
2016 OPERATING BUDGET BRIEFING NOTE

Toronto Public Health: 2013-2016 Trends for Specific Expenditure Accounts

Issue/Background:

Budget Committee has requested the divisions to submit a briefing note on January 5, 2016 with detailed expenditures from 2013, 2014, 2015, and the preliminary 2016 budget for the following cost categories:

- Advertising and Promotion
- Catering Services
- Conferences
- Contracted Services – Renovations
- Mailing
- Material and Equipment – Communications
- Material and Equipment Hand Tools
- Business Meeting
- Office Supplies
- Professional and Tech-Management Fees
- Rental of Office Equipment
- Training/Development
- Travel

Key Points:

During the 2016 budget process, a comprehensive review was undertaken of the non-payroll actual spending in all cost categories in the last 3 years (2013-2015) and reductions were made to ensure the 2016 budget request is in line with historic spending levels.

For the purpose of analyzing and comparing the historical expenditures with current year budget requests, it is important to review the net expenditures or the municipal portion of the budget. This provides a more accurate depiction of impact on the City budget since Public Health is primarily funded by other levels of government.

The chart below provides the breakdown of net expenses including historical actual spending (2013-2014); year to date actuals plus accruals for 2015; and the preliminary 2016 budget on the specified cost categories for the municipal portion of the budget followed by a brief explanation for the changes.

Cost Categories	Net Municipal Portion(\$)				
	2013 Actual	2014 Actual	2015 Budget	2015 Year End Projection	2016 Preliminary Budget
Advertising & Promotion	135,840	67,827	172,960	109,844	109,700
Catering Services	1,763	1,532	3,236	2,299	2,625
Conferences	63,823	72,806	88,608	82,187	83,760
Contracted Services - Renovations	0	0	0	0	0
Mailing	15,350	16,437	31,392	21,919	23,490
Material & Equipment - Communications	4,187	3,847	6,015	6,134	2,890
Material & Equipment - Hand Tools	0	0	0	5	0
Business Meetings	4,150	5,010	20,258	11,246	14,640
Office Supplies	157,057	149,817	169,413	157,030	161,674
Professional & Tech - Management Fees	0	0	0	0	0
Rental of Office Equipment	15,866	11,260	32,761	11,613	22,490
Training & Development	53,912	58,386	73,169	59,400	69,937
Business Travel	238,695	266,349	336,169	308,267	312,245
Total Above	690,644	653,270	933,981	769,943	803,452

A detailed report including total gross budget and expenses for specific cost categories is attached (see Attachment 1).

Notes

1. The municipal portion of 2016 non-payroll preliminary budget for the selected cost categories is lower than the 2015 budget by \$130.5 thousand or 14%.
2. Toronto Public Health has absorbed the cost of inflation for discretionary cost categories in the past 5 years. Cumulative savings add up to approximately \$922.0 thousand gross.
3. In addition, non-payroll budget was reduced by \$367.5 thousand gross to pay for Corporate ELI initiative and the unallocated non-union payroll reduction in 2015 budget and also further reduced by \$109.1 thousand gross from line by line review of all cost categories in the 2016 budget.

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