

Ministry of Education

Ministère de l'Éducation

Financial Analysis and
Accountability Branch

Direction de l'analyse et de la
responsabilité financières

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2022: SB10

Date: March 25, 2022

Memorandum To: Business Administrators
Section 68 School Authorities

From: Med Ahmadoun
Director
Financial Analysis and Accountability Branch

Subject: **2022-23 Estimates Forms for Section 68 School Authorities**

I am pleased to inform you that the 2022-23 Section 68 School Authorities (school authorities) Estimates' forms and related financial information are now available. The Excel forms, budget request form and pre-loaded variance report along with the instructions for completion will be provided to each school authority separately, with key changes noted below.

2022-23 Estimates Forms

The are two main changes to the forms this year, summarized below for your reference:

Form	Change
Schedule 5.1 and Schedule 9	Should provincially procured health and safety equipment be provided to school authorities, a new line has been added to report the corresponding in-kind revenues and expenses consistent with direction provided in memorandum 2021:SB18. Further information will be forthcoming as the ministry continues to work with the Ministry of Health and the Chief Medical Officer of Health on ongoing public health measures.
Schedule 10	As noted in the 2022:B03 2022-23 Grants for Students Needs Funding memorandum, the ministry has included a provision for upcoming labour negotiations into components of the Grants for Student Needs funding

formula. Based on these increases, school authorities should estimate a similar labour expense provision and report it on Schedule 10, Other column on the Provision for Contingencies expense line.

Budget Approval Process for New Funding Requests

For any new budget requests, school authorities are asked to continue to submit the budget request forms to the ministry for approval.

In the [2022:B03 2022-23 Grants for Students Needs Funding](#) memorandum, the COVID-19 Learning Recovery Fund was announced and provides temporary funding for additional staffing supports. This funding is available to the school authorities through the budget approval process to allow the continued hiring of teachers, early childhood educators, educational assistants, and other education workers to address learning recovery, supports for special education, the delivery of remote learning, and maintaining enhanced cleaning standards. The school authorities can identify COVID-19 Learning Recovery Fund requests in the Funding Source field in the budget request form. Please refer to the budget request form instructions for further details.

School authorities should continue to include funding requests for programs typically provided through the Priorities and Partnerships Funding (PPF) for district school boards in the budget request form and Estimates forms. School authorities should review the [2022:B05 2022-23 Priorities and Partnerships Funding \(PPF\)](#) memorandum announcing the PPFs to identify any programs that would be beneficial to address the school authorities students' needs, such as the following:

- Demographic Data Gathering
- De-Streaming Implementation Supports Program
- Entrepreneurship Education Pilot Projects
- Experiential Professional Learning in the Skilled Trades for Guidance Teacher-Counsellors
- Health Resources, Training and Supports
- Math Strategy Funding
- Math Strategy – Additional Qualifications Funding
- The Skilled Trades Bursary Program
- Tutoring Supports Program

Additional information and guidance on these programs will be provided in the coming weeks.

For a list of the PPFs that have been transferred into the GSN please refer to the 2022:B03 memorandum. School authorities may continue to submit funding requests for funds transferred to the GSN should the school authority identify a need.

The ministry will review the requests and provide formal approval. School authorities should ensure that sufficient details and rationale are provided to support any new funding requests to

facilitate the ministry's review of the budget submissions and accelerate the budget approval process. The form must be submitted at the same time as the 2022-23 Estimates submission and to the same electronic mailbox at Estimates.met@ontario.ca.

The budget request form can also be used for in-year budget requests. However, funding requests outside of the annual Estimates submission cycle should be limited to requests due to funding regulation changes and other unforeseen circumstances.

Submission of Financial Reports

The 2022-23 Estimates are due to the ministry by June 30, 2022. A complete submission package includes the following electronic documents:

- Estimates forms
- Variance report
- Budget request forms (if applicable)

These documents are to be emailed to Estimates.met@ontario.ca. In the same email please include a PDF copy of the Certificate signed by the Chief Executive Officer. Please do not insert any of the attachments into the body of the email. To facilitate the management of our electronic filing, school authorities are asked to include the following text in the subject line of the email "2022-23 Estimates Supporting Documentation – School Authority Name".

If you require further information on the Estimates package, including the budget approval form or process, or on the additional funding noted above, please refer to the contacts listed in Appendix A.

Sincerely,

Original signed by

Med Ahmadoun
Director
Financial Analysis and Accountability Branch

Appendix A: Ministry of Education Contacts

For budget and general questions:

Financial Analysis & Accountability Branch Contact	Telephone and Email
André Mercier, Financial Analyst	(437) 215-9537 Andre.Mercier@ontario.ca

School Authority	Field Services Branch Contact	Telephone and Email
Bloorview School Authority	Melissa Weyland, Education Officer	(416) 302-5435 Melissa.Weyland@ontario.ca
Campbell Children's School Authority	Pascale Guimond, Education Officer	(613) 225-4653 Pascale.Guimond@ontario.ca
CHEO School Authority		
John McGivney Children's Centre School Authority	Joy Antoniuk, Education Officer	(519) 667-2034 Joy.Antoniuk@ontario.ca
KidsAbility School Authority		
Niagara Children's Centre School Authority	Virginia Rutledge, Education Officer	(519) 667-2026 Virginia.Rutledge@ontario.ca

For questions on 2022-23 PPF programs listed in this memorandum:

Program Name	Branch	Program Contact	Telephone and Email
Demographic Data Gathering	Education Equity Secretariat	Maria Baginska, Policy & Program Analyst	(437) 776-7748 Maria.Baginska@ontario.ca
De-Streaming Implementation Supports Program	Skills Development and Apprenticeship Branch	Dianne Oliphant, Director	(416) 627-2300 Dianne.Oliphant@ontario.ca
Entrepreneurship Education Pilot Projects	Skills Development and Apprenticeship Branch	Dianne Oliphant, Director	(416) 627-2300 Dianne.Oliphant@ontario.ca

Experiential Professional Learning in the Skilled Trades for Guidance Teacher-Counsellors	Skills Development and Apprenticeship Branch	Dianne Oliphant, Director	(416) 627-2300 Dianne.Oliphant@ontario.ca
Health Resources, Training and Supports Program	Safe and Healthy Schools	Jennifer Ng, Manager	(647) 823-6205 Jennifer.Ng@ontario.ca
Math Strategy Funding	Digital and Online Learning Branch	Laurie McNelles, Director (A)	(437) 388-3134 Laurie.McNelles2@ontario.ca
Math Strategy – Additional Qualifications Funding			
The Skilled Trades Bursary Program	Skills Development and Apprenticeship Branch	Dianne Oliphant, Director	(416) 627-2300 Dianne.Oliphant@ontario.ca
Tutoring Supports Program	Skills Development and Apprenticeship Branch	Dianne Oliphant, Director	(416) 627-2300 Dianne.Oliphant@ontario.ca