

AGENDA
MIDDLESEX-LONDON BOARD OF HEALTH
Finance and Facilities Committee

50 King Street, London
Middlesex-London Health Unit – Room 3A
Thursday, November 7, 2013 9:00 a.m.

1. DISCLOSURE OF CONFLICTS OF INTEREST

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES – October 3, 2013

4. BUSINESS ARISING FROM MINUTES

5. NEW BUSINESS

- 5.1. 2013 Budget Variance Report to September 30th (Report No. 014-13C)
- 5.2. Administrative Policy 4-130 – Corporate Purchase Cards (Report No. 015-13C)
- 5.3. MLHU Insurance Review – Update (Report No. 016-13C)
- 5.4. 50 King Street Generator – Update (verbal)
- 5.5. 2013-2014 100% Ministry of Children and Youth Services Program Budgets (Report No. 017-13C)

6. OTHER BUSINESS

Next FFC meeting is Thursday, November 28, 2013 at 10:00 a.m.

7. ADJOURNMENT



MINUTES
Finance and Facilities Committee
MLHU Board Room –50 King Street, London
MIDDLESEX-LONDON BOARD OF HEALTH

2013 October 3

COMMITTEE

MEMBERS PRESENT: Mr. David Bolton
Ms. Denise Brown
Ms. Trish Fulton (Chair)
Mr. Marcel Meyer
Mr. Ian Peer

OTHERS PRESENT: Dr. Christopher Mackie, Medical Officer of Health & CEO (Secretary-Treasurer for Board of Health)
Mr. John Millson, Director, Finance and Operations
Ms. Sherri Sanders, Executive Assistant to the Board of Health (Recorder)

MEDIA OUTLETS: none

At 9:00 a.m., Ms. Trish Fulton, Committee Chair, welcomed everyone to the Finance and Facilities Committee (FFC) meeting.

1. DISCLOSURES OF CONFLICT(S) OF INTEREST

Chair Fulton inquired if there were any disclosures of conflict of interest to be declared. None were declared.

2. APPROVAL OF AGENDA

It was moved by Mr. Peer, seconded by Mr. Bolton *that the agenda for the October, 3 2013 Finance and Facilities Committee meeting be accepted as circulated.*

Carried

3. APPROVAL OF MINUTES

It was moved by Mr. Peer, seconded by Mr. Meyer *that the minutes from the September 5, 2013 Finance and Facilities Committee meeting be approved.*

Carried

4. BUSINESS ARISING FROM THE MINUTES

There were no matters arising from the September 5, 2013 minutes.

5. NEW BUSINESS

5.1. Review of Financial Policies ([Report No. 010-13C](#))

Mr. John Millson, Director, Finance & Operations, assisted Committee members with their understanding of this report using a slide presentation (Appendix A to the Report) that was prepared by PricewaterhouseCoopers (PwC) to summarize their recommendations about the Health Unit travel and accommodation expenses policy. Mr. Millson will ask PwC to correct the factual errors about mileage rates on page 10 and the reference to Director of Education on page 19. ([Revised Appendix A](#))

Discussion ensued about corporate credit cards. The Committee asked Mr. Millson to bring back more information about the Health Unit's corporate credit card, including which staff members hold a Health Unit credit card, the average spending, and whether or not all cards are utilized.

Mr. Millson explained that the Health Unit's mileage reimbursement rate is based on the Canada Revenue Agency rate minus 3¢. Mileage rates are in the collective agreements; therefore, any changes to the rates must be made through negotiations. The Health Unit mileage rate is currently 51¢ per km for the first 5000 km and 45¢ per km over 5000 km. There is also a 250 km maximum mileage claim per return trip.

At 9:25 p.m., it was moved by Mr. Meyer, seconded by Mr. Peer *that the Finance and Facilities Committee go in camera to discuss a personal matter about an identifiable individual.*

Carried

At 9:30 p.m., it was moved by Mr. Peer, seconded by Mr. Meyer *that the Finance and Facilities Committee rise and report that progress was made in a personal matter about an identifiable individual.*

Carried

The revised Out of Town Travel and Accommodation Expenses policy will be posted on the Health Unit's intranet site. At the November 21 Board of Health meeting, Board members will be shown the new intranet site. The new site will host the new paper-less processes and submitting mileage reimbursements will be highlighted.

Discussion ensued about taking business class versus economy class when using VIA Rail for Health Unit business. Mr. Millson explained that all reimbursement and travel costs will be reviewed by the Senior Leadership Team (SLT), and their recommendations will be presented to the FFC for discussion and recommendation to the Board of Health. The SLT will review all of the financial policies and bring recommendations to the FFC.

It was moved by Mr. Meyer, seconded by Mr. Peer *that the Finance and Facilities Committee receive Report No. 010-13C re Review of Financial Policies for information.*

Carried

It was moved by Ms. Brown, seconded by Mr. Meyer *that the Finance and Facilities Committee recommend that the Board of Health approve that the meal allowances, identified in Policy 4-120 "Out-of-Town Travel" attached as Appendix B, be reduced to \$10/\$20/\$30 and the per diem rate be eliminated.*

Carried

The Committee asked staff to calculate estimated savings that the new rates could realize based on expenses currently submitted for meal expenses, etc. This would allow the Board to be able to quantify savings created by PwC recommendations.

5.2. Counterpoint Needle Exchange Program Agreement ([Report No. 011-13C](#))

It was moved by Mr. Peer, seconded by Mr. Bolton *that Report No. 011-13C be received for information.*

Carried

It was moved by Ms. Fulton, seconded by Mr. Bolton *that the Finance and Facilities Committee recommend that the Board of Health endorse the Board Chair to sign the Counterpoint Needle Exchange Program Agreement with the Regional HIV AIDS Connection as appended to Report No. 011-13C.*

Carried

5.3. Ministry of Health and Long-Term Care 100% Funding – Panorama Implementation
(Report No. 012-13C)

It was moved by Mr. Bolton, seconded by Mr. Meyer *that the Finance and Facilities Committee recommend that the Board of Health approve the Panorama Implementation Project budget as attached to Report No. 012-13C.*

Carried

Ms. Brown left the meeting at 10:10 a.m.

5.4. Strathroy Office Lease (Report No. 013-13C)

It was moved by Mr. Bolton, seconded by Mr. Peer *that the Finance and Facilities Committee recommend that the Board of Health direct staff to perform a market assessment review and to bring back options regarding the Strathroy office lease to the Committee prior to the end of 2013.*

Carried

Mr. Millson added that the abovementioned assessment would include looking at the replacement of one or both of the Heating, Ventilation and Air Conditioning (HVAC) units.

Discussion ensued about details for staff to investigate when considering all leases. The following items were suggested:

- Anticipated leasehold improvements
- Commitment of landlord to items, such as HVAC, flood damage, etc.
- Commitment of landlord to cover capital additions or repairs
- How much space does the Health Unit really require?
- Access, parking
- Market value
- Costs associated with getting out of a lease

5.5. Generator Update - Verbal

Dr. Mackie gave a verbal update about a potential generator for the 50 King Street office. He reported that natural gas is an option; however, costs would be higher than with diesel. Discussion ensued about the generator, including what parts of the Health Unit need generator backup, the type of generator required and potential locations for the generator.

The Committee appointed Mr. Peer, Mr. Meyer and Mr. Bolton to an ad hoc committee that will work with staff, the County and engineers to determine the best generator option for consideration.

6. OTHER BUSINESS

The next scheduled Finance and Facilities Committee Meeting – Thursday, November 7, 2013 9:00 a.m.
Room 3A, 50 King Street, London

7. ADJOURNMENT

At 10:35 a.m., it was moved by Mr. Bolton, seconded by Mr. Meyer *that the meeting be adjourned.*

Carried

TRISH FULTON
Chair

CHRISTOPHER MACKIE
Secretary-Treasurer



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2013 November 7

2013 BUDGET VARIANCE REPORT TO SEPTEMBER 30TH

Recommendation

It is recommended that the Finance & Facilities Committee review and recommend to the Board of Health to receive Report No 014-13C “2013 Budget Variance Report to September 30th” for information.

