

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2463.

Annual Year-End Submission Checklist

Per Durham Community Housing Directive [FIN 2021-01 Annual Information Return \(AIR\) and Surplus Sharing](#), year-end financial reporting package must include this checklist and all of the following documents:

- 1. Audited Financial Statements, signed by two authorized board members.
- 2. Complete AIR, signed on page A1, by two authorized board members.
- 3. Management letter from the auditor, if issued; alternatively, if one was not issued a confirmation email / letter stating such.
- 4. Current evidence of insurance coverage, that includes the appropriate indemnification of the Region of Durham, in accordance with local Directives.
- 5. Worldsource statements that coincide with the fiscal year-end date.
- 6. A detailed list or general ledger printout of both the Market and RGI units that were vacant at any time during the year and as reported at Lines 505 and 506 of the AIR.
- 7. A current mortgage amortization schedule.
- 8. The details of any leases, loans or contracts related to new capital items.

Once complete, please ensure the year-end reporting package together with this checklist is forwarded to:

Region of Durham
605 Rossland Road East, PO Box 623
4th Floor – Finance Department
Whitby, ON L1N 6A3
Attention: Financial Services

We also encourage the electronic submission of your year-end reporting package. Please contact your Senior Financial Analyst to make these arrangements.