

Guide to Completing the 2009-10 ESTIMATES FORMS

Section 68 School Authorities (Hospital Boards)

The estimates forms are provided in EXCEL and incorporate changes and certain schedules that were included in the prior years' estimates and financial statements forms as part of the implementation of PSAB for local government.

Boards are required to send two signed copies of the 2009-10 Estimates by **June 30, 2009** to:

Ms. Diane Strumila
Project Manager, Grant Services
Transfer Payments and Financial Reporting Branch
21st Floor, Mowat Block, 900 Bay Street
Toronto, Ontario
M7A 1L2

Where the estimates are filed after this date, cash flow penalties may be implemented and the school authorities' regular cash flow will be reduced by 50% for the payment(s) in the month(s) following the extended date. Upon submission of the estimates, the ministry will revert back to the normal monthly payment process and will include in the monthly payment the total amount withheld up to that point.

An electronic copy of the 2009-10 Estimates should also be submitted to the following mailbox by June 30, 2009:

estimates.met@ontario.ca

Please contact Brenda Shaw at brenda.shaw@ontario.ca or 1-800-265-4221 ext 254, or (519) 667-1440 ext 254 if you have any questions.

Order of Data Entry:

The Estimates package allows hospital boards to enter data in un-shaded cells. When using the Excel workbook, the following order of data entry is recommended:

Cover Page	Board number (select from drop down menu)
Schedule 9	Operating Fund – Revenues
Schedule 10	Operating Fund – Expenditures
Schedule 10ADJ	Operating Expenditures – Adjustment for Compliance Purposes
Schedule 5	Reserve Funds (Internally Restricted Reserves) – Statement of Continuity
Schedule 2.1	Schedule of Operating Fund
Schedule 2.3	Schedule of Reserve Funds
Schedule 2.4	Schedule of School Activities Fund
Enrolment	Projected Enrolment for 2009-10
Appendix H	2009-10 Staffing
Certificate of Secretary of the Board	

Summary of Changes:

In order to maintain form packages consistent throughout the two reporting cycles (estimates and financial statements) schedules that are not applicable to the estimates cycle have been retained in the contents page of the excel package.

To meet the reporting requirements under PSAB for local governments, the following schedules have been included in the estimates:

- Statement of Financial Activities
- Schedule of Operating Fund
- Schedule of Capital Fund
- Schedule of Reserve Fund
- Schedule of School Activities Fund
- Capital Fund – Expenditures and Financing
- Reserve Funds (Internally Restricted Reserves) – Statement of Continuity
- Deferred Revenues (Externally Restricted Reserves) – Statement of Continuity
- Schedule of Expenditures Adjusted for Compliance Purposes

Information pertaining to schedules and other forms:

Schedule 1.1 – Statement of Financial Activities

This statement shows the revenues, expenditures, changes in non-financial assets and changes in amounts to be recovered for all funds on a consolidated basis.

All amounts on this schedule come from the Operating Fund, Capital Fund, Reserve Fund and School Activities Fund schedules. Therefore, there is no data entry required on this page.

Line 6.3.1 – CPP and EI prior years has been removed.

Schedule 2.1 – Schedule of Operating Fund

This schedule is designed to show the activity in the Operating Fund of the board and the change in the Operating Fund balance (in-year surplus/deficit) while recording all revenues and expenditures in accordance with *PSA Handbook* recommendations. It gives the revenues and expenditures on a PSAB basis and then includes the adjustments required to arrive at a surplus/deficit figure based on the revenues and expenditure that conform to S. 231(1) of the Education Act.

The only data entry required on this page is at lines 4.1, 4.2, and 8.1 if applicable. All other data comes from schedule 9.

Line 5.2.1 – CPP and EI prior years has been removed.

Schedule 2.2 – Schedule of Capital Fund

This schedule is designed to show the activity of the board's Capital Fund and the change in the Capital Fund balance while recording all revenues and expenditures in accordance with *PSA Handbook* recommendations. This schedule does not apply to Section 68 boards.

Schedule 2.3 – Schedule of Reserve Funds

This schedule shows all activity for internally restricted reserve funds set up by the board.

The only data entry required on this page is at line 4.1, if applicable.

Schedule 2.4 – Schedule of School Activities Fund

This schedule shows the activity for school funds that have been consolidated into the board's financial activities. It includes total school-based revenues, total school-based expenditures, as well as transfer to other funds (if any) and the School Activities Fund balance. Although there are spaces to enter any transfer to other funds (Operating, Capital or Reserve), it is not expected that this would be a regular occurrence. Any such transfers would be clearly shown separately on the various schedules in order to clearly record and ensure accountability for the use of school funds for any other purposes.

