



**Taber & District
HOUSING FOUNDATION**

Provides individuals, families and seniors with affordable and caring accommodation.

**Annual General Board Meeting (AGM)
Taber and District Housing Foundation (TDHF)
Friday, March 23, 2018 at 2:00 pm
Clearview Lodge Atrium**

AGENDA

1. Call to Order
2. Agenda Approval
2. Introduction of our Auditors from Avail LLP
3. Review of last AGM Minutes
 - a) Minutes from Annual General Meeting (AGM) held March 10, 2017
4. 2017 Audited Financial Statements & report from the Auditors, Avail LLP;
 - a) Clearview Lodge Financial Statements
5. Annual Report 2017: Chief Administrative Officer
Including:
 - 2017 Annual Lodge Manager's Report
 - 2017 Annual Maintenance Report
6. Questions
7. Adjournment of TDHF Annual General Meeting

Please Note: As a Society under the Societies Act we are required to have an AGM and not because we are a Management Body.
Management Bodies do not require an AGM and therefore most do not have one. The TDHF Board Members are considered the 'members' of the Society in our Bylaws. This is why the minutes from the last AGM have already been approved. We provide them to those in attendance for information only. The Financial statements are presented to the audience for information as well. They can be approved by the Board members at the AGM, at a Special Board meeting, or a Regular Board Meeting.



**Taber & District
HOUSING FOUNDATION**

Providing individuals, families and seniors with affordable and caring accommodation.

**Annual General Board Meeting (AGM)
Taber and District Housing Foundation (TDHF)
Friday, March 10, 2017 at 4:00 pm
Clearview Lodge Atrium**

Directors in Attendance: Rosanne Horrocks Deanna Killinger
Joe Strojwas Myrna Garner
Tom Machacek (Acting Chair)

Administration: Tim Janzen, CAO Joan Hart, Lodge Manager
Corey Beck, Maintenance Manager

Delegation – Nadine Granson, CA, Auditor for Avail LLP, Chartered Accountants

Absent: C. Lund
L. English

MINUTES

The acting Chair, Tom Machacek called the Annual General Meeting to order at 4:01 p.m.
The Chair welcomed everyone and introduced the other members of the TDHF Board, the CAO, and the Auditor, Nadine Granson from Avail LLP.

1. Agenda Approval

Motion 2017-32

MOVED by Joe Strojwas to approve the Agenda as presented.

CARRIED

2. Review of 2016 AGM Minutes

The minutes from Annual General Meeting (AGM) held March 10, 2016 were circulated to those in attendance for their information only.

As a Society under the Societies Act we are required to have an AGM and not because we are a Management Body. Management Bodies do not require an AGM and therefore most do not have one. The TDHF Board Members are considered the 'members' of the Society in our Bylaws. This is why the minutes from the 2016 AGM were already approved by the Board last spring.

3. 2016 Audited Financial Statements & report from the Auditors, Avail LLP;

a) Consolidated Financial Statements – Clearview Lodge & Social Housing
Nadine Granson stated that the Auditor's Report is clean, just like last year in accordance with non-profit organizations.

She noted that there was a decrease in the cash position by \$102,000 due to capital asset additions, such as the Maintenance Shop. As well, there was a slight decrease in the Accounts receivable due to the Lodge Renewal Grant amounts. As well, the gST Receivable increased because the 2015 amounts were still outstanding at yearend. Those amounts have since been collected in 2017.

Miss Granson noted that overall assets had increased due to the construction of the Maintenance Shop and the purchase and installation of the Emergency Call Bell system.

Miss Granson stated that if you take current assets vs current liabilities, there is \$ 349,000 left so TDHF is strong financial position.

Having unrestricted funds totaling \$341,000 on the *Consolidated Statement of Financial Position* means that TDHF is in a strong financial position.

The Notes to the Financial Statements show no real change.

Nadine Granson turned the meeting back over the Chair. The Chair thanked Mrs. Granson for her presentation and asked if there were any questions. There were none.

Motion 2017-33

MOVED by Myrna Garner to accept the Consolidated Financial Statements, for the year ending December 31, 2016.

CARRIED

4. Annual Report 2016: Chief Administrative Officer

The CAO Tim Janzen presented highlights of 2016; including:

- Completion of tub to shower renovation in 100 Wing
- New dishwasher installation
- New Emergency Call Bell system installation
- Installation of new carpet tile in 100, 200 and 300 wing hallways
- Significant investment in staff training
- Significant policy and procedure work in the area of Health & Safety
- Emergency Funds for Emergency Situations - \$13,700 distributed to local individuals that would not otherwise have been eligible for support

Motion 2017-34

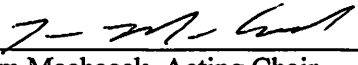
MOVED by Joe Strojwas to accept the CAOs report as presented.

CARRIED

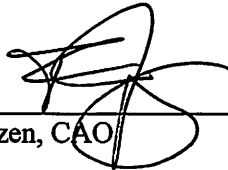
6. Adjournment

There being no further business, the Chair moved the AGM be adjourned at 4:23 pm. The next Annual General Meeting will be held in March 2018

March 31/2017
Date


Tom Machacek, Acting Chair

March 31/2017
Date


Tim Janzen, CAO

**Taber and District Housing Foundation
CAO's Annual Report for 2017**

TDHF's portfolio consists of **231** households that are assisted with affordable rental accommodation in Taber, Vauxhall, Barnwell and Grassy Lake;

154 of these households are in our Social Housing programs:

- **107** Senior Self-Contained Apartments
- **37** Family Housing units
- **9** through Supplement Programs

77 are in our Lodge Program.

Vacancy & Placement

Social Housing Operations:

2017	Senior Self Contained	Community Housing
Approved New Applicants	29	18
Move In's	26	12
Move Out's	26	10
Average # on the Wait List	15	3

CVL Operations:

2017	Clearview Lodge
Approved Applicants	30
Move In's	22
Move Out's	23
Room Transfers	15
# on Wait List	14
Resident Average Age	87.08 years

Program Highlights

- **The highlight for CVL** over the past year has been the Clearview Lodge.
 - Installation of new carpet tile in 400 & 500 wing hallways and library
 - Installation of Northwest Make-up Air (MUA) unit with the addition of air conditioning.
 - Front sliding door and sensor were replaced.
 - 400 wing was re-shingled.
 - Ground Fault Interrupted (GFI) outlets were added in the 200 and 300 wing resident washrooms.

- Installation of a new concrete walkway from the ramp at the northwest door to the public sidewalk was added.
- The intercom and camera system were updated and a monitor was added to the dining room.
- A smoke shelter was installed on the east side of Clearview Lodge
- New double door cooler for snacks was purchased.
- **Highlights for Community Housing** include:
 - Homestead Manor roof was re-shingled
 - Homestead Manor hallways and common areas were repainted.
 - Pioneer Place have two new hot water tanks installed
 - Harmony Home had a new roof installed
 - Harmony Home had the hallways, stairwells and common room repainted.
 - Prairie Rose Manor (Vauxhall) had two new furnaces installed.
 - New washers and dryers were installed in the above Manor buildings.
 - Bountiful House (Barnwell) received a new shingle roof.
 - Phase 1, 2 & 3 Community Housing Taber received new shingled roofs.

Other Successes through 2017 have been:

- A significant investment in staff training; particularly Health & Safety but also some mental health programs
- A successful 2017 External OHS Audit – we scored **91%**
- **CVL Activity & Volunteer Program** continues to be successful and a great value to our residents. **Volunteer hours totaled 2,109 hours in 2017 (increase of 316 hrs).**
- ***Meals on Wheels*** - continues to be a respected program within the community. During 2017, our dedicated volunteers delivered over **3,124** meals. This is a slight increase of 7.4% from 2016.
- Regular tenant meetings with Manor residents

Some of the Challenges

- There is more work to be done to complete all the Health & Safety policies. Committee members responsible for reviewing policy on a continuing basis are hard at work and in 2018, intend to refine plans for handling emergency situations.
- We strive to find a balance between providing high quality services, in the face of cost pressures from utilities, labor, food and medical supplies and trying to provide our facility and services within the financial capacity of our tenants.

**2017 Annual Managers Report
January 1, 2017 – December 31, 2017**

- ✓ 2017 seniors interviews, admissions, discharges, status changes and room changes:
 - 30 new seniors' applicants.
 - 23 move outs, 22 move ins
 - 16 new admissions to SL3
 - 15 residents made in house room changes.
- ✓ Average age of resident in Clearview Lodge is 87.08 years of age.
- ✓ Employee hires and terminations:
 - 1 HCA new hire; 8 GW new hires; 1 summer step student hired.
 - 1 GW resignations ; 1 HCA resignations; 1-30 year retirement
 - 3 Employees on LTD.
- ✓ February 9 – annual staff meeting. Knights of Columbus treated us to a fine lunch of BBQ hamburgers in the newly finished garage.
- ✓ We started working with the Injury Reduction Program, through CCSA on June 6, 2016 and wrapped it up at the end of September 2017. They were a great support and resource to help us improve our OHS program. Our goals with this program were:
 - Violence and Aggression Prevention Training
 - Improve Workplace Inspection Process
 - Improve Hazard Assessments
 - Improve Incident Investigations
 - Improve Health and Safety Communication from the JHSC.
- ✓ June 9th we had a kitchen fire which set off the sprinkler system. 1 employee received minor burns on his right forearm and hand. The staff was able to clean up the water quite quickly; the residents were never compromised. A reportable incident was completed and forwarded to Alberta Health Services.
- ✓ June 26, 2017 – Infection Control audit was completed successfully.
- ✓ Annual family BBQ held on August 18th which was a huge success. Over 350 people were in attendance. The weather was beautiful and the staff did an amazing job ensuring that everything was in order. The Taber Community showed their generosity with many donations which included tents, tables, chairs and food items.
- ✓ October 10th, 2017 we received a three year "Accommodation Standards" license.
- ✓ External Health and Safety audit was completed in early November. A mark of 91% was received. Over the course of the next year we will be working on our action plan for improvement.
- ✓ October 16th – Annual flu clinic was well attended by residents and by staff. The staff is 86.4% compliant.
- ✓ October 18th – HCA Appreciation Day. Alycia decorated the craft room for the event and then treated the HCA's with pizza and ice cream. HCA's were all very appreciative of this recognition.
- ✓ October 20th – Alycia and Anna attended the Annual HCA Conference in Edmonton.
- ✓ October 21 – Clearview Lodge fund raiser was hosted by "Babes Supporting Babes". \$888.00 was raised for the lodge. The funds are going to be used for 6 employees to attend the "Conference for Women" in Lethbridge in April 2018.
- ✓ October 24 – Clearview Lodge won the "Judges Choice" award through the Communities in Bloom.

