

DIRECTIVE

EFFECTIVE DATE: **September 28, 2005**

NUMBER: 2005-04

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"/>	Federal/Provincial Non-Profit Housing Program	<input type="checkbox"/>	Federal Programs
<input checked="" type="checkbox"/>	Ontario Non-Profit Housing Programs	<input type="checkbox"/>	Urban Native Programs
<input checked="" type="checkbox"/>	Federal/Provincial & Ontario Co-operative Housing Programs	<input checked="" type="checkbox"/>	Municipal Non-Profit Program
<input type="checkbox"/>	Simcoe County Housing Corporation	<input type="checkbox"/>	Rent Supplement Programs

**SUBJECT: NON-PROFIT & CO-OPERATIVE HOUSING PROVIDERS
ANNUAL INFORMATION RETURN**

INTRODUCTION

As required under the Social Housing Reform Act, (2000) section 113 (2) and related regulation O. Reg. 339/01, housing providers submit an annual report package to their Service Managers. This report package is comprised of the following reports:

1. Audited financial statements for the fiscal year
2. Annual Information Return (AIR)
3. Auditor's Derivative Report
4. Auditor's Report on financial Information contained in the AIR

The auditor's Derivative Report and the Auditors Report on Financial Information contained in the AIR have been replaced by a new report with its associated appendix, effective immediately. This new report is "Accountant's **Report on Applying Specified Auditing Procedures in Respect of the Annual Information Return (Accountant's Report)**". A copy of this Accountant's Report is attached.

This change is a result of the Canadian Institute of Chartered Accountants' guideline Aug.13, "Special Reports on Regulated Financial Institutions", which limits the applicability of derivative reporting to regulated financial institutions. The derivative

reporting format is therefore not appropriate in the context of an Annual Information Return by social housing providers.

NON-PROFIT'S/CO-OPERATIVE'S RESPONSIBILITY

Non-profit and co-operative providers will use the Accountant's Report in preparing their annual report package to the service manager.

LEGISLATIVE REFERENCES

SHRA (2000) section 113 (2) and related regulation O. Reg. 339/01

**ACCOUNTANT'S REPORT ON APPLYING SPECIFIED AUDITING
PROCEDURES IN RESPECT OF THE ANNUAL INFORMATION RETURN**

To the Service Manager:

As specifically agreed, I have performed the auditing procedures described in Appendix A, to assist the Service Manager in assessing _____ (name of corporations)'s ("the Corporation") compliance with the Social Housing Reform Act and regulations and the information in the Annual Information Return for the year ended (date).

This engagement to apply agreed-upon auditing procedures was performed in accordance with standards established by the Canadian Institute of Chartered Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described in Appendix A either for the purpose for which this report has been requested or for any other purpose.

The results of my procedures are documented in Appendix A. My audit of the Corporation's financial statement for the year ended (date) was not directed to the information in the Annual Information Return. The procedures in Appendix A do not constitute an audit of the Annual information Return and, therefore, I express no opinion on the information in the Annual Information Return for the year ended (date). Had I performed additional procedures, other matters might have come to my attention that I would have reported to you.

This letter is for use solely by the Service Manager in assessing the Corporation's compliance with the Social Housing Reform Act and regulations and the information in the Annual Information Return, and is not intended to be and should not be used by anyone else or for any other purpose.

CHARTERED ACCOUNTANT

(City), Ontario
(Date).

APPENDIX A

SPECIFIED AUDITING PROCEDURES ON THE ANNUAL INFORMATION RETURN	RESULT OF SPECIFIED AUDITING PRECEDURES ON THE ANNUAL INFORMATION RETURN
1. Obtain the completed Annual Information return (AIR) from those delegated by the Board of Directors to complete the AIR for the year ending (date).	I obtained the completed Annual Information Return (AIR) from those delegated by the Board of Directors to complete the AIR for the year ending (date).
2. Read the management representations requested in the AIR Page A2 and the corresponding responses from the Corporation	I read the management representations requested in the AIR Page A2 and the corresponding responses from the Corporation
3. As the questions on the AIR Page A2 to those delegated by the Board of Directors to complete the AIR for the year ending (date) and commend on any different responses.	I asked the questions on the AIR Page A2 to those delegated by the Board of Directors to complete the AIR for the year ending (date) and found no differences in responses [or alternatively: and found the following differences: (list differences)]
4. Ask the questions on the AIR Page A2 to a representative of the Board of Directors and comment on any different responses.	I asked the questions on the AIR Page A2 to a representative of the Board of Directors and found no differences in responses [or alternatively: and found the following differences: (list differences)].
5. Agree with the underlying financial records of the Corporation to the audited financial statements for the period ending (date).	I found no exceptions [or alternatively: I found the following exceptions: (list exceptions)]
6. Agree the description of the items and related amounts (Line 310 to Line 395) on Page A3 of the AIR to the underlying financial records of the Corporation.	I found no exceptions [or alternatively: I found the following exceptions: (list exceptions)]
7. Agree the description of the items and related amounts (Line 501 to Line 599) on Page A4 of the AIR to the underlying financial records of the Corporations	I found no exceptions [or alternatively: I found the following exceptions: (list exceptions)]
8. Agree the description of the items and related amounts (Line 610 to Line 629) on Page A5 of the AIR to the underlying financial records of the Corporation.	I found no exceptions [or alternatively: I found the following exceptions: (list exceptions)]