

**Ministry of Education**

Financial Analysis and  
Accountability Branch

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Toronto ON M7A 0B8

**Ministère de l'Éducation**

Direction de l'analyse et de  
la responsabilité financières

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**2021: SB25**

**Date:** October 22, 2021

**Memorandum To:** Business Administrators  
Section 68 School Authorities

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

**Subject:** **2020-21 Financial Statements Forms for Section 68 School Authorities**

I am pleased to inform you that the 2020-21 financial statements Excel forms for Section 68 school authorities (school authorities) are now available, including the related detailed instructions. The Excel forms, pre-loaded variance report, illustrative notes to the financial statements and the instructions for completion will be provided to each school authority separately.

There are three main changes to the forms this year, summarized below for your reference:

<b>Form</b>	<b>Change</b>
Schedule 9	A new line is added for Ministry of Government and Consumer Services (MGCS) In-Kind Grant – Personal Protective Equipment (PPE)/Critical Supplies and Equipment (CSE).
Schedule 10.5	A new form has been added to collect supplementary information on COVID-19 expenses.
Schedule 10.6	A new form has been added to collect COVID-19 operating expenses broken down by various categories and report incremental FTEs.

## **Reporting of Provincially Procured Critical Supplies Equipment (CSE), including Personal Protective Equipment (PPE)**

As announced in Memorandum 2021:SB18, school authorities are required to report their CSE revenue and expenses in the 2020-21 Financial Statements. CSE revenues are to be reported based on the quantities received by the school authorities, using the costing information provided by the ministry. These in-kind revenues would be almost fully offset by the related expense, assuming there is minimal inventory remaining at year end, and should not impact the school authorities grant entitlement. For more details on reporting and calculation, please refer to [Memorandum 2021:SB18](#).

### **Submission of Financial Reports**

The financial statements are due to the ministry by December 31, 2021. If the school authority is unable to meet the reporting deadline due to extenuating circumstances, contact Nigel Duquette at (437) 216-2267 or [Nigel.Duquette@ontario.ca](mailto:Nigel.Duquette@ontario.ca) or Jonathan Hodge at (437) 216-2492 or [Jonathan.Hodge@ontario.ca](mailto:Jonathan.Hodge@ontario.ca) to discuss the need for an extension.

The electronic versions of the financial statements are to be e-mailed to [financials.edu@ontario.ca](mailto:financials.edu@ontario.ca). In the same email, please attach a copy of the following documents:

- signed Certificate of the Chief Executive Officer, in PDF
- audited financial statements, including the auditor's report, notes to the financial statements and the management report. In place of a management report, school authorities may provide management's comments in the notes to the financial statements.

You are reminded not to insert any of the attachments in the body of the email. To facilitate the management of our electronic filing, include the following text in the subject line of the email: "2020-21 Financial Statements Supporting Documentation – S68 Name".

If you require any further information on the financial statements package, please contact Nigel Duquette or Jonathan Hodge.

Sincerely,

*Original signed by*

Med Ahmadoun  
Director  
Financial Accountability and Analysis Branch