

Ministry of Education
Transfer Payments and
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2009: SB25

MEMORANDUM TO: Superintendents of Business and Finance

FROM: Andrew Davis
Director
Transfer Payments and Financial Reporting

DATE: July 2, 2009

SUBJECT: 2008-09 Enrolment Confirmation for Financial Statements
Purposes

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

The 2008-09 enrolment review process will use the same application developed in 2006-07 and the process is mainly unchanged. In summary, the process consists of importing data from OnSIS, which after being confirmed, is imported into EFIS to provide a review of board data at a summarized level. Historical data from previous years (2007-08 and 2006-07) can be viewed in the application in addition to the current year for comparative purposes.

To ensure this year's process is completed in a timely manner, the following steps should be followed:

- a) The first step is to complete the OnSIS data submission for the October 2008 and March 2009 collection periods. For the June 2009 collection, only those schools who have credit courses relating to the language allocation grants that begin after March 31 (usually quadmester courses) should be completed in order to have this data included in the Enrolment Review process. Unlike prior years, there is no process within the Enrolment Review application to input incomplete school data (data only comes from OnSIS).
- b) Corrections to data in the OnSIS system will be reflected in the Enrolment Review application on a daily basis. Data cannot be changed in the Enrolment Review application, therefore, all changes need to be done through OnSIS.
- c) Enrolment information should be ready for review by July 31, 2009. Please notify your ministry Finance Officer when your board is ready to have their enrolment data reviewed.

- d) The OnSIS data extract has undergone changes to address discrepancies identified over the last few years (eg. Age appropriate full time learners in JK/SK). As a result of these changes, it is not anticipated that the Enrolment Review application will need any adjustments to the OnSIS data. If there are any unforeseen changes needed, all requests for adjustments to data in the Enrolment Review for the 2008-09 school year will be critically reviewed by your ministry Finance Officer. Boards will have to provide sufficient documentation and reasons for the request.

TIMELINES:

The following are the key timelines associated with this year's process:

- The enrolment confirmation application will be made available by July 13 2009. Enrolment information should be ready for the Finance Officer's review by July 31, 2009.
- The Ministry will complete its review by August 21, 2009 for information submitted by the deadline.
- The 2008-09 Financial Statement forms containing the confirmed enrolment information will be available by August 29, 2009. The confirmed enrolment will be integrated in Appendix C for the calculation of the top up, school foundation and distant schools/rural schools allocations. Boards should endeavour to complete their OnSIS submissions by their due dates while working within these timelines to avoid delay in preparing financial statements.

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 July.

If you have any questions on the above, please contact Mark Bonham at (416) 325-8571 or mark.bonham@ontario.ca or your Ministry Finance Officer.



Andrew Davis