First Nations

Instructions on Completing EFIS 2.0 2014-15 Financial Statements Submission

Purpose

The financial statements submission identifies the level of services provided by your First Nation, and provides the Ministry with financial information about your revenues and expenditures that were incurred during the fiscal year from April 1, 2014 to March 31, 2015.

NEW! 2014-15 Reporting Cycle in EFIS 2.0

An updated reporting system, EFIS 2.0, has been introduced by the Ministry. This system allows you to enter your data in a similar way to EFIS 1.0. The following is an overview of EFIS 2.0 updates:

Note: On all schedules, column and row numbers will not appear on the input forms. They can only be seen when you print reports.

Schedule 1.1 – Schedule of Service Data

- New layout; Row headings are now presented in the first column of the form
- The row to input the average monthly number of children serviced under A403 – Ontario Works – Informal is now named 'Enrolment'

Schedule 2.1 – Staff Schedule (Direct Delivery of Services)

- New layout; All detail codes are included on one page
- Two new columns have been added under each detail code:
- Benefits Subtotal – Enter all benefits related to salaries (Line 1.30 in EFIS 1.0)
- Salaries and Benefits Total – No data entry required

Schedule 2.3 – Schedule of Total Gross Expenditures

- The name of the Office expense category has been changed to Services, Supplies and Technology
- Three expense categories have been re-introduced for Transformation:
    - Transformation – Special Needs Resourcing
    - Transformation – Play materials and equipment
    - Transformation – IT upgrade

Schedule 2.4 – Schedule of Adjusted Gross Expenditures

- There is no row for the Subtotal of Offsetting Revenues (previously Row 1.8 in EFIS 1.0)

Schedule 3.1 – Entitlement Calculation

- Schedule 3.1 contains 3 forms that are all pre-populated:

Entitlement:

- New allocation row added for One Time Amount under A404 – Transformation
- Detail codes A402 and A403 have separate columns - no longer combined into 1 column (previously Col. 2 in EFIS 1.0)

Recovery:

- You are no longer required to answer 'Based on the number above at line 3, are you willing to proceed with the submission?' (previously Line 4 in EFIS 1.0)

Summary of Entitlement (based on Ministry Input):

- Includes Health and Safety Adjustment

Schedule 4.1 – Transition Funding Annual Usage

- No changes in Schedule 4.1

Data Analysis and Review:

This schedule provides analysis on the average daily fee subsidy cost per child, average monthly number of children served, and FTE.

- No changes on the Data Analysis and Review form
- This form is pre-populated. For your reference, the values are calculated as follows:

		Financial Statements		
		Value 1	**Value 2**	**Value 3**
Total Number of Children Served vs. Staff FTE	A377- Special Needs Resourcing	# of Children Served	Staff FTE	Value 1 ÷ Value 2
	A404 - Transformation			
Average Daily Fee Subsidy Cost vs. Average Monthly Number of Children	A370 – Fee Subsidy	Gross Expenditures ÷ 261	Avg.Monthly # of Children Served	Value 1 ÷ Value 2
	A377 – Special Needs Resourcing			
	A402 – Ontario Works – Formal			
	A403 – Ontario Works – Informal			

Errors:

This schedule will list the areas that must be updated prior to submitting the file. A description of the error(s) is provided in the last column of the form.

Warnings:

This schedule displays areas that require explanations due to warnings. You must provide an explanation in order to promote the file for submission. A description of the warning(s) is provided in the last column of the form.

