



Manitoulin-Sudbury District Services Board

Allocation of Program Support Costs for Year 2016

October 7, 2015

The Program Support budget includes the costs of those services which are provided across all four programs. These are the shared supports which allow the four Board programs to operate. If a cost can be solely allocated to a particular program then that cost will show up as a line item within that particular program budget. An example of a Program Support cost is Human Resource management which serves all programs.

The Board provides programming mandated by five separate Ministries. In three of the four programs there is grant based funding of administrative costs. We continue to fight for ongoing administrative funding in Social Housing. The province often refers to these as cost shared activities but in all cases they are unilaterally capped by the province and seldom reflect the stated costs sharing formula. It is essential that the program support costs are appropriately assigned to each program in order to reasonably request and receive these administrative grants. The Board needs to know the true cost of running each program so that it can lobby for appropriate and justifiable administrative funding.

The Program Support budget is composed of several components. Each component is divided up among the programs in a manner which attempts to accurately reflect the estimated cost of that component for each program's delivery. In the private sector, there are similar attributions or allocations of costs in corporations with many business activities which receive central or corporate supports. There is no formula which is deemed to provide an absolutely accurate analysis without incurring significant new costs to refine the allocation process.

This report is meant to be reviewed each year and refined over time so that the Program Support cost allocation is more precise and remains relevant. The financial amounts are based on prior year's audits available at budget time, but staffing is based on that in place at the time of budget creation. This report is an important component of the annual budget process.

#1 Corporate Costs

Allocation: These core administrative costs are divided equally among all four programs.

Cost components:

The salary, benefits and travel of the CAO

50% of the salary, benefits and travel of the Executive Assistant

Audit costs, Board Costs, Association memberships – AMO, OMSSA, NOSDA

The total of these costs is \$371,271		
Program	2016 % allocation	2016 estimate allocation
Ontario Works	25%	\$92,818
Children's Services	25%	\$92,818
Emergency Medical Services	25%	\$92,818
Social Housing	25%	\$92,817
Total	100%	\$371,271

#2 Human Resources Support

Allocation: Human Resources are provided through an external contract and internal support from the Executive Assistant (50%). Costs are distributed based on the number of fulltime and regularly scheduled Part Time staff

Cost components:

The contract cost and travel of the Human Resources Support received from DiBrina Sure Human Resources Inc.

50% of the salary, benefits and travel of the Executive Assistant

Human Resources related legal costs

Advertising for staffing

The total of these costs is \$148,249			
Program	FT and Regular PT staff as of June 30 2016	2016 % allocation	2016 estimate allocation
Ontario Works	15	11.72%	\$17,373
Children's Services	2	1.56%	\$2,316
Emergency Medical Services	97	75.78%	\$112,345
Social Housing	14	10.94%	\$16,215
Total	128	100%	\$148,249

3 Finance Department

Allocation:

- These costs are allocated based on Program expenditures as a percentage of gross audited costs (50%)
- Number of service delivery locations as a percentage of all locations (30%)
- Program staff as a percentage of total staff (20%)

Cost components:

- Salaries, benefits travel of Director of Finance, Infrastructure and Asset Management Supervisor and Finance staff
- Office supplies

The total of these costs is **\$649,633**

3A Share of Expenditure

The total of these costs is \$324,816					
Program	Program expenditure (prior year audit) A	Percentage of Gross expenditure B	Finance Department Cost C	Gross Share of Costs D (Column B x C)	Allocation 50% Finance Department Cost E (50% of Column D)
Ontario Works	\$7,017,390	22.39%	\$649,633	\$145,440	\$72,720
Children's Services	\$5,213,824	16.63%	\$649,633	\$108,060	\$54,030
Emergency Medical Services	\$14,311,874	45.66%	\$649,633	\$296,623	\$148,311
Social Housing	\$4,801,306	15.32%	\$649,633	\$99,510	\$49,755
Total	\$31,344,394	100%		\$649,633	\$324,816

#3B Share of Service Locations/Service Providers

The total of these costs is \$194,890					
Program	Number of service delivery locations or service providers A	Total Service delivery locations or providers B	Finance Department Cost C	Gross Share of Costs D (Column A/B x C)	Allocation 30% Finance Department Cost E (30% of Column D)
Ontario Works	4	8.16%	\$649,633	\$53,031	\$15,909
Children's Services	14	28.57%	\$649,633	\$185,609	\$55,683
Emergency Medical Services	12	24.49%	\$649,633	\$159,094	\$47,728
Social Housing	19	38.78%	\$649,633	\$251,898	\$75,570
Total	49	100%		\$649,633	\$194,890

#3C Share of Staff

The total of these costs is \$129,927					
Program	Staff A	% of total staff B	Finance Department Cost C	Gross Share of Costs D (Column B x C)	Allocation 20% Finance Department Cost E (20% of Column D)
Ontario Works	15	11.72%	\$649,633	\$76,129	\$15,226
Children's Services	2	1.56%	\$649,633	\$10,151	\$2,030
Emergency Medical Services	97	75.78%	\$649,633	\$492,300	\$98,460
Social Housing	14	10.94%	\$649,633	\$71,054	\$14,211
Total	128	100%		\$649,633	\$129,927

#4 Accommodations costs:

Allocation: Accommodation costs are allocated to each program based on the number of program staff in that location. All EMS base costs are reflected directly in the EMS budget. All other office costs are divided by number of staff.

Cost components:

All office locations, lease, utilities, heat, improvements, municipal taxes, telephone, Fax/Photocopiers, Postage, Insurance

Accommodation costs

The total of these costs is \$207,601				
Program Detail	2016 Location Costs	2016 FT and PT Staff	2016 % allocation	2016 allocation
210 Mead Blvd				
Ontario Works	\$127,995	9	82%	\$104,723
Children's Services	\$127,995	1	9%	\$11,636
Emergency Medical Services	\$127,995	0	0%	\$0
Social Housing	\$127,995	1	9%	\$11,636
Sub-Total	\$127,995	11	100%	\$127,995
Program Detail	2016 Location Costs	2016 FT and PT Staff	2016 % allocation	2016 allocation
347 Second Ave				
Ontario Works	\$79,607	0	0%	\$0
Children's Services	\$79,607	0	0%	\$0
Emergency Medical Services	\$79,607	7	78%	\$61,916
Social Housing	\$79,607	2	22%	\$17,690
Sub-Total	\$79,607	9	100%	\$79,607
Total	\$207,601	20		\$207,601

#5 Information Technology/ Communications

Allocation: Based on number of computers supported

Cost components:

Salary, benefits, travel of two staff

Hardware, Software (program specific software shows up in the individual programs whereas system wide software is captured here)

The total of these costs is \$427,668			
Program	Number of Computers June 30, 2015	2016 % allocation	2016 allocation
Integrated Social Services	36	33.03%	\$141,248
Children's Services	2	1.83%	\$7,847
Emergency Medical Services	55	50.46%	\$215,796
Social Housing	16	14.68%	\$62,777
Total	109	100%	\$427,668

#6 Integrated Delivery Costs

Allocation: The cost of providing integrated reception and related client services are divided among Children's Services, Ontario Works and Social Housing.

Cost components:

Salary, benefits, travel of five Intake worker staff

Accommodation costs for four satellite offices including phones, internet, office supplies and postage.

The total of these costs is \$428,340		
Program	2016 % allocation	2016 estimate allocation
Ontario Works	40%	\$171,336
Children's Services	30%	\$128,502
Social Housing	30%	\$128,502
Total	100%	\$428,340