

Fort Frances Municipal Non Profit Housing Corporation  
Annual General Meeting

AGENDA - Session No. 4 - December 15, 2016

MEETING -Committee Room - Civic Centre - Noon

Page

1. **Call to Order**
2. **Non-agenda Committee items which because of urgency cannot be deferred to a subsequent meeting, identified to be considered later in the meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Agenda**
  - 4.1 December 15th, 2016 AGM Agenda.
5. **Approval of Previous Minutes**
  - 5.1 September 15, 2016. 3 - 4
6. **New Business**
  - 6.1 Current Year 3rd Quarter Financial Statements. 5 - 16
    - a) Income Statement; Capital Statement; Receivable Aging Report by Property and Unit Availability Detail as of September 30th, 2016;
    - b) Income Statement; Capital Statement; Receivable Aging Report by Property and Unit Availability Detail as of October 31st, 2016.
  - 6.2 Appointment of Auditors for Current Year.
  - 6.3 Appointment of Officers for 2017:
    - 1) President
    - 2) Vice-President
    - 3) Treasurer
    - 4) Chair
  - 6.4 Committee Vacancy (verbal update).
  - 6.5 RFP for Property Management (2017).
7. **Standing Items**
  - 7.1 Annual Meeting Template. 17
8. **Non-agenda Items**

**9.     Adjourn / March 16, 2017**

TOWN OF FORT FRANCES  
Fort Frances Municipal Non-Profit Housing Corporation

MINUTES

SESSION NO. #3

September 15, 2016

The meeting of Fort Frances Municipal Non-Profit Housing Corporation was held in the Committee Room, Civic Centre on September 15, 2016 from 12:10 p.m. to 12:59 p.m.

PRESENT: C. Mallory, Chair, W. Brunetta, D. Kitowski, G. McBride, L. Slomke, K. Lawson, D. Brown, CAO

ALSO PRESENT: W. Tilbury, Finance Supervisor; F. Sinninghe, Financial Analyst; S. Weir, Integrated Services Manager (Housing), Rainy River District Social Services Administration Board (12:10 p.m. to 12:42 p.m.)

REGRETS: A. Hallikas

**1. Call to Order**

**2. Non-agenda Committee items which because of urgency cannot be deferred to a subsequent meeting, identified to be considered later in the meeting. - None**

**3. Disclosure of pecuniary interest and the general nature thereof - None**

**4. Approval of Agenda**

4.1 Approval of September 15th, 2016 agenda.

14/16 Brunetta-McBride: THAT the September 15th, 2016 agenda as prepared be approved.

CARRIED

**5. Approval of Previous Minutes**

5.1 June 23, 2016 Meeting Minutes.

15/16 McBride-Brunetta: THAT the minutes of the regular meeting dated June 23rd, 2016 be approved as distributed.

CARRIED

**6. Items Referred - None**

**7. New Business**

7.1 Current Year 2nd Quarter Financial Statements.

- Wendy Tilbury, Finance Supervisor and Fred Sinninghe, Financial Analyst, RRDSSAB were present to provide clarification on these reports (as requested by the Committee at the June 23rd, 2016 meeting). Wendy advised that the finance department will provide someone to attend all future meetings to provide any necessary information/clarification on financial information.

16/16 Brunetta-McBride: THAT the financial statements for the months dated April 30th, 2016, May 31st, 2016, June 30th, 2016 and July 31st, 2016 be approved as presented by Rainy River District Social Services Administration Board.

CARRIED

7.2 Consideration of Market Rent Increase. Sandra Weir provided comment on the FFNPHC Issues Sheet she prepared respecting 2017 Rental Increase Guidelines. Committee provided direction.

- 17/16 Brunetta-McBride: THAT the Fort Frances Municipal Non-Profit Housing Corporation Issues Sheet dated September 12th, 2016 as prepared by Sandra Weir, Integrated Services Manager (Housing) RRDSSAB re: 2017 Rental Increase Guidelines be received and further that a 1.5% rental increase be approved for 2017.

