

## Facility Engagement Gated Funding Policy

The amount of annual funding that a Medical Staff Association/Physician Society (MSA) may qualify for is based on the tier in which the MSA is classified. Funding is also based on need as determined by the actual spend rate on engagement activities. Funding is “gated” and will be disbursed upon meeting the following criteria:

### Availability of Tier 2 site funds

Annual funding for Tier 2 sites is comprised of two equal installments each of which will be transferred upon meeting the following criteria:

- The balance in the deferred revenue account drops below an amount equal to or less than 50% of the annual allocation.
  - for example: if the annual allocation is \$150,000, a funding transfer can be requested when the deferred revenue account drops below \$75,000.
- A funding transfer for a fiscal year may be requested up to and including March 25. Requests after this date will be applied to the following fiscal year.

In order to expedite the process of determining whether the requirement has been met, for those sites that are member of the F.E. Services Company (FESC), the financial administrator of FESC (Enkel Backoffice Solutions) will review the balance in the deferred revenue account twice monthly to determine whether a site qualifies to receive an installment.

Should the requirement be met, Enkel will request FE provincial office to approve the transfer and notices will sent to both the site and to the associated Engagement Partner (EP). No action by the site administrator is required.

In addition to regular review, a site may request an interim balance sheet at any time by contacting Enkel in order to determine whether the deferred revenue account has met the requirement to request a funding transfer. In the event the requirement has been met the site may request a funding transfer by contacting FE provincial office at [engagement@doctorsofbc.ca](mailto:engagement@doctorsofbc.ca) and including a copy of the interim balance sheet.

\*Note that transfers may take up to 21 days to appear in the account.\*

### Availability of Tier 3 to 6 site funds

Annual funding for Tiers 3-6 sites is comprised of four equal installments, each of which will be transferred upon meeting the following criteria:

- The balance in the deferred revenue account drops below an amount equal to 25% of the annual allocation.
  - for example: if the annual allocation is \$400,000, a funding transfer can be requested when the deferred revenue account drops below \$100,000.
- A funding transfer for a fiscal year may be requested up to and including March 25. Requests after this date will be applied to the following fiscal year.

The balance in the deferred revenue account should be determined by reviewing an interim balance sheet of the MSA. This can be attained by contacting the financial administrator (bookkeeper/accountant) of the MSA. If the balance in the deferred revenue account meets the above criteria please take the following steps to request a funding transfer:

- a. Contact the Facility Engagement provincial office by email at [engagement@doctorsofbc.ca](mailto:engagement@doctorsofbc.ca) with a request for your next funding installment.
- b. Include a copy of the most recent balance sheet showing the deferred revenue account balance.

\*Please note that for funding to be transferred a request must be made to FE provincial office and may take up to 21 days to appear in the account.\*

### **Carryover Policy**

Any unspent funds that are transferred to the MSA by the end of the fiscal year will be retained by the MSA and can be carried over to future years.

### **Unrequested Allocations**

Any amount of an annual allocation that has not been requested by March 25 will be retained by Facility Engagement. These amounts will be accrued to the FE unallocated funds account for use in supporting regional activities and to fund the FE Contingency Fund.