

Help Page

IMPORTANT

DO NOT change the settings that have been built into this File, or it will NOT function properly.

The File has been pre-formatted to ensure that every user can complete the Forms with efficiency and accuracy.

Do Not CUT and PASTE (or similarly Drag and Drop)

CUT and PASTE (or Drag and Drop) will greatly affect many or all of the background formulas and links that have been incorporated into the File. If you have cut and pasted any information into the File, unfortunately the only way to correct the file is to start over.

Copy and Paste may be used providing that the information is copied and pasted from an open workbook within the same Excel application that is currently running the File. Information that is copied and pasted from one Excel application to another is treated as a cut and paste and will damage the File. **Do NOT Paste onto cells that contain drop-down LISTS**, otherwise data restrictions that exist in these cells will no longer function.

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Setting up the file as a shared workbook will not allow the macros to function properly.

For your assistance:

[Email FIR.MAH@ontario.ca](mailto:FIR.MAH@ontario.ca)

Contact Ministry of Health and Long-Term Care:

EMERGENCY HEALTH SERVICES BRANCH

Angeline Selvadurai (416) 327-7869

Ministry of Health and Long-Term Care
Financial Planning, Reporting and Monitoring
5700 Yonge Street, 6th Floor
Toronto ON
M2M 4K5

FAX: (416) 327-7911

LAND AMBULANCE 2008

#N/A
#N/A

FORM A
GENERAL INFORMATION
for the year ended December 31, 2008

DECLARATION OF THE MUNICIPALITY / DESIGNATED DELIVERY AGENT

The following Land Ambulance Forms are requested by the Ministry of Municipal Affairs and Housing on behalf of the Ministry of Health and Long Term Care:

- FORM A: GENERAL INFORMATION**
- FORM B: FINANCIAL INFORMATION**

For the purposes of this Land Ambulance Report, the amounts disclosed on the attached Forms are in agreement with the books and records of the Municipality/DDA and its consolidated entities.

I certify that this Land Ambulance Report has been accurately prepared in accordance with the attached instructions.

Name of CAO / Treasurer

Date

Name

I. GENERAL INFORMATION

1

LIST

010 How is Land Ambulance Service provided

II. CONTACT INFORMATION

1

Questions related to the Forms should be addressed to:

020 Contact Name

022 Telephone

024 Fax

028 Email (Required)

030 Chief Administrative Officer / Treasurer

032 Telephone

038 Email

040 Name of External Auditor

042 Telephone

048 Email

LAND AMBULANCE 2008

FORM B

FINANCIAL INFORMATION

for the year ended December 31, 2008

#N/A
#N/A

I. COST SUMMARY

		1
		\$
110	Operating Costs	
111	Plus: Operating Costs for Dedicated Nurses to Receive Ambulance Patients	
112	One time costs (Non-recurring costs not expected every year)	
113	Transfers of Reserves (must be reasonable - see instructions)	0
114		
	Subtotal Additional Operating Costs	0
119		
	Total Operating Costs	0
141	Less: Revenue for Dedicated Nurses to Receive Ambulance Patients	
142	Other Revenue (other land ambulance related revenue; interest etc)	
150		
	Net Land Ambulance Operating Costs	0
160	Capital Purchases (items with a life of more than one year)	

II. RESERVE FUNDS

		1
		\$
VEHICLE and EQUIPMENT Reserve Fund		
210	Opening Balance, beginning of year	
212	PLUS: Additions to Fund	
214	LESS: Vehicle Purchases	
218	PLUS: Other (Please Specify) <input type="text"/>	
219	Closing Balance, end of year	0
SEVERANCE Reserve Fund		
220	Opening Balance, beginning of year	
222	PLUS: Additions to Fund	
224	LESS: Severance Payments	
228	PLUS: Other (Please Specify) <input type="text"/>	
229	Closing Balance, end of year	0
OTHER Reserve Funds		
280	Opening Balance, beginning of year	
282	PLUS: Additions to Fund (Please Specify) <input type="text"/>	
284	LESS: Payments from Fund (Please Specify) <input type="text"/>	
288	PLUS: Other (Please Specify) <input type="text"/>	
289	Closing Balance, end of year	0
MUNICIPAL / DDA Reserve Funds (100% financed by municipality / DDA and other non-provincial sources)		
290	Opening Balance, beginning of year	
292	PLUS: Additions to Fund	
294	LESS: Payments from Fund	
298	PLUS: Other (Please Specify) <input type="text"/>	
299	Closing Balance, end of year	0
TOTAL RESERVE FUNDS		
300	Opening Balance, beginning of year	0
302	PLUS: Additions to Fund	0
304	LESS: Payments from Fund	0
308	PLUS: Other	0
309	Closing Balance, end of year	0

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Municipalities/Designated Delivery Agents (DDA) should complete Form A and B using MS Excel. Once completed, this File should be SAVED and submitted via email to:

FIR.MAH@ontario.ca

Municipalities/Designated Delivery Agents are reminded to SAVE work periodically.