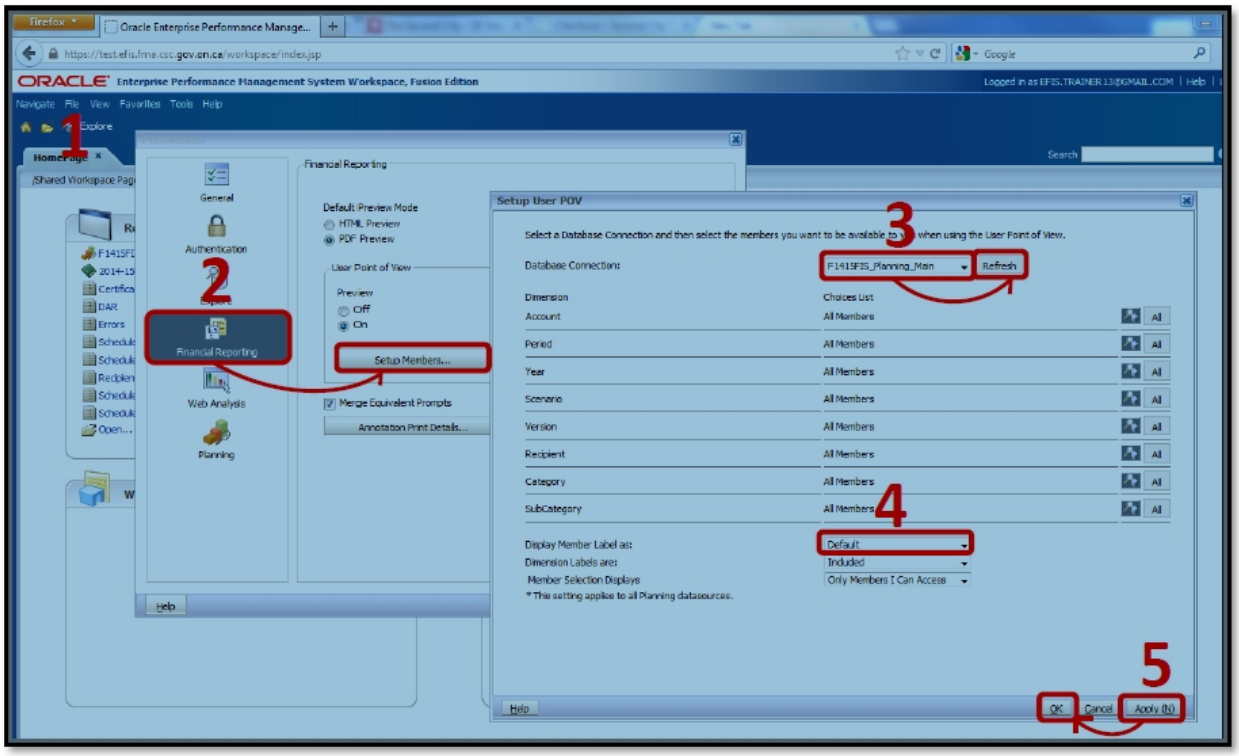
To Start

Open the following link and login to EFIS 2.0 with your user ID and password: https://efis.fma.csc.gov.on.ca/workspace/index.jsp

Once you have logged in to EFIS 2.0, please select the correct application for First Nations: **F1415FIS**

Once you have selected the correct application, a one-time set up process is required prior to starting your reporting. This is required **at the start of each new reporting cycle**.

1. Under File □□select **Preferences**
2. Select Financial Reporting □□click **Setup Members**
3. Select **F1415FIS_Planning_Main** from the "Database Connection" drop down menu and click **Refresh**
4. Set the 'Display Member Label' as: **Default** using the drop down menu at the bottom of the screen
5. Click on **Apply** and **OK**



Please note that there is **no file-naming convention for submissions completed in EFIS 2.0. To submit your file, promote your “Recipient Working Version” to “Recipient Active Version” status (see Step #10 for more information).

Reporting in EFIS 2.0

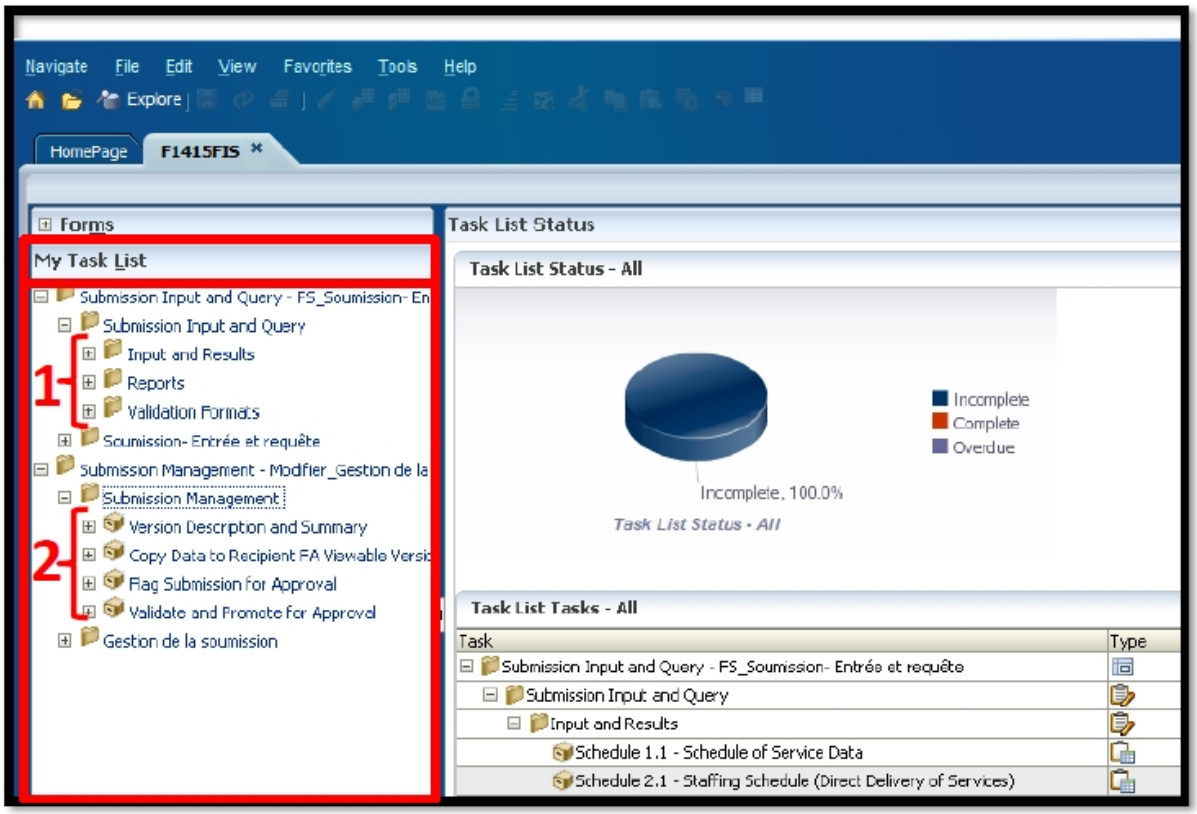
The Financial Statements Submission 'My Task List' has the following two categories:

Submission Inputs and Query

Inputs and Results	**Lists all schedules that must be completed to file your submission to the Ministry.**
Reports	Allows you to print schedules, export data to excel, and save schedules as PDF files.
Validation Formats	Provides validation formats for each schedule.

