

**Ministry of Education**

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**Ministère de l'Éducation**

Division des relations de travail et du  
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**2023:SB14**

**Date:** September 13, 2023

**Memorandum To:** Senior Business Officials

**From:** Marjorie Tang  
Director  
Financial Analysis and Accountability Branch

Xiaofei Wang  
Director  
Education Modelling and Forecasting Branch

**Subject:** **2022-23 Financial Statements (District School Boards)**

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We are pleased to inform you that the 2022-23 financial statements forms, instructions, and training materials are now available in the [Education Finance Information System \(EFIS\)](#).

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 2022-23 financial statements audits.

The main changes to the reporting process this year reflect the ministry's ongoing work to minimize school board administrative burden, as follows:

- 1) the addition of independent study ADE to the list of enrolment data that is automatically loaded from OnSIS to EFIS
- 2) the addition of School Renewal Allocation (SRA) expenditures to the list of capital expenditure data that is automatically loaded from VFA Facility to EFIS

3) the integration of reporting related to the Supports for Students Fund / Investments in System Priorities into EFIS. School boards will report information in the new Appendix R and no longer need to submit a separate Excel template.

Please see these and other updates further detailed below.

#### **A. REFERENCE MATERIALS AND INFORMATION SESSIONS**

The ministry is providing its annual financial update through reference materials, as per past practice, and hybrid information sessions (one English and one French):

Information Session #1 (English): Tuesday September 26, 2023: 9:00 a.m. – 12:00 p.m.

Information Session #2 (French): Tuesday September 26, 2023: 1:00 p.m. – 4:00 p.m.

These hybrid sessions will be held simultaneously virtually via Microsoft Teams and in-person at our Toronto office, 315 Front St. West, Main Floor – Elm Room B, with further details on registration noted further below.

Reference materials will highlight changes to the 2022-23 financial statements and the 2023-24 revised estimates. The hybrid session will mainly cover the following topics:

- 2022-2023 notes to the financial statements
- Public Sector Accounting Board (PSAB) standards for 2022-2023
  - PS 3280- Asset Retirement Obligations (ARO)
    - Revaluation
    - Prior period restatement
    - Ontario regulation 488/10
    - Code of Accounts ARO update
  - Investment classifications
- PSAB standards for 2023-2024
  - PS 3160- Public private partnerships
  - PS 3400- Revenue
- 2022-23 EFIS financial statements forms' changes
- Major Capital Projects Progress Report

Reference materials related to the new accounting standards are available for download in EFIS by clicking the "Explore" button and navigating to "/Shared Workspace Pages/5. Reference Material\_Matériel de référence". These include:

- ARO Costing Models, Release 2 (updated for feedback from the Office of the Auditor General of Ontario);
- ARO Accounting Policies and Implementation Guide, Release 2;
- Purchased Intangibles (PI) Policies and Implementation Guide, Release 1; and
- Public Private Partnerships (P3) Policies and Implementation Guide, Release 1

Prior to the information sessions, school boards can review the reference materials, slides and videos, by logging in to EFIS and following the links in the 2022-23 Financial Statements task list:



If you have questions after reviewing the materials, please submit them by email to [reporting.entity@ontario.ca](mailto:reporting.entity@ontario.ca) with the subject heading “2023 Information Session” prior to the session. The information sessions will also leave time for questions. School board staff are welcome to join either of the information sessions through prior registration by clicking [here](#). Please note that the ministry will not cover the cost for attending the session.

The Microsoft Teams meeting links to access the information sessions are provided in a document called “**Information Session Access Details**”, which is in the EFIS Training Material folder noted above. Common questions and answers will be documented and added to the same folder.

## ***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 2, 2023**, using October 1, 2023 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. If a school board makes changes to OnSIS data after the cut-off, they can contact a member of the EFIS team to re-open the link and refresh the loaded enrolment from OnSIS at any time.

Starting this year, independent study ADE is being added to the list of enrolment data that is loaded directly from OnSIS to EFIS. School boards can see the loaded independent study ADE, by school, on the school level enrolment form in EFIS.

Note that enrolment for summer school and continuing education is not loaded directly from OnSIS into EFIS due to challenges to align the reporting timeline of this enrolment information

with EFIS reporting deadlines. School boards are required to input the enrolment data for summer school and continuing education in Schedule 12 of EFIS. Data entered in EFIS should agree with what the school board has reported in OnSIS. Once the OnSIS data is reviewed by the OnSIS data team, the ministry's finance officer will follow-up with school boards for all variances between OnSIS and EFIS by the end of April 2024. Please note that some adjustments may have a grant impact on the 2022-23 financial statements.

