

**2011: SB23**

**MEMORANDUM TO:** Superintendents of Business and Finance

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

**DATE:** July 29, 2011

**SUBJECT:** 2010-11 Enrolment Confirmation for Financial Statements  
Purposes

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The purpose of this memorandum is to outline the process for the enrolment confirmation for financial statements this year.

The 2010-11 enrolment review process will use the same application developed in 2009-10 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 2010 and March 2011 collection periods. For the June 2011 collection, only those schools who have credit courses relating to the language allocation grants that begin after March 31 (usually quadmester courses) should be completed in order to have this data included in the Enrolment Review process. Unlike prior years, there is no process within the Enrolment Review application to input incomplete school data (data only comes from OnSIS).
- 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 August 15, 2011. 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 2010-11 school year will be critically 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 available; enrolment information should be ready for the Finance Officer's review by August 15, 2011.
- The Ministry will complete its review by September 2, 2011 for information submitted by the deadline.
- The 2010-11 Financial Statement forms containing the confirmed enrolment information will be available by the first week of September, 2011. 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 complete their OnSIS submissions by their due dates while working within these timelines to avoid delay in preparing financial statements.
- Please also note that school boards are required to submit the 2010-11 continuing education course lists for grant purposes, as indicated in memorandum 2011: SB11.

An overview of the enrolment review process which will include the web site address for the enrolment confirmation web application and general instructions will accompany this memo.

If you have any questions on the above, please contact Mark Bonham at (416) 325-8571 or [mark.bonham@ontario.ca](mailto:mark.bonham@ontario.ca) or your Ministry Finance Officer.



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