



**Manitoulin-Sudbury District Services Board
Allocation of Program Support Costs for 2020
October 9, 2019**

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 i.e. AMO, OMSSA, NOSDA

The total of these costs is \$362,321

Program	2020 % allocation	2020 allocation
Ontario Works	25%	\$90,580
Children's Services	25%	\$90,580
Paramedic Services	25%	\$90,580
Social Housing	25%	\$90,580
Total	100%	\$362,321

#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 Gallagher Benefits Services
- 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 \$145,583

Program	FT and Regular		2020 % allocation	2020 allocation
	PT staff as of Aug 1, 2019	of		
Ontario Works	13		7.47%	\$10,877
Children's Services	2		1.15%	\$1,673
Paramedic Services	146		83.91%	\$122,156
Social Housing	13		7.47%	\$10,877
Total	174		100.00%	\$145,583

3 Finance Department

Allocation:

- These costs are allocated based on program expenditures as a percentage of gross 2018 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 and travel of Director of Finance, Infrastructure and Asset Management Supervisor, Finance Supervisor and Finance Assistants and Administrative Assistant

The total of these costs is \$755,726

#3 A Share of Prior Year Audit Expenditures

The total of these costs is \$377,863

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)
Integrated Social Services	\$8,664,399	22.28%	\$755,726	\$168,354	\$84,177
Children’s Services	\$9,269,921	21.01%	\$755,726	\$158,746	\$79,373
Paramedic Services	\$17,674,291	45.44%	\$755,726	\$343,422	\$171,711
Social Housing	\$4,385,075	11.27%	\$755,726	\$85,204	\$42,602
Total	\$39,993,686	100%	\$0	\$755,726	\$377,863

#3 B Share of Service Locations/Service Providers

The total of these costs is \$226,718

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)
Integrated Social Services	4	9.76%	\$755,726	\$73,729	\$22,119
Children’s Services	10	24.39%	\$755,726	\$184,324	\$55,297
Paramedic Services	12	29.27%	\$755,726	\$221,188	\$66,356
Social Housing	15	36.59%	\$755,726	\$276,485	\$82,946
Total	41	100%		\$755,726	\$226,718

#3 C Share of Staff

The total of these costs is \$151,145

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)
Integrated Social Services	13	7.47%	\$755,726	\$56,462	\$11,292
Children's Services	2	1.15%	\$755,726	\$8,687	\$1,737
Paramedic Services	146	83.91%	\$755,726	\$634,115	\$126,823
Social Housing	13	7.47%	\$755,726	\$56,462	\$11,292
Total	174	100%	\$0	\$755,726	\$151,145

Finance Department Summary	#3 A	#3 B	#3 C	Total
Integrated Social Services	\$84,177	\$22,119	\$11,292	\$117,588
Children's Services	\$79,373	\$55,297	\$1,737	\$136,407
Paramedic Services	\$171,711	\$66,356	\$126,823	\$364,890
Social Housing	\$42,602	\$82,946	\$11,292	\$136,840
Total	\$377,863	\$226,718	\$151,145	\$755,726

#4 Accommodations costs:

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

Cost components:

- All office locations, lease, utilities, heat, improvements, municipal

The total of these costs is \$191,889

210 Mead Blvd	2020 Location Costs	2020 FT and PT Staff	2020 % allocation	2020 allocation
Ontario Works	\$110,370	7	78%	\$85,843
Children's Services	\$110,370	1	11%	\$12,263
Paramedic Services	\$110,370	0	0%	\$0
Social Housing	\$110,370	1	11%	\$12,263
Sub-Total	\$110,370	9	100%	\$110,370

347 Second Ave	2020 Location Costs	2020 FT and PT Staff	2020 % allocation	2020 allocation
Ontario Works	\$81,520	0	0%	\$0
Children's Services	\$81,520	0	0%	\$0
Paramedic Services	\$81,520	7	88%	\$71,330
Social Housing	\$81,520	1	13%	\$10,190
Sub-Total	\$81,520	8	100%	\$81,520
Total	\$191,889	17	0%	\$191,889

#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 \$458,566

Program	Number of Computers June 30, 2019	2020 % allocation	2020 allocation
Ontario Works	28	33.33%	\$152,855
Children’s Services	3	3.57%	\$16,377
Paramedic Services	38	45.24%	\$207,447
Social Housing	15	17.86%	\$81,887
Total	84	100%	\$458,566

#6 Integrated Delivery Costs

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

Cost components:

- Salary, benefits, travel of six Integrated Program Assistants
- Accommodation costs for four satellite offices
 - Chapleau – 12 Birch Street
 - Little Current – 9050 Highway 6
 - Noëlville – 8 David Street
 - Warren – 39 Lafontaine Street

All office locations, lease, utilities, heat, improvements, municipal water,

The total of these costs is \$454,035

Program	2020 % allocation	2020 allocation
Ontario Works	40%	\$181,614
Children’s Services	30%	\$136,210
Social Housing	30%	\$136,210
Total	100%	\$454,035