MEMORANDUM TO: Superintendents of Business

FROM: Andrew Davis  
Director  
Transfer Payments and Financial Reporting

DATE: October 25, 2007

SUBJECT: 2007-08 Revised Estimates

I am pleased to inform you that the 2007-08 revised estimates and instructions are now available through the Revised Estimates link on the Financial Reporting website at http://tpfr.edu.gov.on.ca. Boards can access EFIS directly at https://efis.edu.gov.on.ca/login.asp.

The funding enhancements announced in August 2007 have been incorporated into the revised estimates. The forms also reflect certain technical changes that are outlined in the detailed instructions guide, including some changes to the program reporting form resulting from discussions and recommendations from the Board Administration and Program Reporting Workgroup.

Uniform Code of Accounts

The Board Administration and Program Reporting Workgroup was established to review program reporting and the reporting of board administration and governance expenditures for consistency in reporting and to identify issues for further consideration. The workgroup identified a number of areas relating to board administration expenditures that required clarification and/or changes in the Uniform Code of Accounts. These are provided in the attachment to this memorandum.

In addition, an amendment to the Uniform Code of Accounts has been recently sent to school boards as an interim measure for boards to record capital asset activities starting in 2007-08. This was issued to assist boards in preparing for full implementation of capital asset reporting in 2008-09 as outlined in memorandum SB21.
Submission

Revised estimates submissions via EFIS are due by November 30, 2007. An electronic copy of the excel based Appendix C should also be submitted by that date to the following mailbox:

revest@ontario.ca

Please send two signed copies of section 1 summary printed out from the active EFIS submission by the above due date to:

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

Late Filing

The policy on late filing will be applicable to the 2007-08 revised estimates. Where a board submits its revised estimates after November 30, 2007, its regular cash flow will be reduced by 50% for the December 2007 and subsequent monthly transfer payments. Upon submission of the revised estimates, 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.

Contacts

For user/navigation assistance on EFIS, contact:  
Sonja Kolar (416) 325-8585 or sonja.kolar@ontario.ca  
Stephen Shek (416) 325-8396 or stephen.shek@ontario.ca

For log-in assistance, contact:  
Mark Bonham (416) 325-8571 or mark.bonham@ontario.ca

For other questions on the revised estimates package, please contact your ministry finance officer.

Andrew Davis