

**Ministry of Education**

Education Labour and Finance  
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**Ministère de l'Éducation**

Division des relations de travail et du  
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Toronto (Ontario) M7A 0B8

**2020:SB16**

**Date:** September 10, 2020

**Memorandum to:** Senior Business Officials

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

Romina Di Pasquale  
Director  
Education Labour and Finance Implementation Branch

**Subject** **2019-20 Financial Statements (District School Boards)**

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We are pleased to inform you that the 2019-20 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, along with the related training material, with their external auditors to support the completion of their 2019-20 financial statements audits.

**A. TRAINING MATERIALS, QUESTION AND ANSWER SESSIONS**

The ministry is providing its annual financial update through training documents and question and answer (Q&A) sessions held via teleconference. The training material will highlight changes to the 2019-20 financial statements and the 2020-21 revised estimates, as well as provide updates in other areas, including:

- Financial Reporting Updates
- Checking Procedures

- Appendix O2
- Reciprocal Education Approach
- Support for Students Fund (SSF) Reporting Template
- Strike Savings Calculations

Prior to the Q&A sessions, school boards can review the training materials (in either French or English) by logging into EFIS and following the link to the 2019-20 financial statements:



If you have questions after reviewing the training materials, please submit them by email to [reporting.entity@ontario.ca](mailto:reporting.entity@ontario.ca) with the subject heading “Q&A Teleconference” prior to the teleconference you wish to attend. During the teleconference sessions, you will also have the opportunity to ask questions related to the above material. Please note the training material will not be presented at the Q&A sessions. School board staff are welcome to join any of the teleconference sessions listed below, registration is not required, by calling into the following number: 416-212-8014 or 1-866-500-5845, Conference ID: 8260344.

Teleconference #1: Monday September 21, 2020 (English)  
Time: 2:30 p.m. – 3:30 p.m.

Teleconference #2: Wednesday September 23, 2020 (English)  
Time: 2:30 p.m. – 3:30 p.m.

Teleconference #3: Friday September 25, 2020 (French)  
Time: 2:30 p.m. – 3:30 p.m.

## ***B. IMPORTANT DATA REPORTING IN 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, 2020, using September 30, 2020 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, this 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 2021. Please note that any adjustments may have a grant impact on the 2019-20 financial statements.

#### **VFA.facility Expenditures Data Refresh and Cut-Off**

Consistent with prior years, school boards are required to enter capital expenditures data in VFA.facility that are funded through School Condition Improvement (SCI) and Proceeds of Disposition.

The reported expenditures in VFA.facility will be uploaded automatically into EFIS on a daily basis until November 2, 2020. 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 2019-20 school year must be reported in VFA.facility by January 15, 2021. Failure to meet this deadline could result in the ministry withholding SRA funds until reporting is complete.

This year, as boards report their financial expenditures associated with SCI and SRA, they are also required to report their plans and commitments associated with their remaining funds in VFA.facility. Boards will be required to indicate the amount legally committed, connected to an Approval to Proceed (ATP), and in board approved plans. This reporting will need to be completed by November 13, 2020. While this information will not be uploaded to EFIS and is not directly tied to the financial reporting process, it will help the ministry understand how boards have budgeted their remaining renewal funds. Additional details will follow.

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

### **School Level Data Sign Off Process**

A list of schools for the 2019-20 financial statements was made available to school boards on May 25, 2020. School boards were required to notify the ministry of any discrepancies and sign off on the list by July 10, 2020. Any schools that are not on this list are not entitled to school-based funding for the 2019-20 financial statements.

### **C. DELAYED GRANT PAYMENT**

The delayed grant payment (DGP) for operating funds will be updated using information reported from the 2019-20 financial statements data. The ministry-approved exempted long-term investments amounts will be pre-loaded in Section 1C.

The DGP for proceeds of disposition remains unchanged from the ministry-reviewed 2019-20 revised estimates submission.

The final cash flow for 2019-20 will be adjusted accordingly after the ministry receives the financial statements submission from school boards.

### **D. 2019-20 SALARY INCREASES**

The ministry has adjusted the funding benchmarks in the 2019-20 Grants for Student Needs (GSN) to reflect the 1% salary increase negotiated in the 2019-22 labour agreements. Payments will be flowed to school boards after the 2019-20 financial statements submission. If needed for cash management purposes, boards may use the strike savings to cover the salary increase payment until the ministry provides funding for the 1% salary increase. School boards should accrue an accounts receivable from the ministry for the salary increase and an accounts payable to the ministry for the strike savings amount at year-end. The ministry will reconcile and adjust the payment once the 2019-20 financial statements are reviewed by ministry staff.

