

2004: SB12

MEMORANDUM TO: Superintendents of Business
District School Boards

FROM: Wayne Burtnyk
Director
Transfer Payments and Financial Reporting Branch

DATE: June 28, 2004

SUBJECT: 2003-04 Enrolment confirmation for financial statements purposes

This memorandum is to remind boards to confirm their 2003-04 enrolment for financial statements purposes.

The process for this year will be similar to the 2002-03 process in that boards will be required to review their enrolment through an enrolment review web application but make corrections to their enrolments through the ministry's October and March School Reports web application.


Boards have been encouraged to verify and follow up on the status of their school reports on a continuous basis since the introduction of the web based application to facilitate the year end enrolment confirmation process for financial statements purposes. The following timelines are planned:

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| August 16: | Boards complete review of enrolment data and submit request for ministry confirmation. |
| August 31: | Boards receive forms for 2003-04 financial statements. |
| August 31: | Ministry completes review and confirms enrolment. |

The confirmed enrolment will be integrated in Appendix C for the calculation of the top up and distant schools allocations, using data that have been signed off by boards as a result of the verification undertaken by the ministry on distances, school combinations and grades earlier this year.

An e-mail providing further details, including the process for integrating the enrolment data in the calculation of top up and distant schools allocations will be sent out to boards shortly.

If you have any questions on the above, please contact Mark Bonham at (416) 325-8571 or e-mail mark.bonham@edu.gov.on.ca.

A handwritten signature in black ink, enclosed in a yellow rectangular border. The signature is cursive and appears to read "W. Burtnyk".

Wayne Burtnyk

c.c. Directors of Education