Ontario Agencies Supporting Individuals with Special Needs

OASIS Business Resource Committee

User Guide

Individualized Funding Worksheet for Agencies

Release 1.1 –January 2011

Ministry of Community and Social Services

OASIS and the OBRC wish to thank the Ministry of Community and Social Services for a grant that made this project possible.

www.oasisonline.ca

INTRODUCTION

In the past, many organizations have developed their own methods of costing, applying, and compiling financial information, in aggregate format, for reporting and accountability back to interested parties and the Ministry. With Bill 77, (www.mcss.gov.on.ca) many changes are forthcoming. People who have a developmental disability will have more choice and control over their lives. People will be paid directly and purchasing the supports and/or services they require. The Act will require all parties to account for the monies they receive. This shift in the delivery of developmental supports and services brings new challenges for organizations in changing their financial models. How does an organization go from "block-funding" to individualized funding?

PURPOSE / INTENT

This User Guide, in conjunction with the Excel spreadsheet "Individualized Funding Budget Template", is intended for use by organizations that provide supports and services to people with developmental disabilities in Ontario. It is intended to assist organizations in achieving a costing model for their supports and services while being accountable to the person paying for the supports and services. It is not meant as an analytical model, nor is meant to consolidate with other completed individualized budgets to produce a Service Contract suitable for submission to MCSS. It is meant to assist organizations in developing new lines of financial thought processes in order to re-think their business model, produce an appropriate costing model, and to stay solvent in these changing times for the good of providing developmental supports and services to adults in Ontario. It is important to note that this Guide has been developed for use by organizations to be implemented after an individual has completed the application and funding processes of our transformed system, including application of the Support Intensity Scale (SIS) and allocation of funds. Its most useful purpose is to determine the level of supports and services an organization can provide to an individual with the funding they have been allocated.

BACKGROUND

The Provincial Network Funding Work Group received significant input from the OASIS Business Resource Committee (OBRC) in the development of its model for submission to the Provincial Network.

During the course of this work, both the OBRC and the Ministry realized the need for the development of a worksheet, together with a complete "how-to" package. The OBRC offered to take a lead position on this project and is appreciative of the financial support of the Ministry in covering the expenses. The OBRC is comprised of:

Karen Carmichael	Community Living North Bay
Barb Feyko	Community Living Oshawa-Clarington
Linda Karnas	Community Living Chatham-Kent
Kathy Wassink	Christian Horizons
April Papineau	Community Living Haldimand
Flavian Pinto	Community Living Toronto
Darlene Ryan	Community Living Prince Edward
Rhonda Stone	Community Living Algoma
John Bedell	OASIS Board Member – OBRC Sponsor
Ann Kenney	OASIS Board Member

The OASIS Business Resource Committee would also like to thank the following people for their invaluable time, advice, and the expertise they shared; enhancing the product we are able to delivery to agencies in Ontario.

Fred Tsang	Community Living Toronto
Frances McNeil	Community Living Toronto
Xavier Noordermeer	Community Living Windsor
Brian Cutler	Community Living Windsor

GETTING STARTED

There are two distinct sections in the Excel workbook "Individualized Funding Budget Template". The first section (Section One) relates to organizational data and the second section (Section Two) relates to individuals who are applying for supports and/or services.

The area of the spreadsheet that relates to Section One - organizational data - is colour-coded yellow and those areas that relate to Section Two - individuals applying for supports and/or services - are colour-coded white, both for easy, visual reference.

You will also notice that there are some areas of the spreadsheet that are colour-coded green. These areas will automatically calculate and/or automatically populate based on information previously entered. These green areas are summary sections or printable reports.

There are also areas of the workbook that are colour-coded red. These areas are meant to collect data for formula purposes and are intended to be hidden from view once the workbook is put into use by the organization. If any red cells are encountered during use, the recommendation is to hide those cells, rows, or columns.

This User Guide assumes an intermediate knowledge of Excel. This workbook was created using version 2003.

The screenshots in this User Guide depict sample data to illustrate what type of information can be entered in various worksheets. The Excel spreadsheet does not contain any of this sample data and is ready for new data.

Data entry cells are not case-sensitive and can be alpha-numeric.

For the purposes of this User Guide:

Tab	=	Worksheet
File	=	Workbook
Sheet	=	Worksheet

There is a colour-coded legend on each worksheet to remind each user of which cells are for what purpose.

SECTION ONE

It is recommended that the person completing this section be someone who has a thorough knowledge of, or can obtain information such as Allocated Central Administration (ACA) rates, staffing costs including base rates and benefit rates, vacation entitlements, general ledger account numbers and names, program administration costs, etc.

SECTION TWO

It is recommended that the person completing this section be someone who has an Intake or Case Manager background, as they will be the person to conduct the meeting, ask the appropriate questions, read the person's plan, communicate with all attendees, and eventually enter specific data in the workbook.

The next fourteen pages of this User Guide pertain only to those who are completing Section One.

Those who are completing Section Two, please go to page nineteen in this User Guide.

SECTION ONE

PRELIMINARY STEPS

◊ Open the Excel file – "Individualized Funding Budget Template"
◊ Enable macros.

Ensure the auto-save feature is turned off.

◊ Save the blank template as a "Master" copy. After the table values, codes, and formula are entered, edited, and approved, the file should be saved as read-only, forcing each subsequent user to save under a different file name (More on this to come at the end of Section One).

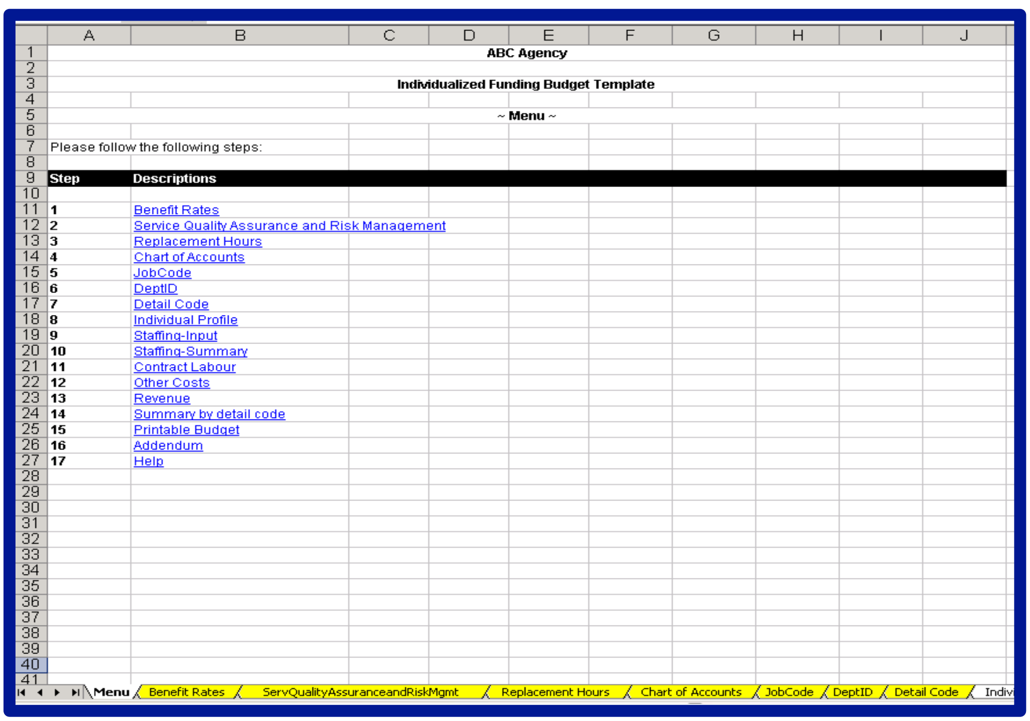
The most up-to-date version of this template can be downloaded from the OASIS website.

http://www.oasisonline.ca

This section is comprised of several worksheets in which relatively static data is created and entered. These organizational tables are found on the yellow-coloured tabs. Starting with the second tab from the left, they are:

- Benefit Rates
- Service, Quality Assurance, and Risk Management
- Replacement Hours
- Chart of Accounts
- Job Code
- Department ID
- Detail Code

The first tab is the Menu tab and is used in both sections.



ABC Agency

Individualized Funding Budget Template

~ Menu ~

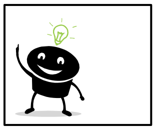
Please follow the following steps:

Step	Descriptions
1	Benefit Rates
2	Service Quality Assurance and Risk Management
3	Replacement Hours
4	Chart of Accounts
5	JobCode
6	DeptID
7	Detail Code
8	Individual Profile
9	Staffing-Input
10	Staffing-Summary
11	Contract Labour
12	Other Costs
13	Revenue
14	Summary by detail code
15	Printable Budget
16	Addendum
17	Help

Menu / Benefit Rates / ServQualityAssuranceandRiskMgmt / Replacement Hours / Chart of Accounts / JobCode / DeptID / Detail Code / Indiv

Most of the data that will be created and entered into any one of these yellow worksheets will remain static until such time as something changes i.e. pay-rate increases.

It is recommended that you do not add or delete rows or columns on any worksheet. If you don't use all the capacity, just leave the cells blank or hide the column(s) or row(s). If more capacity needed, call the person listed on the HELP worksheet.



