

# Skills Canada BC Annual Budget 2020

	Audited Dec 31 2018	Estimated Dec 2019	2019 Budget	2020 Budget	Notes
Ordinary Income/Expense					
Income					
42020 · Skills/Compétences Canada Corp	267,894.58	289,969.50	234,885.00	271,742.00	(1)
42020 · Skills/Compétences Canada Corp-RBC	-	-	-	25,000.00	(1)
42030 · BC Government (AEST)	150,000.00	150,000.00	150,000.00	250,000.00	(2)
42032 · ITA	150,000.00	150,000.00	150,000.00	150,000.00	(2)
42035 · Skills Canada Essential Skills	5,000.00	-	5,000.00	5,000.00	
42037 · Nationals 2020	-	-	-	50,000.00	(3)
43000 · Sponsorships	248,500.00	227,000.00	280,000.00	250,000.00	
43100 · Registration Fees	17,736.00	24,600.00	31,500.00	25,000.00	(4)
44829 · In Kind Donations	2,476.47	-	-	-	
47000 · Membership fees	120.00	120.00	-	-	
47200 · Interest Revenue	854.07	2,070.76	1,000.00	1,000.00	(5)
47900 · Miscellaneous Income	4,000.00	4,000.00	4,000.00	4,000.00	
<b>Total Income</b>	<b>846,581.12</b>	<b>847,760.26</b>	<b>856,385.00</b>	<b>1,031,742.00</b>	
Cost of Goods Sold					
51000 · Regional Competitions	102,669.26	121,024.71	121,300.00	117,000.00	See attached for details
52000 · Provincial Competitions	270,575.32	326,576.67	285,400.00	293,500.00	See attached for details
52210 · CFBC Secondment & Related Costs	33,333.33	-	-	-	
53000 · National Competitions	61,446.96	79,906.42	73,000.00	66,000.00	See attached for details
53010 · Nationals 2020	-	-	10,000.00	10,000.00	
54000 · World Skills Competition	24,067.28	13,606.39	35,000.00	10,000.00	(6)
55000 · InSPIRE Program	64,276.73	54,542.41	63,000.00	63,000.00	(7)
55200 · Skilled Trades for Women	4,333.89	3,957.40	6,000.00	6,000.00	
<b>Total COGS</b>	<b>560,702.77</b>	<b>599,614.00</b>	<b>593,700.00</b>	<b>565,500.00</b>	
<b>Gross Profit</b>	<b>285,878.35</b>	<b>248,146.26</b>	<b>262,685.00</b>	<b>466,242.00</b>	
General and Administrative Expenses					
61150 · Bad debts	705.00	-	-	-	
61000 · Gala Expenses	25,311.00	15,526.00	15,000.00	16,000.00	
61100 · AGM & Board Expenses	8,159.35	10,002.13	20,000.00	9,000.00	(8)
61200 · Communications & Marketing	9,087.47	6,573.00	14,000.00	8,000.00	
61400 · Insurance	7,514.85	5,176.83	9,000.00	6,000.00	
61500 · Interest & Bank Charges	526.31	1,576.08	600.00	1,600.00	
61600 · IT, Website & Administration	28,328.91	34,503.01	20,000.00	12,000.00	(9)
61700 · Memberships & Licences	1,959.46	920.00	1,000.00	1,000.00	
61800 · Office Supplies & Equipment	3,804.92	3,418.71	6,000.00	4,000.00	
61900 · Postage, Shipping & Delivery	5,524.26	1,896.66	7,000.00	2,500.00	
62000 · Printing and Copying	874.86	1,315.60	1,500.00	800.00	
62100 · Professional Fees	46,513.84	49,556.94	68,500.00	65,000.00	
62200 · Telecommunications	4,552.58	5,378.20	7,200.00	7,000.00	
62400 · Travel and Meetings	20,976.91	11,079.67	20,000.00	15,000.00	
66000 · Staff Salaries, MERCs, Employee benefits, Payroll admin fee	339,782.34	301,410.22	307,200.00	297,000.00	(10)
66400 · Staff Training & Development	3,246.97	1,202.33	2,000.00	2,000.00	
<b>Total General and Administrative Expenses</b>	<b>506,869.03</b>	<b>449,535.38</b>	<b>499,000.00</b>	<b>446,900.00</b>	
<b>Surplus (Deficit)</b>	<b>(220,990.68)</b>	<b>(201,389.12)</b>	<b>(236,315.00)</b>	<b>19,342.00</b>	
Other items					
Cash available from prior year (less 40% contingency reserve)		158,000.00	240,000.00	158,000.00	
<b>Net Income</b>	<b>(220,990.68)</b>	<b>(43,389.12)</b>	<b>3,685.00</b>	<b>177,342.00</b>	
Non-Cash items					
65000 · Amortization	3421.32	2,960.90			
<b>Net income after Non-Cash items</b>	<b>(224,412.00)</b>	<b>(46,350.02)</b>	<b>3,685.00</b>	<b>177,342.00</b>	

