

Ministry of Community and Social Services and Ministry of Children and Youth Services

Hamilton/Niagara Region
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**Ministère des Services sociaux et communautaires
Ministère des Services à l'enfance et à la jeunesse**

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DATE: June 8, 2012

MEMORANDUM TO: Executive Directors/Administrators

FROM: Ann Murray, Business Manager and Comptroller

RE: 2011/2012 Transfer Payment Annual Reconciliation (TPAR)

This is to remind you that your 2011/12 Transfer Payment Annual Reconciliation (TPAR) is due on or before **May 31, 2012** (for calendar year programs) and **July 31, 2012** (for fiscal year programs).

The Ministry of Community and Social Services and the Ministry of Children and Youth Services have recently revised the year-end reconciliation financial policies for 2011-12. The attached summary of key changes document provides an overview of the revisions.

- The revised policies and full reconciliation package can be accessed from the Ministry Internet site <http://www.tppb.mcscs.gov.on.ca/>. The username to be entered (in lowercase), for either the English or French version is **mcscs-mcystppb**.

The following are mandatory requirements for the 2011/2012 Year-end reconciliation, unless the ministry indicates otherwise:

- Completed TPAR with Board certification and sign-off by Service Provider's appropriate officer.
- Audited Financial Statements in their complete and unabridged form.
- Segmented financial reports for each program funded by the ministry (by each detail code), reviewed by independent professional accountants. Please note the ministry currently does not prescribe the wording for the Review Engagement Report. The standardized text provided by the CICA can be used and the report should refer to compliance with the ministry's financial policies and terms and conditions in the service contract legal text.
- Post Audit Management Letter for appropriate reporting period (2011 calendar year or 2011/2012 fiscal year).

Please submit your completed TPAR Excel file and supporting reconciliation documents to Angela.Song@Ontario.ca, and mail the signed hardcopy to the attention of Angela Song in the Business Unit, Hamilton/Niagara Region on or before the above specified due date.

Should you have any questions, please contact Angela at (905) 521-7472.

Cc: Community Program Managers
Program Supervisors