

**Ministry of  
Municipal Affairs  
and Housing**

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**Ministère des  
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January 27, 2005

To Municipal Treasurers and Municipal Auditors:

I am pleased to inform you that work on the 2004 Financial Information Return (FIR) has been completed and the FIR, including the Municipal Performance Measurement Program (MPMP), is now available for downloading at the FIR website:

<http://oraweb.mah.gov.on.ca/fir/welcome.htm>

The FIR website has been updated to include the FIR2004 and all related information such as Instructions and Start-Up Guides.

Once again, we will be using a Microsoft Excel Spreadsheet for the 2004 reporting year. Please remember that an FIR spreadsheet file which has been created by the Ministry and downloaded from the FIR website is the only acceptable means of submission.

The functionality of the FIR2004 has remained very similar to previous years and Automatic Calculations, Carry-Forward Operations and Checks will occur automatically as you complete the FIR/MPMP Schedules.

The FIR2004 has been updated with minor content changes and improvements. For a complete list of content changes for 2004, please refer to the FIR2004 Content Changes document available at the FIR website.

It is recommended that you print a complete copy of the FIR2004 Start-Up Guide from the FIR website before beginning to download and complete the FIR/MPMP Schedules. An FIR Start-Up Guide: Quick Reference sheet is attached to this letter for those of you that are already familiar with the FIR.

Once again, the reporting deadline for both the FIR and MPMP schedules will remain May 31, 2005. Upon completion of the FIR, please submit the file by email to:

[FIR@mah.gov.on.ca](mailto:FIR@mah.gov.on.ca)

Municipal Auditors should also remember to submit Audit Questionnaires to your local Municipal Services Office. Submission information is outlined on the FIR Website.

## **MPMP Information**

You received a letter from Minister Gerretsen to your Head of Council dated November 29, 2004 that introduced new performance measures for library services and parks and recreation for the 2004 MPMP.

Detailed instructions on these new measures as well as general MPMP information will be available on the FIR website no later than February 11, 2005.

In addition, a workbook to assist in the calculation of library measures entitled "Library Uses in MPMP - Forms for Libraries", is available on the Ministry website:

[www.mah.gov.on.ca](http://www.mah.gov.on.ca)

## **Other Information**

- Financial Statements, including a signed Auditors Report can now be submitted electronically to:

[FIR@mah.gov.on.ca](mailto:FIR@mah.gov.on.ca)

It is preferred that Municipalities submit a PDF (Portable Document Format) version of the Financial Statements, although other formats such as WordPerfect, Word or Excel would also be acceptable.

Municipalities that choose to submit their Financial Statements electronically are no longer required to send hard copies to their local Municipal Services Office.

- FIR data (excluding MPMP Schedules) from 2001 onwards can now be viewed at the FIR website either "By Municipality" or "By Schedule".

Look for the "View FIR Data" links on the FIR website to access the data.

Population and Household figures, as determined by the Municipal Property Assessment Corporation are also available.

Should you have any questions, comments or concerns, please contact Debbie Chen-Yin (FIR) at (416) 585-6299, Bohdan Wynnycky (MPMP) at (416) 585-6638 or your local Municipal Services Office of this Ministry.



Karen Maxwell  
Director