

**Ministry of Education**

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**Ministère de l'Éducation**

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**2014: EYCC7**

**MEMORANDUM TO:** **First Nations Child Care & Family Support Program Administrators**

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

**DATE:** **May 27, 2014**

**SUBJECT:** **2014 15 First Nations Child Care and Family Support Program Estimates**

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This memorandum provides First Nations information on completing their 2014 15 Estimates (budget) submission for child care and Family Support Programs. The deadline for completing your Estimates submission is **July 7th, 2014**.

**Applicability**

As described in the *2014 15 Ontario Child Care Business Practice, Service and Funding Guideline*, the 2014 15 Estimates must be completed by all First Nations that have an allocation equal to or greater than \$350,000. First Nations that receive a funding allocation of less than \$350,000, are not required to submit an Estimates submission.

Included in this memorandum is information on:

- Accessing and submitting the Estimates forms
- Available training

- Late filing policy
- Wage Budgeting Tool

### **Accessing and submitting the Estimates forms**

First Nations receiving funding above \$350,000 are required to report on line through EFIS (Education Finance Information System.) 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 **July 7, 2014**.

Schedule 2.9 has been added to the EFIS reporting submission to allow First Nations that receive Family Support Program (FSP) funding to report on their program data elements and expenditures. This schedule is applicable only to First Nations receiving FSP funding.

### **Available Training**

There will be two training sessions via Adobe Connect and teleconference to assist First Nations in preparing their 2014 – 15 Estimates submission. An invitation, including details, will be extended to First Nations via email soon. The training dates are as follows:

- Tuesday, June 3rd 2:00 – 4:00 pm EST
- Thursday, June 12th 10:00 – 12:00 pm EST

First Nations are required to forward one original **signed** copy (hard copy) of the following sections of the active 2014 – 15 Estimates EFIS submission:

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

Please send the above required documentation to:

Manager  
Child Care Finance Unit  
Financial Analysis & Accountability Branch  
20th Floor, Mowat Block,  
900 Bay Street

Toronto, Ontario  
M7A 1L2

## **Late Filing**

In the event that Estimates are filed after the July 7th 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 Service Agreement and outlined on page 12 of the 2014-15 Ontario Child Care Business Practice, Service and Funding Guideline. 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.

## **Optional Wage Budgeting Tool**

The Ministry has developed a new excel based optional resource, the Wage Budgeting Tool, to assist First Nations budget their annual wage and benefit expenses. The tool can also be used to develop a salary grid for staff or update an existing salary grid. The Tool should prove useful in assisting First Nations report salary expenses in their Estimates submission, as well as for internal budgeting purposes. Included in the Tool are step by step instructions on how to navigate through the various tabs and options. The Tool can be directly accessed from the [FAAB Website](#) and can be copied onto a computer or USB for future use. Should you have any questions about using the Tool, please contact your assigned Financial Analyst.

## **Contact**

Should you have any questions about completing the Estimates, or the financial reporting process or using the Wage Budgeting Tool, please contact your Financial Analyst. A listing of Financial Analysts has been attached for your reference.

Sincerely,

*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:

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

Pam Musson, Director, Early Years Implementation Branch