



INFORMATION REPORT

TO:	Mayor and Members Board of Health
COMMITTEE DATE:	February 22, 2018
SUBJECT/REPORT NO:	Financial Controls Checklist BOH18008 (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Elaine Gee 905-546-2424, Ext. 3544
SUBMITTED BY:	Elizabeth Richardson, MD, MHSc, FRCPC Medical Officer of Health Public Health Services Department
SIGNATURE:	

Council Direction:

Not Applicable.

Information:

Summary

Under the Public Health Funding and Accountability Agreement (PHFAA), the Ministry of Health and Long-Term Care requires boards of health to complete and submit a Financial Controls Checklist. The objective of this checklist is to provide boards of health and public health units with a tool for evaluating their internal controls while also promoting effective and efficient business practices. This tool is not meant to be exhaustive in nature, but instead informative, to guide the review and assessment of key internal controls. The Board of Health financial control objectives are consistent with those of the City of Hamilton.

The Financial Controls Checklist for the Hamilton Board of Health was reviewed by the Manager of Finance & Administration and relevant areas within Financial Services. In staff opinion, adequate financial controls are in place consistent with requirements in the checklist as they are examples of potential controls to support these objectives but are not limited to only those listed. As a result, no deficiencies or action plans were included in the checklist.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

Background

The PHFAA acts as the legal framework under which boards of health receive provincial funding for public health programs and services. The PHFAA also outlines financial, program, and performance reporting requirements of a board of health to ensure compliance with this agreement.

As per Schedule E-1 of the PHFAA, boards of health are required to have financial controls in place to ensure:

- Financial information is accurately and completely collected, recorded, and reported.
- Revenue receipts are collected and recorded on a timely basis.
- Goods and services procurement, payroll and employee expenses are processed correctly and in accordance with applicable policies and directives.
- Errors, omissions or fraud within the fund disbursement process are prevented and detected.

The use of financial controls is established through organizational finance policies and guidelines. Public Health Services also follows all City of Hamilton financial policies and ongoing testing of financial controls is performed by Audit Services throughout the year and monitored through the Audit, Finance and Administration Committee.

The Board of Health is responsible for:

- Review and assessment of the completed Financial Controls Checklist.
- Ongoing monitoring of financial controls testing results.
- Approval of key financial controls and related policies.

The Financial Controls Checklist is completed annually. Each year, Public Health Services completes the checklist and brings forward to the Board of Health for review. This is the second annual submission of the Financial Controls Checklist which was completed for the period of January 1, 2017 – December 31, 2017 (Appendix A). In staff opinion, adequate financial controls are in place consistent with requirements in the checklist. As a result, no deficiencies or action plans were included in the checklist.

Appendices:

Appendix A to Report BOH18008 - Board of Health Financial Controls Checklist