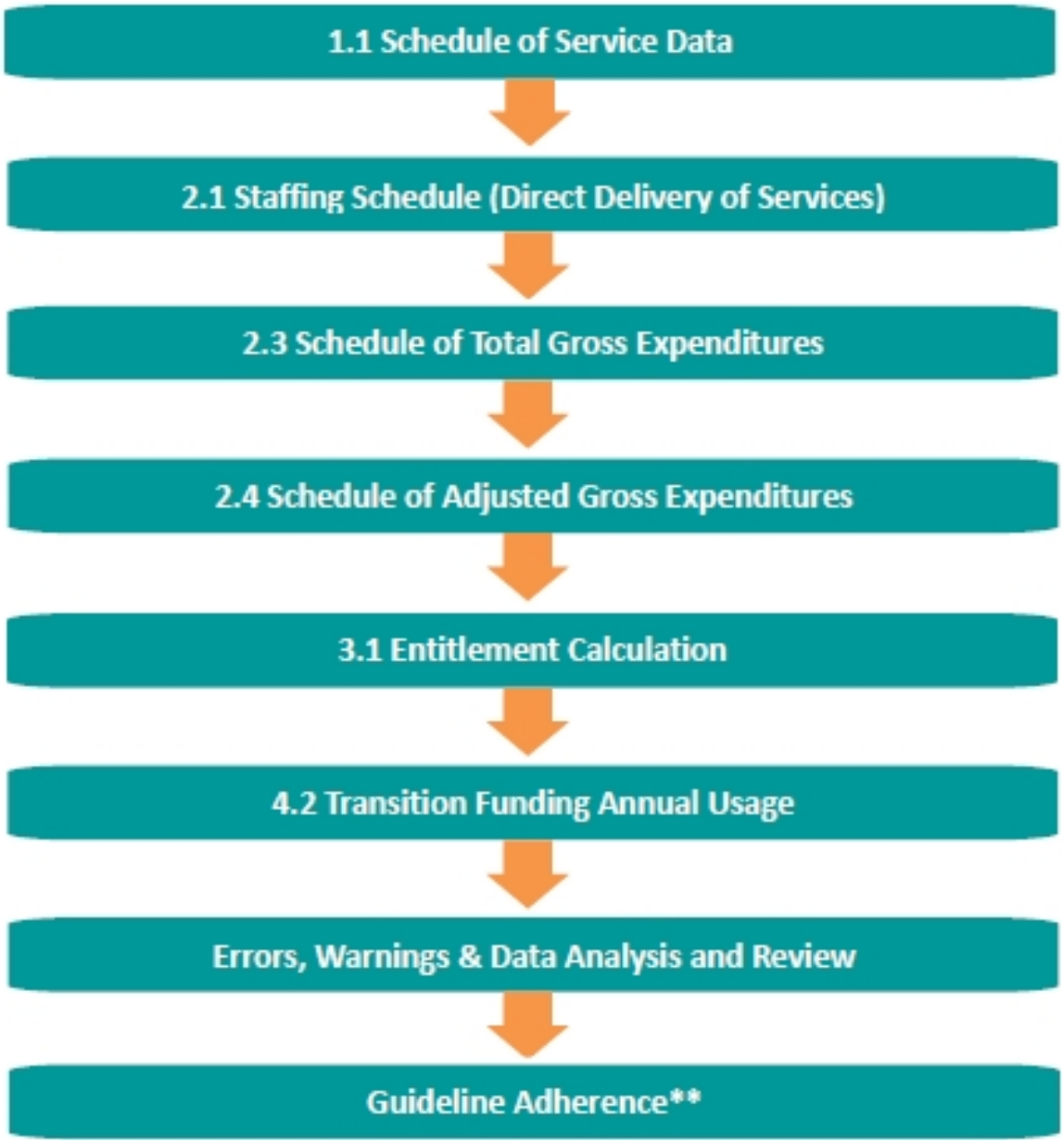
Submission Management

Version Description and Summary	**Lists all of the different versions of the file and the applicable notes.**
Copy Data to Recipient FA Viewable Version	Allows you to copy your submission so that your FA can view your submission.
Flag Submission for Approval	Flags the submission for approval (to be completed by modifier).
Validate and Promote for Approval	Validates and promotes the submission for approval. See Step #10 for more information.



Suggested Order of Entry

It is recommended that the submission is completed in the order in which it appears within EFIS 2.0:



**Please ensure that the “Guideline Adherence” Schedule is completed. Once all the schedules have been completed and the submission has been made active, both the Certificate and Schedule 3.1 – Entitlement Calculation must be printed from the ‘Reports’ section, signed, and sent to the Ministry (by regular mail or by e-mailing a scanned copy).

