

Ministry of Education

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Ministère de l'Éducation

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2015: FSP2

MEMORANDUM TO: Transfer Payment Agencies – Family Support Programs
Executive Directors

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

DATE: June 19, 2015

SUBJECT: 2014-15 Family Support Program Financial
Statements

Please find attached information on completing your 2014-15 Financial Statement submission. The deadline for completing your Financial Statement submission is **July 31, 2015**.

Included in this memorandum is information on:

- Accessing and submitting the Financial Statement forms
- Policy for Late Filing

Accessing and submitting the Financial Statement forms

The purpose of the Financial Statements report is to identify your Transfer Payment Agency's (TPA) actual Family Support Program expenditures for the **entire** fiscal year and to reconcile the expenditures to your funding allocation.

TPAs receiving funding allocations above \$350,000 are required to report on-line through EFIS, whereas those TPAs that receive funding allocation below \$350,000 are required to complete and submit an Attestation Form.

TPAs with Funding Allocations Above \$350,000

The Financial Statement forms can be accessed from the [FAAB Website](#). Under the “Reporting to the Ministry” heading located in the top left portion of the home page, select the “EFIS 2.0 Login” and log in with your assigned GO secure account. The application to be used for submitting the 2014-15 Family Support Program Financial Statement submission is “**P1415FIS**”. TPAs are required to promote their Financial Statements submission to “Active” status by **July 31st, 2015**.

In addition to activating your EFIS submission for the 2014-15 Financial Statements, you are also required to submit one original signed copy or scanned copy of the following pages printed from your EFIS submission:

- Certificate
- Entitlement Page

To complete the submission of your Financial Statements submission package, these following documents must also be submitted to the Ministry as outlined on page 7 of the [Ontario Family Support Program Business Practices, Services and Funding Reference Document 2014-15](#):

- **Audited financial statements**; This includes the auditor’s report and notes to the financial statements, covering all programs provided by the agency;
- **Schedule of Family Support Program Revenues and Expenses** as funded by the Ministry of Education for Family Support Program 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
 - A schedule to the audited financial statements
 - A separate audit or review engagement report
- **Post audit management letter issued by external auditors**; If such a letter is not available, confirmation in writing for the rationale why it is not available.

Please submit all 6 of these documents to:

Manager
Childcare Finance Team
Financial Analysis and Accountability Branch
20th Floor, Mowat Block, 900 Bay Street
Toronto, Ontario
M7A 1L2
OR
childcarefunding@ontario.ca

TPAs with Funding Allocations Below \$350,000

TPAs receiving funding below \$350,000 from the ministry are required to complete an Attestation Form. Your TPA's pre-loaded Attestation Form will be e-mailed to you directly.

The completed Attestation Form must be sent to your Financial Analyst electronically by **July 31st, 2015**. In addition to the electronic copy, one original *signed* copy or scanned copy of the form must also be sent to the Ministry along with the following documents as outlined on page 7 of the [Ontario Family Support Program Business Practices, Services and Funding Reference Document 2014-15](#):

- **Audited financial statements**; This includes the auditor's report and notes to the financial statements, covering all programs provided by the agency;
- **Schedule of Family Support Program Revenues and Expenses** as funded by the Ministry of Education for Family Support Program 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
 - A schedule to the audited financial statements
 - A separate audit or review engagement report
- **Post audit management letter issued by external auditors**; If such a letter is not available, confirmation in writing for the rationale why it is not available.

Please send these **4** items by regular mail to the following address:

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

Policy for Late Filing

If your Auditors are unable to provide the audited financial statements by July 31st, 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 July 31st 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 submission is filed after the July 31st due date, cash flow may be withheld from your TPA's regular cash flow as per the late filing policy outlined in Schedule C of your 2014-15 Family Support Program 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

Enclosures: Instructions for completing the 2014-15 Financial Statements – Family Support Programs, and

Family Support Program Contact List

cc: Pam Musson, Director Early Learning and Child Care Implementation Branch
Child Care Advisors, Early Learning and Child Care Implementation Branch
Financial Analysts, Financial Analysis & Accountability Branch