Key Points

- The Cost-Shared programs are anticipated to generate a 2013 operating surplus of \$ 580,819.
- An additional amount of \$101,250 from 2012 operations is available resulting from the Province approving 75% funding for the Shared Services Review project.
- The Dental Treatment Clinic is anticipating to have a shortfall in the range of \$30,000
- The Healthy Babies Healthy Children program is anticipated to generate a modest surplus of \$26,251 resulting from position vacancies.

Third Quarter Review

The purpose of this report is to provide the Finance & Facilities Committee with a summary review of the Health Unit’s operating results and to provide projections of expenditures to the end of the year.

The attached Budget Variance Summary ([Appendix A](#)) shows actual and budgeted expenditures net of offset revenues for the nine months ending September 31st, 2013. For programs with a March 31st year-end, this report shows the actual and budgeted expenditures net of offset revenues for the six month period April 1st to September 31st, 2013. The Budget Variance Summary also provides management’s forecasted year-end balances. These projections are a better indicator of how the programs expect to complete the year from a financial perspective as most program annual budgets are divided equally over 12 months. Finally the Budget Variance Summary includes, where appropriate, a brief explanation or comment in regards to the year end projection.

Cost-Shared Programs

The net budget for cost-shared programs for 2013 was Board approved at \$23,213,670. As can be seen from reviewing the Budget Variance Summary (Appendix A), the cost-shared programs are projected to complete the operating year with a surplus of \$580,819. The forecast has increased from the second quarter by \$139,513 primarily as a result of reassigning staff to the Panorama project. In addition to this, staffing vacancies, increase revenue from vaccines, continued 100% provincial funding for the needle exchange program, and lower than anticipated use of legal services have contributed to the expected surplus.

As reported in the second quarter variance report, an amount of \$101,250 will be returned to surplus as a result of the Province providing a one-time grant of 75% of the Shared Services Review costs. Originally the Board of Health approved this funding to come from any 2012 operating surpluses. Therefore, the total amount available from Cost-Shared programs would be \$682,069.

Other 100% Funded Programs/Initiatives

For the December 31st programs that are 100% funded it is expected that they will end the operating year in a breakeven position except for the Healthy Babies Healthy Children (HBHC) program, and the Dental Treatment Clinic. The HBHC program is forecasted to generate a modest surplus of approximately \$26,251 due to position vacancies being experienced in the program. The Dental Treatment Clinic, as explained in Report No. 007-13C, is currently projecting a deficit of \$30,000. The report identifies strategies that are being considered to mitigate this anticipated shortfall.

For the March 31st programs it is not anticipated at this time that these programs will generate significant variances by March 31st, 2014.

This report was prepared by Mr. John Millson, Director of Finance & Operations.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health

**MIDDLESEX-LONDON HEALTH UNIT
BUDGET VARIANCE SUMMARY**

APPENDIX A

As at September 30, 2013

	2013 YTD ACTUAL	2013 YTD BUDGET	VARIANCE (OVER) / UNDER	% VARIANCE	DECEMBER FORECAST	2013 ANNUAL BUDGET	DECEMBER SURPLUS / (DEFICIT)	Comment / Explanation
COST-SHARED PROGRAMS								
<i>Oral Health, Communicable Disease & Sexual Health Services</i>								
Office of the Associate Medical Officer of Health	\$ 226,493	\$ 244,486	\$ 17,993	7.4%	\$ 315,981	\$ 325,981	\$ 10,000	\$23,000 surplus from epidemiologist being reassigned to Panorama; (13,000) to be spent on CIHI data purchase for injection drug use report, educational opportunity, and some extra Public Health Nurse time on Infectious Disease Control Team to catch-up on TB follow-up
Vaccine Preventable Diseases	790,182	903,919	113,737	12.6%	1,095,225	1,205,225	110,000	\$65,000 surplus due to staff being reallocated to 100% programs (Panorama) in early 2013 and gapping from two vacancies; \$15,000 in software development that was deferred due to staffing shortages; (\$20,000) shortfall in influenza campaign; \$50,000 surplus in shingles vaccine.
The Clinic	842,659	904,472	61,813	6.8%	1,039,962	1,205,962	166,000	\$82,500 surplus due to gap in Manager, two maternity leaves filled with lower paying staff, Nurse Practitioner being replace with a physician in Strathroy and decreased overtime; (\$1,500) deficit due to purchasing medications; \$82,500 surplus due to extra provincial needle exchange funding and removing Lead Physician position; \$2,500 surplus in equipment.
Sexual Health Promotion	231,135	283,561	52,426	18.5%	314,581	378,081	63,500	\$65,500 surplus due to vacancy in Sexual Health Promoter and gapping from vacancy in PHN; \$3,000 accompanying surplus in mileage and other administrative costs; (\$5,000) shortfall in extra project, materials and supplies and public education and advertising costs
Infectious Disease Control	481,142	463,629	(17,513)	-3.8%	618,172	618,172	-	No significant variance anticipated
Dental Prevention	479,603	553,812	74,209	13.4%	720,416	738,416	18,000	\$23,000 surplus in material and supplies, printing, furniture and project costs; (\$5,000) deficit in travel related expense.
Children In Need of Treatment (CINOT)	301,268	365,597	64,329	17.6%	447,463	487,463	40,000	\$40,000 surplus due to lower billings in the 0-13 year old CINOT program from less payment to dental professionals, likely due to more clients being paid for by Healthy Smiles Ontario instead of CINOT
Total Oral Health, Comm. Disease & Sexual Health Services	\$ 3,352,482	\$ 3,719,476	\$ 366,994	9.9%	\$ 4,551,800	\$ 4,959,300	\$ 407,500	
<i>Environmental Health & Chronic Disease & Injury Prevention</i>								
Office of the Director	\$ 317,544	\$ 318,637	\$ 1,093	0.3%	\$ 424,849	\$ 424,849	\$ -	No significant variation expected
Environmental Health	1,940,248	1,919,962	(20,286)	-1.1%	2,535,303	2,555,303	20,000	(\$10,000) Standby-On call costs based on experience to date, (\$7,000) for student placements, (\$10,000) staffing costs related to cooling tower mapping project. (\$15,000) for supplies related to pool inspections and food handler training. \$11,000 for consulting services and printing. \$35,000 additional food handler training revenue, and \$16,000 revenue from the MOHLTC for student placements.
Chronic Disease Prevention	323,748	369,866	46,118	12.5%	482,707	493,155	10,448	\$49,948 in Public Health Nursing wages and benefits due to vacancies and reallocation to 100% initiatives partially offset by (\$20,000) youth leaders wages & benefits;(\$19,500) in health promotion campaigns;
Injury Prevention	814,672	894,263	79,591	8.9%	1,164,128	1,192,350	28,222	\$18,422 in Public Health Nursing wages and benefits due to vacancies and reallocation to 100% initiatives. \$15,000 in Health Promoter wages and benefits due to a vacancy, partially offset by (\$5,200) in health promotion campaigns.
Vector Borne Disease Program	477,572	536,061	58,489	10.9%	615,782	615,782	-	No significant variation expected
Small Drinking Water Systems	33,186	31,737	(1,449)	-4.6%	42,316	42,316	-	No significant variation expected
Total Environmental Health & Chronic Disease & Injury Prev	\$ 3,906,970	\$ 4,070,526	\$ 163,556	4.0%	\$ 5,265,085	\$ 5,323,755	\$ 58,670	

