



Rainy River District Social Services Administration Board

450 Scott Street
Fort Frances, ON
P9A 1H2

Ph: (807) 274-5349
Fax: (807) 274-0678
Toll Free: 1-800-265-5349

• Children's Services • Land Ambulance • Ontario Works • Social Housing

November 10, 2020

Fort Frances Municipal Non-Profit Housing Corporation
c/o RRDSSAB
450 Scott Street
Fort Frances, ON
P9A 1H2

Attention: Ms. Sandra Weir, Property Manager
Mr. Gordon McBride, President

Dear Ms. Weir/Mr. McBride:

RE: 2020 Year End Submission Requirements

The Fort Frances Municipal Non-Profit Housing Corporation's completed 2020 Annual Information Return (AIR) and a copy of the 2020 audited financial statements are due by May 31, 2021. Both the financial statements and AIR are to be signed by two (2) directors. Acknowledgement of the AIR is to be made in the Board meeting minutes. We recommend that this be done at the time the Board approves the audited financial statements.

Attached is a copy of the Implementation Guide to: Ontario Social Housing Annual Information Return (AIR) Release 4 as well as a current electronic copy of the AIR. Please use this version of the AIR in completing the 2020 AIR.

Section II. Responsibilities of the Board of Directors (page 4 of the Guide) outlines the responsibilities and requirements of the Board of Directors in detail.

In summary, the following items are due by May 31, 2021:

1. The 2020 audited financial statements with two (2) Director's signatures;
2. The 2020 Annual Information Return signed by two (2) Director's;
3. The Auditor's report on the 2020 financial statements;
4. The 2020 Accountant's Report on Applying Specified Auditing Procedure in Respect of the Annual Information Return and
5. A copy of the management letter.

In addition to the requirements outlined in the guide, we are asking that you forward the following:

1. A copy of the meeting minutes acknowledging the review of the 2020 AIR and
2. An electronic excel copy of the 2020 AIR submitted to wendy.tilbury@rrdssab.on.ca.

Any delays in the submission may result in suspension of subsidy until all requirements are met.

If you have any questions or concerns, please contact the undersigned at (807) 274-5349 ext. 245.

Sincerely,

A handwritten signature in black ink, appearing to read 'Leanne Eluik'.

Leanne Eluik, CPA, CGA - Director of Finance & Asset Management

Cc: Fred Sinninghe, Financial Analyst, RRDSSAB

Enclosure
/wt