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SUMMARY OF 2016 SB MEMORANDA**

**SB Memoranda are available on the Ministry of Education website:

https://efis.fma.csc.gov.on.ca/faab/SB_Memos_2016.htm

Memorandum	Subject	Content
SB01 January 15, 2016	Retirement Gratuity – Early Payout Option	The purpose of this memorandum is to provide more details on the Retirement gratuity – Early payout option negotiated between the Ministry of Education and the Federations and unions. An excel tool has been developed to support school boards in calculating and communicating the amount of the early retirement gratuity payout to teachers and education workers. The tool offers school boards two options for communicating the information: 1) 1-page template which can be distributed to teachers and education workers. The template contains the early payout amount as well as the date when the election must be made to the school board. 2) 2-page letter which can be distributed to teachers and education workers providing the same information noted in 1) above as well as an overview of the early payout provision, contact information, and an area for the teacher or education worker to sign should they wish to opt for the early payout. To help school boards meet this requirement, one-time funding will be provided for 2015-16 and will be based on the amount that the board’s retirement gratuity early payout exceeds the board’s funded retirement gratuities liability as at August 31, 2016.
SB02 January 21, 2016	Extraordinary Costs Incurred During Work-To- Rule Activity in the 2015- 16 School Year	The purpose of this memorandum is to request information on extraordinary expenses incurred by school boards as a result of the recent work-to-rule activity during the 2015-16 School Year. This is a follow-up to the memorandum recently issued from the Deputy Minister providing further clarification on the 2015-2016 directions for emerging from the pause. Boards are required to provide the costs incurred as a result of the province wide work-to-rule initiated by the Federations/Unions listed below; · Canadian Union of Public Employees (CUPE) · Elementary Teachers Federation of Ontario (ETFO) · Ontario Secondary Schools Teachers Federation (OSSTF) · Ontario secondary Schools Teachers Federation –Education Workers (OSSTF – EW)
SB03 February 5, 2016	Request for boards to update school data to support the School Facilities Inventory Systems modernization initiative	The Capital Policy and Programs Branch is currently working at replacing its School Facility Inventory System (SFIS) with a new capital information system. This project involves a complete redesign and replacement of the existing system with a solution that meets the continuously changing and growing business needs of the Ministry of Education and school boards. In addition, this new capital information system can assist the province to meet broader government initiatives. As the next step in the SFIS modernization process

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		<p>we are requesting school boards to review and update data related to school facilities in SFIS that currently have zero or “null” average daily enrolment (ADE) listed in the database. These data updates will be based on new business rules that are detailed below in this memorandum and will apply going forward for schools that meet the criteria of having zero or “null” ADE. One of the reasons the Ministry is asking school boards to update the information for these schools at this time is that the Community Hubs Secretariat is interested in undertaking an analysis of potential opportunities for school facilities with zero ADE to be used as a community hub. The information we are collecting through this memorandum will assist the Secretariat complete that analysis. It is important to note that the data updates we are requiring cannot be made in the existing SFIS. For that reason we will be sending a separate e-mail to each school board that will include a pre-populated EXCEL file where boards will make any necessary updates. Once updated, this template will be submitted to the Ministry. The Ministry is asking all boards to have their respective spreadsheets updated and returned to Matthew Anderson by email at Matthew.Anderson@ontario.ca as soon as possible and no later than March 31, 2016.</p>
<p>SB04 February 12, 2016</p>	<p>Student Transportation Competitive Procurement Review Report</p>	<p>This memorandum provides additional information on the ministry’s support to the sector in addressing opportunities identified in the Student Transportation Competitive Procurement Review (STCPR) Report.</p> <p>The ministry is supporting school boards and operators in proceeding with a three phased approach to collaboratively review and address, where appropriate, the opportunities detailed in the report:</p> <p>Phase 1 – to review and address opportunities for standardization.</p> <p>Phase 2 – to review and address more complex opportunities identified in the report that may require extensive consultation, analysis, and likely legal and/or procurement advice.</p> <p>Phase 3 – to consider the establishment of formalized structures to support opportunities to improve industry relationships.</p>

