

**Ministry of Education**  
Transfer Payments and  
Financial Reporting Branch

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**Ministère de l'Éducation**  
Direction des paiements de transfert  
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**2004:SB22**

**MEMORANDUM TO:** Superintendents of Business

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

**DATE:** October 22, 2004

**SUBJECT:** **2004-05 Revised Estimates**

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I am pleased to inform you that the 2004-05 revised estimates and instructions are now available through the Revised Estimates link on the Financial Reporting website at <http://tpfr.edu.gov.on.ca>. Boards can access EFIS directly at <https://efis.edu.gov.on.ca/login.asp>

### **Good Schools Open Reporting**

As indicated in memorandum 2004:SB21, the allocation originally calculated for each board under this initiative will be revised by the ministry once boards have reviewed the list of rural schools and provided updates to the ministry. The revised amounts will be incorporated in EFIS by November 05 to reflect the recalculated amounts. Appendix C on excel will be provided by that date to allow boards to complete their reporting on the Good Schools Open initiative as outlined in memorandum 2004:SB21.

### **Community Use of Schools**

The revised estimates also include the regulation amendment on the funding for community use of schools. Boards are reminded that they are required to sign the community access agreement with the Ministry of Tourism and Recreation to access the funding.

### **Submission**

Consistent with previous reporting cycles, a file naming conversion will be implemented for submissions to the ministry under EFIS. Attached is the list of file names that boards are required to use in their respective EFIS submissions.

Boards are required to submit their revised estimates by December 15, 2004 via EFIS. An electronic copy of their Appendix C should also be submitted to the following mailbox:

[revest@edu.gov.on.ca](mailto:revest@edu.gov.on.ca)

They are also required to send two signed copies of section 1 summary printed out from the active EFIS submission by the above due date to:

Ms. Diane Strumila  
Project Manager, Grant Services  
Transfer Payment and Financial Reporting Branch  
21st Floor, Mowat Block  
900 Bay Street  
Toronto, Ontario M7A 1L2

### **Submission of Financial Reports**

The policy on late filing will be applicable to the 2004-05 revised estimates. Where a board submits its revised estimates after December 15, 2004, its regular cash flow will be reduced by 50% for the January 2005 payment and to subsequent monthly transfer payments. Upon submission of the revised 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.

For log in assistance on EFIS, contact:

Mark Bonham Tel: (416) 325-8571 or E-mail: [mark.bonham@edu.gov.on.ca](mailto:mark.bonham@edu.gov.on.ca)

On other business related matters on the revised estimates, please contact your ministry finance officer.



Wayne Burtnyk

cc: Directors of Education

Attachment