

## KGH MSA WORKING GROUP FINANCIAL MANAGEMENT GUIDELINES

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### Background

The Kelowna General Hospital Medical Staff Association Working Group was incorporated in September 2016 as KGH Physicians' Society, a non-profit entity, and receives annual operational funding through the Ministry of Health via the Doctors of BC Special Services Committee. The fiscal year is April 1st to March 31st. THE KGH MSA Working Group uses the standard chart of accounts adopted by Doctors of BC.

In September 2025, KGH Physicians' Society became a part of Doctors of BC's FESC (Facility Engagement Service Company) and changed its name to the KGH MSA Working Group. FESC, as an administrative unit, manages funds for Medical Staff Associations (MSAs) in B.C. hospitals, handling finances, contracts, and liability for facility-based medical staff to support their local autonomy and involvement in facility decisions, working under the [Facility Engagement \(FE\) initiative](#). Essentially, it's the financial backbone for medical staff engagement in hospitals, working with the [Specialist Services Committee \(SSC\)](#).

What **FESC** Does:

- **Manages Funds:** Holds and distributes funds for MSAs, reducing administrative burden, especially for smaller sites.
- **Handles Contracts:** Manages service contracts on behalf of MSAs.
- **Reduces Risk:** Protects Doctors of BC and local MSAs from liability by centralizing certain financial/legal aspects.
- **Supports Engagement:** Facilitates communication and collaboration between facility doctors and Health Authorities.

The KGH MSA Working Group's financial statements are now prepared annually, as provided and approved by FESC administrators and shared with the membership at the KGH MSA Annual General Meeting.

The KGH MSA Working Group uses the Doctors of BC Facility Engagement Management System (FEMS). The FE Program Manager enters the approved Engagement Activity (EA) projects and initiatives into the system, together with the allocated budget. Medical staff sessional fees are claimed and approved through FEMS, and payment is provided via electronic transfer of funds (VoPay).

## Budget & Reporting

The KGH MSA Working Group's Executives approve the MSA's annual budget, which is shared with the membership at its Annual General Meeting.

- The KGH MSA Working Group will adhere to Facility Engagement Funding guidelines ([click or tap here](#)) as per Doctors of BC's interpretation of the Memorandum of Understanding on Regional and Local Engagement.
- The KGH MSA Working Group's Executives monitor the MSA's financial position regularly and review the MSA's financial position and cash flow every month.
- Both the FE Program Manager and MSA Administrative Assistant will hold a FESC VISA credit card (Scotia Bank) with limits of \$15,000 and \$5,000, respectively. Monthly VISA reconciliations by the FE Manager will be provided to FESC administration for review, and the credit cards will be paid in full each month by Doctors of BC administration. The VISA cards will be used to pay for meals, supplies and other services (i.e., monthly bookkeeping fees) on behalf of the KGH MSA Working Group.

## Facility Engagement Management System (FEMS)

- The FE Program Manager serves as the Administrator of the system, enters the approved Engagement Activity (EA) into FEMS, the goals & objectives for the EA, the approved EA budget and the list of participants. The activity is then submitted to be reviewed and approved (by an Executive or the FE Program Manager).
- The FE Program Manager is authorized to approve expense claims (sessional fees and expenses) for approved Engagement Activities under \$5,000.
- The FE Program Manager is authorized to approve expense claims (sessional fees and expenses) for approved Engagement Activities over \$5,000 when he/she is

approving the entry made by the bookkeeper that has already been approved by the Board.

- Expense claims for the FE Program Manager must be approved by an Executive member.
- Expense claims for the administrators must be reviewed and approved by an Executive.
- The FE Program Manager is authorized to approve expense claims for an MSA Working Group member up to \$1000.
- To be reimbursed for expenses and sessional time, itemized receipts must be submitted through FEMS **within 90 days** of the expense or work occurring. Claims submitted after the 90 days will not be paid, except under exceptional circumstances (explanation to be provided and must be approved by the Executive Group). The 'Description' field must be completed when claiming sessionals or expenses.
- Payment for claims is via VoPay.

Approved: *KGH MSA Working Group Executives*

Date: *December 19, 2025*

*Rev: September 2018, September 2019, March 2020, January 2022, May 2022, June 2022, October 2022, January 2023  
March 2023, December 19, 2025, December 30, 2025.*

*For Review: December 2026*