



Llywodraeth Cymru  
Welsh Government



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# Timetable for registered social landlords (RSLs): 1 April 2023 to 31 March 2024

Dates when RSLs need to submit their data.

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## Purpose

This document sets out the due dates for information submissions required during the 2023/24 financial year and provides guidance on those submissions as required. Templates will be made available on the Welsh Government website [Regulatory returns for housing associations](#) for returns which require a submission in a set format (those marked \*\*).

Effective date: 31 March 2023

Related documents: The Regulatory Framework for Housing Associations Registered in Wales (2022), Regulatory Standard RS1 g)

Distribution: Welsh RSLs

## Information Required

In order to discharge the regulatory function, we require the information detailed, by the corresponding submission date in [Appendix A](#).

Please note that the dates provided are the last dates for submission. We welcome information submitted at an earlier date, as soon as the documents have received the appropriate approval.

Frequent late submissions of information required will be taken into account when forming Regulatory Judgements.

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Should any of the deadlines present a difficulty or you have a query relating to the submission requirements please contact the Housing Regulation Team to discuss.

## **Statutory Accounts**

Copies forwarded to be signed and approved by the Board and External Auditors.

Statutory accounts should be published on the RSL's website by the submission date.

## **Management Accounts**

As approved by the Board with the following minimum requirements:

1. Detailed income and expenditure account, plus balance sheet
2. Income and expenditure by business stream (where material)
3. Narrative explaining major variances (including those relating to capital income and expenditure)
4. Loan covenant monitoring, including an expected year end forecast
5. Cashflow forecast, including details of current cash and available funding for at least the next 18 months.

Some of these requirements maybe provided in a Treasury Report.

Should the Board meetings cycle not allow for the accounts to be approved in time for the 42 day deadline, please submit a draft set by the deadline and subsequently forward confirmation of their approval.

## **Treasury Report**

Increasing numbers of RSLs are preparing a report on their Treasury function, separate to the Management Accounts. Where RSLs are producing these a copy should be provided after it has been approved by the relevant Board or Committee.

## **30 Year Financial Forecasts**

The detailed submission requirements for the 30 year financial forecasts will be provided separately.

The 31st August deadline is the last date for submission. Submissions should be made following the approval of the Forecast by the Board.

## **Strategic Business Plan**

Some RSLs prepare a Strategic Business Plan, typically over 5 years, in addition to the 30 Year Financial Forecast.

Where this is the case, this should also be submitted, following approval by the

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Board.

## Tenant Satisfaction Survey Results

Separate guidance will be issued. Please contact the Housing Regulation Team if you are unsure of these requirements.

## Disposal Notifications

Non-Priority Disposal Notifications are required quarterly and are in addition to priority notifications (which are required within 10 days of completion). Notification form can be found here: [disposals notification form](#) along with guidance direction about notification of disposals.

## Quarterly Regulation Survey

A survey is issued directly to RSLs every quarter. Please carefully follow the instructions in the covering email and the survey itself.

## Method of Submission

All information requested is to be submitted electronically to [housingregulation@gov.wales](mailto:housingregulation@gov.wales)

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## Contact Information

### The Housing Regulation Team

**Telephone:** 03000 625 256 or 03000 253 669

**Email:** [housingregulation@gov.wales](mailto:housingregulation@gov.wales)

Rydym yn croesawu galwadau a gohebiaeth yn Gymraeg / We welcome calls and correspondence in Welsh.

## Appendix A: Timetable period 1 April 2023 to 31 March 2024

### Appendix A: Timetable period 1 April 2023 to 31 March 2024

Information Submission	Detail	Submission date	Format of submission
Audited financial statements	For RSLs that operate in a Group structure - consolidated financial	6 months after year	

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Information Submission	Detail	Submission date	Format of submission
	statements and financial statements for individual subsidiaries are required	end	
Auditor's letter and Board response	As presented to the Audit Committee or Board	6 months after year end	
Reconciliation of management accounts to financial statements	Reconciliation of the figures in the financial statements to those as presented to Board in the management accounts	6 months after year end	
Quarterly management accounts	As approved by the Board	42 days after the quarter end	
Treasury report (where prepared)	As approved by the Board / Committee	42 days after the quarter end	
Private finance return (PFR)	For December year ends only, a return as at 31 December 2022 is <b>also</b> required. Please use the 2022	31 May 2023	Using the 2023 Excel template

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<b>Information Submission</b>	<b>Detail</b>	<b>Submission date</b>	<b>Format of submission</b>
30 year financial forecasts	In accordance with the attached guidance	31 August 2023	Separate guidance/ template to follow
Strategic/ Corporate business plan	As approved by the Board	When available	
Internal Audit summary	As presented to the Board and / or Audit Committee	31 July 2023  or 30 April 2023 (Dec year ends only)	
Annual statement of schedule 1 exemptions	In accordance with Housing Association Circular 005/10. A statement is required even if no exemptions have been made in the period	31 May 2023  or 28 February 2023 for Dec year ends	
Tenant satisfaction	Using the template to be supplied	28 Feb 2024	Separate guidance/

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Information Submission	Detail	Submission date	Format of submission
survey results			template to follow
Board diversity return	Using the template to be supplied, assessing Board composition on 30 September 2023	31 October 2023	Separate guidance/ template to follow
Disposal notifications	As per the link above	Non-Priority - 21 days after the quarter end  Priority – within 10 days of the disposal taking place	<b>Using the standard Disposal Notifications Excel form.</b>
Quarterly Regulation Survey	See covering email which accompanies each survey	See covering email which accompanies each survey	Using the template supplied prior to submission

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Information Submission	Detail	Submission date	Format of submission
			each quarter

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