FIR2013 Start-Up Guide

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Ministry of Municipal Affairs and Housing

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For 2013, the Financial Information Return (FIR) and Municipal Performance Measurement Program (MPMP) will be completed using a Microsoft Excel Spreadsheet. The FIR and MPMP Schedules are combined into one spreadsheet, the **FIR2013**.

In order to download and complete the FIR2013, it is necessary for all users to have the **Microsoft Excel Program** (MS Excel 97 or higher). The FIR2013 is best viewed when screen resolutions have been set to 1024 x 768 pixels.

All **Automatic Calculations** and **Carry-Forward Operations** (which carry information forward from one schedule to another) are built into the FIR2013. In addition, data from the previous year(**2012**) and also the **2013** Legislated Education Percentages have been **pre-loaded** for the selected municipality.

A number of **CHECKS** have been built into the FIR2013 so that potential errors may be corrected before the FIR is submitted. Additional CHECKS that could not be built into the spreadsheet will be executed at the Ministry once the FIR has been submitted.

Most cells in the FIR have been formatted to accept either **whole or decimal numbers** depending on the schedule. Through data validation, the user will be prompted by an error message when incorrect data type is used.

The following steps may be used as a guide to help users download and complete the FIR2013.

DOWNLOADING

> * * * **The FIR email address has changed to: fir.mah@ontario.ca** * * *

The **FIR2013** may be downloaded from the following website:

http://csconramp.mah.gov.on.ca/fir/Welcome.htm

IMPORTANT: **The FIR2013 Excel file available on the FIR website is the ONLY acceptable means of submitting the FIR to the Ministry.**

       Third party software programs that may closely resemble the FIR will NOT be accepted, as it cannot be ensured that this data will properly load into the Ministry's database.

At the FIR website, users will have a choice of downloading the following files:

FIR2013 (Excel): Right-click and "Save Target As". Save the Excel file in any drive on your computer. Alternatively, double-click to automatically open the file in your web browser. Next, **save** the file in any drive on your computer. The file can now be opened in Microsoft Excel and is ready for use. This file may not be used in the web browser.

A **ZIPPED** version of the Excel file is also available. The Zipped file will be smaller in size(**3.1M**) and will have a shorter download time; however, it is necessary to have the **WinZip** program in order to **UNZIP** the file once it has been downloaded.

FIR2013 (.PDF): This .PDF file may be downloaded and opened using **Adobe Acrobat** to print a **blank hard copy** of the FIR2013. It is **not possible** to use this file to enter data into the FIR.

NOTE: The FIR2013.xls file may be downloaded into **any** drive on the user's computer.

FIR and MPMP Instructions, FIR Tables, and other documents, may also be downloaded from the FIR Website.

SET-UP

The FIR2013.xls file that has just been downloaded is the **MASTER** file. Users that complete the FIR for more than one municipality will need to use this file again, so it is important to remember where it has been saved.

Ensure that all other Microsoft Excel Workbooks are CLOSED before opening the FIR2013.xls Master file. The FIR2013.xls **MASTER** file can now be open using Microsoft Excel.

IMPORTANT: The FIR2013.xls MASTER file contains Macros and will prompt the user to either Disable or Enable the Macros. The Ministry ensures that it is safe to **Enable the Macros** in all cases. If the Macros are NOT enabled, the FIR2013.xls MASTER file will NOT function properly.

NOTE: Macros Security must be set to **"medium"** in order for the Macros to run. In Excel click "Tools", "Macro", "Security" ensure **"Medium"** is checked.

For Excel 2010, select File-Options-Trust Center-Trust Center Settings-Macro Settings-and choose Enable all macros.

A CONTROL sheet will appear that must be completed as follows:

1. Select the required municipality from the drop-down list.

2. Click "Please ensure the Municipality listed above is correct and then CLICK HERE to Begin Completing the FIR2013."

This will pre-load the data for the selected municipality and open the FIR Schedules.

When the data is pre-loaded, an FIR is created for the selected municipality. This FIR will **automatically** be saved on your Drive:\Folder\Subfolder\ as **FI13xxxx Municipality Name.xls**, where **FI** represents "FIR", **13** represents the year "**2013**" and **xxxx** represents the chosen municipality's 4-digit Assessment Code.

For **example**, the FIR for the Town of Whitby would be saved as Drive:\Folder**\Subfolder\FI131810 Whitby T.xls (.xlsm)**.

> **NOTE:** Setting up an FIR will **NOT** affect the MASTER file.
>
> The MASTER file will remain unchanged and will continue to be saved in the drive where it was originally downloaded so that it may be used again to set up an FIR for another municipality.

