

FINANCIAL REVIEW GUIDELINES

These guidelines provide guidance regarding the completion of the annual compilation process for each development required to submit an annual compilation to the Authority. The following topics will be covered:

Purpose of the Financial Review
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MSHDA Requirements
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Purpose of Annual Compilation

Developments receiving MSHDA financing must submit annual financial statements after the end of each fiscal year. MSHDA or “the Authority” administers a variety of housing programs on behalf of the Department of Housing and Urban Development (HUD), the Internal Revenue Service (IRS) and the State of Michigan. As the administrator of these programs and as a lender of money, the Authority requires the review of each development’s annual financial condition.

This guide has been arranged to ensure that development owners remain in compliance with the various housing program regulations and requirements. The requirements and procedures described below establish the **minimum** level of documentation for Small Scale developments funded through MSHDA programs or the HOME program.

Financial Review Submission Deadlines

April 30th is the Annual deadline.

MSHDA Requirements

1. Submit Documents – A copy of the developments Financial Statements or Federal Tax Return must be submitted either through the mail or electronically to the Authority by April 30th.
2. Owner Certification – The owner must certify that the documents were submitted by April 30th.

Tax Credit & NSP2 Requirements

1. Properties funded with Tax Credits or through the NSP2 program must follow the requirements of Asset Management’s Core multi-family development process. A link to those requirements is listed below:

http://www.michigan.gov/mshda/0,4641,7-141-8002_47708-177124--,00.html

Procedures

Attachement 1 includes Requirements and Examples.

The Financial Review packet must include the following:

- Copy of Financial Statement or Federal Tax Return
- Balance Sheet
- Notes describing financial challenges faced

Contact List

Compilation Guide – Troy Thelen at (517) 335-3275; e-mail: thelent@michigan.gov – or

Compilation Submission - _____

Attachments List

Attachments

Attachment 1 – Compilation Guide Requirements