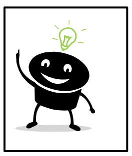
The organization should assign one person to ensure that all tables are updated and accurate.

MENU
This is simply a page that denotes the steps to take when completing this workbook. This page also contains links to each of the subsequent tabs in column B.

Change the agency's name by editing cell A1.

Protect the worksheet so it cannot be inadvertently changed.

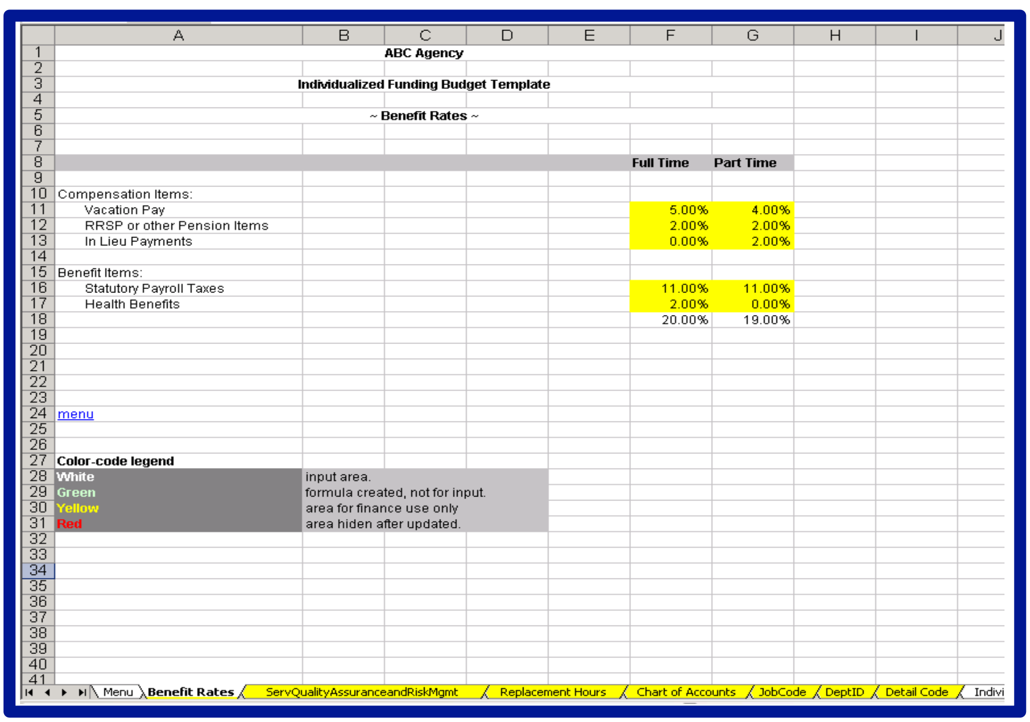
STEP 1 – BENEFIT RATE



If you have more than one rate, consider entering either an average rate or the highest rate if specific staffing schedules are unknown. Entering the average rate, will help balance higher and lower rates if specific staffing assignments are not known at this time. By entering the highest rate available at your organization, you will ensure that no shortfalls or deficits are incurred. It is recommended that the highest rate be entered.

If your organization pays anything else that is not listed here, add the percentage to the Part Time Benefit %.

Enter appropriate rates in cells.



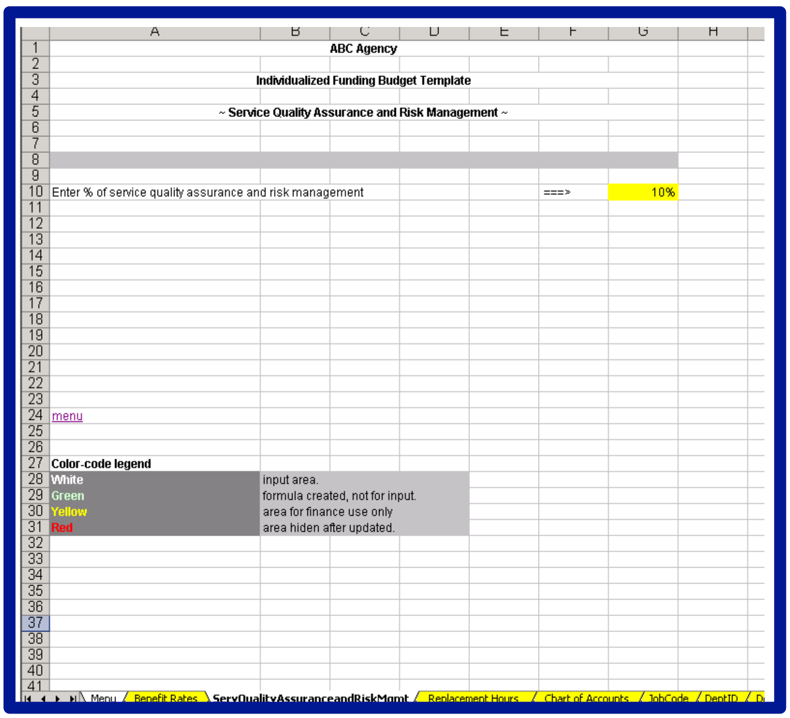
	A	B	C	D	E	F	G
1			ABC Agency				
3		Individualized Funding Budget Template					
5			~ Benefit Rates ~				
8						Full Time	Part Time
10	Compensation Items:						
11	Vacation Pay					5.00%	4.00%
12	RRSP or other Pension Items					2.00%	2.00%
13	In Lieu Payments					0.00%	2.00%
15	Benefit Items:						
16	Statutory Payroll Taxes					11.00%	11.00%
17	Health Benefits					2.00%	0.00%
18						20.00%	19.00%
24	menu						
27	Color-code legend						
28	White	input area.					
29	Green	formula created, not for input.					
30	Yellow	area for finance use only					
31	Red	area hiden after updated.					

Protect the worksheet so it cannot be inadvertently changed.

Cell A24 has a link back to the Menu tab where you can select your next step, or you can navigate the workbook by clicking on the tab that you wish to go to next. Let's go to Step 2 – Service, Quality Assurance, and Risk Management.

STEP 2 - SERVICE, QUALITY, AND RISK MANAGEMENT

This worksheet is intended to capture a percentage of costs based on direct labour hours to be added to the current budget to cover other direct costs such as Service Coordination, Quality Assurance, Quality Enhancement, etc.
Please enter your organization's percentage as a decimal equivalent in cell G10



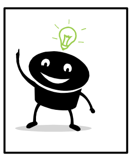
Protect the worksheet so it cannot be inadvertently changed.

Cell A24 has a link back to the Menu tab where you can select your next step, or you can navigate the workbook by clicking on the tab that you wish to go to next. Let's go to Step 3 – Replacement Hours.

STEP 3 - REPLACEMENT HOURS

This tab is intended to illustrate the number of hours required to replace FULL-TIME employees who will not available for direct supports and/or services, but will still be paid.

Enter your organization's regular or normal working hours per day in cell G7.
Enter the number of days in column F - across from the appropriate entitlement -that your organization grants to FULL-TIME employees for statutory holidays, sick time, vacation, and training and development. There are two extra rows which can be used if your organization grants other paid time off your organization grants to full-time employees for statutory holidays, sick time, vacation, and training and development in column F across from the appropriate entitlement. There are two extra rows if your organization grants other paid time off which is not listed. Simply type the text in cell A15 and/or A16 and enter the corresponding number of days in column F.
Column G is the number of days as entered multiplied by the regular or normal working hours per day as entered in cell G7.
Row 17 has two sum formulas - one for total number of days and one for total number of hours.



Again, if you have more than one rate, consider entering an average rate, or enter the highest rate. Entering the average rate, will help balance higher and lower rates if specific staffing assignments are not known at this time. By entering the highest rate available at your organization, you will ensure that no shortfalls or deficits are incurred. Forecast surpluses can be addressed through additional hours of support when mid-year planning or reviews occur. It is recommended that the highest rate be entered.

	A	B	C	D	E	F	G	H	I	J	K	L
1				**ABC Agency**								
2												
3				**Individualized Funding Budget Template**								
4												
5				**~ Calculation of Replacemnt Hours ~**								
6												
7					Enter Regular Hours/Day ===>		7.5					
8												
9	Type					Day	Hour					
10												
11	Stat					10.00	112.50					
12	Sick					7.00	52.50					
13	Vacation					10.00	75.00					
14	Training & Development					6.75	50.63					
15	Other						-					
16	Other						-					
17						33.75	290.63					
18												
19												
20	Replacement hours per full time staff					# used==>	290.63					
21												
22												
23												
24	menu											
25												
26												
27												
28	**Color-code legend**											
29	White	input area.										
30	Green	formula created, not for input.										
31	Yellow	area for finance use only										
32	Red	area hiden after updated.										
33												
34												
35												
36												
37												
38												
39												
40												
41												

Menu / Benefit Rates / ServQualityAssuranceandRiskMgmt / **Replacement Hours** / Chart of Accounts / JobCode / DeptID / Detail Code / Individual Profile / Staf

Protect the worksheet so it cannot be inadvertently changed.

