



County of Simcoe
Social and Community Services
 Social Housing Department
 1110 Highway 26,
 Midhurst, Ontario L0L 1X0

Main Line (705) 725-7215
 Fax (705) 722-4720
 simcoe.ca



DIRECTIVE

ISSUE DATE: March 1, 2013

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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 (Part VII of HSA)	<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

Release of New Version 4 of AIR – Annual Information Return as Updated for the Housing Services Act, 2011

BACKGROUND

The Annual Information Return (AIR) has been updated to reflect the *Housing Services Act, 2011*. The AIR is used by Ontario social housing provider to report their financial, operating, and statistical information for each fiscal year, to Service Managers.

ACTION REQUIRED

Attached is the [Ministry template \(Excel\)](#) and accompanying [guidelines for the AIR](#), to be used for the 2011 and subsequent fiscal periods for housing providers operating under the benchmarks.

Effective for all fiscal years **commencing January 1, 2011** 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 VII of the Housing Services 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.
