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Ministère de l'Éducation

Division des relations de travail et du
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2022:SB24

Date: September 20, 2022

Memorandum To: Senior Business Officials

From: Med Ahmadoun
Director
Financial Analysis and Accountability Branch

Xiaofei Wang
Director
Education Modelling and Forecasting Branch

Subject: **2021-22 Financial Statements (District School Boards)**

We are pleased to inform you that the 2021-22 financial statements' related guides and instructions are now available through the [Financial Statements link](#) on the "Reporting to the Ministry" section of the [Financial Analysis and Accountability Branch \(FAAB\) website](#).

The ministry encourages school boards to share this memorandum, along with the related training materials, with their external auditors to support the completion of their 2021-22 financial statements' audits.

There are four main changes to the reporting process this year as follows: an earlier timeline to enter capital expenditures data in VFA.facility, the requirement to consolidate the Ontario School Boards' Insurance Exchange (OSBIE) financial results, a new SharePoint site for financial reports, and the library funding multi-year plan. Please see these and other updates further detailed below.

We are also sharing some financial reporting reminders including:

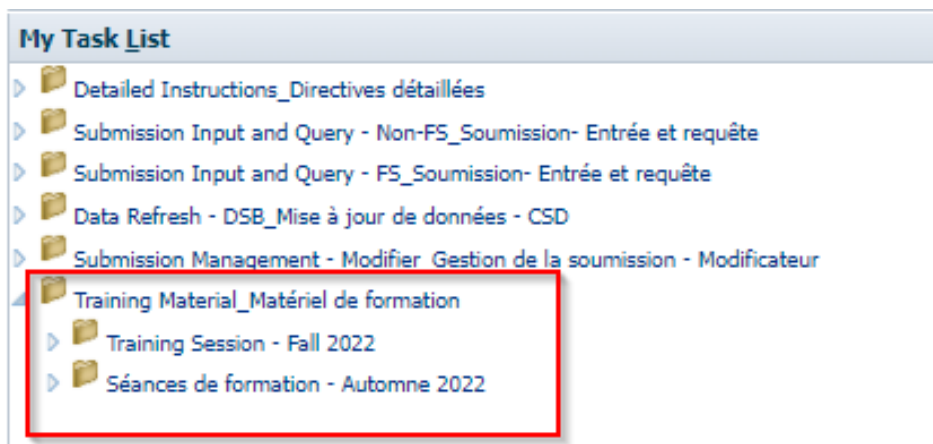
- School boards are required to follow the illustrative notes to the financial statements when preparing their audited financial statements, unless, in consultation with their auditor, a different note better reflects the unique circumstances of the school board.
- School boards are reminded to publish their audited financial statements, including the auditor’s report on the school board’s website within one month after receiving it. A signed statement of management responsibility to all audited financial statements currently published on school board websites should be appended and included on all future financial statements at the time they are issued.
- Entities controlled by school boards, such as transportation consortia, are required to post their audited financial statements on their website within six months of the end of the organization’s fiscal year.

A. TRAINING MATERIALS, QUESTION AND ANSWER SESSIONS

The ministry is providing its annual financial update through training documents and question and answer (Q&A) sessions held via Microsoft Teams meetings. The training materials will highlight changes to the 2021-22 financial statements and the 2022-23 revised estimates, as well as provide updates in other areas, including:

- Upcoming Public Sector Accounting Board (PSAB) standards, including asset retirement obligations
- Notes to the financial statements
- Financial reporting for transportation consortia refresher

Prior to the Q&A sessions, school boards can review the training materials (in either French or English) by logging in to the Education Finance Information System (EFIS) and following the links in the 2021-22 financial statements task list:



If you have questions after reviewing the training materials, please submit them by email to reporting.entity@ontario.ca with the subject heading “Q&A Meeting” prior to the Microsoft Teams meeting you wish to attend. During the Q&A sessions, you can ask questions related to

the above material. Please note the training materials will not be presented at the Q&A sessions. School board staff are welcome to join any of the sessions listed below; registration is not required. The Microsoft Teams meeting links to access the Q&A sessions are provided in a document called “**Q&A Session Access Information**”, which is in the EFIS Training Material folder noted above.

Q&A Session #1: Monday September 26, 2022 (English)
Time: 1:30 p.m. – 2:30 p.m.

Q&A Session #2: Wednesday September 28, 2022 (English)
Time: 1:30 p.m. – 2:30 p.m.

