

Memorandum

To: SkillsAdvance Ontario Workforce Intermediaries

From: David Cronin, Director
Program Delivery Support Branch

Date: January 20, 2021

Subject: SkillsAdvance Ontario Agreement Reporting Revision

This memo serves to highlight a revision to existing and future SkillsAdvance Ontario (SAO) agreements.

Effective immediately the reporting period start dates for the Estimate of Expenditure Reports, Statement of Revenue and Expenditure Reports and Auditor's Reports in SAO agreements will be replaced with the Effective Date of the agreement (agreement start date), regardless of which fiscal year the reporting period end date occurs in. All new agreements will reflect this change, which will also be applied to all existing multi-year SAO agreements going forward.

For further clarification, this means that the financial reports should always factor in Total Allocation, Funds Received to Date (Revenue) and Expenditures to Date for the entire duration of the agreement at the time of reporting, and not be limited to one fiscal year.

Financial reporting dates in Schedule "F" for 2020-21 should be considered to read as follows:

b. Estimate of Expenditure Report (EER)

Report 1 for Effective Date to August 31, 2020
Due Date: September 11, 2020

Report 2 for Effective Date to September 30, 2020
Due Date: October 16, 2020

Report 3 for Effective Date to November 30, 2020

Due Date: December 14, 2020

Report 4 for Effective Date to December 31, 2020

Due Date: January 15, 2021

Report 5 for Effective Date to March 31, 2021

Due Date: April 5, 2021

c. **Statement of Revenue and Expenditure Report (SRER)**

For the period Effective Date to March 31, 2021

Due Date: June 12, 2021

d. **Auditor's Report, if applicable**

For the period Effective Date to March 31, 2021

Due Date: June 12, 2021

Financial reporting dates in Schedule "F" for 2021-22 should be considered to read as follows:

b. **Estimate of Expenditure Report (EER)**

Report 1 for Effective Date to August 31, 2021

Due Date: September 10, 2021

Report 2 for Effective Date to September 30, 2021

Due Date: October 15, 2021

Report 3 for Effective Date to November 30, 2021

Due Date: December 10, 2021

Report 4 for Effective Date to December 31, 2021

Due Date: January 14, 2022

Report 5 for Effective Date to March 31, 2022

Due Date: April 5, 2022

c. **Statement of Revenue and Expenditure Report (SRER)**

For the period Effective Date to March 31, 2022

Due Date: June 15, 2022

d. **Auditor's Report, if applicable**

For the period Effective Date to March 31, 2022

Due Date: June 15, 2022

If your organization has any questions about this change to SAO agreements, please contact your Employment and Training Consultant.

Thank you,

David Cronin
Director

cc: Heather Cross, Western Region – A/Regional Director
Daniel Dubois, Eastern Region – A/Regional Director
Tariq Ismati, Central Region – Regional Director
Sherrill Marsh, Northern Region – A/Regional Director