



# Notice

No: 08-16

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**APPLICABLE TO:****DATE: November 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

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**SUBJECT: Federal Housing Providers - Changes to Year-End Reporting Requirements****BACKGROUND**

In accordance with Section 95 (formerly 56.1), Section 27 (formerly 15.1) and the Urban Native Pre-86 and Post-85 Operating Agreements, federal housing providers were required to submit the following year-end financial reports:

1. Audited financial statements
2. Annual Project Data Report
3. Corporate Profile Report
4. Board member list
5. Auditor's confirmation on the RGI process
6. 5 year capital plan
7. Auditor's confirmation on native ancestry (*Urban Native providers only*)

Niagara Regional Housing (NRH) has revised the reporting requirements to ensure compliance with new legislative requirements and local policy.

As a result, the year-end reporting requirements for federal housing providers have been revised to include:

1. Audited Financial Statements (to be signed by 2 board members) – **no change**
2. 5 year Capital Plan – **no change**
3. Auditor's confirmation on native ancestry (Urban Native providers only) - **no change**
4. Declaration on Eligible Income Limits (section 27 providers only) – **new**
5. Annual Information Return (AIR) - **new**
6. Accountant's Report and Appendix A to the Accountant's Report (enclosed as Attachments 1 and 2) – **new**
7. Auditor's Management Letter or confirmation that a management letter was not issued – **new**

Items 5 & 6 were distributed at the October 2008 AIR training session and can be found on our website at [www.nrh.ca](http://www.nrh.ca). The new *Accountant's Report* is required as a result of a change to the Canadian Institute of Chartered Accountants' guidelines.

Federal housing providers are no longer required to submit an Annual Project Data Report, Corporate Profile Report, Board Member List, and Auditor's Confirmation on the RGI process.

### **Implementation**

This reporting change is effective with all federal provider fiscal years' beginning in 2008, and due to NRH within 4 months of year end.

### **Service Manager's Role**

NRH will review and reconcile the year-end financial reports in accordance with legislation and local policy.

### **Housing Provider's Role:**

Housing providers are required to submit their year-end reports in accordance with the requirements of this Notice.

It is recommended that housing providers forward a copy of this Notice and attachments to their auditors.

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

*(Original signed by Lora Beckwith)*

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Lora Beckwith, General Manager

Attachment 1 - Accountant's Report

Attachment 2 - Appendix A to the Accountant's Report