

CITY GUIDELINE

Number: 2003-15

Date Issued: November 27, 2003

Last City Guideline Received:

Subject: Implementation of new Annual Information Return

Effective Date: Immediately

Applicable to:

The policies and procedures in this City Guideline are mandatory and are to be implemented by all Section 26, 27, and 95 social housing providers for all fiscal years on or after April 30, 2003.

Background:

Under the terms of their operating agreements with the City of Toronto Social housing providers must submit reports annually.

Prior to transfer, annual reporting was different for different types of providers. This reporting has been harmonized and all Section 26, 27, and 95 providers must now submit both financial statements and an Annual Information Return (AIR), as the table below illustrates.

Provider	Prior to transfer you submitted...	Now you submit...
Section 26	Financial Statements	Financial Statements and Annual Information Return
Section 27	Financial Statements	Financial Statements and Annual Information Return
Section 95	Financial Statements and Annual Project Data Report	Financial Statements and Annual Information Return

Note that, the new Annual Information Return includes a page of statistical information that social housing providers must complete. This is a Social Housing Reform Act (SHRA) reporting requirement.

This data is being collected for the Ministry of Municipal Affairs and for the Canada Mortgage and Housing Corporation.

Action Required:

1. All housing providers must complete the Annual Information Return (AIR) for fiscal years ending on or after April 30, 2003. Submit the AIR with copies of financial statements to the City of Toronto within **five** months of year-end.

Helpful Hints:

- ✓ AIRs will be sent out to providers within 30 days of their year-end.
- ✓ Using the new AIR does not change the amount of any subsidy that social housing providers are entitled to receive.

For more information, or if you have questions or concerns, please contact your Social Housing Consultant.

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