

Ministry of Community and Social Services

Ministry of Children and Youth Services

Hamilton/Niagara Region

119 King Street West, 7th Floor
Hamilton, ON L8P 4Y7
Tel: 905 521-7319
Fax: 905 521-7442

Ministère des Services sociaux et communautaires

Ministère des Services à l'enfance et à la jeunesse

Région de Hamilton/Niagara

119, rue King ouest, 7^e étage
Hamilton, ON L8P 4Y7
Tél: 905 521-7319
Télééc: 905 521-7442



Questions and Answers – Hamilton/Niagara Region Transfer Payment Agency Information and Training Session held on February 6, 2013.

1. Do compensated absences include salaries and benefits?

Compensated Absences are salaries and wages paid to employees for time when they are not at work. This will remain part of total salaries but will also be reported separately in the Q4/year-end report. For example, this includes vacation time, sick leave, statutory holidays, education leave, pregnancy/parental leave, bereavement/compassionate leave, union leave and religious accommodation.

Generic TP Budget Package User Guide, Page 62- Appendix,A (2A-2)

2. Do compensated absences include Statutory Holidays?

Compensated Absences are salaries and wages paid to employees for time when they are not at work. This will remain part of total salaries but will also be reported separately in the Q4/year-end report. For example, this includes vacation time, sick leave, statutory holidays, education leave, pregnancy/parental leave, bereavement/compassionate leave, union leave and religious accommodation.

Generic TP Budget Package User Guide, Page 62- Appendix,A (2A-2)

3. Do compensated absences include training days?

Compensated Absences are salaries and wages paid to employees for time when they are not at work. This will remain part of total salaries but will also be reported separately in the Q4/year-end report. For example, this includes vacation time, sick leave, statutory holidays, education leave, pregnancy/parental leave, bereavement/compassionate leave, union leave and religious accommodation.

Generic TP Budget Package User Guide, Page 62- Appendix,A (2A-2)

Example : The salary of the individual away on the training day would be included under compensated absences, but the training cost (cost of the course) would be included in the expenditures worksheet – Staff Training.

4. In expenditures, is travel just for staff or does it apply to clients as well?

Travel:

- Expenses for client travel and staff who accompany the client;
- Expenses related to staff travel while carrying out their service mandate;
- Expenses for staff travel for the purposes of continuing education (e.g. attending meetings at another location) and/or undertaking non-client activity;
- The travel expenses of board members representing the service provider at conferences and conventions, or while they are performing services on behalf of the service provider; and
- Expenses can include: taxi, bus or airfare, car mileage, vehicle rental, accommodation and meals; and other expenses, where applicable.

2013-14 Transfer Payment Budget Package Standardized Revenue and Expenditure Categories and Definitions, Page 2 – Transportation and Communication (2A-2A)

5. What is the difference between “statutory” benefits and “other” benefits?

Benefits:

Statutory – includes mandatory benefits such as Canada Pension Plan (CPP), Employment Insurance (EI), Employer Health Tax (EHT), etc.

Other – includes non-mandatory benefits such as Workplace Safety and Insurance Board (WSIB) premiums, pension contributions, group life coverage, extended health benefits, dental benefits, long-term disability coverage and any other non-mandatory benefits paid by the employer.

2013-14 Transfer Payment Budget Package Standardized Revenue and Expenditure Categories and Definitions, Page 2 – Transportation and Communication (2A-2A)

6. With the expenditure worksheet now hard coded are these the only lines expected on the Audited Financial Statements (AFS)?

The standardized expenditure categories are based on the ministry Chart of Accounts. These codes are required for reporting on your TPAR. The Ministry does not mandate codes to be used in your AFS. It would certainly be helpful if AFS follow this, but this is not mandatory.

7. Where do you code “per diems” for family home programs?

Expenditure Worksheet – Purchased Client Services. Please discuss this further your Program Supervisor during budget negotiations.

8. Is mortgage interest admissible?

Principal and interest on capital loans are admissible expenditures only in ministry approved debt retirement situations (i.e., the retiring or paying out of a mortgage). A Mortgage Funding Agreement must be executed in these cases.

Capital Loans (Excerpt from Admissible/Inadmissible Expenditures policy 1-11)

9. How is the statistical data that is being gathered going to be used? Will the agencies be included in the distribution of the reports or data gathered?

All the data collected will be uploaded into the Ministry database and the Ministry will be able to compare data across regions/agencies. Ministry staff at the corporate level may pull aggregate information on an ad hoc basis to inform decision making about resource allocation and policy development. At the regional office level, Program Supervisors use local data in service system management and agency oversight. There is currently no plan to formally develop and distribute data reports.