All information contained in Form A and B should be completed in accordance with the following Instructions:

FORM A: GENERAL INFORMATION

I. GENERAL INFORMATION

- 010** From the LIST in column 1, Municipalities/Designated Delivery Agents (DDA) should select the item which describes how Land Ambulance is provided in the Municipality.

LIST Options
Provided Directly by Municipality/DDA Only
Provided by Municipality/DDA and Contracted Provider(s)
Provided by Contracted Provider(s) Only

II. CONTACT INFORMATION

- 020**
to
028 Municipalities/Designated Delivery Agents should enter information for a Contact Person should any questions related to the Forms arise. The contact person will be the first point of contact should any concerns arise.
- 030**
to
038 The contact information of the Chief Administrative Officer or Treasurer should be provided.
- 040**
to
048 The contact information of the External Auditor should be provided.

Instructions 2008

FORM B: FINANCIAL INFORMATION

I. COST SUMMARY

110 Gross Operating Costs

Operating Costs - include the cost incurred in the current year of operating land ambulance services by the municipality / designated delivery agent.

If applicable, operating costs incurred in the current year related to First Nations, territories without municipal organization (TWOMO), etc. should be included, while incurred costs associated with ambulance dispatch should be excluded

111 Operating costs incurred for dedicated nurses to receive ambulance patients initiative.

112 One time non-recurring operating costs.

113 Transfers to Reserves

Transfers to reserves must be reasonable (i.e. in a case where vehicle costs of \$100,000 minus salvage value of \$10,000 is divided by useful life of six years, reserve transfers of \$15,000 annually for the next six years would be reasonable; severance accrual according to collective agreement and/or policy).

Line 113 = Line 212 + Line 222 + Line 282

Do not include Transfers to Reserve from Line 292

Ministry's 50% cost sharing portion will not allow provision for future year's operating costs, such as operating costs of service expansion, collective agreements or other costs to be incurred in future years.

114 Total Additional Operating Costs

Line 114 = Line 111 + Line 112 + Line 113

119 Total Operating Costs

Line 119 = Line 110 + Line 114

141 Revenue received for dedicated nurses to receive ambulance patients initiative.

142 Other Revenue Received

Include other land ambulance related revenue, interest, etc.

150 Total Operating Costs

Line 150 = Line 119 - Line 141 - Line 142

160 Capital Purchases for the Year

Include items with a life of more than one year. i.e. vehicles, equipment and other capital.

Instructions 2008

II. RESERVE FUNDS

VEHICLE and EQUIPMENT Reserve Fund

Reasonable funds for Land Ambulance vehicle and equipment purchases should be set aside annually in the Vehicle and Equipment Reserve Fund. When a Land Ambulance vehicle is purchased in the future, amounts should be withdrawn from this reserve fund.

210 Opening Balance, beginning of year

The Opening Balance for this reporting year should be the Closing Balance from the previous reporting year.

212 PLUS: Additions to Fund

Report reasonable funds reported on Line 113 "Transfers to Reserves". Provincial funding will be up to 50% of amounts allowed on Line 113.

214 LESS: Vehicle and Equipment Purchases

Report the total cost of all Land Ambulance vehicles and equipment purchased.

218 PLUS: Other (Provide details)

In this Line, amounts which are not included in Line 212 or 214 should be reported. A brief description of the amount should be provided in the text box available. (i.e. interest, investment income earned).

219 Closing Balance, end of year

Closing Balance, end of year is equal to the Opening Balance, beginning of year PLUS Additions to Fund, LESS Vehicle Purchases, PLUS Other.

Line 219 = Line 210 + Line 212 - Line 214 + Line 218

SEVERANCE Reserve Fund

Reasonable funds provided for severance should be set aside in the Severance Reserve Fund and when a Land Ambulance employee is severed, amounts should be drawn down from this Reserve Fund.

220 Opening Balance, beginning of year

The Opening Balance for this reporting year should be the Closing Balance from the previous reporting year.

222 PLUS: Additions to Fund

Report reasonable funds reported on Line 113 "Transfers to Reserves". Provincial funding will be up to 50% of amounts allowed on Line 113.

224 LESS: Severance Payments

Report the total amount of severance paid to Land Ambulance employees.

