

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

**Ministère de l'Éducation**  
Direction de la mise en œuvre relative  
aux relations de travail et au financement  
900, rue Bay  
20<sup>e</sup> étage, édifice Mowat  
Toronto ON M7A 1L2



**2017: SB22**

**MEMORANDUM TO:** Secretary Treasurers of School Authorities (Isolate Boards)

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

**DATE:** August 31, 2017

**SUBJECT:** 2017-18 Estimates Forms for School Authorities (Isolate Boards)

---

### **2017-18 Estimates Forms**

I am pleased to inform you that the 2017-18 Estimates forms and related instructions are available on the Financial Reporting website at <https://efis.fma.csc.gov.on.ca/faab>. From the home page, please click on the Estimates link.

The forms implement the Grants for Student Needs GSN changes announced in memorandum 2017:B04, 2017: B10 and 2017:SB14 and contain a number of changes. Some of the key ones include:

- Additional funding for the Benefits Trust to support benefits transformation is being provided through the GSN.
- An increase of 1.5 per cent in the salary benchmarks for unionized and non-unionized staff, except for 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.

- An investment has been made in the GSN by increasing the funding amount for Community Use of Schools by 3% for the 2017-18 school year.
- A Rural and Northern Education Fund dedicated to school boards to further improve education for students from rural communities outlined in memorandum 2017: B09.
- A School Renewal Investment to further assist keeping schools in a state of good repair.

## **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.

## **Submission**

The Estimates are due to the Ministry by October 16, 2017. 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 is to be emailed to [estimates.met@ontario.ca](mailto: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 on 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 "2017-18 Estimates Supporting Documentation – Isolate Boards Name".

## **Contacts**

If you have any questions related to the completion of the Estimates package, please contact Elain Kwan, at (416) 326-9923 or [elain.kwan@ontario.ca](mailto:elain.kwan@ontario.ca).

*Original signed by*

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

cc: DSAB Supervisory Officers, DSAB External Auditors