Q&A Session #3: Friday September 30, 2022 (French)
Time: 1:30 p.m. – 2:30 p.m.

B. IMPORTANT DATA REPORTING IN VARIOUS SYSTEMS AND CUT-OFF DATES

Ontario School Information System (OnSIS) Enrolment Data Refresh and Cut-Off

Consistent with prior years, OnSIS enrolment data for regular day school is loaded directly into EFIS on a daily basis. Any changes made in OnSIS before 6:00 p.m. will be refreshed in EFIS by noon of the next business day. This refresh process will continue until **October 3, 2022**, using October 2, 2022 OnSIS data as of 6:00 p.m. School boards are advised to review their enrolment information in EFIS and make any corrections in OnSIS before the cut-off date.

Although school boards are also reporting enrolment for summer school, continuing education and independent study in OnSIS, under the Enrolment Reporting Initiative as outlined in [Memorandum 2015:SB35](#), the enrolment data is not loaded directly into EFIS.

School boards are still required to input the enrolment data for summer school and continuing education in Schedule 12 of EFIS and the enrolment data for independent study in Schedule 13 of EFIS. The data entered in EFIS should agree with what the school board has reported in OnSIS. Once the OnSIS data has been reviewed by the Education Data Branch, the ministry’s finance officer will follow-up with school boards for all variances between OnSIS and EFIS by the end of April 2023. Please note that some adjustments may have a grant impact on the 2021-22 financial statements.

Consistent with the prior year, temporary remote learning schools that have a Board School Identification (BSID) number assigned to them will appear in the school list under the school-level enrolment form, with data coming from OnSIS. In order to preserve the school-level funding at the same level as before the set up of the remote learning schools, school boards will need to use the distribution form in EFIS to move the full-time equivalency (FTE) of students in the remote learning schools back to main schools at each count date.

VFA.facility Expenditures Data Refresh and Cut-Off

This year, the connection to VFA.facility will terminate on **October 14, 2022**. The information on capital expenditures, reported through the financial statements and March report, serves as the base for the government's multi-year plan. With this information provided earlier, the ministry intends to have a better understanding of on-the-ground activity to support provincial multi-year planning requirements and minimize reprofiling requirements.

Consistent with prior years, school boards are required to enter capital expenditures data in VFA.facility that are funded through School Condition Improvement (SCI), Proceeds of Disposition (POD), and COVID-19 Resilience Infrastructure Stream (CVRIS).

The reported expenditures in VFA.facility will be automatically uploaded into EFIS daily until October 14. As a reminder, projects must be archived to ensure successful transfer to EFIS. After the end of the reporting period, adjustments will be made on a request basis.

For the School Renewal Allocation (SRA), funded capital expenditures for the 2021-22 school year must be reported in VFA.facility by November 30, 2022. Failure to meet this deadline could result in the ministry withholding SRA funds until reporting is complete. (Note: SRA data from VFA.facility does not impact EFIS reporting as it is not uploaded to EFIS).

As school boards report their financial expenditures associated with SCI and SRA, they are also required to report their plans and commitments associated with their remaining funds in VFA.facility. Boards will be required to indicate the amount legally committed, connected to an Approval to Proceed (ATP), and in board-approved plans. As this information supports provincial multi-year planning, this reporting will also need to be completed by October 7, 2022. While this information will not be uploaded to EFIS and is not directly tied to the financial reporting process, it will help the ministry understand how boards have budgeted their remaining renewal funds. Additional details will follow.

Note that the use of capital funds is also subject to ministry audit. The ministry may choose to follow up on reported expenditures. Failure to provide details requested by the ministry could result in a claw back or withholding of funds.

School-Level Data Sign Off Process

A list of schools for the 2021-22 financial statements was made available to school boards on May 5, 2022. School boards were required to notify the ministry of any discrepancies and sign off on the list by June 15, 2022. Any schools that are not on this list are not entitled to school-based funding for the 2021-22 financial statements.

C. CONSOLIDATION OF THE ONTARIO SCHOOL BOARDS' INSURANCE EXCHANGE'S (OSBIE) FINANCIAL RESULTS

In the Ontario Auditor General's value for money review: Financial Reporting of School Boards in Ontario (2021), OSBIE was identified as an entity that must be consolidated into the province's consolidated financial statements to be compliant with the Canadian Public Sector Accounting Standards. As a result, pursuant to memorandum 2022:SB21, active OSBIE subscriber district school boards, school authorities, and any other OSBIE member affiliated with school boards are required to consolidate their proportionate share of OSBIE's financial results from September 1 to August 31 into their financial statements starting from the 2021-22 financial statements.

