

ENERGY SAFETY CANADA

01-Jul-22 Date Prepared

Funding Period: From Jan 1, 2023 to Dec 31, 2023

Section 1: BUDGET - HSA OPERATIONS	ACTUAL		BUDGET	HSA OPERATIONS BUDGET				\$ Variance (b-a)	% Variance (b/a)
	2021 (12 months)	2022 YTD (6 months)	2022 Budget (a)	Year 1 2021	Year 2 2022	Year 3 2023 (b)	Total for 3 Years	2023 Budget vs 2022 Budget	2023 Budget vs 2022 Budget
Revenue:									
WorkSafeBC HSA Operations Funding	589,404	278,500	557,000	620,000	557,000	620,000	1,797,000	63,000	11%
Interest Revenue	0	0	0	0	0	0	0	0	-
Training/Course Revenue	0	0	0	0	0	0	0	0	-
Other Revenue- Classroom Rental	13,173	180	750	300	750	1,000	2,050	250	33%
					0	0	0	0	-
Total Revenue	602,577	278,680	557,750	620,300	557,750	621,000	1,799,050	63,250	10%
Compensation Expense:									
Salaries	229,197	126,974	231,085	346,869	231,085	275,520	853,474	44,435	19%
Benefits	50,987	31,919	41,610	69,516	41,610	60,480	171,606	18,870	45%
Consultants & Contractors	0	3,750	11,000	3,200	11,000	10,000	24,200	-1,000	-9%
Other Expense:									
Accounting & Legal Fees	0	0	0	0	0	0	0	0	-
Advertising & Sponsorships	7,430	1,686	8,500	800	8,500	16,000	25,300	7,500	88%
Board Expenses	0	0	3,000	412	3,000	3,000	6,412	0	0%
Building Maintenance & Repairs	19,753	8,501	19,420	15,050	19,420	23,000	57,470	3,580	18%
Telecommunications & Freight	6,881	3,607	10,500	8,640	10,500	8,000	27,140	-2,500	-24%
Conference Registration and Meeting Expenses	0	1,636	19,000	600	19,000	11,500	31,100	-7,500	-39%
Furniture & Equipment	137	4,153	3,000	500	3,000	3,000	6,500	0	0%
Office Supplies	3,136	1,636	8,000	7,400	8,000	4,000	19,400	-4,000	-50%
Property Taxes & General Insurance	0	0	3,000	2,000	3,000	1,000	6,000	-2,000	-67%
Publications & materials	0	0	4,000	1,750	4,000	4,000	9,750	0	0%
Rent - Office	122,659	51,573	130,000	127,284	130,000	134,000	391,284	4,000	3%
Technology	18,768	2,345	30,160	25,500	30,160	40,000	95,660	9,840	33%
Training - Staff	1,099	658	5,000	2,100	5,000	3,000	10,100	-2,000	-40%
Travel	2,643	3,597	28,975	7,715	28,975	23,000	59,690	-5,975	-21%
Miscellaneous	1,352	182	1,500	964	1,500	1,500	3,964	0	0%
Total Expenses	464,042	242,217	557,750	620,300	557,750	621,000	1,799,050	63,250	11%
Revenue less Expenses	138,535	36,463	0	0	0	0	0	0	-

Note: Any significant expense account (>\$50,000) included in 2023 budget and any significant variances (>20%) should be explained in Section 5 below.

Section 2: RESERVE FUND - HSA OPERATIONS				2021	2022	2023
Opening Balance				155,000	139,250	139,250
Drawdown (-)				(15,750)		
Add Surplus Retained in Reserve Fund						
Additional Funds Requested						
Ending Balance				139,250	139,250	139,250

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

As per June 6/22 email from WSBC, the allowable reserve fund amount dropped in proportion to the 2022 funding request, so \$15,750 was deducted from the July funding installment invoice.

Section 3: COMPENSATION - HSA OPERATIONS	ACTUAL			HSA OPERATIONS BUDGET		
	2021	2022		Year 1 2021	Year 2 2022	Year 3 2023
<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	1 BC			1 BC	1 BC	1 BC
3. Number of positions with compensation \$80,000–\$119,999	1 BC/.10 AB			.75 BC/.05 AB	1 BC/.05 AB	.10 AB
4. Number of positions with compensation \$120,000–\$159,999	0.40 AB			1 BC/.25 AB	0.55 AB	1 BC/.40 AB
5. Number of positions with compensation \$160,000–\$199,999	0.05 AB			0.01 AB	0.01 AB	0.05 AB
6. Number of positions with compensation \$200,000–\$249,999	0.01 AB			0.01 AB	0.01 AB	0.01 AB
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 2023 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)

The COR program is administered out of the Calgary head office with Calgary-based staff, and does not occupy any physical space within the HSA facility in Fort St. John. All expenses identified above are related to HAS Operations only.

b) List the expenses and amounts that have been allocated according to method described in (a) and included in the 2023 budget in Section 1.

N/A

c) Has the expense allocation method used in the 2023 budget changed from previous year? If it has changed, explain why.

NO

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

a) Provide an explanation for the funding increase over the 2022 funding amount, if applicable.

The energy industry is experiencing growth throughout BC, so we are looking to grow our reach at the same time in order to best support industry.

b) Provide an explanation for any funding increase over the 2023 funding forecast amount included rates setting, if applicable.

N/A

c) Any significant expense account (>\$50,000) included in the 2023 budget , excluding salaries, should be explained here.

The lease for the facility that houses this HSA is a fixed expense at market rates. The facility includes enough space to host visiting staff, instructors, and consultants, run training courses, workshops and meetings, and have student computers available for employers in our industry.

d) Any significant expense account variance (>20%), including salaries, between 2022 budget and 2023 funding request should be explained here.

