

# Instructions on Completing the 2011 Financial Statements Submission

## Overall Purpose

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The financial statements submission will identify the level of services provided and associated expenditures and revenues incurred by the Consolidated Municipal Service Managers (CMSMs) and District Social Service Administration Boards (DSSABs) for the fiscal year of January to December 2011.

## New in This Cycle (from 2011 revised estimates submission)

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- ✓ Variance reporting on Schedule 1.1 – Contractual Service Targets is based on the “total” rather than the ‘category’ of children
- ✓ Moved Schedule 4.2 to Schedule 2.6, System Needs, Operating – ELCD
- ✓ Data from schedules 2.5 and 2.6 are automatically linked to schedule 2.3

## Reminder

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Please ensure you have selected 2011-12 as the “school year” in order to generate your submission for the 2011 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\_FIN\_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 Financial Statements Submission

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The financial statements 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, schedule 4 and the variance report).

## **Steps for Completion**

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Following these 13 steps will allow you to complete your financial statements 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 CMSM/DSSAB 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 CMSM/DSSAB. 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 2 pages. 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”.

The schedule comprises four sections:

- 1) Service contract (page 1)
- 2) Actuals for the year (page 2)

- 3) Reconciliation between the Service Contract and Actuals for the year (page 2)
- 4) Variance Reporting (page 2)

This schedule will automatically calculate any funding adjustments resulting from a CMSM or DSSAB that did not meet their contractual service targets pursuant to Section 2 of the service contract.

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

In EFIS, under “Sections”, select “Schedule 1.1 – Schedule of Contractual Service Targets”. This schedule contains 2 pages. The CMSMs and DSSABs are required to report their actual service levels for each detail code listed under the five contractual service targets, where applicable.

#### *Page 1 – Per the Service Contract*

There is no data entry required on the page. This is the same information that you have seen in the estimates and revised estimates submission. It is simply included here in order to allow for automatic variance reporting where there is a variance of 10% or greater from the service targets identified in the service contract.

#### *Page 2 – Actuals for the Year*

On this section of the page, you are required to enter the actual level of service that has been provided by the CMSM or DSSAB from January 1<sup>st</sup> to December 31<sup>st</sup> inclusively.

#### *Page 2 – Reconciliation between Service Contract & Actuals for the Year*

On this section of the page, the percentage of targets achieved as well as any funding adjustments resulting from a CMSM or DSSAB not meeting their contractual service targets pursuant to Section 2 of the service contract will be illustrated.

#### *Page 2 - Variance Reporting*

There is no data entry required for this section. It is found to the right of column 8. When an asterisk “\*” appears it identifies where the CMSM or DSSAB must provide an explanation for the variance between the actuals and the service contract.

**HINT:** The service levels included in this schedule should be reflective of the level of funding received by the Ministry of Education ONLY. If the CMSM/DSSAB is providing services with funds over the required cost sharing provisions, they should not be included on this schedule.

## **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”.

**NOTE:** Where the actual results vary by 10% or more from the 2010 target levels, the Ministry of Education may follow up with the CMSM/DSSAB and an explanation may be required. These service targets are included in the financial submissions to provide a more comprehensive overview of child care service levels.

## ***HOW TO COMPLETE***

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

NOTE: Targets are required to be entered as follows:

- # = no decimal places
- average monthly # = 1 decimal place
- \$ = no decimal places, and FTE = 2 decimal places

**HINT:** The service levels included in this schedule should be reflective of the level of funding received by the Ministry of Education ONLY. If the CMSM/DSSAB is providing services with funds over the required cost sharing provisions, they should not be included on this schedule.

### **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 A430
2. Page 2 = detail codes A429 and A663
3. Page 3 = detail codes A661 and A376
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 in the aggregate.

Under columns 4 and 7 at line 1.21 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:

$$\$25,000 / 25\% = \$100,000$$

$$\$75,000 / 75\% = \$100,000$$

## 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 the schedule whereby CMSMs and DSSABs should include staffing charge backs from central departments, for example, IT, HR, Finance, Etc. Where possible, you should attempt to get the number of staff and FTE for these charge back costs.

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:

$$\$19,500 / 30\% = \$65,000$$

$$\$6,500 / 10\% = \$65,000$$

$$\$39,000 / 60\% = \$65,000$$

## STEP # 6 – Completion of Schedule 2.3 (Gross Expenditures)

### **PURPOSE**

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

Gross expenditures are defined as total expenditures, by listed detail code, 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.

On these pages, you are required to enter the actual expenditures incurred by the CMSM or DSSAB from January 1<sup>st</sup> to December 31<sup>st</sup> inclusively.

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 CMSM/DSSAB 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 CMSM/DSSAB 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 CMSM/DSSAB 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.

**HINT:** 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 CMSM/DSSAB 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 CMSM/DSSAB 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 CMSM/DSSAB 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 for administrative or corporate legal work and court costs etc.; auditing the CMSM/DSSAB 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 CMSM/DSSAB 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 CMSM/DSSAB. 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 CMSM/DSSAB to other service organizations.
- Insurance coverage that cannot be placed in another classification, e.g. malpractice insurance.
- Costs related to TWOMO; and
- System need costs for detail code A661.

**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 financial statements 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, other than the legislated cost sharing amounts.

