

# Instructions on Completing the 2012 Estimates Submission

## Overall Purpose

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The estimates submission will identify the level of provision of services and associated expenditures and revenues by the CMSMs and DSSABs for the upcoming fiscal year of January to December 2012.

## New in This Cycle

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- ✓ No data entry required to Schedule 1.1 – Contractual Service Targets
- ✓ Moved Schedule 4.2 to Schedule 2.6, System Needs, Operating – ELCD
- ✓ New Schedule 4.2 – Per Diem Rates
- ✓ Data from schedules 2.5 and 2.6 are automatically linked to schedule 2.3
- ✓ New Schedule 4.3 – Total Number of Children Served

## Reminder

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Please ensure you have selected 2012-13 as the “school year” in order to generate your submission for the 2012 calendar year.

## File Naming Convention

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The Ministry has established a specific naming convention for each submission type for each CMSM and DSSAB. It is a combination of a unique number identifier associated with the CMSM / DSSAB, the cycle type, the year, and an abbreviation of the organization name all separated by an “underscore”. An example is provided below for the Regional Municipality of York: 296\_EST\_1213\_Regional Municipal York

For the 3 submission cycles, you will use the following 3 letters in your submission names:

- EST = Estimates
- REV = Revised Estimates
- FIN = Financial Statements

Please use the file names provided in the ‘naming convention’ file when creating your submissions. It is posted on the Financial Analysis & Accountability Branch located here: <http://faab.edu.gov.on.ca/>. Select Child Care on the bottom right of the webpage.

## Components of the Estimates Submission

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The estimates submission is comprised of a title page, a table of contents and various schedules broken down into four categories as follows:

1. Service Data Schedules

2. Expenditure Schedules
3. Revenue Schedules
4. Supplementary Schedules

## **Suggested Order of Entry**

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It is recommended to complete the submission in the order in which it appears within the EFIS web application (certificate, schedule 1, schedule 2, schedule 3, and schedule 4).

## **Steps for Completion**

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Following these 14 steps will allow you to complete your estimates submission. The steps are colour coded to allow the user to easily identify the four different schedules (in addition to the cover page) within the EFIS submission.

### **STEP # 1 – Completion of Certificate (Cover Page)**

#### ***PURPOSE***

The cover page serves to identify the organization. It includes the submission type, the formal agency name, the applicable fiscal year as well as three data entry fields for date, signature and title.

#### ***HOW TO COMPLETE***

In EFIS, under “Sections”, select “Certificate”. Enter information in the date and title field. The date should be entered as Month, Day, Year. The date should be entered as the date that will reflect the actual submission date. If that date is not known it can be left blank and input once the CMSM/DSSAB determines the date of submission.

The hard-copy of the cover page should include 2 signatures of those who have signing authority for the agency. Alternatively, a corporate seal can be affixed to the cover page.

### **STEP # 2 – Completion of Schedule 1.1 (Contractual Service Targets)**

#### ***PURPOSE***

Schedule 1.1 captures the contractual service targets over 1 page. These service targets are called contractual as they are tied to the contract. The definitions of these service targets can be found in the Ontario Child Care Service Management Guidelines, Appendix B, “Data Elements and Definitions”. These service targets were negotiated as part of the service contracting process for 2012.

#### ***HOW TO COMPLETE***

In EFIS, under “Sections”, select “Schedule 1.1 – Schedule of Contractual Service Targets”.

There is no data entry required on this schedule as all the required data will be loaded automatically from your 2012 service contract.

**Receipt of Service Contract Prior to the Release of the Estimates Document Set**

If you remitted your 2012 service contract to the Ministry of Education prior to the release of the 2012 Estimates Document Set, schedule 1.1 will be automatically populated.

**Receipt of Service Contract After the Release of the Estimates Document Set**

If you remitted your 2012 service contract to the Ministry of Education after the release of the 2012 Estimates Document set, you will need to complete the following steps in order to populate Schedule 1.1 of your estimates submission:

72 hours following the receipt of your 2012 service contract, the Ministry of Education will create a table that will allow you to update your submission. Following this 72 hour period, you will need to update your submission by performing the following:

1. From your working copy EFIS file, go to the Submission Summary Page
2. Click on the following link: 
3. Go to schedule 1.1 to ensure that the schedule has now been updated.

