

Ministry of Education
Transfer Payments and
Financial Reporting Branch

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Ministère de l'Éducation
Direction des paiements de transfert
et des rapports financiers

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2008: SB20

MEMORANDUM TO: Business Administrators
Section 68 School Authorities

FROM: Andrew Davis
Director
Transfer Payments and Financial Reporting

DATE: August 27, 2008

SUBJECT: 2007-2008 Financial Statements Forms for Section 68
School Authorities

I am pleased to inform you that the 2007-08 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 November 14, 2008 the electronic file of their financial statements and notes to the financial statements to the following ministry mailbox:

Financials.edu@ontario.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 November 14, 2008 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, 2008.

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, Brenda Shaw at (519) 667-1440 ext 254 or brenda.shaw@ontario.ca.



Andrew Davis

cc Directors of Education