

<Date>

<Program Type> Audit Package

Deadlines for completion and submission:

Annual Project Data Report: <Date>

Audited Financial Statements: <Date>

Dear Board Member, Manager, and auditor/Chartered Professional Accountant (CPA):

Enclosed are the audit reporting requirements for fiscal year **<Date to Date>**.

This package includes an **Audit Package Guide** and reporting templates including the **Annual Project Data Report (APDR)** and **Audited Financial Statements (AFS)**. The package has been updated and consolidated, however does not include any additional audit reporting requirements.

Please review the contents of this package and forward the AFS template to your auditor/CPA for completion. The audit of your financial information should be conducted based on current assurance standards and compliance for non-profit organizations, Public Sector Accounting Standards, and Manitoba Housing reporting requirements identified through information and templates included in this package.

Information to assist with preparation of the Audit Package submission:

- 1) **Audit Package Guide** assists in identifying required reporting documentation.
- 2) **Annual Project Data Report (APDR)** provides annual information for reporting and assessment. Included with Audit Package consolidating and reducing number of requests for information.
- 3) **Audited Financial Statements (AFS)** template prepared by a Chartered Public Accountant (CPA) unless otherwise stated in your agreement. Schedules A, B1, and Addendum provide descriptions of expenditures, income testing and source documentation criteria, and accounts.
- 4) Board acceptance of Audited Financial Statements identified by the two (2) authorized Board member signatures on the Balance Sheet.
- 5) Common reporting observations and reminders: **Note to be removed: Item removed if no observations made.**
 - **<General program specific observations resulting from previous submissions for awareness>**
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- 6) Insurance for full replacement value to remain valid and list Manitoba Housing as payee in event of loss.

7) Manitoba Housing Minimum monthly Rent Geared to Income (RGI) rent is **<current minimum rent as established by Manitoba Housing>** (before fees and includes essential utilities heat, water, and sewer). Information on Manitoba Housing Program Income Limits, rental rates and program information available on-line at <https://www.gov.mb.ca/housing/progs/pil.html>.

Submission of the requested information is a requirement of your agreement. We acknowledge extraordinary circumstances can occur and scheduling of the Board Annual General Meeting (AGM) may have an effect on submission by the required deadline.

Should you expect a delay in submission of the information or have questions regarding the Audit Package, please contact Corporate Compliance and Risk Management, Standards and Quality Compliance at QualityandCompliance@gov.mb.ca or 204-945-4635.

Regards,

Azim Jiwa
Director of Corporate Compliance and
Risk Management
Manitoba Housing

Tess Gopez
Director of Financial Services
Manitoba Housing

Enclosures