



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

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[www.oasonline.ca](http://www.oasonline.ca)

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## 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.mcsc.gov.on.ca](http://www.mcsc.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.oasonline.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.

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

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	H	I	J
1			ABC Agency							
2										
3			Individualized Funding Budget Template							
4										
5			~ Benefit Rates ~							
6										
7										
8						Full Time	Part Time			
9										
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%			
14										
15			Benefit Items:							
16			Statutory Payroll Taxes			11.00%	11.00%			
17			Health Benefits			2.00%	0.00%			
18						20.00%	19.00%			
19										
20										
21										
22										
23										
24			<a href="#">menu</a>							
25										
26										
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 hidden after updated.						
32										
33										
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38										
39										
40										
41										



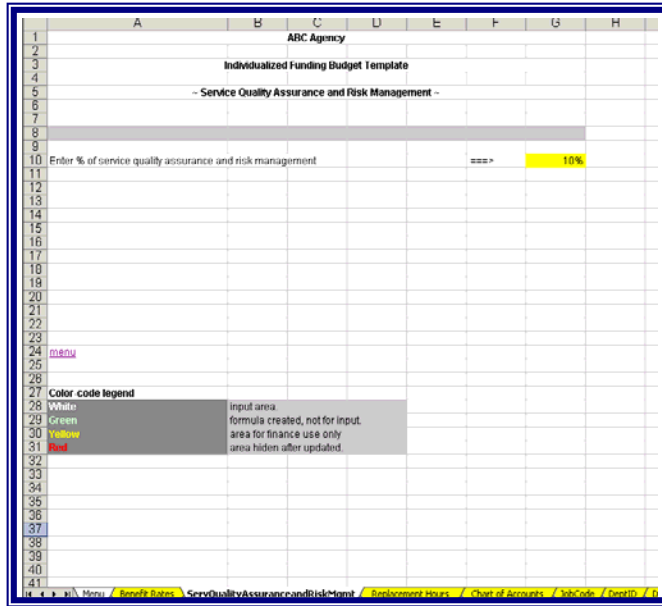
Protect the worksheet so it cannot be inadvertently changed.

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 be 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	Individualized Funding Budget Template											
3	-- Calculation of Replacemnt Hours --											
4												
5												
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	<a href="#">menu</a>											
25												
26												
27												
28	<b>Color-code legend</b>											
29	White	input area.										
30	Green	formula created, not for input.										
31	Yellow	area for finance use only										
32	Red	area hidden after updated.										
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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.**

Acct	Descr	C	D	E	F	G
1	ABC Agency					
2						
3	Individualized Funding Budget Template					
4						
5	~ Chart of Account ~					
6						
7						
158	600085 In House Training-Dept 013only					
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 Recruitment					
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 hidden after updated.				
192						



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.

	A	B	C	D	E	F	G	H	I	J	K	L	
1				ABC Agency									
2				Individualized Funding Budget Template									
3													
4				~Job Code ~									
5													
6													
7													
8				Descr	HRS/FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 (max)	Job Code
9				Residential Support Worker II	1950							20.00	N440001
10				Working Supervisor	1950							20.00	N440002
11				Manager Data Centre	1950							20.00	N440003
12				Mgr. Manufacturing/Production	1950							20.00	N440004
13				Program Supervisor	1950							20.00	NBU047
14				Contract - Temporary	1950							20.00	WRK-005
15				Relief Cook 1	1950							20.00	PTU019
16				Relief Counsellor	1950							20.00	PTU00R
17				Relief ISP Worker II	1950							20.00	PTU021
18				Relief Instructor ADP	1950							20.00	PTU017
19				Relief Instructor V&I	1950							20.00	PTU015
20				Relief Operator	1950							20.00	PTU014
21				Relief Supply Teacher	1950							20.00	PTU018
22				Relief Supply Teacher Aide	1950							20.00	PTU012
23				Relief Support Worker I	1950							20.00	PTU03R
24													
25				menu									
26													
27													
28													
29													
30													
31													
32													
33													
34				Color-code legend									
35				White	input area.								
36				Green	formula created, not for input.								
37				Yellow	area for finance use only								
38				Red	area hidden after updated.								
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44													
45													
46													