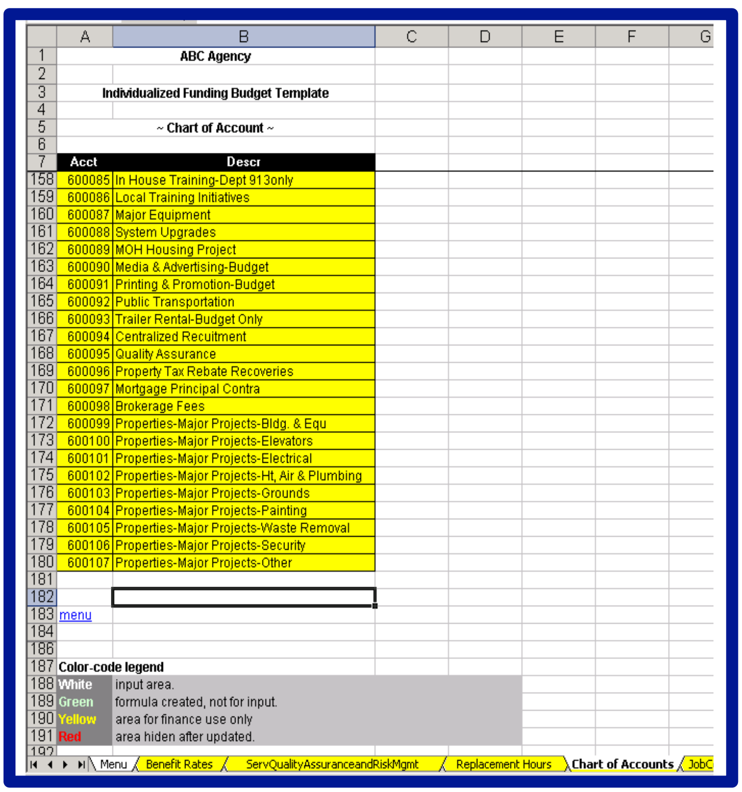
Cell A24 has a link back to the Menu tab where you can select your next step, or you can navigate the workbook by clicking on the tab that you wish to go to next. Let's go to Step 4 – Chart of Accounts.

STEP 4 – CHART OF ACCOUNTS

This worksheet contains the chart of accounts for your organization. It will be referenced in staffing and other sections for compilation of financial information required by the organization.

Edit and customize this chart to reflect your organization.

Please note that rows 8 through 157 are currently hidden. Unhide to enter your organization's chart of account. If you don't need all available rows, simply blank out the code and description cells – columns A & B and re-hide any non-used cells. Do not delete any rows or columns.



	A	B
1		ABC Agency
2		
3		Individualized Funding Budget Template
4		
5		~ Chart of Account ~
6		
7	Acct	Descr
158	600085	In House Training-Dept 913only
159	600086	Local Training Initiatives
160	600087	Major Equipment
161	600088	System Upgrades
162	600089	MOH Housing Project
163	600090	Media & Advertising-Budget
164	600091	Printing & Promotion-Budget
165	600092	Public Transportation
166	600093	Trailer Rental-Budget Only
167	600094	Centralized Recuitment
168	600095	Quality Assurance
169	600096	Property Tax Rebate Recoveries
170	600097	Mortgage Principal Contra
171	600098	Brokerage Fees
172	600099	Properties-Major Projects-Bldg. & Equ
173	600100	Properties-Major Projects-Elevators
174	600101	Properties-Major Projects-Electrical
175	600102	Properties-Major Projects-Ht, Air & Plumbing
176	600103	Properties-Major Projects-Grounds
177	600104	Properties-Major Projects-Painting
178	600105	Properties-Major Projects-Waste Removal
179	600106	Properties-Major Projects-Security
180	600107	Properties-Major Projects-Other
181		
182		
183	menu	
184		
186		
187	Color-code legend	
188	White	input area.
189	Green	formula created, not for input.
190	Yellow	area for finance use only
191	Red	area hiden after updated.

Protect the worksheet so it cannot be inadvertently changed.

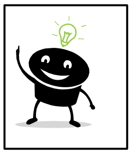
Cell A183 has a link back to the Menu tab where you can select your next step, or you can navigate the workbook by clicking on the tab that you wish to go to next. Let's go to Step 5 – Job Code.

STEP 5 – JOB CODE

This tab details the organization's positions and the rates of pay for each of these positions. The different steps from column D to J are intended for multiple rates of pay for the same position based on seniority, length of service, or any other differing criteria to merit multiple rates of pay for any one position.

This worksheet will be used in a drop down menu for Intake to select the appropriate job title when completing the Staffing Input worksheet.

A "code" is not mandatory in this worksheet. Intake will choose from the drop down menu based on description not code. A code will be useful, however, if your organization uses any software that would make importing from this template practical.



If you have more than one rate, consider the flexibility you wish to extend to Intake/Case Management when they are completing this template. If, as an organization, you decide policy will be to budget at maximums, you may wish to only enter the maximum value for any given job in the Step 1 cell. If you enter amounts in more than one cell for any one position, you will be giving choice and flexibility to the person completing Section Two.

Please note that rows 13 through 77 are currently hidden. Unhide to enter your organization's job codes. If you don't need all available rows, simply blank out the Description cells, FTE cells, Step 7 cell, and Job Code cell – columns B, C, J, & K and re-hide any non-used cells. Do not delete any rows or columns.

Complete this worksheet with your organization's job codes/classifications, descriptions and number of hours per FTE along with appropriate rate(s) of pay.

ABC Agency

Individualized Funding Budget Template

~Job Code ~

Descr	HRS/FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 (max)	Job Code
Residential Support Worker II	1950							20.00	N40001
Working Supervisor	1950							20.00	N40002
Manager Data Centre	1950							20.00	N40003
Mgr. Manufacturing/Production	1950							20.00	N40004
Program Supervisor	1950							20.00	NBU047
Contract - Temporary	1950							20.00	WRK005
Relief Cook 1	1950							20.00	PTU019
Relief Counsellor	1950							20.00	PTU00R
Relief ISP Worker II	1950							20.00	PTU021
Relief Instructor ADP	1950							20.00	PTU017
Relief Instructor V&I	1950							20.00	PTU015
Relief Operator	1950							20.00	PTU014
Relief Supply Teacher	1950							20.00	PTU018
Relief Supply Teacher Aide	1950							20.00	PTU012
Relief Support Worker I	1950							20.00	PTU03R

menu

Color-code legend

White	input area.
Green	formula created, not for input.
Yellow	area for finance use only
Red	area hiden after updated.

Menu / Benefit Rates / ServQualityAssuranceandRiskMgmt / Replacement Hours / Chart of Accounts / **JobCode** / DeptID / Detail Code / Individual Profile / St

Protect the worksheet so it cannot be inadvertently changed.

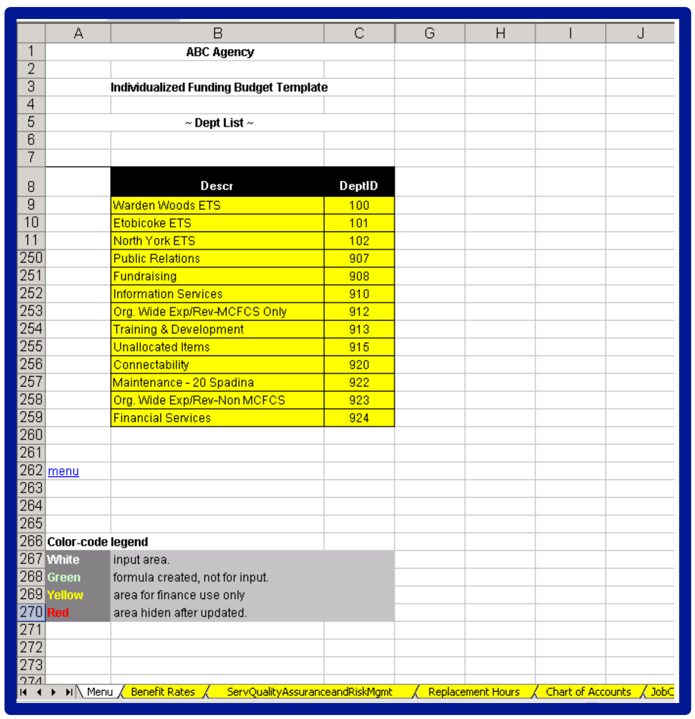
Cell A90 has a link back to the Menu tab where you can select your next step, or you can navigate the workbook by clicking on the tab that you wish to go to next. Let's go to Step 6 – Dept ID.

STEP 6 – DEPT ID

This tab is for organizational reporting requirements. Department ID can also be renamed Location, Cost Center, or any other name that would help sort data for reporting purposes.

Please note that rows 12 through 249 are currently hidden. Unhide to enter your organization's Department ID's. If you don't need all available rows, simply blank out the Description and the Department ID cells -columns B & C and re-hide any unused rows or columns. Do not delete any rows or columns.

Complete this worksheet with your organization's departmental, location, or cost center information.



	A	B	C
1		ABC Agency	
3		Individualized Funding Budget Template	
5		~ Dept List ~	
8		Descr	DeptID
9		Warden Woods ETS	100
10		Etobicoke ETS	101
11		North York ETS	102
250		Public Relations	907
251		Fundraising	908
252		Information Services	910
253		Org. Wide Exp/Rev-MCFCS Only	912
254		Training & Development	913
255		Unallocated Items	915
256		Connectability	920
257		Maintenance - 20 Spadina	922
258		Org. Wide Exp/Rev-Non MCFCS	923
259		Financial Services	924
262	menu		
266	Color-code legend		
267	White	input area.	
268	Green	formula created, not for input.	
269	Yellow	area for finance use only	
270	Red	area hiden after updated.	

