

Chapter: Finance

Legislative authority: N/A

Prevention statement

Preventing injuries is one of the most important responsibilities in the workplace. The Workers' Safety and Compensation Act (the 'Act') establishes the responsibilities of all workplace parties to work together to ensure the physical and psychological health and safety of workers. When injuries do occur, workers and employers must continue to work together to facilitate an injured worker's early and safe return to health and work.

Purpose

This policy sets out the principles and expectations of the Workers' Safety and Compensation Board with respect to budgets and organizational control.

Definitions

board means the Workers' Safety and Compensation Board

operational plan means the plan of activities involved in running the day-to-day board operation in support of the Strategic Plan

strategic plan means the board of directors' process of defining the strategic direction for the organization, including evaluating resource allocation

Policy statement

1. General

The board of directors is responsible for the approval of operating and capital budgets of the board, and for planning for the future of the board.

The board's president is responsible for the preparation of operating and capital budgets of the board.

Following the board of directors' approval of the board's budget, the president has full authority for expenditures. The budget will be approved and expended in two allotments, Operation & Maintenance (O & M) and Capital.

Transfer of funds between these allotments requires approval by the board of directors.

Effective date: July 1, 2022

The president may delegate expenditure authority and will do so by establishing a directive.

2. Budget cycle

The administrative budget will be prepared in accordance with the following annual cycle:

2.1 July/August

During July/August, the president and the senior management team will develop the operational plan for the coming year. The operational plan will support the strategic plan set by the board of directors.

2.2 September

The president will present the operational plan to the board of directors for review.

2.3 October

The president, in conjunction with the senior management team, will prepare the O&M and Capital budgets to support the operational plan. This budget will be presented to the board of directors for the first review.

2.4 November

The budget will be presented to the board of directors for approval. Revisions will be made and final approval will be provided no later than December 15.

2.5 November to March

Each year, the board is subject to a financial audit to determine whether the funds were legally spent, whether receipts were properly recorded and controlled and whether financial statements are reliable and complete.

3. Budget format

The budget will be divided into the O & M budget and the Capital budget.

4. Expenditure control

In accordance with the board directive, “Signing Authority,” branch directors will be responsible and accountable to the president for the expenditure of their approved budget. Branch directors are expected to operate within the approved budget estimates, and all variances will be approved in advance by the president.

5. Reallocation

The president may reallocate funds within, but not between, the O&M and the Capital allotments. Any reallocation must be consistent with the strategic and operational plans of the board.

All reallocations shall be reported to the board of directors on a monthly basis.

6. Variance reporting

The corporate administrative variance report will be presented at least quarterly to the board of directors and on a quarterly basis to branches.

Variances that are materially over or under the budget will have a narrative explanation for the board of directors’ review.

7. Financial reports

The board of directors will receive financial reports on at least a quarterly basis.

8. Organizational structure and staffing

The president may reallocate both human and financial resources provided it is in accordance with the strategic and operational plan.

Reallocations which have permanent implications to programs and/or the organizational structure (for example, a temporary position being made permanent) must be approved by the board of directors.

History

FA-03 Budget and Organizational Control, effective July 1, 2008, revoked July 1, 2022

FN-05 Budget and Organizational Control, effective November 17, 1993, revoked July 1, 2008