

ENKEL Financial Statement & INTERNAL OPERATING EXPENSES

\$ 8,453.00 +
\$ 689.52 =

Medical Staff Association (Unincorporated) Profit and Loss March 2019

Internal Operating Expenses in FEMS \$ 9,142.52

	Total	
	Mar 2019	Apr 2018 - Mar 2019 (YTD)
INCOME		
30500 Ministry funding	11,502.87	48,353.66
Total Income	\$ 11,502.87	\$ 48,353.66
GROSS PROFIT	\$ 11,502.87	\$ 48,353.66
EXPENSES		
41000 PS Internal Operating Expenses	3,185.00	8,453.00
41202 Member time (physician and allied healthcare) (only contract income, not employment income)	4,736.33	21,515.31
41203 Admin Fee	125.00	689.52
41205 Consultants	2,610.00	12,610.00
41301 Travel	363.61	801.79
41401 Miscellaneous		981.30
41404 Meals	282.95	3,102.76
41633 Communications	199.98	199.98
Total Expenses	\$ 11,502.87	\$ 48,353.66
PROFIT	\$ 0.00	\$ 0.00

Authorized Allocation 2018/2019

134,075.31

Funds Spent to date

48,353.66

Funds remaining at March 31, 2019

85,721.65

Run Income Statement in FEMS

Income Statement

Reporting Period Apr-01, 2018 to Mar-31, 2019

As At: Jun-12, 2019

FEMS

Actuals 2018-2019	Prior Years Actuals Cumulative	Cumulative Allocation	Cumulative Remaining
\$	\$	\$	\$

Medical Staff Association (Unincorporated)

INCOME

30500	Administration (500)	9,142.52	25,000.00	15,857.48
30500	Medical Staff (1100)	119.23	12,000.00	11,880.77
30500	Working Environment (1400)	14,261.11	46,281.60	32,020.49
30500	Communication (1700)	9,184.00	28,559.37	19,375.37
30500	Quality and Cost Improvement (1800)	470.20	7,000.00	6,529.80
30500	Culture (2100)	15,176.60	60,748.84	45,572.24
	Total Ministry Funding	48,353.66	179,589.81	131,236.15

Total Income **48,353.66** **179,589.81** **131,236.15**

EXPENDITURES

41202	Member time (physician and allied healthcare)	21,515.31		
41301	Travel	801.79		
41404	Meals	3,102.76		
	Total Meetings and Conferences	25,419.86		
41401	Miscellaneous	981.30		
41633	Communications	199.98		
	Total Office and Communications	1,181.28		
41000	Internal Operating Expenses	9,142.52	Internal Operating Expenses in FEMS	\$ 9,142.52
	Total Other Expenses	9,142.52		
41205	Consultants	12,610.00		
	Total Professional Fees	12,610.00		
	Total Expenditures	48,353.66		

\$ 8,453.00 +
\$ 689.52 =

Net Income (Loss) 0.00 0.00 179,589.81 131,236.15

Internal Operating Expenses (IOE) and Engagement Activity Expenses (EA)

An **Internal Operating Expense** is an expense that is not directly related to any Engagement Activities. Internal Operating Expenses (IOE) are related to the running (overhead) of the unincorporated Medical Staff Association (MSA) or incorporated Physician Society (PS) for the purposes of the Facility Engagement Initiative.

- A **contractor** Project Manager/Coordinator/Administrative Assistant **supporting the site's PS/MSA operations** is considered an **internal operating expense** – see example in the following page
- Accountant invoices
- Office rent, office supplies
- Utilities (internet, etc.)
- Insurance, banking transaction fees
- All expenses that support the PS/MSA infrastructure
- **Governance deductions** (applicable to incorporated Physician Societies only)
PS **Directors** should submit claims into the Governance Engagement Activity created by the site. These claims are paid by either cheque or e-transfer through the physician society payroll system and deductions are made. The deductions for these claims are included in FEMS through the IOE adjustment entry.

Primary System for Capture

- Accounting system:
 - PS submits through own accounting software
 - MSA submits through ReceiptBank for Enkel to process
 - Governance deductions
- All of the above included in FEMS through the IOE adjustment entry.

Engagement Activity Expenses are all expenses directly related to Engagement Activities

- Direct Engagement Activity Expenses
 - Example: Event or Conference costs (venue, catering), Reference Material
- Physicians time and/or expenses for undertaking activities that help achieve the goals of the MOU
- A **contractor** Project Manager/Coordinator/ Administrative Assistant **supporting a specific project at the site** is considered a **supplier** for a specific engagement activity – see example in the following page
- Consultation
 - Example: Speaker/Facilitator/Communications Expert/Evaluator/Graphic Designer/Web Developer can be hired as **consultant** and is considered a **supplier** for offering consulting services

Via FEMS Claims process

Definitions:

Contractor is a person/company that undertakes a contract to provide materials or labor to perform a service or do a job.

Consultant is a person who provides expert advice professionally.

NEW ENKEL Profit and Loss Statement April 1, 2019 to March 31, 2020

Medical Staff Association Profit and Loss May 2019

	Total	
	May 2019	Apr 2019 - Mar 2020 (YTD)
INCOME		
30500 Ministry funding	18,462.50	32,117.79
Total Income	\$ 18,462.50	\$ 32,117.79
GROSS PROFIT	\$ 18,462.50	\$ 32,117.79
EXPENSES		
41000 PS Internal Operating Expenses	7,800.00	10,350.00
41103 Office expenses	0.00	0.00
41202 Member time (physician and allied healthcare) (only contract income, not employment income)	556.40	874.35
41203 Admin Fee	666.67	1,333.34
41205 Consultants	4,473.34	4,473.34
41301 Travel	1,895.36	5,894.36
41311 Conference fees	1,530.30	3,462.30
41401 Miscellaneous	0.00	1.90
41404 Meals	1,540.43	5,578.50
41506 Meeting expenses	0.00	149.70
41633 Communications	0.00	0.00
Total Expenses	\$ 18,462.50	\$ 32,117.79
PROFIT	\$ 0.00	\$ 0.00

Funds Remaining from Previous Year	\$	295,778.64
Installment	\$	-
FEMS Balance	\$	295,778.64

Funds Spent YTD per Quick Books	32,117.79
Funds remaining at May 31, 2019	263,660.85

**Spending Apr - Mar 2020
Bank Balance**