

**DIRECTIVE**

**EFFECTIVE DATE: December 31/07**

**NUMBER: 2008/01**

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.

✓	Non Profit Programs (Section 103 SHRA)		Urban Native Programs (Post 85, Pre 86)
✓	Federal Non-Profit (Section 95 Municipal)		Rent Supplement Programs
	Federal Non-Profit (Section 95 Private)		Federal Non Profit (Section 27)

**SUBJECT: 2007 Annual Information Return (AIR) Template and related Guide**

**BACKGROUND**

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.

The AIR is a summary of the Housing Provider’s financial, operating, and statistical information for the fiscal year. The service manager uses this information for:

- Verifying the corporation’s subsidy entitlement
- Assessing the corporation’s compliance with the Social Housing Reform Act
- Forecasting and budgeting

**PROCEDURE**

The Board of Directors is responsible for submission of the AIR and ensuring the following requirements are met:

- That financial information contained in the AIR agrees with the audited financial statements
- To the best of it’s knowledge and belief, the assertions made in the management representation are true and correct
- The accuracy of all other information in the AIR
- That the Auditor prepares the “Accountant’s Report on Applying Specified Auditing Procedures in Respect of the Annual Information Return”

- That the completed AIR has Board approval and is signed by two Board members that have authority to bind the Corporation.
- Ensure audited financial statements, Accountant's Report and any other supporting documentation (ie. management letter) is submitted with the AIR

### **ACTION REQUIRED**

All Housing Providers must complete the Annual Information Return for fiscal years ending on or after December 31, 2007 and submit to the Service Provider within five months of their year-end.

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

### **LEGISLATIVE REFERENCES**

SHRA (2000) Section 113 (2); O. Reg. 339/01 Section 36.



2007 AIR  
Guidelines.doc



2007 AIR Template  
for Providers.xls