

**2004: SB16**

**MEMORANDUM TO:** Superintendents of Business  
Secretary Treasurers of School Authorities

**FROM:** Wayne Burtnyk  
Director  
Transfer Payments and Financial Reporting Branch

**DATE:** September 21, 2004

**SUBJECT:** EFIS Transfer Payment Application

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I am pleased to announce that the ministry has expanded the EFIS system to include a new Transfer Payment (TP) application to process transfer payments to school boards beginning this month.

This new web-based application will allow boards to access details of Legislated Grants payments and Education Programs Other (EPO) payments. School boards will be able to view payments and run the following pre-defined reports:

1. Monthly Remittance Advice, provides payment details and totals for Legislative Grants and EPO payments made for a specified month.
2. Confirmation of Advances, provides payment details and totals for Legislative Grants and EPO payments made for a specified school year.
3. Cashflow, provides details on the Base for Legislated Grants, payments made year-to-date and payments remaining. (under development)

The system has a user-friendly design, featuring an easy to use menu and drop-down boxes to facilitate quick data access. We have also attached a User Guide to assist boards in using the TP application. In addition, we will provide a brief overview of the TP application at the Financial Statement Information sessions for auditors and board staff during the last week of September and the first two weeks of October.

Access to TP Application

A new EFIS sign-in menu has been created with links to the TP Application as well as for the existing Grant Calculation (GC) Application.

Current EFIS users have been allowed access to both the TP and GC applications. Access for additional users can be requested by contacting Mark Bonham at (416) 325-8571 or e-mail [mark.Bonham@edu.gov.on.ca](mailto:mark.Bonham@edu.gov.on.ca).

If you have any questions on the above, please contact Diane Strumila at (416) 325-4894 or e-mail [diane.strumila@edu.gov.on.ca](mailto:diane.strumila@edu.gov.on.ca).

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

Wayne Burtnyk