



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2020 March 5

2019 VENDOR / VISA PAYMENTS

Recommendation

It is recommended that the Finance & Facilities Committee receive Report No. 010-20FFC re: "2019 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 (MLHU) in 2019.
- [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 who have invoiced a cumulative total value of \$100,000 or more in a calendar year. Attached ([Appendix A](#)) is a list of nineteen vendors who were issued payments in excess of \$100,000 in 2019. The list includes payments associated with construction payments for fit-up of Citi Plaza, employer pension and benefit payments, building and janitorial lease payments, contracts for delivery of speech and language services, technology support, and consulting fees in connection with the relocation project.

Corporate Purchase Card (Visa) 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 the purchases made using the corporate credit cards in 2019. The total amount purchased using these cards was \$344,267, a decrease of \$76,155, or 18.1%, from the prior year. This was based on 1,966 transactions, a decrease of 487 transactions (19.8%). Corporate purchase cards are used frequently to facilitate efficient payment of goods and services. The top-two expense types in 2019 are Materials & Supplies, in the amount of \$121,745 (35.4%), accounting for 43.4% of the transactions; and Advertising/Health Promotion, in the amount of \$89,799 (26%), accounting for approximately 11% of the transactions.

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