

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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Ontario

2004: SB8

MEMORANDUM TO: Superintendents of Business

FROM: Wayne Burtnyk
Director
Transfer Payments and Financial Reporting

DATE: May 26, 2004

SUBJECT: 2004-05 Estimates

2004-05 Estimates Forms

I am pleased to inform you that the 2004-05 estimates, related guides and instructions are now available through the Estimates link on the Financial Reporting website at <http://tpfr.edu.gov.on.ca>. Boards are required to submit their 2004-05 estimates through EFIS at efis.edu.gov.on.ca/login.asp. An unprotected excel file is also made available on the website for boards to use for projection purposes or as working copies.

The following files have been posted on the Financial Reporting website relating to the release of the estimates.

To Complete the Estimates on EFIS:

- Checklist
- Training Guide and User's Guide
- Detailed Instructions
- Naming Convention

Importing Cell Values:

- Cell Name Reference
- Cell Names which can be loaded

Using the Estimates Excel File:

- Estimates for 2004-05
- Load File
- Getting Started

Revenue projections for new investments

The government announced a total of \$16.3 billion allocated to school boards for 2004-05, of which an estimated \$256 M of new investments is still to be finalized:

- \$65M directed to help students who need it the most
- \$61M Pupil Accommodation
- \$130M Student Success

Boards should not include any revenue projection in their estimates in respect of the unallocated funds above.

\$8M from the \$90 M funding for Technological Education Renewal Initiative announced in last year's budget has been provided in 2003-04. The May 18, 2004 Budget announced that the Province will provide \$20M of funding for the initiative in 2004-05 to acquire, repair and update equipment for secondary school technological education programs. Boards should not include any revenue projection in respect of the second year of this initiative in their estimates pending more information being provided by the ministry.

Submission of Plans

The payment of the funding on primary class size reduction and the funding for school retrofit projects for energy efficiency are contingent upon boards filing a plan in respect of each of these initiatives. Upon submission of their estimates to the ministry, boards are required to indicate in section 1 of their estimates whether they have submitted the required plans to the ministry. This will ensure appropriate follow up by Ministry Finance Officers so that the base for grant advances is not unduely impacted.

Transfer Payments 2004-05

The 2003-04 revised estimates grant base will continue to be used for transfer payments to August 2004.

The following lists the cash flow to boards for the 2004-05 school year:

	<u>2004-05</u>
	%
September 2004	13.0
October 2004	8.3
November 2004	8.3
December 2004	8.4
January 2005	8.3
February 2005	8.3
March 2005	8.4

April 2005	8.3
May 2005	8.3
June 2005	8.4
July 2005	6.0
August 2005	6.0

I have informed boards in previous communications that the Transfer Payment module of EFIS will replace the current payment system used to administer transfer payments to boards. We are finalizing the testing of the new application with a planned implementation in September 2004. School boards will have on line web-access to various reports developed under this module; a separate memorandum will be issued during the summer on the release of the transfer payment module.

Submission of financial reports

Boards are required to send two signed copies of the Certificate of Director of Education, Compliance Report, Schedule 9, Schedule 10 and section 1 summary printed out from the active EFIS submission of the 2004-05 Estimates by June 30, 2004 to:

Ms. Diane Strumila
Project Manager, Grant Services
Transfer Payment and Financial Reporting Branch
21st Floor, Mowat Block, 900 Bay Street
Toronto, Ontario
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The release version of the EFIS application reflects a login security feature that users have requested – it allows them to change their password.

For user/navigation assistance on EFIS, contact:

Charles Brousseau Tel: (416) 325-8585 E-mail: charles.brousseau@edu.gov.on.ca
Stephen Shek Tel: (416) 325-8396 E-mail: stephen.shek@edu.gov.on.ca

For log in assistance, contact:

Mark Bonham Tel: (416) 325-8571 E-mail: Mark.bonham@edu.gov.on.ca

Boards are not required to send hard copy print-outs of their full submission. As for previous submission cycles under EFIS, a file naming convention will be used 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 and Appendix C submissions. Appendix C and related instructions will be sent to boards by e-mail.

An electronic copy of Appendix C should also be submitted to the following mailbox:

estimates@edu.gov.on.ca

Late submissions

The due date for filing the 2004-05 Estimates is June 30, 2004. However, the ministry will not implement any cash flow penalty for boards filing their estimates by August 27, 2004. Where a board submits its estimates after this date, cash flow penalties will be implemented and the board's regular cash flow will be reduced by 50% for the payment(s) immediately 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.

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

Wayne Burtnyk

cc: Directors of Education