

Ministry of Education

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Ministère de l'Éducation

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**2014: SB14**

MEMORANDUM TO: Business Administrators
Section 68 School Authorities

FROM: Marie Li
Director
Financial Analysis and Accountability Branch

DATE: **May 15, 2014**

SUBJECT: **2014-15 Estimates Forms for Section 68 School
Authorities**

I am pleased to inform you that the 2014-15 Estimates forms for Section 68 School Authorities are now available. The Excel forms, along with the instructions for completion and a pre-loaded template which will produce a Variance Report comparing the 2014-15 budget by category to the 2013-14 approved budget, 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 15, 2014 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.

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

Doreen Lamarche
Project Manager
Financial Analysis & Accountability
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If you have any questions related to the completion of the Estimates package, please contact Brenda Shaw at (519) 667-2040 or brenda.shaw@ontario.ca.

Original signed by

Marie Li
Director
Financial Analysis and Accountability Branch