Should you have any difficulty with this process, please contact your financial analyst.

**HINT:** You must have data appearing in schedule 1.1 to promote your submission to active status.

**STEP # 3 – Completion of Schedule 1.2 (Other Service Targets)**

**PURPOSE**

Schedule 1.2 captures additional service targets, beyond those tied to the service contract, that have been assigned to each service (Ministry detail code) over 2 pages. The definitions of these service targets can be found in the Ontario Child Care Service Management Guidelines, Appendix B, “Data Elements and Definitions”.

These service targets are included in the estimates submission to provide a more comprehensive overview of child care service levels.

The other service targets are reported over 2 pages.

**HOW TO COMPLETE**

In EFIS, under “Sections”, select “Schedule 1.2 – Schedule of Other Service Targets”. For each service that is projected to be provided by the CMSM or DSSAB, enter the requested service target information on page 1. The service target levels identified should reflect the projected service levels for the upcoming year. After all the information has been completed for page 1, proceed to completing the requested service target information on page 2, as applicable.

**HINT:** Targets are required to be entered as follows: # = no decimal places, average monthly

# = 1 decimal place, \$ = no decimal places, and FTE = 2 decimal places.

#### STEP # 4 – Completion of Schedule 2.1 (Staffing – Direct Delivery of Service)

##### **PURPOSE**

Schedule 2.1 captures information on the number, full-time equivalency (FTE), salaries and benefits of individuals performing duties under various detail codes. These individuals MUST BE employees of the CMSM/DSSAB as this schedule only captures staffing under a direct delivery of service model. Include all staffing expenditures even if funded from other sources and not fully subsidized by the ministry.

This schedule is comprised of 4 pages:

1. Page 1 = detail codes A371 and A429
2. Page 2 = detail codes A663 and A661
3. Page 3 = detail codes A376 and A430
4. Page 4 = detail codes A665 and A400

##### **HOW TO COMPLETE**

In EFIS, under “Sections”, select “Schedule 2.1 – Staffing Schedule – Direct Delivery of Service”. For each of the services directly provided by the CMSM or DSSAB, complete columns 1 through 7 as applicable on pages 1 to 4.

**HINT:** In deciding if the staffing should be reported on this schedule or schedule 2.2, ask the following question: “Would the position still exist if the direct delivery child care or SNR program closed?” If the position would continue to exist, report the position on schedule 2.2, otherwise report them on 2.1.

Under column 1, enter the position title of the individuals.

Under columns 2 and 5, enter the number of individuals. A whole number is required to designate an individual whether he or she is full-time or part-time.

Under columns 3 and 6, enter the full-time equivalency of individuals. Full-time equivalency is calculated as the number of hours worked during the year / 1820 hours (35 hrs. per week \* 52 weeks).

Under columns 4 and 7, enter the salary costs of the individuals. Salaries include the following: payments to all full-time, part-time, temporary, occasional, summer or other employees. Included in this account line are premium pay, overtime pay, vacation pay, and other direct monetary compensation paid to employees. Ensure that you have not included benefits in this column, as they are to be reported strictly on lines 1.21 and 1.41 in the aggregate.

Under columns 4 and 7 at line 1.21 and 1.41, enter the benefit costs for the individuals reported in that column. This account line includes mandatory Benefits (i.e. CPP, EI, and EHT), benefit plan costs (i.e. ADD, LTD, extended health, dental) as well as other benefits (i.e. wsib).

HINT: Where 1 person is being allocated to different detail codes, ensure that the calculated annual salary is the same for each detail code. For example, consider a person who has .25 of his time charged to A371 and .75 of his time charged to A376. If the person makes \$100,000 per year, we would expect to see \$25,000 charged to A371 (\$100,000 \* 25%) and \$75,000 charged to A376 (\$100,000 \* 75%). We see a consistent annual salary of \$100,000 for this person in each detail code if taking salaries / FTE:

$$\text{\$25,000} / 25\% = \text{\$100,000}$$

$$\text{\$75,000} / 75\% = \text{\$100,000}$$

## STEP # 5 – Completion of Schedule 2.2 (Staffing – Program Administration)

### **PURPOSE**

Schedule 2.2 captures information on the number, full-time equivalency (FTE), salaries and benefits of individuals who support the administration of the programs. Any administration costs that can logically be assigned to a program are considered program administration costs (i.e. if a program ceased to operate then the administration function would no longer be necessary to the organization). Include all staffing expenditures even if funded from other sources and not fully subsidized by the ministry.