- ✓ October 24th – Annual lunch and learn including an Outbreak Management information session was well attended by employees.
- ✓ In 2017 13 employees were provided training by Dean and Alycia on Supportive Pathways.
- ✓ Safety Talks were implemented into each team meeting; talks are either conducted by employees or by supervisors depending on the department.
- ✓ Regular meetings held throughout the year include:
 - Emergency Preparedness meetings
 - Joint Health and Safety meetings
 - Supportive Living 3 meetings
 - UMAC meetings
 - HCA team meetings
 - Kitchen team meetings
 - Housekeeping team meetings
 - Collaborative Team meetings
 - Building Committee meetings
 - Budget and Finance meetings
- ✓ 71 resident case conferences were held in 2017
- ✓ We were fortunate to be able to assist a Health Care Aide to complete her practicum through the Medicine Hat College HCA program. She completed 32 hours of practicum within our facility.
- ✓ We are also working with the “Youth Employment Program” in Taber which gives young individuals the opportunity to get into the workforce with some structured training and guidance. Employment programs are scheduled to run for 11 weeks and is primarily funded by Youth Employment and then topped up by Taber and District Housing Foundation.
- ✓ We have been working with a Dental Hygienist to organize a mobile dental program to come into the lodge to assist the seniors with any dental problems they may have. We hope to have the service up and running by June 2018.
- ✓ Recreation survey was completed with the residents. Excellent responses; residents seem very satisfied with the recreational programs offered.
- ✓ 2018 budget was prepared and forwarded. Employees were asked for their input.
- ✓ 2017 training:
 - Joan attended:
 - Safety Leadership training
 - Conference attended on “Beginning to End: Living with Chronic Disease”.
 - ASSIST training
 - Medical Assistance In Dying presentation
 - Workplace Violence and Aggression prevention training for Managers and Supervisors
 - Alberta Managers Society spring convention
 - Competency Management Framework workshop in Calgary
 - “Back to Work” seminar hosted by WCB in Lethbridge
 - Ergonomic Training
 - “Bringing Person-Centered Care to Life” Webinar
 - Joley attended:
 - Safety Leadership training

- ASSIST training
 - Medical Assistance In Dying presentation
 - Workplace Violence and Aggression prevention training for Managers and Supervisors
 - Excelling as a Manager or Supervisor
 - Colors Workshop
 - WCB Seminar – “Return to Work”
 - Cannibus in the Workplace workshop
 - 16th Annual Health and Safety Conference in Banff.
 - Competency Management Framework workshop in Calgary
 - Back to Work” seminar hosted by WCB in Lethbridge
 - Ergonomic Training.
- Alycia attended:
 - Safety Leadership training
 - Conference attended on “Beginning to End: Living with Chronic Disease”.
 - ASSIST Training
 - Medical Assistance In Dying presentation
 - Workplace Violence and Aggression prevention training for Managers and Supervisors
 - Colors Workshop
 - Ergonomic Training.
 - “Bringing Person-Centered Care to Life” Webinar.
- Staff Training:
 - Manual Material Handling and Safe Resident Handling
 - Workplace Violence and Aggression prevention training
 - 2 employees attended Conference on “Beginning to End: Living with Chronic Disease.”
 - Supportive Pathways
 - Safety Leadership
 - Mental Health Awareness
 - Bullying and Harassment
 - Fire Extinguisher training
 - ASSIST Training
 - Medical Assistance In Dying presentation
 - All CCHSS training is up to date
 - Colors Training
 - GHS Training
- Health and Safety initiatives this year were:
 - ParticiPaction 150
 - Safe Act of the Month
- ✓ Recreational programs:
 - 29 outings
 - 14 groups hosted “Special or Birthday Bingo” events
 - Personal Touch Clothing came in with their wares for the resident’s to browse and buy if they so choice to.
 - Ice Cream Fridays is always a huge success. The Atrium is always filled with residents, families and friends with a huge supply of fun and laughter.
 - Nutman comes in every 2 weeks with his trays of chocolates and goodies.
 - Our knitting group made a total of 10 blankets this year which were given to those in need in the community.

- Our Christmas donation tree this year was full of numerous items that were made by the residents from donated wool or items that were donated from residents or family members. The \$735.00 that was raised from the sale of these items was given to the Taber Legion Poppy Fund.
- Playful Spirits is a fun program for the residents. This activity is with the students from the Early Learning Program at St. Pat's school. The residents love the interaction with the little ones.
- Special events hosted monthly:
 - CNIB meetings
 - Alzheimer's' Society Care Giver Support Group meetings.
 - New Life Hearing Clinic
 - Leishman's Hearing Clinic.
 - Leishman's Walker Clinics
 - Blood pressure monthly clinics
- 8 school and youth groups came in to perform, play games, make crafts or visit with the seniors throughout the year.
- Bi-monthly Resident Council meetings are held. We have a very dedicated council that works hard for the residents to raise money for those things that TDHF doesn't provide. Resident Council has two fund raising events annually:
 - Cake and Pie Auction
 - Christmas Jingle Basket Auction
- Seniors Week was a busy time with lots of entertainment, celebrations and special guests. The Mayor opened the week by assisting with cutting and serving cake. It was wonderful to see our Local Police service assist with serving the residents' lunch one day. We were lucky to have numerous groups from the community here during the week to help us celebrate through entertainment and activities. A huge hit this year was our bonfire on the front parking lot where we served mini roasted sausage and S'mores.
- Added entertainment was:
 - Boots and Hearts Line Dancing
 - Air Cadets drill.
- Every year Judy and Viola decorate the facility for the named holidays. With these decorations usually goes with a planned event:
 - New Year's Eve party
 - Valentines' party
 - St. Pat's Day celebration
 - Easter celebrations
 - Mother's Day Tea
 - Seniors Week Celebrations
 - Father's Day Breakfast
 - Halloween Party
 - Thanksgiving celebrations
 - Resident XMAS party
- Special guests in 2017:
 - Taber Notagawa Society brought in visitors from Japan.
 - Taber Police provided a Wise Owl presentation.
 - Legion members came in on Remembrance Day and handed out poppies.
 - Daniel Burger from Alberta Seniors and Housing did a presentation for the seniors on Financial Assistance programs available through the government.
- Special events:
 - Volunteer Appreciation.
 - Resident Family Barbeque

- Alzheimer's Coffee Break
 - Kay Ferguson 88th Open House Birthday
 - Resident XMAS party
 - Resident New Year's Eve party.
 - Pat Calverley crafts.
 - Regular Entertainment :
 - 34 Volunteer single or groups
 - 20 paid single or groups
 - Church groups
 - Catholic Church
 - United Church
 - Reinlander Church
 - LDS Church
 - Evangelical Church
 - Christian Reform
 - Jehovah Witness
 - Lutheran Church
 - Christian Women Bible Study
 - Volunteer hours for Feb 2017 – Feb 2018 – 2109 hours. This number is up from last year by 316 hours.
- ✓ Overall the year has been very busy with the day to day operations of the lodge.

**Taber and District Housing Foundation
2017 Annual Maintenance Report**

March 2, 2018

This report outlines last years building maintenance and planned projects for all Taber and District Housing Foundation managed properties. The report has been compiled from previous maintenance reports and summarized on a per building basis.

Clearview Lodge

77 - Suites with original construction in 1963 with addition in 1970 with renovations and addition in 1995 and 2000 with 2013 kitchen expansion

The buildings structure and exterior envelope are in good condition, the buildings systems and components are in good operating order. We had 22 move outs and 23 move ins with 15 in house transfers.

- The suite interior finishes throughout the Lodge are being upgraded as suites become available.
- In 2017 we had the Northwest MUA unit replaced and had A/C added.
- In 2017, donations were used to add acoustic panels to atrium.
- The front sliding door and sensor has been replaced.
- Installation of new concrete walkway from the ramp at northwest door to public sidewalk has been added.
- New carpet tile has been installed in the all hallways and the atrium.
- The front steps have been re-surfaced and front deck boarded with Trex decking.
- The 400 wing was re-shingled this year.
- GFI outlets were added to all bathrooms in the 200 and 300 wing resident units.
- Clearview's intercom system and camera system have been up-dated with a camera monitor added in the dining room.
- New commercial sized eavestrough has been installed in the courtyard.
- A smoke shelter was installed over a bench on east side of CVL .
- New double door cooler for snacks was purchased in 2017.
- All lino floors in Clearview were stripped and waxed.
- A lift was installed on commercial washers as recommended by Health and Safety Committee.

Annual Inspections and Recertification's, as follows

- Annual Life Safety Equipment inspections and re-certifications were completed on Fire Extinguishers, Fire Sprinklers, Fire Alarm System , Backflow Preventors and on the Generator.
- Annual Boiler Inspections and Servicing
As recommend by Alberta Infrastructure, all heating boilers have been inspected and serviced for proper operation by a qualified Service Company, TDHF has contracted Liberty Boilers of Lethbridge.

Homestead Manor - 30 suites (1980)

The building and its components are in good operating condition, with no problems with the structural or building envelope. Upgrading of interior finishes will be done when apartments become available. We had 2 move ins and 2 move outs this year.

- In 2017 the Manor has been completely re-shingled.
- All hallways and common areas have been re-painted.
- All emergency lighting has been up-dated.
- The MUA unit had electrical board replaced.
- Coinmatic laundry machines have been set up.
- Resolved all pest control issues.
- The Fire Alarm was up-dated in 2016, adding horns and strobes in each unit.
- Annual Life Safety Equipment inspections and re-certifications were completed Fire Extinguishers, Fire Alarm System and Backflow Preventors. We have added annual fire inspections by local Fire Dept.
- Boiler Inspections and Servicing
As recommend by Alberta Infrastructure, all heating boilers has been inspected and serviced for proper operation by a qualified Service Company, TDHF has contracted Liberty Boilers of Lethbridge.

Pioneer Place - 30 suites (1989)

The building and its components are in good operating condition, with no problems with the structural or building envelope. Upgrading of finishes will be done when apartments become vacant. This year we had 8 move ins and 9 move outs.

- New hot water tanks were installed in the Manor.
- Fire Dept. taught residents a fire extinguisher training course.
- Coinmatic machines added to laundry rooms.
- Requesting roof to be re-shingled by ASHC.
- Annual Life Safety Equipment inspections and re-certifications were completed Fire Extinguishers, Fire Alarm System and Backflow Preventors. The Fire alarm system is scheduled for an up-date. We have added an annual inspection with the local Fire Dept.
- Boiler Inspections and Servicing
As recommend by Alberta Infrastructure, all heating boilers have been inspected and serviced for proper operation by a qualified Service Company, TDHF has contracted Liberty Boilers of Lethbridge.

• Harmony Home - 27 suites (1979– 3 story bldg.)

Harmony Home is the oldest of the Taber Manors and has recently been completely painted on the inside common areas. Upgrading of finishes is done when apartments become available. We had 11 move ins and 8 move outs this year.

- In 2017 the hallways, stairways and common room have been completely re-painted.
- A new roof has been put on Harmony Home.
- Coinmatic laundry equipment has been added.
- Annual Life Safety Equipment inspections and re-certifications were completed Fire Extinguishers, Fire Alarm System and Backflow Preventors. We have added a Fire Inspection by local Fire Dept.
- Boiler Inspections and Servicing
As recommend by Alberta Infrastructure, all heating boilers have been inspected and serviced for proper operation by a qualified Service Company, TDHF has contracted Liberty Boilers of Lethbridge.

Bountiful Manor = 6 suites (Barnwell 1980's and 1995)

The building and its components are in good operating condition, the number of suites have been upgraded since 2000. Upgrading of suite interiors and finishes with flooring and paint is ongoing. This year we had 4 move ins and 3 move outs in the Manor.

- Roofing shingle replacement completed in 2017.
- Bountiful Manor has no common area or corridors; there is no Life Safety Equipment or inspections required.

Sunshine Manor = 4 units (Grassy Lake 1993)

The building and its components are in good operating condition. A new caretaker was hired at the Manor in 2017. We had 0 move ins and 1 move out at the Manor.

- Fire inspection completed by M.D. Fire Dept.
- Annual Life Safety Equipment inspections and re-certifications were completed
Fire Extinguishers and Fire Alarm System.
The Fire Alarm system was upgraded to include an automatic dialing system that would contact 911 in the event the fire alarm was activated.

Prairie Rose Manor = 12 units (Vauxhall 1980's and 1994)

The building and its components are in good operating condition, with installation of common area and corridor flooring. Upgrading of finishes will be done as suites become vacant. This year we had 1 move in and 3 move outs.

- Annual Life Safety Equipment inspections and re-certifications were completed
Fire Extinguishers and Fire Alarm System. The Fire Alarm system is scheduled to be up-graded by the provincial government.
- Two furnaces installed at the Manor in units #1 and #3.
- New door inserts installed on two exit doors.

Community Housing - Phase One - Taber - Ten duplexes - 20 units (1970)

This housing project has had some considerable work and costs over the years with a higher turn over of tenants than the other phases normally; however 2017 was one of the highest occupied rates we have had. Condition of these units can vary but in general the building and its components are in good condition, with no major structural or building envelope deficiencies. Upgrading of finishes is ongoing; apartments are installed with new cabinets and paint. Work is on-going when apartments become available.

- We had 6 move ins and 3 move outs.
- In 2017 we had 5 of the duplexes re-shingled.
- We had 4 large trees removed in Phase One.

