

Middlesex London Board of Health
Finance and Facilities Committee

Draft Annual Work Plan: review refers to activity by the Finance and Facilities Committee; recommendations for approval are made to the Board of Health. The draft work plan is designed to ensure that the Finance and Facilities Committee 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.

Accountability

- Review and recommend the audited Consolidated Financial Statements for the MLHU for programs operating April 1 to March 31. (September)
- Review and recommend Provincial Grants
- Review and recommend the audited Financial Statements for the Middlesex London Health Unit (June)
- Review and recommend the audited (MHLTC) Schedule of Revenues and Expenditures and Reconciliation Report (June)
- Review compliance reports

Communication

- Review quarterly budget variance report

Budget Process

- Review Program Budgeting and Marginal analysis criteria and recommend changes if any (July - September)
- Review and recommend budget for the year (January/February)
- Review and recommend strategic direction and key budget planning assumptions for next year's budget (March)
- Review and recommend strategic and financial targets (when?)
- Recommend guidelines for City budget targets (May)
- 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