

Ministry of Education
Financial Analysis and
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2016: SB17

MEMORANDUM TO: Business Administrators
Section 68 School Authorities

FROM: Med Ahmadoun
Director
Financial Analysis and Accountability Branch

DATE: **June 16, 2016**

SUBJECT: **2016-17 Estimates Forms for Section 68 School
Authorities**

2016-17 Estimates Forms

I am pleased to inform you that the 2016-17 Estimates forms for Section 68 School Authorities are now available. Please find attached the Excel forms, along with the instructions for completion and a pre-loaded template which will produce a Variance Report comparing the 2016-17 budget by category to the 2015-16 approved budget.

As you are aware, the ministry and the education sector have reached labour agreements over the past several months. At present, all groups have reached central ratified agreements; however, some groups are in the process of being ratified locally. For the purposes of preparing the 2016-17 Estimates, boards are asked to include projected compensation increases for all staffing groups in their budgeted expenditures.

As a reminder, under the *School Boards Collective Bargaining Act* (SBCBA) boards are provided with the funding necessary to support the labour relations activities of their respective trustees' associations. The Section 68 School Authorities have been provided with the funding of \$1,000 each to be submitted to their Trustee Association by October 15, 2016. To receive the funding the Section 68 School Authorities need to report the payment in Schedule 10 of the Estimates forms.

Submission of Financial Reports

The Estimates are due to the Ministry by July 31, 2016 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. 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 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 "2016-17 Estimates Supporting Documentation – S68 Name".

Contacts

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

Med Ahmadoun
Director
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