

Ministry of Education
Transfer Payments and
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2009:SB15

MEMORANDUM

TO: Business Administrators
Section 68 School Authorities

FROM: Andrew Davis
Director
Transfer Payments & Financial Reporting

DATE: April 23, 2009

SUBJECT: 2009-10 Estimates Forms for Section 68 School Authorities

2009-10 Estimates Forms

I am pleased to inform you that forms for the 2009-10 estimates for Section 68 School Authorities are now available. The excel forms, along with the instructions for completion, can be obtained from the Ministry's extranet site at <http://tpfr.edu.gov.on.ca>; click on the Estimates link on the home page.

The School Authorities estimates are due to the Ministry by June 30, 2009 so that the budget review can be completed and Ministry approval issued before the start of the school year. When the estimates are filed after this date, cash flow penalties may be implemented to reduce the school authority's regular cash flow 50%. Upon submission of the estimates, the ministry will revert back to the normal monthly payment process and will include the total amount withheld up to that point in the monthly payment.

The electronic version of the Estimates is to be e-mailed to Estimates.met@ontario.ca . In addition, two hard copy printouts, signed by the Chief Executive Officer, are to be mailed to the attention of:

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

If you have any questions related to the completion of the Estimates package, please contact Brenda Shaw at 1-800-265-4221 or (519) 667-1440 ext 254, or by e-mail at brenda.shaw@ontario.ca.

A handwritten signature in cursive script, appearing to read "Andrew Davis".

Andrew Davis