

Ministry of Education

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Ministère de l'Éducation

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2014: FSP6

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

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

DATE: October 16, 2014

SUBJECT: 2014-15 Revised Estimates – Family Support Programs

Further to Memorandum 2014:FSP1 dated March 20, 2014 which outlined aspects of your 2014-15 Family Support Program Service agreement, this memorandum provides Transfer Payment Agencies (TPAs) with a total allocation of \$350,000 or above with information on completing the 2014 Revised Estimates submission. The deadline for completing your Revised Estimates submission is **November 28, 2014**.

Submission

The purpose of the Revised Estimates report is to identify your Family Support Program expenditure 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).

A personalized template, which has been prepopulated with your 2014-15 Family Support Program allocation from the Ministry, is attached for your agency to complete. Please note that completion of data elements (Page 1 to 3) for Family Support Programs is not required for the Revised Estimates submission but will be required for Financial Statements submission.

TPAs are required to submit their completed Revised Estimates submission in Excel via e-mail to childcarefunding@ontario.ca by **November 28, 2014**.

TPAs are also required to forward one hard or scanned copy of the following:

- Signed Cover Page; and,
- Signed Page 6 (Entitlement)

Please submit all of 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
Or
childcarefunding@ontario.ca

Available Training

Four Training sessions via Adobe Connect and teleconference will be provided in the month of October and November to assist with completing your Family Support Program Revised Estimates Submission. The training dates and times are as follow:

Sessions in English:

- Monday, November 3, 2014 10:00 am-12:00 pm
- Thursday, November 6, 2014 10:00 am-12:00 pm
- Tuesday, November 18, 2014 10:00 am-12:00 pm Session in French:
- Thursday, October 30, 2014 10:00 am-12:00 pm

An invitation, including details, will be extended to your agency shortly via email from the Ministry of Education.

Late Revised Estimates Submissions

In the event that Revised Estimates are filed after the due date, cash flow may be withheld from the TPA's regular cash flow as per the late filing policy outlined in Schedule C of your 2014-15 Service Agreement. 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's current financial reporting system, EFIS (Education Finance Information System) is currently being modernized. EFIS is a web-based application that allows funding recipients to complete and submit their financial reports on-line. To simplify financial reporting for fiscal 2014-15 it was decided that all Family Support Programs complete their submissions using an excel workbook template. It is expected that the upgraded version of EFIS, version 2.0, will be available commencing with the 2015-16 Estimates; therefore, FSPs will complete their 2015-16 Estimates submission in EFIS 2.0 next year. The Ministry of Education will be providing in-person training to FSPs 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: 2014-15 Revised Estimates Reporting Package

cc:

Pam Musson, Director, Early Years Implementation Branch
Jill Worthy, A/Manager, Early Years Implementation Branch
Olivia Nunes, Manager, Early Years Implementation Branch
Financial Analysts, Financial Analysis & Accountability Branch

Child Care Advisors, Early Years Implementation Branch
Early Years Education Officers, Early Years Implementation Branch