This schedule is comprised of 2 pages:

1. Page 1 = detail codes A380 and A425
2. Page 2 = blended detail code A661 and A664

### **HOW TO COMPLETE**

In EFIS, under “Sections”, select “Schedule 2.2 – Staffing Schedule – Program Administration”. Please follow the same steps as those identified in step # 4 above to report the number, FTE, salary and benefit costs.

HINT: In deciding if the staffing should be reported on this schedule or schedule 2.2, ask the following question: “Would the position still exist if the direct delivery child care or SNR program closed?” If the position would continue to exist, report the position on schedule 2.2, otherwise report them on 2.1.

HINT: Where 1 person is being allocated to different detail codes, ensure that the calculated salary is the same for each detail code. For example, consider a person who has 0.30 of her time charged to A380, 0.10 of her time to A425 and 0.60 of her time charged to A661. If the person makes \$65,000 per year, we would expect to see \$19,500 charged to A380 (\$65,000 \* 30%), \$6,500 charged to A425 (\$65,000 \* 10%) and \$39,000 charged to A661 (\$65,000 \* 60%). We see a consistent annual salary of \$65,000 for this person in each detail code if taking salaries / FTE:

$$\text{\$19,500} / 30\% = \text{\$65,000}$$

$$\text{\$ 6,500} / 10\% = \text{\$65,000}$$

$$\text{\$39,000} / 60\% = \text{\$65,000}$$

## **PURPOSE**

Schedule 2.3 captures information on gross expenditures for child care programs.

Gross expenditures are defined as total expenditures without consideration of Ministry funding, municipal contributions or other offsetting revenues.

This schedule comprises 11 expenditure categories reported over 2 pages.

## **HOW TO COMPLETE**

In EFIS, under “Sections”, select “Schedule 2.3 – Schedule of Total Gross Expenditures”.

It is not necessary to report staffing costs on this schedule as salaries and benefits will automatically carry-forward from schedule 2.1 and schedule 2.2.

Enter expenditures in each of the cells giving consideration to the definitions created in a MCYS document called “Standard Expenditures Account Definitions”. Include all expenditures even if funded from other sources and not fully subsidized by the ministry.

**HINT:** For all detail codes, except A380 and A425, Columns 2 to 4 and 6 to 10 should only be used to report expenditures where the CMSM or DSSAB provides a directly delivered service. If the CMSM or DSSAB is purchasing a service from another organization (reported under column 5), they should not be reporting any costs under the other columns.

### **Col 2. Advertising and Promotion**

Costs incurred by the agency for any promotion and publicity and dissemination of information. Included in this expenditure category are:

- Promotional pamphlets, posters, pictures, advertisements, radio and TV announcements, TV or radio scripts, and annual reports.
- Packaging and mailing for promotional purposes, costs of membership drives.
- Agency annual meetings, including refreshments, fees paid for a speaker, travel expenses of a speaker, printing and mailing of invitations, and advertising of the meeting.
- Agency educational and promotional events and all other promotional and publicity costs
- Nominal awards given to staff members or volunteers, awards for outstanding distinction in the field in which the agency works.

### **Col 3. Building Accommodation**

All costs related to the building space or facilities occupied by the agency and the surrounding grounds. Included in this expenditure category are:

- Costs related to owned properties.
- Rental of space used by the agency in rendering service to its clients including administrative buildings, offices and garage facilities: (if this rental includes the cost of heat, water, light, property taxes, and other related costs, the entire sum is reported).
- The cost of any of the following, unless the cost of one or more of them is included in the rent: heating, fuel, water, gas, or electricity.

