



Notice No: 08-03

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: April 2, 2008

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

SUBJECT: NRH Addendum to Annual Information Return for 2007 and Guide**Background:**

The 2007 Annual Information Return (AIR) and accompanying Guide, released by the Ministry in February 2008, have been revised to include Niagara Regional Housing's local requirements.

The following supplementary schedules (attached) have been added to the Annual Information Return and Guide as follows:

Annual Information Return

1. Management Representation Report – Schedule A2.1
2. Management Assertion Report – Schedule A2.2

These reports are required to be completed by the housing provider's board of directors and relate to fraud prevention. The Management Assertion Report requires signature by the board.

Guide to AIR

1. Auditing Procedures – Appendix B

In addition to *Appendix A: Specified Auditing Procedures on the Annual Information Return*, the auditor is also required to complete Appendix B related to fraud prevention.

It is anticipated that completion of this form by the auditor should not result in additional costs as this is within the scope of their review.

Effective with the 2007 fiscal year, housing providers' year-end financial submission must include:

1. Audited Financial Statements;
2. Annual Information Return (AIR), ***including the NRH Addendum to AIR;***
3. Accountant's Report on Applying Specified Auditing Procedures in Respect of the Annual Information Return, and accompanying appendices **A & B;**
4. Auditor's Report on the Corporation's Financial Statements;

The revised 2007 Annual Information Return (incorporating the supplementary schedules) and the NRH Addendum to the Guide (Appendix B) is available from our website at www.nrh.ca.

Implementation:

The NRH Addendums to the Annual Information Return and Guide 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, associated regulations and local policy.

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 financial reporting requirements or supplementary schedules, 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

Attachments: NRH Addendum to AIR – Schedule A2.1 & A2.2
NRH Addendum to Guide – Appendix B