**Notes**

- 1) SKBC has calendar year end, SCC has March year end, 2020 budget represent timing difference  
SKBC is funding additional \$25,000 from RBC funds
- 2) Increase in AEST funds from \$150,000 to \$250,000
- 3) The Province is providing \$250,000 for the Nationals, \$200,000 will be allocated to SKCC which leaves \$50,000 for SCBC
- 4) Registration fees consists of \$50 per Prov Competitor x 58 areas, plus \$25 per Junior Skills x 5 areas
- 5) The checking account is interest bearing and it's deposited to the bank account on a monthly basis; 2020 budget includes expected interest to be earned from new term deposits
- 6) World Skills Competitions budgeted at a lower amount as the 2020 year is a non-competition year.
- 7) InSpire Program budget includes the cost of running program plus contracted trainer fees.
- 8) 2019 AGM & Board expenses included travel cost to Russia, but 2020 will be lower considering Zoom on-line meetings.
- 9) IT, Website and administration cost; the actual costs were higher in 2018 than budgeted due to the complexities of building of a new digital platform and registration systems for: Regional, Provincial and National competitions, digitizing competitor waivers, the WWTC registration, the AGM and Annual Gala, Membership and updating accounting system to include online payments and invoicing systems. These costs will drop significantly.
- 10) Salaries budgeted amount consist of the following items:

Staff Salaries	\$	270,000.00
MERCs		16,200.00
Employee Benefits		10,000.00
Payroll Administration Fees		800.00
	\$	<u>297,000.00</u>

**Skills Canada BC  
National Competitions - Budget Comparison**

	Audited Dec 31 2018	Actual July 2019	Jan- Budget 2019	\$ Over Budget	Budget 2020
<b>National Competition Costs</b>					
19N099 National Registrations Collected	21,500.00	24,750.00	20,000.00	4,750.00	(25,000.00)
19N100 National Registration Fees	(22,500.00)	(27,750.00)	(24,000.00)	(3,750.00)	25,000.00
19N101 National Supplies	(17,096.92)	(14,856.85)	(19,000.00)	4,143.15	16,000.00
19N102 National Travel & TOC	(12,499.23)	(18,980.44)	(15,000.00)	(3,980.44)	35,000.00
19N103 National Competitor Travel Subs.	(30,850.81)	(33,615.09)	(35,000.00)	1,384.91	15,000.00
<b>Total National Competition Costs</b>	<b>(61,446.96)</b>	<b>(70,452.38)</b>	<b>(73,000.00)</b>	<b>2,547.62</b>	<b>66,000.00</b>
<b>TOTAL</b>	<b>(61,446.96)</b>	<b>(70,452.38)</b>	<b>(73,000.00)</b>	<b>2,547.62</b>	<b>66,000.00</b>

staff travel \$5000+additional staff needed for national

National will be in Vancouver, there would less staff traveling cost. However, as the host city there would be additional administration costs associated with the event  
 It's expected to pay less travel cost to competitors, it's cheaper to travel in Vancouver, compared with Halifax in 2019  
 National registration fees are collected from competitors & delegates and paid to SCC. Balance is for staff to attend.