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SB05 March 1, 2016	Trustee Training Module on Internal Audit and The Role of Audit Committees	The purpose of the memorandum is to announce the release of an online training module on “Internal Audit and The Role of Audit Committees” as part of the Good Governance for School Boards: Trustee Professional Development Program. This module, available in both English and French, captures the key messages from the training on audit committees and internal audit that took place across the province in early 2015. It was developed by Ontario Education Services Corporation (OESC) and can be found on the OESC’s website as module #19.
SB06 March 4, 2016	Retirement Gratuity – Early Payout Option	The purpose of this memorandum is to provide more details on the Retirement Gratuity – Early Payout Option negotiated between the Ministry of Education and the federations and unions. In the 2014-17 Central Collective Agreements for teachers and education workers, a provision allows employees eligible for a retirement gratuity to elect to receive an early payout of their gratuity at a discounted rate by September 30, 2016 or to receive an undiscounted payout on their normal retirement date. This is a one-time voluntary option for members and cannot be exercised at any other date in the future. The early payout to eligible employees will be processed by school authorities no later than August 31, 2016 for all bargaining groups except for Canadian Union of Public Employees (CUPE) and Educational Workers of Ontario (EWAO). The payments for CUPE and EWAO members will take place on the first pay in the 2016-17 school year. The memo includes details regarding: <ul style="list-style-type: none"> • Calculation of Early Payout of Retirement Gratuities Reporting Template • Funding to support early payout of retirement gratuities • Total retirement gratuity liability as at August 31, 2016 (before payout) less the unfunded retirement gratuity liability as at August 31, 2016 (before payout) • Financial Statement Implications • One-time gain on early payout
SB07 March 24, 2016	Special Education Grant Funding in 2016-17	This memorandum and other funding related documents outline the special education funding for the coming year. Specifically, this memorandum will provide more information on the new name for the High Needs Amount (HNA) allocation and its on-going transition to a new funding approach. Additionally, this memorandum will also provide you with an overview of the changes to the Facilities Amount (FA) allocation.
SB08 March 31, 2016	Employee Health, Life & Dental Benefits Transformation - Updates	This memorandum pertains to the next steps regarding benefits in follow-up to 2015:SB38. The memo includes information regarding:

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	and Reporting Requirements	<ol style="list-style-type: none"> 1. Revised reporting requirements 2. Employee Health, Life & Dental costs for 2016-17 estimates 3. Specified audit procedures 4. Retiree benefit plan data
SB09 April 1, 2016	2016-17 School Condition Improvement Funding	For 2016-17, \$500 million will again be allocated to school boards through the SCI program to address the significant backlog in school renewal needs. SCI funding will be allocated to school boards, for schools open and operating in the 2015-16 school year, in proportion to the renewal needs assessed for these facilities during the 2011-2015 cycle of the Ministry's Condition Assessment Program. Please see Appendix A for individual school board allocations.
SB10 April 1, 2016	Student Transportation – Grants for Student Needs, 2016–17	As a follow-up to Memorandum 2016: B06, dated March 24, 2016, this memo outlines the transportation funding allocations through the Grants for Student Needs (GSN) in 2016–17. The total Student Transportation Grant is projected to be \$896.6M in 2016– 17. A board-by-board summary of the projected allocations for 2016–17 is provided in Appendix A.
SB11 April 1, 2016	March 31, 2016 Financial Reporting Requirements	As in previous years, the March Report is required from school boards to consolidate broader public sector organizations into the province's audited financial statements. The objective of the 2016 March Report is to capture the asset and liability account balances as of March 31, 2016, 7-month revenues and expenses, supplementary notes information, government reporting entity inter-organizational balances, and finally the 7month capital activity.
SB12 April 6, 2016	Utility Consumption Database Webinar Training for the Green Energy Act and Related Deadlines	<p>To assist school boards in completing their Green Energy Act's Annual Energy Consumption and Greenhouse Gas Emissions Report, the Utility Consumption Database (UCD) provider, Aagent Energy Advisors Inc., will host two webinars for users. The UCD automatically compiles the consumption data for all electricity and natural gas meters, and pre-populates all the facility data required to significantly reduce the administrative burden for school boards. Deadlines Related to GEA Reporting & Anticipated Timeframes:</p> <ol style="list-style-type: none"> 1. April 22, 2016 – for LDCs that do not provide electronic consumption data. Boards must submit a photocopy of a complete energy bill for each meter to Aagent. Applicable LDCs: Cornwall Electric; NRG Energy; Dubreuil Electric; and Newmarket Hydro (interval meters). Anticipated timeframe to upload data to the UCD: four (4) weeks. 2. May 2, 2016 – new meters and meters with significant

