

Ministry of Education
Transfer Payments and
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Ontario

2006: SB22

MEMORANDUM TO: Superintendents of Business

FROM: Andrew Davis
Director
Transfer Payments and Financial Reporting

DATE: October 27, 2006

SUBJECT: **2006-07 Revised Estimates**

I am pleased to inform you that the 2006-07 revised estimates and instructions are now available through the Revised Estimates link on the Financial Reporting website at <http://tpfr.edu.gov.on.ca>. Boards can access EFIS directly at <https://efis.edu.gov.on.ca/login.asp>.

The 2006-07 revised estimates are due by November 30, 2006. The following changes have been incorporated into the revised estimates:

Program Reporting

In memorandum 2006:B8 it was announced that changes to the expenditure reporting forms will be introduced in 2006-07 to capture information on spending at the program level. A new schedule (Dataform E) has been introduced in the revised estimates to implement an initial phase of program reporting.

The ministry expanded the staffing report in the 2006-07 estimates to require reporting of staffing projections for English as a second language programs and other programs that provide additional support to the students and school community (e.g. learning opportunities and other special or local program initiatives). Dataform E in the revised estimates focuses on similar program groupings to capture expenditures on these programs, net of EPO grants (Education Program Other) and other revenues (other than GSN and property tax).

The ministry has established a workgroup to review the current approach on program reporting and existing reporting requirements on various ministry initiatives, and to make recommendations for refinements, to streamline reporting, and to prepare for full implementation in the 2007-08 estimates.

Related instructions on Dataform E will be provided separately via e-mail attachment and will be posted on the Financial Reporting website.

Boards are encouraged to complete Dataform E on EFIS by the revised estimates due date. However, an excel file will be provided shortly through the reports link on EFIS to allow boards that need additional time to report their program expenditures to submit their revised estimates on EFIS by November 30 and to submit their Dataform E through the separate excel file by January 31, 2007. Information received will be reviewed by the workgroup to determine training needs and to outline a training plan for school boards early next year.

In recognition of the introductory nature of this reporting, no cash flow penalties will be applied against submission of program reporting.

Stage 1 Good Places to Learn (GPL)

The revised estimates include revisions to schedule 3A that implement the long term financing of stage 1 of the GPL projects outlined in memorandum 2006:SB15 dated August 31, 2006. The amendments to the 2006-07 grant regulations to effect these changes have been made in September. For GPL stage 2 expenditures and the part of the GPL stage 1 expenditures that have not been long term financed through the OFA arrangement, the funding will still be based on the following:

- Actual interest costs for short term financing arrangements that are based on a three-month Bankers Acceptance (BA) rate plus 13 basis points or lower.
- Where a board has arranged its short term financing at a higher rate, its interest costs will be recognized for funding at the three-month BA rate plus 13 basis points.
- Funds borrowed internally are recognized at 4.32% (3-month BA rate as of September 01, 2006).

New Pupil Places and Primary Class Size

To implement the 'Timing of entitlement' policy for the calculation of Primary Class Size and new pupil places allocation, the revised estimates forms populate the data for both September and March from the School Facilities Inventory System (SFIS) based on information provided by boards through the New Facility Report. An automatic refresh of updated data is made overnight and reflected in EFIS once boards recalculate their submission in EFIS.

Upload Tables

Tables and upload data have been revised to reflect updated rural schools and distant schools and transitional capital adjustments that have been approved.

Other changes

The revised estimates forms reflect certain technical changes that are outlined in the detailed instructions guide and also include the funding for additional honoraria for trustees for 2006-07. The ministry is still in the process of reviewing the information submitted by boards on Primary Class Size pupil places and will not have completed the exercise before submission date of the revised estimates. The updated calculation will be reflected in the ministry reviewed version of the revised estimates submission on EFIS once the PCS capital approval process is completed.

Submission

Consistent with previous reporting cycles, a file naming convention will be implemented for submissions to the ministry under EFIS. The list of file names to be used is posted on the Financial Reporting website.

Revised estimates submissions via EFIS are due by November 30, 2006. An electronic copy of the excel based Appendix C should also be submitted by that date to the following mailbox:

revest@ontario.ca

Please send two signed copies of section 1 summary printed out from the active EFIS submission by the above due date to:

Ms. Diane Strumila
Project Manager, Grant Services
Transfer Payments and Financial Reporting Branch
21st Floor, Mowat Block
900 Bay Street
Toronto, Ontario M7A 1L2

Dataform E on excel is due by January 31, 2007. Boards should send an electronic copy of the file to their ministry finance officer for an upload of the data in the ministry reviewed version of the revised estimates submission on EFIS.

Late Filing

The policy on late filing will be applicable to the 2006-07 revised estimates. Where a board submits its revised estimates after November 30, 2006, its regular cash flow will be reduced by 50% for the December 2006 payment and to subsequent monthly transfer payments. Upon submission of the revised 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. No cash flow penalty will be applied to late submission of the program reporting file.

Contacts

For user/navigation assistance on EFIS, contact:

Sonja Kolar (416) 325-8585 or sonja.kolar@ontario.ca

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For log-in assistance, contact:

Mark Bonham (416) 325-8571 or mark.bonham@ontario.ca

For other questions on the revised estimates package, please contact your ministry finance officer.



Andrew Davis