## Skills Canada BC Provincial Competition - Budget Comparison

	Audited 31 2018	Dec Actual July 2019	Jan- Budget 2019	\$ Over Budget	Budget 2020
<b>Provincial Competition Costs</b>					
19P100 Tradex Venue Rental & Services	59,735.87	67,378.54	61,000.00	6,378.54	68,000.00
19P101 Utilities	56,968.54	58,351.73	58,000.00	351.73	59,000.00
19P102 General Equipment & Services	29,124.08	21,082.91	31,000.00	(9,917.09)	25,000.00
19P103 Transportation	12,476.89	16,966.62	13,000.00	3,966.62	14,000.00
19P104 Support Staff & Services	11,432.49	16,306.35	12,000.00	4,306.35	12,000.00
19P105 Volunteer Coordinator	15,000.00	15,000.00	15,000.00	0.00	15,000.00
19P106 Office Supplies	632.92	2,467.37	500.00	1,967.37	2,500.00
19P107 School Bus Subsidy	9,830.00	6,950.00	12,000.00	(5,050.00)	12,000.00
19P108 Supplies & Area Costs	35,151.47	65,050.28	40,000.00	25,050.28	45,000.00
19P109 Staff Travel	4,726.46	2,814.50	5,000.00	(2,185.50)	3,500.00
19P110 Competitor Travel Subsidy	28,032.47	30,931.40	30,000.00	931.40	30,000.00
19P111 Advertising & Promotion	7,464.13	6,376.81	7,900.00	(1,523.19)	7,500.00
19.P112 CFBC Secondment	33,333.33	0.00	0.00	0.00	0.00
<b>Total Provincial Competition Costs</b>	<b>303,908.65</b>	<b>309,676.51</b>	<b>285,400.00</b>	<b>24,276.51</b>	<b>293,500.00</b>
<b>TOTAL</b>	<b>303,908.65</b>	<b>309,676.51</b>	<b>285,400.00</b>	<b>24,276.51</b>	<b>293,500.00</b>

## Skills Canada BC Regional Competitions - Budget Comparison

	Audited Dec 31 2018	Actual Jan-July 2019	Budget 2019	\$ Over Budget	Budget 2020
<b>Regional Competition Costs</b>					
19R100 Regional Operating Expenses	19,540.28	12,277.59	24,300.00	(12,022.41)	20,000.00
19R101 Encana - Peace Region	6,000.00	5,874.87	6,000.00	(125.13)	6,000.00
19R102 Cariboo	5,358.06	6,614.64	7,000.00	(385.36)	7,000.00
19R103 Central Lower Mainland	4,760.11	3,110.45	7,000.00	(3,889.55)	7,000.00
19R104 Central Okanagan	6,000.00	6,571.22	7,000.00	(428.78)	7,000.00
19R105 Kootenays	5,946.26	527.83	7,000.00	(6,472.17)	7,000.00
19R106 Lower Fraser Valley	5,188.72	5,701.32	7,000.00	(1,298.68)	7,000.00
19R107 North West	4,868.96	4,138.63	7,000.00	(2,861.37)	7,000.00
19R108 Peace	5,959.86	7,066.62	7,000.00	66.62	7,000.00
19R109 Upper Fraser Valley	4,614.35	5,950.63	7,000.00	(1,049.37)	7,000.00
19R110 Vancouver Island Central	5,944.60	73.98	7,000.00	(6,926.02)	7,000.00
19R111 Vancouver Island North	6,050.91	8,442.23	7,000.00	1,442.23	7,000.00
19R112 Vancouver Island South	6,490.52	10,742.50	7,000.00	3,742.50	7,000.00
19R113 Northwest Lower Mainland	4,144.05	6,411.47	7,000.00	(588.53)	7,000.00
19R114 Central Interior	6,015.28	6,953.06	7,000.00	(46.94)	7,000.00
17.R100 Regional Operating Expenses	283.70	-	0.00	-	-
<b>Total Regional Competition Costs</b>	<b>97,165.66</b>	<b>90,457.04</b>	<b>121,300.00</b>	<b>(30,842.96)</b>	<b>117,000.00</b>
<b>TOTAL</b>	<b>97,165.66</b>	<b>90,457.04</b>	<b>121,300.00</b>	<b>(30,842.96)</b>	<b>117,000.00</b>

### Operating Expenses:

T-Shirts & Medals	15,000.00
Maria Rantanen NWLM Reg Coord fee	5,000.00
	<u>20,000.00</u>

Elaine agreed to increase the Regional budget to \$7,000 from \$6,000 for 2019.

