

Ministry of Education
Financial Analysis and Accountability
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Direction de l'analyse et de la responsabilité
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2016: EYCC7

MEMORANDUM TO: Children's Services Managers, CMSMs/DSSABs
Children's Services Finance Leads, CMSMs/DSSABs

FROM: Med Ahmadoun
Director
Financial Analysis & Accountability Branch

DATE: **May 19, 2016**

SUBJECT: **2015 Child Care Financial Statements**

Please find attached, information on completing your 2015 Financial Statement submission. The deadline for completing your Financial Statement submission is **June 30, 2016**.

Included in this memorandum is information on:

- Instructions to access and submit the 2015 Financial Statement forms
- Materials to forward to the Ministry
- Late filing policy
- Funding adjustments
- Family Support Programs

Instructions to access and submit the 2015 Financial Statement forms

The Financial Statement forms are accessible through the [Financial Analysis and Accountability Branch \(FAAB\) website](#). Under the "Reporting to the Ministry" heading located on the top left portion of the home page, select the "EFIS 2.0 Login" link to login with your EFIS 2.0 user name and password. Please complete "**M2015FIS**" application to report Child Care information. Please refer to the Instructions for completing the 2015 Financial Statements document attached with this memo. CMSMs and DSSABs are required to promote their submission to "Active" status by **June 30, 2016**.

Materials to forward to the Ministry

CMSMs and DSSABs are required to forward one signed or scanned copy of the following sections of the **active** 2015 Financial Statements EFIS submission:

- Title Page Certificate; and,
- Schedule 2.3 - Adjusted Gross Expenditures
- Schedule 3.1 - Summary of Entitlement

In addition to the above documents, CMSMs and DSSABs are required to submit the following information, as outlined on page 14 of the *Ontario Child Care Service Management and Funding Guideline - January 2015*, as soon as it becomes available:

- Audited Financial Statements, including auditors' report and the notes to the financial statements.
- Post audit management letter issued by external auditors. If such a letter is not available, confirmation in writing of the rationale is required.
- Special purpose audit report* (review or audit engagement report) that includes the breakdown of expenditures and other restrictions prepared in accordance with the Ministry's modified accrual basis of accounting, unless this information is already included as a separate part of the financial statements.

* To assist CMSMs and DSSABs in completing the required review engagement report for child care and family support programs, the Ministry has shared an Excel template in advance. The excel template is **not** mandatory but it was shared to assist CMSMs and DSSABs in meeting the above requirement.

DSSABs are also required to submit the following documentation to support the Territory Without Municipal Organization (TWOMO) reimbursement. Note that this requirement is not applicable to CMSMs. DSSABs may submit the following in either electronic or hard copy form:

- Approved 2015 DSSAB budget ; and
- 2015 Levy Apportionment details

Please send 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

Late filing policy

In the event that Financial Statements are filed after the due date, cash flow may be withheld from the CMSM's/DSSAB's regular cash flow payment as per the late filing policy outlined on Schedule D of your 2015 Child Care Service Agreement. Upon submission of the Financial Statements, the Ministry will reinstate back to the normal monthly payment and will include the total amount that has been withheld due to the late filing in the next pay period.

Funding adjustments

Funding adjustments, both positive and negative, resulting from the financial review of 2015 Financial Statements will be recovered or paid to the CMSM or DSSAB through an adjustment to the monthly cash flow. Funding owed to the CMSM/DSSAB will be added to a future cash flow payment and conversely, a funding recovery will result in a deduction from a future cash flow payment. Any adjustments ensuing from the review of your 2015 Financial Statement submission will be communicated to you by your Financial Analyst prior to the amount being processed. Please note that information from your reviewed 2015 Financial Statement submission will be used in the funding formula for 2017 child care allocations.

In order for the Ministry to ensure timely issuance of your 2017 Child Care Service Agreement, we require the complete submission of your 2015 year-end financial statement submission in EFIS as well as the submission of your review engagement or audit engagement report for the child care program.

Family Support Programs

Consistent with the prior year, expense and data reporting for Family Support Programs (FSP) is required for the Financial Statements cycle and will be in a separate application in EFIS 2.0. The application for the Family Support Programs reporting is **P1516FIS**. Please refer to the *Instructions for Completing the 2015 Financial Statements - Family Support Programs*.

To access the FSP forms, please visit the [FAAB website](#), under the "Reporting to the Ministry" heading located on the top left portion of the home page, select the "EFIS 2.0 Login" link. Please use the same EFIS 2.0 user name and password for child care purposes to access the FSP forms.

Should you have any questions about this memorandum or any aspect of the financial reporting process, please contact your [Financial Analyst](#).

Sincerely,

Original signed by:

Med Ahmadoun
Director
Financial Analysis & Accountability Branch

Enclosures:

- Instructions for completing the 2015 Financial Statements – *CMSMs & DSSABs*
- Instructions for completing the 2015 Financial Statements – *Family Support Programs*

cc: Julia Danos, Director, Early Years Implementation Branch
Cecilia Banh, Manager, Financial Analysis & Accountability Branch
Radhika Uppal, A/Manager, Early Years Implementation Branch
Child Care Advisors, Early Years Implementation Branch
Financial Analysts, Financial Analysis & Accountability Branch