



Notice

No: 08-02b

APPLICABLE TO:**DATE: February 28, 2008**

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

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

SUBJECT: 2007 Year End Reporting Requirements - C1-Statistical Information**Background:**

On an annual basis, NRH requires certain statistical information from all federal non-profit housing providers related to tenant income levels (formerly known as a Provider Annual Information Return (PAIR)).

The PAIR is now referred to as C1-Statistical Information and forms part of a larger reporting document called the Annual Information Return for 2007 (AIR). Enclosed is a copy of the C1-Statistical Information form. The AIR is also available on our website at www.nrh.ca under "Forms" in the Housing Provider section.

Requirements for 2007

For fiscal years starting in 2007, NRH requires all federal housing providers to complete the C1-statistical form only and submit it together with their regular year end financial reports.

Requirements for 2008

For fiscal years starting in 2008, the complete AIR will be required from all federal housing providers as part of their year end financial reports. The AIR will ensure consistency in financial reporting from all federal and former provincial housing providers.

NRH will arrange training sessions in 2008 to review the requirements of the AIR specific to federal providers.

The annual submission of the C1-Statistical Information will eliminate the need for the PAIR information as at December 31st of each year. Once a full cycle of AIRs has been completed, NRH will be in a position to eliminate the Dec 31st report.

Implementation:

The C1-Statistical Information form must be submitted by all federal non-profit housing providers for their fiscal years starting in 2007. Year end financial reports are due to NRH by the established due dates.

Service Manager's Role:

Niagara Regional Housing will review and reconcile the year-end financial reports to ensure compliance.

If you have any questions regarding the 2007 year end 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.

Lora Beckwith, General Manager

Enclosure