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# Finance & Operations

March 21, 2013

Report No. 034-13

# Overview of Finance & Operations Services

Finance & Operations Services provides **financial** and **facility management** services to fulfill various legislative requirements and to **ensure effective and efficient** use of public health resources.

# BOH Specific Legislative Requirements

The Ontario Public Health Organizational Standards set out a number of obligations for Boards of Health.

- 2.1 Remuneration of Board of Health Members
- 2.2 Informing Municipalities of Financial Obligations
- 3.1 Board of Health Stewardship Responsibilities
- 3.2 Strategic Plan
- 6.1 Operational Plan
- 6.2 Risk Management
- 6.6 Financial Records
- 6.7 Financial Policies and Procedures
- 6.8 Procurement
- 6.9 Capital Funding Plan

# Description of Services

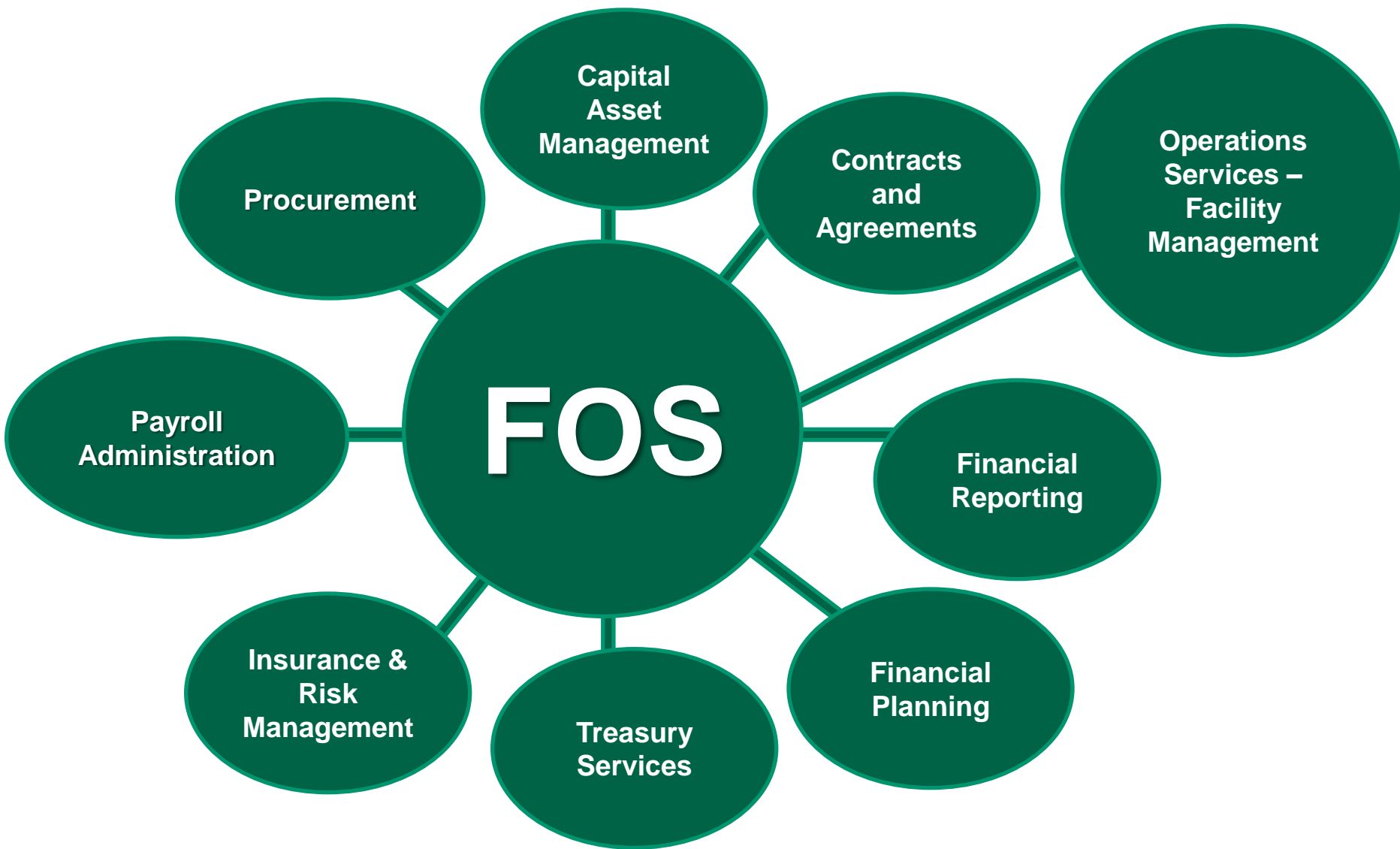
- Provides services to all levels of the organization and external stakeholders.
- At the Board of Health level: the Board of Health is responsible for the delivery of public health programs and services.
  - The Board delegates to the MOH/CEO as the Secretary-Treasurer
  - MOH/CEO – also delegates responsibilities to staff.

