

**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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**2006: SB24**

**MEMORANDUM TO:** Superintendents of Business

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

**DATE:** November 3, 2006

**SUBJECT:** 5-Month Capital Activity Report (April 1, 2006 to August 31, 2006)

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Similar to last year, to meet the requirements for consolidation of school boards into the province's financial statements, the Ministry is requesting a 5-Month Capital Activity Report for the period from April 1, 2006 to August 31, 2006. School boards are requested to report, using the Excel reporting template posted on the Financial Reporting Website, their capital asset activities (land and buildings only) for the 5-month period. Capital asset activities are to be reported in Schedules 15A-17D.

Once again this year, school boards are to engage their external auditors to perform specified procedures on some of the schedules in the 5-Month Capital Activity Report. The results of the review should be reported to the Ministry in the form of a specified procedures report.

A sample specified procedures report, entitled "Accountants Report with Respect to the Period from April 1, 2006 to August 31, 2006" is available on the Ministry website as noted below. This memorandum will also be sent to school boards' external auditors. However, to ensure receipt in all instances, school boards are asked to also forward to their auditors a copy of this memorandum.

Please note that the Tangible Capital Asset User Guide has not been amended to incorporate the new reporting requirements of pre-acquisition and pre-construction costs. Therefore, school boards are asked to refer to the Instructions Guide included as part of the excel package for the reporting of these types of costs relating to the April 1 to August 31, 2006 period.

Furthermore, Superintendents of Business will be receiving within the next day, via e-mail, a copy of their 7-month capital activities report in order for them to see changes made to their files by Ministry of Education staff and to enable boards to properly fill in the table at the bottom of schedule 3.

## Submission

A pre-populated reporting template for each school board for the 5-Month Capital Activity Report is available through the “B and SB Memoranda” link and the “Reporting Entity Project” link on the Ministry website at <http://tpfr.edu.gov.on.ca>

Please submit the following to the Ministry by **December 15, 2006**:

- Via e-mail
  - 5-Month Capital Activity Report; excel file to: [reporting.entity@ontario.ca](mailto:reporting.entity@ontario.ca)
- Hardcopy print-out of the following:
  - Summary Page from 5-Month Capital Activity Report
  - Signed Cover Page from the 5-Month Capital Activity Report

In addition, the school board Auditor is requested to submit the following to the Ministry by **January 15, 2007**:

- Hardcopy print-out of Specified Procedures Report
- Summary Page from 5-Month Capital Activity Report (on which the specified procedures were based)

The above documents are to be mailed to the attention of:

Phina Deal  
Transfer Payments & Financial Reporting Branch  
21<sup>st</sup> Floor, Mowat Block  
900 Bay Street  
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## Contacts

Questions relating to the completion of this 5-Month Capital Activity Report should be directed to:  
Doreen Lamarche at (613) 225-9210 ext. 113 ([Doreen.lamarche@ontario.ca](mailto:Doreen.lamarche@ontario.ca))  
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Andrew Davis

cc Directors of Education

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