

Ministry of Education
Transfer Payments and
Financial Reporting Branch

21st Floor, Mowat Block
900 Bay Street
Toronto, Ontario M7A 1L2
Tel.: (416) 325-2034
Fax: (416) 325-2007
Email: Wayne.Burtnyk@edu.gov.on.ca

Ministère de l'Éducation
Direction des paiements de transfert
et des rapports financiers

21^e étage, édifice Mowat
900, rue Bay
Toronto, Ontario M7A 1L2
Tél. : (416) 325-2034
Télec.: (416) 325-2007
Courriel: Wayne.Burtnyk@edu.gov.on.ca



2004: SB2

MEMORANDUM TO: Directors of Education
Secretaries of School Authorities

FROM: Wayne Burtnyk
Director
Transfer Payments and Financial Reporting

DATE: January 30, 2004

SUBJECT: Calculation of 2003-04 Continuing Education and
Day School Independent Study ADE

The procedures for compiling and reporting Continuing Education and Independent Study Equivalent Average Daily Enrolment, for purposes of the 2003-04 Financial Statements, is unchanged from last year. The ministry is issuing these procedures earlier than in prior years in order that boards may begin collecting data for the September through December time period.

As in previous years, school boards are required to complete the applicable Course Lists for Grant Purposes and Enrolment Summary, using the appropriate ministry registers as the source for the data reported for funding purposes. However, school boards are not required to file these forms with the ministry.

The Course Lists are an important part of the Continuing Education and Independent Study enrolment audit trail and accordingly must be retained for ministry audit purposes. The minimum retention period for these forms is the current plus previous school board fiscal year. Retention beyond this minimum period is in accordance with the board's record management program as specified in subsection 171(1)(38) of the Education Act.

Excel spreadsheet versions of the course lists and the applicable instructions in Microsoft Word are available on the Transfer Payments and Financial Reporting Branch extranet site at <http://tpfr.edu.gov.on.ca> in the Pupil Enrolment section. In order to access this site the User ID is edu and the Password is EDUgeneral9.

Board developed forms may also be used as long as they satisfy ministry reporting requirements.

The ministry finance officer assigned to your board is available to assist you with any concerns or questions you may have about these procedures.

Thank you for your co-operation.

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

Wayne Burtnyk

cc: Superintendent of Business and Finance