Community Housing - Phase Two - Taber - 3 duplexes - 6 units - (1980's)

The building and its components are in good condition, with no problems with the structural or building envelope. Upgrading of finishes is ongoing and done when available. Typically this phase has the lowest turnover of tenants.

- We removed two large trees from Phase 2.
- We had 3 move ins and 3 move outs.
- All duplexes have been re-shingled over the last few years.

Community Housing - Phase Three - Taber - 4-unit four-plex - (1989)

The building and its components are in good condition, no problems with the structural or building envelope. Upgrading of interior finishes is ongoing. Hot water tanks and furnace replacement as needed.

- We had 3 move ins and 4 move outs.
- Roofing shingles were replaced in 2016.

Taber Special Needs - Phase Four – 4-bedroom house – (1990)

The building and its components are in good condition, no problems with the structural or building envelope.

- New laundry equipment installed from coinmatic.

R&N Housing– Vauxhall – (2) - 3 - bedroom houses - 1992

Both units are in good condition. Repairs are done as needed.

R&N Housing – Barnwell – (1) – 2 + 1 - bedroom house – 1990

The house is in good repair.

- The condition of the unit is good with new carpets and paint.

General

Maintenance had a busy year with 62 new move ins and 59 move outs with 15 in house transfers.

- Maintenance has purchased a new riding mower for all projects.
- We have purchased a new push mower for Sunshine Manor.
- Maintenance has purchased a dump trailer.
- Snow removal at Lodge, Taber and Barnwell manors is contracted by RCB Excavating.

End of Report

**TABER AND DISTRICT HOUSING FOUNDATION
(Clearview Lodge)**

FINANCIAL STATEMENTS

For the year ended December 31, 2017

Draft - March 20, 2018

TABER AND DISTRICT HOUSING FOUNDATION
(CLEARVIEW LODGE)
TABLE OF CONTENTS
December 31, 2017

INDEPENDENT AUDITOR'S REPORT	1
FINANCIAL STATEMENTS	
STATEMENT OF FINANCIAL POSITION	2
STATEMENT OF OPERATIONS	3
STATEMENT OF CHANGES IN NET ASSETS	4
STATEMENT OF CASH FLOWS	5
NOTES TO THE FINANCIAL STATEMENTS	6 - 9

Draft - March 20, 2018

INDEPENDENT AUDITOR'S REPORT

To: The Board of Directors of
Taber and District Housing Foundation (Clearview Lodge)

We have audited the accompanying financial statements of Taber and District Housing Foundation (Clearview Lodge), which comprise the statement of financial position as at December 31, 2017, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Taber and District Housing Foundation (Clearview Lodge) as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Lethbridge, Alberta

March 23, 2018

Chartered Professional Accountants

TABER AND DISTRICT HOUSING FOUNDATION
(CLEARVIEW LODGE)
STATEMENT OF FINANCIAL POSITION
As at December 31, 2017

	2017	2016
ASSETS		
Current		
Cash	\$ 514,437	\$ 270,329
Accounts receivable	45,055	176,702
Inventory	26,312	24,012
Prepaid expenses	15,314	10,747
GST receivable	27,970	48,761
Due from related party (note 3)	24,033	25,849
	653,121	556,400
Investments	147	147
Capital assets (note 4)	5,417,909	5,468,587
	\$ 6,071,177	\$ 6,025,134
LIABILITIES AND NET ASSETS		
Current		
Accounts payable and accrued liabilities	\$ 153,159	\$ 184,636
Government remittances payable	31,239	31,520
Deferred revenue (note 5)	-	20,017
	184,398	236,173
Unamortized capital contributions (note 6)	3,285,109	3,234,207
	3,469,507	3,470,380
Contingent liabilities (note 7)		
Net assets		
Unrestricted	468,872	320,376
Invested in capital assets	2,132,798	2,234,378
	2,601,670	2,554,754
	\$ 6,071,177	\$ 6,025,134

Approved on behalf of the board:

Director _____

Director _____

TABER AND DISTRICT HOUSING FOUNDATION
(CLEARVIEW LODGE)
STATEMENT OF OPERATIONS
For the year ended December 31, 2017

	2017 Budget (Unaudited)	2017 Actual	2016 Actual
Revenue			
Resident accomodation	\$ 1,306,892	\$ 1,319,491	\$ 1,222,416
Alberta Health Services	526,604	550,109	526,202
Municipal requisitions (Note 8)	288,815	288,815	269,921
Provincial grants	269,918	270,659	289,201
Non-resident services	55,500	62,657	56,715
Resident services	39,300	38,156	38,064
Management and administration	5,250	8,176	13,508
Investment income	2,500	4,756	2,946
Other	-	2,349	390
Donations	-	1,831	30,487
Amortization of capital contributions	-	111,098	97,896
	2,494,779	2,658,097	2,547,746
Expenses			
Human resources	1,301,845	1,236,968	1,237,190
Health	566,447	537,498	526,129
Food	269,279	255,361	258,599
Utilities	138,168	145,124	125,472
Operating maintenance	83,364	89,681	79,912
Operating	95,316	88,680	81,310
Administration	62,815	50,809	66,932
Other	-	-	13,734
Amortization	-	198,362	189,909
	2,517,234	2,602,483	2,579,187
(Deficiency) excess of revenue over expenses from operations	(22,455)	55,614	(31,441)
Other expense			
Loss on sale of capital assets	-	8,698	-
(Deficiency) excess of revenue over expenses	\$ (22,455)	\$ 46,916	\$ (31,441)

TABER AND DISTRICT HOUSING FOUNDATION**(CLEARVIEW LODGE)****STATEMENT OF CHANGES IN NET ASSETS****For the year ended December 31, 2017**

	Unrestricted	Invested in capital assets	Total 2017	Total 2016
Balance, beginning of year	\$ 320,376	\$ 2,234,378	\$ 2,554,754	\$ 2,586,195
Excess (deficiency) of revenue over expenses	46,916	-	46,916	(31,441)
Purchase of capital assets	(157,381)	157,381	-	-
Disposal of capital assets	9,697	(9,697)	-	-
Capital contributions received	162,000	(162,000)	-	-
Amortization of capital contributions	(111,098)	111,098	-	-
Amortization of capital assets	198,362	(198,362)	-	-
Balance, end of year	\$ 468,872	\$ 2,132,798	\$ 2,601,670	\$ 2,554,754

Draft - March 20, 2018

TABER AND DISTRICT HOUSING FOUNDATION
(CLEARVIEW LODGE)
STATEMENT OF CASH FLOWS
For the year ended December 31, 2017

	2017	2016
Cash flows from operating activities		
Excess (deficiency) of revenue over expenses	\$ 46,916	\$ (31,441)
Adjustments for items which do not affect cash		
Amortization of capital assets	198,362	189,909
Amortization of capital contributions	(111,098)	(97,896)
Loss on sale of capital assets	8,698	-
	142,878	60,572
Change in non-cash working capital items		
Accounts receivable	131,647	(85,482)
Inventory	(2,300)	2,552
Prepaid expenses	(4,567)	3,456
GST receivable	20,791	(31,113)
Accounts payable and accrued liabilities	(31,477)	42,476
Government remittances payable	(281)	(11,394)
Deferred revenue	(20,017)	403
	236,674	(18,530)
Cash flows from investing activities		
Purchase of capital assets	(157,381)	(242,619)
Due from related party	1,815	112,036
Disposal of capital asset	1,000	-
	(154,566)	(130,583)
Cash flows from financing activity		
Capital contributions received	162,000	161,077
Net increase in cash	244,108	11,964
Cash, beginning of year	270,329	258,365
Cash, end of year	\$ 514,437	\$ 270,329

TABER AND DISTRICT HOUSING FOUNDATION

(CLEARVIEW LODGE)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2017

1. Nature of operations

Taber and District Housing Foundation (Clearview Lodge) is an organization that operates and manages social programs aimed at providing affordable housing for senior citizens of Taber and the surrounding area. The Lodge is established as a management body by provincial ministerial order and is governed by the Alberta Housing Act and its regulations. It qualifies as a non-profit organization, is a registered charity as defined in the Income Tax Act and, as such, is exempt from income taxes.

2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

(a) Revenue recognition

The Lodge follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenditures are incurred. Other unrestricted investment income is recognized as revenue when earned.

Rental revenue is recognized monthly based on rental agreements.

(b) GST receivable

GST receivable is set up at the refundable rate in place at the time of expenditure.

(c) Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined using the first-in, first-out method.

(d) Capital assets

Capital assets are recorded at cost. Only assets purchased costing \$5,000 or more are recorded in the capital assets accounts. Contributed capital assets are recorded at fair value at the date of contribution. The Lodge provides for amortization over their estimated useful life using the following rates and methods:

Buildings	40 years straight-line
Equipment	10% declining balance
Paved area	4% declining balance
Furniture and equipment	10% declining balance

TABER AND DISTRICT HOUSING FOUNDATION**(CLEARVIEW LODGE)****NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2017**

2. Significant accounting policies, continued**(e) Contributed services**

Volunteers contributed time to assist the Lodge in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

(f) Financial instruments

The Lodge initially measures its financial assets and liabilities at fair value. The Lodge subsequently measures all its financial assets and financial liabilities at amortized cost.

(g) Net assets invested in capital assets

The Lodge has chosen to treat net assets invested in capital assets as a separate component of net assets.

(h) Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reported period. Actual results could differ from those estimates.

3. Due from related party

During the year, the Lodge shared a number of expenses with Taber and District Housing Foundation - Social Housing, the most significant being wages of employees and management of the organization. These transactions are in the normal course of operations and are measured at their exchange amount, which is the amount of consideration established and agreed upon by both parties. At year end, Taber and District Housing Foundation - Social Housing was indebted to the Lodge in the amount of \$24,033 (2016 - \$25,849). This amount is unsecured, non-interest bearing, and has no set terms of repayment.

4. Capital assets

	2017		2016	
	Cost	Accumulated amortization	Net	Net
Land	\$ 4,115	\$ -	\$ 4,115	\$ 4,115
Buildings	6,801,102	1,700,547	5,100,555	5,136,871
Equipment	525,627	259,502	266,125	277,571
Paved area	58,155	24,755	33,400	34,792
Furniture and equipment	53,191	39,477	13,714	15,238
	<u>\$ 7,442,190</u>	<u>\$ 2,024,281</u>	<u>\$ 5,417,909</u>	<u>\$ 5,468,587</u>

TABER AND DISTRICT HOUSING FOUNDATION**(CLEARVIEW LODGE)****NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2017**

5. Deferred revenue

Deferred revenue represents unspent resources received in the current period that is related to the subsequent period. Changes in the deferred revenue balance are as follows:

	2017	2016
Emergent funds	\$ -	\$ 17
Bequeath	-	20,000
	\$ -	\$ 20,017
	2017	2016
Balance, beginning of year	\$ 20,017	\$ 19,614
Amounts received during the year	-	22,500
Amounts recognized as revenue during the year	(17)	(22,097)
Amounts transferred to unamortized capital contributions	(20,000)	-
	\$ -	\$ 20,017

6. Unamortized capital contributions

Unamortized capital contributions represent contributions received for the construction of the addition to the Lodge as well as contributions for the purchase of other capital assets. These contributions are being amortized over the useful lives of the assets. Changes in the unamortized capital contributions during the year are as follows:

	2017	2016
Balance, beginning of year	\$ 3,234,207	\$ 3,171,026
Additions during the year	162,000	161,077
Amortization of capital contributions	(111,098)	(97,896)
Balance, end of year	\$ 3,285,109	\$ 3,234,207

7. Contingent liabilities

Employees of the the Lodge are allowed to accrue sick leave to a maximum of 100 days. At December 31, 2017 the amount of accumulated sick leave was \$224,652 (2016 - \$206,358). This amount has not been recorded as a liability in the financial statements as there is no certainty that the full amount will be used. The amount of accumulated sick leave is not paid out to employees should they leave their employment.

