

Ministry of Education
Labour and Finance
Implementation Branch
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Ministère de l'Éducation
Direction de la mise en œuvre
relative aux relations de travail et au
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2017: SB16

MEMORANDUM TO: Business Administrators
Section 68 School Authorities

FROM: Romina Di Pasquale
Director (A)
Labour and Finance Implementation Branch

DATE: **June 16, 2017**

SUBJECT: **2017-18 Estimates Forms for Section 68 School Authorities**

I am pleased to inform you that the 2017-18 Estimates forms for Section 68 School Authorities are now available. Please find attached the Excel forms, along with the instructions for completion. A pre-loaded variance report template will be provided to each authority separately.

As a reminder, under the *School Boards Collective Bargaining Act*, 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 funding of \$1,000 each to be submitted to their Trustee Association by October 15, 2017. To receive this funding, the Section 68 School Authorities need to report the payment in Schedule 10 of the Estimates forms.

The main changes this year are listed below:

- As Appendix H is the proxy used to remit funding to the Provincial Benefit Trusts on an ongoing basis, it has been updated to collect the necessary information.
- Boards are to now provide the 2016-17 forecasted year-end results in the Variance Report. The Variance Report will now compare the 2017-18 Estimates to the board's 2016-17 forecast rather than the 2016-17 approved budget.

- A new supplementary schedule has been added to the forms which require boards to provide additional details on specified expense groups.

Please see the instructions for further details on the reporting changes.

Submission of Financial Reports

The Estimates are due to the ministry by July 31, 2017 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 outstanding 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 to the body of the email. To facilitate the management of our electronic filing school authorities are asked to include the following text in the subject line of the email "2017-18 Estimates Supporting Documentation – S68 Name".

Contacts

If you have any questions related to the completion of the Estimates package, please contact Nigel Duquette at (416) 212-8411 or Nigel.Duquette@ontario.ca or Mark Smith at (416) 327-5754 or MarkAnthony.Smith@ontario.ca.

Original signed by

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