	2013 YTD ACTUAL	2013 YTD BUDGET	VARIANCE (OVER) / UNDER	% VARIANCE	DECEMBER FORECAST	2013 ANNUAL BUDGET	DECEMBER SURPLUS / (DEFICIT)	Comment / Explanation
Family Health Services								
Office of the Director	\$ 300,177	\$ 466,658	\$ 166,481	35.7%	\$ 472,093	\$ 622,210	\$ 150,117	\$100,000 in managed vacancies in casual PHN resources; \$20,000 relating to delay in electronic documentation; \$12,000 in health promotion projects; \$18,117 relating to professional development costs.
Program Evaluation	225,002	234,460	9,458	4.0%	316,630	312,613	(4,017)	(\$4,017) relating to additional wages and benefits to perform the breastfeeding survey and data analysis.
Early Years Team	1,051,652	1,072,532	20,880	1.9%	1,462,639	1,430,043	(32,596)	Increased utilization of casual Public Health Nursing hours to back-fill work due to sick leaves and various accommodations.
Reproductive Health Team	954,856	1,019,511	64,655	6.3%	1,335,202	1,359,348	24,146	\$24,146 in Public Health Nursing wages and benefits due to vacancies.
Best Beginnings Team	349,991	410,879	60,888	14.8%	480,615	547,839	67,224	\$67,224 surplus expected related to a Leave of Absence and public health promotion projects not completed.
Young Adult Team	808,188	844,558	36,370	4.3%	1,104,153	1,126,077	21,924	21,924 in Public Health Nursing wages and benefits due to vacancies.
Child Health Team	1,045,402	1,124,763	79,361	7.1%	1,489,226	1,499,684	10,458	Expected surplus is related to position vacancies and expenditures related to Triple P training (staff training) as this opportunity was limited to one person.
Infant Line Program	54,118	44,123	(9,995)	-22.7%	78,422	58,830	(19,592)	(\$19,592) due to overtime costs relating to Full-Time staff performing on-call work.
Let's Grow Program	24,921	28,273	3,352	11.9%	33,712	37,697	3,985	\$3,985 lower advertising costs and design work required due to late release of an e-magazine issue.
Total Family Health Services	\$ 4,814,307	\$ 5,245,757	\$ 431,450	8.2%	\$ 6,772,692	\$ 6,994,341	\$ 221,649	
Office of the Medical Officer of Health								
Office of the Medical Officer of Health	\$ 231,382	\$ 338,395	\$ 107,013	31.6%	\$ 387,193	\$ 451,193	\$ 64,000	\$87,500 due to vacancy, partially offset by (\$20,000) hiring costs. Additional hours for administrative support for new Finance Committee (\$10,000). \$5,500 savings in other professional services.
Communications	223,284	247,474	24,190	9.8%	325,965	329,965	4,000	\$4,000 due to reduced costs for Staff Appreciation Day.
Privacy/Occupational Health & Safety	142,335	130,763	(11,572)	-8.8%	194,350	174,350	(20,000)	(\$20,000) for additional Administrative Assistant hours for priority projects.
Travel Clinic	54,831	59,188	4,357	7.4%	74,917	78,917	4,000	Savings in printing costs, cell phone, and administrative expenses, as well as revenue from rent.
Emergency Planning	35,787	25,959	(9,828)	-37.9%	45,112	34,612	(10,500)	(\$10,500) for additional Administrative Assistant hours for priority projects.
Records / CQI Management	91,764	93,112	1,348	1.4%	124,149	124,149	-	No significant variance expected.
Total Office of the Medical Officer of Health	\$ 779,383	\$ 894,891	\$ 115,508	12.9%	\$ 1,151,686	\$ 1,193,186	\$ 41,500	
Finance & Operations								
	\$ 543,174	\$ 544,494	\$ 1,320	0.2%	\$ 724,992	\$ 725,992	\$ 1,000	\$5,000 due to ULOA, (\$5,000) in additional professional development for Director position, and \$1,000 anticipated savings realized relating to negotiation of new cellular contract with Rogers.
Human Resources & Labour Relations								
	\$ 593,006	\$ 598,525	\$ 5,519	0.9%	\$ 777,533	\$ 798,033	\$ 20,500	\$37,000 surplus due to vacant student placement position partially offset by (\$8,000) for casual administrative support and (\$12,000) for new HRCS Director overlap, (\$2,700) for professional development, and (\$3,000) for recruitment advertising. \$3,500 as a result of not hosting a volunteer appreciation dinner, and \$5,700 from other expenses.
Information Technology Services								
	\$ 546,772	\$ 817,810	\$ 271,038	33.1%	\$ 1,030,413	\$ 1,090,413	\$ 60,000	\$137,000 Vacancies through out the year in Director, Business Systems Analyst, and the Systems Integration Analyst, and Data Analysts positions, partially offset by new Manager of Information Technology. (\$80,000) for PwC recommendations to streamline paper-based systems.

	2013 YTD ACTUAL	2013 YTD BUDGET	VARIANCE (OVER) / UNDER	% VARIANCE	DECEMBER FORECAST	2013 ANNUAL BUDGET	DECEMBER SURPLUS / (DEFICIT)	Comment / Explanation
General Expenses & Revenues (rent, utilities and other)	\$ 1,646,546	\$ 1,567,732	\$ (78,814)	-5.0%	\$ 2,358,650	\$ 2,128,650	\$ (230,000)	\$50,000 lower legal fees and other general consulting. (\$280,000) for managed position vacancies to maintain 0% municipal increase for 2013.
TOTAL COST-SHARED PROGRAMS	\$ 16,182,640	\$ 17,459,211	\$ 1,276,571	7.3%	\$ 22,632,851	\$ 23,213,670	\$ 580,819	
OTHER PROGRAMS								
December 31 Year-End Programs:								
Infectious Disease Control (MOHLTC)	\$ 848,338	\$ 875,042	\$ 26,704	3.1%	\$ 1,166,722	\$ 1,166,722	\$ -	
Infection Control & Prevention Nurse (MOHLTC)	69,634	66,225	(3,409)	-5.1%	88,300	88,300	-	
Social Determinants of Health (MOHLTC)	142,776	132,683	(10,093)	-7.6%	176,910	176,910	-	
Shared Services Review (PWC)	106,235	101,250	(4,985)	-4.9%	135,000	135,000	-	
Website Redevelopment Funding	100,000	100,000	-	0.0%	100,000	100,000	-	
Chief Nursing Officer (MOHLTC)	75,997	89,275	13,278	14.9%	119,033	119,033	-	
Smoke Free Ontario (MHP)	689,912	761,925	72,013	9.5%	1,015,900	1,015,900	-	
Dental Treatment (User Fees)	180,410	166,014	(14,396)	-	251,352	221,352	(30,000)	Anticipated operating shortfall is due to higher operating costs with no growth in dental fee revenue.
Healthy Babies Healthy Children (MCYS)	1,809,707	1,862,485	52,778	2.8%	2,457,062	2,483,313	26,251	\$26,251 surplus in staffing costs due to position vacancies.
Healthy Smiles Ontario (MHLTC)	552,798	587,943	35,145	6.0%	783,924	783,924	-	
Total December 31 Year End Programs	\$ 4,575,807	\$ 4,742,842	\$ 167,035	3.5%	\$ 6,294,203	\$ 6,290,454	\$ (3,749)	
March 31 Year-End Programs:								
Smart Start for Babies (Federal)	\$ 75,215	\$ 76,215	\$ 1,000	1.3%	\$ 152,430	\$ 152,430	\$ -	
Tyke Talk - Preschool Speech & Language (MCYS)	600,416	741,158	140,742	19.0%	1,482,315	1,482,315	-	
Blind-Low Vision Program (MCYS)	53,172	79,351	26,179	33.0%	158,702	158,702	-	
Infant Hearing Screening Program (MCYS)	336,770	417,943	81,173	19.4%	958,736	835,886	-	
Panorama Project (MOHLTC)	56,134	115,166	59,032	51.3%	230,332	230,332	-	
Smoke Free Ontario - Demonstration Project	54,992	41,950	(13,042)	-31.1%	83,900	83,900	-	
Shared Library Services Partnership (PHO)	63,523	85,861	22,338	26.0%	171,722	171,722	-	
Total March 31 Year End Programs	\$1,240,222	\$ 1,557,644	\$ 317,422	20.4%	\$ 3,238,137	\$ 3,115,287	\$ -	
TOTAL OTHER PROGRAMS	\$ 5,816,029	\$ 6,300,486	\$ 484,457	7.7%	\$ 9,528,591	\$ 9,405,741	\$ (3,749)	
TOTAL MIDDLESEX-LONDON HEALTH UNIT	\$ 21,998,669	\$ 23,759,697	\$ 1,761,028	7.4%	\$ 32,161,442	\$ 32,619,411	\$ 577,070	



TO: Chair and Members of the Finance & Facilities Committee
FROM: Christopher Mackie, Medical Officer of Health
DATE: 2013 November 7

ADMINISTRATIVE POLICY 4-130 - CORPORATE PURCHASE CARDS

Recommendation

It is recommended that the Finance & Facilities Committee make the following recommendations to the Board of Health:

- 1) That the Director of Finance & Operations submit on an annual basis, a summary report on the purchases made by corporate credit card by category; and further*
- 2) Receive Appendix A to Report No. 015-13C “Administrative Policy 4-130 Corporate Purchase Cards” for information.*

Key Points

- 81 purchase cards are currently in circulation, which are mainly used to facilitate the efficient payment for program expenditures relating to travel and accommodation, purchase of office supplies and program supplies
- On average, 202 transactions from 63 purchase cards are used each month.
- A total of \$374,031 has been purchased to September 30th, 2013 (during the past 9 months)

Background

At the October 3rd, 2013 Finance & Facilities Committee meeting [Report No. 010-13C](#) “Review of Financial Policies” was tabled. During the review of the report the Committee discussed the use of corporate purchasing cards and requested further information to be brought back including which staff members hold a Health Unit credit card, the average spending, and whether or not all cards are utilized.

