

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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2022:SB29

Date: October 31, 2022

Memorandum To: Senior Business Officials

From: Med Ahmadoun
Director
Financial Analysis and Accountability Branch

Xiaofei Wang
Director
Education Modelling and Forecasting Branch

Subject: **2022-23 Revised Estimates (District School Boards)**

We are pleased to inform you that the 2022-23 revised estimates, related guides and instructions are now available through the [revised estimates link](#) on the "Reporting to the Ministry" section of the [Financial Analysis and Accountability Branch \(FAAB\) website](#).

IMPORTANT NOTES ON 2022-23 REPORTING

A. Balanced Budgets and Ministry Approval for In-year Deficits

The ministry would like to remind school boards that an in-year deficit greater than the threshold set out in Ontario Regulation 280/19 will need Minister approval and the submission of an in-year deficit approval request is required as soon as possible. The EFIS instructions and related EFIS deficit approval form have been updated with additional information to assist school boards with their in-year deficit approval requests, if required. If a school board's in-year deficit for 2022-23 has increased beyond the ministry approved amount, the school board will need to submit another in-year deficit approval request as soon as possible.

School boards that report an in-year deficit that is within the threshold must submit an In-Year Deficit Elimination Plan (IYDEP) indicating the measures it will take to balance its budget and eliminate the in-year deficit within two years. The plan must be approved by the board.

B. 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)

The reporting of provincially procured health and safety equipment remains the same as in the 2022-23 estimates. However, the costing information to be used is based on the 2021-22 weighted average costs and is available in a costing file in the [File Download Portal \(FDP\)](#) under the 2021-22 Financial Statements folder.

SUBMISSION OF FINANCIAL REPORTS

Please submit your 2022-23 revised estimates through EFIS by **December 15, 2022**.

In addition, the following documents should be submitted by authorized users to the SharePoint site at [School Board Financial Reports](#) by **December 15, 2022**:

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_2022-2023 RE Supporting Docs
<ul style="list-style-type: none"> • Compliance Report 	
<ul style="list-style-type: none"> • In-Year Deficit Elimination Plan (IYDEP), if required 	
<ul style="list-style-type: none"> • Schedules 9, 10 and 10ADJ 	
<ul style="list-style-type: none"> • Section 1A 	

¹ Signed by the Director of Education

Late Submissions

It is important that school boards meet the due dates above as the information is needed for the interim reporting in the provincial budget, and the ministry may implement cash flow penalties for revised estimates 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.

CONTACTS

Subject	Name	Phone	Email
EFIS user/navigation assistance	Stevan Garic	(437) 221-9722	Stevan.Garic@ontario.ca
	Alex Zhang	(437) 223-0104	Alex.Zhang2@ontario.ca
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	Patrick Pelletier	(437) 221-9523	Patrick.Pelletier@ontario.ca
EFIS login assistance	N/A	N/A	efis.support@ontario.ca
EFIS package/other questions	Ministry finance officers, information can be found on the FAAB website under the " Contact Us " section		

Sincerely,

Original signed by

Med Ahmadoun
Director
Financial Analysis and Accountability Branch

Xiaofei Wang
Director
Education Modelling and Forecasting Branch

cc: Directors of Education