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	G	H	I	J
1		ADC Agency					
2							
3		Individualized Funding Budget Template					
4							
5		-- Dept List --					
6							
7							
8		<b>Descr</b>	<b>DeptID</b>				
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				
260							
261							
262		menu					
263							
264							
265							
266		<b>Color code legend</b>					
267		White	input area.				
268		Green	formulas created, not for input.				
269		Yellow	area for finance use only				
270		Red	area hidden after updated.				
271							
272							
273							
274							



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 through 31 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.**

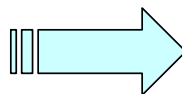
Detail Code	Description	Code
1001 Funded by MCSS, description for 1001 to be defined.	Funded by MCSS, description for 1001 to be defined.	1001
1002 Funded by MCSS, description for 1002 to be defined.	Funded by MCSS, description for 1002 to be defined.	1002
1003 Funded by MCSS, description for 1003 to be defined.	Funded by MCSS, description for 1003 to be defined.	1003
1004 Funded by MCSS, description for 1004 to be defined.	Funded by MCSS, description for 1004 to be defined.	1004
1005 Funded by MCSS, description for 1005 to be defined.	Funded by MCSS, description for 1005 to be defined.	1005
1006 Funded by MCSS, description for 1006 to be defined.	Funded by MCSS, description for 1006 to be defined.	1006
1007 Funded by MCSS, description for 1007 to be defined.	Funded by MCSS, description for 1007 to be defined.	1007
1008 Funded by MCSS, description for 1008 to be defined.	Funded by MCSS, description for 1008 to be defined.	1008
1009 Funded by MCSS, description for 1009 to be defined.	Funded by MCSS, description for 1009 to be defined.	1009
1010 Funded by MCSS, description for 1010 to be defined.	Funded by MCSS, description for 1010 to be defined.	1010
1011 Funded by MCSS, description for 1011 to be defined.	Funded by MCSS, description for 1011 to be defined.	1011
1012 Funded by MCSS, description for 1012 to be defined.	Funded by MCSS, description for 1012 to be defined.	1012
1013 Funded by MCSS, description for 1013 to be defined.	Funded by MCSS, description for 1013 to be defined.	1013
1014 Funded by MCSS, description for 1014 to be defined.	Funded by MCSS, description for 1014 to be defined.	1014
N0001 Funded by non MCSS, description for N0001 to be defined.	Funded by non MCSS, description for N0001 to be defined.	N0001
N0002 Funded by non MCSS, description for N0002 to be defined.	Funded by non MCSS, description for N0002 to be defined.	N0002
N0003 Funded by non MCSS, description for N0003 to be defined.	Funded by non MCSS, description for N0003 to be defined.	N0003
N0004 Funded by non MCSS, description for N0004 to be defined.	Funded by non MCSS, description for N0004 to be defined.	N0004
N0005 Funded by non MCSS, description for N0005 to be defined.	Funded by non MCSS, description for N0005 to be defined.	N0005
N0006 Funded by non MCSS, description for N0006 to be defined.	Funded by non MCSS, description for N0006 to be defined.	N0006
N0007 Funded by non MCSS, description for N0007 to be defined.	Funded by non MCSS, description for N0007 to be defined.	N0007
N0008 Funded by non MCSS, description for N0008 to be defined.	Funded by non MCSS, description for N0008 to be defined.	N0008
N0009 Funded by non MCSS, description for N0009 to be defined.	Funded by non MCSS, description for N0009 to be defined.	N0009
N0010 Funded by non MCSS, description for N0010 to be defined.	Funded by non MCSS, description for N0010 to be defined.	N0010
Code	Description	
menu		
Color code legend		
White	input area	
Green	formula created, not for input.	
Yellow	area for finance use only	
Red	area hidden after updated.	



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

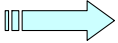
### INDIVIDUAL PROFILE

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.

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Formatted: Font: Bold

**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

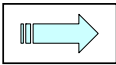
This worksheet will detail sources of revenue or funding by each source. Intake will select (drop-down menu available) a revenue account in *Column A* (referenced from the COA tab) and then enter the source of that revenue in *Column B*. For *Column C* – Frequency, Intake will enter “12” for monthly, “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

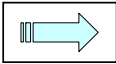
This tab will gather information and costing by detail code for the organization’s input and reporting requirements.