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		<p>gaps in data of more than 15 days. Boards must submit a photocopy of a complete energy bill for each meter to Aegent. Anticipated timeframe to upload data to the UCD: three (3) weeks.</p> <p>3. May 2, 2016 – completed Alternative Utilities template for FY 2015. Completed templates should be sent via email to cspence@aegent.ca. Anticipated timeframe to upload data to the UCD: three (3) weeks.</p> <p>4. July 1, 2015 – completed Annual Energy Consumption and Greenhouse Gas Emissions Reports submitted to the Ministry of Energy’s online portal.</p>
<p>SB13 April 8, 2016</p>	<p>2016-17 Estimates</p>	<p>The 2016-17 Estimates and instructions detailing the changes for this year are now available through the Estimates link on the Financial Reporting website. The forms implement the GSN changes announced in memorandum 2016:B6 and contain a number of changes.</p> <p>The 2016-17 Estimates forms do not include the funding amounts committed by the Ministry of Education to support the transfer of employee benefits to the trusts, as stated in the collective agreements. School boards are encouraged to estimate their 2016-17 benefits cost according to the suggested approach in Memorandum 2016:SB08, Employee Health, Life & Dental Benefits transformation – updates and reporting requirements.</p> <p>When the school boards terminate their benefit plans with their existing insurance carriers and join the provincial benefit trusts, the existing benefit plans may have reserves (e.g., Claims Fluctuations reserves) that will be transferred back to the school boards. These reserves, if not already accounted for in the school board’s financial reports, should be treated as revenues and go into the school boards’ accumulated surplus. However, where there is an active grievance relating to these reserves or a portion thereof by a bargaining unit of a board, the board is advised to internally restrict the amount until the grievance is settled.</p> <p>Boards are required to submit their 2016-17 Estimates by June 30, 2016 through EFIS.</p>
<p>SB14 April 29, 2016</p>	<p>Update on the Internal Audit Leading Practice Repository</p>	<p>In 2015: SB20, volunteers were requested to join a committee tasked with developing a tool to share with the sector leading practices identified through internal audits. This memorandum is intended to provide an update on the project.</p>

