

Ministry of Education

Financial Analysis and Accountability
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2015: SB21

MEMORANDUM TO: Superintendents of Business

FROM: Marie Li
Director
Financial Analysis and Accountability Branch

DATE: **August 18, 2015**

SUBJECT: **2014-15 Enrolment for Financial Statements Purposes**

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

Similar to last year, OnSIS data will be loaded directly into EFIS 2.0. 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 process.

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 2014 and March 2015 collection periods as soon as possible. The June 2015 collection period only applies to those schools that have credit courses funded under the language allocation grants that begin after March 31 (usually quadmester courses). The OnSIS data submission for these should be completed so that they are also 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. 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 must be made through OnSIS. However, if unforeseen adjustments cannot be made through OnSIS (e.g. due to incorrect application of business rules) boards must request adjustments to the data for the 2014-15 school year to their ministry finance officer and forward a copy of the request to the OnSIS support team (via email: onsis_sison@ontario.ca). Boards are asked to provide sufficient documentation and reasons with the request. 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.

Please note the aforementioned process does not apply to enrolment for Continuing Education, Summer School and Prior Learning Assessment and Recognition (PLAR) which will remain as an input field in EFIS.

TIMELINES:

It is anticipated that the financial statements will be made available by early September. Enrolment data will be extracted from OnSIS and applied in the EFIS financial statements on a daily basis until September 30 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 2014:SB30 memo). The ministry will assist boards in identifying and establishing SFIS records which may have been missed in this process.

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

Original signed by:

Marie Li
Director