

First Nations – Child and Family Programs

Instructions on Completing the 2018-19
Financial Statements in EFIS 2.0

Purpose

The Financial Statement submission for Child and Family Programs serves to identify the level of services provided and the associated expenditures and revenues for the reporting period of **April 1, 2018 to March 31, 2019**.

To Start

Open the following link and log into EFIS 2.0 with your user ID and password:

<https://efis.fma.csc.gov.on.ca/workspace/index.jsp>

Once you have successfully logged into EFIS 2.0, please select the correct Financial Statements Report application for the Child and Family Programs: **P1819FIS**.

Once you have selected the correct application, a one-time set up process is required prior to starting your reporting. This is required at the start of each new reporting cycle.

1. Under FILE, Select Preferences
2. Select Financial Reporting, Click Setup Members
3. Select P1819FIS_Planning_Main from the "Database Connection" drop-down menu and click Refresh
4. Set the 'Display Member Label' as: Default using the drop-down menu at the bottom of the screen
5. Click on Apply and OK.

Please note that there are no file-naming requirements for submissions completed in EFIS 2.0. In order to submit your file, simply promote your "Recipient Working Version" to "Recipient Active Version" status. Refer to Step 7 for more information.

Reporting in EFIS 2.0

The Financial Statements Submission 'My Task List' has the following two categories:

1. Submission Input and Query

| | |
|--------------------|---|
| Inputs and Results | This section is comprised of all the schedules that must be completed in order to file your submission to the ministry. |
| Reports | Selecting a report allows you to print schedules, export data to excel, and save schedules as PDF files in a report format. |
| Validation Formats | Provides validation formats for each schedule. |

2. Submission Management

| | |
|--|--|
| Version Description and Summary | This area lists all of the different versions of your file and the applicable notes. |
| Copy Data to Recipient FA Viewable Version | Allows you to copy your submission so that your Financial Analyst (FA) can view your submission. |
| Validate and Promote for Approval | Validates and promotes the submission for approval. See Step #7 for more information. |

INPUTS & RESULTS: SUGGESTED ORDER OF ENTRY

It is recommended that the Financial Statements submission is completed in the order in which the schedules are listed under the "Input and Results" section. Please ensure that the "Guideline Adherence" Schedule is completed.

Once all the schedules have been finalized, print the **Recipient Active Version** of the Certificate, Journey Together – Expenditures and Journey Together – Entitlement pages from the "Reports" section. Please have these reports signed by 2 signing authorities and please send them to the ministry (by e-mailing scanned copies to childcarefunding@ontario.ca or by regular mail).

Step #1: Journey Together – Service Data

PURPOSE

This schedule captures information on data elements related to Child and Family Programs.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:

“Journey Together – Service Data”

Report the following data elements regarding the delivery of Journey together Child and Family Programs:

- Number of visits made by parents/caregivers
- Number of children served
- Number of visits made by children
- Number of parents or caregivers served
- Number of professionals in workshops/seminars
- Number of referrals
- Number of parents/caregivers in workshops/seminars

Step #2: Journey Together – Expenditures

PURPOSE

This schedule captures information on gross expenditures and revenue streams for Child and Family Programs.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:

“Journey Together – Expenditures”

Respective allocations for ongoing operating, one-time operating and capital have been preloaded. Report the gross expenditures and offsetting revenues in the appropriate categories.

Gross Expenditures

Gross expenditures are defined as **total expenses** regardless of whether the funding is provided by the ministry, municipal contributions, or other offsetting revenues. All expenditures related to Child and Family Programs, **irrespective of the funding source**, must be included in this schedule.

Administration Note:

The 10% limit on the administration expenses is calculated after applying administration offsetting revenues to the administration expenses. If 10% limit has been exceeded, the admin expenses subtotal would be highlighted in red triggering a warning.

Reporting on Expenses Note:

For offsetting revenues, please input revenues as negative numbers and include a description regarding the sources of the revenues under the description column on the far right. The Ministry of Education has undertaken a modified status-quo approach for expenses reporting. As such, for consistency purposes, entities are required to follow the prior guidelines when deciding which line to report certain expenses. For further questions, please contact your Financial Analyst.

