

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
20^e étage, édifice Mowat
900, rue Bay
Toronto, Ontario M7A 1L2
Tél: (416) 326-0201
Télé: (416) 325-2007
Courriel: Marie.Li@ontario.ca



2014: FSP3

**MEMORANDUM TO: Transfer Payment Agencies
Board Presidents and Executive Directors**

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

DATE: **May 9, 2014**

SUBJECT: **2014-15 Estimates – Family Support Programs**

Further to **Memorandum 2014: FSP1** dated March 20, 2014, this memorandum provides Transfer Payment Agencies (TPAs) with information on the 2014-15 Family Support Program Estimates (budget submission) package as well as a reminder about upcoming orientation sessions hosted by the Ministry of Education (EDU).

Estimates Package

Agencies that receive an allocation above \$350,000 are required to submit Estimates through an excel template. A personalized template, which has been prepopulated with your 2014-15 family support program allocation from EDU, is attached for your agency to complete. Training on how to complete the Estimates template will be provided at the orientation sessions outlined below.

Estimates submissions are due to the Ministry by **June 30th, 2014**. Once complete, your excel Estimates template should be emailed to your Financial Analyst as indicated in the attached FA assignment list .

In addition to the excel template, TPAs are also required to submit **one** original hard copy of the following:

- Signed Cover Page (page 1); and,
- Signed Entitlement Page (page 5)

Please send the cover page and entitlement page to: Attention:

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

Orientation Sessions in May and June 2014

All TPAs that transferred to the Ministry of Education on April 1, 2014 have been invited to participate in an orientation session with the Ministry of Education. These sessions will provide an overview of the Ministry’s business practices as well as training on the 2014-15 Estimates submission. There are six sessions taking place across the province in May and June 2014. An email was sent to your agency with details on how to register for one of these sessions on April 15, 2014. If you have not received this invitation, please contact Kelly MacDonald at Kelly.macdonald@ontario.ca or (416) 212-4310.

Orientation sessions will take place at the following locations:

<p>Toronto Session- May 12, 2014</p> <ul style="list-style-type: none"> • 10:00 am - 3:30 p.m • 89 Chestnut St. (University Ave/Dundas St.) 	<p>Barrie/Minesing Session- May 23, 2014</p> <ul style="list-style-type: none"> • 10:00 a.m. – 3:30 p.m. • Simcoe County Museum – near Barrie • 1151 Highway 26, Minesing, ON L0L 1Y2
<p>Milton Session- May 14, 2014</p> <ul style="list-style-type: none"> • 10:00 a.m. – 3:30 p.m. • Ernest C. Drury School for the Deaf • 255 Ontario St S, Milton, ON L9T 2M5 	<p>Ottawa/Nepean Session- June 5, 2014</p> <ul style="list-style-type: none"> • 10:00 a.m. – 3:30 p.m. - • Nepean 1580 Merival Road, Nepean, ON K2G 4B5 <p>*This session will be offered in French*</p>
<p>London Session- May 21, 2014</p> <ul style="list-style-type: none"> • 10:00 a.m. – 3:30 p.m. • Four Point Sheraton 	<p>Adobe/Teleconference- June 10, 2014</p> <ul style="list-style-type: none"> • 10:00 a.m. – 3:30 p.m. • ADOBE session for those who are not able to attend in person.

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| <ul style="list-style-type: none">• 1150 Wellington Road South, London, ON N6E 1M3 | <p>*We recommend that the agencies with an allocation below \$350,000 attend this session)</p> |
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Late Financial Policy

In the event that Estimates are filed after the due date, cash flow may be withheld from the TPA's regular monthly cash flow as per the late filing policy outlined in Schedule C of your 2014-15 service agreement. 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.

Financial Contact

For any questions on completing your Estimates package, please contact your financial analyst. Sincerely,

Original signed by:

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

Enclosures:

2014-15 Estimates Reporting Package, Qs & As, and FA assignment list for Family Support Program

cc: Pam Musson, Director, Early Years Implementation Branch
Kelly MacDonald, Senior Program Advisor, Early Years Implementation Branch
Financial Analysts, Financial Analysis & Accountability Branch
Rachelle Blanchette, Child Care Advisor, Early Years Implementation Branch
Nathalie Daoust, Education Officer, Early Years Implementation Branch