D. REPORTING OF PROVINCIALLY PROCURED PERSONAL PROTECTIVE EQUIPMENT (PPE), CRITICAL SUPPLIES AND EQUIPMENT (CSE), HIGH EFFICIENCY PARTICULATE AIR (HEPA) FILTERS AND DEVICES FROM THE MINISTRY OF PUBLIC AND BUSINESS SERVICE DELIVERY (MPBSD) AND RAPID ANTIGEN TEST KITS (RAT)

Consistent with reporting in the prior year's financial statements, school boards are required to report their PPE and CSE revenue and expenses in the 2021-22 financial statements. This includes HEPA filters and units received directly from the MPBSD, previously the Ministry of Government and Consumer Services. Starting in 2021-22, this also includes rapid antigen tests (RAT). PPE, CSE, HEPA and RAT in-kind revenues must be reported based on the quantities received by the school boards, using the cost information provided by the ministry. Any inventory that is not projected to be used during current reporting period should be recorded as inventory of supplies and deferred revenue; however, these amounts are expected to be minimal.

The costing information is based on weighted average costs and is available in a costing file in the [File Download Portal \(FDP\)](#) under the 2021-22 financial statements folder.

E. SUBMISSION OF FINANCIAL REPORTS

SharePoint Site

The ministry is pleased to share that the process to submit supporting documentation for school board financial reports (March Report, Estimates, Revised Estimates and Financial Statements) is being simplified beginning November 2022. In previous years, school boards have submitted supporting documentation via different email addresses. To streamline the submission process, the ministry has set up a SharePoint site where school boards can provide the supporting documentation starting this Fall. Please refer to Appendix A for instructions on how to access the SharePoint site.

Major Capital Project Progress Report

School boards are required to complete the template for each capital project that has a remaining project-based allocation balance as of the 2021-22 March Report 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 schedules 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 [File Download Portal \(FDP\)](#) under the 2021-22 financial statements folder.

The template is to be submitted by **December 1, 2022** to the SharePoint site.

Reporting on the Use of Supports for Students Fund (SSF) / Investment in System Priorities (ISP)

An Excel template with reporting instructions is available for download through the [File Download Portal \(FDP\)](#) under the 2021-22 financial statements folder.

Various staffing categories are pre-loaded and additional blank lines are included to input the details of other staffing categories or other eligible expenses, based on the central collective agreements or terms and conditions of employment. Completed templates should be uploaded to the SharePoint site by **November 15, 2022**.

The templates have been updated to include the allocated amounts for Principals' and Vice-principals' (PVP) ISP 2021-22 school year amounts as per PVPs' 2020-23 terms and conditions of employment. The templates also include calculations related to the carry forward provisions for PVPs which may adjust the total SSF/ISP allocation based on the school boards' 2021-22 eligible ISP expenses for PVPs.

Therefore, if the school board's reported expense for the 2021-22 school year is less than the 2021-22 school year amount in PVPs' terms of conditions of employment, the total funding in the 2021-22 school year will be reduced to match the expense and the difference will be added to the 2022-23 school year funding amount.

The PVPs' expense amount reported in the templates must align with line 23.2 – SSF PVP Expenses in Section 23 – Supports for Students Allocation in EFIS.

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

School boards are required to report back to the ministry any eligible payments made between September 1, 2021 and August 31, 2022 in Appendix Q of EFIS to receive funding, if applicable. Where the school board made payments during the 2021-22 school year, payment details should be entered in the template available in the [File Download Portal \(FDP\)](#) under the 2021-22 financial statements folder as well as the total value of 2021-22 remedy payments. Completed templates should be uploaded to the SharePoint site by **November 15, 2022**. Funding for any successful remedy payments will be made through the existing remedy transfer payment agreement.

Library Funding Multi-Year Plan

School boards that are not fully utilizing the funding provided for library staffing through the Pupil Foundation Grant, along with the existing enveloping provision of the Library Staff Allocation are required to submit a multi-year plan highlighting their vision and next steps to address any underspending in this area. This template is now available in the [File Download Portal \(FDP\)](#) under the 2021-22 financial statements folder. Completed templates should be uploaded to the SharePoint site by **November 15, 2022**.