Steps for Completion

Step#1 Schedule 1.1 – Schedule of Service Data

PURPOSE

Schedule 1.1 captures all of the requested service data elements. The definition of each data element can be found in the **Ontario Child Care Business Practices, Service and Funding Guideline 2014-2015** for First Nations and Child Care Transfer Payment Agencies (please see Appendix A, "Data Elements and Definitions").

HOW TO COMPLETE

In EFIS 2.0, under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:

"Schedule 1.1 – Schedule of Service Data"

Report the service levels for:

- Average Monthly Number of Children
- Number of Children and Families Served (Fee Subsidy Ontario Works and Transformation)
- Number of Children Served (Special Needs Resourcing)
- Number of Full Time Equivalent (FTE) staff
- Number of Licensed Programs or Centres Funded (Repairs & Maintenance, Transformation and Small Water Works)
- Number of Participants (Supervisor Network Capacity program)

***TIPS!**

- WHOLE numbers (no decimal places) must be entered for the Total Number of Children, Total Number of Families, Total Number of Licensed Centres Funded, and Total Number of Participants for Supervisor Network Capacity.
- The Average Monthly Number of Children Served must be entered with 1 decimal place.
- FTE of Staff must be entered with 2 decimal places.

The following table is provided to illustrate how to calculate some of the requested data elements for the April 1 – March 31 period:

	Column 1	Column 2	Column 3	Column 4	Column 5
	Total Number of Children Served	**New Enrolments**	**Exits**	**Returned**	**Remaining Children at End of the Month**
April	10	10	0	0	10
May	12	2	1	0	11
June	11	0	0	0	11
July	19	5	0	3	19
August	19	0	8	0	11
September	11	0	0	0	11
October	12	0	0	1	12
November	13	1	0	0	13
December	14	0	0	1	14
January	14	0	0	0	14
February	16	2	1	0	15
March	15	0	0	0	15

How to calculate average monthly number of children served

The average monthly number of children is the sum of the total number of children served in each month (Column 1) divided by 12 months. By using the sample data in the table provided above, the average monthly number of children served would be:

(10+12+11+19+19+11+12+13+14+14+16+15) ÷ 12 months = 166 ÷ 12 =13.83

How to calculate the total number of children served

There are two approaches to calculate the total number of children served:

Approach A: The total number of children served is the sum of all newly enrolled children during the year. Using the data in Column 2 of table above as reference, it would represent:

(10+2+0+5+0+0+0+1+0+0+2+0) =20

Approach B: Alternatively, the total number of children served can be calculated by writing down and adding up all of the **unique** names of children who attended the child

care centre during the period from April 1, 2014 to March 31, 2015. Please do not double count the children that left the centre and came back later on in the same year as you are required to report the 'unduplicated' total number.

How to calculate the total number of families served

The total number of families served is the sum of all newly enrolled families during the year. The table above does not include data to calculate the number of families served but it follows the same basis to calculate the number of children served using either approach A or approach B.

How to calculate the Full-time equivalency (FTE) of staff

The full-time equivalency of staff is the numerical representation of the time that staff spends working in comparison to a standard work week. It is based on a minimum of 35 hours per week but you should use the standard work week applicable to your First Nation. In order to calculate the FTE for all staff you add up each staff's FTE:

$$\textbf{Formula} = \frac{\textbf{\# hours scheduled to work for each staff}}{\textbf{\# of hours in a standard work week}}$$

EXAMPLE:

Let's assume that you are providing wage subsidy to three staff and they work the following number of hours:

- **Staff # 1** = 40 hours per week
- **Staff # 2** = 20 hours per week
- **Staff # 3** = 45 hours per week

*In this example, the standard work week for each of the 3 staff members is **40 hours** per week.*

Here is how each individual staff member's FTE is calculated:

Staff # 1 = 40 hours scheduled to work ÷ 40 hours standard work week = **1.00 FTE**

Staff # 2 = 20 hours scheduled to work ÷ 40 hours standard work week = **0.50 FTE**

Staff # 3 = 45 hours scheduled to work ÷ 40 hours standard work week = **1.00 FTE***

For Staff #3, the actual FTE is 1.13 (45hrs/40hrs) however, **the FTE can NEVER exceed 1.0 per person.*

Answer: The total FTE for the 3 staff is (1.0 FTE + 0.50 FTE + 1.00 FTE) = **2.50**

How to calculate the number of licensed centres funded

The total number of licensed centres funded is the sum of all centres that received Health and Safety Funding or Small Water Works Funding from April 1, 2014 to March 31, 2015. If your First Nation does not receive any funding for any of these detail codes, please report 0.

How to calculate the number of participants supported

The number of participants supported is a data element that is part of the reporting on A405 – Supervisor Network – Capacity expenditures. It is the number of child care staff that received funding to participate in network meetings or engage in professional development activities.

HINTS!

