

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.

<ul style="list-style-type: none"> • 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 • Supporting the administration of engagement activities • Accountant invoices • Office rent, office supplies, utilities, insurance, banking fees, etc. • 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. 	<p>Primary System for Capture</p> <ul style="list-style-type: none"> • Accounting system: <ul style="list-style-type: none"> ○ PS submits through own accounting software ○ MSA submits through ReceiptBank for Enkel to process ○ Governance deductions <p>All of the above included in FEMS through the IOE adjustment entry.</p>
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Engagement Activity Expenses are all expenses directly related to Engagement Activities

<ul style="list-style-type: none"> • Direct Engagement Activity Expenses <ul style="list-style-type: none"> ➤ 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 • All sites must have one contractor who solely charges their time to IOE to support the running of the MSA. However, additional contractors supporting a specific engagement activity at the site, are considered a supplier. – see the example on the following page. • Consultation <ul style="list-style-type: none"> ➤ Example: Speaker/Facilitator/Communications Expert/Evaluator/Graphic Designer/Web Developer can be hired as a consultant and is considered a supplier for offering consulting services. 	<p>Via FEMS Claims process</p>
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A person can be both an administrative contractor and a supplier supporting specific engagement activities.

Approval for any claims by a person that has administrator access to FEMS must be reviewed and approved by a member of the executive or delegate.

