

CIRCULAR

Date: July 15, 2020

CIRCULAR NUMBER: COVID-19: 2020-113

To: Early Learning and Child Care Providers and Early Learning and Child Care Program staff

Subject: **Annual Budget Submissions – Update**

Program(s): **Early Learning and Child Care**

Type: Policy For Internal Reference Only
 Procedure Information Only

Effective Date: July 1, 2020

Topic: Annual Budget Submission Requirements Reinstated and New Budget Requirements for Funded Centres

As outlined in the COVID-19 Circular 2020-76 from May 19, budget submission requirements for child care centres were temporarily paused during the suspension of regular child care services during the COVID-19 response. As part of phase three of Manitoba's Pandemic and Economic Roadmap for Recovery, child care facilities can work towards operating at regular licensed capacity by August 31.

As a result, the requirement to submit annual budgets is being re-instated for all child care centres in receipt of provincial operating funding, effective July 1:

- Budgets for centres with March and June year-ends are now due by August 31, 2020; and
- Budgets for centres with August, September and December year-ends continue to be due within one month of the centre's year-end.

When developing annual budgets, centres should consider how COVID-19 has impacted operations and the overall financial standing of the organization, and plan for an adjusted budget.

Centres that submitted a budget during the suspension period must submit a supplemental budget by August 31. It must include the information outlined below and be submitted on the attached form.

As of July 1, the additional revenue and expenditure information listed below is required for all new budget submissions.

REVENUE INFORMATION

Schedule 1 – Fees

Include:

- Detailed breakdown of child care fees based on type of space;
- Detailed breakdown of any additional fees charged to parents such as;
 - Registration fees
 - Snack/lunch fees
 - Transportation fees
 - Other additional fees – itemized.

Schedule 7 – Other

Include a detailed breakdown of the provincial funding received, excluding operating grants, as well as a breakdown of federal funding received:

- Provincial funding;
 - Pension Plan Contribution: Reimbursement
 - Training Grant
 - Staff Replacement Grant
 - Wage Adjustment Grant
 - Health and Education Tax Levy Reimbursement Credit
 - Capital Grants
 - Other provincial funding – itemized.
- Federal funding;
 - Wage Subsidy (CEWS)
 - Canada Summer Jobs
 - Emergency Business Account (CEBA)
 - Other federal funding – itemized.

STAFF SALARIES AND BENEFITS EXPENDITURES

Schedule: Account 9-14 – Total Salaries

Include:

- Comment Section;
 - List details of increase or decrease of salary expenditures for each employee due to COVID-19 response.
 - Provide a total amount for the increase or decrease for Staff Salaries due to COVID-19 response.
 - Provide a total amount for the increase or decrease for benefit expenditures due to COVID-19 response.
- Current List of Employee(s);
 - “Budget This Year” and “Budget First Six Months” columns should reflect the salary expenditures for each staff member, which may have increased or decreased due to COVID-19 response.

Schedule: Account No. 15e - Staff Salaries and Benefits: Other

Include:

- “Budget This Year” and “Budget First Six Months” columns should reflect the benefits expenditures, which may have increased or decreased due to the COVID-19 response;
 - Canada Pension Plan
 - Employment Insurance
 - Worker’s Compensation
 - Group Insurance
 - Other
- See information about benefit expenditures to be included in Comment Section of Schedule: Account 9-14 – Total Salaries.

If you have any questions about your budget submission, please contact the Early Learning and Child Care Program at elccfinance@gov.mb.ca with the subject line “Questions – Budget Submission.”

Early Learning and Child Care Program

Attachment: *Supplemental Budget-Form.xlsx*