

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
Télééc.: (416) 325-2007
Courriel: Wayne.Burtnyk@edu.gov.on.ca



2005: SB19

MEMORANDUM TO: Superintendents of Business
Secretary Treasurers of School Authorities
Business Administrators of Section 68 School Authorities

FROM: Wayne Burtnyk
Director
Transfer Payments and Financial Reporting

DATE: August 31, 2005

SUBJECT: Provincial Consolidation - Reporting March 31st, 2005 Inter-
Organizational Balances within the Government Reporting Entity

As outlined in previous memoranda, the provincial government will be consolidating the financial information of school boards (district school boards and school authorities) in its financial statements starting with the 2005-06 public accounts. Funding was provided to school boards to assist in the implementation process.

Reporting March 31, 2005 inter-organizational balances within the government reporting entity

As part of the consolidation process for the 2005-06 public accounts, school boards (district school boards and school authorities) will be required to report on account balances that exist with other organizations within the government reporting entity ("GRE") as of March 31, 2005. This information will assist the province to determine and resolve any material differences in account balances between organizations within the GRE as of March 31, 2005 and consequently, ensure that the province's 2005-06 opening equity position is accurate. It should be noted that school boards are not asked to provide information with respect to asset or liability account balances as of March 31, 2005 that are related to transactions with organizations outside of the GRE. A listing of all organizations within the GRE is included in Appendix A of the instruction package. School boards are encouraged to contact other organizations with whom they report an account balance in order to confirm whether they are reporting the same account balance and to reconcile any differences prior to submission of the March 2005 report.

School boards should note that they are required to report an inter-organizational account balance only if it is equal to or greater than \$500,000. Detailed guidelines on materiality are included in Appendix B of the instruction package.

Management Representation

The ministry will not be requiring school boards to provide an auditors' report for the March 2005 report. However, the superintendent of business of each district school board and the secretary-treasurer or chief executive officer of each school authority must sign the management representation report, which is included in the March 2005 report package.

Due Date and Submission

The due date for submission of the March 2005 report is October 17, 2005. School boards will be reporting March 2005 information using EFIS. Instructions on creating and completing an EFIS submission for the March 2005 report as well as the detailed instructions for the reporting requirements are available through the Reporting Entity Project link at the <http://tpfr.edu.gov.on.ca> website.

School boards are required to send two copies of the signed management representation report by October 17, 2005 to:

Anthony Yeung
Senior Policy Analyst, Reporting Entity Project
Transfer Payment and Financial Report Branch
21st Floor, Mowat Block, 900 Bay Street
Toronto, Ontario
M7A 1L2

If you have any questions on the above, please contact Anthony Yeung at (416) 325-8527 or email: anthony.yeung@edu.gov.on.ca)

Special Instructions for School Authorities Regarding the EFIS Application

Since school authorities may be new users of the EFIS system, the following additional instructions are provided for their information:

School authorities are asked to submit the March 2005 report using the "Grant Calculation" (financial reporting) module of the EFIS application. Information and guidance on creating submissions, data input and submissions of the report in EFIS are included in the instruction package. In addition, the user guide on EFIS is available through the "Financial Statements" > "2003-04 Financial Statements" link at the <http://tpfr.edu.gov.on.ca> website. For existing users of the EFIS "Transfer Payment" module, you will use the same userid login and password to access the "Grant Calculation" module. If you are the approver of a submission, you must contact Mark Bonham (416) 325-8571 or mark.bonham@edu.gov.on.ca to obtain a separate password providing you with the approval privilege. For new users of the EFIS application who require access to the EFIS "Grant Calculation" module, please contact Mark Bonham to setup new user access and password.

For user/navigation assistance on EFIS, contact:

Charles Brousseau (416) 325-8585 or charles.brousseau@edu.gov.on.ca

Stephen Shek (416) 325-8396 or stephen.shek@edu.gov.on.ca

For userid login and password assistance, contact:

Mark Bonham (416) 325-8571 or mark.bonham@edu.gov.on.ca

A handwritten signature in black ink, appearing to read "W. Burtnyk", with a period at the end.

Wayne Burtnyk
Director
Transfer Payments and Financial Reporting Branch

cc: Directors of Education