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**2017 : SB25**

**TO:** Senior Business Officials

**FROM:** Romina Di Pasquale  
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Director  
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**DATE:** September 7, 2017

**SUBJECT:** 2016-17 Financial Statements (DSB)

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We are pleased to inform you that the 2016-17 Financial Statements, related guides and instructions are now available through the Financial Statements link on the "Reporting to the Ministry" section of the [Financial Analysis and Accountability Branch \(FAAB\) website](#).

Please submit your 2016-17 Financial Statements through [EFIS 2.0](#).

**Information Sessions**

The ministry will hold information sessions this month to highlight changes to the financial statements as well as providing updates in other areas, including:

- Questions and answers on Appendix H – Staffing FTE
- Capital Analysis and Planning Template (CAPT)
- Update on benefit trusts transformation

Dates and locations of the upcoming information sessions have recently been sent to school boards and their auditors.

### **ONSIS enrolment data refresh and cut-off**

Consistent with the prior years, enrolment data for regular day school from ONSIS is loaded directly into EFIS 2.0 on a daily basis. Any changes made in ONSIS at the end of a day will be refreshed in EFIS 2.0 by noon, the next working day. This refresh process will continue until September 30, 2017. Boards are advised to review their enrolment information in EFIS 2.0 and make any corrections in ONSIS before the cut-off date.

Although boards are also reporting enrolment for summer schools, continuing education and independent study in OnSIS under the Enrolment Reporting Initiative as outlined in Memorandum 2015:SB35, these enrolment data are not loaded directly into EFIS 2.0.

Boards are still required to input the enrolment data for summer schools and continuing education in Schedule 12 and the enrolment data for independent study in Schedule 13.

### **VFA facility expenditures data refresh and cut-off**

Boards are required to enter capital expenditures data in VFA facility which are funded by the School Condition Improvement allocation, Community Hub allocation and Greenhouse Gas Reduction allocation.

The reported expenditures in VFA facility will be summarized and uploaded into EFIS three times per week between September 18, 2017 and October 31, 2017.

### **School ID Process**

In Memorandum 2017: SB01, the ministry has requested that school boards verify the list of all operating schools for 2016-17 and 2017-18 based on the ministry's most current information which includes all available metadata as of December 2016. The ministry had reviewed the lists submitted by the boards and where applicable, contacted them to obtain any additional information required. The reviewed list is used to populate EFIS 2.0 school level input forms. Any schools that are not on the final list are not entitled to school based funding for the 2016-17 Financial Statements.

### **Capital Analysis and Planning Template (CAPT)**

As in previous years, boards will be required to submit the Capital Analysis and Planning Template (CAPT) as part of the year-end reporting process to the ministry. As a reminder this template is used for various purposes such as approval to proceed for capital projects requests, capital priorities support tool, tracking system for capital projects and to assess a board's financial capital position. CAPT's will be pre-populated with capital and financial data based on the most recent approved CAPT (2015-16) and any new projects approved by the ministry during the 2016-17 fiscal year. Boards are asked to review and update the CAPT to ensure all approved projects post August 31, 2016 and capital activities during 2016-17 are reflected.

Boards are also required to provide updated information with regards to their financial position, as reported in their 2016-17 financial statements.

CAPT's will be available to boards by late-September. Boards are asked to submit their updated CAPT to the ministry by November 30, 2017.

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

As noted in memoranda 2016:SB13 and 2017:SB09, starting in the 2016-17 school year, the ministry is converting any remaining New Pupil Places (NPP) and Good Places to Learn (GPL) 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. Letters detailing the transfer amounts were sent to the boards in August 2017.

In addition, capital schedules (Schedule 3) in EFIS and the Amount of Capital Priority Projects table in the 2016-17 GSN Regulation have been 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 had until August 31, 2017 to spend any remaining amounts.

## **Submission of Financial Reports**

### Financial Statements

Please submit electronically by **November 15, 2017** a copy of:

- Certificate of the Director of Education
- Compliance Report
- Schedules 1, 1.1, 1.2, 1.3; 9, 10 and 10ADJ
- Section 1A summary;
- The audited Financial Statements, including the auditor's report and the notes.

Only the Certificate from the Director of Education and Schedule 1 in the aforementioned documents requires the signatures from the Director of Education and the Chair.

The documents should be saved in pdf file format and submitted as an attachment to the following email: [financials.edu@ontario.ca](mailto:financials.edu@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 Financial Statements Supporting Documentation – DSB ##".

To facilitate the provincial budgeting process, EFIS forms must be submitted by **November 15, 2017**. Due to the timing of board meetings, the ministry understands that the published financial statements, notes to the financial statements and auditor's report may not be finalized at November 15th. If this is the case, these three documents may be submitted after November 15th, but no later than December 2nd. An EFIS submission is still required as of November 15th. If any financial information changes as a result of the board meeting, boards must resubmit the EFIS forms by December 2nd.

### **Late Submissions**

It is important that boards meet the due dates above as the information is needed for the interim reporting in the Provincial budget. The ministry will implement cash flow penalties for financial statements that are not received in EFIS by November 15th, 2017 except for instances where the ministry has granted an extension for submission based on extenuating circumstances. In those instances, cash flow penalties will be applied if the board does not submit by the extended date.

The board's regular cash flow will be reduced by 50% where a board has not submitted its financial statements in EFIS by November 15th, 2017 (or a ministry approved extended date as noted above). Upon submission of the financial statements, 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**

Questions relating to the TCA detail input and activities for tangible capital asset reporting should be directed to Andrew Yang at (416) 325-4212 or [Andrew.Yang@ontario.ca](mailto:Andrew.Yang@ontario.ca)

For other questions on the financial statements 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.

For user/navigation assistance on EFIS, contact:

<b>Name</b>	<b>Phone</b>	<b>Email</b>
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>

For login assistance, contact:

<b>Name</b>	<b>Phone</b>	<b>Email</b>
EFIS Support	N/A	<a href="mailto:efis.support@ontario.ca">efis.support@ontario.ca</a>
Mark Bonham	(416) 325-8571	<a href="mailto:Mark.Bonham@ontario.ca">Mark.Bonham@ontario.ca</a>

Original signed by

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cc: Directors of Education