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		<p>The repository will be piloted with the leading practices of a single process from the standard audit universe. The committee has selected the payroll process.</p> <p>The pilot will be available to the sector by September 2016. To participate, payroll leading practices should be submitted by August 1, 2016 using the process outlined in this memorandum.</p> <p>Once the pilot is successfully implemented, the repository will be expanded to include all processes in the school board audit universe.</p>
<p>SB15 May 16, 2016</p>	<p>Retirement Gratuity – Early Payout Option for Non-unionized School Board Employees & Payout Date for all School Board Employees</p>	<p>This memorandum is issued as a follow up to the memorandum 2016: SB01 – Retirement Gratuity Early Payout Option. The Ministry is announcing that this provision is also being made available to all non-unionized school board employees. Non-unionized school board employees include principals and vice-principals.</p> <p>P/VPs and other non-unionized employees who are eligible for a retirement gratuity have the option to elect to receive an early payout of their gratuity at a discounted rate. Should they choose not to make this election, they will be eligible to receive an undiscounted payout on their normal retirement date. This is a one-time voluntary option for these employees and cannot be exercised at any other date in the future. These employees must declare their intention to receive the early gratuity payout to the school boards by June 30, 2016. The payments to P/VPs will be later of:</p> <ul style="list-style-type: none"> • The date upon which the parties agree locally to the terms of the central discussions • August 31, 2016 <p>The payments to other non-unionized employees will be made by August 31, 2016. The payout for eligible P/VP and other non-unionized employees electing this provision will be discounted using an annual factor of 7.87% over the number of years remaining until the employee reaches the average retirement age of 59. A discount factor of 2.0% will be used for employees having reached their average retirement age.</p>
<p>SB16 May 19, 2016</p>	<p>Amendments to Ontario Regulation 444/98 - Disposition of Surplus Real Property</p>	<p>Further to memorandum 2016:B9, Ministry of Education Initiatives to Support Community Hubs in Schools, dated May 6, 2016, I am writing to provide you with details regarding amendments to Ontario Regulation 444/98 - <i>Disposition of Surplus Real Property</i> (O. Reg. 444/98). This memorandum</p>

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		<p>outlines the implications of these amendments for school board surplus property disposition.</p> <p>Highlights</p> <ul style="list-style-type: none"> • The Ministry is implementing amendments to Ontario Regulation 444/98 to address the recommendations in the report entitled <i>Community Hubs in Ontario: A Strategic Framework and Action Plan</i> (“Action Plan”) related to the Short Term Strategy for School Property. All of the amendments will become effective as of September 1, 2016, with the exception of clarifying the entities that can lease surplus school space prior to circulation, which is effective upon filing. • Boards are strongly encouraged not to circulate notifications of surplus property disposition after June 1, 2016 and before September 1, 2016. • The amendments to Ontario Regulation 444/98 can be found on e-laws at www.ontario.ca/laws.
<p>SB17 June 16, 2016</p>	<p>2016-17 Estimates Forms for Section 68 School Authorities</p>	<p>The 2016-17 Estimates forms for Section 68 School Authorities are now available. The Estimates are due to the Ministry by July 31, 2016 so that the budget review can be completed and Ministry approval issued before the start of the school year.</p>
<p>SB18 July 11, 2016</p>	<p>Update on Transition to Employee Life and Health Trusts (ELHT)</p>	<p>This memorandum is intended to provide school boards with an update on the upcoming transfer of employee benefits to the ELHTs. The memo includes information related to the following:</p> <ol style="list-style-type: none"> 1. Employee eligibility 2. Transition timelines – Waves 1 through 5; the memo includes an implementation task list and related timeline for each wave 3. Readiness for transition 4. Funding
<p>SB19 July 21, 2016</p>	<p>Full-Day Kindergarten (FDK) and Primary Class Size Requirements – 2015-16 Results & 2016-17 Reporting</p>	<p>The 2015-16 FDK and Primary class size data is now available on the public Class Size Tracker public website.</p> <p>In 2016-17, as in previous years, school boards should continue to organize elementary classes so that on a board-wide basis:</p> <ul style="list-style-type: none"> • At least 90 per cent of primary classes have 20 or fewer students; • All primary classes have 23 or fewer students; • All combined grade 3/4 classes have 23 or fewer students; and • The board-wide average size of FDK classes is 26 or less.

