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2011: SB11

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

FROM: Andrew Davis
Director
Financial Analysis and Accountability Branch

DATE: April 20, 2011

SUBJECT: Calculation of 2010-11 Continuing Education and Day
School Independent Study ADE

I am writing to you about the changes to procedures for compiling and reporting Continuing Education and Independent Study Equivalent Average Daily Enrolment, for purposes of the 2010-11 Financial Statements. As in previous years, school boards are required to complete the Course Lists for Grant Purposes and Enrolment Summary, using the appropriate ministry registers as the source for the data reported for funding purposes. These can be found at <http://faab.edu.gov.on.ca/Enrolment.htm>.

Beginning this school year, boards will be required to submit the Course Lists to the Ministry in the fall as part of the enrolment confirmation process. Our preference for 2010-11 is that the information be submitted in the Microsoft Excel version of the course list, although this will not be a requirement until the 2011-12 school year. Boards that encounter technical difficulties concerning this submission are encouraged to contact the Ministry staff below.

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.

We would also appreciate your help in understanding the practices in use by boards to record information about continuing education programs and attendance. To this end, attached is a survey that we would appreciate having returned by May 27, 2011. The information obtained from this survey will be used to develop a process to phase out paper based enrolment registers.

The Finance Officer assigned to your board is available to assist you with any questions or concerns you may have about these procedures. You may also contact Abby Dwosh at abby.dwosh@ontario.ca or Nicholas Grieco at nicholas.grieco@ontario.ca. Please submit your Course Lists and survey by email to Nicholas Grieco. Thank you for your co-operation.



Andrew Davis

cc: Directors of Education