

Employment and Training  
Division

Division de l'emploi et de la  
formation

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## **Memorandum**

**To:** Employment Ontario Network Service Providers  
**From:** Peter O'Keefe  
Director, Finance, Analysis and Systems Support Branch  
**Date:** September 18, 2019  
**Subject:** 2019-2020 Employment Ontario Transfer Payment  
Agreements: Audited Financial Statements Submission  
Instructions

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For the 2019-20 Transfer Payment Agreements, the ministry introduced a new requirement for service providers to submit their organization's 2018-19 (or the most recent available) audited financial statements. This memo provides instructions on the submission of these statements.

The ministry is requesting that statements be sent to [EO.AFS@ontario.ca](mailto:EO.AFS@ontario.ca). Alternatively, statements may be mailed to:

Attention: Avril Louis  
Finance, Analysis and Systems Support Branch  
Ministry of Training, Colleges and Universities  
777 Bay Street, 26th Floor, Toronto, Ontario M5G 2E5

The due date is September 30, 2019.

Service providers such as municipalities, school boards, colleges of applied arts and technology and universities will be exempted from the requirement to submit audited financial statements as these reports already exist in the public domain.

Service providers that do not have agreements managed in the Service Provider Connect system will not be required to submit audited financial statements at this time.

Peter O'Keefe  
Director

Cc: Jennifer Barton, Eastern Region Director  
Andrew Irvine, Northern Region Director  
Daniel Kay, Western Region Director  
Tariq Ismati, Central Region Director