

Ministry of Education
Financial Analysis and
Accountability Branch
900 Bay Street
20th Floor, Mowat Block
Toronto, ON M7A 1L2

Ministère de l'Éducation
Direction de l'analyse et de la
responsabilité financières
900, rue Bay
20^e étage, édifice Mowat
Toronto ON M7A 1L2



2016: FSP2

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

FROM: Med Ahmadoun
Director
Financial Analysis and Accountability Branch

DATE: **June 15, 2016**

SUBJECT: **2015-16 Family Support Programs Financial
Statements**

Please find attached, information on completing your 2015-16 Financial Statement submission. The deadline for completing your Financial Statement submission is **July 29, 2016**.

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

Instructions to access and submit the 2015-16 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 the “**P1516FIS**” application to report Family Support Programs information while referencing the *Instructions for Completing the 2015-16 Financial Statements - Family Support Programs* document attached to this memo. Family Support Program TPAs are required to promote their submission to “Active” status by **July 29, 2016**.

Materials to forward to the Ministry

Family Support Program TPAs are required to forward one signed or scanned copy of the following sections of the **active** 2015-16 Financial Statements EFIS submission:

- Title Page Certificate and,
- Schedule 3.1 - Summary of Entitlement

In addition to the above documents, Family Support Program TPAs are required to submit the following information, as outlined in the *Ontario Child Care Business Practice, Service and Funding Guideline 2015-16*, as soon as it becomes available:

- **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:
 - o A note to the audited financial statements
 - o A schedule to the audited financial statements
 - o 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 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 via:

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.

Materials to forward to the Ministry

The completed Attestation Form must be sent to your Financial Analyst electronically by **July 29, 2016**. 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 in the *Ontario Child Care Business Practice, Service and Funding Guideline 2015-16*, as soon as it becomes available:

- **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.

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Late Filing Policy

In the event that Financial Statements are filed after the due date, cash flow may be withheld from the Family Support Program TPA's regular cash flow payment as per the late filing policy outlined in your 2015-16 Family Support Programs Service Agreement. Upon submission of the Financial Statements, the Ministry will revert back to the normal monthly payment and will reinstate the amounts that have been withheld due to late filing, in the next pay period.

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

Original signed by

Med Ahmadoun
Director
Financial Analysis and Accountability Branch

Enclosures:

- 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
Jeff O'Grady, A/Manager, Early Years Implementation Branch
Child Care Advisors, Early Years Implementation Branch
Financial Analysts, Financial Analysis & Accountability Branch