

Ministry of Education

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**2014: SB17**

MEMORANDUM TO: Superintendents of Business and Finance

FROM: Marie Li
Director
Financial Analysis and Accountability Branch

DATE: **July 28, 2014**

SUBJECT: **2013-14 Enrolment for Financial Statements Purposes**

The purpose of this memorandum is to outline the process that will be followed for enrolment from the OnSIS system to be applied to the financial statements this year.

As a result of the recent implementation of EFIS 2.0, the Ministry is making some changes to the process on how OnSIS enrolment data is loaded into the EFIS financial statements. The enrolment review process that has been used for a number of years in EFIS 1.0 has been discontinued for the 2013-14 school year. OnSIS data will now be loaded directly into EFIS 2.0. Consistent with prior years, boards are responsible to ensure that the enrolment data reported in their EFIS financial statements are accurate. A review on the enrolment data will be conducted by ministry finance officers during the course of their financial statements review.

To ensure this year's process is completed in a timely manner, the following steps should be performed by boards:

- a. The first step is to complete the OnSIS data submission for the October 2013 and March 2014 collection periods as soon as possible. The June 2014 collection period only applies to those schools who have credit courses relating to the language allocation grants that begin after March 31 (usually quadmester courses). The June 2014 should be completed, if applicable, to have this data included in the financial statements.
- b. Enrolment data from OnSIS should be reviewed to ensure completeness and accuracy. Boards can use board summary reports from the OnSIS system to

review enrolment data, which will appear in the data extracted for the financial statements. These reports are listed in the Reports section of OnSIS (Category : Board Summary, Sub-Category : Board Summary, VFBRD-PUBTPFR.00 - Board Summary Reports).

- c. The OnSIS data that is loaded into EFIS should be reflective of the enrolment data imported from the board's enrolment system. In general, all adjustments/updates from boards should be made through OnSIS. However, if unforeseen adjustments that cannot be made through OnSIS (e.g. due to incorrect application of business rules) are required, all requests for adjustments to the data for the 2013-14 school year should be submitted to your ministry finance officer. As well, boards should copy the OnSIS support team (via email: onsis_sison@ontario.ca) on their request. Boards are asked to provide sufficient documentation and reasons with the request for the finance officer's review. Once the Finance Officer has provided approval for the data correction the board will submit the data correction request through the Data Collection > Data Correction > Request Data Correction menu of the OnSIS application.

TIMELINES:

It is anticipated that the financial statements will be made available by early September. Enrolment data will be extracted on a nightly basis and applied in EFIS 2.0 for 10 business days after the release of the financial statements when the data will be locked down. Boards should review the data in their financial statements to ensure completeness and accuracy prior to the cut-off.

Enrolment data will be viewable through a number of screens within the financial statements application. Regular day school enrolment data will only be applied to SFIS records that were identified as part of the School Level Data Verification process (please refer to 2013:SB37 memo). The ministry will assist boards in identifying and establishing SFIS records which may have been missed in this process.

TRANSFER PAYMENT INFORMATION

For the implementation of EFIS 2.0, changes to the Transfer Payment system will be made over a period of time. Boards will continue to access transfer payment information in the EFIS 1.0 application until further notice.

If you have any questions on the above, please contact your Ministry Finance Officer.

Original signed by

Marie Li
Director