

Ministry of Education

Financial Analysis and  
Accountability Branch

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Ministère de l'Éducation

Direction de l'analyse et de  
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**2019: SB10**

**MEMORANDUM TO:** Business Administrators  
Section 68 School Authorities

**FROM:** Med Ahmadoun  
Director  
Financial Analysis and Accountability Branch

**DATE:** June 12, 2019

**SUBJECT:** **2019-20 Estimates Forms for Section 68 School  
Authorities**

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This memo provides updates for Section 68 School Authorities for the 2019–20 school year, including:

- 2019-20 Estimates Forms
- Submission of Financial Reports
- Budget Approval Process for New Funding Requests
- Well-Being and Mental Health Funding
- Math Strategy Funding

### **2019-20 Estimates Forms**

I am pleased to inform you that the 2019-20 Estimates forms for Section 68 School Authorities are now available. The Excel forms, along with the instructions for completion and a pre-loaded variance report template will be provided to each authority separately.

Please include all costs anticipated to be incurred during the upcoming school year in the 2019-20 Estimates submission.

The main change to the forms this year is listed below:

Form	Changes
Schedule 5.1 – Deferred Revenues	<ul style="list-style-type: none"> <li>• A new adjustment column (column 2.1) has been added to report the transfer of unspent funding to accounts payable. This column is to be completed when the agreement with the organization providing the funding requires the section 68 school authority to return any unspent funding at the end of the term of the agreement.</li> </ul>

### Submission of Financial Reports

The Estimates are due to the ministry by July 31, 2019 so that the budget review process can be completed and ministry approval issued before the start of the school year. In the event that the Estimates are filed after this date, cash flow penalties may be implemented to reduce the Section 68 School Authority’s regular cash flow by 50%. Upon submission of the Estimates, 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 Estimates, the variance report and the budget request form are to be emailed to [Estimates.met@ontario.ca](mailto:Estimates.met@ontario.ca). In the same email please include a PDF copy of the Certificate signed by the Chief Executive Officer. Please do not insert any of the attachments to the body of the email. To facilitate the management of our electronic filing, school authorities are asked to include the following text in the subject line of the email “2019-20 Estimates Supporting Documentation – S68 Name”.

If you require any further information on the Estimates package, please refer to the contacts listed under the “Financial Analysis and Accountability Branch” in Appendix A.

### Budget Approval Process for New Funding Requests

For any new budget requests, Section 68 School Authorities are asked to continue to submit the budget request form to the ministry for approval. The purpose of this form is to enhance the budget approval process with detailed documentation of new funding requests and approvals. This form should include requests for Well-Being and Mental Health Funding as well as the Four-Year Math Strategy further detailed in this memorandum, if applicable. The ministry will assess the business purpose of the requests and provide formal approval. The template for the budget request form will be sent separately to each Section 68 School Authority directly including detailed instructions on completing the form. Section 68 School Authorities should ensure that sufficient detail and rationale is provided to support any new funding requests submitted to the ministry to facilitate the ministry’s review of the budget submissions and accelerate the budget approval process. The form must be submitted at the same time

as the 2019-20 Estimates submission and to the same electronic mailbox of [Estimates.met@ontario.ca](mailto:Estimates.met@ontario.ca).

The budget request form can also be used for in-year budget requests. However, funding requests outside of the annual Estimates submission should be limited to requests due to funding regulation changes and other unforeseen circumstances.

Effective 2019-20, all funding will be flowed through the monthly Grants for Student Needs (GSN) transfer payments.

If you require further information on the budget approval form or process, please refer to the contacts listed under “Field Services Branch” or “Financial Analysis and Accountability Branch” in Appendix A.

### **Well-Being and Mental Health Funding**

As referenced in the April 26, 2019 Memorandum (2019:B15) regarding the 2019-20 Priorities and Partnerships Fund (PPF), the Ministry of Education is providing funding through the Well-Being and Mental Health Bundle Funding to meet local needs and priorities that promote well-being and mental health, including safe, healthy, inclusive and accepting learning environments.

Each Section 68 school authority is eligible to receive up to \$1,250 through this Bundle Funding by including it in the budget request form noted above. In addition, Section 68 School Authorities can submit business cases to request additional funding should they identify a need for higher funding.

If you require any further information on the Well-Being and Mental Health Funding, please refer to the contact listed under the “Policy, Priorities and Engagement Branch” in Appendix A.

### **Funding for the Four-Year Math Strategy**

The 2019:B15 memorandum announcing the Priorities and Partnerships Fund (PPF) for the 2019-20 school year includes funding for release time and learning facilitators to support the new four-year math strategy. The goals of this funding are to:

- Effectively implement the math curriculum;
- Continue to build educator math content knowledge and pedagogy on the fundamentals of math to ensure that students are prepared for success in the classroom and in their future;
- Ensure that students, parents, teachers, as well as school and school board leaders have the supports, tools and resources they need to advance student learning and confidence in math; and
- Continue to respect parents and families and ensure that they are aware of what their children are learning in school.

If you require any further information on the Math Strategy Funding, please refer to the contact listed under the “Student Achievement Supports Branch” in Appendix A.

*Original signed by*

Med Ahmadoun  
Director  
Financial Analysis and Accountability Branch

## Appendix A Ministry of Education Contacts

Field Services Branch:

Section 68 School Authority	Contact	Telephone and Email
Bloorview School Authority	Michael Wallace, Education Officer	416-325-2723 <a href="mailto:Michael.Wallace@ontario.ca">Michael.Wallace@ontario.ca</a>
Campbell Children's School Authority	Dr. Michele Reaume, Education Officer	705-725-7499 <a href="mailto:Michele.M.Reaume@ontario.ca">Michele.M.Reaume@ontario.ca</a>
John McGivney Children's Centre School Authority	Joy Antoniuk, Education Officer  Virginia Rutledge, Education Officer	519-667-2034 <a href="mailto:Joy.Antoniuk@ontario.ca">Joy.Antoniuk@ontario.ca</a>  519-667-2026 <a href="mailto:Virginia.Rutledge@ontario.ca">Virginia.Rutledge@ontario.ca</a>
KidsAbility School Authority		
Niagara Children's Centre School Authority		
Ottawa Children's Treatment Centre School Authority	Michèle Tatartcheff, Education Officer	(613) 225-4635 <a href="mailto:Michele.Tatartcheff@ontario.ca">Michele.Tatartcheff@ontario.ca</a>

Financial Analysis and Accountability Branch:

Name	Telephone and Email
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Jonathan Hodge, Finance Officer	(437) 216-2492 <a href="mailto:Jonathan.Hodge@ontario.ca">Jonathan.Hodge@ontario.ca</a>

Policy, Priorities and Engagement Branch

Name	Telephone and Email
Simon Côté, Manager	647-825-2420 <a href="mailto:Simon.Cote@ontario.ca">Simon.Cote@ontario.ca</a>

Student Achievement Supports Branch

Name	Telephone and Email
Jasun Fox, Manager	437-778-1395 <a href="mailto:Jasun.Fox@ontario.ca">Jasun.Fox@ontario.ca</a>