



Notice

No: 08-02

APPLICABLE TO:

<input checked="" type="checkbox"/>	Municipal & Private Non Profit
<input checked="" type="checkbox"/>	Co-operatives
<input type="checkbox"/>	Federal Non Profits
<input type="checkbox"/>	OCHAP/CSHP
<input type="checkbox"/>	Rent Supplement

DATE: February 21, 2008

<input checked="" type="checkbox"/>	Mandatory
<input type="checkbox"/>	For Information

SUBJECT: Annual Information Return for 2007 and Guide – 2nd Year Benchmarks**Background:**

The 2007 Second year benchmark funding model differs from the 2006 First year benchmark funding model and requires a specialized annual information return.

The 2007 Annual Information Return and accompanying Guide are attached in an electronic format, and can also be obtained from our website at www.nrh.ca under “Forms” in the Housing Provider section. The French version will be available on our website by March 31, 2008. If you do not have access to the internet, or have difficulty opening the attachment, you may contact Paula Silta at (905) 682-9201 ext. 3917 to obtain an electronic or hard copy.

As a reminder, your year end financial submission must include:

1. Audited Financial Statements
2. Annual Information Return (AIR)
3. Accountant’s Report on Applying Specified Auditing Procedures in Respect of the Annual Information Return, and accompanying appendix
4. Auditor’s Report on the Corporation’s Financial Statements

Implementation:

The Annual Information Return for 2007 must be used by all non-profit and co-operative housing providers for their fiscal year starting in 2007.

Service Manager’s Role:

Niagara Regional Housing will review and reconcile the year-end financial reports to ensure compliance with the SHRA 2000 and associated regulations.

Housing Provider's Role:

Housing Providers are required to complete and submit the 2007 AIR by the established due dates for their fiscal year beginning in 2007.

If you have any questions regarding the 2007 year end (2nd Year Benchmarks) financial reporting requirements, please contact Donna Mino at (905) 682-9201 ext. 3943 or email at donna.mino@regional.niagara.on.ca.

If you have any other questions or concerns regarding this notice, please contact your Housing Administrator at (905) 682-9201.

(original signed by Lora Beckwith)

Lora Beckwith, General Manager