Step #3: Journey Together – Entitlement

PURPOSE

The funding entitlement is calculated in this schedule. The levels of expenditures, financial flexibility and administration maximum allowable expenditure threshold are all taken into consideration when calculating the entitlement.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:

“Journey Together – Entitlement”

There is no data entry required for this schedule as all the required data has been pre-loaded or is derived from other schedules within the submission. The allocations for the Journey Together Child and Family Programs should be checked against Schedule D of your Service Agreement. Expenses in this schedule are pulled from the Journey Together – Adjusted Gross Expenditures of the “Journey Together – Expenditure” schedule of this submission.

The Child and Family Program entitlement is calculated as the lesser of the allocation and the adjusted gross expenditures presented in the “Journey Together – Expenditures” schedule. Administration maximum allowable expenditure is capped at 10% of the operating ongoing allocation. There is flexibility between one-time operating and ongoing operating expenditures under Journey Together Child and Family Program allocations. There is no flexibility between operating and capital expenditures.

***TIP!**

If 10% limit has been exceeded for administration maximum allowable expenditures, the Journey Together admin total would be highlighted in red to indicate a warning.

Step #4: Guideline Adherence

PURPOSE

This section requires that your First Nation attest that it is in compliance with the service agreement in effect with the ministry. Your First Nation must also attest that the expenditures have been used for supporting Child and Family Programs as detailed in this submission.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:

“Guideline Adherence”

Prior to promoting your EFIS 2.0 file for submission to the ministry, you must attest to the following:

- You are in compliance with the service agreement in effect between the Recipient and the Ministry of Education;
- You have incurred the expenditures reported in this submission as to be reflected in the audited financial statements; and
- You have provided the level of service indicated in the data summary as per the service agreement.

To do so, select “YES” in the “Guideline Adherence Confirmation” row.

**If “NO” has been selected in the Guidelines Adherence, you are NOT FULLY IN COMPLIANCE with the statements mentioned above pertaining to: 1) service agreement, 2) financial summary, 3) data summary, and 4) other. In this case, you must provide an explanation in the “Warning Explanation” column of the Warnings form.

Next, please enter under “**Contact Person**” the contact information of the individual who is best able to answer any questions in regards to the information entered in this submission. Should your Financial Analyst have any questions pertaining to this submission, this is the person your Financial Analyst will be contacting.

Under “**Signing Authorities 1**” and “**Signing Authorities 2**”, enter the contact information of 2 individuals who have the authority within your First Nation to bind the financial information entered in this EFIS submission to the ministry. Examples of signing authorities are: Manager of Finance, Finance Director, Council Member, member of the Board of Directors, President, etc.

Step #5: Program Locations

PURPOSE

The Ministry of Education collects data in regards to where Child and Family Programs are located throughout the province.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:

“Program Locations”

In this schedule, please include the locations of ALL sites where Journey Together Child and Family Programs are offered and supported by funding from the Ministry of Education.

The addresses entered should be easily searchable through an internet search engine such as Google Maps.

Step #6: Warnings and Errors

PURPOSE

There is no data entry required in any of these schedules. Please review the analysis and correct any inconsistencies prior to promoting your submission to active.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY, INPUT AND RESULTS, select:

“Warnings” and “Errors”

The last 2 schedules are as follows:

1. **Warning Messages** – You can still promote your submission to active if you have outstanding warning messages, but you must follow-up or provide an explanation on all items where “Yes” is identified for warnings. Cells that contain warnings will be highlighted in RED. Expand the “Description” column for more details.
2. **Error Messages** – Unlike warning message, error messages show areas that must be fixed before you can submit in EFIS 2.0. You cannot submit your EFIS file with outstanding error messages. In the Errors form, follow-up on all items where “Yes” is identified for errors. Cells that contain errors will be highlighted in RED. Expand the “Description” column for more details.

*TIP!

Your submission cannot be promoted to “ACTIVE” status until ALL error messages have been addressed and cleared.

