

## Increased Budget Flexibility - Ontario Employment Benefits and Support Measures (OEBSM)

### Summary:

Effective December 1<sup>st</sup>, 2007, the Ministry will no longer require a formal amendment for specific OEBSM budget adjustments. **Ministry approval must be sought prior to implementing these budget adjustments.** These changes are as follows:

- 1) Movements of funds into and out of the Staff Wages cost category.
- 2) Movements of funds into \$0 dollar cost categories.
- 3) Movements of funds within and between 1A cost categories (Staff Wages, Professional Fees, Travel, Capital Assets, Audit Costs, Other Activity Related Direct Project Costs) that exceed the current 10% movement cap.

### Procedure:

- 1) A written request must be submitted to the Employment and Training Consultant (ETC) responsible for administering the agreement. The written request must take into consideration the following factors:
  - **Funding Neutral** – Budget flexibility requests must not result in additional funds being added to the overall budget. Requests that do not meet this criterion will not be considered.
  - **Project Activities** – Project activities must remain consistent with the original project objectives.
  - **Project Performance** – Is the project meeting performance targets? If so, how does the increased budget flexibility request further the success of the project? If not, how will the request enhance the project's ability to succeed? The request must clearly link budget changes with improved project performance.
  - **Client Service** – How does the budget flexibility request enhance service to clients? The request must clearly link the budget changes with improvements to client service.
- 2) Once received, the ETC will conduct a review of the request.
- 3) Decisions regarding the request will be communicated in writing to the OEBSM Agreement Holder.