CARRIED

- 7.3 2015 Tenant Write Offs - July 2016 Issue Sheet. Committee members reviewed the FFNPHC Issue Sheet as prepared by Fred Sinninghe respecting 2015 Tenant Write Offs and provided direction. Sandra and Wendy provided comment respecting recovery methods and efforts for outstanding w/o accounts.

- 18/16 McBride-Brunetta: THAT the Fort Frances Municipal Non-Profit Housing Corporation Issues Sheet re: 2015 Tenant Write Offs - July 2016 as prepared by Fred Sinninghe, Financial Analyst RRDSSAB be received and approved to agree with the recommendation by Rainy River District Social Services Administration Board to write off uncollectible tenant receivables in the total amount of \$7,761.13.

CARRIED

## **8. Standing Items**

- 8.1 Annual Meeting Template.

- 8.2 Current Operating Agreement. Committee reviewed the current agreement in preparation for the upcoming Property Management RFP.

## **9. In-Camera**

- 9.1 RFP for Property Management.  
- members provided direction for changes/amendment to the current RFP for Property Management for the term beginning 2017.

- 9.2 Identifiable Individual.  
- members considered the matter of absenteeism, and gave further direction.

- 20/16 Brunetta-McBride: THAT having considered the matter of a current members absenteeism for more than 3 consecutive meetings, as per the guidelines outlined in the Town of Fort Frances By-Law 36/81, the Board of the Fort Frances Non-Profit Housing Corporation hereby declares the position vacant and further directs that appropriate notice be provided to the Clerk of the Town of Fort Frances to provide for the appropriate advertisement for the filling of the vacancy.

CARRIED

## **10. Non-agenda Items - None were declared**

## **11. Adjourn / Next Meeting Date - December 15th, 2016**

**Fort Frances Municipal Non-Profit Housing Corporation**  
**Income Statement**  
**September 30, 2016**

		2016 Approved Budget	2016 YTD Actual (Unaudited)	\$ Variance	2016 YTD Budget	YTD \$ Variance
<b>REVENUE</b>						
Revenue from Operations						
	Rent Revenue					
43-005-03	Rent	30,008.00	24,139.00	5,869.00	22,506.00	-1,633.00
43-005-04	Miscellaneous	7,200.00	5,465.67	1,734.33	5,400.00	-65.67
43-005-10	Forgiveness or Rent Waivers	0.00	-95.00	95.00	0.00	95.00
	Total Rent Revenue	37,208.00	29,509.67	7,698.33	27,906.00	-1,603.67
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	2,283.68	-2,283.68	0.00	-2,283.68
43-020-06	Moveout Charges	0.00	0.00	0.00	0.00	0.00
	Total Tenant Recoveries	0.00	2,283.68	-2,283.68	0.00	-2,283.68
	Bad Debts Revenue					
43-030-04	Recoveries from Write Offs	0.00	0.00	0.00	0.00	0.00
	Total Bad Debts	0.00	0.00	0.00	0.00	0.00
	Sundry Revenue					
43-040-02	Sundry Revenue Other	0.00	0.00	0.00	0.00	0.00
43-040-07	Air Conditioner Charges	450.00	525.00	-75.00	337.50	-187.50
	Total Sundry Revenue	450.00	525.00	-75.00	337.50	-187.50
	Total Revenue from Operations	37,658.00	32,318.35	5,339.65	28,243.50	-4,074.85
Other Revenue						
45-500-01	Mun/Federal Subsidy (DSSAB)	95,510.00	71,632.44	23,877.56	71,632.50	0.06
	Subsidies					
	One Time Provincial Grants (SHRRP)	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>		<b>133,168.00</b>	<b>103,950.79</b>	<b>29,217.21</b>	<b>99,876.00</b>	<b>-4,074.79</b>
<b>Corporate Costs</b>						
	Interest & Other Expenses					
55-010-02	N. Profit Admin	4,894.00	3,713.55	1,180.45	3,670.50	-43.05
55-010-03	N. Profit Mgmt.	12,007.00	9,059.34	2,947.66	9,005.25	-54.09
55-010-08	Bank Service Charges	170.00	160.46	9.54	127.50	-32.96
	Total Interest & Other Expenses	17,071.00	12,933.35	4,137.65	12,803.25	-130.10
	Total Corporate Costs	17,071.00	12,933.35	4,137.65	12,803.25	-130.10
<b>Services</b>						
55-411-02	Advertising	0.00	0.00	0.00	0.00	0.00
55-411-03	RGI & App Fee	2,305.00	1,728.63	576.37	1,728.75	0.12
55-443-02	Credit/Collection Expenses	325.00	315.61	9.39	243.75	-71.86
	Corporate Services					
55-456-06	Legal	0.00	0.00	0.00	0.00	0.00
55-456-07	Audit	6,900.00	1,417.38	5,482.62	5,175.00	3,757.62
	Total Corporate Services	6,900.00	1,417.38	5,482.62	5,175.00	3,757.62

