

## Funding Policies and Procedures: Nursery School

### Annual Operating Grants

Operating grant amounts for nursery schools are based on the number of funded spaces and the number of nursery school sessions provided per week.

The maximum operating grant levels are set out in Manitoba Regulation 62/86 in Schedule A.

Annual Operating Grant Rates for Nursery Schools		
Effective Date	1 to 5 Sessions per Week	6 to 10 Sessions per Week
January 1, 2016	\$264.00	\$528.00

### Eligibility Requirements

In order to be eligible for annual operating grants, nursery schools must be incorporated as non-profit organizations or cooperatives and meet the regulatory requirements for:

- maximum parent fees;
- governance and board composition; and
- financial reporting due dates and accounting requirements.

To receive the operating grant, the nursery school must:

- enrol children to utilize the licensed/funded spaces;
- report children's attendance monthly;
- apply for the operating grant annually based on the nursery school's fiscal year;
- submit the operating grant application within the first month of the nursery school's fiscal year; and
- submit financial statements within 5 months of the nursery school's fiscal year end.

Please note: The Early Learning and Child Care (ELCC) Program monitors licensed facilities for utilization of licensed, funded spaces. If attendance is consistently significantly less than licensed/funded spaces, the issue will be discussed with the nursery school to find ways to increase utilization. On-going under-utilization may result in a reduction to the nursery school's operating grant and/or a reduction in the number of licensed spaces.

### Attendance Reporting Requirements

Nursery schools must report the attendance of subsidized and non-subsidized children for every four-week reporting period to the ELCC Program on a Facility Child Attendance Report.

- *Facility Child Attendance Report* forms should be submitted no later than two weeks after the end of a reporting period.
- All licensed facilities are strongly encouraged to use Child Care Online (CCO) to report their attendance and to complete other functions such as updating your Record of Child Care Employees and Board of Directors.
  - To use this service, visit our website at [manitoba.ca/childcare](http://manitoba.ca/childcare) > For Centres and Home Providers > Child Care Online Centre and Home Provider Login.

- Complete and submit the *Registration Process for Online ID and Password* application form to get your User Identification (ID) and Password.
- Once you are a registered CCO online user, you can logon to CCO to report your attendance and access the schedule for reporting periods.
- If your facility does not have access to the internet, please contact Subsidy Information Services at 204-945-0286 in Winnipeg or toll free at 1-888-213-4754 and ask for a supply of *Facility Child Attendance Report* forms and the *Reporting Period Schedule* to be mailed to your facility.

### **Financial Reporting Requirements**

Within five months of the nursery school's fiscal year end, the nursery school must submit a complete set of financial statements.

- The financial statements must be prepared in accordance with generally accepted accounting standards, but do not need to be audited or reviewed by an accountant with a professional accounting designation.
- Please see *Financial Statements: Requirements for Nursery Schools*, which includes a *Sample Balance Sheet*, *Sample Statement of Revenue and Expenses* and *Conflict of Interest Guidelines* to assist your nursery school in meeting the financial reporting requirements.

<b>Nursery School Fiscal Year End</b>	<b>Financial Statements Due Date</b>
March	August 31
June	November 30
August	January 31
September	February 28
December	May 31

## Early Learning and Child Care Program

### Financial Statements: Requirements for Nursery Schools

Please submit your financial statements no later than 5 months following the nursery school's fiscal year end:

Nursery School Fiscal Year End	Financial Statements Due Date
March	August 31
June	November 30
August	January 31
September	February 28
December	May 31

The financial statements must be prepared in accordance with the generally accepted accounting standards, but do not need to be audited or reviewed by an accountant with a professional accounting designation.

The financial statements must include the following:

1. Balance Sheet;
2. Statement of Revenue and Expenses prepared on the accrual basis of accounting, including separate revenue accounts for grants received; and
3. Signatures of two members of the board of directors approving the financial statements.

For your information, a *Sample Balance Sheet* and a *Sample Statement of Revenue and Expenses* are included on the following pages. Your statements must be prepared in this manner.

Should you have any questions about the above requirements, please do not hesitate to contact Ms. Linda Krystik by email at [linda.krystik@gov.mb.ca](mailto:linda.krystik@gov.mb.ca) or by telephone at 204-945-0282 or toll-free at 1-888-213-4754.

## SAMPLE BALANCE SHEET

### XYZ Nursery School As At June 30, 2017

ASSETS	<u>2017</u>	<u>2016</u>
CURRENT ASSETS		
Cash	\$5,282	\$4,701
Petty Cash	100	100
Prepaid Insurance	300	300
Investment, Credit Union	<u>5</u>	<u>5</u>
	<u>\$5,687</u>	<u>\$5,106</u>
LIABILITIES AND RETAINED EARNING		
CURRENT LIABILITIES		
Accounts Payable, Accounting Fees	\$ 2,500	\$ 2,500
Pension Advance Province of MB	<u>297</u>	<u>297</u>
	\$ 2,797	\$ 2,797
RETAINED EARNINGS	<u>2,890</u>	<u>2,309</u>
	<u>\$5,687</u>	<u>\$5,106</u>

APPROVED ON BEHALF OF THE BOARD:

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

## SAMPLE STATEMENT OF REVENUE AND EXPENSES

### XYZ Nursery School For The Year Ended June 30, 2017

REVENUE	2017 <u>ACTUAL</u>	2016 <u>ACTUAL</u>
Parent Fees	\$37,440	\$37,440
Donations	1,000	800
Operating Grant – Province of MB	5,280	5,280
Grant – 4% Pension Province of MB	1,189	1,165
Fundraiser	<u>1,500</u>	<u>1,300</u>
	<u>\$46,409</u>	<u>\$45,985</u>
EXPENDITURES		
Staff Salaries and Benefits		
Salaries	\$29,727	\$29,144
Canada Pension Plan	1,125	1,096
Vacation pay	1,189	1,166
Workers' Compensation	155	151
Employment Insurance	678	665
Pension	1,189	1,165
Program		
Food	300	290
Activity supplies	1,500	1,400
Equipment and furniture	300	250
Special projects	250	230
Building Rental	4,000	4,000
Administration		
Postage and stationary	370	360
Bank charges	100	90
Insurance	600	600
Staff training	800	700
Annual return	25	25
Fire inspection	370	370
MCCA membership	150	150
Phone charges	500	450
Accounting fees	<u>2,500</u>	<u>2,500</u>
	<u>\$45,828</u>	<u>\$44,802</u>
NET INCOME (LOSS)	\$ 581	\$1,183
Retained Earnings at beginning of year	<u>2,309</u>	<u>1,126</u>
Retained Earnings at end of year	<u>\$2,890</u>	<u>\$2,309</u>

