

Ministry of Education
Transfer Payments and
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2004:SB11

MORANDUM TO: Business Administrators
Section 68 School Authorities

FROM: Wayne Burtnyk
Director
Transfer Payments & Financial Reporting

DATE: June 11, 2004

SUBJECT: 2004-05 Estimates Forms for Section 68 School Authorities

2004-05 Estimates Forms

I am pleased to inform you that forms for the 2004-05 estimates for Section 68 School Authorities are now available. The excel forms, along with the instructions for completion, can be obtained from the Ministry's extranet site at <http://tpfr.edu.gov.on.ca>; click on the Estimates link on the home page.

The School Authorities estimates are due in the Ministry by July 16, 2004 so that the budget review can be completed and Ministry approval issued before the start of the school year. The ministry will not implement any cash flow penalty for school authorities filing their estimates by August 27, 2004. Where the estimates are filed after this date, cash flow penalties will be implemented and the school authorities' regular cash flow will be reduced by 50% for the payment(s) in the month(s) following the extended date. Upon submission of the estimates, the ministry will revert back to the normal monthly payment process and will include in the monthly payment the total amount withheld up to that point.

The electronic version of the Estimates is to be e:mailed to Estimates@edu.gov.on.ca . In addition, two hard copy printouts, signed by the Chief Executive Officer, are to be mailed to the attention of:

Diane Strumila
Transfer Payments & Financial Reporting Branch
21st Floor, Mowat Block, 900 Bay Street
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If you have any questions related to the completion of the Estimates package, please contact Doreen Lamarche at 1-613-225-9210, extension 113 or Doreen.Lamarche@edu.gov.on.ca.

A handwritten signature in dark ink, appearing to read "W. Burtnyk", followed by a period.

Wayne Burtnyk