		2016 Approved Budget	2016 YTD Actual (Unaudited)	\$ Variance	2016 YTD Budget	YTD \$ Variance
	Insurances					
55-490-03	Property General Liability Ins.	2,977.00	2,502.18	474.82	2,232.75	-269.43
55-490-05	Directors/Officers Liab. Ins.	448.00	312.30	135.70	336.00	23.70
55-490-07	Property/Boiler Ins.	662.00	468.18	193.82	496.50	28.32
	Total Insurances	4,087.00	3,282.66	804.34	3,065.25	-217.41
	<b>Total Services</b>	13,617.00	6,744.28	6,872.72	10,212.75	3,468.47
	<b>Supplies &amp; Equipment</b>					
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
	Total Office Supplies	0.00	0.00	0.00	0.00	0.00
	<b>Total Supplies &amp; Equipment</b>	0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	8,051.00	6,038.19	2,012.81	6,038.25	0.06
	<b>Materials &amp; Services Operating</b>					
	Building Operating					
56-207-02	Building Operating General	1,500.00	100.74	1,399.26	1,125.00	1,024.26
56-207-04	Build - O - Flooring Repairs	0.00	0.00	0.00	0.00	0.00
56-207-03	Build - O - Mtce Supplies	0.00	0.00	0.00	0.00	0.00
56-207-06	Build - O - Glazing/Windows	0.00	0.00	0.00	0.00	0.00
56-207-07	Build - O - Locksmithing	0.00	0.00	0.00	0.00	0.00
56-207-13	Build - O - Janitorial Supplies	0.00	0.00	0.00	0.00	0.00
56-207-14	Build - O - General Hardware	800.00	885.93	-85.93	600.00	-285.93
56-207-16	Build - O - Move Out Repairs	1,500.00	0.00	1,500.00	1,125.00	1,125.00
	Total Building Operating	3,800.00	986.67	2,813.33	2,850.00	1,863.33
	Electrical Operating					
56-216-02	Electrical Operating General	300.00	0.00	300.00	225.00	225.00
56-216-04	Elect - O - Supplies	0.00	0.00	0.00	0.00	0.00
56-216-05	Elect - O - Bulbs & Tubes	0.00	0.00	0.00	0.00	0.00
56-216-08	Elect - O - Annual Inspections	1,744.00	1,743.35	0.65	1,308.00	-435.35
	Total Electrical Operating	2,044.00	1,743.35	300.65	1,533.00	-210.35
	Grounds Operating					
56-231-02	Grounds Operating General	200.00	0.00	200.00	150.00	150.00
	Total Grounds Operating	200.00	0.00	200.00	150.00	150.00
	Equipment Operating					
56-225-03	Equip - O - Stove/Fridge Repair	500.00	254.40	245.60	375.00	120.60
56-225-04	Equip - O - Stove/Fridge Purchase	0.00	599.87	-599.87	0.00	-599.87
	Total Equipment Operating	500.00	854.27	-354.27	375.00	-479.27
	Life Safety System					
56-235-03	Life - O - Emergency	100.00	0.00	100.00	75.00	75.00
	Total Life Safety System	100.00	0.00	100.00	75.00	75.00
	Heating & Ventilation Operating					
56-237-02	Heating & Vent Oper. General	500.00	0.00	500.00	375.00	375.00
56-237-06	Heating - O - Furnace Cleaning	1,400.00	0.00	1,400.00	1,050.00	1,050.00
	Total Heating & Ventilation Oper.	1,900.00	0.00	1,900.00	1,425.00	1,425.00
	Plumbing Operating					
56-238-02	Plumbing Operating General	0.00	0.00	0.00	0.00	0.00
56-238-14	Plumbing - O - Hot Water Heater	75.00	91.01	-16.01	56.25	-34.76
	Total Plumbing Operating	75.00	91.01	-16.01	56.25	-34.76

