

## GENERAL EXPENSES & REVENUES

Program: General Expenses & Revenues

<b>SECTION A</b>				
<b>SERVICE AREA</b>	General Expenses & Revenues	<b>MANAGER NAME</b>	Senior Leadership Team	<b>DATE</b>
<b>PROGRAM TEAM</b>	General Expenses & Revenues	<b>DIRECTOR NAME</b>	Senior Leadership Team	January 2016

<b>SECTION B</b>
<b>SUMMARY OF TEAM PROGRAM</b>
General Expenses & Revenues is a centralized budget managed by the Senior Leadership Team related to Board of Health meetings, general Health Unit property costs, risk management & audit, post-employment benefits, employee assistance program (EAP), expected agency gapping / vacancies, and general offset revenues.

<b>SECTION C</b>
<b>ONTARIO PUBLIC HEALTH STANDARD(S), RELEVANT LEGISLATION OR REGULATION</b>
<ul style="list-style-type: none"> <li>• Ontario Public Health Organizational Standards:               <ul style="list-style-type: none"> <li>○ 2.1 Remuneration of board of health members</li> <li>○ 6.2 Risk Management</li> <li>○ 6.9 Capital Funding Plan</li> </ul> </li> <li>• Section 49, Health Protection &amp; Promotion Act – as it relates to the payment of Board of Health members</li> </ul>

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### **SECTION D**

#### **COMPONENT(S) OF TEAM PROGRAM #1 - BOARD OF HEALTH & COMMITTEES**

This program budget supports the remuneration of board of health members as described in Section 49 of the Health Protection and Promotion Act. Remuneration includes meeting stipend, travel costs and payments for professional development opportunities

#### **COMPONENT(S) OF TEAM PROGRAM #2 - FACILITIES / OCCUPANCY COSTS**

This component supports the resource allocation for health unit offices which includes the following expenditure categories:

- Leasing costs
- Utilities – Hydro, telephone & other communications costs, and water,
- Janitorial contracts
- Security contracts.
- General office & equipment maintenance and repairs.
- Management of the multi-purpose photocopiers.
- General office supplies (copy paper, batteries, forms etc.) & postage and courier costs.

#### **COMPONENT(S) OF TEAM PROGRAM #3 – INSURANCE, AUDIT, LEGAL FEES AND RESERVE FUND CONTRIBUTIONS**

This component supports the insurance needs of the organization, annual audit fees, legal and other professional services and provides the budget for reserve fund contributions.

#### **COMPONENT(S) OF TEAM PROGRAM #4 – POST-EMPLOYMENT & OTHER BENEFITS AND VACANCY MANAGEMENT**

This component supports the allocation of resources for general employee benefits (listed below) and is the area where the health unit budgets for expected position vacancies.

General employee benefits include:

- Employee Assistance Program (EAP)
- Post-employment benefits (retirees)
- Supplemental Employment Insurance benefits
- Sick Leave payments which are funded by the Sick Leave Reserve Fund

#### **COMPONENT(S) OF TEAM PROGRAM #5 – GENERAL OFFSET REVENUES**

General revenues accounted for in this section are non-program specific in nature such interest revenue, property searches and miscellaneous revenue.

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<b>SECTION E</b>			
<b>PERFORMANCE/SERVICE LEVEL MEASURES</b>			
	<b>2014</b>	<b>2015 (anticipated)</b>	<b>2016 (estimate)</b>
<b>Component of Team #1 – #5</b>			
N/A			

<b>SECTION F</b>	<b>2015 TOTAL FTEs</b>	<b>2016 ESTIMATED FTEs</b>
<b>STAFFING COSTS:</b>		
No FTEs		