Corporate Purchase Card Information

The following two tables provide summary level data in regards to the distribution of the corporate cards, the frequency of use, and the total number of transactions.

Table 1 – Distribution of Active Cards

Category	Number of Cards in Circulation
Non-Union Management	39
Program Assistants	37
Other Program Staff	4
MLHU Van	1
Total	81

Currently there are 81 active cards are in circulation, with 39 being held by Non-Union Management staff, another 37 cards are being held by Program Assistants, 4 are held by other program staff, and 1 is being used as a fleet card for the MLHU van. The main purpose of this distribution is to facilitate the efficient payment of expenses for items relating to travel, accommodation, purchase of office and program supplies, and the health unit also processes the monthly Rogers cell phone payment through the corporate purchase card. All purchases are reviewed as part of a monthly reconciliation process.

The following table provides data in regards to how often the 81 cards are used. This chart shows that 85 cards have been used over the past nine months. Four staff no longer have access to a corporate purchase cards because they have either left the organization or transferred to another position.

Table 2 – Purchase Card Frequency

Frequency of Use (Jan – Sept 2013)	Number of Cards	Total Transactions in Grouping
1 or less transactions / purchases	15	5
2 – 5 transactions / purchases	9	29
6 – 10 transactions / purchases	12	97
11 – 20 transactions / purchases	17	242
21 – 30 transactions / purchases	12	318
31 – 50 transactions / purchases	11	423
51 – 100 transactions / purchases	6	393
Greater than 100 transactions / purchases	3	341
Total	85	1,848

For the first 9 months, a total of 1,848 transactions worth \$374,031 were made from corporate purchase cards. On average 63 cards are used per month, with an average of 202 transactions per month.

Corporate Purchase Card Policy

As part of the financial policy review, attached as [Appendix A](#) is Policy 4-130 “Corporate Purchase Card” which has been reviewed and update recently. The purpose of the policy is to ensure purchase cards are available and used appropriately by health unit staff. They are issued to facilitate the efficient procurement and payment of day-to-day business transactions. The policy includes information on applying for a corporate purchase cards, requesting credit limit changes, making and authorization of purchases, and procedures relating to reporting lost or stolen purchase cards.

This report was prepared by Mr. John Millson, Director of Finance & Operations.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health



MIDDLESEX-LONDON HEALTH UNIT

ADMINISTRATION MANUAL

SUBJECT:	Corporate Purchase Cards	POLICY NUMBER:	4-130
SECTION:	Financial Management	PAGE:	1 of 4
IMPLEMENTATION:	July 10 2002	APPROVAL:	Senior Leadership Team
SPONSOR:	Director of Finance & Operations Services	SIGNATURE:	

PURPOSE

To ensure that corporate purchase cards are available to designated/appropriate employees for purchases of equipment, materials, supplies and travel, which are required for carrying out the business of Middlesex-London Health Unit (MLHU).

To ensure that documentation supporting corporate purchase card transactions is complete and appropriate.

To ensure that expenditures charged to corporate purchase card are appropriately approved.

To ensure that only legitimate business expenses are charged to the corporate purchase cards.

POLICY

Financial Services will administer the corporate purchase card program. This includes issuing purchase cards, setting credit limits, reviewing submitted documentation and paying the monthly statements.

Cardholders will abide by the "Cardholder Agreement" of the corporate purchase card and will follow the process for the authorization and approval of expense statements.

PROCEDURE

1.0 Requesting a Corporate Purchase Card

- Employees demonstrating a need for a purchase card will obtain the "Purchase Card Request Form" (See [APPENDIX A](#)) and the bank application form (See [APPENDIX D](#), "USBank Application Form") from Financial Services and will forward the completed forms to their Director/Manager for approval.
- The Director/Manager will indicate the default budget account to be charged, approve the request and forward to Financial Services for final approval and processing. The standard credit limits are \$1,150 per purchase (inclusive of any taxes) and \$5,000 per month. These limits can be adjusted, with the approval of the Director of Finance and Operations, depending on the individual's purchasing patterns and requirements. (See 2.0 "Requesting changes to credit limits")
- Financial Services will send the bank application form to the bank for processing. The original copy of the application and the "Purchase Card Request Form" will be retained by Financial Services according to the corporate retention policy.
- Financial Services will contact the card holder once the purchase card has been received by the bank.

REVISION DATES (* = major revision): March 2 2005, April 15* 2009



MIDDLESEX-LONDON HEALTH UNIT

ADMINISTRATION MANUAL

SUBJECT: Corporate Purchase Cards **POLICY NUMBER:** 4-130
SECTION: Financial Management **PAGE:** 2 of 4

- Financial Services will request the employee sign the applicable forms and provide a copy of the “Cardholder Agreement”, the “Purchase Card Request Form” and the “Application Form” to the employee for their records. Upon signing the employee will receive their purchase card.
- Financial Services will include the signed “Cardholder Agreement” with the initial application forms.
- The cardholder will sign the card and then activate the card by following the instructions provided with the new purchase card.
- Financial Services will provide individual training once a cardholder has used their purchase card for a transaction.

2.0 Requesting changes to credit limits

- Based on historical purchasing patterns, knowledge of an upcoming need or a change in position, a request can be made to change a cardholder’s credit limit.
- The request for a change in credit limit will be made by a cardholder’s Manager/Director in writing to Financial Services for final approval by the Director of Finance & Operations.
- Financial Services will contact the bank with the changes and will notify the cardholder upon approval of the changes.
- Financial Services will revise the “Purchase Card Request Form” and include the written request as back up.

3.0 Making purchases

- All purchases charged to the purchase card must be for eligible MLHU expenses, as defined in Policies 4-30 re Equipment, Materials and Supplies Purchases and 4-80 re Expense Claim Forms.
- The cardholder may make the purchase either in person, via the fax, internet, telephone or mail. The purchase card is presented or the card number is provided.
- Any approvals required for purchases must be made in advance of the purchase and must be in accordance to Policy 1-060 re Signing Authority. Requisition forms will be used where required.
- The merchant will provide a receipt or bill of lading. For fax, internet, telephone or mail-in purchases, the cardholder must ensure that a receipt will be provided. The cardholder must ensure the appropriate receipts are included with the monthly statement and forwarded to Financial Services. It is important that all taxes charged are shown separately on a detailed receipt to ensure the Health Unit can recapture any tax rebates.
- The cardholder must ensure that the quantity is correct and that goods are in good condition. Any discrepancies should be discussed with the merchant.
- If expenses are to be reimbursed by another agency, attach a copy of the other agency’s form or complete the MLHU “Third Party Reimbursement Form”

4.0 Validating the statement

- The authorization process by the cardholder and his/her Manager/Director validates that the goods were received in good condition and in the right quantity, that it was an appropriate purchase for the Health Unit, at a reasonable expense and acquired through

ADMINISTRATION MANUAL

SUBJECT: Corporate Purchase Cards **POLICY NUMBER:** 4-130
SECTION: Financial Management **PAGE:** 3 of 4

the most cost effective means, under the circumstances, and that the billing was as agreed upon.

