

Ministry of Education
Financial Analysis and
Accountability Branch
21st Floor, Mowat Block
900 Bay Street
Toronto, Ontario M7A 1L2
Tel.: (416) 327-9356
Fax: (416) 325-2007
Email: Andrew.Davis@Ontario.ca

Ministère de l'Éducation
Direction de l'analyse et de la
responsabilisation financières
21^e étage, édifice Mowat
900, rue Bay
Toronto, Ontario M7A 1L2
Tél. : (416) 327-9356
Télééc.: (416) 325-2007
Courriel: Andrew.Davis@Ontario.ca



2012: ELCC3

MEMORANDUM TO: CMSM/DSSAB Children's Services Finance Leads

FROM: Andrew Davis
Director
Financial Analysis and Accountability Branch

DATE: February 2, 2012

SUBJECT: 2012 Child Care Estimates

I am pleased to inform you that the 2012 Child Care Estimates document set is ready. The instructions detailing the changes for this cycle are attached to this memo. The Estimates are due to the Ministry by March 31, 2012.

Training

We are offering regional training sessions to assist you in preparing your 2012 estimates and 2011 financial statements submission. The invitation was extended to all CMSM and DSSABs earlier this month. The training dates are as follows:

Barrie Region:	10:00 – 12:30	February 2 nd
Thunder Bay Region (adobe)	10:00 – 12:00 EST	February 8 th
Toronto & Area Region	9:30 – 12:00	February 9 th
Sudbury Region	10:00 – 12:30	February 10 th
Ottawa Region (French)	9:30 – 11:30	February 14 th
London Region	1:00 – 3:00	February 21 st
Ottawa Region (English)	10:00 – 12:00	February 24 th

If you have not received the invitation or have not yet registered, please send your confirmation of participation to your child care advisor as soon as possible. Most sessions can accommodate 2-3 people from each CMSM or DSSAB.

Submission

The Estimates forms are accessible via the EFIS application and will also be accessible through the Ministry's extranet site at <http://faab.edu.gov.on.ca> effective Friday, February 10, 2012. After you login, click on the Estimates link under the Child Care section located on the bottom right portion of the home page, then 2012-13, then 2012-13 Child Care forms.

CMSMs and DSSABs are required to promote their submission to "Active" status in the Education Finance Information System (EFIS) by March 31, 2012.

From the active EFIS submission of the 2012 Estimates, CMSMs and DSSABs are also required to submit two original signed copies (hardcopy) of the following:

- Title Page (cover page) and
- Schedule 3.1 (all pages).

Please submit these signed copies to:

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

Late Filing

In the event that the Estimates are filed after March 31, 2012, cash flow penalties may be implemented to reduce the CMSMs and DSSABs regular cash flow consistent with the terms in the service contracts. Upon submission of the Estimates, the Ministry will revert back to the normal monthly payment process and will include the total amount withheld up to that point in the monthly payment.

If you are not able to submit your estimates by March 31, 2012 due to the timing of the passing your 2012 municipal budget, please advise your ministry financial analyst.



Andrew Davis
Director
Financial Analysis & Accountability Branch

Attachment: Instructions, and Cell Name Reference Document

cc. Pam Musson, Director Early Learning and Child Care Implementation Branch