TABER AND DISTRICT HOUSING FOUNDATION**(CLEARVIEW LODGE)****NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2017**

8. Municipal requisitions

	2017	2016
Municipal District of Taber	\$ 169,841	\$ 180,082
Town of Taber	102,961	77,104
Town of Vauxhall	7,993	6,643
Village of Barnwell	8,020	6,092
	\$ 288,815	\$ 269,921

9. Economic dependence

The Lodge receives funding from the Provincial Government, which enables the organization to provide affordable housing to the organization's tenants. Continuing receipt of capital and deficit funding is dependent on the organization continuing to be in compliance with its respective funding agreements with the Government.

10. Financial instruments**Credit risk**

The Lodge believes that there is minimal risk associated with the collection of these amounts. The balance of the accounts receivable is widely distributed among the remainder of the Lodge's large customer base. The Lodge performs regular credit assessments of its customers and provides allowances for potentially uncollectible accounts receivable.

SETUP PAGE

**Financial Information Package
For Year Ended December 31, 2017**

SECTION #1

Organization Name: Taber and District Housing Foundation

Organization Code: TAB

Chief Administrative Officer: Tim Janzen

Auditor:

Name of Auditor / Manager: Avail LLP

Telephone number: 403-382-6800

E-mail: calvin.scott@availcpa.com

Mailing Address: #100, 530 - 8th Street South, Lethbridge AB T1J 2J8

Please Answer the following Questions:

	Y	Answer:
1. Does your management body run its own program, other than self contained, provincially owned buildings?.....	N	<u>Y</u>
2. Do you administer the Private Landlord Rent Supplement or Direct Rent Supplement programs funded by the province?.....		<u>Y</u>
3. Did your management body receive funds to cover a deficit budget in 2017?		<u>Y</u>

SECTION #2

Completion Instructions:

1. Complete all the sheets in the workbook that apply to your operations.
2. Enter in information only in the blue shaded cells. Do not attempt to enter any information into other cells.
3. Enter in the per-site financial results on the sheets numbered 1-130. See the Sites tab for the list of sites managed by your organization. While there are 130 sheets, you only need to complete one sheet for each site you have. For example, if you only have 7 sites, then complete tabs 1-7.
4. Do not enter information on the SOPS
5. When entering financial results, use the accounts descriptions indicated. All sub-accounts below the accounts specified should be summed to the summary account except utility revenues and expenses. Do not attempt to add rows for sub-accounts; use only the accounts indicated.
6. The AUD REP, FILES, and NOTES worksheets are samples only. If your auditor has similar templates to be used, please use those. If you wish to use the samples, then ensure you delete the sample only disclaimer and complete the cells highlighted in blue.
7. Please incorporate information on the Statement of Financial Position (FIN POS) relating to your Social Housing operations only. Lodge information is reported separately on the Lodge Package.
8. On the ADME worksheet, either enter salary information at the detailed account level (accounts 550010-550080), OR at the summary level (account 550005), but not both.
9. The AADJ worksheet should show adjustments and reclassifications that were made in the audited statements compared to the 4th quarter statements you submitted.
10. Please insert your year end trial balance, in excel format in the appropriate tab.
11. If you have any questions, please contact your Housing Advisor

SECTION #3

Submission instructions:

1. Email this excel workbook to your Housing Advisor
2. Print a copy of this Excel workbook and:
 - a) Complete the 'Certification by Management Body'
 - b) Attach a Signed Audit Letter and Report on Specified Procedures, as prepared by your Auditor
 - c) Attach signed Management Letter, as prepared by your Auditor, outlining any recommendations or concerns regarding the audit/operations.

3. The completed, signed, printed copy should be mailed to your Housing Advisor at:

Alberta Seniors, Housing Division
3rd floor, 10044 - 108 Street
Edmonton, AB
T5J SE6

CONTENTS
DRAFT
 FOR DISCUSSION PURPOSES ONLY

MANAGEMENT BODY: **Taber and District Housing Foundation**

**Workbook
Sheet:**

1	AUDITORS' REPORT	
	Auditors' Report Report on Results of Specified Procedures	AUD REP FILES
2	CERTIFICATION BY MANAGEMENT BODY	CERT
3	FINANCIAL STATEMENTS	
	Statement of Financial Position	FIN POS
	Statement of Deferred Revenue	DORF
	Statement of Changes in HAL/YARDI Funding	HALorYARDI
	Statement of Special Grant	SPEC GRANT
	Statement of Rent Supplement Activity	RENT SUP
	Account Descriptions	ACCDESCRIP
	Statement of Operations	SOPS
	Statement of Changes in Net Assets	CINA
	Statement of Cash Flows	CFLW
	Notes to the Financial Statements	NOTES
4	SCHEDULES	
	Schedule I: Capital Property	CAPL
	Schedule II(a): Surplus - Efficiency	SEFF
	Schedule II(b): Deficit - Efficiency	DEFF
	Schedule III: Non-Recurring Maintenance	NRMT
	Schedule IV: Administration Expenses	ADME
	Schedule V: Audit Adjustments	AADJ
	Salary Disclosure	SALARY
	Year End Trial Balance	TB
5	SUPPORTING PROJECT STATEMENTS	
	Affordable Housing Summary	Affordable
	Market Housing Summary	Market
	Other Operations Summary	Other
	Individual building project statements	1-100

INDEPENDENT AUDITORS' REPORT

DRAFT
FOR DISCUSSION
PURPOSES ONLY

To the Board of Directors of:
Taber and District Housing Foundation - Housing

We have audited the accompanying financial statements of Taber and District Housing Foundation - Housing, which comprise the statement of financial position as at December 31, 2017, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for profit organization, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our opinion.

Basis for Qualified Opinion

As disclosed in note 2b, Alberta Social Housing Corporation required the organization to record the repayment of an operating surplus and amortization of capital assets as direct decreases in net assets, rather than as expenses. Canadian accounting standards for not-for-profit organizations requires these be reported as expenses. Had these amounts been presented in accordance with Canadian accounting standards for not-for-profit organizations, the 2017 amortization expense would have increased by \$1,734 and other expenses would have increased by \$2,805, for a total increase in expenses of \$4,539. There was no misstatement in the ending unrestricted net assets balance.

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of Taber & District Housing Foundation - Housing as at December 31, 2017, and the results of its operations and its cash flows for the year in accordance with Canadian accounting standards for not-for-profit organizations.

Lethbridge, Alberta

March 23, 2018

Chartered Accountants

REPORT ON RESULTS OF SPECIFIED PROCEDURES

DRAFT
FOR DISCUSSION
PURPOSES ONLY

To the Board of Directors of:

Taber and District Housing Foundation

As requested by Alberta Seniors and Housing, we have performed the specified procedure of verifying tenant incomes in accordance with established incomes and the Provincial rent-to-income scale for all programs administered. We comply with this request as required by Section 14 of the ***Alberta Housing Act***.

As a result of applying this procedure of reviewing tenant files, as of December 31, 2017 for a sample of tenant files selected, we found:

No exceptions

Lethbridge, AB

March 23, 2018

Chartered Professional Accountants

CERTIFICATION BY MANAGEMENT BODY

DRAFT

FOR DISCUSSION
PROPOSES ONLY

To the best of my knowledge and belief, the Statements and Schedules included in this report are true and correct, as at DECEMBER 31, 2017 for the management body legally known as:

Taber and District Housing Foundation

To the best of my knowledge and belief, all assets and liabilities of the management body are fairly stated in the Statement of Financial Position included herein.

To the best of my knowledge and belief, tenant incomes have been verified and rentals charged are in accordance with the established incomes and the applicable rent-to-income scale.

In addition, I certify that the above named Management Body is legally incorporated under the Alberta Housing Act and is in good standing at this date.

DATE:

March 23, 2018

SIGNED:

CHAIRMAN OF THE BOARD OF DIRECTORS:

(Print Name Below)

MANAGEMENT BODY:

Taber and District Housing Foundation

STATEMENT OF FINANCIAL POSITION
For Year Ended December 31, 2017

Taber and District Housing Foundation

Organization Name:

DRAFT
FOR DISCUSSION
PURPOSES ONLY

		<u>2017</u>	<u>2016</u>
100210-105020	Cash and Cash Equivalents (Note 3).....	104,993.00	168,196.00
100180	Security Deposit in Trust (Note 4).....	31,671.00	32,989.00
120020-120510	Accounts Receivable (Note 5).....	27,947.00	44,242.00
120820-127010	Other Current Assets.....	6,071.00	10,278.00
147010-162010	Long Term Receivables.....		
166010-171010 except AA accc	Capital Assets (Note 6).....	52,955.00	52,955.00
166110-170110 AA accounts or	Less: Accumulated Amortization - Capital Assets (Note 6).....	(38,629.00)	(36,895.00)
165010	Buildings.....	-	
165110	Less: Accumulated Amortization - Buildings.....	-	
164010	Land.....	-	
	Total Assets	185,008.00	271,765.00

LIABILITIES

200010-207010 except 206010,	Short Term Liabilities (Note 7).....	141,882.00	226,905.00
260010-261110	Long Term Liabilities.....		
262000	Restricted Operating Reserve Fund.....	28,800.00	28,800.00
206010	Deferred Operating Reserve Fund.....		
205010	Rent Supplement Advance.....		
	Total Liabilities	170,682.00	255,705.00

NET ASSETS

385000	Accumulated Surplus.....		
380010-381110	Restricted Net Assets.....	-	
380010	Invested in Capital Assets (Including Donated Capital).....	14,326.00	16,060.00
	Total Net Assets	14,326.00	16,060.00
	Total Liabilities & Net Assets	185,008.00	271,765.00

STATEMENT OF CHANGES IN DEFERRED OPERATING RESERVE FUND
For Year Ended December 31, 2017

MANAGEMENT BODY: Taber and District Housing Foundation

		Deferred Operating
Balance at Beginning of Year		
Add: Carryovers (approved by Ministry) from 2016		
Sub-Total		-
Less: Carryover Expenses - Completed ²		
Balance at End of Year ¹		-

¹ Funds not used by year end must go to Schedule IIa/b

² Amount completed/spent to go into Revenue and Expenses on SOPS

STATEMENT OF CHANGES IN HOUSING ACCESS LINK (HAL) OR YARDI GRANT FUNDING
For Year Ended December 31, 2017

Org: Taber and District Housing Foundation

		SENIORS	FAMILY	HAL OR YARDI GRANT
2017 YARDI GRANT RECEIVED				0
2016 HAL OR YARDI GRANT CARRIED OVER				
EXPENSES				
	DESCRIPTION OF WORK	SENIORS	FAMILY	TOTAL
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL EXPENSES: (to be included in revenue of 'Grants' and 'Admin' on SOPS sheet)		\$ -	\$ -	\$ -
FUNDS REMAINING: (to go to Schedule II)				\$ -

STATEMENT OF CHANGES IN SPECIAL GRANT FUNDING
For Year Ended December 31, 2017

Org: Taber and District Housing Foundation

				SENIORS	FAMILY	SPECIAL GRANT RECEIVED
2017 SPECIAL GRANT RECEIVED						
EXPENSES						
			DESCRIPTION OF WORK	SENIORS	FAMILY	TOTAL
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
TOTAL EXPENSES: (to be included in line of 'Grants' and appropriate 'Expense' on SOPS sheet)				\$ -	\$ -	\$ -
FUNDS REMAINING: (to go to Schedule II)						\$ -

STATEMENT OF RENT SUPPLEMENT ACTIVITY**For Year Ended December 31, 2017****Organization:****Taber and District Housing Foundation****DRAFT
FOR DISCUSSION
PURPOSES ONLY****Balance at Beginning of Year:****Add:****Subsidy Payments Received for 2017*****\$****31,258.00****Sub-Total****\$****31,258.00****Less:****Subsidy Payments Made in 2017****31,258.00****Sub-Total****\$****31,258.00****Balance at End of Year¹:****\$****-****NOTES:***** Subsidy payments received/paid for ALL Rent Supplement Programs******Administration Fees go on SOPS. Expenses included in Admin Expenses****¹ Please provide explanation for any balance other than \$0.**

Statement of Operations
For Year Ended December 31, 2017

Organization Name: Taber and District Housing Foundation
Do Not Enter Any Information on this Sheet