Protect the worksheet so it cannot be inadvertently changed.

Cell A262 has a link back to the Menu tab where you can select your next step, or you can navigate the workbook by clicking on the tab that you wish to go to next. Let's go to Step 7 – Detail Code.

STEP 7 – DETAIL CODE

This tab is for organizational reporting requirements. Complete this sheet with the MCSS and non-MCSS Detail Codes that pertain to your organization.

Rows 8 through 21 are for MCSS funded programs and the remaining rows, 22 through31 are for non-MCSS funding sources.

If you don't need all available rows, simply blank out the detail code, description, and code cells – Columns A, B, & C and re-hide any unused rows or columns. Do not delete any rows or columns.

	A	B	C	D
1	ABC Agency			
3	Individualized Funding Budget Template			
5	~ Detail Code ~			
6				
7	Detail Code	Description	Code	
8	1001 Funded by MCSS, description for 1001 to be defined.	Funded by MCSS, description for 1001 to be defined.	1001	
9	1002 Funded by MCSS, description for 1002 to be defined.	Funded by MCSS, description for 1002 to be defined.	1002	
10	1003 Funded by MCSS, description for 1003 to be defined.	Funded by MCSS, description for 1003 to be defined.	1003	
11	1004 Funded by MCSS, description for 1004 to be defined.	Funded by MCSS, description for 1004 to be defined.	1004	
12	1005 Funded by MCSS, description for 1005 to be defined.	Funded by MCSS, description for 1005 to be defined.	1005	
13	1006 Funded by MCSS, description for 1006 to be defined.	Funded by MCSS, description for 1006 to be defined.	1006	
14	1007 Funded by MCSS, description for 1007 to be defined.	Funded by MCSS, description for 1007 to be defined.	1007	
15	1008 Funded by MCSS, description for 1008 to be defined.	Funded by MCSS, description for 1008 to be defined.	1008	
16	1009 Funded by MCSS, description for 1009 to be defined.	Funded by MCSS, description for 1009 to be defined.	1009	
17	1010 Funded by MCSS, description for 1010 to be defined.	Funded by MCSS, description for 1010 to be defined.	1010	
18	1011 Funded by MCSS, description for 1011 to be defined.	Funded by MCSS, description for 1011 to be defined.	1011	
19	1012 Funded by MCSS, description for 1012 to be defined.	Funded by MCSS, description for 1012 to be defined.	1012	
20	1013 Funded by MCSS, description for 1013 to be defined.	Funded by MCSS, description for 1013 to be defined.	1013	
21	1014 Funded by MCSS, description for 1014 to be defined.	Funded by MCSS, description for 1014 to be defined.	1014	
22	N0001 Funded by non MCSS, description for N0001 to be defined.	Funded by non MCSS, description for N0001 to be defined.	N0001	
23	N0002 Funded by non MCSS, description for N0002 to be defined.	Funded by non MCSS, description for N0002 to be defined.	N0002	
24	N0003 Funded by non MCSS, description for N0003 to be defined.	Funded by non MCSS, description for N0003 to be defined.	N0003	
25	N0004 Funded by non MCSS, description for N0004 to be defined.	Funded by non MCSS, description for N0004 to be defined.	N0004	
26	N0005 Funded by non MCSS, description for N0005 to be defined.	Funded by non MCSS, description for N0005 to be defined.	N0005	
27	N0006 Funded by non MCSS, description for N0006 to be defined.	Funded by non MCSS, description for N0006 to be defined.	N0006	
28	N0007 Funded by non MCSS, description for N0007 to be defined.	Funded by non MCSS, description for N0007 to be defined.	N0007	
29	N0008 Funded by non MCSS, description for N0008 to be defined.	Funded by non MCSS, description for N0008 to be defined.	N0008	
30	N0009 Funded by non MCSS, description for N0009 to be defined.	Funded by non MCSS, description for N0009 to be defined.	N0009	
31	N0010 Funded by non MCSS, description for N0010 to be defined.	Funded by non MCSS, description for N0010 to be defined.	N0010	
32				
33	Code	Description		
36				
37				
38	menu			
41				
42	Color-code legend			
43	White	input area.		
44	Green	formula created, not for input.		
45	Yellow	area for finance use only		
46	Red	area hiden after updated.		
47				

Menu / Benefit Rates / ServQualityAssuranceandRiskMgmt / Replacement Hours / Chart of Accounts / JobCode / DeptID / **Detail Code** / Indi

Protect the worksheet so it cannot be inadvertently changed.

Cell A38 has a link back to the Menu tab where you can select your next step, or you can navigate the workbook by clicking on the tab that you wish to go to next.

- We are almost finished. Although the remainder of the workbook is Section Two – Intake/Individual, there are a few formulas in specific worksheets that need editing to customize the calculations to your organization.
- A brief overview of the remainder of the spreadsheet is provided here so you can see how the data that was just entered will be used.
- Instructions and information regarding formulas that require editing will be highlighted by this symbol in the margin. When you see this symbol, there is something to review and decide if it needs editing, changing, etc.

REMAINDER OF WORKBOOK

INDIVIDUAL PROFILE

Information required on the person, programs, etc. This tab will be completed by Intake. Complete explanations on this worksheet can be found in Section Two.

STAFFING INPUT

This page will be used to calculate the cost of supports and services where organizational staff is employed.
Note: Rows 46-50 are "standardized" staffing ratios for various supports and services. Edit according to your organization's standards.

Lock these cells so they cannot be inadvertently changed.

Clicking in any cell from A10 to D30 will produce a drop down menu from the appropriate table. Intake will be able to select a valid choice and continue. The calculated green cells are quite evident in the worksheet.

Column A – Funding Source
Intake will select whether the funding is MCSS or non-MCSS.

Column B – Detail Code
Intake will select an appropriate Detail Code under which the supports and services will be reported.

Column C – DETCODE
This is a hidden column and is only used for formula calculations. Also note that this hidden column is colour-coded red. Any red cells that remain after Section One is complete should be revisited and hidden. No one needs to see them after Section One is completed.

Column D - Job Title
Intake will select an appropriate Job Title. Column D will reference the Job Code tab and automatically populate Column D with the textual description of the selected job title.

Column E - Job Code
Column E will automatically populate with the Job Code related to the textual job title selected.

Column F – Step 1 – 7
Intake will select an appropriate step on the grid for a particular position if available in the Job Code table. There will be a suggestion in Section Two of this user Guide to the Intake person to enter an average step, or budget at the highest available step for the same reasons as cited previously. If your organization's policy stipulated to budget at maximums and only one rate was entered, there will be only one choice at this point, thus forcing Intake to budget at maximums.

Column G – FT=1 PT=2
Intake will select whether the job title selected is a full-time (FT) employee or a part-time (PT) employee by designating entering "1" for FT or a "2" for PT.

Column H – Hour per FTE
This column will also automatically populate given the selection in the Job Title cell. The reference here is back to the Job Code table.

Column I – No. of Position
Intake will enter a number in this cell to stipulate how many actual employees it will take to cover all of the hours being considered.

Column J – Staff: Individual Ratio

This ratio will be determined by Intake either by using the standard or common ratios of the organization (cells A46 – D50) or by consulting the person's plan to determine what appropriate staffing levels are. Example: 1: 3 Enter only the 3 in this column. The 1: part of the equation will be understood in subsequent and/or referencing formulas.

Column K – Hours per Week Attending Program
This is a fairly straightforward entry by Intake.

Column L – Support Hours per Week
This column will calculate the numbers of hours of support and services per week, given the input in columns J and K.

Column M – No. of Week
This is a fairly straightforward entry by Intake.

Column N - Budgeted Hours
This is a calculated cell given the preceding input.
Column L (Support Hours per Week) * Column M (Number of weeks)

Column O – Full time Equivalent
This is a calculated cell given the preceding input.
Column N (Budgeted Hours) / Column H (Hours/FTE)

Column P – FT FTE
This is a hidden column and is only used for formula calculations.

Column Q – Hourly Rate
This column will automatically populate given the choices for Column D - Job Title and Column F - Step 1-7.

Column R – Vacation pay
This column will automatically calculate given the choices for Column G – FT=1 PT=2 and the Benefit rate tab.

Column S – Full Time Salary
This column will automatically calculate given the choices for Column G – FT=1 PT=2, Column N – Budgeted Hours, and Column Q – Hourly Rate.

Column T – Part Time Salary
This column will automatically calculate given the choices for Column G – FT=1 PT=2, Column N – Budgeted Hours, and Column Q – Hourly Rate.

Column U – FT- Benefit
This column will automatically calculate given the choices for Column G – FT=1 PT=2 and the Benefit rate tab.

Column V – PT- Benefit
This column will automatically calculate given the choices for Column G – FT=1 PT=2 and the Benefit rate tab.

Column W – Sal
This is a hidden column and is only used for formula calculations.

Column X – Ben
This is a hidden column and is only used for formula calculations.