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		<p>As in 2015-16, the Ministry will no longer require the completion or submission of preliminary plans in June. However, the website is now available as a tool to aid school board planning for class organizations and enrolment projections for all elementary grades for the 2016-17 school year.</p> <p>Boards must report 2016-17 class size results no later than October 28, 2016 on the Primary Class Size website.</p>
<p>SB20 July 25, 2016</p>	<p>Active Transportation Feasibility Study</p>	<p><i>Achieving Excellence</i>, the government's renewed vision for education includes promoting well-being as one of four interconnected goals for the education system. In 2014, the ministry provided funding support to Green Communities Canada (GCC) to lead and conduct a feasibility study to review the implementation of the School Travel Planning (STP) model at a school board level. The intent of this study was to provide resources and an updated STP Toolkit for school boards who may be considering active transportation programs. The feasibility study was conducted in two communities (Wellington-Dufferin-Guelph and the City of Toronto) with support from local school boards, transportation consortia, and other municipal stakeholders.</p> <p>The ministry is pleased to share with you Green Communities Canada's final report. School boards and consortia can access the <i>School Travel Planning in the City of Toronto & Wellington-Dufferin-Guelph Final Report</i> and the accompanying <i>School Travel Planning Benefit-Cost Report for Toronto & Wellington-Dufferin-Guelph</i> through the following link: http://www.saferoutestoschool.ca/galleries/research-and-results# .</p>
<p>SB21 July 25, 2016</p>	<p>2015-16 Student Transportation Survey</p>	<p>The purpose of this memorandum is to inform school boards & transportation consortia of the release of the 2015-16 student transportation survey. Accurate and complete information collected from the survey enables the Ministry to produce comprehensive summary reports, which support consortia and school boards in their decision-making. In addition, this information enables the Ministry to conduct informed policy analysis. The detailed survey package with instructions and templates to assist consortia will be available online at the School Business Support Branch website. The due date for submission is Wednesday, November 30, 2016.</p>

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SB22 July 26, 2016	Student Transportation Phase One Opportunities for Contract and Procurement Standardization	On July 14, 2016, Dean Currie, Chair of the Phase 1 Student Transportation Competitive Procurement Review (STCPR) Advisory Committee, submitted the <i>Student Transportation Phase One Opportunities for Contract and Procurement Standardization</i> to the ministry. An electronic copy of the <i>Student Transportation Phase One Opportunities for Contract and Procurement Standardization</i> is available on the School Business Support Branch website.
SB23 August 24, 2016	2016-17 Enrolment Registers and Instructions	This memo is to provide school boards with information about updates to the 2016-17 Enrolment Registers Instructions for Elementary and Secondary Schools, and Continuing Education Programs. This information is being provided in conjunction with the release of the 2016-17 enrolment policy documents which are now available through the Ministry and Financial Analysis and Accountability Branch (FAAB) websites.
SB24 August 12, 2016	Public Release of Assessment Data, New School Renewal Funding & 2016-20 Condition Assessment Program	<p>Between 2011 and 2015, approximately 4500 facilities have been assessed across all 72 school boards through the Ministry’s Condition Assessment Program. As previously communicated, the data collected through this program will be publicly released prior to the start of the 2016-17 school year. The Ministry is embarking upon a new five assessment cycle beginning in 2016, we would like to bring to your attention the following items discussed in this memorandum:</p> <ul style="list-style-type: none"> • Public Release of 2011 to 2015 Assessment Data • New Renewal Funding – Additional Details • An additional \$995 million in School Condition Improvement (SCI) funding • An additional \$80 million School Renewal Allocation (SRA) funding • The “80/20” rule around how SCI funds can be spent is being amended to “70/30” • Additional SRA funds are being allocated to boards using a “60/40” split between expenditures that are capital and maintenance, respectively • Reporting of SCI Expenditures • Reporting of SRA Expenditures • Capital expenditures made during the 2016-17 school year are to be reported in VFA.facility by January 31, 2018. • 2016-2020 Assessment Cycle – Preparing for an Assessment • What’s New for the 2016-20 Assessment Cycle • Migration to VFA.facility and Training

