

Rainy River District Social Services Administration Board  <b>YEAR-TO-DATE REPORTING</b>	Policy Area  <b>CHILD CARE</b> Financial
	Policy Number  CC-2.0

## Preamble

Service data elements and quarterly expenditure and revenue targets are negotiated on an annual basis with each Child Care Program, as part of a formal *Service Contract*. The *Year-to-Date (YTD) Report* is the mechanism used by the Rainy River District Social Services Administration Board (RRDSSAB) to monitor financial and service targets. The *YTD Report* identifies issues or potential issues to be addressed by the Child Care Program or the RRDSSAB.

## Policy

Child Care Programs (or "Service Providers", as referenced in the *Ontario Child Care Service Management Guidelines*) complete and submit the *Year-to-Date Report* to inform the RRDSSAB of their performance, in relation to the financial and service targets agreed upon in their *Service Contracts*. The RRDSSAB submits this information to the respective Provincial Ministry in a consolidated report each quarter.

## Procedure

1. The Child Care Program Provider reports quarterly on their progress in achieving the financial and service targets within their *Service Contracts*. The following chart outlines the time frames for report submission:

QUARTER	DATE QUARTER ENDS	YTD SUBMISSION DATE TO RRDSSAB	YTD SUBMISSION DATE TO Ministry
1	31 March	21 April	20 May
2	30 June	21 July	19 August
3	30 September	21 October	19 November
4	31 December	21 February	06 March

2. The Child Care Program signs a completed *YTD Report Face Sheet* which identifies any significant variances from their service data targets, expenditure targets or revenue targets at the end of each quarter. If there is a significant variance from achievement of the targets, the Child Care Program Provider must submit a *Variance Explanation & Action Plan* to the RRDSSAB describing actions to meet targets. A significant variance is defined as:
  - a) for financial data, an actual YTD variance greater than \$10,000 or 10% if adjusted gross expenditure or revenue is less than \$100,000. For service target data, a significant variance is one greater than 10%;
  - b) for financial data, a projected or actual year-end variance greater than \$1,000 or 10% if the gross expenditure or revenue is less than \$10,000. For service target data, a significant year-end variance is one which is greater than 5%.

**ADOPTION & REVIEW GUIDELINES**

*Approved by Res. #118/01 on November 15, 2001*  
*Reviewed/Revised by Administrative Approval: 08 April, 2004*

*Administrative Approval: 30 Dec, 2010      Signature of D. Dittaro, CAO: Donna Dittaro*

*Approximate date of next review: February, 2015*

<b>REFERENCES:</b>	<b>POLICY AREA</b>	<b>POLICY NAME AND NUMBER</b>
	<i>Child Care</i>	<i>CC-1.0 Service Contracts</i>
	<i>Child Care</i>	<i>CC-1.1 Transfer Payment Process</i>