



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2019 March 7

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## 2018 VENDOR / VISA PAYMENTS

### **Recommendation**

*It is recommended that the Finance & Facilities Committee receive Report No. 013-19FFC re: "2018 Vendor/Visa Payments" for information.*

### **Key Points**

- [Appendix A](#) provides a list of vendors that received payments totalling \$100,000 or more from the Middlesex-London Health Unit in 2018.
- [Appendix B](#) provides a summary of purchases made using the corporate purchase (Visa) cards.

### **Vendor Payments**

In accordance with Section 5.17 of the Procurement Policy, the Manager, Finance is to report annually those suppliers that have invoiced a cumulative total value of \$100,000 or more in a calendar year. Attached ([Appendix A](#)) is a list of twenty-two vendors who were issued payments in excess of \$100,000 in 2018. The list includes payments associated with employer pension and benefit payments, building and janitorial lease payments, contracts for delivery of speech and language services, technology support and equipment, and consulting fees in connection with the relocation project.

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

The Finance & Facilities Committee also receives an annual summary report of purchases made with corporate purchase cards. Attached ([Appendix B](#)) is a summary by category of purchases made using the corporate credit cards in 2018. The total amount purchased using these cards was \$420,422, a decrease of \$158,311, or 27.4%, from the prior year. This figure was based on 2,453 transactions, a decrease of 1,219 transactions, or 33.2%. Corporate purchase cards are often used to facilitate the efficient payment of goods and services. The two top expense types in 2018 were Materials and Supplies, in the amount of \$181,797, or 43.2% of the total, accounting for 48% of the transactions; and Advertising/Health Promotion, in the amount of \$89,262, or 21.2%, accounting for approximately 14% of the transactions. A reduction in payments to Facebook for Advertising/Health Promotion accounted for the largest change in spending in the year.

This report was prepared by the Finance Team, Healthy Organization Division.

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

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