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.

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

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.

<b>STEP 8 – INDIVIDUAL PROFILE</b>
------------------------------------

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.

	A	B	C	D	E	F	G	H
	ABC Agency							
	Individualized Funding Budget Template							
	- Individual Profile -							
1	<b>Profile</b>							
2	Agency Name	ABC Agency						
3	Fiscal Year	2009						
4	Department Name	Warden Woods ETS						
5	Department No.	100						
6	Individual ID	Client No 000999						
7	Individual Name	John Smiths						
8	Director							
9	Municipality/Address							
10	Location							
11	Manager							
12	Supervisor							
13	Prepared By							
14	Approved By							
15	Phone No.							
16	Email Address							
17	Date created (DD/MM/YYYY)							
18								
19	menu							
20								
21								
22								
23								
24								
25								
26	<b>Color-code legend</b>							
27	White	input area.						
28	Green	formula created, not for input.						
29	Yellow	area for finance use only						
30	Red	area hidden after updated.						
31								

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)

	A	B	D	E	F	G	H	I	J	K	L	M	N	O	Q	R	S	T	U	V	Y	Z
1	<b>ABC Agency</b>																					
2	<b>Individualized Funding Budget Template</b>																					
3	<b>Staffing-Input</b>																					
5	<b>Staffing Details</b>																					
6	<b>MCSS (M) / Non MCSS (N)</b>	<b>Detail Code</b>	<b>Job Title</b>	<b>Job Code</b>	<b>Step 1 - 7</b>	<b>FT-1 PT- 2</b>	<b>Hour per FTE</b>	<b>No. of Position</b>	<b>Staff : Individual Ratio 1: ?</b>	<b>Hours per week attending Program</b>	<b>Support Hours per week</b>	<b>No. of Week</b>	<b>Budget ed Hours</b>	<b>Full Time Equivalent</b>	<b>Hourly Rate (max)</b>	<b>Pay, RRSP or Other Pension Items and In Lieu Payment</b>	<b>FT - Salary</b>	<b>PT - Salary</b>	<b>FT - Benefit</b>	<b>PT - Benefit</b>	<b>Total</b>	<b>Remarks</b>
7			<b>Direct Staff</b>																			
8	M-MCSSF	N0010	Residential Support W	N40001	7	1	1350	5	37.5	7.50	52	330.00	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				#N/A			#N/A			-		-		#N/A		-	-	-	-	-		
29	<b>Total</b>									7.50		390.00	0.20			7,800	-	1,560	-	9,360		
30																						
31	<b>Service Quality</b>	Residential Support		N40001		1	1350					39	0.02	20.00		780		156		936		
32																						
33	<b>Replacement / Training Staffs:</b>			<b>No. of Direct Full Time FTE to be replaced</b>																		
34		Residential Support		N40001		2	1350					58.13	0.03	20.00	8%	-	1,256	-	138	1,394		
35	<b>Total</b>											58.13	0.03			-	1,256	-	138	1,394		
36																						
37	<b>Grand Total</b>											<b>487.13</b>	<b>0.25</b>			<b>8,580</b>	<b>1,256</b>	<b>1,716</b>	<b>138</b>	<b>11,690</b>		
38																						
44	<b>Note:</b> * The benchmark of Staff : Individual Ratio																					
45	Day Program 1: 5																					
46	SHS 1: 10																					
47	Vocation 1: 10																					
48	Respite 1: 3																					
49																						
50	* It is suggested to use highest hourly rate for budgeting purpose.																					
51	* Do not delete or add rows or columns for this template.																					
53	<a href="#">menu</a>																					
56																						
57	<b>Color-code legend</b>																					
58	White	input area.																				
59	Green	formula created, not for input.																				
60	Yellow	area for finance use only																				
61	Red	area hidden after updated.																				
62																						
	<a href="#">Menu</a> / <a href="#">Benefit Rates</a> / <a href="#">ServQualityAssuranceandRiskMgmt</a> / <a href="#">Replacement Hours</a> / <a href="#">Chart of Accounts</a> / <a href="#">JobCode</a> / <a href="#">DeptID</a> / <a href="#">Detail Code</a> / <a href="#">Individual Profile</a> / <a href="#">Staffing-Input</a> / <a href="#">Staffing-</a>																					



