

Ministry of Education
Financial Analysis and
Accountability Branch
21st Floor, Mowat Block
900 Bay Street
Toronto, Ontario M7A 1L2
Tel.: (416) 327-9356
Fax: (416) 325-2007
Email: Andrew.Davis@Ontario.ca

Ministère de l'Éducation
Direction de l'analyse et de la
responsabilité financières
21^e étage, édifice Mowat
900, rue Bay
Toronto, Ontario M7A 1L2
Tél. : (416) 327-9356
Télé.: (416) 325-2007
Courriel: Andrew.Davis@Ontario.ca



2010: SB35

MEMORANDUM TO: Superintendents of Business and Finance

FROM: Andrew Davis
Director
Financial Analysis and Accountability Branch

DATE: July 13, 2010

SUBJECT: 2009-10 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 2009-10 enrolment review process will use the same application developed in 2008-09 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 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 2009 and March 2010 collection periods. For the June 2010 collection, only those schools who have credit courses relating to the language allocation grants that begin after March 31 (usually quadmester courses) will need to be completed in order to have this data included in the Enrolment Review process.
- 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 Ministry review by July 30, 2010. Please notify your ministry Finance Officer when your board is ready to have their enrolment data reviewed.

- d) 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 2009-10 school year will be 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 is now available for boards to use. Enrolment information should be ready for the Finance Officer's review by July 30, 2010.
- The Ministry will complete its review by August 20, 2010 for information submitted by the deadline.
- The 2009-10 Financial Statement forms containing the confirmed enrolment information will be available by August 20, 2010. 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 shortly following this memorandum.

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