- *The Average Monthly Number of Children Served should be lower than Total Number of Children served. An **ERROR message** will appear if this is not the case and you will not be able to submit your EFIS submission until the ERROR message has been resolved.*

- *The Total Number of Children Served should be **higher than** Total Number of Families Served. A **WARNING message** will appear if the opposite holds true.*

Step #2 Schedule 2.1 – Staffing Schedule (Direct Delivery of Service)

PURPOSE

Schedule 2.1 captures information on the number of FTEs, salaries and benefits of staff performing duties under various detail codes; these individuals **MUST BE** employees of your First Nation. In this schedule, include all staffing expenditures - even if funded from other sources and not fully subsidized by the ministry.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:

"Schedule 2.1 – Staffing Schedule (Direct Delivery of Services)"

The following detail codes will be reported in Schedule 2.1: A370 – Fee Subsidy, A377 – Special Needs Resourcing, A402 – Ontario Works – Formal, and A404 – Transformation.

The schedule is divided into two sections:

1. **Program Staff** are the staff necessary to deliver child care such as teachers, resource teachers, teacher aides, cooks, and bus drivers.

2. **Program Administration Staff** include staff such as supervisors, administrative staff, and finance clerks.

For each of the services directly provided by your First Nation, complete the following columns, as applicable:

- **Description of Program Staff:** Enter the position title of the individuals.

- **Number of Staff (# of Individuals in Each Position):** Enter the number of individuals for each position. It does not matter if staff members are full-time or part-time; only **whole numbers** can be entered (no decimals).

- **Number of Full-Time Equivalency (FTE):** Enter the FTE of each staff by using the following calculation (see example on Page 10):

$$Formula = \frac{\#\ hours\ worked\ during\ the\ year}{35\ hours\ per\ week\ \times 52\ weeks}$$

  For example, if a part-time staff works for 15 hours every week, their **FTE = 0.43**

$$\frac{(15\ hours \times 52\ weeks)}{1820\ hours\ per\ year} = 0.43$$

- **Salaries:** Include 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 or wage subsidy in this column. Wage Subsidy is to be reported on schedule 2.3.***

- **Total Expenditures for Supply and/or Relief Program Staff:** Examples of expenditures to be included in this line are wages for supply/relief staff.

- **Total Benefits Expenditure per Program for all Staff Listed:** This line includes mandatory benefits (e.g. CPP, EI, and EHT), benefit plan costs (e.g. ADD, LTD, extended health, dental) as well as other benefits (e.g. WSIB, maternity top-up). **Benefits are reported in aggregate in the "Benefits Subtotal" columns for program and program admin staff.**

You can complete Schedule 2.1 using one of the following two methods:

- Manual Calculation

- Wage Subsidy Calculation Tool

Method 1: Manual Calculation

EXAMPLE:

- You have **1 full-time** salaried employee (Employee #1) who earns **$32,000 a year**

- You also have **1 part-time** hourly employee (Employee #2) who earns **$11/hour and works 20 hours per week**

- The standard working hours per week in this scenario is **35 hours**

1. Calculate the FTE for each employee:

    - Employee #1, FTE = 1.00

    - Employee #2, FTE = 0.57 (20 hrs. per week ÷ 35 hr. work week)

2. Calculate the part-time/hourly employee's salary:

- Employee #2, Salary = $11,440 ($11 per hour X 20 hrs. per week X 52 weeks)

Position	#	FTE	Salary
Employee #1: Full-Time Staff	1	**1.00**	**$32,000**
Employee #2: Part-Time Staff	1	**0.57**	**$11,440**

Method 2: Wage Subsidy Calculation Tool

The tool can be accessed from the following link:
http://faab.edu.gov.on.ca/ccmemos_2013.htm

'Optional Wage Subsidy Calculation Tool' attachment under **ELCC8** Memo (May 17, 2013)

This method may be used for employees that receive wage subsidy. This method is the same, regardless of the allocation option selected within the tool.

If using this method, please ensure that within this schedule you also reports employees who do not receive wage subsidy and are not reflected in the tool.

- Under the **"Description"** column, enter the position title of the individuals as per the "Staff Position" column in the tool.
- Under the **"Number of Staff"** columns, enter the number of individuals as per the above calculation method under the applicable detail code.
- Under the **"Number of FTE"** columns, enter the full-time equivalency of individuals as per the "FTE" column in the tool under the applicable detail code.
- Under the **"Salaries"** columns, enter the salary costs of the individuals. The salary costs for the purposes of Schedule 2.1 can be found in the "Salary before Wage Subsidy" column of the tool. The benefits cost on line 1.29 are taken from this same column of the tool, benefits line. Again, ensure that the salaries and benefits are reported under the applicable detail code.

*** The total of the "Wage Subsidy" column is to be entered on Schedule 2.3, row 1.0 under A392 Wage Subsidy and/or A404 Transformation, as applicable.**

HINTS!

- The Number of Staff and the Salary amount must be entered as **whole numbers**; NO decimal places.

- Wage Subsidy salaries and benefits are to be reported on **schedule 2.3**, NOT schedule 2.1.
- Staff FTE must be entered with **2 decimal places**.
- Staff FTE cannot be greater than the number of staff. An ERROR message will appear if this is the case and the ERROR must be resolved to be able to promote your EFIS file to “Active”.

