

APPENDIX 1 TO CIRCULAR 2007-018 (03.01.61.02)

STANDARD LETTER OF DECLARATION

(Name and code of institution)

(Place and date)

Mrs Lise Verreault Assistant Deputy Minister Direction générale de la coordination, du financement, des immobilisations et du budget Ministère de la Santé et des Services sociaux 1075, chemin Sainte-Foy – 3 ^e étage Québec (Québec) G1S 2M1	and President and Executive Director or Executive Director Regional authority
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Dear Sir/Madam:

In accordance with government policy directions on budgetary balance in the public health and social services network and with the circular concerning budgetary planning (codification 03.01.61.02), we make to you, in good faith and to the best of our knowledge, the following declarations concerning _____ (name of institution) _____:

- We have made the government objective of ensuring balanced budgets among the public institutions in the health and social services network one of our main priorities for the current fiscal year. In this regard, we undertake to maximize surpluses for commercial complementary activities and apply them on a priority basis toward budgetary balance.
- The operating budget of the institution for the current fiscal year was adopted by the board of directors of the institution on _____ (date) _____. It translates into a projected outcome (surplus/deficit) for fiscal _____ (fiscal year concerned) _____ in the amount of \$ _____, as indicated in TABLE A (enclosed).
- This outcome is based on a realistic level of expenditures and on a level of revenues formally authorized by the regional authority of health and social services, it being understood that a maximum deficit target **cannot** be regarded as revenue.
- These figures correspond to the information transmitted to our regional authority of health and social services in our detailed budget report (RR-446).

(Revised page on 26th February, 2009)

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- We have planned measures that will enable us to ensure a balanced budget at March 31, _____ (fiscal year concerned) _____ or to meet the established objectives for a return to budgetary balance, it being understood that measures with no significant impact on clientele will be taken without delay.
- We have made arrangements for rigorous periodic monitoring of our institution's financial position. As a result, we will be able to rapidly detect any situation that might compromise budgetary balance [*or, if applicable, the established objectives for a return to budgetary balance*] and inform the regional authority and the department of it.
- The arrangements will make it possible, in particular, to rigorously track the implementation of the corrective measures and the resulting savings. Consequently, should the expected performance associated with any of the measures deployed not be achieved or be insufficient to ensure attainment of balance at March 31 _____ (fiscal year concerned) _____ [*or, if applicable, of the established objectives for a return to budgetary balance*], further measures will be taken.
- In our opinion, no event has occurred or is about to occur, and no facts have been discovered to date, that might significantly affect the institution's financial forecast for the current fiscal year.

Enclosed with this letter of declaration is a copy of the resolution of our board of directors concerning the adoption of the operating budget of _____ (name of institution) _____ for the current fiscal year *and the duly approved recovery plan (if applicable)*.

Yours truly,

Executive Director
of the institution

Contact person:

Chair of the board of directors of the
institution

E-mail:

Telephone: _____