



Conseil des Services du District de
Manitoulin-Sudbury
District Services Board

Manitoulin-Sudbury District Services Board

Allocation of Program Support Costs for Year 2014

October 9, 2013

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 for 2014 is **\$377,372**

Program	% allocation	2014 estimate allocation
Children's Services	25%	\$94,343
Emergency Medical Services	25%	\$94,343
Ontario Works	25%	\$94,343
Social Housing	25%	\$94,343
Total	100%	\$377,372

#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 **\$142,673**

Program	FT and regular PT staff	% allocation	2014 estimate allocation
Children's Services	2	1.65%	\$2,358
Emergency Medical Services	88	72.73%	\$103,762
Ontario Works	15	12.40%	\$17,687
Social Housing	16	13.22%	\$18,866
Total	121	100%	\$142,673

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 **\$628,701**

3A Share of Expenditure

Program	Program expenditure (2012 audit) A	Percentage of Gross expenditure B	Finance Department Cost C	Gross Share of costs D <i>Column B x C</i>	Allocation 50% Finance Department Cost E <i>50% of Column D</i>
Children's Services	\$3,625,712	13.17%	\$628,701	\$82,802	\$41,401
Emergency Medical Services	\$12,981,323	47.15%	\$628,701	\$296,459	\$148,230
Ontario Works	\$6,452,538	23.44%	\$628,701	\$147,359	\$73,679
Social Housing	\$4,469,935	16.24%	\$628,701	\$102,082	\$51,041
Total	\$27,529,508	100%	\$628,701	\$628,701	\$314,351

#3B Share of Service Locations/Service Providers

Program	Number of service delivery locations or service providers A	Total Service delivery locations or providers B	Finance Department Cost C	Share of costs D <i>A/B x C</i>	Allocation 30% of Finance Department Cost E <i>30% of Column D</i>
Children's Services	13	27.08%	\$628,701	\$170,273	\$51,082
Emergency Medical Services	12	25.00%	\$628,701	\$157,175	\$47,153
Ontario Works	4	8.34%	\$628,701	\$52,392	\$15,718
Social Housing	19	39.58%	\$628,701	\$248,861	\$74,658
Total	48	100%	\$628,701	\$628,701	\$188,611

#3C Share of Staff

Program	Staff A	% of total staff B	Finance Department Cost C	Share of costs D <i>Column C x B</i>	Allocation 20% of Finance Department Cost E <i>20% of D</i>
Children's Services	2	1.65%	\$628,701	\$10,392	\$2,078
Emergency Medical Services	88	72.73%	\$628,701	\$457,237	\$91,447
Ontario Works	15	12.40%	\$628,701	\$77,938	\$15,588
Social Housing	16	13.22%	\$628,701	\$83,134	\$16,627
Total	121	100%	\$628,701	\$628,701	\$125,740

#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

The total of these costs is **\$218,909**

Accommodation costs

Program	Location	Location costs	FT and regular PT staff (excluding paramedics)	% allocation	2014 estimate allocation
Children's Services	210 Mead	\$130,411	1	9%	\$11,855
Ontario Works	210 Mead	\$130,411	9	82%	\$106,700
Social Housing	210 Mead	\$130,411	1	9%	\$11,855
Sub-Total	210 Mead		11	100%	\$130,411
Emergency Medical Services	2 nd Avenue	\$88,498	6	75%	\$66,374
Housing (OW in 2010)	2 nd Avenue	\$88,498	2	25%	\$22,124
Sub-Total	2nd Avenue		8	100%	\$88,498
Grand Total			19		\$218,909

#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 capture here)

The total of these costs is **\$408,895**

Program	Number of computers supported	% allocation	2014 estimate allocation
Children's Services	2	1.77%	\$7,237
Emergency Medical Services	53	46.90%	\$191,783
Ontario Works	39	34.51%	\$141,123
Social Housing	19	16.81%	\$68,752
Total	113	100%	\$408,895

#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.

Program	% allocation	2014 estimate allocation
Children's Services	30%	\$124,266
Ontario Works	40%	\$165,688
Social Housing	30%	\$124,266
Total	100%	\$414,219