Benefits: Our benefits provider has significantly increased the premiums for employee benefits.
Advertising: Part of a multi-year plan to increase advertising in numerous regions in BC to increase presence with stakeholders. Technology:
We will be replacing two photocopiers that have aged out.

Section 6: APPROVAL

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

Date Approved: _____

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HSA BUDGET ALLOCATION	Overhead (Fixed Costs)	Activity Categories					2023 Budget Total
		Training	Consultation Services	Marketing / Outreach	Research	Conference / Convention / Meeting	
Revenue:							
WorkSafeBC HSA Operations Funding	620,000						620,000
Interest Revenue	-						-
Training/Course Revenue		-					-
Other Revenue	1,000		-	-	-	-	1,000
	-						-
Total Revenue	621,000	-	-	-	-	-	621,000
Compensation Expense:							
Salaries	275,520						275,520
Benefits	60,480						60,480
Consultants & Contractors	-	4,000	-	2,000	-	4,000	10,000
Subtotal	336,000	4,000	-	2,000	-	4,000	346,000
Other Expense:							
Accounting & Legal Fees	-						-
Advertising & Sponsorships	10,000	2,500	-	2,500	-	1,000	16,000
Board Expenses	3,000						3,000
Building Maintenance & Repairs	23,000						23,000
Telecommunications & Freight	8,000						8,000
Conference Registration and Meeting Expenses	5,000	2,000	-	2,500	-	2,000	11,500
Furniture & Equipment	3,000						3,000
Office Supplies	4,000						4,000
Property Taxes & General Insurance	1,000						1,000
Publications & materials	-	-	-	4,000	-	-	4,000
Rent - Office	134,000						134,000
Technology	40,000	-	-	-	-	-	40,000
Training - Staff	3,000						3,000
Travel	8,500	5,000	-	4,000	-	5,500	23,000
Miscellaneous	1,500						1,500
Subtotal	244,000	9,500	-	13,000	-	8,500	275,000
Total Expenses	580,000	13,500	-	15,000	-	12,500	621,000
Revenue less Expenses	41,000	(13,500)	-	(15,000)	-	(12,500)	-

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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 totals in column titled "Total."

Fixed Costs Budget Worksheet

Funding Period: From Jan 1, 2023 to Dec 31, 2023

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Revenue:													
WorkSafeBC HSA Operations Funding *													620,000
Interest Revenue													-
Other Revenue - Classroom Rental													1,000
													-
Total Revenue	-	-	-	-	-	-	-	-	-	-	-	-	621,000
Compensation Expense													
Salaries													275,520
Benefits													60,480
Consultants & Contractors													-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	336,000
Other Expense:													
Accounting & Legal Fees													-
Advertising and Sponsorship													10,000
Board Expenses													3,000
Building Maintenance & Repairs													23,000
Telecommunications & Freight													8,000
Conference Registration & Meeting Expenses													5,000
Furniture & Equipment													3,000
Office Supplies													4,000
Property Taxes & General Insurance													1,000
Publications & materials													-
Rent - Office													134,000
Technology													40,000
Training - Staff													3,000
Travel													8,500
Miscellaneous													1,500
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	244,000
Total Expenses	-	-	-	-	-	-	-	-	-	-	-	-	580,000

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

621,000

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Use this worksheet to describe activities that would vary from year to year and that would not be covered by the fixed costs of your association. For example, a training program run by a salaried staff member at the HSA's usual operating location would not be included here. But activities that require additional rental spaces, materials to be created, or consultants to be hired should be included. Include the reference number of the corresponding work plan item in the first column (column A). If more rows are required, please click on the "2" symbol on the top left corner of the screen to unhide additional rows.

Activities / Initiatives Budget (Variable Costs) Worksheet

					Funding Period: From Jan 1, 2023 to Dec 31, 2023						
					Expense Category						
Workplan Item Ref #	Activity	Activity Category	Description / Objective	Revenue	Consultants / Contractors	Conference Registration and Meeting Expenses	Publications / Materials	Advertising & Sponsorships	Technology	Travel	Net
2.1	Explore Opportunities to Bring Additional CU('s) into ESC funding umbrella	Marketing / Outreach	Identify and explore possible industry sectors that are naturally aligned with sectors that are already supported by ESC. Examine interest by those sectors in paying HSA levy to join the ESC funding codes. If interest, work to obtain 51% by payroll support, in writing, from employers in those codes, to initiate the levy process with WorkSafeBC		2,000	1,000	1,000			2,000	(6,000)
1.1	Ergonomics Awareness and Education Program	Training	Building on 2022 initiative, bringing awareness on the impact of MSI claims in the energy industry, providing employers with worker symptom surveys, and tools to help address their specific problem areas.		3,500	1,000				3,000	(7,500)
2.2	Safety Practitioner Meetings	Conference / Convention / Meeting	4 workshops offered in blended delivery format on topical health and safety issues, facilitated by subject matter experts		4,000	2,000		1,000		5,500	(12,500)
3.1	Noise Induced Hearing Loss Awareness Campaign	Training	Increase awareness of NIHL through a workshop, a bulletin, advertising, and by highlighting at industry events and outreach		500	1,000		2,500		2,000	(6,000)
1.2	Outreach to new employers in ESC funding codes.	Marketing / Outreach	Develop marketing plan/tools to utilize in ensuring new funding members are aware of full suite of resources available to them. Attending industry events in other regions of BC			1,500	3,000	2,500		2,000	(9,000)
Total				-	10,000	6,500	4,000	6,000	-	14,500	(41,000)