Encana Grant remains unchanged at \$6,000.

**Skills Canada BC**  
**Estimated Profit & Loss 2018**

Actual January to July 2019, Estimated August to December 2019

	<u>Jan - Aug 19</u>	<u>Sep-Dec 19</u>	<u>2019 Estimated Annual</u>	<u>2019 Annual Budget</u>	<u>Explanations</u>
Ordinary Income/Expense					
Income					
42020 · Skills/Compétences Canada Corp	218,522.55	71,446.95	289,969.50	234,885.00	Timing difference from Mar year-end for SCC. All available funds claimed.
42032 · ITA	150,000.00	-	150,000.00	150,000.00	
42030 · BC Government (AEST)	150,000.00	-	150,000.00	150,000.00	
42035 · Skills Canada Essential Skills				5,000.00	
43000 · Sponsorships	227,000.00	-	227,000.00	280,000.00	
43100 · Registration Fees	24,600.00	-	24,600.00	31,500.00	
43200 · National Registration Fees	(750.00)	750.00	-		
44829 · In Kind Donations	-	-	-	-	
47000 · Membership fees	20.00	100.00	120.00		
47200 · Interest Revenue	1,500.04	570.72	2,070.76	1,000.00	
47900 · Miscellaneous Income	4,000.00	-	4,000.00	4,000.00	
<b>Total Income</b>	<b>774,892.59</b>	<b>72,867.67</b>	<b>847,760.26</b>	<b>856,385.00</b>	
Cost of Goods Sold					
51000 · Regional Competitions	117,524.71	3,500.00	121,024.71	121,300.00	regional coordinator meeting-Nov/19
52000 · Provincial Competitions	314,466.67	12,110.00	326,576.67	285,400.00	Unclaimed subsidies for travel and bus
52210 · CFBC Secondment & Related Costs	-	-	-	-	
53000 · National Competitions	72,406.42	7,500.00	79,906.42	73,000.00	Unclaimed subsidies for travel
53010 · Nationals 2020				10,000.00	
54000 · World Skills Competition	7,906.39	5,700.00	13,606.39	35,000.00	Elaine's exp \$3,200 + misc \$2,500 Budget runs on the school year. Budget fully used up.
55000 · InSPIRE Program	32,542.41	22,000.00	54,542.41	63,000.00	
55200 · Skilled Trades for Women	3,957.34	-	3,957.34	6,000.00	
<b>Total COGS</b>	<b>548,803.94</b>	<b>50,810.00</b>	<b>599,613.94</b>	<b>593,700.00</b>	
<b>Gross Profit</b>	<b>226,088.65</b>	<b>22,057.67</b>	<b>248,146.32</b>	<b>262,685.00</b>	

