

Ministry of Education
Financial Analysis and
Accountability Branch

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Ministère de l'Éducation
Direction de l'analyse et de la
responsabilité financières

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2010: SB13

MEMORANDUM TO: Superintendents of Business

FROM: Andrew Davis
Director
Financial Analysis and Accountability Branch

DATE: March 31, 2010

SUBJECT: March 31, 2010 Financial Reporting Requirements

As in previous years, the March Report is required from the school boards in order for the ministry to meet the province's requirements to consolidate broader public sector organizations into the audited financial statements. The objective of the 2010 March Report is to capture the asset and liability account balances as of March 31, 2010, 7 month revenues and expenses, supplementary notes information, government reporting entity inter-organizational balances, and finally the 7-month capital activity.

A) 7-Month Period Report (September 2009 to March 2010) – March report

Overall, reporting requirements for the March Report which includes the Ministry Prescribed Working Paper and the EFIS schedules remain largely consistent with the previous year. However, boards should review the "Summary of Changes for 2010 March Report" section of the instruction document before starting their work on the March Report.

Boards are reminded to retain records of the March 31, 2010 general ledger and subledger accounts as well as other applicable records and documentation as at March 31, 2010 that support specified adjustments for the Ministry Prescribed Working Paper – for example, salaries expense calculation and the determination of accrued vacation balance as at March 31, 2010.

B) 7-Month Capital Activity Report

Boards are required to report 7-month capital activity including amortization and gain on sale calculation in Schedule 22 – Tangible Capital Asset Continuity Schedule of EFIS submission. Detailed 7 month capital activity report (Excel Reporting Template) is no longer required. However, boards should keep a detailed listing of the assets that contains the balance and activity information which supports schedule 22.

C) Specified Procedures Report

School boards are required to engage their external auditors to perform specified procedures on some of the schedules relating to the March 31, 2010 Financial Reporting Requirements. Some changes have been made to the specified procedures as a result of the introduction of schedule 22. The results of the review should be reported to the Ministry in the form of a specified procedures report.

A sample specified procedures report, entitled “Accountants’ Report with Respect to the Period from September 1, 2009 to March 31, 2010”, is available on the Ministry website as noted below.

This memorandum will also be sent to the school boards’ external auditors. However, to ensure receipt in all instances, school boards are asked to also forward to their auditors a copy of this memorandum.

The specified procedures report is due by May 21, 2010 and must be submitted to the Ministry **by the school board**.

Submission

The detailed instructions on the March reporting on EFIS and Ministry prescribed working paper are available through the “Consolidation Reporting” link on the Ministry website at <http://faab.edu.gov.on.ca/>

The following which are an integral part of the March reporting package must be submitted **by the school board** to the Ministry by May 14, 2010:

- March report (via EFIS)

Hardcopy print-out of the following must also be submitted:

- Specified Procedures Report
- Prescribed Working Paper
- Signed Management Representation Report (from EFIS)

All of the aforementioned hard copy submissions are to be mailed to the attention of:

Soundari Vigneshwaran
Business Analyst
Financial Analysis and Accountability Branch
21st Floor, Mowat Block
900 Bay Street
Toronto, Ontario M7A 1L2

Late Submissions

Because of the critical timelines for meeting the requirements of the 2009/10 public accounts, the ministry will not be able to extend the above timeline. Where a board submits the above reports after May 14, 2010, its regular cash flow will be reduced by 50% for the June 2010 payment and to subsequent monthly transfer payments. Upon submission of the required reports, 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.

Contacts

Questions relating to the March 31, 2010 report instructions should be directed to: Soundari Vigneshwaran at (416) 326-9168 (soundari.vigneshwaran@ontario.ca) or Andrew Yang at (416) 325-4212 (andrew.yang@ontario.ca)

For user/navigation assistance on EFIS, contact:
Andrew Yang (416) 325-4212 (andrew.yang@ontario.ca)

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For login assistance, contact:
Mark Bonham (416) 325-8571 (mark.bonham@ontario.ca)



Andrew Davis

cc: Directors of Education