

## Memorandum

**Date:**

**To:** FHO Lead

**From:** Executive Director

**Subject:** Related Parties Salaries

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Please find this memo confirmation of the following funding relationship(s) in relation to the salaries and benefits for employees of the FHT that are being funded through ----*add your related parties here like the FHO, hospital etc...-----*. No FHT funds are included in this Memorandum as that is covered in our funding agreement with the Ministry.

### **Hospital Funding (Note 1)**

| Position    | April 1, 2014-<br>March 31, 2015<br>Salary – per annum | April 1, 2014-<br>March 31, 2015<br>Benefits | April 1, 2014-<br>March 31, 2015<br>Total with benefits |
|-------------|--|--|---|
| Clerical #1 |  |  |   |
| Clerical #2 |  |  |   |
| Clerical #3 |  |  |   |
| Clerical #4 |  |  |   |
| Clerical #5 |  |  |   |
| Clerical #6 |  |  |   |
| TOTALS      |  |  |   |

### **Teaching Unit Funding (Note 2)**

| Position            | April 1, 2014- March 31, 2015<br>Salary – per annum | April 1, 2014- March 31, 2015<br>Benefits | April 1, 2014- March 31, 2015<br>Total with benefits |
|---------------------|---|---|--|
| Clerical Support #1 |   |   |  |
| Clerical Support #2 |   |   |  |
| TOTALS              |   |   |  |

### **FHO Funding (Note 3)**

| Position            | April 1, 2014- March 31, 2015<br>Salary – per annum | April 1, 2014- March 31, 2015<br>Benefits | April 1, 2014- March 31, 2015<br>Total with benefits |
|---------------------|---|---|--|
| Clerical Support #1 |   |   |  |
| Clerical Support #2 |   |   |  |
| Clerical Support #3 |   |   |  |
| Clerical Support #4 |   |   |  |
| Clerical Support #5 |   |   |  |
| Clerical Support #6 |   |   |  |
| TOTALS              |   |   |  |

**Notes to Reader:**

**Note 1:** These various funding relationships started (date) and will be reviewed annually upon direction of the FHT Board of Directors. Note that all salaries are already above Ministry benchmarks so increases are not achievable without additional funding from alternate funding sources.

**Note 2:** FHT will invoice the teaching unit at the beginning of each fiscal year for funding support for individuals funded through the teaching unit. Invoices will be sent quarterly to the teaching unit in advance of each quarter - funds must be received prior to the start of each quarter.

**Note 3:** FHT will invoice the Family Health Organization at the beginning of each quarter for funding support for clerical support. Invoices will be sent quarterly to the FHO in advance of each quarter - funds must be received prior to the start of each quarter.

FHT will not take on any financial responsibility for any employee not currently being paid through FHT Ministry dollars if funding support ceases from the hospital, teaching unit or the FHO.

**Fiscal Year 2014/2015 Funding Totals for Related Parties:**

| <b>Funder</b>        | <b>Expenses</b> | <b>Total Expenses</b> |
|----------------------|-----------------|-----------------------|
| <b>Hospital</b>      |                 |                       |
|                      |                 |                       |
|                      |                 |                       |
|                      |                 |                       |
| <b>Teaching Unit</b> |                 |                       |
|                      |                 |                       |
|                      |                 |                       |
|                      |                 |                       |
| <b>SETFHO</b>        |                 |                       |
|                      |                 |                       |
|                      |                 |                       |
|                      |                 |                       |

My signature below confirms that I agree with the terms outlined above:

\_\_\_\_\_  
FHO Lead

\_\_\_\_\_  
Date

c. Chair of the Board, Family Health Team