

**Ministry of Education**  
Education Labour and Finance Division  
900 Bay Street,  
Mowat Block  
Toronto ON M7A 1L2

**Ministère de l'Éducation**  
Division des relations de travail et du financement en matière d'éducation  
900, rue Bay,  
édifice Mowat  
Toronto ON M7A 1L2



**2017: SB33**

**TO:** Senior Business Officials

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

Med Ahmadoun  
Director  
Financial Analysis and Accountability Branch

**DATE:** **December 5, 2017**

**SUBJECT:** **2016-17 Financial Statements Forms for School Authorities (Isolate Boards)**

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We are pleased to inform you that the 2016-17 Financial Statements forms and related 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.

### **Expanded staffing report on Appendix H**

As Appendix H is the proxy used to remit funding to the Provincial Benefit Trusts on an ongoing basis, the staffing report on Appendix H has been expanded to include reporting on FTE by union group and to include reporting on the number of hours used to calculate one FTE.

### **Submission of Financial Reports**

The Financial Statements are due to the ministry by **February 9, 2018**. In the event that the Financial Statements 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 Financial Statements, 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 Financial Statements is to be emailed to [financials.edu@ontario.ca](mailto:financials.edu@ontario.ca).

In the same email please include PDF copies of:

- The Certificate signed by the Chief Executive Officer.
- The audited Financial Statements, including the auditor's report and the accompanying notes

To facilitate the management of our electronic filing, boards are asked to include the following text in the subject line of the email "2016-17 Financial Statements and supporting documentation – Isolate Boards Name".

### **Contacts**

If you have any questions related to the completion of the Financial Statements 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

Med Ahmadoun  
Director  
Financial Analysis and Accountability Branch

cc: DSAB Supervisory Officers, DSAB External Auditors