- Building repairs and the cost of materials for such repairs, the cost of maintaining fences and roads on the property and repair or maintenance of furnaces and boilers.
- Janitor supplies, such as soaps, detergents, disinfectants, and supplies for washrooms such as paper towels, toilet paper, soap, light bulbs, etc.
- The cost of window washing, gardening, removing waste, garbage, rubbish - and contracts for cleaning or building maintenance.
- Building equipment and fixtures purchased not exceeding \$1,000 per item (the cost of an item or any components making up the whole item not exceeding \$1,000 in a fiscal year)
- Dry cleaning and laundering of draperies, rugs, furniture, as well as employee protective clothing.
- Repair or maintenance of furniture
- Repair or maintenance of building equipment such as lawn mowers and small equipment used maintaining the building and grounds.
- All insurance costs for premises, furnishings and equipment (excludes Directors and Officers Liability and Professional Malpractice Insurance which is reported in Miscellaneous and auto insurance for agency owned and leased vehicles which is reported in travel).

#### **Col 4. Program Supplies, Equipment & Furnishings**

All costs incurred by the agency for the delivery of programs direct to clients. Included in this expenditure category are:

- Program supplies used by staff to carry out programs (i.e. play therapy supplies, testing supplies, equipment to be used in hearing or speech work, where the expenses are not particular to an individual client, but rather for a group of clients
- The cost of maintenance and repairs of program equipment and furnishings.

**NOTE:** Program supplies do not include items that become the personal property of a client

#### **Col 5. Purchase of Service**

Costs incurred by the CMSM/DSSAB through a purchase of service agreement with an agency where that agency provides the service.

**NOTE:** This expenditure category was previously generally reported under “other” Line B on the MCYS budget submission.

#### **Col 6. Travel**

Travel costs incurred by volunteers and staff. This expenditure category would include allowances per kilometer for use of personal automobiles; bus, train, taxi or air travel costs; parking fees; costs of repairing and maintaining agency leased or owned vehicles; auto insurance paid by the agency; and other travel related incidental costs including meals, accommodation, etc. Travel costs related to training and conferences are also included.

#### **Col 7. Office**

Costs incurred by the agency in its general administrative operation. Included in this expenditure category are:

- Postage and stationery (excluding amounts used in a promotional campaign, which should be reported under account under Advertising and Promotion).
- Telephone service costs.

- The cost of telegrams, courier service, transmission of computerized data telexes, and other communication costs.
- Office equipment and furnishings purchases not exceeding \$1,000 (of an item or any component making up the whole item not exceeding \$1,000 in a fiscal year).
- The purchase price of typewriters, dictating machines, calculators, computers and components, communication systems or equipment, office desks and other office furniture, etc. whether as additions or replacements not exceeding \$1,000.
- The cost of cleaning and repairing dictating machines, calculators, computers and components, communication systems or equipment, office desks and furniture, etc., or cost of contracts for such maintenance.

### **Col 8. Staff Training**

All costs incurred by the agency in the recruitment and education of volunteers, board members and staff. This expenditure category would include training and conference registration expenses, the cost of reference books and periodicals supplied by the agency, other training education and conference expenses incurred by the agency including training and library equipment and all costs related to the recruitment of staff and volunteers (including advertising).

### **Col 9. Purchased Professional Services - Client**

Costs incurred by an agency in purchasing professional services for clients. Included in this expenditure category is:

- Legal and related worker fees for services rendered to clients.
- Any other client related purchased service (i.e. consultation costs, interpretation and translation costs, psychological assessment and consultation costs, fees for physical or occupational therapy, speech pathology, audiology, dietetic or play therapy services, tutoring costs, additional non-medical service provided to a client, any other client related purchased professional service expense

#### **HINTS:**

- 1) Non-Case/client-related professional services are reported in Purchase of Service - Non client.
- 2) Purchase – professional services (client) should only be used for a purchase of service from an organization that is not your own.

### **Col 10. Purchased Professional Services - Non Client**

Costs incurred by an agency in purchasing non-client related professional services for which the agency itself does not employ staff. Included in this expenditure category are:

- Fees paid by the agency for administrative or corporate legal work and court costs etc.; auditing the agency books including fees paid to data centres for bookkeeping services; financial administrative program and information systems as well as other management advisory services provided by management consultants.
- The costs of other professional services purchased by the agency on a fee-for-service basis (i.e. bank payroll services, architectural and engineering fees, medical and related consultant fees – non-case/client-related assignments. fees paid to organizations for temporary clerical help and other contract services purchased)

#### **HINTS:**

- 1) Salaries for regular bookkeeping services should be reported in account Salaries and Wages if the bookkeeper is an employee of the agency. Services for building maintenance and repairs, or other building upkeep, such as housekeeping should be charged to Building

Accommodations. Services related to public relations should be charged to Advertising and Promotion.