228 PLUS: Other (Provide details)

In this Line, amounts which are not included in Line 222 or 224 should be reported. A brief description of the amount should be provided in the text box available. (i.e. interest, investment income earned).

229 Closing Balance, end of year

Closing Balance, end of year is equal to the Opening Balance, beginning of year PLUS Additions to Fund, LESS Severance Payments, PLUS Other.

Line 229 = Line 220 + Line 222 - Line 224 + Line 228

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OTHER Reserve Funds

Transfers to Other Reserve funds, related to Land Ambulance operations which are not included in the Vehicle and Equipment or Severance Reserve Funds above.

Transfers (other than Vehicle and Equipment or Severance) to reserves must be reasonable. The Ministry's 50% cost sharing portion will not allow provision for future year's operating costs, such as operating costs of service expansion, collective agreements or other costs to incurred in future years.

280 Opening Balance, beginning of year

The Opening Balance for this reporting year should be the Closing Balance from the previous reporting year.

282 PLUS: Additions to Fund

Report reasonable funds reported on Line 113 "Transfer to Reserves". Provincial funding will be up to 50% of the amount allowed on Line 113. A brief description of the amount should be provided in the text box available (intended use of funds).

284 LESS: Payments from Fund

Report the total amount of payments related to Land Ambulance services which were not reported in the Vehicle and Equipment or Severance Reserve Funds above. A brief description of the amount should be provided in the text box provided (i.e. purchase, other draw downs).

288 PLUS: Other (Provide details)

In this Line, amounts which are not included in Line 282 or 284 should be reported. A brief description of the amount should be provided in the text box available. (i.e. interest, investment income earned etc.)

289 Closing Balance, end of year

Closing Balance, end of year is equal to the Opening Balance, beginning of year PLUS Additions to Fund, LESS Payments from Account, PLUS Other.

$\text{Line 289} = \text{Line 280} + \text{Line 282} - \text{Line 284} + \text{Line 288}$

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MUNICIPAL / DDA Reserve Funds

(100% financed by the Municipality / DDA and other non-provincial sources)

The Municipal / DDA Reserve Funds are funds set aside for future land ambulance purposes and only include 100% Municipal / DDA and non-provincial funds. Funds reported in this section are not to be reported as operating costs on Lines 110 to 150

290 Opening Balance, beginning of year

The Opening Balance for this reporting year should be the Closing Balance from the previous reporting year.

292 PLUS: Additions to Fund

Additions to Fund should include only 100% Municipality / DDA funds and also other non-provincial sources. Funds reported in this section are not to be reported as operating costs on Lines 110 to 150.

294 LESS: Payments from Fund

Deduction from the fund should only be Municipal / DDA and other non-provincial funds.

298 PLUS: Other (Provide details)

Other changes to fund. A brief description of the amount should be provided in the text box available (i.e. interest, investment income earned etc.)

299 Closing Balance, end of year

Closing Balance, end of year is equal to the Opening Balance, beginning of year PLUS Additions to Fund, LESS Payments from Account, PLUS Other.

Line 299 = Line 290 + Line 292 - Line 294 + Line 298

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TOTAL RESERVE FUNDS

The Total Reserve Fund is equal to the sum of the balance of the Vehicle and Equipment Reserve Fund, the Severance Reserve Fund, Other Reserve Fund and the Municipal / DDA Reserve Funds.

290 Opening Balance, beginning of year

The Opening Balance for this reporting year should be the Closing Balance from the previous reporting year and also be equal to the total opening balances of the reserve funds above.

$$\text{Line 290} = \text{Line 210} + \text{Line 220} + \text{Line 280} + \text{Line 290}$$

292 PLUS: Additions to Fund

$$\text{Line 292} = \text{Line 212} + \text{Line 222} + \text{Line 282} + \text{Line 292}$$

294 LESS: Payments from Fund

$$\text{Line 294} = \text{Line 214} + \text{Line 224} + \text{Line 284} + \text{Line 294}$$

298 PLUS: Other (Provide details)

$$\text{Line 298} = \text{Line 218} + \text{Line 228} + \text{Line 288} + \text{Line 298}$$

299 Closing Balance, end of year

Closing Balance, end of year is equal to the Opening Balance, beginning of year PLUS Additions to Fund, LESS Payments from Account, PLUS Other.

$$\text{Line 309} = \text{Line 300} + \text{Line 302} - \text{Line 304} + \text{Line 308}$$

-OR-

$$\text{Line 309} = \text{Line 219} + \text{Line 229} - \text{Line 289} + \text{Line 299}$$