



County of Simcoe
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DIRECTIVE

ISSUE DATE: March 4, 2010

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The policies, procedures and County requirements in this Directive are to be implemented by housing providers that are funded under the following Programs, which are administered by the County:

Please note if your program is not checked, this Directive is not applicable to your project(s), and is for information purposes only.

<input checked="" type="checkbox"/>	Non Profit Programs (Section 110 SHRA, formally Section 103)	<input type="checkbox"/>	Urban Native Programs (Post 85, Pre 86)
<input checked="" type="checkbox"/>	Federal Non-Profit (Section 95 Municipal)	<input type="checkbox"/>	Rent Supplement Programs
<input type="checkbox"/>	Federal Non-Profit (Section 95 Private)	<input type="checkbox"/>	Federal Non Profit (Section 27)

SUBJECT

2009 Annual Information Return (AIR) Template for Social Housing Reform Act (SHRA) Section 110 Housing Providers for 2009 and Subsequent years

BACKGROUND

The Social Housing Reform Act, (2000), Section 113, and O. Reg.339/01, detail the prescribed requirements that housing providers must meet on an annual basis.

Section 113 (1) - As required under the Social Housing Reform Act, Housing Providers must submit an Annual Information Return (AIR) to their Service Managers within 5 months of their year-end.

Section 113 (2) – The AIR (template) shall be in the form authorized by the Minister of Municipal Affairs and Housing and shall contain the prescribed information to and include the prescribed documents

Section 113(6) and 113(7) – A housing provider shall give the service manager upon request other reports, documents and information relating to the housing provider’s compliance with the Act and the regulations. These additional reports, documents and information shall be submitted in the form and manner approved by service manager.

ACTION REQUIRED

Attached is the Ministry template (Excel) and accompanying guidelines for the AIR, to be used for the 2009 and subsequent fiscal periods for housing providers operating under the benchmarks.

Effective for all fiscal years **commencing January 1, 2009** and subsequent reporting years the following new reporting requirements have been implemented for housing providers in the County of Simcoe:

- A detail monthly rent roll indicating market units and RGI units. Total rent for RGI units should equal line 501 and total rent for market units should equal line 502 minus line 505 of the AIR.
- PH&N statements that coincide with the fiscal year-end date.
- Updated evidence of insurance coverage that includes the appropriate indemnification of the County of Simcoe.

In Conclusion, housing providers subject to Part IV of the Social Housing Reform Act must submit their annual reports to the County of Simcoe within five months of their fiscal year end. The year-end financial reporting package now must include the following:

- Audited Financial Statements, signed by two authorized board members.
- Completed AIR (agrees with audited financial statements) signed by two authorized board members.
- Accountant's Report on Applying Specified Auditing Procedures in Respect of the Annual Information Return.
- Management letter from the auditor, if issued. Alternatively, please provide confirmation that a management letter was not issued.
- A detail monthly rent roll indicating market units and RGI units. Total rent for RGI units should equal line 501 and total rent for market units should equal line 502 minus line 505 of the AIR.
- PH&N statements that coincide with the fiscal year-end date.
- Updated evidence of insurance coverage that includes the appropriate indemnification of the County of Simcoe.

If you have any further questions, please contact your Program Supervisor.



Ministry AIR
Guidelines



Ministry AIR
Template