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**2015: SB15**

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

**FROM:** Marie Li  
Director  
Financial Analysis and Accountability Branch

**DATE:** June 4, 2015

**SUBJECT:** **2015-16 Estimates Forms for Section 68 School Authorities**

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I am pleased to inform you that the 2015-16 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 2015-16 budget by category to the 2014-15 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.

Under subsection 21(10) of the School Boards Collective Bargaining Act (SBCBA), boards, including the Section 68 school authorities, are required to pay a fee to a trustees' association that represents the school board. To receive the funding Section 68 School Authorities need to report the payment in Schedule 10 of the Estimates forms. For further details on the payment and amount, please refer to the instructions document.

The Estimates are due to the Ministry by July 31, 2015 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](mailto:Estimates.met@ontario.ca). Paper documents are no longer required to be mailed to the Ministry. In the same email please include a PDF copy of the Certificate signed by the Chief Executive Officer. Please do not insert any of the attachments on the body of the email. To facilitate the management of our electronic filing boards are asked to include the following text in the subject line of the email “2015-16 Estimates Supporting Documentation – S68 Name”.

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](mailto:brenda.shaw@ontario.ca).

*Original signed by*

Marie Li  
Director  
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