- The cardholder will be able to view his/her statement online; it will be updated daily.
- On the 7th business day of the month, the statement is final. Financial Services will email all cardholders reminding them that the statement is final and available for reconciliation.
- The cardholder, or someone who the cardholder designates, will review the statement for accuracy. Any details of the purchase will be added to the “comments” field on the electronic statement. The cardholder will also provide the appropriate budget account to be charged, will attach all relevant receipts and will forward to the cardholder’s Manager/Director for approval.
- If a receipt is not available at time of statement submission the cardholder will complete a “Lost Receipt Form” (See [APPENDIX B](#)) and attach it to the statement, in lieu of the actual receipt.
- The cardholder’s Manager/Director will review the statement to ensure that all receipts are attached, that all expenses are eligible and that appropriate budget accounts are documented.
- Any ineligible or unreasonable expenses must be reimbursed by the employee to the Health Unit , and the employee’s purchase card may be cancelled.
- The Director/Manager approves the statement by signing it, together with any “Lost Receipt Forms”, and forwards it to Financial Services for processing by the 17th day of the month.

5.0 Disputed charges

- As part of the validation process in 4.0, the cardholder will investigate any erroneous transactions and will attempt to resolve them by contacting the merchant.
- If the merchant agrees that an error has been made, then the cardholder is to ensure that the credit is received on the next monthly statement. All credits must be processed against the card. Under no circumstances are cash refunds permitted.
- If the merchant does not agree that an error has been made, the cardholder will contact the bank and will indicate that he/she is disputing the charge. The Customer Service Centre can be accessed 24 hours a day, seven days a week by calling 1-800-588-8065.
- If a charge is to be disputed, the cardholder must contact the bank within 45 days of receiving the monthly statement.
- The cardholder will complete a Dispute Form (See [APPENDIX C](#)), if requested by the bank, and will notify Financial Services of the action being taken by providing a copy of the Dispute Form.
- The bank resolves disputes within 90 days.

6.0 Payment of statement

- Financial Services will review the documentation for completeness and reasonability.
- Financial Services will ensure electronic transfer payment is processed monthly.



MIDDLESEX-LONDON HEALTH UNIT

ADMINISTRATION MANUAL

SUBJECT: Corporate Purchase Cards **POLICY NUMBER:** 4-130
SECTION: Financial Management **PAGE:** 4 of 4

7.0 Reporting lost or stolen corporate purchase cards

- If a purchase card is lost or stolen, it is the responsibility of the cardholder to report to the bank immediately. The Customer Service Centre can be accessed 24 hours a day, seven days a week by calling 1-800-588-8065. This number is printed on the back of the purchase card.
- The cardholder will immediately notify Financial Services and their Manager/Director of their lost card.
- Replacement cards are sent to Financial Services within 3-5 business days.

8.0 Cancelling corporate purchase cards

- Financial Services reserves the right to cancel a cardholder's purchase card at any time.
- The cardholder will surrender the purchase card immediately upon termination of employment.
- Financial Services will notify the bank that the purchase card has been cancelled.
- Financial Services will note on the "Purchase Card Request Form" that the card has been cancelled and will have the form filed in the employee's personnel file.

9.0 Transfer or relocation of employee

- If a cardholder changes Service Area or team within MLHU, the cardholder must notify Financial Services and must indicate the new budget account number to which his/her purchases will be charged.
- Financial Services will document the appropriate changes on the cardholder's "Purchase Card Request Form"
- Financial Services will contact the bank with the new account information.



MIDDLESEX-LONDON HEALTH UNIT
**CORPORATE PURCHASE CARD
REQUEST FORM**

PART I: EMPLOYEE INFORMATION

Name (as it will appear on card): _____

Team/Service Area: _____ Phone Number: 663 - 5317 X _____

State principal use of card: _____

PART II: CREDIT LIMITS

Charge all purchases to budget account #: _____

Date	\$ Per Transaction	\$ Per Month	Manager/Director Approval	Financial Services Approval
1.				
2.				
3.				

PART III: CARD DETAILS (Financial Services Use Only)

Card Number: _____

Issue Date: _____ Expiry Date: _____

PART IV: LOST, STOLEN, CANCELLED, RETURNED, DAMAGED CARDS

Date Reported/Returned to Financial Services: _____

Reason Reported/Returned: _____

Action taken by Financial Services: _____

Employee's Signature

Finance & Operations Director's Signature



PURCHASE CARD PROGRAM

Lost Receipt Form

This is to acknowledge that I have lost or misplaced a receipt related to a purchase that I charged to the corporate purchase card. I (certify) that the purchase detailed below was an eligible and appropriate business expense.

Name of cardholder: _____

Card number: _____

Date of purchase: _____

Name of merchant: _____

Description of item: _____

Amount of purchase: _____

Reason for purchase: _____

Signature of Employee

Date

Signature of immediate supervisor

Date

PURCHASE CARD PROGRAM

Dispute Form



Date submitted: _____

Company name: _____

Company address: _____

Cardholder name: _____

Card number: _____

Cardholder phone number: _____

Date of disputed purchase: _____

Amount of disputed purchase: _____

Name of merchant: _____

Check one:

- Credit not posted (attach credit slip)
- Duplicate posting
- Erroneous amount (attach sales receipt)
- Photo request/unrecognized charge

Fax completed form to:

US Bank Canada Commercial Card Centre
Fax No: **416-974-4711**

Deliver copy of completed form to:

MLHU Financial Services
50 King St. West, 3rd Floor
London, ON



VISA® PURCHASING CARD

Employee Card Application

REQUEST TYPE / TYPE DE DEMANDE

- Issue Plastics / Emettre une carte
- Do Not Issue Plastics / Ne pas emettre de carte

- English/Anglais
- Français/French

Additional Comments/Instructions/Notes/directives additionnelles



CARTE VISA® ACHATS

Demande de carte d'employé

Account Number (For Bank Use Only)
Numero de compte (Reservé à la Banque)

4 7 1 5 1 6

loan (for Bank Use Only/Reservé a la Banque)

0 0 0

Complete ALL information Fields Below Unless Indicated Otherwise
Fournir TOUS les renseignements demandés ci-dessous, sauf indication Contraire

EMPLOYEE INFORMATION / DONNEES SUR L'EMPLOYÉ

First Name / Prenom Initial/Initiale Last Name / Nom

Birthdate (MM-DD-YYYY)
Date de naissance (JJ-MM-AAAA)

Not to exceed 19 characters in length/Limit à dix neuf caractères en total

Embossing / Embossage

Company Name and Business Address / Raison sociale et Adresse Professionnelle

Accounting Code / Code comptable

City / Ville Province Postal Code / Code postal

Home Phone / Tel. au domicile Employee No. / No de l'employé(e) Business Phone / Tel. au bureau

Password / Mot de Passe Monthly Credit Limit / Limite de crédit mensuelle Single Transaction Limit / Limite par opération Cash Advance% / % avance de fonds

UNIT INFORMATION / DONNEES SUR L'UNITE

Corporate Billing Information

Company Number Bank Assigned
Numéro d'entreprise attribué par la Banque

Division (Numeric)
Division (numérique)

Département (Numeric)
Service (numérique)

TBR and DEF Reporting

Unit (Numeric)
Unité (numérique)

Unit (Numeric)
Unité (numérique)

Unit (Numeric)
Unité (numérique)

Unit (Numeric /
Unité (numérique)

Unit (Numeric)
Unité (numérique)

COMPANY AUTHORIZATION / AUTORISATION DE L'ENTREPRISE

Employee Signature
Signature de l'employé (e)

Date

Approving Manager's Signature
Signature du directeur autorisé (e)

Date

Plan Administrator Signature
Signature de l'administrateur du programme

Date



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2013 November 7

MLHU INSURANCE REVIEW - UPDATE

Recommendation

It is recommended that the Finance & Facilities Committee receive Report No. 016-13C “MLHU Insurance Review” for information.

