



BOARD OF HEALTH

SECTION:	Financial	APPROVED BY:	Board of Health
NUMBER:	BOH-FIN-030	REVISED:	May 2024
DATE:	May 1, 2018		

Budgets

PREAMBLE:

Oxford Elgin St. Thomas Health Unit (OESTHU) has several different operating budgets for the various programs and services operated by Southwestern Public Health (SWPH) and capital budgets for owned premises and other projects from time to time. Several budgets have different cycles (i.e., ending March 31, December 31). Some budgets are already determined by the funder (i.e., Ministry of Health), others have a pre-determined allocation only, and others have no pre-determined allocation and/or only general expectations.

POLICY:

The Finance and Facilities Standing Committee (FFSC) will review and recommend approval to the Board of Health the annual operating budgets for the health unit as prepared by the Chief Executive Officer or their designate. Capital budgets are also prepared and revised from time to time. These FFSC will review and recommend approval to the Board of Health any relevant capital budgets in excess of \$100,000. Should the FFSC not be standing, the Board of Health will have the responsibility reviewing and approving all relevant budgets.

Budgets approved by the Board of Health are funded in accordance with Sections 72 and 76 of the Health Protection and Promotion Act.

PROCEDURE:

The Chief Executive Officer shall:

- Ensure that all annual operating budgets are prepared and presented to the Finance and Facilities Standing Committee in accordance with all Board and Ministries' guidelines;
- Have over-all responsibility for the control of expenditures as authorized by the BOH and Ministry approvals of the individual annual operating budgets and any capital budgets under the jurisdiction of the Board;

- Have over-all responsibility for the approval of specific funded programs and services budgets of any amount up to \$100,000 noting any budgets in excess of \$100,000 must first require Board approval;
- Ensure the security of all funds, grants and monies received in the course of provision of service by the programs under the jurisdiction of the Board; and
- Ensure that all reports are prepared and distributed to the appropriate bodies, in accordance with established Board and Ministry(ies) guidelines.

COMPLIANCE:

Non-compliance with this policy and any associated procedures may result in appropriate disciplinary measures.

REVISION DATES:

September 2022

May 2024