Consistent with the prior year, 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. To preserve the school-level funding at the same level as before the set up of 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. Please note that this is the **last cycle** where the distribution of remote enrolment to physical schools will take place. As noted in Memorandum 2023:SB04, starting in the 2023-24 school year remote learning schools will appear in the EFIS school list in all cycles, and school boards will no longer distribute enrolment to a physical school for funding purposes.

### **School Renewal Allocation Expenditure Reporting through VFA Facility**

For the 2022-23 financial statements, all SRA capital expenditures that are directly reported in VFA Facility will be automatically loaded into EFIS. This approach will support alignment of expenditure data in EFIS and VFA Facility and is consistent with School Condition Improvement (SCI), Proceeds of Disposition (POD) and COVID-19 Resilience Infrastructure Stream (CVRIS) expenditure reports. Please note that SRA operating expenses will still be directly entered in EFIS.

### **VFA Facility Expenditures Data Refresh and Cut-Off**

This year, the connection to VFA Facility will terminate on **October 13, 2023**. 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.

School boards are required to enter capital expenditures data in VFA Facility that are funded through the School Renewal Allocation, SCI, POD, and CVRIS. Prior year adjustments to these funding sources should also be made through VFA Facility, which will then be uploaded to EFIS.

The reported expenditures in VFA Facility will be automatically uploaded into EFIS daily until **October 13**, and upon request after that date. 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.

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 13, 2023**. 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.

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.

### ***C. REPORTING OF LABOUR EXPENSES PENDING CENTRAL COLLECTIVE BARGAINING AGREEMENTS***

As noted in [Memorandum 2023:B09](#) (2023–24 Grants for Student Needs (GSN) and Related Regulations), Ontario Regulation 396/22 has been amended to increase salary benchmarks for education workers with negotiated Canadian Union of Public Employees (CUPE) and Ontario Council of Educational Workers (OCEW) central collective agreements, and as a labour provision for other employees where agreements have not yet been reached. School boards should estimate a corresponding labour expense for those employees and record it on Schedule 10, line 78 (Other Non-Operating Expenses), column 10 (Other), as well as on Schedule 7, line 2.3.1 (Labour Accrual). For guidance on estimating a value, please refer to the labour provision reporting file that is included in the training materials task list in EFIS.

### ***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)***

The reporting of provincially procured health and safety equipment remains the same as in previous cycles. The costing information has not changed from the 2021-22 weighted average costs listing; however, the file has been updated to add the costing for polymerase chain reaction (PCR) kits. The costing file is available in the [File Download Portal \(FDP\)](#) under the 2022-23 Financial Statements folder.

### ***E. SUBMISSION OF FINANCIAL REPORTS***

All three separate templates stated below are available in the [File Download Portal \(FDP\)](#) under the 2022-23 Financial Statements folder. Appendix Q and COVID-19 Learning Recovery Fund templates are to be submitted to the Financial Statements folder in SharePoint by **November**

**15, 2023** while the Major Capital Project Progress Report is to be submitted by **December 1, 2023**.

### **I. 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 2022-23 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.

### **II. 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, 2022 and August 31, 2023 in Appendix Q of EFIS to receive funding, if applicable. Remedy payments made to eligible Elementary Teachers' Federation of Ontario (ETFO) members during this period must not be included. Where the school board made eligible payments during the 2022-23 school year, both payment details and the total value of 2022-23 remedy payments should be entered in the template.

### **III. COVID-19 Learning Recovery Fund Template**

This template is used to report the time-limited \$304.0 million COVID-19 Learning Recovery Fund allocated through the 2022-23 GSN. The use of funds for transportation and school administration purposes is limited to supporting staff previously funded under the Education Worker Protection Fund (under the CUPE collective agreement which expired in August 2022). School boards should include these expenses on the "other" line in the COVID-19 Learning Recovery template.

### **Financial Statements**

Please submit your 2022-23 financial statements through EFIS by **November 15, 2023**. Due to the timing of board of trustees' meetings, the ministry understands that the published financial statements, notes to the financial statements and auditor's report may not be finalized by

November 15, 2023. In these instances, these three documents may be submitted after November 15, 2023, but no later than December 4, 2023. An EFIS submission is still required by November 15, 2023. If any financial information changes as a result of the board meeting, school boards must resubmit the EFIS forms by December 4, 2023. In addition, the following documents should be submitted by authorized users to the SharePoint site at [School Board Financial Reports](#) by **November 15, 2023**, unless noted otherwise.