		2016 Approved Budget	2016 YTD Actual (Unaudited)	\$ Variance	2016 YTD Budget	YTD \$ Variance
	Painting Operating					
56-240-02	Painting Operating General	0.00	0.00	0.00	0.00	0.00
56-240-03	Painting - O - Units/Move Out	1,131.00	0.00	1,131.00	848.25	848.25
	Total Painting Operating	1,131.00	0.00	1,131.00	848.25	848.25
	Waste Removal					
56-250-02	Waste Removal General	75.00	648.59	-573.59	56.25	-592.34
	Total Waste Removal	75.00	648.59	-573.59	56.25	-592.34
	<b>Total Materials &amp; Services Operating</b>	<b>9,825.00</b>	<b>4,323.89</b>	<b>5,501.11</b>	<b>7,368.75</b>	<b>3,044.86</b>
	<b>Utilities</b>					
56-310-02	Electricity	100.00	139.94	-39.94	75.00	-64.94
	Fuel					
56-315-02	Fuel	150.00	71.31	78.69	112.50	41.19
	Total Fuel	150.00	71.31	78.69	112.50	41.19
56-320-02	Water	9,856.00	6,168.92	3,687.08	7,392.00	1,223.08
	<b>Total Utilities</b>	<b>10,106.00</b>	<b>6,380.17</b>	<b>3,725.83</b>	<b>7,579.50</b>	<b>1,199.33</b>
	<b>Major Costs</b>					
56-405-02	Municipal Property Taxes	13,592.00	13,406.82	185.18	10,194.00	-3,212.82
56-440-02	Debentures/Mortgage Interest	14,099.00	9,451.06	4,647.94	10,574.25	1,123.19
56-440-03	Debenture/Mortgage Principle	46,807.00	34,993.31	11,813.69	35,105.25	111.94
	<b>Total Major Costs</b>	<b>74,498.00</b>	<b>57,851.19</b>	<b>16,646.81</b>	<b>55,873.50</b>	<b>-1,977.69</b>
	<b>TOTAL EXPENSES</b>	<b>133,168.00</b>	<b>94,271.07</b>	<b>38,896.93</b>	<b>99,876.00</b>	<b>5,604.93</b>
	<b>TOTAL SURPLUS (DEFICIT)</b>	<b>0.00</b>	<b>9,679.72</b>	<b>-9,679.72</b>	<b>0.00</b>	<b>-9,679.72</b>

**Fort Frances Municipal Non-Profit Housing Corporation  
Capital Statement  
September 30, 2016**

		<b>2016 Approved Budget</b>	<b>2016 YTD Actual (Unaudited)</b>	<b>\$ Variance</b>
<b>Contribution from Reserves</b>				
45-500-03	Contribution from Reserve Funds	35,500.00	12,585.44	22,914.56
<b>Total Contribution from Reserves</b>		<b>35,500.00</b>	<b>12,585.44</b>	<b>22,914.56</b>
<b>Capital Costs</b>				
56-107-02	Building Capital	24,000.00	20,303.94	3,696.06
56-107-04	Flooring Capital	10,000.00	0.00	10,000.00
56-125-02	Equipment Capital	0.00	0.00	0.00
56-138-02	Plumbing	1,500.00	0.00	1,500.00
<b>Total Capital Costs</b>		<b>35,500.00</b>	<b>20,303.94</b>	<b>15,196.06</b>
<b>TOTAL SURPLUS (DEFICIT)</b>		<b>0.00</b>	<b>-7,718.50</b>	<b>7,718.50</b>



