

**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



**2017: SB09**

**MEMORANDUM TO:** Superintendents of Business

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

**DATE:** April 21, 2017

**SUBJECT:** **2017-18 Estimates**

---

I am pleased to inform you that the 2017-18 Estimates and instructions detailing the changes for this year are now available through the Estimates link on the [Financial Reporting website](#).

**NOTICE:**

Some of the elements and proposals set out in this memo can only take effect if certain regulations are made by the Lieutenant Governor in Council under 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, if and when made.

The forms implement the GSN changes announced in memorandum 2017:B04 and contain a number of changes, some of the key ones include:

- An increase of 1.5 per cent in the salary benchmarks for unionized and non-unionized staff, except for principals, vice-principals and Directors of Education. In addition, one-time funding is included in the Qualification and Experience allocation related to professional development which is equivalent to 0.5 per cent increase of salary benchmarks for these staff.
- Local Priorities Fund (LPF) under Learning Opportunities allocation to address a range of local education priorities, such as more special education staffing to support children in need, “at risk” students and adult education.

- Human Resource Transition Supplement under School Board Administration and Governance allocation to help boards manage the collective agreements.
- Capital schedules (Schedule 3) have been updated to include reporting of expenditures related to the Greenhouse Gas Reduction initiative as communicated in the 2017: SB08 memorandum.

Please refer to the B04 memo to review other changes made to the GSN funding for 2017-18.

### **Reporting of benefits trust contributions**

Most of the sector's employees benefit plans will have transferred to the provincial benefit trusts in 2016-17; however, there will still be some employees' benefits plans that will now transfer in 2017-18. The EFIS form on employee benefits, Schedule 10F, has been updated to reflect this transitional year and will require boards to separately report the expenses for contributions to the benefits trusts and expenses for the school board administered benefit plans.

### **Remaining New Pupil Places and Good Places to Learn Funding Balances**

As noted in the memorandum 2016: SB13, starting in the 2016-17 school year, the ministry is converting any remaining New Pupil Places and Good Places to Learn balances into capital grants in an effort to simplify the administration of capital funding programs.

Ministry staff have undertaken a detail project review of the remaining balances and board staff were contacted during this review process. Boards will be informed shortly on the transfer amount.

In addition, capital schedules (Schedule 3) in EFIS and the Amount of Capital Priority Projects table in the 2016-17 GSN Regulation will be amended to include projects with outstanding NPP and GPL balances (unencumbered capital funding will only be reflected in EFIS). As with other amounts in this table, cash payments will be made to boards twice a year based on reported expenditures with the ministry funding any short-term interest expenses related to these expenditures on a semi-annual basis.

Furthermore, any outstanding balance of GPL renewal funding will not be converted into capital grants. Boards have until August 31, 2017 to spend any remaining amounts.

### **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 any 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. Boards should seek ministry approval prior to the final board's approval of the budget. If, at any point during the fiscal year, 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*, the board must obtain deficit approval from the ministry. A new approval from the ministry is also required if the projected in-year deficit has increased from the previous approved amount.

The details on the process for requesting ministry approval is described in the 2017-18 Estimates instructions document.

## **Training video for 2017-18 Estimates forms**

The ministry has prepared a training video which highlights the major changes made to the 2017-18 Estimates forms this year. The video is available for download in EFIS under the training video folder in the S1718EST application. If you, or your staff, require further clarification on the materials presented in the video, please contact your ministry financial analyst. The ministry will also gather and post any questions and answers on the Q&A link in the FAAB website.

## **Submission**

Boards are required to submit their 2017-18 Estimates by **June 30, 2017** through [EFIS](#).

A complete submission includes a copy of the following electronic documents from the active EFIS submission:

- Certificate from the Director of Education;
- Compliance Report;
- Schedule 9;
- Schedule 10;
- Schedule 10ADJ;
- Section 1A summary (all pages)

The documents should be sent as a PDF file by email to [estimates.met@ontario.ca](mailto:estimates.met@ontario.ca) as an attachment and should not be directly inserted into the body of the email.

Only the Certificate from the Director of Education in the aforementioned documents requires the Director of Education's signature. The file name used should follow the naming convention specified on the [Financial Reporting website](#).

To facilitate the management of our electronic filing boards are asked to include the following text in the subject line of the email "2017-18 Estimates Supporting Documentation – DSB ##".