**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.

	A	B	C	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																
3	<b>ABC Agency</b>															
4	<b>Individualized Funding Budget Template</b>															
7																
8	<b>MCSS (M)</b>															
9	<b>/Non</b>	<b>Detail Code</b>														
10		1001 Funded by MCSS, description for 1001 to be defined.														
11		1002 Funded by MCSS, description for 1002 to be defined.														
12		1003 Funded by MCSS, description for 1003 to be defined.														
13		1004 Funded by MCSS, description for 1004 to be defined.														
14		1005 Funded by MCSS, description for 1005 to be defined.														
15		1006 Funded by MCSS, description for 1006 to be defined.														
16		1007 Funded by MCSS, description for 1007 to be defined.														
17		1008 Funded by MCSS, description for 1008 to be defined.														
18		1009 Funded by MCSS, description for 1009 to be defined.														
19		1010 Funded by MCSS, description for 1010 to be defined.														
20		1011 Funded by MCSS, description for 1011 to be defined.														
21		1012 Funded by MCSS, description for 1012 to be defined.														
22		1013 Funded by MCSS, description for 1013 to be defined.														
23		1014 Funded by MCSS, description for 1014 to be defined.														
24		N0001 Funded by non MCSS, description for N0001 to be defined.														
25		N0002 Funded by non MCSS, description for N0002 to be defined.														
26		N0003 Funded by non MCSS, description for N0003 to be defined.														
27		N0004 Funded by non MCSS, description for N0004 to be defined.														
28		N0005 Funded by non MCSS, description for N0005 to be defined.														
29		N0006 Funded by non MCSS, description for N0006 to be defined.														
30		N0007 Funded by non MCSS, description for N0007 to be defined.														
31		N0008 Funded by non MCSS, description for N0008 to be defined.														
32		N0009 Funded by non MCSS, description for N0009 to be defined.														
33		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
34		<b>Total before service quality assurance and risk management</b>									0.23	7,800	1,256	1,560	138	10,754
35		<b>Service quality assurance and risk management</b>										780	-	156	-	936
36		<b>Grand Total</b>									0.23	8,580	1,256	1,716	138	11,690
37																
39		<a href="#">menu</a>														
40																
43		<b>Color-code legend</b>														
44		White	input area.													
45		Green	formula created, not for input.													
46		Yellow	area for finance use only													
47		Red	area hidden after updated.													
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The above figure is Correct

AIIC Agency																												
Individualized Funding Budget Template																												
* Contract Labour *																												
For Reference Only																												
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 Path	52																								9,900	1167/week	
30	<b>Total</b>																									9,900	9,900	

AIIC Agency																													
Individualized Funding Budget Template																													
* Other Costs *																													
For Reference Only																													
AppstName	No. of Unit	Unit Cost	Stan	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 N0001	Code N0002	Code N0003	Code N0004	Code N0005	Code N0006	Code N0007	Code N0008	Code N0009	Code N0010	Total	Remarks
10	Public Participation																										720	MOZ/NOV/2011	
51	<b>Total</b>																										720	720	

ABC Agency																													
Individualized Funding Budget Template																													
* Revenue *																													
For Reference Only																													
Account 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
MCH Revenue	12	1	450.00																								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	
<b>Total</b>																											<b>21,602</b>	<b>21,602</b>	

ABC Agency																											
Individualized Funding Budget Template																											
* Summary by Detail Code *																											
Account Name	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	Fixed Budget	
No. of FTE																										0.23	0.23
MCH Revenue	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	5,460	5,460
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	0	6,000	6,000	
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	0	10,142	10,142	
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,602</b>	<b>21,602</b>	
FT Salary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,800	7,800	
PT Salary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,250	1,250	
PT Benefit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,550	1,550	
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	0	720	720	
<b>Total Expenses before pro</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,574</b>	<b>20,574</b>	
Please enter Program Support																											
Please enter Central Admin's																											
Allocation of:																											
Program Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Central Admin	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,023	1,023	
<b>Total Expenses after pro</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,602</b>	<b>21,602</b>	
<b>Net Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	

#### 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: <u><i>The Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008</i></u>
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