

Ministry of Education

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Ministère de l'Éducation

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2014: EYCC8

MEMORANDUM TO: Chiefs of First Nations with Child Care Agreements
Child Care Administrators

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

DATE: **July 18, 2014**

SUBJECT: **2013-14 Child Care Financial Statements**

Please find attached information on completing your 2013-14 Financial Statement Submission. The deadline for completing your Financial Statement submission or Attestation form is **August 29, 2014**.

Included in this memo is information on:

- In-person regional training (July 22nd, 23rd, 25th, 28th, and 30th)
- Documents to include with your Financial Statement submission (EFIS or Attestation form)
- Late submission policy

Getting Started

The purpose of the Financial Statements report is to identify your First Nation's actual child care expenditures for the *entire* fiscal year and to reconcile the expenditures to your funding allocation.

First Nations that received funding above \$350,000 in 2013-14 are required to report on-line through EFIS (Education Finance Information System). Whereas those First Nations that received funding below \$350,000 in 2013-14 are required to complete and

submit an Attestation form.

For First Nations required to complete their Financial Statement submission in EFIS, you can get started by accessing the instructions and file naming convention at the FAAB website:

[Financial Statement Submission Instructions](#)

For Attestation filers, please complete your First Nation's 2013-14 Attestation form included with this memo.

In-Person Regional Training

In-person regional training sessions will be taking place at the end of July to assist you complete your First Nation's Financial Statement.

All First Nations receiving child care funding are invited to attend an in-person regional training session on completing 2013-14 Financial Statements or Attestation form. If you have not already signed up for a session, please do so by accessing the following link:

[Sign up for Training Session](#)

When selecting a training session date, please indicate the name of your First Nation next to your name.

Regional training is being provided on the following dates:

- Barrie - The Georgian College on Tuesday, July 22nd
- Sudbury - Collège Boréal on Wednesday, July 23rd
- Thunder Bay - Confederation College on Friday, July 25th
- London - Ministry of Transportation on Monday, July 28th
- Toronto - 222 Jarvis Street on Wednesday July 30th

First Nations with Funding Allocations Above and Below \$350,000

First Nations are required to submit their Financial Statements submission, plus additional required documents by **August 29th, 2014**.

As referenced in the *2013-14 Child Care Service Management and Funding Guideline*, you are required to submit (regardless of allocation amount) the following documents with your submission:

- **Audited financial statements** - Including auditor's report and notes to the financial statements, covering all programs provided by the First Nation;

- **Schedule of Child Care Revenues and Expenses** - Funded by the Ministry of Education for child care prepared in accordance with the Ministry's modified accrual basis of accounting. This information can be provided in one of the following formats:
 - A note to the audited financial statements, or
 - A schedule to the audited financial statements, or
 - A separate audit or review engagement report.
- **Post audit management letter issued by external auditor** - If such a letter is not available, confirmation in writing for the rationale why it is not available.

Please submit all of these documents to:

Manager
 Child Care Finance Unit
 Financial Analysis and Accountability Branch
 20th Floor, Mowat Block,
 900 Bay Street
 Toronto, Ontario M7A 1L2
 or childcarefunding@ontario.ca

First Nations with Funding Allocations below \$350,000 (per schedule B in the service agreement)

First Nations receiving funding below \$350,000 from the Ministry are required to complete an Attestation Form. Your First Nation's pre-loaded Attestation form will be e-mailed to you directly. Please submit your completed signed Attestation form (excel and PDF) to the mailing and e-mail address noted above.

First Nations with Funding Allocations above \$350,000 (per schedule B in the service agreement)

In addition to activating your EFIS submission for the 2013-14 Financial Statements by **August 29, 2014**, you are also required to submit **original or scanned signed copy** of the following pages from your EFIS submission:

- Title (Cover) page
- Schedule 3.1

Please submit these pages to the mailing and e-mail address noted above. Prior to submitting your Financial Statement or Attestation Form, please refer to the attached checklist to ensure all required documentation is sent to the Ministry.

Policy for Late Filing

If your Auditors are unable to provide the audited financial statements by August 29th, the following actions are required:

- Advise your financial analyst that the year-end reporting deadline cannot be met. Be sure to include the estimated date when the Ministry can expect to receive the audited financial statements, including other year-end reporting requirements;
- Submit an active EFIS submission or an electronic Attestation form by August 29th based on the best information available at that time. We acknowledge that this data may change following the completion of the audit;
- Submit a copy of the audited financial statements and all other remaining requirements as soon as they are available; and
- Contact your financial analyst should a change be required to the active EFIS submission following the audit of financial statements.

In the event that your Financial Statements are filed after the August 29th due date, cash flow may be withheld from your First Nation's regular cash flow as per the late filing policy (outlined in Schedule C of your 2013-14 Child Care Service Agreement). Upon submission of the late Financial Statements, 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.

Do not hesitate to contact your Financial Analyst should you have any questions about this memo or any aspect of the financial reporting process. Please refer to the attached Financial Analyst list to confirm your Financial Analyst.

Questions specific to EFIS log-in and access should be directed to Mark Bonham: By email at: mark.bonham@ontario.ca

By phone at: 416.325.8571

We thank you sincerely for your ongoing commitment to support the children and the families in your communities.

Original signed by:

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

Enclosures:

Instructions – 2013 – 2014 First Nations EFIS Financial Submission

Checklist – 2013-2014 First Nation Financial Submission, Example A – Completed Title Page - Certificate, Example B – Schedule 3.1, Example C – RER, Example D – Post Audit Management Letter, File Naming Convention, Financial Analyst Contact Sheet.

cc: Child Care Advisors, Early Years and Child Care Implementation Branch