

**Ministry of Education**  
Financial Analysis and  
Accountability Branch

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**Ministère de l'Éducation**  
Direction de l'analyse et de la  
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**2010: SB4**

**MEMORANDUM TO:** Superintendents of Business and Finance  
Secretary Treasurers of School Authorities

**FROM:** Andrew Davis  
Director  
Financial Analysis and Accountability Branch

**DATE:** February 12, 2010

**SUBJECT:** Calculation of 2009-10 Continuing Education and Day School  
Independent Study ADE and Continuing Education Excel Based  
Registers

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The procedures for compiling and reporting Continuing Education and Independent Study Equivalent Average Daily Enrolment, for purposes of the 2009-10 Financial Statements, remain unchanged.

As in previous years, school boards are required to complete the applicable Course Lists for Grant Purposes and Enrolment Summary, using the appropriate ministry registers as the source for the data reported for funding purposes. However, school boards are not required to file these forms with the ministry.

The Course Lists are an important part of the Continuing Education and Independent Study enrolment audit trail and accordingly must be retained for ministry audit purposes. The minimum retention period for these forms is the current plus previous school board fiscal year. Retention beyond this minimum period is in accordance with the board's record management program as specified in subsection 171(1) (38) of the Education Act.

Excel spreadsheet versions of the course lists and the applicable instructions in Microsoft Word are available on the Financial Analysis and Accountability Branch extranet site at <http://tpfr.edu.gov.on.ca> in the Pupil Enrolment section.

The ministry finance officer assigned to your board is available to assist you with any questions or concerns you may have about these procedures.

In order to improve the accuracy and accountability of funding enrolment data and ease the administration burden of School Boards, the ministry is currently developing and testing excel based Continuing Education and Independent Study enrolment registers. It is expected that these registers will be available for use by School Boards starting this fall and it is expected, over the long term, that these excel registers will replace the paper versions of the registers.

If your board is interested in assisting in the testing of Continuing Education electronic registers please contact Tim Gallivan at [timbo.gallivan@ontario.ca](mailto:timbo.gallivan@ontario.ca) or by telephone (416)-314-0642.

Thank you for your co-operation.



Andrew Davis

cc: Directors of Education