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SB25 August 31, 2016	2016-17 Estimates Forms for School Authorities (Isolate Boards)	<p>The 2016-17 Estimates forms and related instructions are available on the Financial Reporting website.</p> <p>There has been an update of the Board Administration funding for the Isolate Boards. The goal is to introduce more stability to administrative funding by moving away from the enrolment based benchmarks and reflect the larger fixed costs of operating a School Authority. Also, the funding also closely mirrors the new administration funding model adopted by the District School Boards and brings funding more in line with actual spending.</p> <p>The Estimates are due to the Ministry by October 15, 2016.</p>
SB26 September 7, 2016	Proposed amendments that affect schools and child care centres (O. Reg. 243 Safe Drinking Water Act)	<p>This memo details proposed changes to the Ministry of the Environment and Climate Change’s Safe Drinking Water Act – O.Reg. 243 Schools, Private Schools and Day Nurseries. Some of the proposed amendments affecting schools and child care centres include:</p> <ul style="list-style-type: none"> • Ensuring water samples from all drinking water taps and fountains – including those that have not been previously tested for lead – are tested; within two years for primary schools and child care centres, and within five years for middle and high schools. • Introducing mandatory corrective actions at any taps or fountains where a lead exceedance has been found from a flushed sample result. • Updating the flushing requirements of each tap or fountain depending on the most recent sample results, including exempting facilities from having to do daily and weekly flushing of taps and fountains when lead levels are less than 1 µg/L. • Allow the use of NSF certified filters to reduce lead in drinking water when certain conditions are met, including proper filter maintenance.
SB27 September 9, 2016	2015-16 Financial Statements (DSBs)	<p>The 2015-16 Financial Statements, related guides and instructions are now available through the Financial Statements link on the “Reporting to the Ministry” section of the Financial Analysis and Accountability Branch (FAAB) website. Please submit electronically by November 15, 2016</p>
SB28 September 20, 2016	DSB Enrolment Projections 2017-2021	<p>The Ministry is requesting enrolment projections for the school years 2017-18 through 2020-21.</p>

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SB29 September 19, 2016	Process Improvements to Surplus Property Circulation for School Boards	<p>This memo is to inform school boards of two items associated with recent amendments to Ontario Regulation 444/98 - Disposition of Surplus Real Property (O. Reg. 444/98), namely:</p> <ul style="list-style-type: none"> • A property circulation address look-up tool to assist school boards to identify contact information for most of the listed entities to which notifications of surplus property disposition should be circulated under O. Reg. 444/98. • A joint initiative with the Ministry of Infrastructure to improve the efficiency of surplus property information sharing between school boards and listed entities.
SB30 September 20, 2016	Update on Transition to ELHTs – Waves 2 & 3	<p>As previously communicated, employees will be transitioned to the ELHTs on a staggered basis over the 2016-17 school year. It is anticipated that there will be 5 waves as follows:</p> <p>Wave 1 November 1, 2016 Wave 2 February 1, 2017 Wave 3 February 1, 2017 (French school boards only) Wave 4 April 1, 2017 Wave 5 June 1, 2017</p> <p>This memo includes the lists of school boards transitioning in Wave 2 & Wave 3.</p>
SB31 September 26, 2016	Update on Regional Internal Audit Consistency Measures	<p>The purpose of this memorandum is to provide an update on measures being taken to promote more consistency amongst Regional Internal Audit Teams (RIAT), as outlined in 2016: B10.</p> <ul style="list-style-type: none"> • The regional internal audit performance review process and tools are now available • the regional internal audit mandate was updated by the RIAMs • Dan Duszczyzyn’s contract with the Council of Ontario Directors of Education (CODE) has been extended until June 30, 2017, this extension to the RIAC role reflects Dan’s success in addressing some of the concerns with the regional internal audit structure and allows him to continue to assist in efforts to increase consistency.
SB32 October 12, 2016	Release of the Updated Capital Analysis and Planning Template and Information on the March 2017 Long-Term Financing of Ministry-Supported Not Permanently Financed Capital Debt	<p>This memo is to provide you with information about the latest version of the Capital Analysis and Planning Template (CAPT), Approval to Proceed Process reminder and the proposed timelines and submission requirements for boards to transition capital projects to long-term financing through the Ontario Financing Authority (OFA).</p> <p>Highlights CAPT The updated, board-specific CAPT is now available in EFIS</p>