**Fort Frances Municipal Non-Profit Housing Corporation**  
**Receivable Aging Report by Property**  
**As At Sep 31, 2016**

Property	Resident	Total Unpaid Charges	0-30 days	31-60 days	61-90 days	Over 90 days	Prepays	Balance
	t0001324	0.00	0.00	0.00	0.00	0.00	-0.07	-0.07
	t0001954	-86.00	0.00	0.00	0.00	-86.00	-190.00	-276.00
	b0132260	3,652.69	-1,787.52	0.00	0.00	5,440.21	0.00	3,652.69
	t0001603	354.80	-18.00	372.80	0.00	0.00	0.00	354.80
<b>80888001</b>		<b>3,921.49</b>	<b>-1,805.52</b>	<b>372.80</b>	<b>0.00</b>	<b>5,354.21</b>	<b>-190.07</b>	<b>3,731.42</b>
	b0130403	1,135.20	543.00	543.00	0.00	49.20	0.00	1,135.20
	t0002091	0.00	-7,761.13	0.00	0.00	7,761.13	0.00	0.00
	b0147190	101.06	101.06	0.00	0.00	0.00	0.00	101.06
	t0001848	-2.00	0.00	0.00	0.00	-2.00	0.00	-2.00
	t0002297	4,679.12	0.00	0.00	0.00	4,679.12	0.00	4,679.12
	b0146973	0.00	0.00	0.00	0.00	0.00	-225.00	-225.00
	t0002305	876.40	0.00	0.00	0.00	876.40	0.00	876.40
<b>80888002</b>		<b>6,789.78</b>	<b>-7,117.07</b>	<b>543.00</b>	<b>0.00</b>	<b>13,363.85</b>	<b>-225.00</b>	<b>6,564.78</b>
<b>Total</b>		<b>10,711.27</b>	<b>-8,922.59</b>	<b>915.80</b>	<b>0.00</b>	<b>18,718.06</b>	<b>-415.07</b>	<b>10,296.20</b>

Unit Availability Detail

Property List: FFMNP .all (.8088all)  
As Of: 9/30/2016  
Showing Pre-Leased: No  
Showing Occupied Units: No  
Group By: None

Unit	Resident	Name	Resident	Rent	Unit	Rent	Deposit	Unit	Deposit	Status	Days	Make	Move	Hold	Hold	Notice	Move	Lease	Sign	Lease	From	Lease	To
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Total

