

**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:SB9

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

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

**DATE:** June 1, 2004

**SUBJECT:** Funding Guideline for School Authorities (Isolate Boards) for  
2004-05

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I am pleased to provide you with a copy of the 2004-05 Funding Guideline for School Authorities (Isolate Boards). Funding enhancements similar to those that were provided to district school boards have been introduced for school authorities in 2004-05 and are outlined in the attached guideline.

A copy of your individual school authority profile will be made available to you through the District Office. The allocations described in the profile are based on the best information available to the ministry at this time and are being provided in order to assist you in preparing your budgets for the 2004-05 school year.

I am also pleased to inform you that Excel forms and instructions for completing the forms for the 2004-05 estimates are now available through the Estimates link on the Financial Reporting website at <http://tpfr.edu.gov.on.ca>. Click on the Estimates link on the home page.

Your finance officer will be contacting you in the very near future concerning information sessions on the 2004-05 Funding Guideline for School Authorities.

### **Cash Flow**

#### **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>	<u>%</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

### **Submission of Financial Reports**

As indicated in the 2004-05 funding guideline, the financial reporting due dates are:

Estimates 2004-05	June 30, 2004
Revised estimates 2004-05	December 15, 2004
Financial statements 2003-04	November 30, 2004

Administrative procedures outlined in previous memos stressed the importance of timely submissions of school authority estimates and financial statements. The policy of cash-flow consequences for boards that do not submit reports within the required timelines will continue in 2004-05. School authorities will be given an extension to August 27, 2004, for Estimates and to January 14, 2005, for Financial Statements before cash flow penalties are applied. No extension will be given for Revised Estimates.

School authorities are required to submit an electronic copy of the estimates to the ministry's mailbox at [estimates@edu.gov.on.ca](mailto:estimates@edu.gov.on.ca) by the due date (see above). Two signed copies of the estimates package are to be sent 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

Should you have questions or concerns please feel free to contact Susan Soldan at 1-800-465-5020 or Tim Kielman at 1-800-461-9570 ext. 6892 or Roland Sauvé at 1-866-849-9900.

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

Wayne Burtnyk

Encl.

cc: Supervisory Officers, School Authorities