

**Ministry of Education**  
Financial Analysis and  
Accountability Branch  
900 Bay Street  
20<sup>th</sup> Floor, Mowat Block  
Toronto, ON M7A 1L2

**Ministère de l'Éducation**  
Direction de l'analyse et de la  
responsabilité financières  
900, rue Bay  
20<sup>e</sup> étage, édifice Mowat  
Toronto ON M7A 1L2



**2016: SB35**

**MEMORANDUM TO:** Senior Business Officials

**FROM:** Med Ahmadoun  
Director  
Financial Analysis and Accountability Branch

**DATE:** **November 2, 2016**

**SUBJECT:** **2016-17 Revised Estimates (District School Boards)**

---

I am pleased to inform you that the 2016-17 Revised Estimates, related guides and instructions are now available through the Revised Estimates link on the “Reporting to the Ministry” section of the Financial Analysis and Accountability Branch (FAAB) website at <https://efis.fma.csc.gov.on.ca/faab>

Please submit your 2016-17 Revised Estimates through EFIS 2.0 at <https://efis.fma.csc.gov.on.ca/workspace/index.jsp>. Files that will assist boards in completing their Revised Estimates have been posted on the “Reporting to the Ministry” section of the FAAB website.

**NOTICE:**

Some plans and proposals set out in this memo can take effect only if regulations are made by the Lieutenant Governor in Council under section 234 of the Education Act. Such regulations have not yet been made. Therefore the content of this memo should be considered to be subject to such regulations, when and if made.

The forms contain a number of changes, some of the key ones include:

**Community Hubs**

The ministry announced \$50 million funding for community hub in memorandum 2016: B 18. The funding to the boards will be paid twice a year in a similar way as School Condition Improvement allocation and boards are asked to report the expenditures in VFA.

## **Capital funding for Child Care and Child and Family Support Programs**

The Revised Estimates forms include the new capital funding announced for Child Care Capital and Child and Family Support Programs, boards are asked to submit project approval requests as per memorandum 2016:B11. All projects under these two allocations are shown under Schedule 3.2 – Child Care Capital where boards will report the related expenditures.

## **New Renewal Funding**

As per memorandum 2016: B13, the ministry has announced that it is committing an additional \$1.1 billion in renewal funding to school boards for the 2015-16 and 2016-17 school years to keep schools in a state of good repair. The new funding will supplement the Ministry's existing funding programs – School Condition Improvement (SCI) funding and the School Renewal Allocation (SRA). The Revised Estimates forms have been updated to reflect the new funding and reporting of expenditures.

## **Reporting of Benefit Trusts Costs and Funding**

The transition year for school boards to move the administration of employee health, life and dental benefits to the provincial benefit trusts is 2016-17. The ministry has communicated the required contribution to the benefit trusts for each board and the additional funding to each board to make such contributions. Details of these amounts can be found in the individualized letters provided to each board on October 14th titled: "Monthly Payment Amounts for the Employee Life and Health Trusts". Schedule 10F in the EFIS forms has been modified to combine the employee health, dental and life insurance benefits into one column, boards should report both the premium expenses paid to the insurance provider before the transition to the trusts and the new contribution amounts to the trusts in this column.

## **Reporting of reserves transfer back to school boards on termination of the existing benefit plans**

As was previously communicated in the memorandum 2016: SB13, when school boards terminate their benefit plans with their existing insurance carriers and join the provincial benefit trusts, any remaining reserves, (e.g. Claims Fluctuations reserves), depending on the funding source of reserve, may be transferred back to the school boards. These reserves, if not already accounted for in the school board's financial reports, should be accrued as revenues in the 2016-17 school year to the extent that it can be reasonably estimated and would be included as part of the school boards' accumulated surplus. However, where there is an active grievance relating to these reserves or a portion thereof by a bargaining unit of a board, the board is advised to internally restrict the amount until the grievance is settled.

## **Ministry Approval for In-Year Deficit**

Please be reminded that in accordance with section 231 of the Education Act, school boards must seek the Minister's approval for an in-year deficit that exceeds the lesser of

1) the accumulated surplus available for compliance from the preceding year or 2) one percent of the board's operating allocation. The approval from the Ministry must be obtained at any point during the fiscal year when it becomes known to the board that its projected in-year deficit will exceed the threshold set out in section 231 of the Education Act. A new Ministry approval is required if the projected in-year deficit has increased from any previously approved amounts related to the same school year.

The deficit approval form can be found under the Input and Results folders of the task list, which is prepopulated with most of the required data elements. Boards are only required to input the explanation for the deficit.

The details on the process for requesting Ministry approval is described in the 2016-17 Revised Estimates instructions document.

## **Submission of Financial Reports**

### ***Revised Estimates***

Please submit electronically by December 15, 2016 a copy of:

- Certificate of the Director of Education
- Compliance Report
- Schedules 9, 10 and 10ADJ
- Section 1A summary;

Only the Certificate from the Director of Education in the aforementioned documents requires the signatures from the Director of Education.

The documents should be saved in pdf file format and submitted as an attachment to the following email: [revest@ontario.ca](mailto:revest@ontario.ca)

The file name used should follow the [naming convention](#) specified on the FAAB website and boards are asked to include the following text in the subject line of the email "2016-17 Revised Estimates Supporting Documentation – DSB ##".

### ***Late Submissions***

The policy on late filing will be applicable to the 2016-17 Revised Estimates. Where a board submits its Revised Estimates after December 15, 2016, its regular cash flow will be reduced by 50%. Upon submission of the Estimates, 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 questions on the Revised Estimates package, please contact your Ministry Financial Analyst. The complete listing of the Financial Analysts and their contact information can be found on the FAAB website under the “Contact Us” section at [https://efis.fma.csc.gov.on.ca/faab/Contact\\_Us.htm](https://efis.fma.csc.gov.on.ca/faab/Contact_Us.htm)

For login assistance, contact:

Name	Phone	Email
EFIS Support	N/A	<a href="mailto:efis.support@ontario.ca">efis.support@ontario.ca</a>

For user/navigation assistance on EFIS, contact:

Name	Phone	Email
Stevan Garic	(416) 327-0697	<a href="mailto:Stevan.Garic@ontario.ca">Stevan.Garic@ontario.ca</a>
Emily Wells	(416) 325-2036	<a href="mailto:Emily.Wells@ontario.ca">Emily.Wells@ontario.ca</a>
Ruby Hou	(416) 325-2052	<a href="mailto:Ruby.KexinHou@ontario.ca">Ruby.KexinHou@ontario.ca</a>
Martin Fry	(416) 327-9061	<a href="mailto:Martin.Fry@ontario.ca">Martin.Fry@ontario.ca</a>
Mark Bonham	(416) 325-8571	<a href="mailto:Mark.Bonham@ontario.ca">Mark.Bonham@ontario.ca</a>

*Original signed by*

Med Ahmadoun  
Director  
Financial Analysis and Accountability Branch

cc: Directors of Education  
Boards' Finance Managers