Resource Allocation Review Policy and Procedures

HiFlex Physio

HiFlex Physio periodically conducts resource allocation reviews to monitor budget use. This is to evaluate how the budget is allocated and spent within each department.

Resource allocation reviews are conducted annually by the Chief Executive Officer with the Centre Manager and the following department heads:

- General Manager Finance
- General Manager Human Resource
- General Manager Marketing

I. Examine the allocated budget.

- This should include the budget allocated to the following departments:
    - Finance
    - Human Resources
    - Marketing

II. Assess whether individual department spending levels fully reflect need.

- Evaluate the needs of each department. Departments that need more resources should be allowed access to those resources.

III. Identify root causes of spending-related problems.

IV. Check for sustainability.

- Ensure to avoid using short-term funding to meet ongoing needs in departments. These ongoing needs will remain unmet once those funds have been used.

V. Align department funding and planning timelines.

VI. Engage a wide range of stakeholders in the results.

- Stakeholder involvement can be an important step toward building support. These stakeholders can include the following:
    - Suppliers
    - Company partners
    - Clients