

Ministry of Education

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Ministère de l'Éducation

315, rue Front Ouest
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2022: SB12

Date: March 31, 2022

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, 2022 Financial Reporting Requirements**

This memorandum is to share this year's March-related financial reporting requirements, including the Major Capital Project Progress Report which was introduced in Fall 2020. The 2022 March Reporting forms are now available in the Education Finance Information System (EFIS). 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, 2021 to March 31, 2022 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 2022 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 2020-21 financial statements and 2021-22 revised estimates EFIS forms. A summary of this year's changes are as follows:

- Schedule 19SUP
 - New line added to capture the book value of Ontario Treasury Bills
 - New tabs have been added based on the Ontario Provincial Controller's Division reporting requirements to collect detailed information on school boards' investments in Ontario Bonds and Ontario Treasury Bills
- Schedule 20/ Schedule 20 Summary
 - Added lines to capture Stabilization and Supplemental COVID-19 Support, Ministry of Government and Consumer Services (MGCS) In-kind grant for personal protective equipment (PPE)/ critical supplies equipment (CSE)/ high efficiency particulate air (HEPA), In-kind grant for rapid antigen test kits and federal revenue for COVID-19 Resilience Infrastructure Stream (CVRIS) 80% approved operating expenses
 - Provided reporting instructions for provincially provided menstrual products and related dispensers
- Schedule 20SUP
 - Added a new line to capture the fair value of Ontario Treasury Bills
- Schedule 20.1
 - Added lines to capture PPE/CSE/HEPA expenses related to the in-kind grant from MGCS and to capture rapid antigen test kit expenses related to the in-kind grant
- Schedule 21E Operating
 - Added a line for the Special Education - After-School Skills Development (ASSD) Funding
 - Removed the mental health leader grant line
 - Moved the line for Experiential Learning Envelope Allocation to Schedule 21E Capital
 - Added lines to capture deferred revenue related to MCGS in-kind grants for PPE/CSE/HEPA and in-kind grants for rapid antigen test kits
- Schedule 21E Capital
 - Added new lines for the Experiential Learning Envelope Allocation moved from the operating schedule and for Priorities and Partnerships Funding (PPF) - connectivity supports for remote learning technology
- Schedule 23 Series
 - Opened cells under CVRIS 80% and CVRIS 20% for movable asset types, which will be loaded from VFA
 - Removed the column for Climate Action Incentive Fund (CAIF) from this and other capital schedules

Other Important Reporting Requirements

- CVRIS
 - CVRIS 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.
- Reporting of PPE, CSE, HEPA filters and devices from the MGCS and rapid antigen test kits
 - School boards should record both revenue and expense for PPE, CSE, HEPA filters and devices supplied directly to school boards through MGCS as well as rapid antigen test kits supplied directly to school boards. The ministry will advise when updated weighted average costs will be available. These will be located in the File Download Portal (FDP) under the 2021-22 March Report as follows:
 1. Login to EFIS at the following link:
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 “2021-22”, “March Report”, and then the “PPE-CSE-HEPA-RAT - Weighted Average Costs” file and choose “Save”.
 - HEPA filters and devices as well as rapid antigen test kits centrally coordinated by the Province but purchased directly by school boards from vendors should be reported following regular school board processes.

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 and CVRIS.

For projects funded through CVRIS, new budget codes have been created to track approved projects. Within VFA.facility, school boards will be required to identify whether the project is capital or operating in nature to facilitate the correct uploading into EFIS (please refer to the [*District School Board and School Authority Tangible Capital Assets: Provincial Accounting Policies and Implementation Guide*](#) for capitalization requirements). For CVRIS projects, 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 to EFIS.

- There are additional reporting requirements in VFA.Facility, for project tracking purposes, which will not be uploaded to EFIS. All reporting fields must be completed for the progress report to be accepted. Please refer to memorandum 2021:B18 for additional details pertaining to CVRIS reporting requirements.

Reported expenditures will be uploaded nightly into EFIS until May 6, 2022 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, 2022 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, 2022.

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, 2021 to March 31, 2022", 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 13, 2022.

The Specified Procedures Report and the signed Management Representation Report (obtained from EFIS in PDF format) must be submitted to the ministry by the school board by May 20, 2022.

Please send the two documents above to reporting.entity@ontario.ca, using the subject “2021-22 March Report - <2-digit school board number> <school board name>”, using the following file naming convention:

- <2-digit school board number><school board name> 2021-22 Specified Procedures Report, e.g., 12 Toronto DSB 2021-22 Specified Procedures Report
- <2-digit school board number><school board name> 2021-22 Management Representation, e.g., 12 Toronto DSB 2021-22 Management Representation

Late Submissions

It is important that school boards meet the due dates above as the information is needed for meeting the requirements of the 2021-22 Public Accounts, and the ministry may implement cash flow penalties for submissions that are not received in EFIS by the due date. If the school board is unable to meet the reporting deadline due to extenuating circumstances, please contact your ministry financial analyst to discuss the need for an extension.

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 2020-2021 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
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 2022” 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_MAR2022_Board Name.xls (XX is the school board number).

The template is to be submitted by June 30, 2022 to the following address:
CapitalProgramBranch@ontario.ca with a copy to the school board's Capital Analyst.

Contacts

For user/navigation assistance on EFIS, questions about the March 2022 Report and the Accountant's Report, please contact:

Name	Phone	Email
Elizabeth Sinasac Team Lead	(437) 216-5796	Elizabeth.Sinasac@ontario.ca
Rashid Khan Senior Business & Financial Analyst	(437) 216-5059	Rashid.Khan@ontario.ca
Yan Chen Senior Business & Policy Analyst	(437) 216-4933	Yan.Chen@ontario.ca
Janis Blundell Business Analyst	(437) 216-5653	Janis.Blundell4@ontario.ca

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

Name	Phone	Email
Diamond Tsui Senior Policy Advisor	(416) 271-9760	Diamond.Tsui@ontario.ca
Hitesh Chopra Manager	(416) 258-3368	Hitesh.Chopra@ontario.ca

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

Name	Phone	Email
EFIS Support	N/A	efis.support@ontario.ca

For Major Capital Project Progress Report assistance or questions, please contact:

Name	Phone	Email
Sophie Liu Manager	(647) 402-9597	Sophie.Liu@ontario.ca
Lisa Bland Senior Policy Specialist	(647) 641-2084	Lisa.Bland@ontario.ca

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