Column Y – Total

This column will automatically sum columns S through V for each row.

Column Z – Remarks
This cell is for additional input by Intake to help explain or further detail any staffing issues.

Cells in row 31 are the sums of each column.

Row 33 - Service Quality Assurance & Risk Management
This row will add a percentage (Service, Quality Assurance, and Risk Management worksheet) based on total budgeted hours (cell N31) and the replacement Job Code chosen in cell D33.

Protect all green cells so formulas cannot be inadvertently changed.

STAFFING SUMMARY

This totally calculated worksheet summarizes the Staffing Input tab to cost information. Q37 has a formula that compares Q36 with Staffing Input Y39. There will be an error message if these two totals are not identical.
Review and ensure all looks correct.

Protect the worksheet so it cannot be inadvertently changed.

CONTRACT LABOUR

This worksheet is where the non-employee information will be entered. Any data entered on this worksheet will be referenced automatically on row 31 - Summary by Detail Code worksheet and row 56 - Printable Budget worksheet.

Protect the worksheet so it cannot be inadvertently changed.

OTHER COSTS

This tab was created to allow for other costs beyond staffing, and non-employee labour such as transportation, membership fees, etc. Intake will select the appropriate expense item(s) from the drop down menu in Column A and follow it through to an appropriate detail code. Column AE is user-defined and can be used for additional information on the line item.

Review and ensure all looks correct.

Protect the worksheet so it cannot be inadvertently changed.

REVENUE

This worksheet will detail sources of revenue or funding by each source.
Intake will select (drop-down menu available) a revenue account in Column A (referenced from the COA tab) and then enter the source of that revenue in Column B.
For Column C – Frequency, Intake will enter "12" for monthly, "1" for annually, "52" for weekly.
Intake will then have to transcribe the revenue and re-enter the amounts under the appropriate detail code for reporting purposes.

Protect all non-white cells so nothing can be inadvertently changed.

SUMMARY BY DETAIL CODE

This tab will gather information and costing by detail code for the organization's input and reporting requirements.

This tab requires the Program Administration rate to be entered in cells D75 through to AA75. Enter as a decimal equivalent.

When calculating Program Administration costs and percentages, do not forget to include items such as Service Coordination, Program Directors, etc, if they apply to your organization.

This tab requires the ACA rate to be entered in cells D76 through to AA76 Enter as a decimal equivalent.

When calculating ACA, enter 0.10 for 10% or take the percentages from your most recent Service Contract.

Protect the worksheet so it cannot be inadvertently changed.

PRINTABLE BUDGET

This is a completely calculated report that will bring all the information together and display in a more typical budget fashion.
This is a printable sheet that can be provided after the support and services plan is complete.

Protect the worksheet so it cannot be inadvertently changed.

ADDENDUM

This is a user-defined text area available for any additional information that is pertinent.

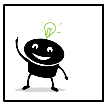
HELP

This tab lists contact information for assistance with technical questions on how to complete this workbook.

TIPS

You might want to "hide" cells, rows, columns, entire worksheets, etc that may not be for general viewing. If you do "hide" anything, please ensure that you delete any reference to them in Section Two of this User Guide before distribution.

Edit this file's properties attributes to be read-only. This will force subsequent users to rename their file and keep the integrity of this "master" copy intact.



You may want to consider posting this workbook on a secure web-site where it can be accessed by authorized persons. This will ensure that all users are accessing the same version of the workbook and that there is only one version to update when changes occur.

SECTION TWO

CHECKLIST

Before starting the process of costing out supports and services for a person, ensure that you have the following completed and handy each time you access or continue through this file.

- Approved application
- Approved funding confirmation
- Supports Intensity Scale Assessment (SIS)
- Person's plan
- The person is in attendance
- Primary support provider is also in attendance – if appropriate
- Computer - with Excel 1997 or higher
- printing facilities
- Appropriate consents and signatures
- Appropriate location
- 1-2 hours of time

◊ Open the Excel file – "Individualized Funding Budget Template"
◊ Enable macros.

Ensure the auto-save feature is turned off.

◊ "Save As" a different file and with a secure password.

Remember, Section One's cells are colour-coded yellow and Section Two's cells are white.

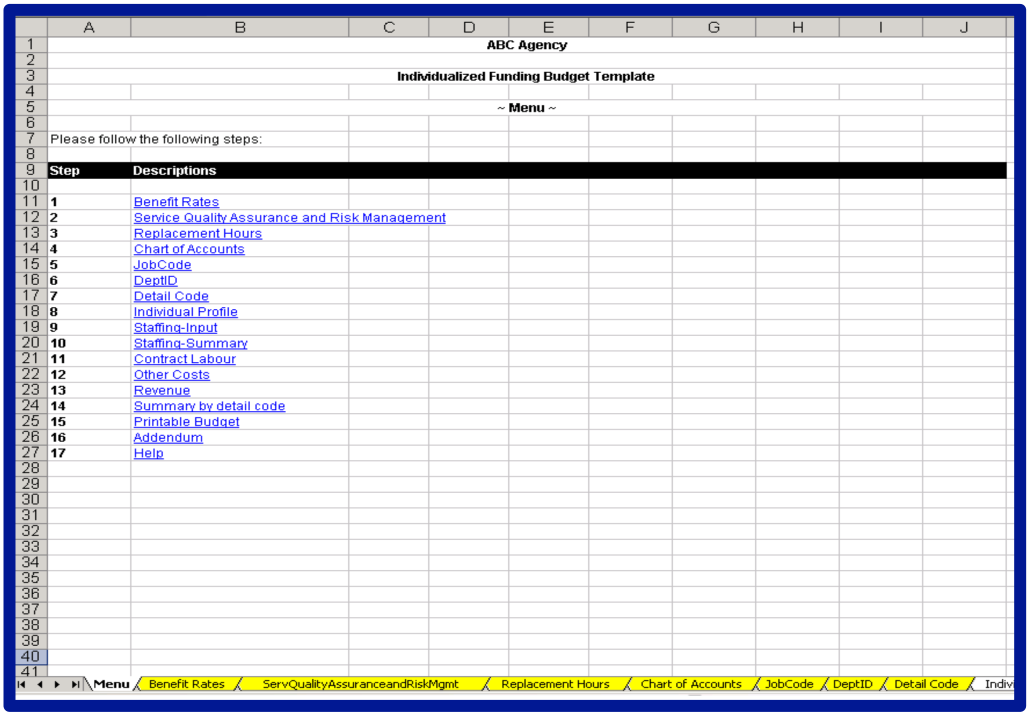
The tabs are also colour-coded in the same manner for easy visual recognition.

Section One will be completed by the time you receive this file. You can be assured that the appropriate and current job titles, rates of pay, chart of accounts, etc have been created in the appropriate tables.

The first tab (furthest left) in the workbook is the Menu tab and is used in both sections.

MENU

This is simply a page that denotes the steps to take when completing this workbook. This page also contains links to each of the subsequent tabs in column B.



ABC Agency

Individualized Funding Budget Template

~ Menu ~

Please follow the following steps:

Step	Descriptions
1	Benefit Rates
2	Service Quality Assurance and Risk Management
3	Replacement Hours
4	Chart of Accounts
5	JobCode
6	DeptID
7	Detail Code
8	Individual Profile
9	Staffing-Input
10	Staffing-Summary
11	Contract Labour
12	Other Costs
13	Revenue
14	Summary by detail code
15	Printable Budget
16	Addendum
17	Help

Section One is comprised of several worksheets in which relatively static data is created and entered. These organizational tables are found on the yellow tabs. Starting with the second tab from the left, they are:

- Benefit Rates
- Service, Quality Assurance, and Risk Management
- Replacement Hours
- Chart of Accounts
- Job Code
- Department ID
- Detail Code

The above tabs represent the first six steps as listed on the Menu tab. Section Two starts at Step 8 on the Menu worksheet, however, here is a brief overview of Section One to help you get yourself acquainted with the workbook and what this tool can and cannot do to help cost out supports and services.

BENEFIT RATES

This is a table where full time and part time employees' benefit rates are entered. These amounts will be used in the calculation of staffing costs.

REPLACEMENT HOURS

This is where the replacement or backfill hours are calculated. These hours are expressed in terms of hours per FTE (Full Time Equivalent). These hours represent those hours for which a FULL-TIME employee is being paid, however, is not available for direct supports. Such situations would include vacation and training time. These hours and the costs associated with them will be used in the calculation of staffing costs.

CHART OF ACCOUNTS

This table will be populated with valid choices to choose from when creating a budget. Generally, accounts collect data from which reports can be generated and data aggregated.

JOB CODE

This is a table of all available job titles, rates of pay, and hours of work, in your organization. Selection will be from a list in the Staffing Input tab.

DEPT ID

This worksheet is a listing of available departments in your organization. Departments can also be known as locations or cost centers. This information will be used in the Individual Profile set up.

DETAIL CODE

This worksheet lists all available options to choose from when asked for a detail code. This is specified by the funding authority to which your organization must submit reports on the expenditure of funding.