<b>From School Board's Active EFIS Submission (in PDF)</b>	<b>Naming Convention</b>
<ul style="list-style-type: none"> <li>• Certificate of the Director of Education<sup>1</sup></li> <li>• Compliance Report</li> </ul>	DSB#_DSB Name_2022-2023 FS Supporting Docs
<b>Additional Supporting Documentation (in PDF)</b>	<b>Naming Convention</b>
<ul style="list-style-type: none"> <li>• The audited financial statements, including the auditor's report and the notes</li> </ul>	DSB#_DSB Name_2022-2023 Audited FS
<b>Additional Supporting Documentation</b>	<b>Naming Convention</b>
<ul style="list-style-type: none"> <li>• Major Capital Project progress report (due December 1, 2023)</li> </ul>	DSB#_DSB Name_MCP_Fall2023.xlsx
<ul style="list-style-type: none"> <li>• COVID-19 Learning Recovery Fund template</li> </ul>	DSB#_DSB Name_COVID Template
<ul style="list-style-type: none"> <li>• PSFA Remedy payments template, if applicable</li> </ul>	DSB#_DSB Name_Outstanding Remedy Payments Report.xlsx

<sup>1</sup> Signed by the Director of Education and the Chair

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

### **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
Public Sector Accounting Standards updates, Tangible capital assets	Elizabeth Sinasac	(437) 216-5796	<a href="mailto:Elizabeth.Sinasac@ontario.ca">Elizabeth.Sinasac@ontario.ca</a>
	Janis Blundell	(437) 216-5653	<a href="mailto:Janis.Blundell4@ontario.ca">Janis.Blundell4@ontario.ca</a>
	Michelle Zheng	(437) 216-3697	<a href="mailto:Michelle.Zheng@ontario.ca">Michelle.Zheng@ontario.ca</a>
	Susan Ong	(437) 216-5739	<a href="mailto:Susan.Ong@ontario.ca">Susan.Ong@ontario.ca</a>
EFIS package	Ministry finance officers, information can be found on the FAAB website under the " <a href="#">Contact Us</a> " section		
Supports for Students Fund reporting	Nicholas Grieco	(437) 221-9776	Nicholas.Grieco@ontario.ca
Major Capital Progress Report, Capital project allocations (Schedule 3.2 series)	Sophie Liu	(647) 402-9597	<a href="mailto:Sophie.Liu@ontario.ca">Sophie.Liu@ontario.ca</a>
	Lisa Bland	(647) 641-2084	<a href="mailto:Lisa.Bland@ontario.ca">Lisa.Bland@ontario.ca</a>
COVID-19 Learning Recovery Fund template	Charles Brousseau	(437) 221-9153	Charles.Brousseau@ontario.ca
Renewal and VFA Facility reporting	Hitesh Chopra	(416) 258-3368	<a href="mailto:Hitesh.Chopra@ontario.ca">Hitesh.Chopra@ontario.ca</a>
	Diamond Tsui	(416) 271-9760	<a href="mailto:Diamond.Tsui@ontario.ca">Diamond.Tsui@ontario.ca</a>
EFIS user/navigation assistance	Patrick Pelletier	(437) 216-4879	<a href="mailto:Patrick.Pelletier@ontario.ca">Patrick.Pelletier@ontario.ca</a>
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	Ruby Hou	(437) 221-9814	<a href="mailto:Ruby.KexinHou@ontario.ca">Ruby.KexinHou@ontario.ca</a>
	Hao Qin	(437) 221-9814	<a href="mailto:Hao.Qin@ontario.ca">Hao.Qin@ontario.ca</a>
	Alex Zhang	(437) 223-0104	<a href="mailto:Alex.Zhang2@ontario.ca">Alex.Zhang2@ontario.ca</a>
EFIS login assistance	N/A	N/A	<a href="mailto:efis.support@ontario.ca">efis.support@ontario.ca</a>

Sincerely,

*Original signed by*



Marjorie Tang  
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Financial Analysis and Accountability Branch

Xiaofei Wang  
Director  
Education Modelling and Forecasting Branch

cc: Directors of Education