<b>SECTION G</b>						
<b>EXPENDITURES:</b>						
<b>Object of Expenditure</b>	<b>2014 Budget</b>	<b>2014 Actual</b>	<b>2015 Budget</b>	<b>2016 Draft Budget</b>	<b>\$ increase (\$ decrease) over 2015</b>	<b>% increase (% decrease) over 2015</b>
Benefits (Retiree & Other)	\$ 312,274	\$ 312,610	\$ 362,953	\$ 317,104	\$ (45,849)	(14.1%)
Expected Vacancies	(815,163)		(815,163)	(789,938)	25,225	3.1%
Program Supplies	103,000	102,531	103,000	103,000		
Board Expenses	55,500	37,091	55,500	55,000		
Occupancy Costs	1,467,723	1,543,940	1,473,273	1,499,108	25,835	1.8%
Professional Services	183,400	198,520	242,400	183,400	(59,000)	(24.3%)
Furniture & Equipment	100,000	102,563	192,025	140,025	(52,000)	(27.1%)
Other Agency Costs	65,607	99,428	65,887	126,887	60,000	89.7%
Contributions to Reserves / Reserve Funds	450,000	426,077	250,000	250,000		
<b>Total Expenditures</b>	<b>\$ 1,921,891</b>	<b>\$ 2,822,760</b>	<b>\$ 1,930,875</b>	<b>\$ 1,885,086</b>	<b>\$ (45,789)</b>	<b>(2.4%)</b>

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<b>SECTION H</b>						
<b>FUNDING SOURCES:</b>						
<b>Object of Revenue</b>	<b>2014 Budget</b>	<b>2014 Actual</b>	<b>2015 Budget</b>	<b>2016 Draft Budget</b>	<b>\$ increase (\$ decrease) over 2015</b>	<b>% increase (% decrease) over 2015</b>
Cost-Shared	\$ 1,892,141	\$ 2,682,910	\$ 1,863,824	\$ 1,818,035	\$ (45,789)	(2.5%)
MOHLTC – 100%						
MCYS – 100%						
User Fees	3,750	2,050	3,750	3,750		
Other Offset Revenue	26,000	137,800	26,000	26,000		
<b>Total Revenues</b>	<b>\$ 1,921,891</b>	<b>\$ 2,822,760</b>	<b>\$ 1,893,574</b>	<b>\$ 1,847,785</b>	<b>\$ (45,789)</b>	<b>(2.4%)</b>

<b>SECTION I</b>
<b>KEY HIGHLIGHTS/INITIATIVES PLANNED FOR 2016</b>
<ul style="list-style-type: none"> <li>Establish the Health Unit as a Living Wage Employer. This will address business needs and enhance the ability to influence others to take on the Living Wage policies.</li> <li>Increase the utilization of data-enabled cell phones to increase efficiency and productivity of staff in their day-to-day work.</li> <li>This budget supports the work found under the “Operations” portfolio specifically related to the work by the Organizational Structure and Location Committee.</li> </ul>

<b>SECTION J</b>
<b>PRESSURES AND CHALLENGES</b>
<ul style="list-style-type: none"> <li>Funding pressure and uncertainty is expected as a result of: the Patients First initiative which will have public health funding managed by the Local Health Integration Networks (LHINs); and the desire for the Province to balance it’s budget by 2017/2018.</li> </ul>

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### **SECTION K**

#### **RECOMMENDED ENHANCEMENTS, REDUCTIONS AND EFFICIENCIES FOR 2016**

The following enhancements have been included in the base program budget:

- \$88,151 Organizational structure position changes
- \$35,000 Organizational structure office space reconfigurations
- \$25,225 Increase relating to the reduction in the expected agency vacancy budget to closer reflect experience
- \$25,000 Additional data-enabled cell phones
- \$35,000 Agency amount to support the implementation of the Nurse Family Partnership.
- \$31,835 Expected amount required for the Health Unit to become a Living Wage Employer

The following reductions have been included in the base program budget:

- (\$286,000) This total reduction is a result of one-time Board of Health increase in 2015 as reported in [Report No. 049b-15](#) and [Report No. 24 - 15FFC](#).