

**Ministry of Education**

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**Ministère de l'Éducation**

315, rue Front Ouest  
Toronto (Ontario) M7A 0B8

**2021: SB05**

**Date:** March 31, 2021

**Memorandum To:** Senior Business Officials  
Superintendents of Facility

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

Paul Bloye  
Director  
Capital Program Branch

**Subject:** **March 31, 2021 Financial Reporting Requirements**

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This memorandum is provided to share this year's March-related financial reporting requirements, including a new component, the Major Capital Project Progress Report which was introduced in Fall 2020. Please see below for details on the two financial reporting requirements.

## **I. MARCH REPORT SUBMISSION REQUIREMENTS**

As school boards are aware, this financial submission is an important element of government financial reporting supporting the province's Public Accounts process.

### **September 1, 2020 to March 31, 2021 March Report Changes**

The reporting requirements for the March Report are mostly consistent with last year's March Report. School boards should review the "Summary of Changes for the 2021 March Report" section of the instruction document before starting their work on the March Report. Generally, the schedules have been updated to correspond to the 2019-20 financial statements and 2020-21 revised estimates Education Finance Information System (EFIS) forms. A summary of this year's changes are as follows:

- Schedule 19SUP
  - Addition of Temporary Investments to the Investment Continuity tab.
  - Updates to the debt maturity schedule.
  
- Schedule 20/20 Summary
  - Revised line names to reflect ministry reorganization from Ministry of Training, Colleges and Universities to Ministry of Labour, Training and Skills Development.
  - Added a line to capture the Northern Adjustment- Other School Boards under revenues.
  
- Schedule 20.1 (NEW) – This is a new schedule to capture COVID-19 specific expenses included in Schedule 20.
  
- Schedule 20SUP
  - Commitments and Contractual Obligations, Contingent Liabilities - Lawsuits, Claims, Possible Claims and Litigation, and Contingent Liabilities - Contaminated Sites tabs were modified to capture additional details required for Public Accounts reporting.
  - Streamlined reporting on the Related Party Transaction tab.
  - Added a new tab to capture the fair value of temporary investments.
  
- Schedule 21E Operating
  - Added a line for the Special Education - Northern Adjustment.
  - Revised a grant name from Student Achievement Envelope to Targeted Student Supports Envelope.
  - Revised the line name from Ministry of Training, Colleges and Universities to Ministry of Labour, Training and Skills Development.
  - Added a line for Northern Adjustment - Transferred from Other Boards.
  
- Schedule 23 – Tab 1. Three new columns - COVID-19 Resilience Infrastructure Stream (CVRIS 80% - federal portion), (CVRIS 20% - provincial portion) and Climate Action Incentive Fund (CAIF) - have been added to this and the other capital schedules.
  
- Schedule 23 – Tab 4. Added a line to the schedule to capture unencumbered funding for Child Care Capital projects.
  
- Schedule 23.1
  - The 2017-18 Greenhouse Gas Reduction has been removed.
  - The Not Permanently Financed category has been split between provincial and federal categories to accommodate CVRIS and CAIF.
  
- Schedule 24 - Line 2.4, Column 2 will now include the deferred capital contributions amounts for CVRIS and CAIF loaded from Schedule 23 Tab 1.

- Appendix M – Has been removed from the reporting this year as there has not been any labour action in the period.
- Appendix P – Has been removed from reporting as it has been replaced by the Project Tracker in VFA.Facility.

## Other Important Reporting Requirements

- CVRIS and CAIF

The two new funding sources, CVRIS and CAIF have been incorporated into the reporting forms.

- CVRIS funding is 80% funded by the federal government and 20% funded by the provincial government. School boards will need to keep track of the federal portion even though all transfer payments are managed by the provincial government.
- All CAIF funding is recognized as federal, as provincial matching funding is through existing renewal programs.

