

Ministry of Education
Financial Analysis and
Accountability Branch
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Ministère de l'Éducation
Direction de l'analyse et de la
Responsabilité financières
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Toronto, Ontario M7A 1L2



2016: SB11

MEMORANDUM TO: Superintendents of Business

FROM: Med Ahmadoun
Director
Financial Analysis and Accountability Branch

DATE: April 1, 2016

SUBJECT: March 31, 2016 Financial Reporting Requirements

As in previous years, the March Report is required from school boards to consolidate broader public sector organizations into the province's audited financial statements. The objective of the 2016 March Report is to capture the asset and liability account balances as of March 31, 2016, 7-month revenues and expenses, supplementary notes information, government reporting entity inter-organizational balances, and finally the 7-month capital activity.

March Report (September 2015 to March 2016)

The reporting requirements for the 7-month period March Report are very similar to the forms released last year on the EFIS 2.0 platform. Boards should review the "Summary of Changes for 2016 March Report" section of the instruction document before starting their work on the March Report. Generally, the schedules have been updated to correspond to the 2014-15 financial statements and 2015-16 revised estimate forms. The main changes this year are listed below:

- Schedule 20S – Supplementary Information and Notes to the Financial Statement now has a confirmation tab. Boards are required to confirm the schedule was reviewed before submission.
- Schedule 21E – Deferred revenues has been updated to include lines for the Student Achievement Envelope, OLE Grants and Proceeds of Disposition –

regular. The name of line 2.4.1 is changed to School Condition Improvement (SCI) – Old. All new SCI funding will flow through Schedule 23, 7-Month Capital Grant Room. SCI that is currently in deferred revenue will remain there until it is used, but no further amounts will be added.

- Schedule 23 – 7-Month Capital Grant Room is modified to include three new funding sources: Child Care Capital, New School Condition Improvement Restricted (80%) and Unrestricted (20%). Corresponding changes are made to the input sub-schedules, including a new page to record detailed SCI and School Renewal expenditures and a new page to record detailed Child Care Capital expenditures.
- The funding formula in Schedule 25 – Full Day Kindergarten Accommodation Allocation Continuity is updated to remove the first-time equipping allocation, consistent with the 2015-16 revised estimates package.

The detailed instructions on the March Report are available through the “Consolidation Reporting” link on the [Ministry website](#). Boards are reminded to retain records of the March 31, 2016 general ledger and sub-ledger accounts, as well as other applicable records and documentation that support specified adjustments on Schedules 19 and 20. Boards should also keep a detailed listing of the assets that support Schedule 22 (i.e. balance and activity information).

Specified Procedures Report

Consistent with prior years, school boards are required to engage their external auditors to perform specified procedures on some of the schedules relating to the March 31, 2016 financial reporting requirements. The results of the review should be reported to the Ministry in the form of a specified procedures report. A sample specified procedures report, entitled “Accountants’ Report with Respect to the Period from September 1, 2015 to March 31, 2016”, is available on the [Ministry website](#) through the “Consolidation Reporting” link.

This memorandum will also be sent to the school boards’ external auditors. However, to ensure receipt in all instances, school boards are asked to also forward to their auditors a copy of this memorandum. No substantive changes have been made to the report this year.

Submission

March report submissions via EFIS are due by **May 16, 2016**. The Specified Procedures Report and the signed Management Representation Report (printed from EFIS) must also be submitted to the Ministry by the school board by **May 23, 2016**. Please e-mail PDF versions of the three documents above to reporting.entity@ontario.ca, using the

subject "2015-16 March Report - <2-digit board number> <board name>". For example, "2015-16 March Report - 12 Toronto DSB". Please use the following naming convention for the PDF files:

- <2-digit board number><board name> 2015-16 Specified Procedures Report
 - Ex. "12 Toronto DSB 2015-16 Specified Procedures Report"
- <2-digit board number><board name> 2015-16 Management Representation
 - Ex. "12 Toronto DSB 2015-16 Management Representation"

Late Submissions

Due to the critical timelines for meeting the requirements of the 2015-16 public accounts, the Ministry will not be able to extend the above timeline. Where a board submits the above reports after the dates specified, its regular cash flow may be reduced by 50% for the June 2016 payment and for subsequent monthly transfer payments. Upon submission of the required reports, the Ministry will revert back to the normal monthly payment process and will include in the monthly payment the total amount withheld up to that point.

Contacts

For user/navigation assistance on EFIS, questions about the March 2016 report and the external accountant's report, please contact:

- Elizabeth Sinasac at (416) 325-8527 (elizabeth.sinasac@ontario.ca),
- Patrick Pelletier at (416) 325-3314 (patrick.pelletier@ontario.ca), or
- Andrew Yang at (416) 325-4212 (andrew.yang@ontario.ca)

For user id login and password assistance, contact:

- EFIS Support at (416) 326-8307 or efis.support@ontario.ca

Original signed by

Med Ahmadoun
Director
Financial Analysis and Accountability Branch

cc: Directors of Education
School Board Auditors