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		<p>with each board’s most recent capital activity as of August 31, 2016. The completed CAPT is to be submitted to the Ministry by November 30, 2016.</p> <p>OFA Long-Term Financing Long-term financing submission request forms are part of the CAPT and are due November 30, 2016. OFA will flow funds to boards on March 14, 2017. The March 2017 OFA issue will be the final opportunity for boards to request for OFA long-term financing.</p> <p>Unspent NPP and GPL Funding Allocations (Remaining Build Room) In the 2016-17 school year, the ministry will wrap up the New Pupil Places (NPP) and Good Places to Learn (GPL) programs. As a result, the ministry will finalize the unspent NPP and GPL capital allocations for boards and convert them into capital grants.</p> <p>Approval To Proceed reminder Effective October 1, 2014, boards are required to submit the Approval to Proceed (ATP) Request Form.</p>
<p>SB33 October 17, 2016</p>	<p>OASBO Best Practice Guide & Toolkit - Facilitation Skills to Encourage Community Involvement</p>	<p>Attached please find the new “<i>Best Practice Guide & Toolkit – Facilitation Skills to Encourage Community Involvement</i>” recently developed by OASBO. This Toolkit is an effective planning and reference tool that can be used by all school board staff who may be involved in the development and delivery of pupil accommodation reviews and community consultations in general.</p> <p>As part of the School Board Efficiencies and Modernization initiative, the Ministry of Education committed to providing a range of supports to school boards that were preparing to right-size their schools. Through the Capital Planning Capacity program, the ministry allocated funds directly to school boards to support a range of capacity building initiatives, as well as providing funds to OASBO to develop facilitation workshops and a toolkit. The ministry recognizes that pupil accommodation reviews can be some of the most challenging processes that school boards have to undertake. The facilitation workshops and toolkit were commissioned specifically to speak to those needs and challenges.</p> <p>The Toolkit was informed by the six facilitation skills workshop sessions organized by OASBO between January and April 2016. This Toolkit can be used by school board staff</p>

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		to prepare any number of community consultations, such as pupil accommodation reviews, boundary changes, program reviews, community use of schools consultations, etc. The Toolkit is available on the OASBO website and is attached to this memo for reference (Attachment A).
SB34 November 1, 2016	Data Extract Tool for EFIS Data	A data extract tool for the Education Financial Information System (EFIS) is now available to school boards' finance staff. The tool provides school boards the ability to extract, sort, organize and compare historical financial data (i.e., Estimates, Revised Estimates, Financial Statements and March Report) that were submitted to the ministry in EFIS.
SB35 November 2, 2016	2016-17 Revised Estimates (District School Boards)	The 2016-17 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 . Please submit electronically by December 15, 2016.
SB36 December 15, 2016	2015-16 Financial Statements Forms for Section 68 School Authorities	The 2015-16 Financial Statements forms for Section 68 School Authorities are now available. The Excel forms, along with the instructions for completion, can be obtained from the Ministry's extranet site . Section 68 School Authorities are required to submit by February 17, 2017 the electronic file of the financial statements to the following Ministry mailbox: financials.edu@ontario.ca .
SB37 December 16, 2016	2015-16 Financial Statements Forms for School Authorities (Isolate Boards)	The 2015-16 Financial Statements forms and related instructions are available on the Financial Reporting website . The Financial Statements are due to the Ministry by February 15, 2017.
SB38 December 19, 2016	Leading Practice Repository Pilot	The pilot of the internal audit leading practice repository is now available. The repository is located on the Ontario Association of School Business Officials' (OASBO) website. In order to access the repository, you must be an OASBO Active member (fee: \$226). Please visit the website to join OASBO.