Step #4 Schedule 2.3 – Total Gross Expenditures

PURPOSE

Schedule 2.3 captures information on gross expenditures for child care programs. Gross expenditure is defined as **total expenditures without factoring in Ministry funding, Band contributions or other offsetting revenues.**

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:

"Schedule 2.3 – Schedule of Total Gross Expenditures"

In Schedule 2.3, include all expenditures even if funded from other sources and not fully subsidized by the ministry. This Schedule is comprised of the following expenditure categories:

1. Salaries and Benefits [1]
2. Adverting and Promotion
3. Building Accommodation
4. Program Supplies Equipment and Furnishings
5. Purchase of Services
6. Purchase of Services – Wage Subsidy
7. Travel
8. Services, Supplies and Technology
9. Staff Training
10. Purchased Professional Services – Client
11. Purchased Professional Services – Non-Client
12. Transformation – Special Needs Resourcing (SNR)

[1] Note: It is not necessary to report staffing costs for Fee Subsidy, Special Needs Resourcing, Ontario Works – Formal, and Transformation on Schedule 2.3 as these salaries and benefits will automatically carry-forward from Schedule 2.1.

13. Transformation – Play Materials and Equipment

14. Transformation – IT Upgrades

Gross Expenditures: Definitions & Examples

Category	Definition	Examples of Expenditures
Salaries & Benefits	*Automatically pre-populated from Schedule 2.1 for A370 – Fee Subsidy, A377 – Special Needs Resourcing, A402 – Ontario Works-Formal, and A404 – Transformation. Please enter salaries and benefits for A392 – Wage Subsidy and A394 – Pay Equity Union Settlement.*	
Advertising & Promotion	Costs incurred by the First Nation Day Care Centre for any promotion, publicity and/or dissemination of information.	• 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, • Annual meetings, including refreshments, fees paid for a speaker, travel expenses of a speaker, printing and mailing of invitations, and advertising of the meeting, • Educational and promotional events and all other promotional and publicity costs, and • Nominal awards given to staff members or volunteers, awards for outstanding distinction in the field in which the First Nation works.
Building Accommodation	All costs related to the building space or facilities occupied by the First Nation Day Care Centre and the surrounding grounds.	• Rental of space used 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: soaps, detergents, disinfectants, and supplies for washrooms such as paper towels, toilet paper, soap, light bulbs • Window washing, gardening, removing waste, garbage, rubbish and other 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, and employee protective clothing • Repair or maintenance of furniture

Category	Definition	Examples of Expenditures
		• Repair or maintenance of building equipment such as lawn mowers and small equipment used in 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 owned and leased vehicles which is reported in travel)
Program Supplies, Equipment & Furnishings	All costs incurred by the First Nation Day Care Centre for the delivery of programs directly to clients.	• Program supplies used by staff to carry out programs (e.g. play therapy supplies, testing supplies, specialized/adaptive equipment and supplies to support children with special needs, 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: Do not include items that become the personal property of a child.*
Purchase of Services	These are costs incurred by the First Nation Day Care Centre through a purchase of service agreement with an external agency where that agency provides the service, except for those related to administrative functions. The amounts that you spent for Health and Safety as well as for Transformation, and that have already reported to the Ministry, will be automatically uploaded in Schedule 2.3.	
Purchase of Services – Wage Subsidy	These are costs incurred by the First Nation Day Care Centre to subsidize staffing costs for employees of an external agency, for which that agency provides service through a purchase of service agreement, except for costs related to administrative functions.	
Travel	Travel costs incurred by volunteers and staff.	• Allowances per kilometre for use of personal automobiles • Bus, train, taxi or air travel costs • Parking fees • Costs of repairing and maintaining leased or owned vehicles • Paid auto insurance • Other travel related incidental costs including meals and accommodation • Travel costs related to training and conferences
Services, Supplies & Technology	Costs incurred by the First Nation Day Care Centre in its general administrative operation.	• Postage and stationery (excluding amounts used in a promotional campaign, which should be reported in Advertising and Promotion) • Telephone service costs and other communication costs • Courier services • 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 calculators, computers and components, communication systems or equipment,

Category	Definition	Examples of Expenditures
		office desks and other office furniture, whether as additions or replacements not exceeding $1,000 • The cost of cleaning and repairing computers and components, communication systems or equipment, office desks and furniture, or the cost of contracts for such maintenance
Staff Training	All costs incurred by the First Nation Day Care Centre in the recruitment and education of volunteers, board members and staff.	• Training and conference registration expenses • The cost of reference books and periodicals supplied by the First Nation • Other training education and conference expenses incurred including training and library equipment • Costs related to the recruitment of staff and volunteers (including advertising)
Purchased Professional Services - Client	Costs incurred by the First Nation Day Care Centre in purchasing professional services for clients.	• Legal and related worker fees for services rendered to clients • Any other client related purchased service. For example: consultation costs, interpretation and translation costs, dietetic or play therapy services, tutoring costs, additional non-medical services provided to a client, other client related purchased professional service expenses 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.
Purchased Professional Services – Non-Client	Costs incurred by the First Nation Day Care Centre in purchasing non-client related professional services for which the First Nation itself does not employ staff.	• Fees paid for administrative or corporate legal work and court costs • Audits of the First Nation books including fees paid to data centers 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 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 First Nation. Services for building maintenance and repairs, or other building upkeep, such as housekeeping should be charged to Building Accommodations. Services related

Category	Definition	Examples of Expenditures
		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.

