

HHAC Annual Operating Report Instructions

General Information Regarding Annual Operating Reports

Submission of the Annual Operating Report is required under your Final Award Agreement with HHAC. Please answer all the questions on the Annual Report accurately and completely. The data is used to monitor compliance with your HHAC contract: compile data for trending and analysis purposes; and, identify best practices for replication. Most importantly, Annual Reports and monitoring visits are tools that enable HHAC to identify potential problems and work with the sponsor to address them.

Reports should be sent to the address below:

Bureau of Housing and Shelter Services
ATTN: Ms. Barbara Roff
40 North Pearl Street, 10-B
Albany, New York 12243

Reports can also be submitted electronically by email to bhsannualreport@otda.ny.gov.

The following items must be submitted with the Annual Report:

- Audited Financial Statements for your most recent Fiscal Year (including affiliates related to the project such as an HDFC or L.P.);
- Annual Operating Report;
- Audited Budget to Actual Report;
- Proof of insurance, listing HHAC as additional insured;
- Proof of payment of property, sewer and water taxes (if not exempt);
- Statement of reserve accounts; and,
- Listing of current Board of Directors

Reporting Schedule

HHAC recognizes that there is usually a lag between the end of a fiscal year and the availability of audited financial statements. The schedule below was established in an effort to provide sponsors a sufficient window to obtain and submit their audited financial statements and allow HHAC to review the Annual Report and financial statements simultaneously.

PLEASE NOTE: The data entered on the Annual Report should correspond to your organization's fiscal year. HHAC had previously given instructions to report data based on Calendar Year, in order to standardize the timeframe for Annual Report data. HHAC will now aggregate data for the entire HHAP portfolio of projects by combining the four reporting cycles listed in the schedule below:

| Fiscal Year Ends Between*: | Annual Report Due To HHAC: |
|---|--|
| July 1 and September 30 of the current year | March 31 st of the following year |
| October 1 and December 31 of the current year | June 30 th of the following year |
| January 1 and March 31 of the current year | September 30 th of the following year |
| April 1 and June 30 of the current year | December 31 st of the following year |
| <i>*DATES ARE INCLUSIVE</i> | |

Requirements for Audited Statements

HHAC requires that a ***Classified Balance Sheet*** be included as a component of your organizations' audited financial statements. This means that within the balance sheet, current assets and current liabilities must be identified and distinguished from long-term assets and liabilities. (Current assets and current liabilities are defined as transactions that will occur within the fiscal year, such as cash, grants receivable, lines of credit, etc.)

HHAC also requires that an audited ***Budget to Actual Report*** be submitted for each HHAP project (and each site for multiple site projects). This report compares the budgeted operating revenues and expenses to actual operating revenues and expenses. The revenue and expense figures listed in the "actual" column should be reviewed and certified by your auditor to ensure the accuracy of the data submitted. To provide guidance in complying with this requirement, HHAC recommends one of two approaches to validating the figures presented in the Budget to Actual Report: 1) Request that the report be reviewed by the auditor and included as a additional schedule in the financial statements; or 2) Submit the Budget to Actual Report in the attached format, including a signature from a representative of the auditor, attesting to the accuracy of the figures presented. In either case, the figures should be presented on an accrual basis to minimize the amount of additional auditing fees incurred. The attached format of the Budget to Actual Report is the model that should be used. This format is a modified version of the budget contained in the Appendix B of your HHAC Final Award Agreement, and is available electronically upon request.

Coordination of Monitoring Visits and Annual Operating Reports

HHAC will continue to arrange for monitoring visits to be conducted as proximate to the due date of Annual Operating Reports as possible. Please be aware that monitoring visits may be conducted by Bureau of Housing Services' staff or through Technical Assistance Providers. A monitoring visit typically consists of an inspection of the condition of the building; a review of case files to ensure that homelessness is documented and that appropriate support services are provided; a discussion of the program including the maintenance and operating plan, referrals, support services, etc.