2) Purchase – professional services (non-client) should only be used for a purchase of service from an organization that is not your own.

### **Col 11. Miscellaneous**

All CMSM and DSSAB expenditures that do not fit under any other expenditure category.

This category includes:

- Dues or fees to international, national, provincial, or other affiliated organizations as well as dues paid by the agency to other service organizations.
- Insurance coverage that cannot be placed in another classification, e.g. malpractice insurance.
- Costs related to TWOMO

**NOTE:** TWOMO costs should only include the share of costs for the detail codes funded by the Ministry of Education. For those detail codes funded by MCYS, the costs should not be reported in the budget submission but reported separately to MCYS.

## **STEP # 7 – Completion of Schedule 2.4 (Adjusted Gross Expenditures)**

### ***PURPOSE***

Schedule 2.4 captures information on revenue streams that offset the reported gross expenditures on schedule 2.3 to bring the expenditures to an adjusted gross expenditure basis. Include all revenue amounts if the revenue is being used to offset Ministry of Education funded child care program costs.

### ***HOW TO COMPLETE***

In EFIS, under “Sections”, select “Schedule 2.4 – Schedule of Adjusted Gross Expenditures”.

In Column 2, enter the required parental contribution for subsidized child care spaces where the parents are required to pay, through income testing, a portion of the cost (i.e. Space is not 100% subsidized by the Ministry).

In Column 3, enter the parental contribution for children who are accessing the service but where the parents are paying for the cost of the space (i.e. Space is not subsidized)

**HINT:** This column should never be blank unless the CMSM or DSSAB only has children under a 100% full subsidy.

In Column 4, enter all other offsetting revenues, where applicable.

**HINT:** Do not include the legislated provincial/ municipal cost sharing portion or contributions in excess thereof. This should be used to report revenues from sources outside the CMSM or DSSAB.

## STEP # 8 – Completion of Schedule 2.5 (Transition – Capital)

### **PURPOSE**

Schedule 2.5 captures information on minor capital activities that are planned to be funded from the capital transition funding allocation for licensed child care centres.

This schedule is broken down into 2 pages.

### **HOW TO COMPLETE**

In EFIS, under “Sections”, select “Schedule 2.5 – Schedule of Transition – Capital Expenditures”.

There are 40 rows provided to allow you to report your planned expenditures across 40 different centres. Where you plan on expending these funds over more than 40 centres, please identify the first 39 centres and on row 40, identify the balance as “various”. The Ministry may follow-up with you to get a further breakdown of this “various” category.

#### First Page

The first page comprises of 5 columns:

In Columns 1 to 3, enter the name and related address of the centre.

In Columns 4 and 5, enter the capacity of the centre pre and post expenditure spending. By capacity we mean licensed capacity.

#### Second Page

The second page also comprises of 5 columns:

Column 1 is automatically populated based on column 1 of the first page.

In Columns 2, 3 and 4, enter the amounts that are planned to be spent by approved expenditure category. These expenditure categories are defined as follows:

#### **Col 2. Retrofit – Interior**

Expenditures incurred by non-profit licensed child care centres that receive funding for minor renovations of the interior to transition to serve younger aged children as 4 and 5 year olds enter the Full-Day Learning Kindergarten Program.

#### **Col. 3 – Retrofit – Playground**

Expenditures incurred by non-profit licensed child care centres that receive funding for minor renovations of the playground to transition to serve younger aged children as 4 and 5 year olds enter the Full-Day Learning Kindergarten Program.

#### **Col. 4 – Retrofit - Other**

Expenditures incurred by non-profit licensed child care centres that receive funding for minor renovations for retro-fit projects other than interior or playground retro-fits to transition to serve younger aged children as 4 and 5 year olds enter the Full Day learning Kindergarten program.

Column 5 represents the total amount of projected spending by centre and overall.