### **E. APPENDIX Q – REPORTING OF SUCCESSFUL PSFA REMEDY PAYMENTS**

While most of the payments related to the *Putting Students First Act (PSFA)* remedy settlements have been successfully distributed, there remain a number of outstanding payments (e.g., uncashed cheques, unsuccessful deposits, etc.). The government will retain the funds associated with all outstanding payments in a reserve for seven years from the original date the remedy payments were issued to support any remaining payments.

Boards are required to report back to the ministry any eligible payments made, subsequent to the last payment report submitted to the ministry in 2018-19, and up to August 31, 2020 in order to receive the appropriate funding. Please report the total value of any successful remedy payments in Appendix Q. If your board is reporting successful payments, please also download and complete the detailed reporting template available in the [File Download Portal \(FDP\)](#) under the 2019-20 Financial Statements folder. Completed templates should be sent to [benefits@ontario.ca](mailto:benefits@ontario.ca) by November 13, 2020. Funding for any successful remedy payments will be made through the existing remedy TPA.

**F. SUBMISSION OF FINANCIAL REPORTS**

**Financial Statements**

Please submit your 2019-20 financial statements, through EFIS 2.0, by November 13, 2020.

In addition, please submit electronically by November 13, 2020 a copy of the following documents:

<b>From School Board’s Active EFIS Submission (in PDF)</b>	<b>Additional Supporting Documentation (in Excel)</b>	<b>Additional Supporting Documentation (in PDF)</b>
<ul style="list-style-type: none"> <li>• Certificate of the Director of Education *</li> <li>• Compliance Report</li> <li>• Schedules 1, 1.1, 1.2, 1.3, 9, 10 and 10ADJ</li> <li>• Section 1A</li> </ul>	<ul style="list-style-type: none"> <li>• PSFA Remedy payments template, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• The audited financial statements, including the auditor’s report and the notes</li> </ul>

\* Signed by the Director of Education and the Chair

All documents, with the exception of the PSFA remedy payments template, should be submitted as an attachment to the following email: [financials.edu@ontario.ca](mailto:financials.edu@ontario.ca). The PSFA remedy payments template should be submitted to [benefits@ontario.ca](mailto:benefits@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: “2019-20 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 13, 2020. If this is the case, these three documents may be submitted after November 13, 2020, but no later than December 3, 2020. An EFIS submission is still required as of November 13, 2020. If any financial information changes as a result of the board meeting, school boards must resubmit the EFIS forms by December 3, 2020.

## 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. If the board is unable to meet the reporting deadline due to extenuating circumstances, please contact your ministry Financial Analyst to discuss the need for extension to the due date.

If the financial statement submission is not received by the due date, the ministry may implement cash flow withholding until the submissions are received. The cash withholding amount 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.

## G. CONTACTS

Subject	Name	Phone	Email
Tangible Capital Assets	Elizabeth Sinasac	(437) 216-5796	<a href="mailto:Elizabeth.Sinasac@ontario.ca">Elizabeth.Sinasac@ontario.ca</a>
	Kiersten Lee	(437)-216-5925	<a href="mailto:Kiersten.Lee@ontario.ca">Kiersten.Lee@ontario.ca</a>
	Diana Dai	(437)-216-5739	<a href="mailto:Diana.Dai@ontario.ca">Diana.Dai@ontario.ca</a>
EFIS package	Ministry financial analysts, information can be found on the FAAB website under the " <a href="#">Contact Us</a> " section		
Remedy payment reporting	Marisa Burton	(437) 221-9523	Marisa.Burton@ontario.ca
EFIS user/navigation assistance	Ruby Hou	(437) 221-9814	<a href="mailto:Ruby.KexinHou@ontario.ca">Ruby.KexinHou@ontario.ca</a>
	Emily Wells	(437) 223-0052	<a href="mailto:Emily.Wells@ontario.ca">Emily.Wells@ontario.ca</a>
	Alex Zhang	(437) 223-0104	<a href="mailto:Alex.Zhang2@ontario.ca">Alex.Zhang2@ontario.ca</a>
	Andre Mercier	(437) 221-9829	<a href="mailto:Andre.Mercier@ontario.ca">Andre.Mercier@ontario.ca</a>
EFIS login assistance	N/A	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