



Questions and Answers Annual Information Return for Auditors



THE AGENCY
FOR CO-OPERATIVE
HOUSING

L'AGENCE
DES COOPÉRATIVES
D'HABITATION

Why did the Agency develop an Annual Information Return (AIR)?

The Agency developed an annual information return to

- collect financial data that we use to rate a co-op's risk; and
- monitor the co-op's compliance with its CMHC agreement or another government agreement.

The AIR restates the information in the financial statements in a standard format. This allows the Agency to conduct standardized tests to determine the co-op's degree of financial risk. The representations in the AIR provide further information for our risk assessment and assist the Agency in deciding whether the co-op is compliant with its CMHC agreement.

Why is the Agency asking the auditor to file the AIR?

The information in the AIR is drawn mainly from the co-op's audited financial statements. Filling out the AIR requires accounting knowledge not normally found among co-op directors and managers.

How does the AIR benefit the co-op?

By examining the data in the AIR, the Agency can more accurately assess a co-op's situation and can tell how it is performing over time and compared to its peers. This information also enables the Agency to identify best practices which we share with clients on our [HomeRun](#) website.

What is the deadline for filing the AIR?

The AIR is due four months after the end of the co-op's fiscal year.

Is meeting this deadline important?

Your client's CMHC agreement requires the co-op to file on time. Meeting this deadline means that the co-op continues to qualify for the benefits of CMHC's programs, including grant offers and assistance for low-income households. Timely filing also means that the co-op may be able to share Plain Language Financials from the Agency before its Annual Meeting. Developed in consultation with qualified accountants,

this report restates a co-op's audited statements in a way that's easier for members to understand.

We hope that, as the co-op's auditor, you will do all in your power to help your clients fulfil their reporting obligations in a timely fashion.



How do I file the AIR?

The AIR is filed online on a secure website. The Agency has given you a username and password that will allow you to access the form.

Does the AIR replace the audited financial statements and auditor's letter?

No. The co-op must still submit its signed audited financial statements to the Agency.

What if the co-op's financial statements follow a different presentation than the AIR?

It is up to the co-op's board to decide on the format and presentation of the audited financial statements, on the advice of the auditor. You may want to review the co-op's current financial-statement presentation in light of the AIR.

Whom do I contact if I have questions?

If you have questions about the AIR, contact Marisa Melchiorre, Senior Finance Officer at 1 (866) 660-3140 ext. 608 or by e-mail at mmelchiorre@agency.coop.

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