



County of Wellington
Wellington and Guelph Housing Services

DIRECTIVE

DATE: November 8, 2010

NUMBER: 2010-05

This directive applies to housing providers funded under the following social housing programs:

Please note if your program is not checked, this communication is not applicable to your project(s).

√	Provincially Reformed Non-Profit Housing Programs (MNP, PNP & OCHAP)
√	Provincially Reformed Co-operative Housing Programs (Co-ops)
√	Municipal Non-Profit Housing Program (Section 56.1 Pre-1986)
	Local Housing Corporation (LHC)
√	Federal Non-Profit Housing Program (Section 95 Pre-1986)

SUBJECT: Year End Reporting Requirements

LEGISLATED REFERENCE: SHRA, 2000, s. 113 and Related O.Reg. 339/01, s. 36

This directive repeals and replaces the following directives:

2007-06 Benchmark Funding Model – Annual Information Return – First Year

2008-03 Benchmark Funding Model – Annual Information Return – Second Year

BACKGROUND:

Housing Providers are required to submit various year end reports as specified in *the Social Housing Reform Act, 2000* and Operating Agreements for the Municipal and Federal Non-Profit Programmes. Also under the Act and Agreements, the Service Manager has the right to request and receive additional information and reports from Housing Providers.

DIRECTION:

Please refer to the applicable schedule (attached) for information on the year end reporting requirements for your project.

Schedule A: SHRA/Provincially Reformed Non-Profit and Co-operative Housing Programs

Schedule B: Municipal Non-Profit Housing Programs (MNP)

Schedule C: Federal Non-Profit Housing Programs (Fed 95)

For additional instructions please refer to the “Guide to the Annual Information Return” which should be located in Section 5 of your Social Housing Administration binder.

The Service Manager recommends you also review the Form carefully and provide your Auditor with any required information.

If you have any questions, please contact your Housing Advisor.

Heather Burke,
Housing Director

SCHEDULE A

SHRA/Provincially Reformed Non-Profit and Co-operative Housing Providers must submit the following information within five months of fiscal year end:

- audited financial statements and associated reports for the reporting year signed by the Board of Directors
- auditor's management letter (if issued)
- the board's response to the auditor's management letter and its plan to rectify issues identified in the auditor's management letter
- an explanatory letter from the board relating to any non-compliance issues (deficit, underfunded Capital Reserve Fund, Conflict of Interest, etc.)
- most recent investment statement for the Capital Reserve Fund
- Annual Information Return signed by the Board of Directors
- accountant's report on Applying Specified Auditing Procedures in respect of the Annual Information Return
- rent roll for the fiscal year
- list of tenant arrears identifying unit number, amount owing and length of time in arrears, as well as a plan to address the arrears
- confirmation of application for GST/HST Public Service Bodies Rebate and any other rebates, if not identified in the audit findings or the auditor's management letter
- certificate of insurance confirming that the County of Wellington is named as additional insured
- most recent statement indicating that property taxes are current
- list of current staff and office hours
- board profile report from the Ministry of Consumer and Commercial Relations
- list of current members of the Board of Directors and the direct contact information for officers of the Corporation (address, phone, email)
- emergency contact in the absence of the Property Manager/Coordinator (for vacation, illness, etc.)
- the re-occurring date of monthly board meetings

SCHEDULE B**Municipal Non-Profit Housing Providers must submit the following information within five months of fiscal year end or as otherwise stated in the Operating Agreement:**

- audited financial statements and associated reports for the reporting year signed by the Board of Directors
- auditors' report on the financial statements
- auditor's management letter (if issued)
- the board's response to the auditor's management letter and its plan to rectify issues identified in the auditor's management letter
- an explanatory letter from the board relating to any non-compliance issues (deficit, underfunded Replacement Reserve Fund, Conflict of Interest, etc.)
- statement from the auditor related to the status of the Replacement Reserve Fund, confirming the investment of all accrued interest to the Fund
- the most recent investment statement for the Replacement Reserve Fund
- Annual Project Data Report signed by the auditor
- Annual Information Return signed by the Board of Directors
- accountant's report on Applying Specified Auditing Procedures in respect of the Annual Information Return
- statement from the auditor to confirm that household income verification and rent adjustments are carried out as required by Clause 2(4) and Clause 2(7) in the Operating Agreement
- statement from the auditor confirming the number of RGI and market rent units at year end
- rent roll for the fiscal year
- list of tenant arrears identifying unit number, amount owing and length of time in arrears, as well as a plan to address the arrears
- confirmation of application for GST/HST Public Service Bodies Rebate and any other rebates, if not identified in the audit findings or the auditors' management letter
- certificate of insurance confirming that the County of Wellington is named as additional insured
- most recent statement indicating that property taxes are current
- board profile report from the Ministry of Consumer and Commercial Relations
- a list of current staff and office hours
- a list of current members of the Board of Directors and the direct contact information for officers of the Corporation (address, phone, email)
- emergency contact in the absence of the Property Manager/Coordinator (for vacation, illness, etc.)
- the re-occurring date of monthly board meetings

SCHEDULE C

Federal Non-Profit Housing Providers must submit the following information within four months of the fiscal year end or as otherwise stated in the Operating Agreement:

- Annual Project Data Report signed by the auditor
- audited financial statements and associated reports for the reporting year signed by the Board of Directors
- auditors' report on the financial statements
- auditor's management letter (if issued)
- the board's response to the auditor's management letter and its plan to rectify issues identified in the auditor's management letter
- an explanatory letter from the board relating to any non-compliance issues (deficit, underfunded Replacement Reserve Fund, Conflict of Interest, etc.)
- statement from the auditor related to the status of the Replacement Reserve Fund, confirming the investment of all accrued interest to the Fund
- copy of the most recent investment statement for the Replacement Reserve Fund
- statement from the auditor that a Subsidy Surplus Fund is maintained and invested
- statement from the auditor to confirm that household income verification and rent adjustments are carried out as required by Clause 2(5) in the Operating Agreement
- subsidy surplus fund schedule (for RGI)
- low end of market rent schedule
- project budget for the current fiscal year
- rent roll for the fiscal year
- list of tenant arrears identifying unit number, amount owing and length of time in arrears, as well as a plan to address the arrears
- confirmation of application for GST/HST Public Service Bodies Rebate and any other rebates, if not identified in the audit findings or the auditors' management letter
- board profile report from the Ministry of Consumer and Commercial Relations
- certificate of insurance confirming that the County of Wellington is named as additional insured
- most recent statement indicating that property taxes are current
- list of current staff and office hours
- list of current members of the Board of Directors and the direct contact information for officers of the Corporation (address, phone, email)
- emergency contact in the absence of the Property Manager/Coordinator (for vacation, illness, etc.)
- the re-occurring date of monthly board meetings