- Tangible Capital Assets - Change in Estimates for Computer Hardware Useful Life

A technical amendment has been made to the *District School Board and School Authority Tangible Capital Assets: Provincial Accounting Policies and Implementation Guide*. The amortization period of computer hardware has been revised from five years to three years. The change is effective for the 2020-21 school year. An example of how this change will take effect can be found [here](#). School boards should incorporate this change into their amortization expense reporting in the March Report.

- Reporting of Personal Protective Equipment (PPE), HEPA filters and Devices from the Ministry of Government and Consumer Services (MGCS)

School boards should not record entries (neither revenue nor expense) for PPE and critical supplies and equipment (CSE) supplied directly to school boards through MGCS. These amounts will be reported by the ministry on a sector basis.

HEPA filters and devices centrally coordinated by MGCS but purchased directly by school boards from vendors should be reported as usual transactions.

## Reporting Renewal Expenditure in VFA.facility

School boards are required to report expenditures (including adjustments) for the following funds in VFA.Facility: School Condition Improvement (SCI), Proceeds of Disposition (POD) - Regular, POD-Exempt, POD-Other, CVRIS and CAIF.

For projects funded through CVRIS or CAIF, new budget codes have been created to track approved projects. Within VFA.facility, you will be required to identify whether the project is capital or operating in nature so that it uploads correctly into EFIS (please refer to the [District School Board and School Authority Tangible Capital Assets: Provincial Accounting Policies and Implementation Guide](#) for capitalization requirements). Please note the following:

- CVRIS project approvals represent the combined federal (80%) and provincial (20%) funding. VFA.facility will track the combined funding approval, which will be split into federal/provincial portions when exported into EFIS.
- For approved CAIF projects completed using renewal funds, you will be required to complete an in-year reversal on your renewal funds and show an expense under CAIF.
- For both projects, there may be additional reporting requirements in VFA.Facility, for project tracking purposes, which will not be uploaded to EFIS.

Reported expenditures will be uploaded nightly into EFIS until May 7, 2021 and on request after this date. As a reminder, projects need to be locked in VFA.Facility to be successfully transferred to EFIS. For all expenditures, please ensure that you specify the appropriate funding source, the cost incurred in the reporting interval and the associated fiscal year.

The use of capital funds is subject to audit. The ministry, or the federal government where applicable, 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.

### **Instructions and Accountability**

The detailed instructions on the March Report are available through the "[Consolidation Reporting](#)" link on the ministry's Financial Analysis and Accountability Branch (FAAB) website. School boards are reminded to retain records of the March 31, 2021 general ledger and sub-ledger accounts, as well as other applicable records and documentation that support the specified adjustments on Schedules 19 and 20. School boards should also keep a detailed listing of the assets that support Schedule 22 (i.e. balance and activity information).

### **Specified Procedures Report**

Consistent with prior years, school boards are required to engage their external auditors to perform specified procedures on some of the schedules related to the March Report ending March 31, 2021.

The results of the review should be reported to the ministry in the form of a specified procedures report. A sample specified procedures report, entitled "Accountants' Report with Respect to the Period from September 1, 2020 to March 31, 2021", is available on the ministry's FAAB website through the "[Consolidation Reporting](#)" link.

This memorandum will also be sent to the school boards' external auditors. However, to ensure receipt in all instances, school boards are asked to also forward a copy of this memorandum to their auditors. No substantive changes have been made to the specified procedures report this year.

### **March Report Due Date and Submission**

The March Report submission via EFIS is due by May 14, 2021.

The Specified Procedures Report and the signed Management Representation Report (printed from EFIS in PDF format) must be submitted to the ministry by the school board by May 21, 2021. Please send the three documents above to [reporting.entity@ontario.ca](mailto:reporting.entity@ontario.ca), using the subject "2020-21 March Report - <2-digit school board number> <school board name>", for example, "2020-21 March Report - 12 Toronto DSB" using the following file naming convention:

- <2-digit school board number><school board name> 2020-21 Specified Procedures Report
  - Ex. "12 Toronto DSB 2020-21 Specified Procedures Report"
- <2-digit school board number><school board name> 2020-21 Management Representation
  - Ex. "12 Toronto DSB 2020-21 Management Representation"

