MEMORANDUM TO: Business Administrators  
Section 68 School Authorities

FROM: Andrew Davis  
Director  
Transfer Payments and Financial Reporting Branch

DATE: October 25, 2007

SUBJECT: 2006-2007 Financial Statements Forms for Section 68 School Authorities

I am pleased to inform you that the 2006-07 Financial Statements, related guides and instructions are now available through the Financial Statements link on the Financial Reporting website at: http://tpfr.edu.gov.on.ca.

Submission of Financial Reports

Section 68 School Authorities are required to submit by December 14, 2007 the electronic file of their financial statements and notes to the financial statements to the following ministry mailbox: Financials@edu.gov.on.ca

Section 68 School Authorities are also required to send two signed copies of the printouts of the financial statement forms as well as two copies of the auditors report and notes to the financial statements by December 14, 2007 to:

Ms. Diane Strumila  
Project Manager, Grant Services  
Transfer Payment and Financial Reporting Branch  
21st Floor, Mowat Block  
900 Bay Street  
Toronto, Ontario M7A 1L2
Late Submissions

Section 68 School Authorities are encouraged to meet the submission date above to facilitate the ministry activities and reconciliations on the Reporting Entity project. However, the ministry will not implement any cash flow penalty for Section 68 School Authorities filing their financial statements on or before December 31, 2007.

If Section 68 School Authorities experience difficulty in accessing the electronic files from the ministry extranet site, or for all other questions, please contact your ministry finance officer, David Corkett at (705) 725-7637 / (1-888-681-2130).

Andrew Davis