To set up an FIR for another municipality, once again open the **MASTER** file that was originally downloaded and **repeat the steps** above. Each FIR that is set up will be saved in the Drive:\Folder\Subfolder\ with the specified municipality's 4-digit Assessment Code.

> **NOTE:** A user may choose to move the FI13xxxx Municipality Name.xls (.xlsm) file from one drive to another drive on their computer if preferred, however, the file should remain named as FI13xxxx Municipality Name.xls (.xlsm) so that the Ministry may properly identify the FIR when it is submitted.

FIR FEATURES

The FIR2013 is a Microsoft Excel file and therefore has the same format and features as any other Excel file. Each FIR and MPMP Schedule in the Workbook is on a different worksheet, and is identified by labelled **"tabs"** at the bottom of the screen. To move to the next FIR or MPMP Schedule, click on any of the labelled tabs that appear at the bottom of the workbook.

NOTE: The FIR2013 has been pre-formatted to ensure that every user can complete the FIR and MPMP Schedules with efficiency and accuracy.

Please DO NOT change the settings that have been built into the FIR2013, as it cannot be guaranteed that the FIR file will continue to function properly.

- **Do Not Cut and Paste**, or similarly Drag and Drop. This will greatly affect many or all of the background formulas and links that have been incorporated into the FIR2013. If you inadvertently cut and paste any information into the FIR file, unfortunately the only way to correct the file is to download a new copy and start over.

- It is also **recommended that you DO NOT Copy and Paste.** However, the Copy and Paste feature may be used with caution providing that information is only copied and pasted from an open workbook within the same Excel application that is currently running the FIR2013. Information that is copied and pasted from one Excel application to another is treated as a cut and paste and will damage the FIR file. Also, **DO NOT** Paste into a cell that contains a drop-down list, otherwise the list and CHECKS will no longer function.

- **Do Not set up the FIR2013 file as a "Shared Workbook".** Setting up the file as a shared workbook will not allow the macros to function properly.

All of the schedules have also been **pre-formatted for printing** so that one Worksheet (ie: a specific FIR or MPMP Schedule), or the entire Workbook (ie: all FIR and/or MPMP Schedules) may be printed.

To print the active schedule/sheet click on "File", then "Print".

To print a number of different schedules/sheets hold down the **CTRL** Key on your keyboard and click on the appropriate tabs at the bottom of the workbook. The tabs that have been selected will appear highlighted. Now click on "File", then "Print". All sheets that have been highlighted will print.

IMPORTANT: Highlighting tabs is called "grouping". Once sheets have been grouped/highlighted it is necessary to "ungroup" them by clicking on any other tab that has not been highlighted. **If sheets are not ungrouped, changing information on one sheet will change all other highlighted sheets**.

NOTE: Every user's printer will have different default settings that may affect the way the FIR2013 schedules print. If some schedules are not printing properly it will be necessary to adjust the print setting on each of those schedules by following the steps below:

1. Open the schedule that is not printing properly by clicking on the tab at the bottom of the workbook.

2. Click on "File" and then "Page Setup".

3. The default under "Scaling" is set to "Adjust to 100% of normal size". Decrease this to 95% and try printing the schedule again.

4. If the schedule still does not print properly, adjust the setting to less than 95% of normal size.

To maneuver within each FIR or MPMP Schedule, the **TAB** key may be used to move from one cell to another. Some cells will be **protected** and shaded yellow, meaning that **no data may be entered**. Pressing the TAB key will skip over these cells. This is generally the case for cells that perform an Automatic Calculation or a Carry-Forward Operation.

To delete data from an unprotected cell use the **DELETE** key on your keyboard.

Drop-down **LISTS** are present on some cells within certain schedules. When the cursor is placed in a cell that contains a drop-down LIST, an arrow will appear to the right of the cell which, when clicked on, will activate the LIST. One of the items on the LIST may then be selected. **DO NOT** Paste information into a cell that contains a drop-down list, otherwise the list will no longer function.

COMPLETING THE FIR

Ensure that all other Microsoft Excel Workbooks are CLOSED before opening the FI13xxxx Municipality Name.xls (.xlsm) file. Using Microsoft Excel, open the municipality's FIR2013 that is to be completed.

IMPORTANT:	The FI13xxxx Municipality Name.xls (.xlsm) file contains Macros and will prompt the user to either Disable or Enable the Macros. The Ministry will ensure that it is safe to **Enable the Macros in all cases**. If the Macros are NOT Enabled, the FI13xxxx Municipality Name.xls (.xlsm) file will NOT function properly.
NOTE:	Macros Security must be set to **"medium"** in order for the Macros to run. In Excel click "Tools", "Macro", "Security" ensure **"Medium"** is checked.