DRAFT
FOR DISCUSSION
PURPOSES ONLY

REVENUE

		2017	2016
400000	Rent	692,131.00	684,710.00
410000	Resident Services	40,658.00	38,332.00
410091	Electricity Recovery	40,658.00	-
470040	Cable Recovery	-	-
420000	Non-Resident Services	36,069.00	25,873.00
Grants:			
430010	ASHC - Deficit Funding	-	-
	ASHC - Grants for Restricted Purposes (Carryover, HAL, YARDI, CO Alarms)	-	-
430040	ASHC - Rent Supplement Admin fees received	-	-
430060	Provincial - Other Grants	-	-
430120	Other	-	-
433000	Operational Revenue:	-	-
450030	Other (Please specify)	-	-
470000	Management and Administration Fees	-	-
475000	Investment Income	-	-
	Total Revenue	768,858.00	748,915.00

EXPENSES

550000	Human Resources	310,660.00	305,012.00
520000	Operating	34,354.00	44,532.00
530000	Operating Maintenance	133,420.00	125,123.00
510000	Utilities	233,164.00	212,930.00
510010	Electricity	62,788.00	-
510005	Heating	79,529.00	-
510020	Water/Sewer	90,847.00	-
510050	Cable	-	-
500000	Taxes and Land Leases	-	-
560000	Administration	54,455.00	59,252.00
	Total Expenses	766,053.00	746,849.00
	Net Excess (Deficiency) of Revenue over Expenses	2,805.00	2,066.00

OTHER EXPENSES

591000	Extraordinary expense*	-	-
	Net Excess (Deficiency)	2,805.00	2,066.00

*Specify Please

STATEMENT OF CHANGES IN NET ASSETS
For Year Ended December 31, 2017

MANAGEMENT BODY:

Taber and District Housing Foundation

	Accumulated Surplus	Restricted Net Assets	Invested In Capital Assets (Included Donated Capital)
Balance at Beginning of Year	-	-	16,060.00
Current Year Net Excess (Deficiency) of Revenue over Expenses	2,805.00		
Sub-Total	2,805.00	-	16,060.00
Remittance to the Department (Schedule II)	(2,805.00)		
Adjustments			
Amortization Expense			(1,734.00)
Balance at End of Year*	-	-	14,326.00

*Note: Should be zero.

DRAFT
FOR DISCUSSION
PURPOSES ONLY

STATEMENT OF CASH FLOWS
For Year Ended December 31, 2017

MANAGEMENT BODY:

Taber and District Housing Foundation

	2017	2016
Cash flows from operating activities		
Excess (deficiency) of revenue over expenses	2,805.00	2,066.00
Net Change in non-cash working capital:		
Decrease (increase) in current assets	20,502.00	(18,046.00)
Increase (decrease) in liabilities	(85,023.00)	(90,739.00)
Payable to Alberta Social Housing Corporation (-)	(2,805.00)	(2,066.00)
Net cash generated (used) in operating activities	(64,521.00)	(108,785.00)
Financing and Investing Activities		
Purchase of capital assets		
Contributed capital assets		
Contributed capital assets put into service (-)		
Operating and Capital grants received		
Special grant received	-	
Special grant used	-	
HAL grant received	-	
HAL grant used	-	
Net cash generated (used) in financing and investing activities	-	-
Net (decrease) increase in cash and cash equivalents	(64,521.00)	(108,785.00)
Cash, beginning of year	201,185.00	309,970.00
Cash, end of year	136,664.00	201,185.00

Cash and Cash Equivalents Represented By:

Cash	104,993.00	168,196.00
Short Term Investments		
Trust Accounts for Security Deposits	31,671.00	32,989.00
	136,664.00	201,185.00

TABER AND DISTRICT HOUSING FOUNDATION - HOUSING
NOTES TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2017

1. Nature of operations

Taber and District Housing Foundation - Housing is an organization that operates and manages social programs aimed at providing affordable housing to low-income Albertans who are most in need. The Foundation is established as a management body by provincial ministerial order and is governed by the Alberta Housing Act and its regulations. It qualifies as a non-profit organization, is a registered charity as defined in the Income Tax Act and, as such, is exempt from income taxes under Section 149(1)(l).

2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

(a) Revenue recognition

The Foundation follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenditures are incurred. Other unrestricted investment income is recognized as revenue when earned.

Rental revenue is recognized monthly based on rental agreements.

(b) Alberta Social Housing Corporation grant

If the Foundation has an excess of revenue over expenditures for the year (not including amortization), it must be repaid to Alberta and Social Housing Corporation (ASHC). Any repayable amounts to ASHC are recorded directly to unrestricted assets rather than being included in revenue and expenses on the statement of operations.

(c) GST receivable

The GST receivable is set up at the refundable rate in place at the time of expenditure.

(d) Capital assets

Purchased capital assets are recorded at cost. Only assets purchased costing \$5,000 or more are recorded in the capital asset accounts. Contributed capital assets are recorded at fair value at the date of contributions. Buildings and land owned by Alberta Social Housing Corporation are not shown in the accounts. Amortization is charged directly to net assets invested in capital assets and is not included in the expenses on the statement of operations.

(e) Financial instruments

The Foundation initially measures its financial assets and liabilities at fair value. The Foundation subsequently measures all its financial assets and financial liabilities at amortized cost.

TABER AND DISTRICT HOUSING FOUNDATION - HOUSING
NOTES TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2017

2. Significant accounting policies, continued

(f) Measurement uncertainty

The preparation of financial statements requires management to make estimates and assumptions that affect the reporting amounts of assets and liabilities and disclosure of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reported period. Actual results could differ from those estimates.

(g) Contributed services

Volunteers contributed time to assist the Foundation in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

(h) Net assets invested in capital assets

The Foundation has chosen to treat net assets invested in capital assets as a separate component of net assets.

3. Cash and cash equivalents

Included in cash and cash equivalents is a GIC held at the Royal Bank of Canada. The investment matures December 2, 2018 and bears an interest rate of 0.5%.

4. Security deposit in trust

Security deposits in trust consists of security deposits from tenants. The corresponding liability to tenants is recorded separately in the statement of financial position.

5. Accounts receivable

	2017	2016
Accounts receivable - trade	\$ 11,756	\$ 11,755
GST receivable	16,191	32,487
	<u>\$ 27,947</u>	<u>\$ 44,242</u>

TABER AND DISTRICT HOUSING FOUNDATION - HOUSING
NOTES TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2017

6. Capital assets

	2017		2016	
	Cost	Accumulated amortization	Net	Net
Equipment	\$ 52,955	\$ 38,629	\$ 14,326	\$ 16,060

7. Short term liabilities

	2017		2016	
Trade account payable	\$ 71,345	\$ 52,230		
Security deposits	29,991	31,112		
Due to Clearview Lodge	24,033	25,850		
Deferred Revenue	7,956	5,444		
Due to Government	4,795	109,268		
Accrued Payroll	3,761	3,001		
	\$ 141,881	\$ 226,905		

8. Economic dependence

The Foundation receives the majority of its revenue through a funding agreement from the provincial government, which enables the Foundation to provide affordable housing to the organization's tenants. Continuing receipt of capital and deficit funding is dependent on the Foundation continuing to be in compliance with its respective funding agreements with the government.

9. Financial instruments

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Foundation is exposed to credit risk from tenants. However, the Foundation has a significant number of tenants which minimizes concentration of credit risk.

SCHEDULE I
CHANGES IN CAPITAL PROPERTY
For Year Ended December 31, 2017

Organization:

Taber and District Housing Foundation

DESCRIPTION	BALANCE AT BEGINNING OF THE YEAR	ADDITIONS	REDUCTIONS	BALANCE AT END OF THE YEAR
CAPITAL PROPERTY - COST		(Please provide details)		
Capital Assets.....	52,955.00			52,955.00
Buildings.....	-			
Land.....	-			
TOTAL CAPITAL PROPERTY COST	52,955.00	-	-	52,955.00

ACCUMULATED AMORTIZATION				
Capital Assets.....	36,895.00	1,734.00		38,629.00
Buildings.....	-			-
TOTAL ACCUMULATED AMORTIZATION	36,895.00	1,734.00	-	38,629.00

TOTAL CAPITAL PROPERTY NET OF ACCUMULATED AMORTIZATION	16,060.00	(1,734.00)	-	14,326.00
---	-----------	------------	---	-----------

SCHEDULE II - a
REMITTANCE CALCULATION
SURPLUS BUDGET
For Year Ended December 31, 2017

YOUR ANSWER TO QUESTION #4 ON THE SETUP PAGE INDICATES YOU SHOULD USE SCHEDULE II - B. PLEASE DISREGARD THIS SCHEDULE
Organization: Taber and District Housing Foundation

BUDGET VARIANCE

2017 ACTUAL RESULTS:

{Operating Excess¹ - Capital Expenditure }

Less: 2017 APPROVED OPERATING & CAPITAL BUDGET.....

2017 BUDGET VARIANCE.....

2,805.00
2,805.00

\$12,000.00
\$10,000.00
\$2,000.00

REMITTANCE TO ALBERTA SOCIAL HOUSING CORPORATION

2017 ACTUAL RESULTS¹.....

Add: UNUSED SPECIAL GRANTS OR CARRYOVERS²

Less: Approved carryovers to 2018

TOTAL REMITTED

2,805.00
-
2,805.00

\$12,000.00
\$2,000.00
\$14,000.00

¹ From Statement of Operations (excludes amortization & gain/loss on disposal of capital assets)

² From Statement of Changes in Deferred Operating Reserve Fund, HAL or YARDI funding or Special Grant

DRAFT
 FOR DISCUSSION
 PLEASE DO NOT
 Sample
 Calculation

SCHEDULE IV
COMBINED HR & ADMINISTRATION EXPENSES
For Year Ended December 31, 2017

Organization: **Taber and District Housing Foundation**

UNITS:

	2017	2016
Salaries and Wages		
Administration Salaries.....	124,587.00	124,670.00
Housekeeping Salaries.....		
Maintenance Salaries.....	144,215.00	140,055.00
Outreach ed. Salaries.....		
Rent Supplement Salaries.....		
Employee Benefits.....	36,826.00	35,848.00
Contract Employment.....		
Other Human Resources.....	5,032.00	4,439.00
Total Salaries and Benefits	310,660.00	305,012.00
Office and General Administration.....	13,767.00	20,921.00
Rent Supplement Admin.....		
Office Rent.....	16,057.00	16,145.00
Office Equipment and Repairs.....	1,973.00	2,606.00
Vehicle and Travel.....	4,108.00	3,962.00
Board Expenses.....	4,885.00	2,041.00
Association Fees.....	2,607.00	3,500.00
Professional Fees.....	9,500.00	9,250.00
IT Services.....	1,495.00	771.00
Management Fees.....		
Sundry.....	63.00	56.00
Other (Please specify).....		
Total Administration	54,455.00	59,252.00
TOTAL HR & ADMIN EXPENSES	365,115.00	364,264.00

Please Note:

Rent Supplement administration expenses should be in this schedule.

