

# Q's & A's

## Financial Reporting for Family Support Programs *2014-15 Estimates*

- 1. Q: Data Elements, page 1:** Why is it not possible to input the number of Full Time Equivalent staff for Data Analysis Coordinators?

**A:** The data entry for the number of Full Time Equivalent Staff for Data Analysis Coordinators is found in Operational Staffing on page 2 and Administration Staffing on page 3.
- 2. Q:** How do I determine whether staff should be reported in Operational Staffing (page 2) vs. Administration Staffing (page 3)?

**A:** In deciding whether staff should be reported as Operational Staff or Administration Staff, ask the following question: "Would the position still exist if the Family Support Program Centre closed?" If the position would continue to exist, report the position as Administration Staff, otherwise report as Operational Staff.
- 3. Q: Expenditures, page 4:** What expenditures are recorded on this page?

**A:** Regardless of the source of funding, all expenditures for the Family Support Program are to be recorded to capture a comprehensive view of costs for the Family Support Program.
- 4. Q: Expenditures, page 4:** I have already inputted the costs of Operational Staff on page 3. Do I need to **re-enter** the costs of Operational staff under Expenditures on page 4?

**A:** Yes, unlike the expenditures for Administrative staff, the expenditures for Operational Staff entered on page 3 need to be re-entered on the first two lines of Expenditures on page 4 in the Operational Expenses Section. Please ensure the total cost of Operational Staff entered on page 3 is the same as the total costs entered in the Expenditures page.
- 5. Q: Expenditures, page 4:** What is the difference between Line Staff Personnel, Operational Management and Operational Support Staff?

**A:** Line Personnel are individuals that provide direct services, which consist of functions involving interaction with children and families. Management and Operational Staff consist of individuals that provide direct support to services, such as supervision of front-line staff.

6. **Q: Expenditures, page 4:** What is the definition of “Other Offsetting Revenues”?  
**A:** Other Offsetting Revenues are defined as all revenue sources other than funding received from the Ministry of Education such as public donations, grants, fundraising dollars etc.
7. **Q: Expenditures, page 4:** How is the 10% CAP on Administration for Family Support Program (FSP) calculated? Are staffing expenditures included in this CAP?  
**A:** Your maximum allowable administration expense is calculated as 10% of your Total Allocation found on page 5. Staffing expenditures are included in this CAP.
8. **Q: Expenditures, page 4:** I am not sure which line I should enter certain expenses?  
**A:** The Ministry of Education has undertaken a modified status-quo approach for expense reporting; therefore entities should follow prior guidelines in deciding which line to report certain expenses. If you are unsure of where to report an expense please contact your Financial Analyst.
9. **Q: Entitlement page 6:** Please confirm the Flexibility that can be applied to FSP.  
**A:** FULL Flexibility can be applied amongst the detail codes A462- Ontario Early Years Centres, A466 – Data Analysis Coordinators, and A525 – ECD Planning – Regular. A525, ECD Planning– Aboriginal falls under LIMITED Flexibility, i.e. funding can be transferred into this detail code but cannot be transferred out.
10. **Q: Entitlement, page 6:** I have entered in expenditures for a detail code for which I have no allocation. Will I receive any entitlement for this detail code?  
**A:** You **will not** receive an entitlement in this scenario. To receive entitlement, you must have received an allocation for the particular detail code where an expense is recorded.

## UPDATES, EXPLANATIONS, TIPS & REMINDERS:

- Family support program service agreements were emailed to fiscal agencies March 20, 2014. Two original signed copies of the agreement packages must be returned to the ministry **by June 13, 2014** by **Regular mail**.
- For agencies that are receiving an allocation ABOVE \$350K, they are required to submit their Excel Estimates Budget package **by June 30, 2014**.
- Cash flow reports that reflect payment to date will be distributed each month from the [childcarefunding@ontario.ca](mailto:childcarefunding@ontario.ca) account.
- Please see the “Family Support Program Contact List” to confirm your ministry contacts.