & materials	1,223	541	8,504	8,504	0	17,008	-8,504	-
Rent - Office	18,259	7,760	18,259	18,624	20,000	56,883	1,376	7%
Technology	79,037	35,872	78,000	79,560	80,000	237,560	440	1%
Training - Staff	0	0	0	0	0	0	0	-
Travel	8,504	1,909	15,860	15,860	1,000	32,720	-14,860	-94%
Miscellaneous	0	0	0	0	0	0	0	-
<b>Total Expenses</b>	<b>417,066</b>	<b>175,548</b>	<b>460,590</b>	<b>497,438</b>	<b>469,952</b>	<b>1,427,980</b>	<b>-27,486</b>	<b>-6%</b>
<b>Revenue less Expenses</b>	<b>43,524</b>	<b>73,171</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>

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 - COR		2018	2019	2020
Opening Balance		101,286	154,457	154,457
Drawdown (-)				
Add Surplus Retained in Reserve Fund		70,433		
Additional Funds Requested				
Ending Balance		171,719	154,457	154,457

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

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Section 3: COMPENSATION	ACTUAL		COR ADMINISTRATION 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					
2. Number of positions with compensation \$40,000-\$79,999			2	0.2	0.2
3. Number of positions with compensation \$80,000-\$119,999			1.4	1.25	1.25
4. Number of positions with compensation \$120,000-\$159,999				0.4	0.4
5. Number of positions with compensation \$160,000-\$199,999			0.2	0.05	0.05
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 - COR**

*a) Describe the method or formula used in the 2020 budget to allocate common expenses and/or overhead expenses shared between COR operations and COR administration or shared between the organization's head office and COR operations (e.g., based on staffing FTE or square footage of office)*

BC is allocated 20% of all common expenses per FTE. The IT Support Costs, Building & Services and Rent-Office are allocated based on FTE.

*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.*

All expenses have been allocated using the method described in (a)

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

No changes have been made.

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

*d) Provide an explanation for any 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 in rates setting, if applicable.*

n/a

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

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

Consultants/contractors - reducing the amount requested for 2020 as compared to 2019 as a result of cost assessment.

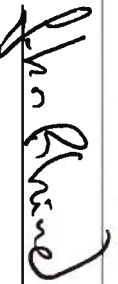
Travel - For 2020 our focus will be on creating tools (i.e. interactive videos or recorded workshops) to communicate with employers and will be doing less BC travel for workshops/info sessions.

**Section 6: APPROVAL**

Approved by Organization Board Chair:



(signature)



(name)

Date Approved:

Sept 17, 2019

00-Jan-00 Date Prepared

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

COR BUDGET ALLOCATION	Overhead (Fixed Costs)	Activity Categories						2020 Budget Total
		Auditor Training	Marketing / Outreach	Program Development	Desktop QA	Auditor QA	Employer Audit QA (WIVA)	
Revenue:								
WorkSafeBC COR Operations Funding	469,952							469,952
Interest Revenue	-							-
Other Revenue	-							-
<b>Total Revenue</b>	<b>469,952</b>							<b>469,952</b>
Compensation Expense:								
Salaries	275,100							275,100
Benefits	47,250							47,250
Consultants & Contractors	-			10,647				40,647
<b>Subtotal</b>	<b>322,350</b>			<b>10,647</b>				<b>362,997</b>
Other Expense:								
Accounting & Legal Fees	1,000							1,000
Advertising & Sponsorships	-							-
Board Expenses	-							-
Building Maintenance & Repairs	3,763							3,763
Telecommunications & Freight	192							192
Conference Registration and Meeting Expenses	500							500
Furniture & Equipment	300							300
Office Supplies	200							200
Property Taxes & General Insurance	-							-
Publications & materials	-							-
Rent - Office	20,000							20,000
Technology	80,000							80,000
Training - Staff	-			1,000				-
Travel	-							-
Miscellaneous	-							-
<b>Subtotal</b>	<b>105,955</b>			<b>1,000</b>				<b>106,955</b>
<b>Total Expenses</b>	<b>428,305</b>			<b>11,647</b>				<b>30,000</b>
<b>Revenue less Expenses</b>	<b>41,647</b>			<b>(11,647)</b>				<b>(30,000)</b>

**Energy Safety Canada**

00-Jan-00 Date Prepared

*Fixed costs include salaries, rent, and expenses such as accounting and legal fees which are approximately the same year over year and are not optional. Fixed costs are often referred to as overhead costs and do not generally fluctuate directly with activities. You may find it helpful to provide monthly breakdown to determine annual totals, it is optional. You must enter the annual total in column titled "Total."*

**Fixed Costs Budget Worksheet**

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Revenue:</b>													
WorksafeBC COR Administration Funding *	234,976					234,976							469,952
Interest Revenue													-
Other Revenue													-
<b>Total Revenue</b>	<b>234,976</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>234,976</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>469,952</b>
<b>Compensation Expense</b>													
Salaries	22,925	22,925	22,925	22,925	22,925	22,925	22,925	22,925	22,925	22,925	22,925	22,925	275,100
Benefits	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938	47,250
Consultants & Contractors													-
<b>Subtotal</b>	<b>26,863</b>	<b>26,863</b>	<b>26,863</b>	<b>26,863</b>	<b>26,863</b>	<b>26,863</b>	<b>26,863</b>	<b>26,863</b>	<b>26,863</b>	<b>26,863</b>	<b>26,863</b>	<b>26,863</b>	<b>322,350</b>
<b>Other Expense:</b>													
Accounting & Legal Fees												1,000	1,000
Advertising and Sponsorship													-
Board Expenses													-
Building Maintenance & Repairs												3,763	3,763
Telecommunications & Freight												192	192
Conference Registration & Meeting Expenses												500	500
Furniture & Equipment												300	300
Office Supplies	16	16	16	16	16	16	16	16	16	19	19	18	200
Property Taxes & General Insurance													-
Publications & materials													-
Rent - Office												20,000	20,000
Technology												80,000	80,000
Training - Staff													-
Travel													-
Miscellaneous													-
<b>Subtotal</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>19</b>	<b>19</b>	<b>105,773</b>	<b>105,955</b>
<b>Total Expenses</b>	<b>26,879</b>	<b>26,879</b>	<b>26,879</b>	<b>26,879</b>	<b>26,879</b>	<b>26,879</b>	<b>26,879</b>	<b>26,879</b>	<b>26,879</b>	<b>26,882</b>	<b>26,882</b>	<b>132,636</b>	<b>428,305</b>

\* Note: This is the total funding amount requested from WorksafeBC to cover both fixed and variable costs.

469,952





