

Housing Division Notice

Date: February 02, 2006

HDN# 2006 - 102

This applicable legislation/policy is to be implemented by the housing provider(s) under the following programs:

Please note, if your program is **not checked**, this change is **not applicable** to your project.

<input type="checkbox"/>
<input checked="" type="checkbox"/>
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Federal Non-Profit Housing Program

Private Non-Profit Housing Program

Co-operative Non-Profit Housing Program

Municipal Non-Profit Housing Program (Pre-1986)

Local Housing Corporation

Subject: INFORMATION REPORTING FORM

Background:

In order to provide Board members and the Housing Division with the most up to date information, a monthly reporting form has been developed. This reporting form will supply data on vacant units, operating costs, capital reserve fund, arrears etc. which will assist Housing Providers in identifying issues or trends in the day to day management of their portfolio.

Meetings were held with the non-profit and co-op local networks as well as with the members of the Social Housing Operational Advisory Committee (SHOAC) to gather feedback on this form. Attached is the finalized version of this form.

Effective January 2006, quarterly reporting will be required for submission of this form based on each Housing Provider's fiscal year end.

Examples:

#1 - Housing Provider year end November 30 – 1st quarterly report for the period December to February due the end of March, the 2nd quarterly report for the period March to May due the end of June etc.

#2 – Housing Provider year end July 31 – 1st quarterly report for the period November to January due the end of February, the 2nd quarterly report for the period February to April due the end of May etc.

An electronic copy is available upon request, however a signed copy by the Board is required to be submitted. The “manageable operating cost” section is required only when the group has started using benchmarks (fiscal year beginning in 2006).

Contact your Financial Officer if there any questions or clarification needed of the Information Reporting Form.

Action:

Housing Providers are to submit the Information Reporting Form to their Financial Officer at the appropriate time in relation to each quarterly period of their fiscal year or as required.

Louise Stevens
Director of Municipal Housing

Attachment