# Description of Services

- Specifically to Director of Finance, delegation relates to BOH by-laws #1, #2, and #4;
  - ✓ By-law #1 – Property Management
  - ✓ By-law #2 – Banking & Finance
  - ✓ By-law #4 – Audit services
- The Board sets direction and governs and staff are responsible for implementation.
- In return the Board needs to ensure it receives the appropriate level of information to govern effectively.

# Description of Services

- At the program level – FOS staff work closely with program areas to support staff in:
  - Effective administrative policies
  - Sound financial management
  - Fulfillment of their operational plans
  - Balancing program performance with expectations given limited resources





# Staffing Levels

1.0	Director
0.5	Administrative Assistant to the Director ( <i>shared with Human Resources</i> )
1.0	Accounting & Budget Analyst
1.0	Accounting & Payroll Analyst
3.5	Accounting & Administrative Assistants
1.0	Manager of Procurement and Operations
1.0	Receiving & Operations Coordinator
<b>9.0</b>	<b>Total full-time equivalents</b>

# FOS Operating Budget

Expenditure Category	Amount	% of Budget
Personnel Costs	\$ 746,849	98.5%
Administrative Expenses	4,400	0.6%
Purchased Services	3,180	0.5%
Materials & Supplies	3,620	0.4%
Furniture & Equipment	0	0.0%
Other Expenses	300	0.0%
<b>Total Expenditures</b>	<b>\$ 758,349</b>	<b>100.0%</b>
Less: 100% HSO funding	(32,357)	
<b>Total Cost-Shared Expenditures (Net)</b>	<b>\$ 725,992</b>	

# PERFORMANCE/SERVICE LEVEL MEASURES

Indicator	2011	2012	2013 (estimated)
<b>Finance:</b>			
Number of manual journal entries	N/A	1,519	1,450
Number of vendor invoices paid/processed	7,688	8,477	8,500
Number of MLHU invoices prepared/issued	314	318	325
Number of staff administered for payroll	424	428	430
Number of payroll cycles processed	83	82	82
Number of direct deposits processed (payroll)	8,998	9,217	9,200
Number of manual cheques (payroll) issued	53	54	35
Number of distinct budgets managed	90	97	100
Total operating budget managed	\$33.1 million	\$34.8 million	\$34.3 million
<b>Procurement:</b>			
Number of purchase orders created	39	38	45
Number of competitive bid processes	N/A	22	30
Total value of goods & services purchased through procurement process	N/A	\$6.87 million	\$7.5 million
Total value of all goods and services (paid invoices)	\$12.5 million	\$11.6 million	\$11.2 million
<b>Facility Management:</b>			
Facility operating budget	\$1.61 million	\$1.64 million	\$1.68 million
Total square feet of leased property	77,354	77,354	77,354
Number of meeting room set-up/take-downs	N/A	212	210
Average time to set-up/take-down meeting room	N/A	1.9 hours	1.5 hours

# What We Can Celebrate

- Effectively managed and supported a period of extensive growth.
  - Growth in programs
  - Growth in clients accessing our services
  - Growth in need for facilities
- Supported investments in Information Technology

# What We Can Celebrate

- Efficiencies found through procurement opportunities
  - ✓ Cell Phone contract
  - ✓ Photocopier/Printing paper
  - ✓ Envelopes / Stationary
  - ✓ Computer / Network hardware
  - ✓ Office Supplies
  - ✓ Larvaciding Contracts
  - ✓ Employer paid health benefits

## Moving Ahead

- Increase accountability measures under the PHAA
- Lower growth in provincial revenue
- Continue with efficiencies/innovation
  - Transforming to digital forms
  - Further procurement opportunities
  - Plan for better space utilization

## Moving Ahead

- Review Best Practices (ie. Electronic Funds Trsf)
- Increase communication & transparency
- Continue to support innovative and creative solutions / processes

# Questions







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