For Excel 2010, select File-Options-Trust Center-Trust Center Settings-Macro Settings-and choose Enable all macros.

Some data for the specified municipality will be **pre-loaded** during the set-up of the FIR2013. Please verify that all pre-loaded data is correct before beginning to complete the FIR2013. For municipalities that have not submitted their **2012 FIR**, no pre-loaded data will be loaded into

their **FIR2013**. All pre-loaded data can be overwritten, however, an explanation of manual changes must be provided on the CHECKS sheet.

NOTE: For municipalities which:

1. Have **Multiple Sets of General Purpose Tax Rates** (ie: on Schedule 22A and 24A)

2. Contain **Multiple Education Percentages** for each School Board (ie: "multiple" will be displayed on Schedule 26, line 9010 instead of a percentage)

These municipalities will require a custom FIR2013 supplied to them by the Ministry. These users should e-mail **FIR.mah@ontario.ca** to request such a file and a FIR2013 with new specifications will be e-mailed back to the user.

Before completing the FIR2013, the user must enter their **e-mail address** on Schedule 02, line 0028. The e-mail address entered on this schedule will be used by the Ministry to send reports and confirmation e-mail back to the user.

Users may now begin entering data into the FIR. As data is being entered, Automatic Calculations and Carry-Forward Operations in addition to all CHECKS that have been built into the FIR2013 will automatically be executed.

IMPORTANT: Continue to **SAVE** the FIR2013 periodically to ensure no data is lost.

Cells on the **Taxation Schedules** are formatted so that when entering a number which is a decimal (ie: tax rates), the **leading zero** must always be typed in order for the number to appear correctly.

For example: 0.265849% CANNOT be typed in as .265849, the leading zero should be entered first.

COMPLETING THE MPMP

Once the FIR Schedules have been completed, the **SAME** FI13xxxx Municipality Name.xls (.xlsm) file will be used to complete the MPMP Schedules. It is therefore important to remember where this file has been saved. Before opening the FI13xxxx Municipality Name.xls (.xlsm) file, ensure that all other Microsoft Excel Workbooks are CLOSED.

IMPORTANT: The FI13xxxx Municipality Name.xls (.xlsm) file contains Macros and will prompt the user to either Disable or Enable the Macros. The Ministry is ensuring that it is safe to **Enable the Macros** in all cases. If the macros are NOT Enabled, the FI13xxxx Municipality Name.xls (.xlsm) file will NOT function properly.

NOTE: Macro Security must be set to **"medium"** in order for the Macros to run. In Excel click "Tools", "Macro", "Security" ensure **"Medium"** is checked.

For Excel 2010, select File-Options-Trust Center-Trust Center Settings-Macro Settings-and choose Enable all macros.

As default, the MPMP Schedules are set up to be hidden in the FIR. To begin completing the MPMP Schedules:

1. Open the FI13xxxx Municipality Name.xls (.xlsm) file that was used to complete the FIR Schedules.

2. Go to the Worksheet labelled "MPMP".

3. Press the button "Click to Unhide the MPMP Schedules".

4. The MPMP Schedules will be unhidden and the entire FIR2013 (Schedules 02 through 95) will be displayed. The first MPMP CHECK/Schedule will appear after the last Schedule 83 "tab" of the FIR.

5. Click on one of the MPMP "tabs" to begin entering MPMP information.

NOTE: Data is automatically carried forward into the MPMP Schedules as the FIR is being completed.

IMPORTANT: The FIR2013 has been developed to allow users a choice between submitting **FIR Schedules ONLY** or submitting **BOTH FIR and MPMP Schedules Together**. When the MPMP Schedules are unhidden, BOTH FIR and MPMP Schedules will be submitted when the FI13xxxx Municipality Name.xls (.xlsm) file is e-mailed to the Ministry. Please refer to the section on "Submitting" for more information.

CHECKS

A number of **CHECKS** have been built into the FIR2013 so that potential errors may be corrected before the FIR is submitted. As the FIR is being completed, these CHECKS will automatically occur.

A worksheet labelled CHECK has been incorporated into the FIR. To view or print the CHECK sheet at any time, click on the CHECK "tab" at the bottom of the workbook.

There are **two buttons** at the top of the CHECKS sheet:

1. **Click to show ALL CHECKS:** Shows all CHECKS built into the FIR2013. This refreshes automatically.

2. **Click to show/update TRIGGERED CHECKS:** Shows only those CHECKS which have been triggered. User must click again to update triggered/corrected CHECKS.

IMPORTANT: When viewing CHECKS that have been triggered, it is necessary to click on "Click to show/update TRIGGERED CHECKS" periodically. This will update the CHECKS sheet with CHECKS that have been subsequently triggered /corrected as the user continues to complete the FIR. Alternately, the user may choose to show ALL CHECKS, in which case, no refreshing is necessary.

