

**Ministry of Education**

Financial Analysis and Accountability Branch  
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**Ministère de l'Éducation**

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**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 30<sup>th</sup>, 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](mailto:Kelly.macdonald@ontario.ca) or (416) 212-4310.

Orientation sessions will take place at the following locations:

<b>Toronto Session- May 12, 2014</b> <ul style="list-style-type: none"><li>• 10:00 am - 3:30 p.m</li><li>• 89 Chestnut St. (University Ave/Dundas St.)</li></ul>	<b>Barrie/Minesing Session- May 23, 2014</b> <ul style="list-style-type: none"><li>• 10:00 a.m. – 3:30 p.m.</li><li>• Simcoe County Museum – near Barrie</li><li>• 1151 Highway 26, Minesing, ON L0L 1Y2</li></ul>
<b>Milton Session- May 14, 2014</b> <ul style="list-style-type: none"><li>• 10:00 a.m. – 3:30 p.m.</li><li>• Ernest C. Drury School for the Deaf</li><li>• 255 Ontario St S, Milton, ON L9T 2M5</li></ul>	<b>Ottawa/Nepean Session- June 5, 2014</b> <ul style="list-style-type: none"><li>• 10:00 a.m. – 3:30 p.m. -</li><li>• Nepean 1580 Merival Road, Nepean, ON K2G 4B5</li></ul> <p><b>*This session will be offered in French*</b></p>
<b>London Session- May 21, 2014</b> <ul style="list-style-type: none"><li>• 10:00 a.m. – 3:30 p.m.</li><li>• Four Point Sheraton</li><li>• 1150 Wellington Road South, London, ON N6E 1M3</li></ul>	<b>Adobe/Teleconference- June 10, 2014</b> <ul style="list-style-type: none"><li>• 10:00 a.m. – 3:30 p.m.</li><li>• ADOBE session for those who are not able to attend in person.</li></ul> <p><b>*We recommend that the agencies with an allocation below \$350,000 attend this session)</b></p>

## **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