

**Ministry of Education**  
Transfer Payments and  
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**Ministère de l'Éducation**  
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**2007: SB23**

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

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

**DATE:** August 31, 2007

**SUBJECT:** 2006-07 Enrolment Confirmation for Financial Statements  
Purposes

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The purpose of this memorandum is to outline the process for the enrolment confirmation for financial statements this year.

I am pleased to note that school boards continue to make significant progress in submitting the 2006-07 ONSIS data for their schools with most district school boards completed or near completion. The goal of the ministry is to have an integrated approach between ONSIS and EFIS for enrolment review and financial reporting purposes. However, to accommodate some of the potential challenges in meeting timelines for financial statements using ONSIS for the first time, an application has been developed interfacing data from ONSIS and data feeding to EFIS. Boards will be able to review their data at a summarized level; any changes will be made through their Ministry Finance Officers as part of the enrolment review process. In extenuating circumstances, boards that are not 100% complete in submitting their ONSIS data for October and March will be able to enter aggregate data in this new enrolment confirmation application. This process is only an interim measure for 2006-07. For 2007-08 and subsequent years, enrolment data will be loaded into EFIS directly from ONSIS, with the enrolment review done through ONSIS.

The enrolment confirmation application will be made available to the sector early in September and the following timelines are planned:

- September 10                      Boards receive forms for 2006-07 Financial Statements.  
Enrolment confirmation application released; data from ONSIS for boards that have completed 100% of their schools will be loaded.
  
- September 11 - 24:              Boards data will be loaded in the enrolment confirmation application as boards complete their ONSIS submission during this period. If there are extenuating circumstances, enrolment can be completed through this application at the school level. However, ONSIS will still have to be completed and the data reconciled, no

later than October 10.

October 10: Ministry completes review and confirms enrolment by this date. Boards should also ensure that the data match the confirmed enrolment where changes are made as a result of the review process outlined above. The ministry will undertake a reconciliation of data from ONSIS and EFIS in the fall.

Boards are encouraged to complete their ONSIS submissions to avoid delay in their financial statements preparation and any consequential cash flow implication on late financial statements submissions. Incomplete ONSIS information or unreconciled information by October 10 could result in cash withholdings beginning in November.

These timelines are important to ensure a smooth process as boards proceed with the October 2007 submission in ONSIS and to ensure that the financial statements are submitted within the expected timeframe.

The confirmed enrolment will be integrated in Appendix C for the calculation of the top up, school foundation and distant schools/rural schools allocations. An overview of the enrolment review process which will include the web site address for the enrolment confirmation web application and general instructions will be provided upon release of the enrolment confirmation application in September.

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) or your Ministry Finance Officer.



Andrew Davis

cc Directors of Education