Background

In August 2013, the Finance & Facilities Committee received [Report No. 001-13C](#) “Insurance Coverage” for information. The Committee recommended that staff investigate the option to move to a different Broker and bring back a comparison (including risks) to a future committee meeting.

This report provides a brief update on the progress of this initiative.

On October 11th, 2013 Mr. John Millson, Director, Finance & Operations, and Mrs. Melody Couvillon, Manager of Procurement & Operations met with a representative of Frank Cowan Insurance to go through the request. It was determined that to proceed with gathering information, the Health Unit would have to request a 5-year claim history from its current insurance provider, as well as, submit an insurance questionnaire to receive the information required.

At the time of preparing this update, a request for the claims history has been made and the questionnaire has been submitted. It will take approximately two weeks for the Broker to prepare a response. It is expected that the resulting information and analysis will be brought to the committee at its next meeting.

This report was prepared by Mr. John Millson, Director of Finance & Operations.

A handwritten signature in black ink, appearing to read 'C. Mackie'.

Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2013 November 7

2013 – 2014 100% MINISTRY OF CHILDREN AND YOUTH SERVICES PROGRAM BUDGETS

Recommendation

It is recommended that the Finance & Facilities Committee review and make recommendation to the Board of Health to approve the following 100% Ontario Ministry of Children and Youth Services Program Budgets, attached to Report No. 17-13C as Appendix A, B, and C, respectively:

- 1. 2013-2014 budgets for the tykeTALK: Preschool Speech and Language Program (Thames Valley):*
- 2. Infant Hearing Program (Southwest Region); and*
- 3. Blind Low Vision Program (Southwest Region)*

Key Points

- The preliminary program grants for the tykeTALK, Infant Hearing, and Blind Low Vision programs are \$1,482,315, \$835,886, and \$158,702 respectively.
- The level of funding is the same as the previous operating year.
- All three programs are funded by the Ministry of Children & Youth Services and operate on an April 1st to March 31st fiscal year.

Background

The tykeTALK program is one of 32 provincial preschool speech and language initiatives across the province of Ontario. The program focuses on the prevention, early identification and treatment of speech and language problems in children from birth to school entry age. The preschool speech and language initiatives, which commenced in November 1998, are funded 100% by the Ministry of Children and Youth Services (MCYS). In April 2000, the Health Unit became the Lead Agency for the Thames Valley program.

The provincial Infant Hearing Program was announced in December 2000. This program consists of universal hearing screening for all babies, and if a hearing loss is confirmed the program initiates a follow-up audiological assessment to confirm hearing loss in babies who fail the initial screening and communication development and supports for infants and their families.. The Health Unit is one of 12 Infant Hearing Programs across the province and covers the regions of Middlesex-London, Huron-Perth, Oxford, Elgin-St. Thomas, Sarnia-Lambton and Grey Bruce Owen Sound. The Infant Hearing Program is funded 100% by the Ministry of Children and Youth Services.

The provincial Blind Low Vision Program was established for the purpose of providing an integrated, family-centred system of services that provide early intervention supports and services for all babies born blind or with low vision and for those preschool aged children who are identified with, or develop blindness

or low vision in early childhood. The Blind Low Vision Program is funded 100% by the Ministry of Children and Youth Services.

All three of these programs operate on an April 1st to March 31st fiscal year.

2013-2014 Preliminary Budgets

The budget process is different from the Cost-Shared Program in that the MYCS provide preliminary grant amounts to health units early in the operating year. The respective budgets are developed based on the preliminary grant amounts communicated. The tykeTALK, Infant Hearing and Blind Low Vision Program received the same level of funding as the previous year. That is, the tykeTALK, Infant Hearing, and the Blind Low Vision Program received 2013-2014 preliminary grants of \$1,482,315, \$835,886 and \$158,702 respectively.

The projected budgets for 2013-2014 for tykeTALK, Infant Hearing Program, and the Blind Low Vision are attached (Appendices [A](#), [B](#) & [C](#)).

The following program changes are being proposed to meet the 2013-2014 preliminary grant:

Preschool Speech and Language - tykeTALK

- Decreased Speech-Language Pathologists resources to families through managed vacancies. Wait lists may increase.
- Transfer 0.1 FTE of the Manager position to the Infant Hearing program.

Infant Hearing Program

- Reduced weekend program in hospitals (\$7,000). This means babies born and discharged on the weekends will require having their hearing screening performed at a community clinic.
- Reduced Auditory Verbal Therapists resources (\$18,457). To mitigate the reduced service, Speech-Language Pathologists are being provided additional training to assist families.

Blind Low Vision Program

- Elimination of the Family Support Worker position (\$13,052). Families requiring support to adjust to a visually impaired child will need to seek support from a social worker in their community through a local social service agency.

This report was prepared by Ms. Debbie Shugar, Manager, Family Health Services, Ms. Diane Bewick, Director, Family Health Services, and Mr. John Millson, Director, Finance and Operations.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health

Revenue Worksheet

Budget Year
2013-14

Q4 Year-End/TPAR Report	
Service/Budget Submission	X

TPR #	104197
TPBE#	

Organization Name	Middlesex-London Health Unit	Funding %	100%
Detail Code	A485		

Service Name Description	2012-13 Actual (Or Estimated Actual)			2013-14 Budget Year			2013-14 Year-End Actual (For Q4 / Year End / TPAR Report Only)		
	Program Revenue	Legislated Share	TOTAL Revenue	Program Revenue	Legislated Share	TOTAL Revenue	Program Revenue	Legislated Share	TOTAL Revenue
Revenue	1	2	1+2						
Adjusted Gross Expenditure (From ExpWk)									
Legislated Share - Based on Funding %									
1 Ministry Annualized Funding - Previous Year (From Ministry Funding Rec.)									
2 Ministry In-Year Revenue Adjustment (From Ministry Funding Rec.)									
SUB-TOTAL MINISTRY FISCAL REVENUE	1,482,315		1,482,315	1,482,315		1,482,315			
3 Other Provincial Government Funding									
4 Federal Government Funding									
5 Municipal Government Funding									
6 Other Revenue	52,814			52,814		52,814			
7 Client Contribution Payments									
8 SUB-TOTAL NON-MINISTRY FISCAL REVENUE (OFFSETTING REVENUE)	52,814			52,814		52,814			
TOTAL REVENUE	1,535,129			1,535,129		1,535,129			

Variance to Legislated Share and Total Revenue Must=0									
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Expenditures Worksheet

Organization Name	Middlesex-London Health Unit	TPR #	TPBE#	Q4/Year-End/TPAR Report	Service/Budget Submission
		104197			x
Detail Code	A485				
Service Name	Preschool Speech and Language				
Description					
	Expenditures		Total		Total
A1	Salaries			1,165,717	
A2	Benefits			283,187	
A	Salaries/Benefits (Subtotal: A1 + A2)			1,448,904	
	TRANSPORTATION AND COMMUNICATION				
B1	Travel			15,975	
B2	Communication			10,201	
B	SUB-TOTAL Transportation and Communication			26,176	
	SERVICES				
C1	Rent/ Lease/ Mortgage Interest			30,671	
C2	Mortgage Principal				
C3	Utilities			2,922	
C4	Staff Training			1,750	
C5	Advertising and Promotion			3,168	
C6	Services related to Repairs and Maintenance			7,577	
C7	Professional/Contracted-out Services			1,321	
C8	Professional/Contracted-out IT Services				
C9	Purchased Client Services				
C10	Purchased Client Services - OPR				
C11	Insurance				
C12	Other Services				
C	SUB-TOTAL Services			47,409	
	SUPPLIES AND EQUIPMENT				
D1	Supplies, Equipment related to Repairs and Maintenance				
D2	IT - Supplies and Equipment				
D3	Other Supplies and Equipment			12,640	
D	SUB-TOTAL Supplies and Equipment			12,640	
E	OTHER TRANSACTIONS				
	Please provide description for the above				
F	SUB-TOTAL Other Expenditures (B + C + D + E)			86,225	
	Gross Expenditures (A + B + C + D + E)			1,535,129	
G1	Adjustments / Recoveries:				
G2	Adjustments / Recoveries:				
G3	Adjustments / Recoveries:				
G4	Adjustments / Recoveries:				
G5	Adjustments / Recoveries:				
G	TOTAL IN-YEAR ADJUSTMENTS				
H	Offsetting Revenue (-)			(52,814)	
I	Adjusted Service Expenditures (Subtotal: A to H)			1,482,315	
J	Allocated Central Administration				
K	Adjusted Gross Expenditures (Total: A to J)			1,482,315	