Financial Statements

Please submit your 2021-22 financial statements through EFIS by **November 15, 2022**. If any financial information changes as a result of the board of trustees' meeting, school boards must resubmit the EFIS forms by December 6, 2022, or the date agreed upon with the school board's financial analyst. In addition, the following documents should be submitted by authorized users to the SharePoint site at [School Board Financial Reports](#) by **November 15, 2022**.

Please note that it is important to follow the naming conventions noted below when submitting each of the supporting documents:

From School Board's Active EFIS Submission (in PDF)	Naming Convention
<ul style="list-style-type: none"> • Certificate of the Director of Education¹ 	DSB#_DSB Name_2021-2022 FS Supporting Docs
<ul style="list-style-type: none"> • Compliance Report 	
<ul style="list-style-type: none"> • Schedules 1, 1.1, 1.2, 1.3, 9, 10 and 10ADJ 	
<ul style="list-style-type: none"> • Section 1A 	
Additional Supporting Documentation (in PDF)	Naming Convention

<ul style="list-style-type: none"> The audited financial statements, including the auditor's report and the notes² 	DSB#_DSB Name_2021-2022 Audited FS
Additional Supporting Documentation	Naming Convention
<ul style="list-style-type: none"> Major Capital Project progress report 	DSB#_DSB Name_MCP_Fall2022.xls
<ul style="list-style-type: none"> SSF/ISP template 	DSB#_DSB Name_2021-22 SSF ISP Funding.xlsx
<ul style="list-style-type: none"> PSFA Remedy payments template, if applicable 	DSB#_DSB Name_Outstanding Remedy Payments Report.xlsx
<ul style="list-style-type: none"> Library Funding multi-year plan, if applicable 	DSB#_DSB Name_EFIS Template Library Funding Multi-Year Plan.docx

¹ Signed by the Director of Education and the Chair

² School boards are required to follow the illustrative notes to the financial statements when preparing their audited financial statements, unless, in consultation with their auditor, a different note better reflects the unique circumstances of the school board.

In addition, the published financial statements, notes to the financial statements and auditor's report should be submitted by authorized users to the SharePoint site at School Board Financial Reports by November 15, 2022. If these documents are not finalized by November 15, 2022, due to the timing of board of trustees' meeting, they may be submitted by December 6, 2022.

Late Submissions

It is important that school boards meet the due dates above as the information is needed for reporting in the provincial budget. 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 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 school 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.

F. CONTACTS

Subject	Name	Phone	Email
Tangible capital assets	Elizabeth Sinasac	(437) 216-5796	Elizabeth.Sinasac@ontario.ca
	Janis Blundell	(437) 216-5653	Janis.Blundell4@ontario.ca
EFIS package	Ministry finance officers, information can be found on the FAAB website under the " Contact Us " section		

Subject	Name	Phone	Email
Supports for Students Fund reporting	Jason Heo	(437) 223-0089	Jason.Heo@ontario.ca
Major Capital Progress Report	Sophie Liu	(647) 402-9597	Sophie.Liu@ontario.ca
	Lisa Bland	(647) 641-2084	Lisa.Bland@ontario.ca
Renewal and VFA.facility reporting	Hitesh Chopra	(416) 258-3368	Hitesh.Chopra@ontario.ca
	Diamond Tsui	(416) 271-9760	Diamond.Tsui@ontario.ca
Library funding multi-year Plan	Mohammed Islam	(437) 335-3932	Mohammed.Islam@ontario.ca
	Elena Lopez	(437) 522-4701	Elena.Lopez@ontario.ca
EFIS user/navigation assistance	Stevan Garic	(437) 221-9722	Stevan.Garic@ontario.ca
	Alex Zhang	(437) 223-0104	Alex.Zhang2@ontario.ca
	Hao Qin	(437) 221-9814	Hao.Qin@ontario.ca
	Patrick Pelletier	(437) 216-4879	Patrick.Pelletier@ontario.ca
EFIS login assistance	N/A	N/A	efis.support@ontario.ca

Sincerely,

Original signed by

Med Ahmadoun
 Director
 Financial Analysis and Accountability Branch

Xiaofei Wang
 Director
 Education Modelling and Forecasting Branch

Attachment:
 Appendix A - SharePoint Site

cc: Directors of Education