

**ONTARIO YOUTH APPRENTICESHIP PROGRAM (OYAP)**  
**ESTIMATE OF EXPENDITURE REPORT (EER)**  
September 1, 2017 – August 31, 2018

**DUE DATE FOR SUBMISSION:** February 28, 2018

1. Save the EER template on your desktop.
2. Enter the contact details.
3. In column “2017-18 Total Funding (A)” enter the total allocated amounts for each category.
4. In column “2017-18 Funding Received (B)” enter the amount of funding received to date from the ministry. As per Schedule C of the contract agreement, 60% of total funding is paid to DSBs upon signing of the contract agreements.
5. In column “Expenditure for Reporting Period (C)” enter the expenditures made to date for the reporting period.
6. The last column “Variance” should automatically calculate.
7. Enter the appropriate amounts in the “OYAP Revenue” section. The amounts for “Total OYAP Revenue” and “Over or Under Expenditure” should automatically calculate.
8. If there’s a variance, please provide a brief explanation in “Rationale for Variance.”
9. Interest earned must be reported to the ministry. Please refer to 2017-18 Audit & Accountability Requirements document located on the [EOPG](#).
10. The report must be signed by the Recipient Authorized Signing Officer (this person must have authority to bind the Recipient).
11. Email **by February 28, 2018** a signed copy in one email message to:
  - Regional Mailbox, and
  - The Employment and Training Consultant (ETC) at your local Ministry of Advanced Education and Skills Development (MAESD) office.

Regional Mailboxes:

Central: [MAESDCentralRegionApprenticeship@ontario.ca](mailto:MAESDCentralRegionApprenticeship@ontario.ca)

East: [EastRPU@ontario.ca](mailto:EastRPU@ontario.ca)

North: [MAESDNorthernRegion@ontario.ca](mailto:MAESDNorthernRegion@ontario.ca)

\*School boards in MAESD’s Western region are not required to email their reports to the regional mailbox.

If you have any questions about completing this report, please contact the ETC responsible for OYAP at your local MAESD office.