

Ministry of Education

Financial Analysis and
Accountability Branch
20th Floor, Mowat Block
900 Bay Street
Toronto, Ontario M7A 1L2
Tel: (416) 326-0201
Fax: (416) 325-2007
Email: Marie.Li@ontario.ca

Ministère de l'Éducation

Direction de l'analyse et de la
Responsabilité financières
20th étage, édifice Mowat
900, rue Bay
Toronto, Ontario M7A 1L2
Tél: (416) 326-0201
Télé: (416) 325-2007
Courriel: Marie.Li@ontario.ca



2014: EYCC10

**MEMORANDUM TO: Chiefs of First Nations with Child Care Agreements
Child Care & Family Support Program Administrators**

FROM: Marie Li
Director, Financial Analysis & Accountability Branch Financial
Policy and Business Division

DATE: **October 16, 2014**

SUBJECT: **2014-15 First Nation Child Care and Family Support
Program Revised Estimates**

The start of October marks the approach of the second reporting deadline for your 2014-15 child care and/or family support program funding. With one half of the fiscal year gone by (April to September 2014), the Ministry of Education, requires all First Nations with a 2014-15 Child Care funding allocation of \$350,000 or greater to complete a mid-year financial report known as "Revised Estimates".

As your First Nation received a Child Care funding allocation equal to or greater than \$350,000 this year, you must submit a 2014-15 Revised Estimates report by **November 28, 2014**. This requirement is set out in both your 2014 Child Care Service Agreement (Schedule C: Reporting Schedule) and the *Ontario Child Care Business Practice, Service and Funding Guideline 2014-15*.

Getting Started

The purpose of the Revised Estimates report is to identify your First Nation's Child Care expenditures for the first six months of the fiscal year (April through to September 2014)

and to project your remaining expenses for the last six months of the fiscal year (October 2014 through to March 2015).

Revised Estimates forms are available through the Financial Analysis and Accountability Branch website, [FAAB Website](#). Attached to this memo is the file naming convention and instructions detailing the changes for this cycle. First Nations are required to promote their submission to “Active” status by **November 28, 2014**.

Available Training

There will be two training sessions via Adobe Connect and teleconference to assist First Nations in completing their 2014-15 Revised Estimates Submission. An invitation, including details, will be extended to your First Nation shortly. The training dates are as follows:

- Wednesday, October 29, 2014 1:00 pm – 3:00 pm (EST)
- Thursday, November 13, 2014 10:00 am – 12:00 pm (EST)

Submission

First Nations are required to forward one signed hard or scanned copy of the following sections of the active 2014-15 Revised Estimates EFIS submission:

- Signed Title (Cover) Page; and,
- Signed Schedule 3.1 (all pages of schedule 3.1 must be submitted).

Please submit all of the above required documentation to:

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

or

childcarefunding@ontario.ca

Late Revised Estimates Submissions

In the event that Revised Estimates are filed after the due date, cash flow may be withheld from the First Nation's regular cash flow as per the late filing policy outlined in Schedule C of your Child Care 2014-15 Service Agreement and outlined on page 12 of the *Ontario Child Care Business Practice, Service and Funding Guideline (2014-15)*. Upon submission of the Revised 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.

EFIS 2.0

Please note that the Ministry of Education is currently developing a new system, EFIS 2.0, for completing financial submissions. It is expected that First Nations will complete their 2015 Estimates submission in the new system. The Ministry of Education will be providing in-person training to First Nations prior to the release of the new system. Additional information about EFIS 2.0 will be provided in the coming weeks and months ahead.

Contacts

Should you have any questions about completing the Revised Estimates or the financial reporting process, please contact your Financial Analyst.

Yours truly,

Original signed by:

Marie Li
Director
Financial Analysis & Accountability Branch
Financial Policy and Business Division
Ministry of Education

Enclosures: Instructions, Financial Analyst Assignment Listing and Naming Convention List

cc: Pam Musson, Director, Early Years Implementation Branch
Olivia Nunes, Manager, Early Years Implementation Branch

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Child Care Advisors, Early Years Implementation Branch
Financial Analysts, Financial Analysis & Accountability Branch