**SCHEDULE VI
SALARY DISCLOSURE
For Year Ended December 31, 2017**

Please list earnings of CAO & Board Members

Name	Position	Salary	Cash Benefits	Non Cash Benefits	Severance	TOTAL
Tim Janzen	CAO	\$ 100,000	\$ 2,000	\$ 979		\$ 102,979
Deanna Killinger	Board Member	\$ 758				\$ 758
Myrna Garner	Board Member	\$ 579				\$ 579
Rosanne Horrocks	Board Member	\$ 2,425				\$ 2,425

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FOR DISCUSSION
PURPOSES ONLY

**Statement of Operations
For Year Ended December 31, 2017**

SITE NAME: Barnwell - R&N 1
HAL SITE ID: 52090
AHIS Project ID: 205527226053
Program Category: Community Housing Provincially Owned
Unit Count: 1

DRAFT
FOR DISCUSSION
PURPOSES ONLY

REVENUE

	2017	2016
400000 Rent	3,736.00	3,088.00
410000 Resident Services		
410091 Electricity Recovery		
470040 Cable Recovery		
420000 Non-Resident Services	47.00	1,693.00
Grants:		
430010 ASHC - Deficit Funding		
ASHC - Grants for Restricted Purposes (Carryover,		
430040 HAL, YARDI, CO Alarms)		
430060 ASHC - Rent Supplement Admin fees received		
430120 Provincial - Other Grants		
433000 Other		
Operational Revenue:		
450030 Other (Please specify)		
470000 Management and Administration Fees		
475000 Investment Income		
Total Revenue	3,783.00	4,781.00

EXPENSES

550000 Human Resources	2,185.00	2,118.00
520000 Operating	1,883.00	1,088.00
530000 Operating Maintenance	124.00	6,717.00
510000 Utilities	1,830.00	1,849.00
510010 Electricity		
510005 Heating	1,047.00	
510020 Water/Sewer	783.00	
510050 Cable		
500000 Taxes and Land Leases		
560000 Administration	315.00	339.00
Total Expenses	6,337.00	12,111.00
Net Excess (Deficiency) of Revenue over Expenses	(2,554.00)	(7,330.00)

OTHER EXPENSES

591000 Extraordinary expense*		
Net Excess (Deficiency)	(2,554.00)	(7,330.00)

*Specify Please

**Statement of Operations
For Year Ended December 31, 2017**

SITE NAME: Barnwell - R&N 2
HAL SITE ID: 52080
AHIS Project ID: 205527226023
Program Category: Community Housing Provincially Owned
Unit Count: 2

DRAFT
 FOR DISCUSSION
 PURPOSES ONLY

REVENUE

	2017	2016
400000 Rent	9,241.00	4,440.00
410000 Resident Services		
410091 Electricity Recovery		
470040 Cable Recovery		
420000 Non-Resident Services	534.00	126.00
Grants:		
430010 ASHC - Deficit Funding		
ASHC - Grants for Restricted Purposes (Carryover,		
430040 HAL, YARDI, CO Alarms)		
430060 ASHC - Rent Supplement Admin fees received		
430120 Provincial - Other Grants		
433000 Other		
Operational Revenue:		
450030 Other (Please specify)		
470000 Management and Administration Fees		
475000 Investment Income		
Total Revenue	9,775.00	4,566.00

EXPENSES

550000 Human Resources	4,315.00	4,236.00
520000 Operating	522.00	514.00
530000 Operating Maintenance	1,509.00	2,200.00
510000 Utilities	2,771.00	3,063.00
510010 Electricity	394.00	
510005 Heating	861.00	
510020 Water/Sewer	1,516.00	
510050 Cable		
500000 Taxes and Land Leases		
560000 Administration	662.00	717.00
Total Expenses	9,779.00	10,730.00
Net Excess (Deficiency) of Revenue over Expenses	(4.00)	(6,164.00)

OTHER EXPENSES

591000 Extraordinary expense*		
Net Excess (Deficiency)	(4.00)	(6,164.00)

*Specify Please

Statement of Operations
For Year Ended December 31, 2017

SITE NAME: Bountiful House
HAL SITE ID: 52070
AHIS Project ID: 205527556150
Program Category: Seniors Self Contained Apartments
Unit Count: 4

REVENUE

	2017	2016
400000 Rent	16,966.00	22,108.00
410000 Resident Services		
410091 Electricity Recovery		
470040 Cable Recovery		
420000 Non-Resident Services	1,118.00	494.00
Grants:		
430010 ASHC - Deficit Funding		
ASHC - Grants for Restricted Purposes (Carryover,		
430040 HAL, YARDI, CO Alarms)		
430060 ASHC - Rent Supplement Admin fees received		
430120 Provincial - Other Grants		
433000 Other		
Operational Revenue:		
450030 Other (Please specify)		
470000 Management and Administration Fees		
475000 Investment Income		
Total Revenue	18,084.00	22,602.00

EXPENSES

550000 Human Resources	8,592.00	8,472.00
520000 Operating	2,979.00	1,029.00
530000 Operating Maintenance	2,986.00	2,764.00
510000 Utilities	5,612.00	5,111.00
510010 Electricity	849.00	
510005 Heating	1,731.00	
510020 Water/Sewer	3,032.00	
510050 Cable		
500000 Taxes and Land Leases		
560000 Administration	1,344.00	1,434.00
Total Expenses	21,513.00	18,810.00
Net Excess (Deficiency) of Revenue over Expenses	(3,429.00)	3,792.00

OTHER EXPENSES

591000 Extraordinary expense*		
Net Excess (Deficiency)	(3,429.00)	3,792.00

*Specify Please

Statement of Operations
For Year Ended December 31, 2017

SITE NAME: Harmony Manor
HAL SITE ID: 52040
AHIS Project ID: 287127556011
Program Category: Seniors Self Contained Apartments
Unit Count: 25

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FOR DISCUSSION
PURPOSES ONLY

REVENUE

		2017	2016
400000	Rent	81,320.00	92,849.00
410000	Resident Services	11,372.00	10,667.00
410091	Electricity Recovery	11,372.00	
470040	Cable Recovery		
420000	Non-Resident Services	8,552.00	5,549.00
Grants:			
430010	ASHC - Deficit Funding		
	ASHC - Grants for Restricted Purposes (Carryover,		
430040	HAL, YARDI, CO Alarms)		
430060	ASHC - Rent Supplement Admin fees received		
430120	Provincial - Other Grants		
433000	Other		
Operational Revenue:			
450030	Other (Please specify)		
470000	Management and Administration Fees		
475000	Investment Income		
	Total Revenue	101,244.00	109,065.00

EXPENSES

550000	Human Resources	53,925.00	52,951.00
520000	Operating	4,451.00	5,391.00
530000	Operating Maintenance	38,029.00	33,751.00
510000	Utilities	39,242.00	36,447.00
510010	Electricity	16,622.00	
510005	Heating	10,866.00	
510020	Water/Sewer	11,754.00	
510050	Cable		
500000	Taxes and Land Leases		
560000	Administration	10,674.00	11,774.00
	Total Expenses	146,321.00	140,314.00
Net Excess (Deficiency) of Revenue over Expenses		(45,077.00)	(31,249.00)

OTHER EXPENSES

591000	Extraordinary expense*		
Net Excess (Deficiency)		(45,077.00)	(31,249.00)

*Specify Please

**Statement of Operations
For Year Ended December 31, 2017**

SITE NAME: Homestead Manor
HAL SITE ID: 52050
AHIS Project ID: 287127556152
Program Category: Seniors Self Contained Apartments
Unit Count: 30

DRAFT
FOR DISCUSSION
PUR - Seniors Self Contained Apartments

REVENUE

		2017	2016
400000	Rent	193,511.00	178,799.00
410000	Resident Services	14,163.00	13,218.00
410091	Electricity Recovery	14,163.00	
470040	Cable Recovery		
420000	Non-Resident Services	11,423.00	5,074.00
Grants:			
430010	ASHC - Deficit Funding		
	ASHC - Grants for Restricted Purposes (Carryover,		
430040	HAL, YARDI, CO Alarms)		
430060	ASHC - Rent Supplement Admin fees received		
430120	Provincial - Other Grants		
433000	Other		
Operational Revenue:			
450030	Other (Please specify)		
470000	Management and Administration Fees		
475000	Investment Income		
	Total Revenue	219,097.00	197,091.00

EXPENSES

550000	Human Resources	64,710.00	63,542.00
520000	Operating	5,569.00	4,095.00
530000	Operating Maintenance	29,919.00	17,330.00
510000	Utilities	43,461.00	39,031.00
510010	Electricity	18,335.00	
510005	Heating	13,977.00	
510020	Water/Sewer	11,149.00	
510050	Cable		
500000	Taxes and Land Leases		
560000	Administration	11,548.00	12,376.00
	Total Expenses	155,207.00	136,374.00
Net Excess (Deficiency) of Revenue over Expenses		63,890.00	60,717.00

OTHER EXPENSES

591000	Extraordinary expense*		
Net Excess (Deficiency)		63,890.00	60,717.00

*Specify Please

Statement of Operations

For Year Ended December 31, 2017

SITE NAME: Pioneer Place
HAL SITE ID: 52060
AHIS Project ID: 287127556178
Program Category: Seniors Self Contained Apartments
Unit Count: 30

DRAFT
FOR DISCUSSION
PURPOSES ONLY

REVENUE

	2017	2016
400000 Rent	195,637.00	187,033.00
410000 Resident Services	13,929.00	13,204.00
410091 Electricity Recovery	13,929.00	
470040 Cable Recovery		
420000 Non-Resident Services	6,330.00	4,952.00
Grants:		
430010 ASHC - Deficit Funding		
ASHC - Grants for Restricted Purposes (Carryover,		
430040 HAL, YARDI, CO Alarms)		
430060 ASHC - Rent Supplement Admin fees received		
430120 Provincial - Other Grants		
433000 Other		
Operational Revenue:		
450030 Other (Please specify)		
470000 Management and Administration Fees		
475000 Investment Income		
Total Revenue	215,896.00	205,189.00

EXPENSES

550000 Human Resources	64,710.00	63,542.00
520000 Operating	3,849.00	5,040.00
530000 Operating Maintenance	22,941.00	20,538.00
510000 Utilities	47,362.00	45,288.00
510010 Electricity	18,034.00	
510005 Heating	13,530.00	
510020 Water/Sewer	15,798.00	
510050 Cable		
500000 Taxes and Land Leases		
560000 Administration	11,514.00	12,400.00
Total Expenses	150,376.00	146,808.00
Net Excess (Deficiency) of Revenue over Expenses	65,520.00	58,381.00

OTHER EXPENSES

591000 Extraordinary expense*		
Net Excess (Deficiency)	65,520.00	58,381.00

*Specify Please

**Statement of Operations
For Year Ended December 31, 2017**

SITE NAME: Prairie Rose Manor
HAL SITE ID: 52100
AHIS Project ID: 296827556078
Program Category: Seniors Self Contained Apartments
Unit Count: 8

DRAFT
 FOR DISCUSSION
 PURPOSES ONLY

REVENUE

	2017	2016
400000 Rent	44,729.00	48,712.00
410000 Resident Services		
410091 Electricity Recovery		
470040 Cable Recovery		
420000 Non-Resident Services	1,566.00	1,064.00
Grants:		
430010 ASHC - Deficit Funding		
ASHC - Grants for Restricted Purposes (Carryover,		
430040 HAL, YARDI, CO Alarms)		
430060 ASHC - Rent Supplement Admin fees received		
430120 Provincial - Other Grants		
433000 Other		
Operational Revenue:		
450030 Other (Please specify)		
470000 Management and Administration Fees		
475000 Investment Income		
Total Revenue	46,295.00	49,776.00

EXPENSES

550000 Human Resources	17,312.00	16,952.00
520000 Operating	995.00	885.00
530000 Operating Maintenance	7,140.00	3,882.00
510000 Utilities	8,726.00	7,276.00
510010 Electricity	2,754.00	
510005 Heating	3,360.00	
510020 Water/Sewer	2,612.00	
510050 Cable		
500000 Taxes and Land Leases		
560000 Administration	3,262.00	3,676.00
Total Expenses	37,435.00	32,671.00
Net Excess (Deficiency) of Revenue over Expenses	8,860.00	17,105.00

OTHER EXPENSES

591000 Extraordinary expense*		
Net Excess (Deficiency)	8,860.00	17,105.00

*Specify Please

Statement of Operations For Year Ended December 31, 2017

SITE NAME: Public Non Profit Housing
HAL SITE ID: 52030
AHIS Project ID: 287127356008
Program Category: Community Housing Provincially Owned
Unit Count: 4

DRAFT
FOR DISCUSSION
PURPOSES ONLY

REVENUE

	2017	2016
400000 Rent	10,380.00	10,308.00
410000 Resident Services		
410091 Electricity Recovery		
470040 Cable Recovery		
420000 Non-Resident Services	1,087.00	527.00
Grants:		
430010 ASHC - Deficit Funding		
ASHC - Grants for Restricted Purposes (Carryover,		
430040 HAL, YARDI, CO Alarms)		
430080 ASHC - Rent Supplement Admin fees received		
430120 Provincial - Other Grants		
433000 Other		
Operational Revenue:		
450030 Other (Please specify)		
470000 Management and Administration Fees		
475000 Investment Income		
Total Revenue	11,467.00	10,835.00