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

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

#### ***Page 1 – Estimates Submission***

There is no data entry required on this page. This information comes from the estimates submission file. It is simply included here in order to allow for automatic variance reporting in accordance with Section 1.4.4 of the 2011 Ontario Child Care Service Management Guidelines – Business Practices Guidelines which states the following:

- If the year’s total adjusted gross expenditure is \$100,000 or greater, a variance report is required if the financial or revenue data is \$10,000 or more over or under the target.

#### ***Page 2 – Actuals for the year***

On this page, you are required to enter the actual adjustments to gross expenditures for parent

contributions and other offsetting revenues that the CMSM or DSSAB has received from January 1<sup>st</sup> to December 31<sup>st</sup> inclusively.

Complete page 2 with the following guidance:

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).

The completion of this column does not negatively impact the CMSM or DSSAB funding in any manner. By example, in the prior year the CMSM / DSSAB reported \$6,000 for a child under detail code A371 for gross expenditures. This child was in receipt of subsidy for \$6,000 for subsidy and the parent contributed \$3,200 based on the income test. Starting in 2011, we are asking CMSMs and DSSABs to report the total cost of \$9,200 (total cost for that child) and then report offsetting revenue in column 2 of \$3,200 which brings us down to a net cost of \$6,000 which is the same that was reported in prior years.

**HINT: This column should never be blank unless the CMSM or DSSAB only serves fully subsidized children.**

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)

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 column should be used to report revenues from sources outside the CMSM or DSSAB.**

In Column called “Note 1”, an asterisk will appear where variance reporting is required.

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

### ***PURPOSE***

Schedule 2.5 captures information on minor capital activities that were undertaken during the course of the year and were 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 actual expenditures across 40 different centres. Where you expended 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 were 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 received 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 received 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 received 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 actual spending by centre and overall.

**HINT:** [The data entered into schedule 2.5 will automatically link to schedule 2.3, row A713, column 5, purchase of service.](#)

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

### ***PURPOSE***

Schedule 2.6 captures the actual 2011 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 1.4.6 of the 2011 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 2011 cannot 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 were undertaken to support system needs.

HINT: The total costs reported on schedule 2.6 will automatically link to schedule 2.3, row A661 column 11, miscellaneous.

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

### **PURPOSE**

Schedule 3.1 captures the funding entitlement of the CMSM or DSSAB. It takes into consideration the level of expenditure, the financial flexibility policy as well as the actual service target levels.

There is also a secondary table which illustrates the detail codes with changes from the original ministry allocation (included as part of the original 2011 service contract with the CMSM/DSSAB) to the final ministry allocation for 2011. It includes adjustments resulting from 2 circumstances:

- 1) One-time adjustment – 2010 funding amounts which could be spent up to March 31, 2011
- 2) In-Year reinvestment – 2011 in-year funding announcement to detail code A661 to further address health and safety needs

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: All 3 pages of 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 – Review of Submission

### **PURPOSE**

The last 3 schedules in the financial statements 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 financial statements. 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.

## STEP # 13 – Create Explanation Report

### ***PURPOSE***

To provide CMSMs and DSSABs with the opportunity to provide explanations on significant variances in accordance with the Business Practices Guidelines Document, issued May 2011.

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

This section will explain how to create your explanation report, how to complete it and how to submit it to the Ministry of Education.

### ***CREATING YOUR REPORT***

By following the next 7 steps, you will be able to create and save your explanation report.

1. Login to EFIS
2. Under EFIS access, select “Grant Calculation System”
3. Under submission, select “Reports”
4. Under “Board Reports”, then “Summary Reports”, select the last report called “Child Care – Warnings”
5. Select your CMSM or DSSAB by clicking on the circle before your file name, then scroll over and select next
6. From the submissions shown, select your active submission by clicking on the circle before the file name, then scroll to the bottom of the table and click “Run Report”
7. When the message appears “Do you want to open or save this file?” save the file with an appropriate name and an appropriate location that is consistent with your file naming conventions and safekeeping for electronic files. For example, 296\_FIN\_1112\_Regional Municipal York\_Explanation Report

**HINT:** You must have an “ACTIVE” submission created in order to create your explanation report

### ***COMPLETING YOUR REPORT***

Upon opening your explanation report, you will notice that it is divided into 2 sections: Schedule 1.1 and Schedule 2.4. These sections represent the two schedules where variance reporting is required. In the section entitled “Explanation”, you are required to provide the following 4 elements for all rows in your document that says “\*”:

1. The variance
2. The reason for the variance
3. Impacts on staff and / or services
4. Action plan on how to mitigate the results of the variance

## **SUBMITTING YOUR REPORT**

Upon the completion of the explanation report, you are required to submit TWO hard-copies. Please see the following section for details as to who it must be submitted to.

### **Reporting**

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After completing steps # 1 – 13, 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 (all 3 pages)

These forms are to be printed out from the active EFIS submission of the 2011 Financial Statements and sent by May 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

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 financial statements to the Ministry of Education.

### **Review and Approval of Financial Statements Submission**

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Financial analysts from the Financial Analysis & Accountability Branch will review the financial statements 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 CMSM/DSSAB will receive an e-mail from the financial analysts noting 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 Chung Tel: (416) 212-9218 E-mail: [Cheryl.F.Chung@ontario.ca](mailto:Cheryl.F.Chung@ontario.ca)

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

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Brenda Shaw Tel: (519) 667-2040 E-mail: [Brenda.Shaw@ontario.ca](mailto:Brenda.Shaw@ontario.ca)