Grand Total Count

**Fort Frances Municipal Non-Profit Housing Corporation**  
**Income Statement**  
**October 31, 2016**

		2016 Approved Budget	2016 YTD Actual (Unaudited)	\$ Variance	2016 YTD Budget	YTD \$ Variance
<b>REVENUE</b>						
	Revenue from Operations					
	Rent Revenue					
43-005-03	Rent	30,008.00	26,711.00	3,297.00	25,006.67	-1,704.33
43-005-04	Miscellaneous	7,200.00	6,065.67	1,134.33	6,000.00	-65.67
43-005-10	Forgiveness or Rent Waivers	0.00	-95.00	95.00	0.00	95.00
	Total Rent Revenue	37,208.00	32,681.67	4,526.33	31,006.67	-1,675.00
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	2,283.68	-2,283.68	0.00	-2,283.68
43-020-06	Moveout Charges	0.00	0.00	0.00	0.00	0.00
	Total Tenant Recoveries	0.00	2,283.68	-2,283.68	0.00	-2,283.68
	Bad Debts Revenue					
43-030-04	Recoveries from Write Offs	0.00	0.00	0.00	0.00	0.00
	Total Bad Debts	0.00	0.00	0.00	0.00	0.00
	Sundry Revenue					
43-040-02	Sundry Revenue Other	0.00	0.00	0.00	0.00	0.00
43-040-07	Air Conditioner Charges	450.00	525.00	-75.00	375.00	-150.00
	Total Sundry Revenue	450.00	525.00	-75.00	375.00	-150.00
	Total Revenue from Operations	37,658.00	35,490.35	2,167.65	31,381.67	-4,108.68
	Other Revenue					
45-500-01	Mun/Federal Subsidy (DSSAB)	95,510.00	79,591.60	15,918.40	79,591.67	0.07
	Subsidies					
	One Time Provincial Grants (SHRRP)	0.00	0.00	0.00	0.00	0.00
	<b>TOTAL REVENUE</b>	<b>133,168.00</b>	<b>115,081.95</b>	<b>18,086.05</b>	<b>110,973.33</b>	<b>-4,108.62</b>
<b>Corporate Costs</b>						
	Interest & Other Expenses					
55-010-02	N. Profit Admin	4,894.00	4,128.56	765.44	4,078.33	-50.23
55-010-03	N. Profit Mgmt.	12,007.00	10,077.45	1,929.55	10,005.83	-71.62
55-010-08	Bank Service Charges	170.00	164.35	5.65	141.67	-22.68
	Total Interest & Other Expenses	17,071.00	14,370.36	2,700.64	14,225.83	-144.53
	<b>Total Corporate Costs</b>	<b>17,071.00</b>	<b>14,370.36</b>	<b>2,700.64</b>	<b>14,225.83</b>	<b>-144.53</b>
	Services					
55-411-02	Advertising	0.00	0.00	0.00	0.00	0.00
55-411-03	RGI & App Fee	2,305.00	1,920.70	384.30	1,920.83	0.13
55-443-02	Credit/Collection Expenses	325.00	315.61	9.39	270.83	-44.78
	Corporate Services					
55-456-06	Legal	0.00	0.00	0.00	0.00	0.00
55-456-07	Audit	6,900.00	1,417.38	5,482.62	5,750.00	4,332.62
	Total Corporate Services	6,900.00	1,417.38	5,482.62	5,750.00	4,332.62

		2016 Approved Budget	2016 YTD Actual (Unaudited)	\$ Variance	2016 YTD Budget	YTD \$ Variance
Insurances						
55-490-03	Property General Liability Ins.	2,977.00	2,780.20	196.80	2,480.83	-299.37
55-490-05	Directors/Officers Liab. Ins.	448.00	347.00	101.00	373.33	26.33
55-490-07	Property/Boiler Ins.	662.00	520.20	141.80	551.67	31.47
	Total Insurances	4,087.00	3,647.40	439.60	3,405.83	-241.57
<b>Total Services</b>		13,617.00	7,301.09	6,315.91	11,347.50	4,046.41
<b>Supplies &amp; Equipment</b>						
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
	Total Office Supplies	0.00	0.00	0.00	0.00	0.00
<b>Total Supplies &amp; Equipment</b>		0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	8,051.00	6,709.10	1,341.90	6,709.17	0.07
<b>Materials &amp; Services Operating</b>						
Building Operating						
56-207-02	Building Operating General	1,500.00	100.74	1,399.26	1,250.00	1,149.26
56-207-04	Build - O - Flooring Repairs	0.00	0.00	0.00	0.00	0.00
56-207-03	Build - O - Mtce Supplies	0.00	0.00	0.00	0.00	0.00
56-207-06	Build - O - Glazing/Windows	0.00	0.00	0.00	0.00	0.00
56-207-07	Build - O - Locksmithing	0.00	0.00	0.00	0.00	0.00
56-207-13	Build - O - Janitorial Supplies	0.00	0.00	0.00	0.00	0.00
56-207-14	Build - O - General Hardware	800.00	885.93	-85.93	666.67	-219.26
56-207-16	Build - O - Move Out Repairs	1,500.00	0.00	1,500.00	1,250.00	1,250.00
	Total Building Operating	3,800.00	986.67	2,813.33	3,166.67	2,180.00
Electrical Operating						
56-216-02	Electrical Operating General	300.00	0.00	300.00	250.00	250.00
56-216-04	Elect - O - Supplies	0.00	0.00	0.00	0.00	0.00
56-216-05	Elect - O - Bulbs & Tubes	0.00	0.00	0.00	0.00	0.00
56-216-08	Elect - O - Annual Inspections	1,744.00	1,743.35	0.65	1,453.33	-290.02
	Total Electrical Operating	2,044.00	1,743.35	300.65	1,703.33	-40.02
Grounds Operating						
56-231-02	Grounds Operating General	200.00	0.00	200.00	166.67	166.67
	Total Grounds Operating	200.00	0.00	200.00	166.67	166.67
Equipment Operating						
56-225-03	Equip - O - Stove/Fridge Repair	500.00	254.40	245.60	416.67	162.27
56-225-04	Equip - O - Stove/Fridge Purchase	0.00	599.87	-599.87	0.00	-599.87
	Total Equipment Operating	500.00	854.27	-354.27	416.67	-437.60
Life Safety System						
56-235-03	Life - O - Emergency	100.00	0.00	100.00	83.33	83.33
	Total Life Safety System	100.00	0.00	100.00	83.33	83.33
Heating & Ventilation Operating						
56-237-02	Heating & Vent Oper. General	500.00	0.00	500.00	416.67	416.67
56-237-06	Heating - O - Furnace Cleaning	1,400.00	0.00	1,400.00	1,166.67	1,166.67
	Total Heating & Ventilation Oper.	1,900.00	0.00	1,900.00	1,583.33	1,583.33
Plumbing Operating						
56-238-02	Plumbing Operating General	0.00	0.00	0.00	0.00	0.00
56-238-14	Plumbing - O - Hot Water Heater	75.00	91.01	-16.01	62.50	-28.51
	Total Plumbing Operating	75.00	91.01	-16.01	62.50	-28.51