EXPENSES

550000 Human Resources	8,592.00	8,472.00
520000 Operating	414.00	423.00
530000 Operating Maintenance	1,217.00	12,924.00
510000 Utilities	4,052.00	3,293.00
510010 Electricity		
510005 Heating	1,590.00	
510020 Water/Sewer	2,462.00	
510050 Cable		
500000 Taxes and Land Leases		
560000 Administration	1,258.00	1,354.00
Total Expenses	15,533.00	26,466.00
Net Excess (Deficiency) of Revenue over Expenses	(4,066.00)	(15,631.00)

OTHER EXPENSES

591000 Extraordinary expense*		
Net Excess (Deficiency)	(4,066.00)	(15,631.00)

*Specify Please

**Statement of Operations
For Year Ended December 31, 2017**

SITE NAME: Clearview Lodge
HAL SITE ID: 52140
AHIS Project ID: 287127516061
Program Category: Seniors Lodge
Unit Count: 77

DRAFT
FOR DISCUSSION
PURPOSES ONLY

REVENUE

400000 Rent
 410000 Resident Services
 420000 Non-Resident Services

Grants

430010 ASHC - Shared Costs
 430020 ASHC - Maintenance
 430030 ASHC - Interest Subsidy
 430040 ASHC - Grants for Restricted Purposes
 430050 ASHC - LAP grant
 430120 Provincial - Other Grants
 432000 Municipal
 431000 Federal
 433000 Other

Operational Funding

460010 Municipal Requisition
 450010 Provincial
 450030 Other
 470000 Management and Administration
 475000 Investment Income
 480000 Charitable Donations

Total Revenue

2017

1,319,491.00
38,156.00
62,657.00
270,659.00
288,815.00
550,109.00
2,349.00
8,175.00
115,854.00
1,831.00
2,658,096.00

2016

1,222,416.00
38,064.00
56,715.00
289,201.00
269,921.00
526,202.00
390.00
13,508.00
100,842.00
30,486.00
2,547,745.00

EXPENSES

550000 Human Resources
 520000 Food
 520000 Operating
 530000 Operating Maintenance
 510000 Utilities

510010 Electricity	64,300.00
510005 Heating	51,114.00
510020 Water/Sewer	14,792.00
510050 Cable	14,918.00

500000 Taxes and Land Leases
 560000 Administration
 580000 Health
 540000 Charitable Costs

Total Expenses

Net Excess (Deficiency) of Revenue over Expenses from operations

1,236,968.00
 255,361.00
 88,680.00
 89,681.00
 145,124.00

1,237,190.00
258,599.00
81,310.00
79,912.00
125,472.00
-
-
-
-
-
50,808.00
537,498.00
2,404,120.00
253,976.00

1,237,190.00
 258,599.00
 81,310.00
 79,912.00
 125,472.00

1,237,190.00
258,599.00
81,310.00
79,912.00
125,472.00
-
-
-
-
-
66,931.00
526,129.00
2,375,543.00
172,202.00

OTHER EXPENSES

590000 Interest costs
 591000 Extraordinary Expenses

592000 Amortization
 650000 Cash Held for Reserves

Net Excess (Deficiency)

8,698.00
198,362.00
46,916.00

13,734.00
189,909.00
(31,441.00)

SCHEDULE VI
SALARY DISCLOSURE
For Year Ended December 31, 2017

Please list earnings of CAO & Board Members

Name	Position	Salary	Cash Benefits	Non Cash Benefits	Severance	TOTAL
Tim Janzen	CAO	\$ 100,000	\$ 2,000	\$ 979	\$ -	\$ 102,979
Deanna Killinger	Board Member	\$ 758	\$ -	\$ -	\$ -	\$ 758
Myrna Garner	Board Member	\$ 579	\$ -	\$ -	\$ -	\$ 579
Rosanne Horrocks	Board Member	\$ 2,425	\$ -	\$ -	\$ -	\$ 2,425

DISCLOSURE
FOR PUBLIC
NOT FOR

from Municipalities
sing Foundation
ceived in the 2017 fiscal year

Enter all requisitions received in the 2017 fiscal year.

Municipality Name	Requisition Amount
MD of Taber	\$ 169,841.00
Town of Taber	\$ 102,961.00
Town of Vauxhall	\$ 7,993.00
Village of Barnwell	\$ 8,020.00
Total	\$ 288,815.00

DRAFT
FOR DISCUSSION PURPOSES ONLY

COMBINED HR & ADMINISTRATION EXPENSES

For Year Ended December 31, 2017

If you have other provincially funded operations, do not enter any data into this sheet. Enter in the social housing template

Organization:

Taber and District Housing Foundation

UNITS:

		2017	2016
550005	Salaries and Wages		
550010	Administration Salaries.....	225,481.00	231,081.00
550020	Housekeeping Salaries.....	239,180.00	236,812.00
550030	Food Services Salaries.....	440,567.00	430,861.00
550040	Maintenance Salaries.....	67,080.00	59,728.00
550050	Resident care Salaries.....	72,418.00	65,264.00
550060	Homecare Salaries.....		
550070	Laundry facility Salaries.....		
550080	Outreach ed. Salaries.....		
551000-551050	Employee Benefits.....	158,329.00	149,087.00
552000	Contract Employment.....		
553000	Personnel Recruitment.....	50.00	252.00
554000-558000	Other Human Resources.....	33,863.00	64,105.00
	Total Human Resources	1,236,968.00	1,237,190.00
560000-560003	Office and General Administration.....	13,528.00	23,792.00
560010	Office Rent.....	7,868.00	7,952.00
560020-560030	Office Equipment and Repairs.....	2,122.00	9,733.00
560040	Vehicle and Travel.....	2,362.00	2,498.00
560060-560064	Board Expenses.....	4,882.00	2,414.00
560070	Association Fees.....	2,777.00	3,155.00
560080-560083	Professional Fees.....	9,500.00	9,250.00
560090	IT Services.....	7,694.00	7,495.00
560100	Management Fees.....		
560110	Sundry.....	77.00	642.00
560120-560140	Accredation, Inter-Co. Admin Fees and Admin Charges....		
Specify	Other.....		
	Total Administration	150,808.00	166,931.00
	TOTAL HUMAN RESOURCES AND ADMINISTRATION	1,287,776.00	1,304,121.00

STATEMENT OF CASH FLOWS

For Year Ended December 31, 2017

If you have other provincially funded operations, do not enter any data into this sheet. Enter in the social

MANAGEMENT BODY: Taber and District Housing Foundation

	2017	2016
Cash flows from operating activities		
Excess (deficiency) of revenue over expenses	46,916.00	(31,441.00)
Add: Amortization of Capital Assets / Gain/Loss on disposal	198,362.00	189,909.00
Net Change in non-cash working capital:	(111,099.00)	14,140.00
Decrease (increase) in current assets	145,571.00	1,450.00
Increase (decrease) in liabilities	(49,958.00)	(80,552.00)
Payable to Alberta Social Housing Corporation (-)		
Net cash generated (used) in operating activities	229,792.00	93,506.00
Financing and Investing Activities		
Purchase of capital assets	(157,381.00)	(242,619.00)
Contributed capital assets	162,000.00	161,077.00
Disposal of capital asset	9,697.00	
Operating and Capital grants received		
Special grant received		
HAL grant received		
HAL grant (used)		
Net cash generated (used) in financing and investing activities	14,316.00	(81,542.00)
Net (decrease) increase in cash and cash equivalents	244,108.00	11,964.00
Cash, beginning of year	270,329.00	258,365.00
Cash, end of year	514,437.00	270,329.00

Cash and Cash Equivalents Represented By:

Cash	514,437.00	270,329.00
Short Term Investments		
Trust Accounts for Security Deposits	-	-
	514,437.00	270,329.00

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FOR DISCUSSION
PURPOSES ONLY

Lodge Statement of Operations For Year Ended December 31, 2017

Organization Name: **Taber and District Housing Foundation**
Do Not Enter Any Information on this Sheet

REVENUE

400000	Rent
410000	Resident Services
420000	Non-Resident Services
Grants	
430010	ASHC - Shared Costs
430020	ASHC - Maintenance
430030	ASHC - Interest Subsidy
430040	ASHC - Grants for Restricted Purposes
430050	ASHC - LAP grant
430120	Provincial - Other Grants
432000	Municipal
431000	Federal
433000	Other
Operational Funding	
460010	Municipal Requisition
450010	Provincial
450030	Other
470000	Management and Administration
475000	Investment Income
480000	Charitable Donations

Total Revenue

2017

1,319,491.00
38,156.00
62,657.00
-
-
-
-
270,659.00
-
-
-
-
-
288,815.00
550,109.00
2,349.00
8,175.00
115,854.00
1,831.00
-
2,658,096.00

2016

1,222,416.00
38,064.00
56,715.00
-
-
-
-
289,201.00
-
-
-
-
-
269,921.00
526,202.00
390.00
13,508.00
100,842.00
30,486.00
-
2,547,745.00

EXPENSES

550000	Human Resources
520000	Food
520000	Operating
530000	Operating Maintenance
510000	Utilities

510010	Electricity	64,300.00
510005	Heating	51,114.00
510020	Water/Sewer	14,792.00
510050	Cable	14,918.00

500000	Taxes and Land Leases
560000	Administration
580000	Health
540000	Charitable Costs

Total Expenses

Net Excess (Deficiency) of Revenue over Expenses from operations

1,236,968.00
255,361.00
88,680.00
89,681.00
145,124.00
-
50,808.00
537,498.00
-
2,404,120.00
253,976.00

1,237,190.00
258,599.00
81,310.00
79,912.00
125,472.00
-
66,931.00
526,129.00
-
2,375,543.00
172,202.00

OTHER EXPENSES

590000	Interest costs
591000	Extraordinary Expenses
592000	Amortization
650000	Cash Held for Reserves

-
8,698.00
198,362.00
-

-
13,734.00
189,909.00
-

Net Excess (Deficiency)

46,916.00

(31,441.00)

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PURPOSES ONLY

STATEMENT OF FINANCIAL POSITION

For Year Ended December 31, 2017

If you have other provincially funded operations, do not enter any data into this sheet. Enter in the social housing template
Organization Name: **Taber and District Housing Foundation**

Account Range

		2017	2016
100210-105020	Cash and Cash Equivalents.....	514,437.00	270,329.00
100180	Security Deposit in Trust.....		
120020-120510	Accounts Receivable.....	97,205.00	251,458.00
120620-127010	Other Current Assets.....	41,626.00	34,759.00
147010-162010	Long Term Receivables.....		
166010-171010 except AA accounts	Capital Assets.....	636,973.00	619,804.00
166110-170110 AA accounts only	Less: Accumulated Amortization - Capital Assets.....	(323,734.00)	(292,203.00)
165010	Buildings.....	6,801,102.00	6,670,587.00
165110	Less: Accumulated Amortization - Buildings.....	(1,700,547.00)	(1,533,716.00)
164010	Land.....	4,115.00	4,115.00
	Total Assets	6,071,177.00	6,025,133.00

LIABILITIES

200010-207010 except 206010, 205010	Short Term Liabilities.....	184,398.00	236,172.00
260010-261110	Long Term Liabilities.....	3,285,109.00	3,234,207.00
262000	Restricted Operating Reserve Fund.....		
206010	Deferred Operating Reserve Fund.....		
205010	Rent Supplement Advance		
	Total Liabilities	3,469,507.00	3,470,379.00

NET ASSETS

385000	Accumulated Surplus.....	468,870.00	320,376.00
380010-381110	Restricted Net Assets.....		
380010	Invested in Capital Assets (Including Donated Capital).....	2,132,800.00	2,234,378.00
	Total Net Assets	2,601,670.00	2,554,754.00
	Total Liabilities & Net Assets	6,071,177.00	6,025,133.00