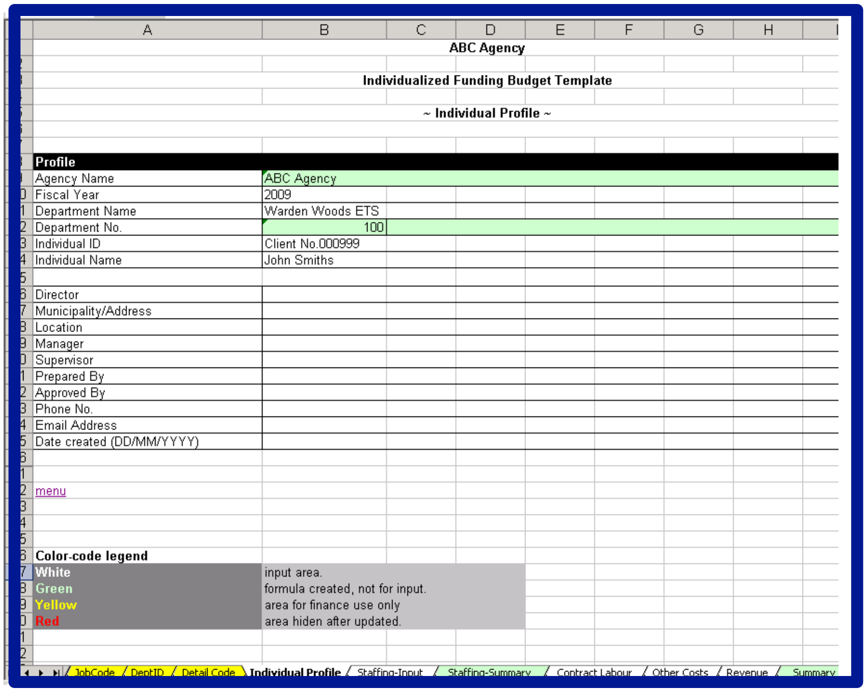
Section Two's starting point is Step 8 – Individual Profile.

STEP 8 – INDIVIDUAL PROFILE

This gathers required information on the person, whom supports are being requested, etc.

Complete this sheet with all the required information.

All the answers go in Column B. If unsure of an answer, try double-clicking in the cell. This will invoke a drop-down menu from which you can choose from a list of valid answers.



Remember, the cells are colour-coded for each section. Section Two's colour is white cells. Green cells are calculated, and require no further data entry. Each worksheet has a legend that reiterates the colour-coding.

STEP 9 – STAFFING INPUT

This page will be used to calculate the cost of supports and services where organizational staff is employed. All the white cells are where information is expected of you. The green cells are formula or reference cells that have been previously updated in Section One.

You will be entering data in the white cells, but please review the results displayed in the green cells to ensure that the data makes sense and the result is expected. Report any discrepancies such as #VALUE, #ERROR, #DIV/0, etc, to your supervisor.

Clicking on most of your cells, will present a drop-down menu of available options. Highlight the option you want and then click on it again. This will "select" the option you wanted and automatically populate the cell that you were completing.

Column A – Funding Source
Please select whether the funding is MCSS or non-MCSS.

Column B – Detail Code
Please select an appropriate Detail Code under which the supports and services will be reported.

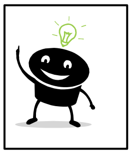
Column C – DETCODE
This is a hidden column and is only used for formula calculations. No action is required on your part.

Column D - Job Title

Please select an appropriate Job Title. Column D will reference the Job Code tab and automatically populate Column D with the textual description of the selected job title.

Column E - Job Code
Column E will automatically populate with the Job Code related to the textual job title selected.

Column F – Step 1 – 7
Please select an appropriate step on the grid for a particular position if available in the Job Code table.



If you have more than one rate, consider entering the maximum rate associated with any given position, or enter the Step number associated with the highest rate. Entering the average rate, will help balance higher and lower rates if specific staffing assignments are not known at this time. By entering the highest rate available at your organization, you will ensure that no shortfalls or deficits are incurred.

Column G – FT=1 PT=2
Please select whether the job title selected is a full-time (FT) employee or a part-time (PT) employee by designating entering "1" for FT or a "2" for PT.

Column H – Hour per FTE
This column will also automatically populate given the selection in the Job title cell. The reference here is back to the Job Code table.

Column I – No. of Position
Please enter a number in this cell to stipulate how many actual employees it will take to cover all of the hours being considered.

Column J – Staff: Individual Ratio
Please determine this ratio either by using the standard or common ratios of the organization (cells A46 – D50) or by consulting the person's plan to determine what appropriate staffing levels are.

Column K – Hours per Week Attending Program
Please enter a number that will represent the number of hours that the person will be attending the program associated with the selected Detail Code. It is possible to have several lines for one person, such as 15 hours/week at a Day Program, 3 hours/week at a job readiness/training program, etc. Each activity that fall under a different Detail Code should be considered separately and entered on separate lines.

Column L – Support Hours per Week
This column will calculate the numbers of hours of support and services per week, given the input in columns J and K.

Column M – No. of Week
Please enter a number that will represent the number of weeks that the person will be attending in a year.

Column N - Budgeted Hours
This is a calculated cell given the preceding input.
Column L (Support Hours per Week) * Column M (Number of weeks)

ABC Agency

Individualized Funding Budget Template

" Staffing-Input "

Staffing Details

	A	B	D	E	F	G	H	I	J	K	L	M	N	O	Q	R	S	T	U	V	Y	Z
6	MCSS (M) / Non MCSS (N)	Detail Code	Job Title	Job Code	Step 1 - 7	FT-1 PT-2	Hour per FTE	No. of Position	Staff : Individual Ratio 1 : ?	Hours per week attending Program	Support Hours per week	No. of Week	Budgeted Hours	Full Time Equivalent	Hourly Rate (max)	Pay, RRSP or Other Pension Items and In Lieu Payment	FT - Salary	PT - Salary	FT - Benefit	PT - Benefit	Total	Remarks
7			Direct Staff																			
8	M-MCSS F	N0010 F	Residential Support W	N40001	7	1	1950		5	37.5	7.50	52	390.00	0.20	20.00	0%	7,800	-	1,560	-	9,360	
9				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
10				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
11				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
12				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
13				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
14				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
15				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
16				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
17				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
18				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
19				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
20				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
21				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
22				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
23				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
24				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
25				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
26				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
27				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
28				#N/A			#N/A				-		-		#N/A		-	-	-	-	-	
29	**Total**										7.50		390.00	0.20			7,800	-	1,560	-	9,360	
30																						
31	**Service Quality**		Residential Support	N40001		1	1950						39	0.02	20.00		780		156		936	
32																						
33	**Replacement / Training Staffs:**							**No. of Direct Full Time FTE to be replaced**														
34			Residential Support	N40001		2	1950						58.13	0.03	20.00	8%	-	1,256	-	138	1,394	
35	**Total**												58.13	0.03			-	1,256	-	138	1,394	
36																						
37	**Grand Total**												**487.13**	**0.25**			**8,580**	**1,256**	**1,716**	**138**	**11,690**	

Note: * The benchmark of Staff : Individual Ratio

Day Program	1 : 5
SHS	1 : 10
Vocation	1 : 10
Respite	1 : 9

* It is suggested to use highest hourly rate for budgeting purpose.
* Do not delete or add rows or columns for this template.

menu

Color-code legend

White	input area.
Green	formula created, not for input.
Yellow	area for finance use only
Red	area hiden after updated.

Menu | Benefit Rates | ServQualityAssuranceandRiskMgmt | Replacement Hours | Chart of Accounts | JobCode | DeptID | Detail Code | Individual Profile | **Staffing-Input** | Staffing-

Column O – Full time Equivalent
This is a calculated cell given the preceding input.
Column N (Budgeted Hours) / Column H (Hours/FTE)

Column P – FT FTE
This is a hidden column and is only used for formula calculations.

Column Q – Hourly Rate
This column will automatically populate given the choices for Column D - Job Title and Column F - Step 1-7.

Column R – Vacation pay
This column will automatically calculate given the choices for Column G – FT=1 PT=2 and the Benefit rate tab.

Column S – Full Time Salary
This column will automatically calculate given the choices for Column G – FT=1 PT=2, Column N – Budgeted Hours, and Column Q – Hourly Rate.

Column T – Part Time Salary
This column will automatically calculate given the choices for Column G – FT=1 PT=2, Column N – Budgeted Hours, and Column Q – Hourly Rate.

Column U – FT- Benefit
This column will automatically calculate given the choices for Column G – FT=1 PT=2 and the Benefit rate tab.

Column V – PT- Benefit
This column will automatically calculate given the choices for Column G – FT=1 PT=2 and the Benefit rate tab.

Column W – Sal
This is a hidden column and is only used for formula calculations.

Column X – Ben
This is a hidden column and is only used for formula calculations.

Column Y – Total
This column will automatically sum columns S through V for each row.

Column Z – Remarks
This cell is for additional input to help explain or further detail any staffing issues.

Cells in row 31 are the sums of each column.

Row 33 - Service Quality Assurance & Risk Management
This row will add a percentage (Service, Quality Assurance, and Risk Management worksheet) based on total budgeted hours (cell N31) and the replacement Job Code chosen in cell D33.

Protect all green cells so formulas cannot be inadvertently changed.

Continue entering data until the staff budgeting process is complete.