## STEP # 9 – Completion of Schedule 2.6 (System Needs – Operating ELCD)

### **PURPOSE**

Schedule 2.6 captures the projected 2012 system needs costs. These costs are defined as costs incurred through the use of fee subsidies, wages subsidies and special needs resourcing from detail code A661 to support spaces created under Best Start as permitted by MCYS direction in the prior year and further explained in the Section 1.5.2 of the 2012 Ontario Child Care Service Management Guidelines – Business Practices Guidelines.

Care areas could include quality initiatives, training of staff and/or addressing accessibility in rural and northern areas through transportation.

HINT: The level of expenditure on system needs in 2012 should not exceed the amount used for this purpose in 2010.

### **HOW TO COMPLETE**

In EFIS, under “Sections”, select “Schedule 2.6 – Schedule of System Needs”.

This schedule is divided into 3 sections:

1. Staff Training
2. Quality Initiatives
3. Transportation – Northern & Rural

Complete each section that is applicable to the projects that are being undertaken to support system needs.

## STEP # 10 – Completion of Schedule 3.1 (Entitlement Calculation)

### **PURPOSE**

Schedule 3.1 captures the funding entitlement of the agency. It takes into consideration the level of expenditure, the financial flexibility policy as well as the projected service target levels.

This schedule is comprised of 3 pages. The first 2 pages calculate the funding entitlement. The third page, which is noted as “**For Ministry use only**” summarizes the operating and capital funding entitlements to the CMSM or DSSAB for monthly payment purposes. It also has cells open should adjustments be required to the monthly payment amounts.

### **HOW TO COMPLETE**

In EFIS, under “Sections”, select “Schedule 3.1 – Schedule of Funding Entitlement”.

There is no data entry required on this schedule as all the required data comes from other schedules in the submission.

NOTE: Previously CMSMs and DSSABs would have realigned funds in order to reflect the

requested flexibility. This exercise has been completely automated within this schedule.

HINT: Schedule 3.1 must be printed off from the active EFIS submission, signed by CMSMs and DSSABs on the bottom of page 1 and sent to the Ministry of Education.

### STEP # 11 – Completion of Schedule 4.1 (Purchase of Service – Supported / Notional Staffing)

#### **PURPOSE**

Schedule 4.1 captures staffing information on those activities that are not directly delivered by the CMSM or DSSAB (staffing information for those costs reported under Column 5 of Schedule 2.3).

#### **HOW TO COMPLETE**

In EFIS, under “Sections”, select “Schedule 4.1 – Schedule of Purchase of Service – Supported / Notional Staffing”.

This schedule is divided into 2 sections:

- 1) Detail codes related to wage subsidy
- 2) Detail codes related to all services other than wage subsidy

In the first section, enter the number of operators, FTEs and salaries and benefit costs for wage subsidy and wage improvement. This part of the schedule contains some components from the wage subsidy utilization statement (WSUS). In future financial reporting submissions, the Ministry will investigate how to incorporate the WSUS into EFIS in order to eliminate duplication in reporting.

In the second section, enter the number of operators, FTEs and salaries and benefit costs for all other services.

**NOTE:** It is our understanding that it may be difficult to complete section 2. CMSMs and DSSABs are requested to make every reasonable effort to report this information or make a reasonable estimate based on their knowledge of the organizations that are providing the services. This information is not being used for funding purposes.

### STEP # 12 – Completion of Schedule 4.2 (Per Diem Rates)

#### **PURPOSE**

Schedule 4.2 captures the per diem rates paid by the CMSM/DSSAB to the operator and the fees charged by the operator by the age group of the children for centre-based as well as home based care. The schedule collects information on full-time rates, part-time rates as well as average rates.

This schedule is comprised of 2 pages:

3. Page 1 = Centre-based care

#### 4. Page 2 = Home-based care

##### **HOW TO COMPLETE**

In EFIS, under “Sections”, select “Schedule 4.2 – Schedule of Purchase of Service – Per Diem Rates”.

This schedule is divided into 2 sections:

- 1) Per diem rate paid by the CMSM/DSSAB
- 2) Per diem fee charged by the operators

In each section, enter the per diem rate by age group after you have established what the minimum, maximum and average rates are.

“Rates paid by the CMSM/DSSAB” refers to per diems approved by CMSMs/DSSABs for purposes of fee subsidies.

