

**Ministry of Education**  
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# Ontario

**2006: SB25**

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

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

**DATE:** November 16, 2006

**SUBJECT:** **2006-07 Revised Estimates for School Authorities  
(Isolate Boards)**

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I am pleased to inform you that the 2006-07 revised estimates forms for school authorities are now available on the ministry extranet site. School authorities can access the site at <http://tpfr.edu.gov.on.ca>.

Files containing instructions on getting started and on completing the forms are also provided on the extranet site.

### **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 (Data Form E) has been introduced in the revised estimates to implement an initial phase of program reporting.

Isolate boards will be asked to complete a modified version of this schedule. For 2006-07, isolate boards will be asked to report on parent involvement and community use of schools in the initial phase of the program reporting.

### **Other Changes**

The other changes are outlined in the instructions on completing the forms in the section “Summary of Changes”.

## **Submission of Financial Reports**

The due date for submissions is January 15, 2007. The electronic file of the revised estimates should be sent to the following ministry mailbox:

[revest.@ontario.ca](mailto:revest.@ontario.ca)

Please send two signed copies of the printouts of the revised estimates forms also due on January 15, 2007 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

## **Late Submissions**

The policy on late filing will be applicable to the 2006-07 revised estimates. Where a board submits its revised estimates after January 15, 2007, its regular cash flow will be reduced by 50% for the February 2007 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.

Should you have questions or concerns please feel free to contact your finance officer.



Andrew Davis

cc: Supervisory Officers