There are **three categories** of CHECKS:

1. **Critical:** All CHECKS listed as **CRITICAL** must be **corrected** before the FIR is submitted.

2. **Verification:** CHECKS listed as **VERIFY** indicate that there is a **potential** error present. The user should verify the data that has been entered and make corrections if necessary.

3. **OK:** No CHECK has been triggered.

CHECKS identifying potential errors should be reviewed by the user and changes are made to remove errors so that the check status becomes **OK**.

> **NOTE:** In cases where Pre-Loaded Data has been changed, the user is required to enter **an explanation** in the column provided on the **CHECKS sheet**.

Additional CHECKS that could not be built into the spreadsheet will be executed at the Ministry once the FIR has been submitted. Should additional corrections need to be made, the municipality will be contacted.

SUBMITTING

The FIR2013 has been developed to allow users a choice between submitting the **FIR Schedules ONLY**, or submitting **BOTH FIR and MPMP Schedules Together**. If a user submits the FIR Schedules ONLY, they should remember to complete the MPMP Schedules using the **SAME** FI13xxxx Municipality Name.xls (.xlsm) file that was used to complete the FIR Schedules.

There are **two options** for submitting the FIR2013:

1. Submit **FIR Schedules ONLY** (Schedules 02 to 83) of the FIR.

2. Submit **BOTH FIR and MPMP Schedules** (Schedules 02 to 95) of the FIR.

To submit the **FIR Schedules ONLY**:

1. Ensure that the **MPMP** Worksheets (Schedules 90 to 95) are **HIDDEN**. If they are not, go to the worksheet labelled "MPMP" and click on the button "Click to Hide MPMP Schedules". This will ensure that FIR Schedules ONLY are submitted.

2. Once the FIR data has been entered and CHECKS have been reviewed and corrected if necessary, **SAVE** the file.

3. Attach the file to an **e-mail** addressed to **fir.mah@ontario.ca**

4. In cases where the user's Internet Service Provider cannot send a file of this size (16.4MB), **ZIP** the file using the WinZip program **first** before sending it. The **FIR2013.zip** file will be approximately 3.2M.

IMPORTANT: Once a user submits the **FIR ONLY**, they should remember to complete the MPMP Schedules using the **SAME** FI13xxxx Municipality Name.xls (.xlsm) file.

NOTE: **Re-submission** of FIR Schedules will **OVERWRITE** all previously submitted FIR data.

To submit **BOTH FIR and MPMP** Schedules:

1. Ensure **BOTH FIR and MPMP** Schedules are **UNHIDDEN**. Remember to view and complete the MPMP Schedules go to the worksheet labelled "MPMP" and press the button "Click to Unhide the MPMP Schedules".

2. Once all data has been entered and CHECKS have been reviewed and corrected if necessary, **SAVE** the file.

3. Attach the file to an **e-mail** addressed to **fir.mah@ontario.ca**

4. In cases where the user's Internet Service Provider cannot send a file of this size (16.4MB), **ZIP** the file using the WinZip program **first** before sending it. **The FIR2013.zip** file will be approximately 3.2M.

IMPORTANT: When the MPMP Schedules have been completed, the FI13xxxx Municipality Name.xls (.xlsm) file will be e-mailed to the Ministry and **BOTH** the **FIR and MPMP** Schedules will be submitted.

NOTE: All previously submitted FIR and/or MPMP data will be **OVERWRITTEN**.

Once received by the Ministry, the FIR and/or MPMP Schedules will be loaded into the Ministry Database. Additional CHECKS that could not be built into the spreadsheet will be executed at the Ministry once the FIR has been submitted. Should additional corrections need to be made, the municipality will be contacted.

If the FIR and/or MPMP Schedules require corrections, repeat the steps above to **re-submit** the FIR and/or MPMP Schedules to the Ministry.

ADDITIONAL INFORMATION

Further information is available at the FIR Website:

http://csconramp.mah.gov.on.ca/fir/Welcome.htm

Information available includes:

- FIR Instructions
- MPMP Instructions
- FIR Tables (includes a list of Pre-Loaded Data, Carry-Forward Operations, Taxable and PIL RTC/RTQ Combinations, Levy Area Codes etc.)
- Letters sent to Municipal Treasurers/Auditors
- Audit Questionnaire
- Land Ambulance Reports
- Multi-year Financial Statements
- Multi-year Provincial Summaries
- Current Year Annual Repayment Limits
- Links to Adobe and WinZip

In addition, users may find the e-laws website useful for referencing all legislation and regulation:

http://www.e-laws.gov.on.ca