## **II. MAJOR CAPITAL PROJECT PROGRESS REPORT REQUIREMENTS**

School boards are required to complete the template for each capital project that has a remaining project-based allocation balance as of the 2019-2020 Financial Statement EFIS submission. Project-based allocations include the following funding programs: Capital Priorities, Land Priorities, Child Care Capital, Early ON Child and Family Centres, Community Hubs Replacement and Full Day Kindergarten. Information to be collected includes construction progress through various milestones, funding allocations, project expenditure schedule and potential Land Priorities funding requests. Detailed instructions are included in the template.

The template assists the ministry in strengthening its capital accountability process and gaining a better understanding of the development cycle of major construction projects within the education sector, while providing valuable information to support the government's fiscal planning and budgeting process. School boards are required to use the best information available to ensure the accuracy of the forecasts.

School boards can access the file through the EFIS File Download Portal:

1. Login to EFIS at the following link:  
[https://efis.fma.csc.gov.on.ca/apex/f?p=EFIS\\_GOS:HOME](https://efis.fma.csc.gov.on.ca/apex/f?p=EFIS_GOS:HOME)
2. Under the tab “EFIS Internet-Enabled Applications”, go to “File Download Portal”.
3. Click on the file folder of your school board, then select the “MCP Template March 2021” file and choose “Save”.

If school boards need further guidance, the File Download Portal User Guide can be found [here](#).

The naming convention for completed templates is: XX\_MCP\_MAR2021\_Board Name.xls (XX is the school board number).

The template is to be submitted by June 30, 2021 to the following address:  
[CapitalProgramBranch@ontario.ca](mailto:CapitalProgramBranch@ontario.ca) with a copy to the school board’s Capital Analyst.

### Contacts

For user/navigation assistance on EFIS, questions about the March 2021 Report and the Accountant’s Report, please reach out to the following FAAB contacts:

Name	Phone	Email
Elizabeth Sinasac Team Lead	(437) 216-5796	<a href="mailto:Elizabeth.Sinasac@ontario.ca">Elizabeth.Sinasac@ontario.ca</a>
Rashid Khan Senior Business & Financial Analyst	(437) 216-5059	<a href="mailto:Rashid.Khan@ontario.ca">Rashid.Khan@ontario.ca</a>
Yan Chen Senior Business & Policy Analyst	(437) 216-4933	<a href="mailto:Yan.Chen@ontario.ca">Yan.Chen@ontario.ca</a>
Janis Blundell Business Analyst	(437) 216-5653	<a href="mailto:Janis.Blundell4@ontario.ca">Janis.Blundell4@ontario.ca</a>

For questions related to ICIP, CAIF, SCI, POD and general VFA facility reporting, please contact:

Name	Phone	Email
Diamond Tsui Senior Policy Advisor	416-271-9760	<a href="mailto:Diamond.Tsui@ontario.ca">Diamond.Tsui@ontario.ca</a>
Hitesh Chopra Manager	416-258-3368	<a href="mailto:Hitesh.Chopra@ontario.ca">Hitesh.Chopra@ontario.ca</a>

For EFIS user ID login and password assistance, please contact:

Name	Phone	Email
EFIS Support	N/A	<a href="mailto:efis.support@ontario.ca">efis.support@ontario.ca</a>

For Major Capital Project Progress Report assistance or questions, please reach out to the following Capital Program Branch contacts:

Name	Phone	Email
Sophie Liu Manager	(647) 402-9597	<a href="mailto:Sophie.Liu@ontario.ca">Sophie.Liu@ontario.ca</a>
Lisa Bland Senior Policy Specialist	(647) 641-2084	<a href="mailto:Lisa.Bland@ontario.ca">Lisa.Bland@ontario.ca</a>

Sincerely,

*Original signed by*

Med Ahmadoun  
Director  
Financial Accountability and Analysis Branch

*Original signed by*

Paul Bloye  
Director  
Capital Program Branch

c: Directors of Education  
School Board External Auditors