		2016 Approved Budget	2016 YTD Actual (Unaudited)	\$ Variance	2016 YTD Budget	YTD \$ Variance
	Painting Operating					
56-240-02	Painting Operating General	0.00	0.00	0.00	0.00	0.00
56-240-03	Painting - O - Units/Move Out	1,131.00	0.00	1,131.00	942.50	942.50
	Total Painting Operating	1,131.00	0.00	1,131.00	942.50	942.50
	Waste Removal					
56-250-02	Waste Removal General	75.00	648.59	-573.59	62.50	-586.09
	Total Waste Removal	75.00	648.59	-573.59	62.50	-586.09
	<b>Total Materials &amp; Services Operating</b>	<b>9,825.00</b>	<b>4,323.89</b>	<b>5,501.11</b>	<b>8,187.50</b>	<b>3,863.61</b>
	<b>Utilities</b>					
56-310-02	Electricity	100.00	139.94	-39.94	83.33	-56.61
	Fuel					
56-315-02	Fuel	150.00	71.31	78.69	125.00	53.69
	Total Fuel	150.00	71.31	78.69	125.00	53.69
56-320-02	Water	9,856.00	6,168.92	3,687.08	8,213.33	2,044.41
						0.00
	<b>Total Utilities</b>	<b>10,106.00</b>	<b>6,380.17</b>	<b>3,725.83</b>	<b>8,421.67</b>	<b>2,041.50</b>
	<b>Major Costs</b>					
56-405-02	Municipal Property Taxes	13,592.00	13,406.82	185.18	11,326.67	-2,080.15
56-440-02	Debentures/Mortgage Interest	14,099.00	10,582.96	3,516.04	11,749.17	1,166.21
56-440-03	Debenture/Mortgage Principle	46,807.00	38,936.93	7,870.07	39,005.83	68.90
	<b>Total Major Costs</b>	<b>74,498.00</b>	<b>62,926.71</b>	<b>11,571.29</b>	<b>62,081.67</b>	<b>-845.04</b>
	<b>TOTAL EXPENSES</b>	<b>133,168.00</b>	<b>102,011.32</b>	<b>31,156.68</b>	<b>110,973.33</b>	<b>8,962.01</b>
	<b>TOTAL SURPLUS (DEFICIT)</b>	<b>0.00</b>	<b>13,070.63</b>	<b>-13,070.63</b>	<b>0.00</b>	<b>-13,070.63</b>

