

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

21<sup>st</sup> Floor, Mowat Block  
900 Bay Street  
Toronto, Ontario M7A 1L2  
Tel.: (416) 327-9356  
Fax: (416) 325-2007  
Email: [Andrew.Davis@edu.gov.on.ca](mailto:Andrew.Davis@edu.gov.on.ca)

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

21<sup>e</sup> étage, édifice Mowat  
900, rue Bay  
Toronto, Ontario M7A 1L2-  
Tél. : (416) 327-9356  
Télééc.: (416) 325-2007  
Courriel: [Andrew.Davis@edu.gov.on.ca](mailto:Andrew.Davis@edu.gov.on.ca)



# Ontario

**2006: SB12**

**MEMORANDUM TO:** Superintendent of Business and Finance

**FROM:** Andrew Davis  
Director  
Transfer Payments and Financial Reporting

**DATE:** July 6, 2006

**SUBJECT:** 2005-06 Enrolment Confirmation for Financial Statements  
Purposes

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I am writing to you today as a reminder to confirm the 2005-06 Enrolment for Financial Statements Purposes.

The process for this year will be similar to the 2004-05 process in that boards will be required to review their enrolment through the Legacy web application (refer to MISA Memo #20) and make corrections to their enrolments through the ministry's October and March School Reports web application ([imgdata.edu.gov.on.ca](http://imgdata.edu.gov.on.ca)).

Boards have been encouraged to verify and follow up on the status of their school reports on a continuous basis since the introduction of the web based application to facilitate the year end enrolment confirmation process for financial statements purposes. The following timelines are planned:

- August 18: Boards complete review of enrolment data. A "ministry lock-out" will be initiated at this time to allow review by ministry finance officers.
- August 31: Boards receive forms for 2005-06 Financial Statements.
- August 31: Ministry completes review and confirms enrolment.

The confirmed enrolment will be integrated in Appendix C for the calculation of the top up and distant schools/rural schools allocations

Appendix A of this memo will provide an overview of the enrolment review process which will include the web site address for the enrolment review web application, general instructions and suggestions for preparing for the integration of the enrolment data to Appendix C.

If you have any questions on the above, please contact Mark Bonham at (416) 325-8571 or at [mark.bonham@edu.gov.on.ca](mailto:mark.bonham@edu.gov.on.ca).



Andrew Davis

cc: Directors of Education