Step #5 Schedule 2.4 – Adjusted Gross Expenditures

PURPOSE

Schedule 2.4 captures information on revenues that offset the reported gross expenditures on schedule 2.3 to bring the expenditures to an adjusted gross expenditure basis. **Include all revenue amounts above the 20% legislated cost-share requirement if the revenue is being used to offset Ministry funded child care program costs.**

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:

"Schedule 2.4 – Schedule of Adjusted Gross Expenditure"

Complete Schedule 2.4 with the following guidance: ****You are requested to enter the type/ source of revenue as well as the amount of the revenue.*

Parental Contribution

In this row, enter any parental contributions for subsidized child care spaces where the parents are paying some user fees to subsidize the cost of child care. If you do not charge parents any fees then this row will remain blank. Please enter the applicable amounts as negative values.

Parent Full Fee

In this row, enter any parental contributions for child care spaces where the parents pay the entire cost of the space (i.e. not supported by Ministry funding). Please enter the applicable amounts as negative values.

Other Offsetting Revenue

In these three rows, enter all other offsetting revenues, where applicable. This would include items such as: contributions from the First Nation in excess of the legislated provincial cost sharing requirement, and funds received from federal child care initiatives, but NOT the federal government 20% cost share contribution.

**Note: All items entered on this Schedule MUST be negative values.

Step #6 Schedule 3.1 – Entitlement Calculation

PURPOSE

Schedule 3.1 shows the funding entitlement. It takes into consideration the level of expenditure and the financial flexibility policy (see page 20 for more information). It calculates the funding entitlement and summarizes the operating funding entitlements for monthly payment purposes.

HOW TO COMPLETE

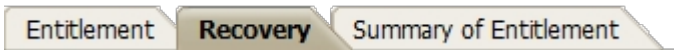
Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:

"Schedule 3.1 – Entitlement Calculation"

There is **no data entry required on this schedule as all the required data is pre-populated from other schedules in the submission.

IMPORTANT!

- Once you have reviewed the Entitlement Calculation, one copy of Schedule 3.1 must be printed from Reports "Recipient Active Version," signed and sent to the Ministry of Education.
- If your Total Entitlement is LOWER than your total Ministry Allocation, the Recovery will be indicated in the "Recovery" tab.



Financial Flexibility:

First Nations have in-year flexibility to realign funds between detail codes to meet service needs and address volume and caseload pressures. First Nations must identify the realignment of funding in their applicable financial reporting submissions (refer to the *Ontario Child Care Business Practice, Service and Funding Guideline – Section 3* for more details).

Funding between detail codes can be realigned as follows:

First Nations have **FULL Financial Flexibility** between the following detail codes:

Special Needs Resourcing (A377) → $ → Wage Subsidy (A392)

*Funds may be **transferred between** Special Needs Resourcing (A377) and Wage Subsidy (A392).*

Ontario Works – Formal (A402) → $ → Ontario Works – Informal (A403)

*Funds may be **transferred between** Ontario Works – Formal (A402) and Ontario Works – Informal (A403).*

First Nations have **LIMITED Financial Flexibility** between the following detail codes:

One-time Child Care Transformation (A404) → $ → Supervisor Network & Capacity (A405)

*Funds may be **transferred from** One-time Child Care Transformation funding (A404) to Supervisor Network and Capacity Building Funding (A405).*

Detail Codes with **NO Financial Flexibility**: Funds may NOT be transferred out of or into the following detail codes:

- Child Care Regular Subsidies (A370)
- Repairs and Maintenance (A375)
- Pay Equity Union Settlement (A394)
- Small Water Works Child Care (A515)

Step #7 Schedule 4.2 – Transition Funding Annual Usage

PURPOSE

***Only complete this schedule if your First Nation received transition funding in 2012-13.*

Schedule 4.2 captures the annual usage of the one-time transition funding provided to some First Nations during the 2012-13 fiscal year.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:

"Schedule 4.2 – Transition Funding Annual Usage"

- Most of this schedule is pre-populated, with only one input cell. You are required to input on row 3, the amount of this transition funding that you used in the 2014-15 fiscal year.
- The usage in 2014-15 (as entered) is deducted from the transition funding balance at April 1, 2014 to determine the amount available as at March 31, 2015.

Step #8 Review of Submission – Errors, Warnings, Data Analysis & Review

PURPOSE

*****There is no data entry required in any of these schedules.*** Please review the analysis and correct any inconsistencies prior to promoting your submission to active.

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:

"**Data Analysis and Review**" and "**Errors and Warnings**" (Errors and Warnings are displayed as separate expandable lists)

The last 3 schedules are as follows:

1. **Error Messages -** Error messages show areas that **must be fixed** before you can submit in EFIS 2.0. You cannot submit your EFIS file with outstanding error messages. In the Errors form, follow-up on all items where "Yes" is identified for errors. Cells that contain errors will be highlighted in **RED**. Expand the "Description" column for more details.