STEP 10 – STAFFING SUMMARY

This totally calculated worksheet summarizes the Staffing Input tab to cost information. Q37 has a formula that compares Q36 with Staffing Input Y39. There will be an error message if these two totals are not identical.
Review and ensure all looks correct.

STEP 11 - CONTRACT LABOUR

This is the worksheet where non-employee labour is recorded and costed. You will need to enter the number of hours per time period and the hourly rate of each type of Contract Labour. This worksheet requires you to enter each different type of contract labour on a separate line. This worksheet also requires you to transpose the product or total dollar amount of each type of Contract Labour to the cell below the appropriate detail code. The Column AB - TOTAL will include all entries made in the row from columns D through AA. Column AC is a Remarks area where any additional, pertinent information can be entered. Any data entered on this worksheet will be referenced automatically on row 31 - Summary by Detail Code worksheet and row 56 - Printable Budget worksheet.

STEP 12 - OTHER COSTS

Use this worksheet to enter other costs, such as transportation, membership fees, etc. If you click on a cell in Column A, a drop-down menu will appear from which you can pick an appropriate expense account. Select the appropriate expense account(s) and follow the row through to the far right-hand column. Column AE is available for further entry if more details are required or warranted.

STEP 13 - REVENUE

This tab details sources of revenue/funding by each source.

Please select (drop-down menu available) a revenue account in Column A (referenced from the COA tab) and then enter the source of that revenue in Column B. For Column C – Frequency, please enter “12” for monthly, “1” for annually, “52” for weekly, etc.

You will now have to transcribe the revenue and re-enter the amounts under the appropriate detail code for reporting purposes.

ABC Agency

Individualized Funding Budget Template

	A	B	C	E	F	G	H	I	J	K	L	M	N	O	P	Q
7			**Direct Staff Support**					**Relief Staff Support**			**Total**					
8	**MCSS (M) / Non**	**Detail Code**	**FTE**	**FT Salary**	**PT Salary**	**FT Benefit**	**PT Benefit**	**FTE**	**Salary**	**Benefit**	**FTE**	**FT Salary**	**PT Salary**	**FT Benefit**	**PT Benefit**	**Grand Total**
9	M	1001 Funded by MCSS, description for 1001 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	M	1002 Funded by MCSS, description for 1002 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	M	1003 Funded by MCSS, description for 1003 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	M	1004 Funded by MCSS, description for 1004 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	M	1005 Funded by MCSS, description for 1005 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	M	1006 Funded by MCSS, description for 1006 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	M	1007 Funded by MCSS, description for 1007 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	M	1008 Funded by MCSS, description for 1008 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	M	1009 Funded by MCSS, description for 1009 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	M	1010 Funded by MCSS, description for 1010 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	M	1011 Funded by MCSS, description for 1011 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	M	1012 Funded by MCSS, description for 1012 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	M	1013 Funded by MCSS, description for 1013 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	M	1014 Funded by MCSS, description for 1014 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23	N	N0001 Funded by non MCSS, description for N0001 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
24	N	N0002 Funded by non MCSS, description for N0002 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
25	N	N0003 Funded by non MCSS, description for N0003 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26	N	N0004 Funded by non MCSS, description for N0004 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
27	N	N0005 Funded by non MCSS, description for N0005 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
28	N	N0006 Funded by non MCSS, description for N0006 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
29	N	N0007 Funded by non MCSS, description for N0007 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
30	N	N0008 Funded by non MCSS, description for N0008 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
31	N	N0009 Funded by non MCSS, description for N0009 to be defined.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
32	N	N0010 Funded by non MCSS, description for N0010 to be defined.	0.20	7,800	-	1,560	-	0.03	1,256	138	0.23	7,800	1,256	1,560	138	10,754
33			**Total before service quality assurance and risk management**								0.23	7,800	1,256	1,560	138	10,754
34			**Service quality assurance and risk management**									780	-	156	-	936
35			**Grand Total**								0.23	8,580	1,256	1,716	138	11,690
37															**The above figure is**	**Correct**
39	menu															
43	**Color-code legend**															
44	White	input area.														
45	Green	formula created, not for input.														
46	Yellow	area for finance use only														
47	Red	area hiden after updated.														

JobCode / DeptID / Detail Code / Individual Profile / Staffing-Input / **Staffing-Summary** / Contract Labour / Other Costs / Revenue / Summary by detail code / Printable Budget / Addendum / Help

ABC Agency

Individualized Funding Budget Template

" Contract Labour "

For Reference Only

9	Job Description	No. of Hours	Hourly Rate	Detail Code 1001	Detail Code 1002	Detail Code 1003	Detail Code 1004	Detail Code 1005	Detail Code 1006	Detail Code 1007	Detail Code 1008	Detail Code 1009	Detail Code 1010	Detail Code 1011	Detail Code 1012	Detail Code 1013	Detail Code 1014	Detail Code N0001	Detail Code N0002	Detail Code N0003	Detail Code N0004	Detail Code N0005	Detail Code N0006	Detail Code N0007	Detail Code N0008	Detail Code N0009	Detail Code N0010	Total	Remarks
10	Speech Patho	52	175																								9,100	9,100	1Hr / week
11																												-	
12																												-	
13																												-	
14																												-	
15																												-	
16																												-	
17																												-	
18																												-	
19																												-	
20																												-	
21																												-	
22																												-	
23																												-	
24																												-	
25																												-	
26																												-	
27																												-	
28																												-	
29																												-	
30																												-	
31	Total			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,100	9,100	

menu

Color-code legend

White	input area.
Green	formula created, not for input.
Yellow	area for finance use only
Red	area hiden after updated.

Replacement Hours / Chart of Accounts / JobCode / DeptID / Detail Code / Individual Profile / Staffing-Input / Staffing-Summary / **Contract Labour** / Other Costs / Revenue / Summary by detail code / Printable E

ABC Agency

Individualized Funding Budget Template

" Other Costs "

For Reference Only

9	AcctName	Unit	No. of Unit	Unit Cost	Stan dard	Code 1001	Code 1002	Code 1003	Code 1004	Code 1005	Code 1006	Code 1007	Code 1008	Code 1009	Code 1010	Code 1011	Code 1012	Code 1013	Code 1014	Code N000	Code N000	Code N000	Code N000	Code N000	Code N000	Code N000	Code N000	Code N000	Code N001	Total	Remarks
10	Public Transportation	1	12	60.00																									720	720	Monthly bus pass
11																														-	
12																														-	
13																														-	
14																														-	
15																														-	
16																														-	
17																														-	
18																														-	
19																														-	
20																														-	
21																														-	
22																														-	
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36																														-	
37																														-	
38																														-	
39																														-	
40																														-	
41																														-	
42																														-	
43																														-	
44																														-	
45																														-	
46																														-	
47																														-	
48																														-	
49																														-	
50																														-	
51	Total					-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	720	720	

menu

Color-code legend

White	input area.
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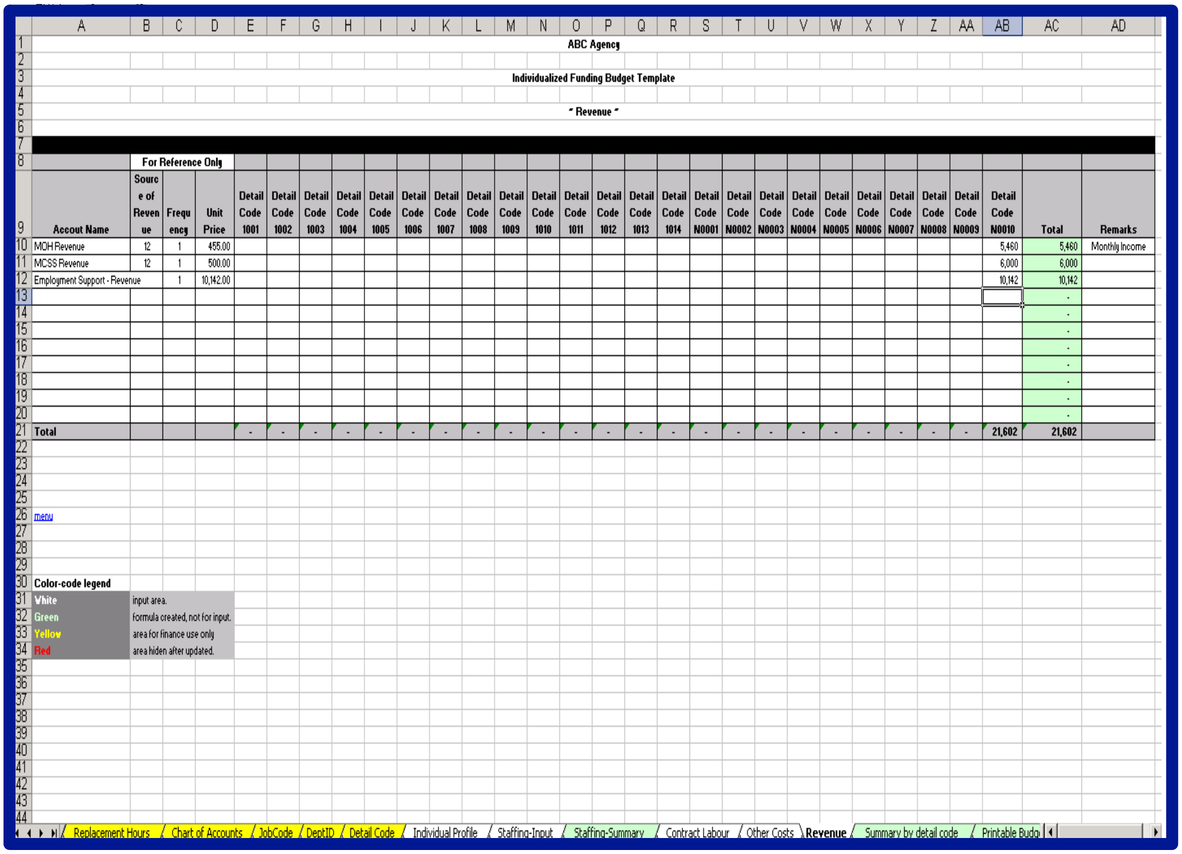
ServQualityAssuranceandRiskMgmt / Replacement Hours / Chart of Accounts / JobCode / DeptID / Detail Code / Individual Profile / Staffing-Input / Staffing-Summary / Contract Labour / **Other Costs**



