

Ministry of Education
Education Labour and Finance Division
900 Bay Street,
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Ministère de l'Éducation
Division des relations de travail et du financement en matière d'éducation
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Toronto ON M7A 1L2



2018: SB22

TO: Secretary Treasurers of School Authorities
(Isolate Boards)

FROM: Romina Di Pasquale
Director
Labour and Finance Implementation Branch

Med Ahmadoun
Director
Financial Analysis and Accountability Branch

DATE: **November 16, 2018**

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

We are pleased to inform you that the 2017-18 financial statements forms and related instructions are now available. The Excel forms, along with the instructions for completion will be provided to each authority separately.

Submission of Financial Reports

The financial statements are due to the ministry by **January 15, 2019**. 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.

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, please include the following text in the subject line of the email "2017-18 financial statements and supporting documentation – Isolate Board's 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.

Original signed by

Romina Di Pasquale
Director
Labour and Finance Implementation
Branch

Med Ahmadoun
Director
Financial Analysis and Accountability
Branch

cc: Isolate board supervisory officers, Isolate board external auditors