



THE SCOTTISH
HOUSING
REGULATOR

GUIDANCE NOTE

To: All Registered Social Landlords (RSLs)

Subject: The Loan Portfolio System and the Reporting of Private Finance

Issued by: The Scottish Housing Regulator

Ref no: SHR 19

Date: April 2008 (First issued October 2007)

Summary

The purpose of this guidance note is to advise registered social landlords of the procedures for the annual submission of loan information to the Scottish Housing Regulator. It supersedes CSGN 2003/06 with immediate effect.

For any references to Communities Scotland (or Scottish Homes) please read the Scottish Housing Regulator.

If you have any questions about this guidance, you should direct them to:

The Scottish Housing Regulator
Highlander House
58 Waterloo Street
GLASGOW
G2 7DA
Tel: 0141 271 3810
Email: shr@scottishhousingregulator.gsi.gov.uk

To: All Registered Social Landlords (RSLs)
Subject: The Loan Portfolio System and the Reporting of Private Finance
Issued by: The Regulation & Inspection Division of Communities Scotland
Ref no: CSGN 2007/11

Summary

The purpose of this guidance note is to advise RSLs of the procedures for the annual submission of loan information to Communities Scotland. It supersedes CSGN 2003/06 with immediate effect.

Any enquiries relating to this guidance note should be directed to the Business Analysis Unit, Regulation & Inspection, Highlander House, 58 Waterloo Street, Glasgow G2 7DA. Our telephone number is 0141 226 4611.

Additional copies of the guidance note can be obtained either through our website, www.communitiesscotland.gov.uk or from the above address.

1. Introduction

- 1.1 RSLs are required to submit details of their loan information to Communities Scotland on an annual basis through an online Loan Portfolio System. This process will normally be scheduled to take place over a six week period beginning in August of each year, with all information required to be submitted by 30 September. It is designed to record the loan details of all RSLs as at 31 March each year.
- 1.2 RSLs are required to provide information on their loans from private lenders, Scottish Homes, Communities Scotland, Local Authorities and any other public funders.
- 1.3 We will publish loan information in summary form in The Digest, our annual review of RSLs' financial information. We will also use the information to inform our overall approach to regulation, consistent with our Regulatory Code of Practice.

2. Online loan portfolio submission

- 2.1 We will contact RSLs, normally around July/August of each year, and provide them with the necessary information that will allow them to access the system. We will also provide an up to date user guide and any other help facilities that will assist in the provision of the required loan information.
- 2.2 RSLs should consider their loan position at 31 March each year. This should be done on a lender by lender basis. Full information on how to complete and submit the annual return can be found in the user guide. RSLs with no loans should also consult the guide. RSLs should ensure that all data held in the loan portfolio system is both accurate and complete.

3. Reconciliation of loan portfolio submission with annual accounts

- 3.1 The information reported through the loan portfolio system at 31 March each year should be reconciled to what is reported in the annual accounts at that date. **RSLs operating to a financial year end other than 31 March are required to report their loan position at 31 March, and not their financial year end position.** Where the reconciliation identifies a difference then a reason(s) for the difference should be provided and quantified.

4. Exemptions from the requirement to provide loan information

- 4.1 **All** RSLs are now required to submit their loan information. In a change to previous guidance, exemptions will no longer be available to non-developing RSLs or RLSs with no loans. Where an RSL has no loans it must now confirm this to us by submitting a nil return through the loan portfolio system.