Notes:

Staffing Worksheet

Organization Name: Middlesex-London Health Unit

TPR #: 104197
TPBE#

Q4/Year-End/TPAR Report Service/Budget Submission: x

Budget Year: 2013-14

Detail Code	Service Name	Description	2012-13				2013-14				2013-14					
			Head Count	Total Salaries	Total Hours	FTE	Head Count	Total Salaries	Total Hours	FTE	Head Count	Total Salaries	Total Hours	FTE		
A485 Preschool Speech and Language			Actual				Budget Year Estimate				Actual					
			(Or Estimated Actual)				Service/Budget Submission Only				(For Q4 / Year End / TPAR Report Only)					
Staffing	NOC	Union	1 FTE: Hours per Year													

Line Personnel																	
A1	Speech-Language Pathologists	3141 - Audiologists and Speech-Language Pathologists	NONE	1,950													
A2	Speech-Language Pathologists	3141 - Audiologists and Speech-Language Pathologists	NONE	1,820													
A3	Communication Disorder Assistants	4215 - Instructors of Persons with Disabilities	OTHER	1,820													
A4	Communication Disorder Assistants	4215 - Instructors of Persons with Disabilities	OTHER	1,950													
A5	Contract-Health Promotor	4160 - Policy and Program Researchers	(NONE)	1,613													
A6	Other Revenue-SLP	3141 - Audiologists and Speech-Language Pathologists		1,950													
A7																	
A8																	
A9																	
A10																	
A11																	
A12																	
A13																	
A	SUB-TOTAL: Line Personnel																
B1	Benefits - Statutory																
B2	Benefits - Other																
B	SUB-TOTAL BENEFITS: Line Personnel																

Management and Operational Support (MOS)																	
C1	Manager/Facilitator	9999 - Others	NONE	1,820													
C2	Support Staff	9999 - Others	CUPE	1,820													
C3	Support Staff	9999 - Others	OTHER	1,820													
C4	Support Staff	9999 - Others	OTHER	1,950													
C5																	
C6																	
C7																	
C8																	
C9																	
C10																	
C11																	
C12																	
C13																	
C	SUB-TOTAL: Management and Operational Support (MOS)																
D1	Benefits - Statutory																
D2	Benefits - Other																
D	SUB-TOTAL BENEFITS: MOS																
TOTAL: LP & MOS																	
TOTAL BENEFITS:																	

Compensated Absences* - Line Personnel																	
Compensated Absences* - Management and Operational Support																	
FTE = # of Full Time Equivalent Staff																	
Head Count = # of Individuals, if no staff vacancies																	
Compensated Absences* - Already included in total salaries																	

Revenue Worksheet

**Budget Year
2013-14**

Q4/Year-End/TPAR Report	
Service/Budget Submission	X

TPR #	104197
TPBE#	

Organization Name	Middlesex-London Health Unit
Detail Code	A487
Funding %	100%

Service Name Description	2012-13 Actual (Or Estimated Actual)			2013-14 Budget Year			2013-14 Year-End Actual (For Q4 / Year End / TPAR Report Only)		
	Program Revenue	Legislated Share	TOTAL Revenue	Program Revenue	Legislated Share	TOTAL Revenue	Program Revenue	Legislated Share	TOTAL Revenue
Adjusted Gross Expenditure (From ExpWk)	1	2	1+2						
Legislated Share - Based on Funding %									
1 Ministry Annualized Funding - Previous Year (From Ministry Funding Rec.)				835,886		835,886			
2 Ministry In-Year Revenue Adjustment (From Ministry Funding Rec.)									
SUB-TOTAL MINISTRY FISCAL REVENUE				835,886		835,886			
4 Other Provincial Government Funding									
5 Federal Government Funding									
6 Municipal Government Funding									
7 Other Revenue									
8 Client Contribution Payments									
SUB-TOTAL NON-MINISTRY FISCAL REVENUE (OFFSETTING REVENUE)									
TOTAL REVENUE				835,886		835,886			835,886

Variance to Legislated Share and Total Revenue Must=0									
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Expenditures Worksheet

Organization Name		Middlesex-London Health Unit		TPR #	TPBE#	Q4/Year-End/TPAR Report	Service/Budget Submission		
				104197			x		
Detail Code		A487		2012-13 Actual (Or Estimated Actual)		2013-14 Budget Year Estimate Service/Budget Submission Only		2013-14 Year-End Actual (For Q4/ Year End / TPAR Report Only)	
Service Name	Description	Expenditures		Total		Total		Total	
A1	Salaries						686,790		
A2	Benefits						100,865		
A	Salaries/Benefits (Subtotal : A1 + A2)						787,655		
	TRANSPORTATION AND COMMUNICATION								
B1	Travel						7,500		
B2	Communication						3,000		
B	SUB-TOTAL Transportation and Communication						10,500		
	SERVICES								
C1	Rent/ Lease/ Mortgage Interest						4,120		
C2	Mortgage Principal								
C3	Utilities								
C4	Staff Training						500		
C5	Advertising and Promotion						100		
C6	Services related to Repairs and Maintenance						5,000		
C7	Professional/Contracted-out Services						1,321		
C8	Professional/Contracted-out IT Services								
C9	Purchased Client Services						750		
C10	Purchased Client Services - OPR								
C11	Insurance								
C12	Other Services						681		
C	SUB-TOTAL Services						12,472		
	SUPPLIES AND EQUIPMENT								
D1	Supplies, Equipment related to Repairs and Maintenance								
D2	IT - Supplies and Equipment								
D3	Other Supplies and Equipment						25,259		
D	SUB-TOTAL Supplies and Equipment						25,259		
E	OTHER TRANSACTIONS								
	Please provide description for the above								
F	SUB-TOTAL Other Expenditures (B + C + D + E)						48,231		
	Gross Expenditures (A + B + C + D + E)						835,886		
G1	Adjustments / Recoveries:								
G2	Adjustments / Recoveries:								
G3	Adjustments / Recoveries:								
G4	Adjustments / Recoveries:								
G5	Adjustments / Recoveries:								
G	TOTAL IN-YEAR ADJUSTMENTS								
H	Offsetting Revenue (-)								
I	Adjusted Service Expenditures (Subtotal : A to H)						835,886		
J	Allocated Central Administration								
K	Adjusted Gross Expenditures (Total : A to J)						835,886		

Notes:

Staffing Worksheet

Organization Name: Middlesex-London Health Unit
 TPR #: 104197
 TPBE#:
 Budget Year: 2013-14

