



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2014 September 4

2013 MOHLTC RECONCILIATION REPORT

Recommendation

It is recommended that the Finance & Facilities Committee make recommendation to the Board of Health to approve the 2013 Ministry of Health & Long-Term Care Reconciliation Report as appended to Report No. 035-14FFC.

Key Points

- The 2013 Financial Statements were approved by the Board of Health on June 19th, 2014.
- To satisfy the reporting requirements of the Ministry of Health & Long-Term Care, a separate audited Schedule of Revenues & Expenditures (Appendix A), and a signed 2013 Reconciliation Report (Appendix B) must be submitted to the Ministry by September 19th, 2014

Background

In addition to preparing and auditing the [financial statements](#) each year, the ministry requires a special schedule and reconciliation or settlement to be prepared and audited. Typically these reports are presented at the same time as the annual financial statements, however the Ministry didn't release the Reconciliation Report template until mid-July this year because significant changes were required to be made.

Schedule of Revenues & Expenditures

Attached as [Appendix A](#), is the auditor's report and required schedule of 2013 revenue and expenditures. The schedule details both revenues and expenditures of various programs operated by the Health Unit during the period January 1st to December 31, 2013. This schedule cannot be included in the annual financial statements because it does not conform to Generally Accepted Accounting Principles (GAAP). For Ministry of Health & Long-Term Care (MOHLTC) reporting purposes all capital purchases are reported as expenditures in the year the asset was purchased as opposed to GAAP where the assets are capitalized and amortized over the asset's useful life. This schedule has been audited and ties into the audited 2013 financial statements.

2013 Reconciliation Report (Certificate of Settlement)

Also attached as [Appendix B](#) is the completed 2013 Reconciliation Report which requires the signature of the Chair of the Board of Health. This reconciliation takes the information provided in the audited 2013 Schedule of Revenues and Expenditures and summarizes it into a format useful to the MOHLTC. Basically it is summary of expenditures and funding provided to the health unit by funding category. The reconciliation only provides the Ministry's share of the programs. For example, Related Programs Funded at

75% (Public Health Division) includes the ministry's share of the Vector-Borne Disease and Small Drinking Water Systems programs. To assist in matching the financial information provided in the audited Schedule of Revenues and Expenditures with the 2013 Reconciliation Report, a third schedule ([Appendix C](#)) is required.

Conclusion

To fulfill the reporting requirements set out by the MOHLTC, a signed copy of the reconciliation report, the audited 2013 Financial Statements and the Schedule of Revenue & Expenditures are due to the ministry by September 19, 2014.

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

A handwritten signature in black ink, appearing to read 'C. Mackie', is positioned above the printed name of the signatory.

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