

Ministry of Education

Education Labour and
Finance Division
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Ministère de l'Éducation

Division des relations de
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900, rue Bay,
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**2017: SB32**

TO: Senior Business Officials

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

Med Ahmadoun
Director
Financial Analysis and Accountability Branch

DATE: **October 23, 2017**

SUBJECT: **2017-18 Revised Estimates (DSB)**

We are pleased to inform you that the 2017-18 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](#).

Please submit your 2017-18 Revised Estimates through [EFIS 2.0](#).

NOTICE:

Some plans and proposals set out in this memo and in the EFIS forms 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.

Some of the key forms and reporting changes are as follows:

Rural and Northern Education Funding (RNEF)

The ministry announced \$20 million funding for rural and northern education in June 2017. Details can be found in memorandum 2017: B09. This is enveloped funding for boards to spend on eligible board expenses as well as on designated rural schools. Boards could elect a school to be a designated rural school in EFIS forms if that school is not on the preliminary designated rural school list from the ministry. A Board motion is required for the election based on the parameters listed in memorandum 2017:B09.

The summary of changes in the 2017-18 Revised Estimates' instructions lists all the related EFIS forms changes on the reporting of RNEF expenses.

Local Priorities Fund

Additional reporting on the spending of Local Priorities Fund will be required in the 2017-18 Financial Statements. The ministry will provide a preview of the reporting requirements soon through a separate Excel template which can be downloaded through the "Facilitating Documents" folder in EFIS.

Various expense categories are pre-loaded based on the central agreements as well as additional blank lines to put in the details of other spending.

This template is not part of the 2017-18 Revised Estimates submission.

Submission of Financial Reports

Please submit your 2017-18 revised estimates electronically by **December 15, 2017**. Also submit 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 signature of 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.

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 "2017-18 Revised Estimates Supporting Documentation – DSB ##".

Late Submissions

The policy on late filing will be applicable to the 2017-18 Revised Estimates. Where a board submits its Revised Estimates after December 15, 2017, its regular cash flow will be reduced by 50%. Upon submission of the Revised 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.

For questions on Local Priorities Fund, contact Dharsa Sathi, Dharsa.Sathi@ontario.ca or (416) 325-8860.

For user/navigation assistance on EFIS, contact:

Name	Phone	Email
Stevan Garic	(416) 327-0697	Stevan.Garic@ontario.ca
Emily Wells	(416) 325-2036	Emily.Wells@ontario.ca
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For login assistance, contact:

Name	Phone	Email
EFIS Support	N/A	efis.support@ontario.ca

Original signed by

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cc: Directors of Education