C4/Year-End/TPAR Report Service/Budget Submission: x

2012-13 Actual (Or Estimated Actual)		2013-14 Budget Year Estimate				2013-14 Actual															
Detail Code	Service Name	Description	NOC	Union	1 FTE: Hours per Year	Head Count	Total Salaries	Total Hours	FTE	Service/Budget Submission Only (For Q4 / Year End / TPAR Report Only)											
										Head Count	Total Salaries	Total Hours	FTE	Head Count	Total Salaries	Total Hours	FTE				
Line Personnel																					
A1	Screeners	3237 - Other Technical Occupations in Th	NONE		1,950					1	45,611	1,950	1.00								
A2	Screeners	3237 - Other Technical Occupations in Th	OPSEU		1,950					3	81,885	2,486	1.27								
A3	Contract-Screeners	3237 - Other Technical Occupations in Th	NONE								63,000										
A4	Contract-Screeners	3237 - Other Technical Occupations in Th	OTHER								12,000										
A5	Audiologist	3141 - Audiologists and Speech-Language	NONE		1,820					2	102,256	2,202	1.21								
A6	Audiologist	3141 - Audiologists and Speech-Language	NONE		2,080					1	28,756	832	0.40								
A7	Contract-Audiologist	3141 - Audiologists and Speech-Language	NONE		1,820					2	13,993	510	0.28								
A8	Contract-Audiologist	3141 - Audiologists and Speech-Language	NONE							2	10,431	240	0.13								
A9	Family Support Worker	4152 - Social Workers	NONE		1,820					1	26,035	468	0.24								
A10	Family Support Worker	4152 - Social Workers	NONE		1,950						30,000										
A11	Contract-Audio Verbal Therapists	4215 - Instructors of Persons with Disabilit	NONE																		
A12																					
A13																					
A	SUB-TOTAL: Line Personnel												12	423,698	8,688	4.54					
B1	Benefits - Statutory																				
B2	Benefits - Other													81,296							
B	SUB-TOTAL BENEFITS: Line Personnel													81,296							
Management and Operational Support (MOS)																					
C1	Manager/Facilitator	9999 - Others	NONE		1,820					1	29,707	546	0.30								
C2	Contract-Coordinator	9999 - Others	NONE		2,080					1	45,531	1,040	0.50								
C3	Support Staff	9999 - Others	CUPE		1,820					2	90,940	3,531	1.94								
C4	Support Staff-Accounting Analyst	9999 - Others	NONE								10,000										
C5	Support Staff	9999 - Others	NONE		2,080					1	22,728	1,456	0.70								
C6	Contract-Support Staff	9999 - Others	NONE		2,080					1	26,617	832	0.40								
C7	Support Staff	9999 - Others	OTHER		1,820					1	37,569	1,456	0.80								
C8																					
C9																					
C10																					
C11																					
C12																					
C13																					
C	SUB-TOTAL: Management and Operational Support (MOS)												7	263,092	8,861	4.64					
D1	Benefits - Statutory																				
D2	Benefits - Other													19,569							
D	SUB-TOTAL BENEFITS: MOS													19,569							
TOTAL: LP & MOS										19	686,790	17,549	9.18								
TOTAL BENEFITS:											100,865										
Compensated Absences* - Line Personnel																					
Compensated Absences* - Management and Operational Support																					
FTE = # of Full Time Equivalent Staff													Head Count = # of Individuals, if no staff vacancies				Compensated Absences* - Already included in total salaries				

Revenue Worksheet

Budget Year
2013-14

Q4 Year-End/TPAR Report	
Service/Budget Submission	x

Organization Name	Middlesex-London Health Unit	TPR #	104197	TPBE#	
Detail Code	A477	Funding %	100%		

Service Name Description	2012-13 Actual (Or Estimated Actual)			2013-14 Budget Year			2013-14 Year-End Actual (For Q4 / Year End / TPAR Report Only)		
	Program Revenue	Legislated Share	TOTAL Revenue	Program Revenue	Legislated Share	TOTAL Revenue	Program Revenue	Legislated Share	TOTAL Revenue
Revenue	1	2	1+2						
Adjusted Gross Expenditure (From ExpWk)									
Legislated Share - Based on Funding %									
1 Ministry Annualized Funding - Previous Year (From Ministry Funding Rec.)									
2 Ministry In-Year Revenue Adjustment (From Ministry Funding Rec.)									
3 SUB-TOTAL MINISTRY FISCAL REVENUE	158,702		158,702						
4 Other Provincial Government Funding									
5 Federal Government Funding									
6 Municipal Government Funding									
7 Other Revenue									
8 Client Contribution Payments									
9 SUB-TOTAL NON-MINISTRY FISCAL REVENUE (OFFSETTING REVENUE)									
TOTAL REVENUE	158,702		158,702						
Variance to Legislated Share and Total Revenue Must=0									

Expenditures Worksheet

Organization Name Middlesex-London Health Unit		TPR # 104197	TPBE#	Q4/Year-End/TPAR Report Service/Budget Submission	x
Detail Code A477					
Service Name Blind-Low Vision Program					
Description	2012-13 Actual (Or Estimated Actual)				
Expenditures	Total				
A1	Salaries				
A2	Benefits			116,251	
A	Salaries/Benefits (Subtotal : A1 + A2)			29,185	
	TRANSPORTATION AND COMMUNICATION			145,436	
B1	Travel			9,990	
B2	Communication			830	
B	SUB-TOTAL Transportation and Communication			10,820	
	SERVICES				
C1	Rent/ Lease/ Mortgage Interest				
C2	Mortgage Principal				
C3	Utilities				
C4	Staff Training			1,125	
C5	Advertising and Promotion				
C6	Services related to Repairs and Maintenance				
C7	Professional/Contracted-out Services				
C8	Professional/Contracted-out IT Services			1,321	
C9	Purchased Client Services				
C10	Purchased Client Services - OPR				
C11	Insurance				
C12	Other Services				
C	SUB-TOTAL Services			2,446	
	SUPPLIES AND EQUIPMENT				
D1	Supplies, Equipment related to Repairs and Maintenance				
D2	IT - Supplies and Equipment				
D3	Other Supplies and Equipment				
D	SUB-TOTAL Supplies and Equipment				
E	OTHER TRANSACTIONS				
	Please provide description for the above				
F	SUB-TOTAL Other Expenditures (B + C + D + E)			13,266	
	Gross Expenditures (A + B + C + D + E)			158,702	
G1	Adjustments / Recoveries:				
G2	Adjustments / Recoveries:				
G3	Adjustments / Recoveries:				
G4	Adjustments / Recoveries:				
G5	Adjustments / Recoveries:				
G	TOTAL IN-YEAR ADJUSTMENTS				
H	Offsetting Revenue (-)				
I	Adjusted Service Expenditures (Subtotal : A to H)			158,702	
J	Allocated Central Administration				
K	Adjusted Gross Expenditures (Total : A to J)			158,702	

Notes:

Staffing Worksheet

Organization Name: Middlesex-London Health Unit
 TPR #: 104197
 TPBE#:
 Budget Year: 2013-14

Q4 Year-End/TPAR Report Service/Budget Submission: x

Organization Name		Middlesex-London Health Unit		TPR #		104197		TPBE#		2013-14		2013-14		2013-14	
Detail Code		A477		Actual		(Or Estimated Actual)		Budget Year Estimate		Service/Budget Submission Only		Actual		(For Q4 / Year End / TPAR Report Only)	
Service Name		Blind-Low Vision Program		Head Count		Total Salaries		Total Hours		Head Count		Total Salaries		Total Hours	
Description		NOC		Union		1 FTE: Hours per Year		FTE		FTE		FTE		FTE	
Staffing		Line Personnel		Line Personnel		Line Personnel		Line Personnel		Line Personnel		Line Personnel		Line Personnel	
A1	Early Childhood Vision Consultants	4215 - Instructors of Persons with Disabilities	NONE		1,820			3	101,026	4,186	2.30				
A2	Family Support Worker	4152 - Social Workers	NONE		1,950			1	1,801	244	0.13				
A3	Family Support Worker	4152 - Social Workers	NONE		1,820			2	709	140	0.08				
A4															
A5															
A6															
A7															
A8															
A9															
A10															
A11															
A12															
A13															
A	SUB-TOTAL: Line Personnel							6	103,536	4,570	2.50				
B1	Benefits - Statutory								26,202						
B2	Benefits - Other								26,202						
B	SUB-TOTAL BENEFITS: Line Personnel								52,404						
Management and Operational Support (MOS)															
C1	Manager/Facilitator	9999 - Others	NONE		1,820			1	9,902	182	0.10				
C2	Support Staff-MLHU	9999 - Others	CUPE		1,820			1	2,813	109	0.06				
C3															
C4															
C5															
C6															
C7															
C8															
C9															
C10															
C11															
C12															
C13															
C	SUB-TOTAL: Management and Operational Support (MOS)							2	12,715	291	0.16				
D1	Benefits - Statutory								2,983						
D2	Benefits - Other								2,983						
D	SUB-TOTAL BENEFITS: MOS								5,966						
TOTAL: LP & MOS								8	116,251	4,861	2.66				
TOTAL BENEFITS:															
Compensated Absences* - Line Personnel															
Compensated Absences* - Management and Operational Support															
FTE = # of Full Time Equivalent Staff															
Head Count = # of Individuals, if no staff vacancies															
Compensated Absences* - Already included in total salaries															