



SOCIAL HOUSING POLICIES



<b>DIVISION:</b>	Social and Community Services		
<b>POLICY SECTION:</b>	Social Housing	<b>EFFECTIVE DATE:</b>	6/21/2017
<b>SUBJECT:</b>	Annual Information Return (AIR) Policy		
<b>POLICY NUMBER:</b>	2017 – NP - 01	<b>SUPERCEDES:</b>	2013-01

1. PURPOSE

1.1 This policy is intended for use by all County of Simcoe housing providers that operate a designated housing project under the Housing Services Act, (HSA) 2011.

- Municipal & Private Non-Profit
- Co-Operatives
- Federal Non-Profit

- Rent Supplement \*  
*\*including former OCHAP/CSHP*
- CWL
- Simcoe County Housing

1.2 The purpose of this policy is to ensure the communication of the processes related to the Annual Information Return (AIR). The AIR is used by Ontario social housing provider to report their financial, operating, and statistical information for each fiscal year, to the Service Manager.

2. POLICY STATEMENT

2.1 The County of Simcoe, in its capacity as Service Manager, is required to make available the Annual Information Return (AIR), as updated annually by the appropriate Ministry.

3. REFERENCES

- Housing Services Act, 2011, Section 80(1-4), 81(1-3)
- O. Reg. 367/11, Section 103
- O. Reg.369/11

#### 4. SCOPE

- 4.1 By following the procedures outlined below, the housing providers will be adhering with the Housing Services Act (HSA) 2011 with the appropriate submission of the Annual Information Return and other reports, as requested by the Service Manager.

#### 5. PROCEDURES

- 5.1. When the appropriate Ministry sends their annual AIR update to the County of Simcoe, County Staff will provide the updated information to the housing providers within 30 days, and post to the County's website, as appropriate.
- 5.2. Effective for all fiscal years commencing January 1, 2011 and with subsequent reporting years the following are the reporting requirements for housing providers in the County of Simcoe:
  - Provide in both paper copy and in excel format, a detailed 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 investment statements (or equivalent as required under the HSA) that coincide with the fiscal year-end date
  - Updated evidence of insurance coverage that includes the appropriate indemnification of the County of Simcoe
- 5.3. Effective for all fiscal years commencing June 1, 2017 and with subsequent reporting years the following are additional reporting requirements for housing providers in the County of Simcoe:
  - A three year capital plan, in the manner outlined by the County of Simcoe
    - Plan creation must include consideration of any recent building condition audit (BCA) conducted by any party, on behalf of the housing provider, in any/all of its locations
  - Provide the Service Manager with a copy of any updated BCA, conducted on behalf of the housing provider, in any/all of its locations
  - A detailed general ledger of all expenditures in capital and operating maintenance, provided in excel format
- 5.4. Housing Providers must submit their annual reports to the County of Simcoe within five months of their fiscal year end. The year-end financial reporting package must include the following:
  - Completed Annual Information Return (AIR), which agrees with audited financial statements and signed by two authorized board members
  - 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, provide confirmation that a management letter was not issued.
  - Provide in both paper copy and in excel format, a detailed 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 investment statements (or equivalent as required under the HSA) that coincide with the fiscal year-end date
- Updated evidence of insurance coverage that includes the appropriate indemnification of the County of Simcoe
- A three year capital plan, in the manner outlined by the County of Simcoe
  - Plan creation must include consideration of any recent building condition audit (BCA) conducted by any party, on behalf of the housing provider, in any/all of its locations
- Provide to the Service Manager, a copy of any updated BCA, conducted on behalf of the housing provider, in any/all of its locations
- A detailed general ledger of all expenditures in capital and operating maintenance, provided in excel format
- Subsidy Surplus Sharing Request form, if appropriate, and in a manner as stated in the County of Simcoe Information Bulletin numbered 2012-02, dated August 28, 2012

5.5. Contact your Program Supervisor with any questions or concerns.