Step #7: Submission Management

PURPOSE

The submission management area allows you to validate your file and promote it to active for submission to the ministry.

HOW TO COMPLETE

Under “Submission Management” select Submission Management and expand the folder by clicking on the “+” sign. The folder will expand and reveal 3 task boxes:

- 1. Version Description and Summary:** This area allows you to manage the various versions of the file. Ensure the correct data is populated into the “Recipient Working Version” as this will be the file submitted to the ministry. Enter a description to the Recipient Working Version by clicking on the field, entering text, and clicking the Save button.
- 2. Copy Data to Recipient FA Viewable Version:** This process is optional and can be used if you need your Financial Analyst (FA) to review your data in the Recipient Working Version. It will copy all of your data from the “Recipient Working Version” into the “Recipient FA Viewable Version.” To complete this process, **choose ‘Yes’** from the drop-down menu under “Are you sure you want to replace all data in FA Viewable Version?” and click the Save button.
- 3. Validate and Promote for Approval:** The process to validate and promote submission for approval is as follows:
 - Click on the file name under the header: “Planning Unit”
 - Click on “Actions”
 - Select “Validate”; if the sub-status column shows “Invalid Data”, you must click on “Invalid Data” and correct the listed errors. If the sub-status column shows “Validated”, proceed to the next step ****Please ensure that you click on the actual file name under “Planning Unit” and that it is physically selected.**
 - Click on “Actions”
 - Click on “Change Status” and select “**Promote**”
 - Click on “Ok”
 - The submission is promoted and flagged for the Approver. The file is now “read only” for the Modifier and the Modifier can no longer enter/edit data in the file.
 - The **Approver** will then log into EFIS, review, and change the status to “Approve” in order to submit the EFIS file to the ministry.

Reporting

After completing steps 1 – 7, the data in the Financial Statements submission file should be complete.

You are now required to send in the following **REPORTS** (scanned) of the following sections of your “**Recipient Active Version**” 2018-19 Financial Statements submission in EFIS 2.0:

- Signed Certificate
- Signed Journey Together – Expenditures
- Signed Journey Together – Entitlement

(To print the reports, under: **SUBMISSION INPUT AND QUERY** → select: **REPORTS** and then click on the report you wish to print.)

The reports for Certificate, Journey Together – Expenditures and Journey Together – Entitlement must be printed from the “Recipient Active Version” EFIS submission. They must be signed by 2 members of your First Nation who have signing authority.

Please scan and e-mail them (this is the preferred method), by the deadline indicated in the accompanying memo to:

childcarefunding@ontario.ca

OR

Mail (regular mail) the relevant forms to:

Manager
Child Care Finance Unit
Financial Accountability and Data Analysis Branch
11th Floor, 315 Front Street West
Toronto, Ontario
M7A 0B8

Once a submission is promoted to “Active” status, your First Nation has formally submitted their Financial Statements - EFIS 2.0 file to the Ministry of Education.

Assistance with EFIS 2.0

For user and/or navigation assistance on EFIS 2.0, please contact:

EFIS Technical Support
Telephone: (416) 326-8307
E-mail: efis.support@ontario.ca

For data input assistance, please contact your Financial Analyst:

| Financial Analyst | Telephone # | E-mail Address |
|----------------------------|----------------|--|
| Agnes Chan | (416) 270-5846 | Agnes.Chan2@ontario.ca |
| Argen Elezi | (416) 983-2374 | Argen.Elezi@ontario.ca |
| Brian Tse | (416) 270-7652 | Brian.Tse@ontario.ca |
| Bryan Mason | (416) 270-4340 | Bryan.Mason@ontario.ca |
| Danielle Learmonth | (416) 270-2329 | Danielle.Learmonth@ontario.ca |
| David Geng | (416) 268-8135 | David.Geng@ontario.ca |
| Justin Leung | (416) 272-4862 | Justin.Leung@ontario.ca |
| Vanessa Yu Foon Moi | (416) 270-1379 | Vanessa.YuFoonMoi@ontario.ca |