**Fort Frances Municipal Non-Profit Housing Corporation  
Capital Statement  
October 31, 2016**

		<b>2016 Approved Budget</b>	<b>2016 YTD Actual (Unaudited)</b>	<b>\$ Variance</b>
<b>Contribution from Reserves</b>				
45-500-03	Contribution from Reserve Funds	35,500.00	20,303.94	15,196.06
<b>Total Contribution from Reserves</b>		<b>35,500.00</b>	<b>20,303.94</b>	<b>15,196.06</b>
<b>Capital Costs</b>				
56-107-02	Building Capital	24,000.00	20,303.94	3,696.06
56-107-04	Flooring Capital	10,000.00	0.00	10,000.00
56-125-02	Equipment Capital	0.00	0.00	0.00
56-138-02	Plumbing	1,500.00	0.00	1,500.00
<b>Total Capital Costs</b>		<b>35,500.00</b>	<b>20,303.94</b>	<b>15,196.06</b>
<b>TOTAL SURPLUS (DEFICIT)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Fort Frances Municipal Non-Profit Housing Corporation**  
**Receivable Aging Report by Property**  
**As At Oct 31, 2016**

Property	Resident	Total Unpaid	0-30 days	31-60 days	61-90 days	Over 90 days	Prepays	Balance
		Charges						
	t0001324	0.00	0.00	0.00	0.00	0.00	-0.07	-0.07
	t0001954	-86.00	0.00	0.00	0.00	-86.00	-190.00	-276.00
	b0132260	3,652.69	0.00	-1,787.52	0.00	5,440.21	0.00	3,652.69
	t0001603	140.80	140.80	0.00	0.00	0.00	0.00	140.80
<b>80888001</b>		<b>3,707.49</b>	<b>140.80</b>	<b>-1,787.52</b>	<b>0.00</b>	<b>5,354.21</b>	<b>-190.07</b>	<b>3,517.42</b>
	b0130403	778.20	543.00	235.20	0.00	0.00	0.00	778.20
	t0002091	0.00	0.00	-7,761.13	0.00	7,761.13	0.00	0.00
	t0001848	-2.00	0.00	0.00	0.00	-2.00	0.00	-2.00
	t0002297	4,679.12	0.00	0.00	0.00	4,679.12	0.00	4,679.12
	b0145869	201.00	201.00	0.00	0.00	0.00	0.00	201.00
	b0146973	0.00	0.00	0.00	0.00	0.00	-436.00	-436.00
	t0002305	876.40	0.00	0.00	0.00	876.40	0.00	876.40
<b>80888002</b>		<b>6,532.72</b>	<b>744.00</b>	<b>-7,525.93</b>	<b>0.00</b>	<b>13,314.65</b>	<b>-436.00</b>	<b>6,096.72</b>
<b>Total</b>		<b>10,240.21</b>	<b>884.80</b>	<b>-9,313.45</b>	<b>0.00</b>	<b>18,668.86</b>	<b>-626.07</b>	<b>9,614.14</b>

Unit Availability Detail

Property List: FFMNP .all (.8088all)  
As Of: 10/31/2016  
Showing Pre-Leased:No  
Showing Occupied Units:No  
Group By: None

Unit	Resident	Name	Resident Rent	Unit Rent	Resident Deposit	Unit Deposit	Status	Days Vacant	Make Ready	Move In	Hold Until	Notice	Move Out	Lease Sign	Lease From	Lease To
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Total

Grand Total Count



## **FORT FRANCES MUNICIPAL NON-PROFIT HOUSING CORPORATION**

### **Template of Meeting Business**

#### **Meeting # 1 – 1<sup>st</sup> Quarter**

- prior year 4<sup>th</sup> quarter financial statements
- current year capital forecast
- current year operating forecast

#### **Meeting #2 – 2<sup>nd</sup> Quarter**

- current year 1<sup>st</sup> quarter financial statements
- draft Financial Audit for prior year

#### **Meeting #3 – 3<sup>rd</sup> Quarter**

- current year 2<sup>nd</sup> quarter financial statements
- consideration of market rent increase
- Mortgage renewal (2019)

#### **Meeting # 4 – 4<sup>th</sup> Quarter – AGM**

- current year 3<sup>rd</sup> quarter financial statements
- appointment of auditors for current year
- appointment of Officers for ensuing year
- RFP for Property Management (2017)