

Ministry of Education

Education Labour and Finance Division
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Ministère de l'Éducation

Division des relations de travail et du
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315, rue Front ouest, 12^e étage
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2019: SB15

MEMORANDUM TO: Senior Business Officials

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

Med Ahmadoun
Director
Financial Analysis and Accountability Branch

DATE: September 23, 2019

SUBJECT : 2018-19 Financial Statements (District School Boards)

We are pleased to inform you that the 2018-19 financial statements related guides and 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](#).

The ministry encourages school boards to share this memo with its external auditors.

TRAINING VIDEOS, QUESTIONS AND ANSWERS SESSIONS

The ministry is providing its annual financial update through training videos and question and answer (Q&A) sessions. These sessions will highlight changes to the financial statements as well as provide updates in other areas, including:

- Checking Procedures
- Enrolment Audit
- Appendix O
- Education Financial Information System (EFIS) Changes
- Benefits Plans Surpluses/Reserves
- Appendix H
- Asset Retirement Obligation (ARO) Implementation
- Remaining Service Life (RSL) Reporting Issues
- Calculation of Maximum In-Year Deficit
- Update on the Education Capital Project Reporting (ECPR)

Prior to the Q&A sessions, school boards can view the video recordings (in either French or English) by logging into EFIS and following the link to the 2018-19 financial statements:



If you have questions after watching the videos, please submit them by email to reporting.entity@ontario.ca with the subject heading “Q&A Teleconference” prior to the teleconference you wish to attend. You will also have the opportunity to ask questions in the teleconference. Please note the video recordings will not be broadcast at the Q&A sessions. It is not required to register for the teleconference.

Teleconference #1: Wednesday September 25, 2019 (English)

Time: 1:30 p.m. – 2:30 p.m.

416-212-8014 or 1-866-500-5845, Conference ID: 8260344

Teleconference #2: Friday September 27, 2019 (English)

Time: 2:30 p.m. – 3:30 p.m.

416-212-8014 or 1-866-500-5845, Conference ID: 8260344

Teleconference #3: Monday September 30, 2019 (French)

Time: 2:30 p.m. – 3:30 p.m.

416-212-8014 or 1-866-500-5845, Conference ID: 8260344

We ask that school boards share relevant training material with their external auditors.

IMPORTANT DATA FROM VARIOUS SYSTEMS AND CUT-OFF DATES

Ontario School Information System (OnSIS) Enrolment Data Refresh and Cut-Off

Consistent with prior years, OnSIS enrolment data for regular day school is loaded directly into EFIS on a daily basis. Any changes made in OnSIS before 6:00 p.m. will be refreshed in EFIS by noon of the next business day. This refresh process will continue until October 1, 2019, using September 30, 2019 OnSIS data as of 6:00 p.m. School boards are advised to review their enrolment information in EFIS and make any corrections in OnSIS before the cut-off date.

Although school boards are also reporting enrolment for summer school, continuing education and independent study in OnSIS, under the Enrolment Reporting Initiative as

outlined in Memorandum 2015:SB35, the enrolment data is not loaded directly into EFIS.

School boards are still required to input the enrolment data for summer school and continuing education in Schedule 12 of EFIS and the enrolment data for independent study in Schedule 13 of EFIS. The data entered in EFIS should agree with what the school board has reported in OnSIS. Once the OnSIS data has been reviewed by the Education Statistics and Analysis Branch (ESAB), the ministry's finance officer will follow-up with school boards for all variances between OnSIS and EFIS by the end of April 2020. Please note that any adjustments may have a grant impact on the 2018-19 financial statements.

Grades 7 to 8 enrolment from 2017-18 is loaded in Schedule 13, Prior Year Enrolment form, based on the enrolment reported in OnSIS by the school boards. This enrolment is used in the calculation of the Declining Enrolment allocation related to funding of Guidance Teachers: Supporting Students in Career Counselling, Student Mental Health and Well-Being. School by school enrolment that supported the loaded enrolment is available to download in [File Download Portal \(FDP\)](#) under the 2018-19 financial statements folder with the file name "Board ID_Board Name_2018-19 Grade 7 and 8 OnSIS Data Loaded from 2017-18.xlsx"

VFA.facility Expenditures Data Refresh and Cut-Off

School boards are required to enter capital expenditures data in VFA.facility that are funded through School Condition Improvement, Community Hubs: Minor Retrofits and Accessibility, Greenhouse Gas Reduction, and Proceeds of Disposition. Consistent with memorandum 2015:B13, Proceeds of Disposition expenditures can no longer be entered directly from EFIS. School boards are also reminded that Community Hubs:(Minor Retrofits and Accessibility Expenditures) program will end on August 31, 2019. Any expenditures incurred after this date will need to be funded from other eligible funding sources.

The reported expenditures in VFA.facility will be automatically uploaded into EFIS daily until October 31, 2019. As a reminder, projects must be archived to ensure successful transfer to EFIS. After the end of the reporting period, adjustments will be made on a request basis.

