

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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2021: SB27

Date: November 15, 2021

Memorandum To: Secretary Treasures of School Authorities (Isolate Boards)

From: Med Ahmadoun
Director
Financial Analysis and Accountability Branch

Romina Di Pasquale
Director
Enrolment, Funding & Labour Policy Branch

Subject: **2020-21 Financial Statements for School Authorities (Isolate Boards)**

We are pleased to inform you that the 2020-21 financial statements Excel forms are now available, including the related detailed instructions.

The ministry encourages isolate boards to share this memorandum, along with the related instructions, with their external auditors to support the completion of their 2020-21 financial statements' audits.

IMPORTANT INFORMATION ON REPORTING

Appendix H – Staff Reporting

As a reminder, Appendix H is a position-based report using two specific measurement dates, October 31 and March 31. Although permanent positions are to be reported in Appendix H, any additional positions temporarily created to support school re-opening for 2020-21 (e.g. positions created to reduce class size, enhance school cleaning) should also be reflected on

Appendix H and follow the inclusion and exclusion criteria outlined in the instructions consistent with prior years (e.g. where a person is hired as a replacement for another person on leave, the position is only reported once).

Given the differing education delivery models (e.g. octomester, quadmester) that may have been used by isolate boards in 2020-21 to support student cohorting during the COVID-19 pandemic, classroom educator positions supporting the quadmester or octomester models should be reported as the sum of their position's FTE for their first two quadmasters or first four octomesters, to align as closely as possible to the typical October count date. This process would also be repeated for the March count date where these delivery models are still followed.

The FTE reporting of positions not supporting the quadmester or octomester models has not changed and isolate boards should continue following the reporting instructions and guidelines when completing Appendix H. Please refer to Section Appendix H and Subsection Input – General for the reporting criteria.

Appendix Q – Reporting of Successful (*Putting Students First Act*) PSFA Remedy Payments

Consistent with the prior year, while most of the payments related to the PSFA remedy settlements have been successfully distributed, there remain a number of outstanding payments (e.g., uncashed cheques, unsuccessful deposits). 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.

Isolate boards are required to report back to the ministry any eligible payments made between September 1, 2020 and August 31, 2021 in order to receive the appropriate funding. Where the isolate board made payments during the 2020-21 school year, payment details should be entered in the template which will be sent soon.. Completed templates should be sent to benefits@ontario.ca by December 31, 2021. Funding for any successful remedy payments will be made through the existing remedy transfer payment agreement. Isolate boards are also required to report the total value of 2020-21 remedy payments in Appendix Q of the financial statement Excel forms.

Reporting of Provincially Procured Personal Protective Equipment (PPE) and Critical Supplies and Equipment (CSE)

As announced in [Memorandum 2021:SB18](#), isolate boards are required to report their PPE and CSE revenue and expenses in their 2020-21 Financial Statements. PPE and CSE revenues are to be reported based on the quantities received by the isolate boards, using the costing information provided by the ministry. These in-kind revenues would be almost fully offset by the PPE/CSE expense, assuming there is minimal inventory remaining at year end, resulting in

minimal impact to the isolate boards' in-year surplus/deficit. For more details on reporting and calculation, please refer to [Memorandum 2021:SB18](#).

2021-21 Expenses Attestation

Isolate boards seeking COVID-19 Support Funding and/or Supplemental COVID-19 Support Funding for the 2021-22 school year are required to submit an attestation in their 2020-21 financial statements' submission. As per [Memorandum 2021: SB12](#), the Supervisory Officer must attest that the isolate board's 2020-21 final expenses did not deviate from the isolate board's planned 2020-21 expenses at the time of the announcement of [Memorandum 2021: B07](#) (i.e. the planned 2020-21 expenses as at May 4, 2021).

SUBMISSION OF FINANCIAL REPORTS

The financial statements are due to the ministry by December 31, 2021. If the isolate board is unable to meet the reporting deadline due to extenuating circumstances, please contact Elain Kwan at (437) 216-4454 or elain.kwan@ontario.ca or Desiree Archer at (437) 216-3946 or desiree.archer@ontario.ca to discuss the need for an extension to the due date.

If the financial statements submission is not received by the due date, the ministry may implement cash flow withholding until the submission is received. The cash withholding amount is equal to a 50% reduction in the isolate 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.

The electronic version of the financial statements is to be emailed to financials.edu@ontario.ca.

In the same email, include PDF copies of:

- The certificate signed by the Supervisory Officer,
- The expenses attestation signed by the Supervisory Officer, and
- The audited financial statements, including the auditor's report and the accompanying notes.

To facilitate the management of our electronic filing, include the following text in the subject line of the email "2020-21 financial statements and supporting documentation – Isolate Board's Name".

CONTACTS

If you have any questions related to the completion of the financial statements package, please contact Elain Kwan or Desiree Archer for additional clarifications.

Sincerely,

Original signed by

Med Ahmadoun
Director
Financial Analysis and Accountability
Branch

Romina Di Pasquale
Director
Enrolment, Funding & Labour Policy
Branch

cc: Isolate Board Supervisory Officers