“Fees charged by the operators” refers to per diems charged by child care operators to full fee-paying parents, including fees charged by CMSM/DSSAB for directly-operated programs if applicable.

#### STEP # 13 – Completion of Schedule 4.3 (Total Number of Children Served)

##### **PURPOSE**

Schedule 4.3 captures the total number of children served. It includes the following children:

1. Those funded by the Ministry of Education through an 80/20 cost share
2. Those funded by the Ministry of Education through a 100% provincial share
3. Those funded by the CMSM/DSSAB over and above the required legislated cost sharing provision.

The total number of children served is reported on one page.

##### **HOW TO COMPLETE**

In EFIS, under “Sections”, select “Schedule 4.3 – Schedule of Total Number of Children Served. For each age group, enter the total number served.

In an attempt to capture the total number of children, without double counting, report the children in the age category appropriate as of December 31, 2011.

#### STEP # 14 – Review of Submission

##### **PURPOSE**

The last 3 schedules in the estimates have been created in order to automate some of the review procedures that are performed by financial analysts during the review process. By including them in the submission document set, you can see the analysis and correct any

inconsistencies prior to submitting your estimates. This will hopefully expedite the review process and reduce the number of queries that you receive.

The schedules are as follows:

1. Data Analysis & Review
2. Error Messages
3. Warning Messages

### **HOW TO COMPLETE**

There is no data entry required in any of these schedules. You are requested to review the information and correct it where required as follows:

1. Data Analysis & Review, review the values reported for consistency of reporting between detail codes.
2. Error messages, follow-up on any item where “ERROR” is identified in the far right column in order to clear the message.
3. Warning messages, follow-up on any item where “Warning” is identified in the far right column in order to clear the message.

**HINT:** You cannot promote your submission to active status if you have uncleared “ERROR” messages.

## **Reporting**

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After completing steps # 1 – 14, the data in the submission file should now be complete.

CMSMs and DSSABs are required to send two signed copies of the following two documents:

- 1) Cover Page
- 2) Funding Entitlement Calculation

These forms are to be printed out from the active EFIS submission of the 2012 Estimates and sent by March 31, 2012\* to:

Ms. Diane Strumila  
Project Manager, Grant Services  
Financial Analysis & Accountability Branch  
17<sup>th</sup> Floor, Mowat Block, 900 Bay Street  
Toronto, Ontario  
M7A 1L2

\* This date is subject to the approval of the municipality’s annual budget for a CMSM and the board’s annual budget for a DSSAB per the DSSAB Act.

CMSMs and DSSABs are not required to send hard copy print-outs of their **full** submission.

Once a submission is promoted to “active” status, a CMSM or DSSAB has formally submitted their estimates to the Ministry of Education.

## **Review and Approval of Estimates Submission**

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Financial analysts from the Financial Analysis & Accountability Branch will review the estimates submission once it has been promoted to “active” status. The financial analysts

will create a “FO reviewed” copy of the original submission and process any changes that are required following communications with the Early Learning Division and the CMSM/DSSAB. Once the file has been reviewed, the agency will receive an e-mail from the financial analysts that the review process is complete.

## **Assistance with EFIS**

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For user/navigation assistance on EFIS, contact:

Julie Ramsaran Tel: (416) 325-2058 E-mail: [Julie.Ramsaran@ontario.ca](mailto:Julie.Ramsaran@ontario.ca)

Stephen Shek Tel: (416) 325-8396 E-mail: [Stephen.Shek@ontario.ca](mailto:Stephen.Shek@ontario.ca)

For log in assistance, contact:

Mark Bonham Tel: (416) 325-8571 E-mail: [Mark.Bonham@ontario.ca](mailto:Mark.Bonham@ontario.ca)

For data input assistance, contact your financial analyst:

Lisa Bland Tel: (416) 326-0999 E-mail: [Lisa.Bland@ontario.ca](mailto:Lisa.Bland@ontario.ca)

Cheryl Dalrymple Tel: (416) 212-9219 E-mail: [Cheryl.Dalrymple@ontario.ca](mailto:Cheryl.Dalrymple@ontario.ca)

Paula Hatt Tel: (416) 326-1170 E-mail: [Paula.Hatt@ontario.ca](mailto:Paula.Hatt@ontario.ca)

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