

DIRECTIVE # 2002 - 08

Date: May 13, 2002

The policies, procedures and Service Manager Requirements in this Directive are to be implemented by all federal housing providers in the Region of Durham who were formerly administered by the Canada Mortgage and Housing Corporation.

Please note: If your housing corporation is included under the provisions of the Social Housing Reform Act and its associated Regulations, this Directive is for information purposes only.

SUBJECT

**Annual Information Returns (AIR) – Federal Providers
(formerly Annual Project Data Report)**

BACKGROUND

The Region of Durham assumed financial responsibility for Social Housing Programs effective January 1, 1998 and administrative responsibility for the management of the housing portfolio effective February 1, 2002.

Housing providers with projects formerly administered by Canada Mortgage and Housing Corporation (CMHC) must now submit their Annual Project Data Report and audited financial statements to the Region of Durham.

The new Annual Information Return (AIR) under development by the Ministry of Municipal Affairs and Housing (MMAH) will incorporate reporting by federal providers. This form will eventually replace the Annual Project Data Report.

ACTION REQUIRED

Effective immediately Annual Project Data Reports and audited financial statements for federal housing providers transferred to the Region under the provisions of the *Social Housing Reform Act* must be sent to:

Region of Durham, Finance Department
60 Bond Street West
Oshawa, Ontario
L1H 8B6
Attention: Director of Financial Planning

Fax: 905-571-7315

Projects formerly administered by CMHC must submit their annual financial reports to the Finance Department of the Region of Durham by the date specified in their Operating Agreements. The following documents are required:

- signed, audited financial statements
- Annual Project Data Report
- management letter from auditors (if issued)

The new Annual Information Return (AIR) under development by the Ministry of Municipal Affairs and Housing (MMAH) will incorporate reporting by federal providers. This form will eventually replace the Annual Project Data Report. Pending further direction, federal providers should continue to use the current Annual Project Data Report.

Finance Department staff will complete the review of these annual financial reports and notify federal housing providers in writing of any findings or settlements.

The Finance Department will send reminder letters to all housing providers at their fiscal year end indicating when the Annual Information Return is due. Housing providers will be contacted to correct any missing or inaccurate data on their submissions.

If you have any questions please contact your Housing Co-ordinator.

Mary Simpson
Director of Financial Planning

Shirley Van Steen
Director of Housing Services

CROSS REFERENCE

Directive #2002-09

Ontario Community Housing Assistance Program (OCHAP) and
Community Sponsored Housing Program (CSHP)
Annual Financial Reporting and Subsidy Request