

**Ministry of Education**

Mowat Block  
Queen's Park  
Toronto ON M7A 1L2

**Ministère de l'Éducation**

Édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2



**2018: SB18**

**TO:** Senior Business Officials

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

Med Ahmadoun  
Director  
Financial Analysis and Accountability Branch

**DATE:** October 19, 2018

**SUBJECT:** 2018-19 Revised Estimates (DSB)

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We are pleased to inform you that the 2018-19 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](#).

### **Updates to Grants for Student Needs (GSN) funding**

The revised estimates forms in EFIS have been updated to reflect the changes as stated in Memorandum 2018:B14, including:

- updates to the benchmarks for special education per pupil amount, trustee honoraria, senior administration, and new teacher induction program;
- the expansion of the cash management strategy to include proceeds of disposition balances; and
- an expansion of the Supporting Students: Career Counselling, Student Mental Health and Well-being initiative.

### **Cash Management Strategy – Preloaded Data**

Please note that the data preloaded in Section 1C at the release of the revised estimates is populated from the board’s 2016-17 financial statements. The data will be updated to

2017-18 financial statements data automatically through a nightly process when the board submits its financial statements to the ministry. In the event that a board submits the 2018-19 revised estimates to the ministry before the 2017-18 financial statements, the data will be updated by the ministry through its review process after receiving the 2017-18 financial statements.

**Submission of Financial Reports**

Please submit your 2018-19 revised estimates electronically through [EFIS](#) by **December 14, 2018**.

In addition, please submit a copy of the following documents electronically from the board active submission:

- 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](mailto: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 “2018-19 Revised Estimates Supporting Documentation – DSB ##”.

**Late Submissions**

The policy on late filing will be applicable to the 2018-19 revised estimates. Where a board submits its revised estimates after December 14, 2018, 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 user/navigation assistance on EFIS, please contact:

Name	Phone	Email
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Hao Qin	(416) 327-4024	<a href="mailto:Hao.Qin@ontario.ca">Hao.Qin@ontario.ca</a>
Rani Hemaïd	(416) 325-2058	<a href="mailto:Rani.Hemaïd@ontario.ca">Rani.Hemaïd@ontario.ca</a>
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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>

Original signed by

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cc: Directors of Education