



NIAGARA
REGIONAL
HOUSING
Regional
NIAGARA

NRH Notice

NUMBER: 03-16
DATE: October 7, 2003

Mandatory
 For Information

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 |

Subject: Financial Year-End Requirements

Background:

The Board of Directors has a fiduciary responsibility for the overall management, supervision and financial position of the corporation. Good financial management is an essential component and part of this responsibility is to ensure that the Corporation fulfils the financial responsibilities outlined in the *Social Housing Reform Act (SHRA) 2000* and associated regulations.

As a reminder, for the purposes of financial year-end reporting to Niagara Regional Housing (NRH), the Board is responsible for:

1. Preparation of the financial statements.
2. Preparation of the Annual Information Return (AIR), including:
 - Ensuring that financial information contained in the AIR agrees with the financial statements;
 - Ensuring that, to the best of its knowledge and belief, the assertions made in the AIR are true and correct;
 - Ensuring the accuracy of all other information in the AIR.
3. Engaging an auditor, licensed under the **Public Accountancy Act**, to:
 - Provide an auditor's report on the corporation's financial statements;
 - Provide auditor's reports on other information in the AIR in accordance with program guidelines; and
 - Provide a report to the Board reporting significant internal control or operational weaknesses which came to the auditor's attention during the audit.

4. Remediating any serious deficiencies in internal controls or operations reported by the corporation's auditors or as may otherwise come to the Board's attention.
5. Providing any other information requested by NRH in connection with the review of the financial statements/AIR.
6. Submitting the AIR, signed on behalf of the Board by two members of the Board, along with the audited financial statements, within five months of the corporation's year end.

Being responsible does not mean that Board members must personally perform the tasks indicated. However, to fulfill its responsibilities, the Board must have sufficient understanding of the requirements to be reasonably confident that the proper systems are in place to ensure that the legislative requirements are satisfied.

The corporation must abide by the accounting policies outlined in the CICA Handbook issued by the Canadian Institute of Chartered Accountants, except where specific exemptions are allowed.

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 should ensure that the auditors they engage:

- Are licensed under the ***Public Accountancy Act***,
- Perform proper audit tests and checks in accordance with standard auditing practices; and,
- Are familiar with non-profit/co-operative reporting requirements.

If you have any questions regarding this Notice, please contact your Housing Administrator.

(Original signed by Lora Beckwith)

Lora Beckwith
General Manager