	<u>Jan - Aug 19</u>	<u>Sep-Dec 19</u>	<u>2019 Estimated Annual</u>	<u>2019 Annual Budget</u>	<u>Explanations</u>
<b>Expense</b>					
61150 · Bad Debts	-	-	-	-	
61000 · Gala Expenses	26.00	15,500.00	15,526.00	15,000.00	Catering \$12,500 + misc \$3,000
61100 · AGM & Board Expenses	4,002.13	6,000.00	10,002.13	20,000.00	
61200 · Communications & Marketing	4,173.00	2,400.00	6,573.00	14,000.00	Average \$600 per month
61400 · Insurance	3,176.83	2,000.00	5,176.83	9,000.00	New rate \$500 per month
61500 · Interest & Bank Charges	1,476.08	100.00	1,576.08	600.00	Paypal fees
61600 · IT, Website & Administration	21,103.01	13,400.00	34,503.01	20,000.00	Infusionsoft, Event Espresso \$550/mo + Genovia \$2800 per month
61700 · Memberships & Licences	420.00	500.00	920.00	1,000.00	Business license,
61800 · Office Supplies & Equipment	2,618.71	800.00	3,418.71	6,000.00	Staples \$200 per month
61900 · Postage, Shipping & Delivery	896.66	1,000.00	1,896.66	7,000.00	Jamie \$500 + misc \$500
62000 · Printing and Copying	815.60	500.00	1,315.60	1,500.00	Annual report printing
62100 · Professional Fees	35,056.94	14,500.00	49,556.94	68,500.00	Audit, LK Law, accounting Any phone allowance MS \$100/month & Jamie 85/month, Ryan 50/month Elaine \$385/month
62200 · Telecommunications	2,898.20	2,480.00	5,378.20	7,200.00	
62400 · Travel and Meetings	5,079.67	6,000.00	11,079.67	20,000.00	Gala, meetings, etc \$1,500 per month
65000 · Amortization	1,760.90	1,200.00	2,960.90	-	\$300 per month
66000 · Staff Salaries	175,502.63	97,100.00	272,602.63	260,000.00	\$9710 per PP
66100 · Vacation	7,090.22	-	7,090.22	15,600.00	alread included in staff salaries
66200 · MERCs	9,186.87	3,500.00	12,686.87	15,600.00	\$350 per pp
66300 · Employee Benefits	5,325.00	2,560.00	7,885.00	14,600.00	\$640 per month CIBP, no RRSP
66400 · Staff Training & Development	1,202.33	-	1,202.33	2,000.00	
66500 · Payroll Administration Fees	845.50	300.00	1,145.50	1,400.00	\$30 per p.p
<b>Total Expense</b>	<u>282,656.28</u>	<u>169,840.00</u>	<u>452,496.28</u>	<u>499,000.00</u>	
<b>Net Ordinary Income</b>	(56,567.63)	(147,782.33)	(204,349.96)	(236,315.00)	

Budget notes

**REVENUE**

**Skills Canada corp-remaining**

		July-Dec 2019	Jan-Dec 2020
3A	8,484.00	50,904.00	103,261.00
3C		20,542.95	168,481.00
		<u>71,446.95</u>	<u>271,742.00</u>

**Interest**

Bank balance as at July 31 per book 285,360.00 monthly interest 0.04% 570.72

**BC Government:**

Increase from 150,000 to \$250,000

**Nationals 2020**

BC government provided \$250,000 of which \$200,000 will be paid to Ottawa office with residual of \$50,000 for BC

**RBC**

New funding for two years of \$25000/year

**Sponsorship**

expected to decrease due to possibility to lose some sponsors to National office

**EXPENSES**

**Regional:**

Nov meeting-estimated 5000

**National**

10 competitors didn't apply for subsidy, we are not paying any additional subsidy for claims sent after the deadline. The amount included in estimated cost as if they have been applied on time

**Provincial**

They didn't apply for subsidy, we are not paying any additional subsidy for claims sent after the deadline. The amount included in estimated cost as if they have been applied on time

Bus subsidy	5,450.00
travel subsidy	<u>6,660.00</u>
	<u>12,110.00</u>

**Inspire**

Budget runs for school year. Sep-Dec 2018 total of \$22,325 spent on facilitators presentation. Estimated the same amount to be spent Sep-Dec /19

**Telephone**

Allowances paid to employees, Elaine phone bill paid by company's visa

Michelle	100.00
Jamie	85.00
Ryan	50.00
Elaine(avg)	385.00



monthly cost	<u>620.00</u>
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**Salary**

Elaine	120,000.00
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Michelle	70,000.00
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Jamie	50,000.00
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Ryan \$26/hr estimated 40 hr per month	<u>12,480.00</u>
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	<u>252,480.00</u>
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per pay period	<u>9,710.77</u>
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Pay periods remaining to end of year 11	<u>106,818.46</u>
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**MERC**

Aug-Dec for Michelle, Jamie and Ryan	350.00
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Elaine reached max in June