



TO: Chair and Members of the Finance & Facilities Committee  
FROM: Christopher Mackie, Medical Officer of Health/CEO  
DATE: 2018 February 1

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## 2017 VENDOR / VISA PAYMENTS

### **Recommendation**

*It is recommended that the Finance & Facilities Committee receive Report No. 003-18FFC re: "2017 Vendor / VISA Payments" as information.*

### **Key Points**

- [Appendix A](#) provides a list of vendors that received payments of \$100,000 or greater from the Middlesex-London Health Unit in 2017.
- [Appendix B](#) provides a summary of purchases made using the corporate purchase cards.

### **Vendor Payments**

In accordance with Section 5.17 of the Procurement Policy, the Manager, Finance is to report annually the suppliers who have invoiced a cumulative total value of \$100,000 or more in a calendar year. A list of fifteen vendors who were issued payments in excess of \$100,000 in 2017 is attached as [Appendix A](#). The list includes payments associated with employer pension and benefit payments, building and janitorial lease payments, contracts for delivery of speech-and-language services for tykeTALK, and online advertising.

### **Corporate Purchase Card (Visa) Payments**

The Finance & Facilities Committee also receives annually a summary report of purchases made with corporate purchase cards. A summary, by category, of purchases made using the corporate credit cards in 2017 is attached as [Appendix B](#). The total amount purchased via the corporate purchasing cards was \$578,733, an increase of \$133,345 (29.9%) over last year. The number of transactions was 3,672, an increase of 1,225 (50.1%) transactions. Corporate purchase cards are used frequently to facilitate the efficient payment of goods and services. The top-two expense types in 2017 are Materials and Supplies, in the amount of \$202,785 (35%), accounting for 37% of the transactions; and Advertising/Health Promotion, in the amount of \$173,339 (30%), accounting for approximately 34% of the transactions. Payments to Facebook for Advertising/Health Promotion accounted for the year's largest spending increase.

This report was prepared by the Finance Team, Corporate Services Division.

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

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