

**Middlesex London Board of Health- Finance and Facilities Committee
Annual Work Plan by Month**

- The draft work plan is designed to ensure that the Finance and Facilities Committee (FFC) meets its mandate to assist and advise the Board of Health, the Medical Officer of Health /Chief Executive Officer, and the Director of Finance & Operations in the administration and risk management of matters related to the finances and facilities of the organization.
- The draft work plan is organized around the requirements to uphold public accountability over the use of resources, to manage the budget process efficiently, to communicate and report on the status of the budget, and to align the budget to the strategic priorities of the Board of health.
- Review refers to activity by the Finance and Facilities Committee
- Recommendations for approval are made to the Board of Health.

JANUARY (2 meetings)

- Review and recommend budget for the year (Budget Process Planning and Budget Templates)

FEBRUARY

- Review and recommend budget for the year (Budget Process Planning and Budget Templates)
- Review quarterly budget variance report (Q4)
- Public Sector Salary Disclosure and BOH Remuneration

MARCH

- Review and recommend strategic direction and key budget planning assumptions for next year's budget
- Vendor Payments
- 100% Funded Program Ministry Funding Announcements

APRIL

MAY

- Recommend guidelines for City budget targets
- Review quarterly budget variance report (Q1)
- Board of Health Remuneration

JUNE

- Review and recommend the audited (MHLTC) Schedule of Revenues and Expenditures and Reconciliation Report
- Review and recommend the audited Financial Statements for the Middlesex London Health Unit

JULY

AUGUST

SEPTEMBER

- Review and recommend the audited Consolidated Financial Statements for the MLHU for programs operating April 1 to March 31.
- Review Program Budgeting and Marginal Analysis criteria/weights and recommend changes if any
- Review quarterly budget variance report (Q2)
- Review Draft FFC Work Plan

OCTOBER

NOVEMBER

- Review quarterly budget variance report (Q3)

DECEMBER

AS REQUIRED:

Accountability

- Review and recommend Provincial Grants
- Review compliance reports

Budget Process

- Review and recommend strategic and financial targets (when?)
- Review Reserves and Reserve Funds and recommend as needed (annually)

Facilities, Risk Management, Administration

- Review space needs and recommend (as needed)
- Review and recommend property leases and acquisitions (as needed)
- review of Financial Policies, Insurance, Appointment of Auditors, and recommend as appropriate