ABC Agency

Individualized Funding Budget Template

" Revenue "

For Reference Only

Accout Name	Source of Revenue	Frequency	Unit Price	Detail Code 1001	Detail Code 1002	Detail Code 1003	Detail Code 1004	Detail Code 1005	Detail Code 1006	Detail Code 1007	Detail Code 1008	Detail Code 1009	Detail Code 1010	Detail Code 1011	Detail Code 1012	Detail Code 1013	Detail Code 1014	Detail Code N0001	Detail Code N0002	Detail Code N0003	Detail Code N0004	Detail Code N0005	Detail Code N0006	Detail Code N0007	Detail Code N0008	Detail Code N0009	Detail Code N0010	Total	Remarks
MOH Revenue	12	1	455.00																								5,460	5,460	Monthly Income
MCSS Revenue	12	1	500.00																								6,000	6,000	
Employment Support - Revenue		1	10,142.00																								10,142	10,142	
																												-	
																												-	
																												-	
																												-	
																												-	
																												-	
																												-	
																												-	
Total				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	21,602	21,602	

menu

Color-code legend

White	input area.
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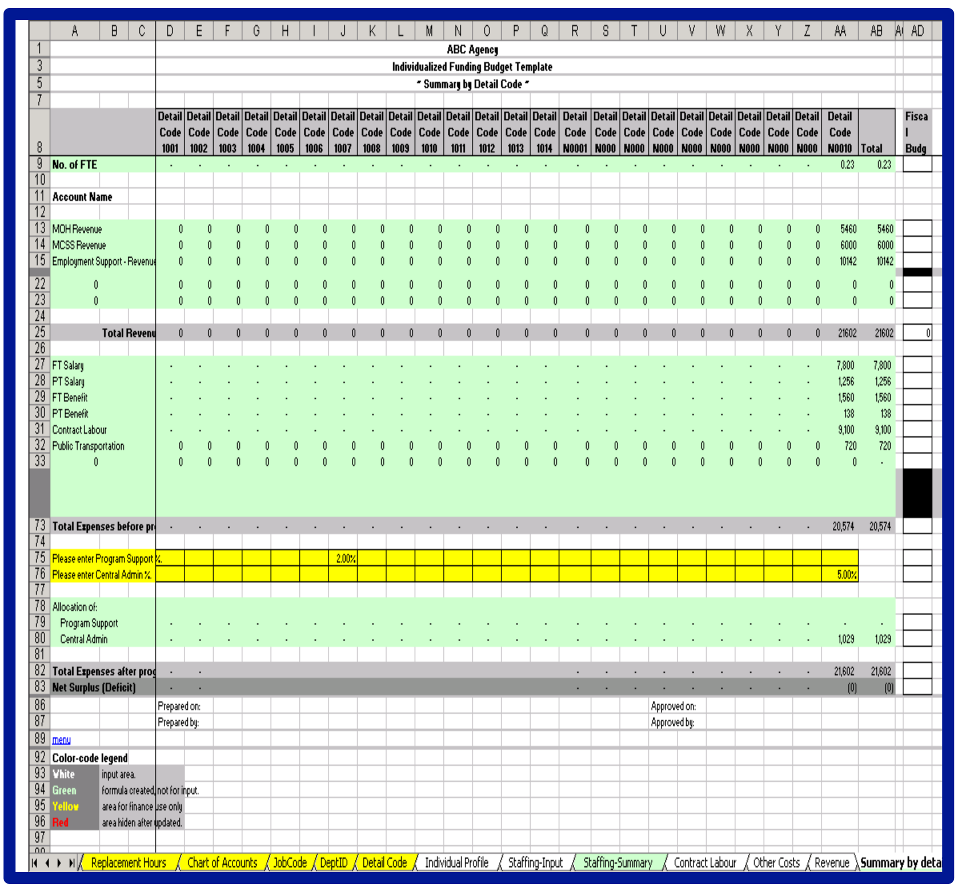
Red	area hiden after updated.

Replacement Hours / Chart of Accounts / JobCode / DeptID / Detail Code / Individual Profile / Staffing-Input / Staffing-Summary / Contract Labour / Other Costs / **Revenue** / Summary by detail code / Printable Budg



ABC Agency

Individualized Funding Budget Template

" Summary by Detail Code "

	Detail Code 1001	Detail Code 1002	Detail Code 1003	Detail Code 1004	Detail Code 1005	Detail Code 1006	Detail Code 1007	Detail Code 1008	Detail Code 1009	Detail Code 1010	Detail Code 1011	Detail Code 1012	Detail Code 1013	Detail Code 1014	Detail Code N0001	Detail Code N000	Detail Code N000	Detail Code N000	Detail Code N000	Detail Code N000	Detail Code N000	Detail Code N000	Detail Code N000	Detail Code N0010	Total	Fiscal Budg
No. of FTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.23	0.23	
Account Name																										
MOH Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5460	5460	
MCSS Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6000	6000	
Employment Support - Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10142	10142	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Revenu	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21602	21602	0
FT Salary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,800	7,800	
PT Salary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,256	1,256	
FT Benefit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,560	1,560	
PT Benefit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	138	138	
Contract Labour	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,100	9,100	
Public Transportation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	720	720	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
Total Expenses before pr	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,574	20,574	
Please enter Program Support %.							2.00%																			
Please enter Central Admin %.																								5.00%		
Allocation of:																										
Program Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Central Admin	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,029	1,029	
Total Expenses after prog	-	-													-	-	-	-	-	-	-	-	-	21,602	21,602	
Net Surplus (Deficit)	-	-													-	-	-	-	-	-	-	-	-	(0)	(0)	

Prepared on: Approved on:

Prepared by: Approved by:

menu

Color-code legend

White	input area.
Green	formula created, not for input.
Yellow	area for finance use only
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Replacement Hours / Chart of Accounts / JobCode / DeptID / Detail Code / Individual Profile / Staffing-Input / Staffing-Summary / Contract Labour / Other Costs / Revenue / **Summary by deta**

STEP 14 – SUMMARY BY DETAIL CODE

This tab will gather information and costing by detail code for the organization's input and reporting requirements. If there is a zero in cell R84, then all went well. However, if there is anything but a zero in this cell, you may have to go back to the Staffing Inputs worksheet, Contract Labour worksheet, Other Costs worksheet, or the Revenue worksheet to do some adjustments to the person's budget.

A positive number indicates that the person can afford more supports than planned for in this budget. However, a person does not need to spend the entire funding allotment at your organization. If the number in cell R84 is negative, then you will definitely need to go back and rework the budget and proposed supports. A negative number indicates that there is not enough revenue in the budget to fund all of the supports and/or services in the budget plan.

STEP 15 - PRINTABLE BUDGET

This is another completely calculated report that will bring all the information together and display in a more typical budget fashion.

This is a printable sheet that can be provided to the person/family/caregiver/support network after the support and services plan is complete.

ADDENDUM

This is a user-defined text area available for any additional information that is pertinent.

HELP

This tab lists contact information for assistance with technical questions on how to complete this workbook.

GLOSSARY & ACRONYMS

ACA	Allocated Central Administration

Adult	Refers to anyone who is at least 18 years of age
APSW	Adult Protective Service Worker
Bill 77	Ontario Legislation entitled: The Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008
Caregiver/Support Provider	Refers to the person who is the primary support provider. May include family members, other caring individuals, and professional staff.
COA	Chart of Accounts
CT	Clinical Therapist
ELP	Essential Lifestyle Plan
FTE	Full Time Equivalent
Individual	Refers to the person who has a developmental disability
Intake	Refers to the person in the organization with responsibility to plan with people and families. May be known by terms such as Intake Coordinator, Budget Preparer, Case Manager, etc
ISP	Individual Support Plan
MCSS	Ministry of Community and Social Services
MCYS	Ministry of Children and Youth Services
OASIS	Ontario Agencies Supporting Individuals with Special Needs
OBRC	OASIS Business Resource Committee
ODSP	Ontario Disability Support Program
OPGT	Office of the Public Guardian and Trustee
PCP	Person Centered Plan
PDP	Person Directed Plan
RSW	Residential Support Worker
SIL	Supported Independent Living
SIS	Support Intensity Scale
SSAH	Special Services at Home