

December 20, 2024

RE: Reconciliation and Other Reporting Requirements, Due Dates and Supports

Dear Service Providers and Agencies,

We are writing to share information about upcoming reporting requirements for January to April 2025. A complete list of all reporting requirements can be found in the Appendix. In addition to the reporting requirements for 2024 reconciliations, we would like to highlight the following two items, which are new in 2025:

- New - 2024 Workforce Supplementary Schedule
- 2025 Operating Budget

New - 2024 Workforce Supplementary Schedule

The 2024 Workforce Supplementary Schedule (WSS) is a new template that helps you report the actual staff wages and benefits used by each eligible employee under each wage funding program from January 1 to December 31, 2024.

Data reported in the WSS will be used to assess whether adjustments to your 2025 CWELCC funding allocation are needed. It will also be used to meet the reporting requirements for 2024 workforce funding.

To make the reporting process easier, we added within the WSS a tab ("3 - GovGrants input - SWB") that provides a useful summary of the amount spent under GOF-SWB, WEG and WCF. This tab is designed to simplify the reconciliation of these funds by providing the values you will need to report in each respective GovGrants reconciliation.

Here are links to video tutorials on how to complete the template:

- 2024 Workforce Supplementary Schedule - Centre:
<https://youtu.be/TrW5VOaVMtA>
- 2024 Workforce Supplementary Schedule - LHCC:
<https://youtu.be/4N7h4CQlqf0>

The WSS and video tutorials will be available on our website in January. Your completed WSS template must be submitted by **January 31, 2025**, via email to: EarlyYearsSystemDivision@peelregion.ca.

2025 Operating Budget Template

An Operating Budget template will be emailed to you in early January 2025. This template will be pre-populated with your 2023 FAIR information and 2025 CWELCC allocations.

For service providers and agencies receiving Legacy Top-up, it is a requirement to submit the completed 2025 Operating Budget to Peel **by March 31, 2025**. Information collected through the 2025 Operating Budget will be used during cost reviews. Submissions should be made via email to: EarlyYearsSystemDivision@peelregion.ca.

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Service providers and agencies not receiving Legacy Top-up are still encouraged to use the 2025 Operating Budget template. The template is designed as a tool to support you in managing and making full use of your program cost allocation in 2025.

Reconciliation Supports

Materials available online

All reconciliation materials, including templates, video tutorials and other documents will be available on our [website](#) under the section "Financial policies and reporting."

For convenience, copies of all applicable templates are included as an attachment to this memo. **These copies are the same as those that will be posted on our website.** They are provided to you now to ensure you have the templates early.

Q&A sessions

Funding-specific Q&A teleconference sessions will be held in the new year. These sessions are optional to attend but highly recommended. We encourage you to watch the video tutorials, where applicable, prior to attending the sessions.

Our first session will be held during the week of January 6, 2025, where we will discuss the reporting requirements related to the 2024 Workforce Supplementary Schedule and the 2024 General Operating Fund Staff Wages and Benefits. You will receive an Outlook invitation for this session.

Please notify us if you anticipate any challenges with meeting the deadlines. Should you miss a deadline for submission, corrective actions will be taken as outlined in the Service Provider Handbook.

If you have questions, please email us: EarlyYearsSystemDivision@peelregion.ca.

Thank you for your continued support to children and families in Peel.

Sincerely,

Matthew Wan
Manager, Program & Funding Administration
Early Years & Child Care Services



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Appendix: 2024-25 Reporting Requirements

The table below lists the due dates and action required for the various reports. Please complete all reconciliation and progress reports in GovGrants and, where applicable, upload the associated Excel templates as part of the GovGrants reconciliation report submission.

2025 Due Date	Report	Action Required
Jan 31	2024 Workforce Supplementary Schedule (<i>Template attached</i>)	-Send as an attached Excel file via email to the address identified in this memo.
	General Operating Fund Staff Wages and Benefits (<i>2024 GOF Top-up Funding Calculator template attached</i>)	-Complete progress report and reconciliation report in GovGrants. -Upload to GovGrants the 2024 GOF Top-up Funding Calculator.
Feb 28	Wage Enhancement Grant and Home Child Care Enhancement Grant	-Complete GovGrants reconciliation report. -No Excel file upload required.
	Enhanced Program Support Funding	-Complete progress report and reconciliation report in GovGrants. -No Excel file upload required.
	Before and After School Pilot Extension (Sept - Dec) (<i>Template attached</i>)	-Complete GovGrants reconciliation report. -Upload to GovGrants the 2024 BASP Pilot Planning and Reconciliation Template.
	Licensed Home Child Care Base Funding (<i>Template attached</i>)	-Complete progress report and reconciliation report in GovGrants. -Upload to GovGrants the 2024 LHCC Base Funding Reconciliation Template.
Mar 31	Workforce Innovation Funding (WIF)	-Complete progress report and reconciliation report in GovGrants. -No Excel file upload required.
	2025 Operating Budget (<i>for licensees receiving Legacy Top-up</i>)	-Send as an attached Excel file via email to the address identified in this memo.
Apr 30	Canada-Wide Early Learning and Child Care Funding (<i>Template attached</i>)	-Complete GovGrants reconciliation report. -Upload to GovGrants the 2024 CWELCC Reconciliation Template.
	Transition Operating Grant (<i>Template attached</i>)	-Complete GovGrants reconciliation report. -Upload to GovGrants the 2024 TOG Reconciliation Template.
Within four months after your fiscal year-end	Audited Financial Statements (AFS) and Financial Annual Information Return (FAIR)	-Send the AFS and FAIR via email to the address identified in this memo. -The FAIR template is available on our website .