For the School Renewal Allocation (SRA), funded capital expenditures for the 2018-19 school year must be reported in VFA.facility by January 31, 2020. Failure to meet this deadline could result in the ministry withholding SRA funds until reporting is complete.

Note that the use of capital funds is subject to audit. The ministry may choose to follow up on reported expenditures. Failure to provide details requested by the ministry will result in either a claw back or withholding of funds.

School Level Data Sign Off Process

A list of schools for the 2018-19 financial statements was made available to school boards on June 7, 2019. School boards were required to notify the ministry of any discrepancies and sign off on the list by July 4, 2019. Any schools that are not on the signed off list are not entitled to school-based funding for the 2018-19 financial statements.

Delayed Grant Payment

The delayed grant payment (DGP) for operating will be updated using information directly from the 2018-19 financial statements data and the ministry approved exempted long-term investments amount will be pre-loaded in Section 1C.

The DGP for proceeds of disposition remains unchanged from the ministry reviewed 2018-19 revised estimates submission.

The final cash flow for 2018-19 will be adjusted accordingly after the ministry receives the financial statements submission from school boards.

SUBMISSION OF FINANCIAL REPORTS

Funding and Financial Reporting Requirement for Students with Autism Spectrum Disorder (ASD)

As per memorandum 2019: SB04, school boards are required to submit, by September 30, 2019, the reporting template on the average daily enrolment (ADE) of eligible students to reporting.entity@ontario.ca, and the Special Equipment Amount (SEA) claims and Special Incident Portion (SIP) claims to the ministry regional offices.

The template will be reviewed by the ministry and the information will be used to update the ASD support amount, as well as to add any additional amounts for SEA and SIP claims in EFIS by October 15, 2019.

Funding to support the eligible students with ASD will be provided in November 2019 based on the ministry reviewed template through the regular monthly transfer payment process.

Reporting on Use of Local Priorities Fund

The reporting template for the spending of the Local Priorities Fund is an excel file with the name "Board ID_BoardName_1819FIS LocalPrioritiesFunding_.xlsx", which can be downloaded through the [File Download Portal](#) under 2018-19 Financial Statements folder.

The template should be submitted as an attachment, along with the other required elements further detailed later in this memo.

Capital Project Reporting Changes

School boards are no longer required to submit the full-scale Excel based Capital Analysis and Planning Template (CAPT) to the ministry. However, some of the essential information that used to be in the CAPT will now be collected through:

- The EFIS financial statements forms:
 - Appendix O – analysis of unsupported capital expenditures and details of POD deferred revenues
 - Appendix P – commitments of school renewal deferred revenues and school condition improvement grant room remaining at the end of 2018/19
- Capital project information including project construction and financial status will still be collected through an Excel report. School boards will be able to download this template through [File Download Portal](#) under 2018-19 Financial Statements folder with the name “Board ID_BoardName_ECPR_1819.xlsx” by late September.

Financial Statements

Please submit your 2018-19 financial statements through EFIS 2.0.

In addition, please submit electronically by November 15, 2019 a copy of the following documents:

From School Board's Active EFIS Submission (in PDF)	Additional Supporting Documentation (in Excel)	Additional Supporting Documentation (in PDF)
<ul style="list-style-type: none"> • Certificate of the Director of Education * • Compliance Report • Schedules 1, 1.1, 1.2, 1.3, 9, 10 and 10ADJ • Section 1A 	<ul style="list-style-type: none"> • Local Priorities Fund – spending report • Education Capital Project Report 	<ul style="list-style-type: none"> • The audited financial statements, including the auditor's report and the notes

* Signed by from the Director of Education and the Chair.

The documents should be submitted as an attachment to the following email: financials.edu@ontario.ca except the Education Capital Project Report (Excel) should be submitted to this email: capitalprogrambranch@ontario.ca

The file name used should follow the naming convention specified on the FAAB website and school boards are requested to include the following text in the subject line of the email: “2018-19 Financial Statements Supporting Documentation – DSB ##”.

Due to the timing of board of trustees' meetings, the ministry understands that the published financial statements, notes to the financial statements and auditor's report

may not be finalized by November 15. If this is the case, these three documents may be submitted after November 15, but no later than December 3. An EFIS submission is still required as of November 15. If any financial information changes as a result of the board meeting, school boards must resubmit the EFIS forms by December 3.

Late Submissions

It is important that school boards meet the due dates above as the information is needed for the interim reporting in the provincial budget. The ministry may implement cash flow penalties for financial statements that are not received in EFIS by November 15, 2019. The penalty is equal to a 50% reduction in the school board's regular cash flow.

Upon submission of the financial statements, 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

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EFIS package	Ministry financial analysts, information can be found on the FAAB website under the " Contact Us " section		
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Original signed by

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cc: Directors of Education