SETUP PAGE

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FOR DISCUSSION
PURPOSES ONLY

Financial Information Package for Lodge Operations
For Year Ended December 31, 2017

SECTION #1

Organization Name:	Taber and District Housing Foundation
Organization Code:	TAB
Chief Administrative Officer:	Tim Janzen
Auditor:	
Name of Auditor / Manager:	Avail LLP
Telephone number:	403-382-6800
E-mail:	calvin.scott@availcpa.com
Mailing Address:	100, 530 8 Street South, Lethbridge, AB T1J 2J8

Please Answer the following Questions:

1. Does your management body operate any other provincially funded operations outside of lodges?.....	Y N	☐ Y
---	--------	----------------------------

SECTION #2

Completion instructions:

1. Complete all the sheets in the workbook that apply to your **LODGE** operations.
2. Enter information only in the blue shaded cells. Do not attempt to enter any information into other cells.
3. Enter the per-site financial results on the sheets numbered 1-40. See the Sites tab for the list of sites managed by your organization. While there are 40 sheets, you only need to complete one sheet for each site you have. For example, if you only have 7 sites/lodges, then complete tabs 1-7.
4. Do not enter information on the SOPS
5. If you have received the social housing audit package template as well, **do not complete the following worksheets in this Excel file: Affordable, Market, Other.** Complete these worksheets in the social housing Excel file only.
6. On the ADME worksheet, either enter salary information at the detailed account level, **OR** at the summary level, **but not both.**
7. Please incorporate information on the **Statement of Financial Position (FIN POS)** relating to your Lodge operations **only.**
8. If you have any questions, please contact your Housing Advisor:

SECTION #3

Submission instructions:

1. Email this **Excel** workbook to your Housing Advisor:
2. Print a copy of this workbook and:
 - a) Attach your audited financial statements and related documents prepared by your auditor.
3. The completed, printed, **SIGNED** copy should be mailed to your Housing Advisor at:

Alberta Seniors and Housing, Housing Division
3rd floor, 10044 - 108 Street
Edmonton, AB
T5J 5E6

**Statement of Operations
For Year Ended December 31, 2017**

SITE NAME: Vauxhall - R&N 2
HAL SITE ID: 52120
AHIS Project ID: 296827226011
Program Category: Community Housing Provincially Owned
Unit Count: 2

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 FOR DISCUSSION
 PURPOSES ONLY

REVENUE

	2017	2016
400000 Rent	7,534.00	9,756.00
410000 Resident Services		
410091 Electricity Recovery		
470040 Cable Recovery		
420000 Non-Resident Services	564.00	76.00
Grants:		
430010 ASHC - Deficit Funding		
ASHC - Grants for Restricted Purposes (Carryover,		
430040 HAL, YARDI, CO Alarms)		
430060 ASHC - Rent Supplement Admin fees received		
430120 Provincial - Other Grants		
433000 Other		
Operational Revenue:		
450030 Other (Please specify)		
470000 Management and Administration Fees		
475000 Investment Income		
Total Revenue	8,098.00	9,832.00

EXPENSES

550000 Human Resources	4,339.00	4,236.00
520000 Operating	767.00	534.00
530000 Operating Maintenance	1,019.00	159.00
510000 Utilities	3,876.00	3,583.00
510010 Electricity		
510005 Heating	2,327.00	
510020 Water/Sewer	1,549.00	
510050 Cable		
500000 Taxes and Land Leases		
560000 Administration	646.00	694.00
Total Expenses	10,647.00	9,206.00
Net Excess (Deficiency) of Revenue over Expenses	(2,549.00)	626.00

OTHER EXPENSES

591000 Extraordinary expense*		
Net Excess (Deficiency)	(2,549.00)	626.00

*Specify Please

Statement of Operations

For Year Ended December 31, 2017

SITE NAME: Vauxhall - R&N 1
HAL SITE ID: 52110
AHIS Project ID: 296827226024
Program Category: Community Housing Provincially Owned
Unit Count: 4

DRAFT
FOR DISCUSSION
PURPOSES ONLY

REVENUE

	2017	2016
400000 Rent	23,066.00	24,246.00
410000 Resident Services		
410091 Electricity Recovery		
470040 Cable Recovery		
420000 Non-Resident Services	697.00	296.00
Grants:		
430010 ASHC - Deficit Funding		
ASHC - Grants for Restricted Purposes (Carryover,		
430040 HAL, YARDI, CO Alarms)		
430060 ASHC - Rent Supplement Admin fees received		
430120 Provincial - Other Grants		
433000 Other		
Operational Revenue:		
450030 Other (Please specify)		
470000 Management and Administration Fees		
475000 Investment Income		
Total Revenue	23,763.00	24,542.00

EXPENSES

550000 Human Resources	8,678.00	8,476.00
520000 Operating	437.00	442.00
530000 Operating Maintenance	2,183.00	2,701.00
510000 Utilities	4,271.00	3,491.00
510010 Electricity	1,274.00	
510005 Heating	1,691.00	
510020 Water/Sewer	1,306.00	
510050 Cable		
500000 Taxes and Land Leases		
560000 Administration	1,631.00	1,838.00
Total Expenses	17,200.00	16,948.00
Net Excess (Deficiency) of Revenue over Expenses	6,563.00	7,594.00

OTHER EXPENSES

591000 Extraordinary expense*		
Net Excess (Deficiency)	6,563.00	7,594.00

*Specify Please

**Statement of Operations
For Year Ended December 31, 2017**

SITE NAME:
HAL SITE ID:
AHIS Project ID:
Program Category:
Unit Count:

**DRAFT
FOR DISCUSSION
PURPOSES ONLY**

**Taber 3 (ATCO)
52020
287127316689
Community Housing Provincially Owned
4**

REVENUE

	2017	2016
400000 Rent	13,376.00	12,966.00
410000 Resident Services		
410091 Electricity Recovery		
470040 Cable Recovery		
420000 Non-Resident Services	1,413.00	807.00
Grants:		
430010 ASHC - Deficit Funding		
ASHC - Grants for Restricted Purposes (Carryover,		
430040 HAL, YARDI, CO Alarms)		
430060 ASHC - Rent Supplement Admin fees received		
430120 Provincial - Other Grants		
433000 Other		
Operational Revenue:		
450030 Other (Please specify)		
470000 Management and Administration Fees		
475000 Investment Income		
Total Revenue	14,789.00	13,773.00

EXPENSES

550000 Human Resources	8,628.00	8,472.00
520000 Operating	1,823.00	5,268.00
530000 Operating Maintenance	2,251.00	3,068.00
510000 Utilities	8,464.00	8,154.00
510010 Electricity	1,310.00	
510005 Heating	2,809.00	
510020 Water/Sewer	4,345.00	
510050 Cable		
500000 Taxes and Land Leases		
560000 Administration	1,258.00	1,354.00
Total Expenses	22,424.00	26,316.00
Net Excess (Deficiency) of Revenue over Expenses	(7,635.00)	(12,543.00)

OTHER EXPENSES

591000 Extraordinary expense*		
Net Excess (Deficiency)	(7,635.00)	(12,543.00)

*Specify Please

Statement of Operations

For Year Ended December 31, 2017

SITE NAME:
HAL SITE ID:
AHIS Project ID:
Program Category:
Unit Count:

Taber 2

52010

287127316091

Community Housing Provincially Owned

6

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FOR DISCUSSION
PURPOSES ONLY

REVENUE

	2017	2016
400000 Rent	20,990.00	20,768.00
410000 Resident Services		
410091 Electricity Recovery		
470040 Cable Recovery		
420000 Non-Resident Services	435.00	233.00
Grants:		
430010 ASHC - Deficit Funding		
ASHC - Grants for Restricted Purposes (Carryover,		
430040 HAL, YARDI, CO Alarms)		
430060 ASHC - Rent Supplement Admin fees received		
430120 Provincial - Other Grants		
433000 Other		
Operational Revenue:		
450030 Other (Please specify)		
470000 Management and Administration Fees		
475000 Investment Income		
Total Revenue	21,425.00	21,001.00

EXPENSES

550000 Human Resources	12,942.00	12,709.00
520000 Operating	1,939.00	4,087.00
530000 Operating Maintenance	3,211.00	781.00
510000 Utilities	11,887.00	10,691.00
510010 Electricity	132.00	
510005 Heating	4,802.00	
510020 Water/Sewer	6,953.00	
510050 Cable		
500000 Taxes and Land Leases		
560000 Administration	1,887.00	2,031.00
Total Expenses	31,866.00	30,299.00
Net Excess (Deficiency) of Revenue over Expenses	(10,441.00)	(9,298.00)

OTHER EXPENSES

591000 Extraordinary expense*		
Net Excess (Deficiency)	(10,441.00)	(9,298.00)

*Specify Please

**Statement of Operations
For Year Ended December 31, 2017**

SITE NAME:
HAL SITE ID:
AHIS Project ID:
Program Category:
Unit Count:

**Taber 1
52000
287127316768
Community Housing Provincially Owned
20**

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PLEASE

REVENUE

		2017	2016
400000	Rent	65,465.00	63,043.00
410000	Resident Services		
410091	Electricity Recovery		
470040	Cable Recovery		
420000	Non-Resident Services	1,936.00	4,763.00
Grants:			
430010	ASHC - Deficit Funding		
	ASHC - Grants for Restricted Purposes (Carryover,		
430040	HAL, YARDI, CO Alarms)		
430060	ASHC - Rent Supplement Admin fees received		
430120	Provincial - Other Grants		
433000	Other		
Operational Revenue:			
450030	Other (Please specify)		
470000	Management and Administration Fees		
475000	Investment Income		
	Total Revenue	67,401.00	67,806.00

EXPENSES

550000	Human Resources	43,140.00	42,362.00
520000	Operating	8,321.00	15,448.00
530000	Operating Maintenance	17,160.00	12,853.00
510000	Utilities	45,237.00	39,722.00
510010	Electricity	438.00	
510005	Heating	18,480.00	
510020	Water/Sewer	26,319.00	
510050	Cable		
500000	Taxes and Land Leases		
560000	Administration	6,291.00	6,768.00
	Total Expenses	120,149.00	117,153.00
Net Excess (Deficiency) of Revenue over Expenses		(52,748.00)	(49,347.00)

OTHER EXPENSES

591000	Extraordinary expense*		
Net Excess (Deficiency)		(52,748.00)	(49,347.00)

*Specify Please

Statement of Operations

For Year Ended December 31, 2017

SITE NAME: Sunshine Manor
HAL SITE ID: 52130
AHIS Project ID: 248027556177
Program Category: Seniors Self Contained Apartments
Unit Count: 4

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FOR DISCUSSION
PLEASE DO NOT
USE FOR DECISION

REVENUE

	2017	2016
400000 Rent	6,180.00	6,594.00
410000 Resident Services	1,194.00	1,243.00
410091 Electricity Recovery	1,194.00	
470040 Cable Recovery		
420000 Non-Resident Services	367.00	219.00
Grants:		
430010 ASHC - Deficit Funding		
ASHC - Grants for Restricted Purposes (Carryover,		
430040 HAL, YARDI, CO Alarms)		
430060 ASHC - Rent Supplement Admin fees received		
430120 Provincial - Other Grants		
433000 Other		
Operational Revenue:		
450030 Other (Please specify)		
470000 Management and Administration Fees		
475000 Investment Income		
Total Revenue	7,741.00	8,056.00

EXPENSES

550000 Human Resources	8,592.00	8,472.00
520000 Operating	405.00	288.00
530000 Operating Maintenance	3,731.00	5,455.00
510000 Utilities	6,373.00	5,931.00
510010 Electricity	2,646.00	
510005 Heating	2,458.00	
510020 Water/Sewer	1,269.00	
510050 Cable		
500000 Taxes and Land Leases		
560000 Administration	2,165.00	2,497.00
Total Expenses	21,266.00	22,643.00
Net Excess (Deficiency) of Revenue over Expenses	(13,525.00)	(14,587.00)

OTHER EXPENSES

591000 Extraordinary expense*		
Net Excess (Deficiency)	(13,525.00)	(14,587.00)

*Specify Please