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2011:SB19

**MEMORANDUM**

**TO:** Business Administrators  
Section 68 School Authorities

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

**DATE:** June 3, 2011

**SUBJECT:** 2011-12 Estimates Forms for Section 68 School Authorities

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I am pleased to inform you that the 2011-12 Estimates forms for Section 68 School Authorities are now available. The excel forms, along with the instructions for completion, can be obtained from the Ministry's extranet site at <http://faab.edu.gov.on.ca>; click on the Estimates link on the home page.

The Estimates are due to the Ministry by July 29, 2011 so that the budget review can be completed and Ministry approval issued before the start of the school year. In the event that the Estimates are filed after this date, cash flow penalties may be implemented to reduce the school authority's regular cash flow by 50%. Upon submission of the Estimates, the Ministry will revert back to the normal monthly payment process and will include the total amount withheld up to that point in the monthly payment.

This year we will also be providing each Authority with a pre-loaded template which will produce a Variance Report comparing the 2011-12 budget by category to the 2010-11 approved budget. Providing explanations of significant variances as part of the budget submission will greatly facilitate the approval process.

The electronic version of the Estimates and variance report are to be e-mailed to [Estimates.met@ontario.ca](mailto:Estimates.met@ontario.ca). In addition, two hard copy printouts, signed by the Chief Executive Officer, are to be mailed to the attention of:

Diane Strumila  
Project Manager Grant Services  
Financial Analysis & Accountability Branch  
21st Floor, Mowat Block, 900 Bay Street  
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If you have any questions related to the completion of the Estimates package, please contact Emily Wells at (416) 326-1155 or [emily.wells@ontario.ca](mailto:emily.wells@ontario.ca).



Andrew Davis  
Director  
Financial Analysis and Accountability Branch