(Note: School activities fund revenues and expenditures are not included in the board's Operating or Capital Fund schedules).

Schedule 3 – Capital Fund (Expenditures and Financing)

This schedule is designed to show Capital Fund expenditures and financing in accordance with *PSA Handbook* recommendations.

This schedule does not apply to Section 68 boards.

Schedule 5 – Reserve Funds (Internally Restricted Reserves) – Statement of Continuity

This schedule reports all information for discretionary reserves set aside by the board for specific purposes.

Schedule 5.1 – Deferred Revenues (Externally Restricted Reserves) – Statement of Continuity

This schedule provides the information required to report on externally restricted reserves set up by regulation or legislation.

This schedule does not apply to Section 68 boards.

Schedule 9 – Operating Fund Revenues

This schedule is designed to collect Operating Fund revenue information on a **PSAB basis** while maintaining consistency with the information provided in prior years.

Schedule 10 – Operating Fund Expenditures

This schedule is designed to collect Operating Fund expenditure information on a **PSAB basis** by expenditure category and object.

Expenditures to be reported on this schedule are gross expenditures.

Code point 5810 should be used to report NTIP expenditures.

Special Education Equipment Approvals should be reported at code point 5510.

Schedule 10ADJ – Operating Fund (Adjustments for Compliance Purposes)

This schedule is designed to show the adjustments required to arrive at Adjusted Expenditures for compliance purposes. This is the amount that must be included as expenditures in the estimates of the board under Section 231 of the Education Act.

Unfunded Liabilities – Accrued Vacation:

- Before 2003-04, many boards did not accrue unused vacation days in the current year's expenditures. Under PSAB, this amount has been included in the Operating Fund expenditures in Schedule 10 – Operating Fund Expenditures.
- If boards started accruing unused vacation days in 2003-04, enter the net difference in amount of vacation accrued as a result of the change. (NOTE: If a board's practice was to accrue unused vacation days in the past, this column should be left blank).

Unfunded Liabilities – Employee Benefits:

- Before 2003-04, boards did not calculate the expenses for retirement benefits, post-employment benefits and so on based on an actuarial study as required under Section 3250 and 3255 of the PSA Handbook. This expense has been included in the Operating Fund expenditures in Schedule 10 – Operating Fund Expenditures.
- Enter the amount by which expenditures were increased, due to the application of these sections, over the amount required to be included for compliance purposes.
- The amount that boards are required to include for surplus/deficit compliance purposes is the amount that would have been expensed based on prior year's practice that:
 - The amount shall not be less than the lesser of:
 - The cash payout during the year; or
 - The expenses as determined under PSAB.

Unfunded Liabilities – Increase (Decrease) in Non-Financial Assets:

- Enter the amount of operating expenditures increased/ (decreased) due to the change in Non-Financial Assets – Prepaid expenses or Inventories of supplies.

EI and CPP to be funded – *this column has been removed*

Two new columns have been added to this form for 2009-10. Column 20 and Column 21 are for Ministry use only and require no data entry.

Projected Enrolment for 2009-10

This page is used to capture projected average enrolment for 2009-10. The full time equivalent enrolment of pupils is to be reported for each month end within the school year and is calculated as instructed on the enrolment schedule. This information drives analysis performed by ministry staff. Take extra care in completing this schedule.

Calculation of Legislative Grants

There is no data entry required on this page. The calculation is driven entirely from the data entered on Schedules 9, 10 and 10ADJ.

Tuition Calculation

There is no data entry required on this page. The calculation is driven entirely from the data entered on Schedule 9, 10 and 10ADJ.

Staffing Data

Please fill out the form using the staffing full time equivalent numbers projected to October 2009. This information drives analysis performed by ministry staff. Please ensure that it is properly completed. (NOTE: Preparation time is no longer shown separately, it gets included with the staffing category that it relates to).

As a result of the changes made in 2008-09 to the Uniform Code of Account (2007:SB31), an additional line has been added to the professional and para-professional section, and the coordinators and consultants section to allow boards to report the FTE of Clerical/secretarial staff providing support to those functions.

Ministry Adjustment – New Page

This page is intended for Ministry use only during the 2009-10 review process. No data entry is required.