2. **Warning Messages -** Unlike error messages, you can still promote your submission to active if you have outstanding warning messages, but you must follow-up or provide an explanation on all items where "Yes" is identified for warnings. Cells that contain warnings will be highlighted in **RED**. Expand the "Description" column for more details.

3. **Data Analysis & Review -** The Data Analysis & Review form calculates the staffing-to-children ratio for special needs resourcing as well as the average daily fee subsidy cost per child for the various detail codes. We encourage you to review the calculated amounts to ensure they are reasonable.

Step #9 Guideline Adherence

HOW TO COMPLETE

Under **SUBMISSION INPUT AND QUERY → INPUT AND RESULTS**, select:

"Guideline Adherence"

Prior to promoting your EFIS 2.0 file for submission to the Ministry, you must attest to the following:

- You are in compliance with the service agreement in effect between the Recipient and the Ministry of Education;
- You have incurred the expenditures reported in this submission as to be reflected in the audited financial statements; and
- You have provided the level of service indicated in the data summary as per the service agreement

To do so, select **"YES"** in the "Guideline Adherence Confirmation" row.

If **"NO" has been selected in the Guidelines Adherence, you are NOT FULLY IN COMPLIANCE with the statements mentioned above pertaining to 1) service agreement, 2) financial summary, 3) data summary and 4) other. In this case, you must provide an explanation in the "Warning Explanation" column of the Warnings form.

Step #10 Submission Management

PURPOSE

The submission management area allows you to validate your file and promote it to active for submission to the Ministry.

HOW TO COMPLETE

Under **"Submission Management"**, select Submission Management and expand the folder by clicking on the **"+"** sign. The folder will expand and reveal 3 task boxes:

1. **Version Description and Summary:** This form allows you to manage the various versions of the file. Ensure the correct data is populated into the **"Recipient Working Version"** as this will be the file submitted to the Ministry. Enter a description to the Recipient Working Version by clicking on the field, entering text, and clicking the Save button.

2. **Copy Data to Recipient FA Viewable Version:** This process is optional and can be used if you need your Financial Analyst (FA) to review your data in the Recipient Working Version. It will copy all of your data from the "Recipient Working Version" into the "Recipient FA Viewable Version." To complete this process, **choose 'Yes'** from the drop down menu under *"Are you sure you want to replace all data in FA Viewable Version?"* and click the Save button.

3. **Flag Submission for Approval: 'YES'** must be selected in the highlighted cell to answer the question *"Are you sure you want to promote the current Submission for approval?"* The current submission will be the 'Recipient Working Version'.

4. **Validate and Promote for Approval:** The process to validate and promote submission for approval is as follows:

    - Click on the file name under the header: 'Planning Unit'
    - Click on 'Actions'
    - Select 'Validate'; if the sub-status column shows "Invalid Data", you must click on 'Invalid Data' and correct the listed errors. If the sub-status column shows 'Validated', proceed to the next step.
    - ***Please ensure that you click on the actual file name under "Planning Unit" and that the file is highlighted.***
    - Click on 'Actions'

- Click on ‘Change Status’ and select **‘Promote’**
- Click on ‘OK’
- The submission is promoted and flagged for the Approver. The file is now “read only” for the Modifier and the Modifier can no longer enter/edit data in the file.
- The **Approver** will then log into EFIS 2.0, review, and change the status to “Approve” in order to submit the EFIS 2.0 file to the Ministry.

Reporting: Requirements and Deadlines

After completing steps # 1 – 10, the data in the submission file should be complete.

CONGRATULATIONS!

You are now required to send the Ministry ONE original signed copy of the following **REPORTS** from your active 2014-15 EFIS 2.0 submission:

1. Signed Certificate; and
2. Signed Schedule 3.1 – Entitlement Calculation

To print the reports, under **SUBMISSION INPUT AND QUERY → REPORTS** and select the reports you wish to print.

Please mail (regular mail) the relevant forms by **Monday, August 31, 2015** to:

Manager
Child Care Finance Unit
Financial Analysis & Accountability Branch
20th Floor, Mowat Block, 900 Bay Street
Toronto, Ontario
M7A 1L2

OR

Scan and e-mail your forms to:

childcarefunding@ontario.ca

** * * Once a submission is approved and promoted to 'Active' status, your entity has formally submitted their 2014-15 Financial Statements - EFIS 2.0 file to the Ministry of Education.*

Review & Approval: Financial Statements & EFIS Submission

After your EFIS 2.0 file has been approved and promoted to the 'Active' status, your assigned Financial Analyst from the Child Care Finance Unit will commence the review process. The Financial Analyst will create a 'FA Active Version' copy of the original submission and process any changes, if necessary, that are required following communications with the Early Learning Division and your First Nation. After the file has been reviewed, your Financial Analyst will send a confirmation email to your First Nation informing you that the review process is officially complete.

Assistance: EFIS 2.0

For **EFIS 2.0 log-in and access assistance**, please contact:

EFIS Support at: **(416) 326-8307** or by e-mail at: efis.support@ontario.ca

OR

For **data input assistance**, please contact your assigned Financial Analyst. For the most current listing of financial analysts, please refer to the Financial Analysis & Accountability Branch (FAAB) website at the following link:

First Nation and Transfer Payment Agency Contact List