

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

AGENDA - December 14, 2017 - NOON

MEETING - Committee Room - Civic Centre  
Session No. 4

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 the Agenda**
  - 4.1 Annual General Meeting Agenda dated December 14th, 2017.
5. **Approval of Previous Minutes**
  - 5.1 Session No. 3 dated September 28, 2017. 3 - 4
6. **New Business**
  - 6.1 Current Year 3rd Quarter Financial Statements. 5 - 19  
Financial Statements for the months ending September 30th, October 31st and November 30th, 2017.
  - 6.2 Appointment of Auditors for Current Year.
  - 6.3 Appointment of Officers for Ensuing Year:
    - 1) President
    - 2) Vice President
    - 3) Treasurer
    - 4) Secretary
7. **Standing Items**
  - 7.1 Agenda Template. 20
8. **Non-agenda Items**
9. **Information:**
  - 9.1 Housing Services Act, 2011 (attached for your reference).

**10.    Adjourn / Next Meeting Date - March 15, 2018**

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

MINUTES

SESSION NO. # 3

September 28, 2017

The meeting of Fort Frances Municipal Non-Profit Housing Corporation of the Town of Fort Frances was held in the Committee Room, Civic Centre on September 28th, 2017 from 12:05 p.m. to 12:27 p.m.

PRESENT: C. Mallory, Chair, Councillor W. Brunetta, Councillor D. Kitowski, G. McBride (12:11 p.m. to 12:27 p.m.), A. Hallikas, L. Slomke, K. Lawson

ALSO PRESENT: F. Sinninghe, Financial Analyst, S. Weir, Integrated Services Manager (Housing), Rainy River District Social Services Administration Board.

REGRETS: D. McTaggart, D. Brown, CAO

**1. Call to Order - 12:05 p.m.**

**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 identified**

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

**4. Approval of Previous Minutes**

4.1 Session No. 2 dated June 15, 2017.

13/17 Kitowski-Brunetta: THAT the minutes of the regular meeting dated June 15, 2017 be approved as distributed.

CARRIED

**5. New Business**

5.1 Current Year 2nd and 3rd Quarter Financials.

1) May 31st, 2017;

2) June 30th, 2017;

3) July 31st, 2017;

4) August 31st, 2017.

- Financial statements were presented by F. Sinnighe and S. Weir, RRDSSAB.

14/17 Brunetta-Kitowski: THAT the financial statements for the months dated May 31st, 2017, June 30th, 2017, July 31st, 2017 and August 31st, 2017 be approved as presented by Rainy River District Social Services Administration Board.

CARRIED

5.2 Consideration of Market Rent Increase.

A report prepared by S. Weir, RRDSSAB respecting consideration of 2018 rental increases was presented for members consideration.

15/17 Kitowski-Brunetta: THAT the Fort Frances Municipal Non-Profit Housing Corporation Issues Sheet dated September 25th, 2017 as prepared by Sandra Weir, Integrated Services Manager (Housing) RRDSSAB re: 2018 Rental Increase Guidelines be received and further that a 1.8% rental increase be approved for 2018.

CARRIED

5.3 Mortgage Renewal Reminder ( January 1st 2019).

5.4 2016 Tenant Write Offs - Nothing to report at this meeting.

**6. Standing Items**

6.1 Agenda Template.

**7. Non-agenda Items - None were identified.**

**8. Adjourn / Next Meeting Date - December 14, 2017**

The meeting closed sine die at 12:27 p.m. with the next meeting scheduled for December 14th, 2017.

\_\_\_\_\_  
President / Chairperson

\_\_\_\_\_  
Secretary

**Fort Frances Municipal Non-Profit Housing Corporation**  
**Income Statement**  
**September 30, 2017**

		2017 Approved Budget	2017 YTD Actual (Unaudited)	\$ Variance	2017 YTD Budget	YTD \$ Variance
<b>REVENUE</b>						
	Revenue from Operations					
	Rent Revenue					
43-005-03	Rent	30,288.00	27,112.00	3,176.00	22,716.00	(4,396.00)
43-005-04	Miscellaneous	7,200.00	5,640.00	1,560.00	5,400.00	(240.00)
	Total Rent Revenue	37,488.00	32,752.00	4,736.00	28,116.00	(4,636.00)
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	400.45	(400.45)	0.00	(400.45)
	Bad Debts Revenue					
43-030-04	Recoveries from Write Offs	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	500.00	405.00	95.00	375.00	(30.00)
	Total Sundry Revenue	500.00	405.00	95.00	375.00	(30.00)
	Total Revenue from Operations	37,988.00	33,557.45	4,430.55	28,491.00	(5,066.45)
	Other Revenue					
45-500-01	Mun/Federal Subsidy (DSSAB)	93,099.00	69,824.25	23,274.75	69,824.25	0.00
	<b>TOTAL REVENUE</b>	<b>131,087.00</b>	<b>103,381.70</b>	<b>27,705.30</b>	<b>98,315.25</b>	<b>(5,066.45)</b>
<b>EXPENSES</b>						
	Corporate Costs					
	Interest & Other Expenses					
55-010-02	N. Profit Admin	5,151.00	3,892.47	1,258.53	3,863.25	(29.22)
55-010-03	N. Profit Mgmt.	12,638.00	9,549.03	3,088.97	9,478.50	(70.53)
55-010-08	Bank Service Charges	179.00	103.00	76.00	134.25	31.25
	Total Interest & Other Expenses	17,968.00	13,544.50	4,423.50	13,476.00	(68.50)
	<b>Total Corporate Costs</b>	<b>17,968.00</b>	<b>13,544.50</b>	<b>4,423.50</b>	<b>13,476.00</b>	<b>(68.50)</b>
	Services					
55-411-02	Advertising	0.00	0.00	0.00	0.00	0.00
55-411-03	RGI & App Fee	2,373.00	1,779.75	593.25	1,779.75	0.00
55-443-02	Credit/Collection Expenses	298.00	170.00	128.00	223.50	53.50
	Corporate Services					
55-456-06	Legal	0.00	0.00	0.00	0.00	0.00
55-456-07	Audit	7,109.00	7,135.31	(26.31)	5,331.75	(1,803.56)
	Total Corporate Services	7,109.00	7,135.31	(26.31)	5,331.75	(1,803.56)
	Insurances					
55-490-03	Property General Liability Ins.	3,333.00	2,499.84	833.16	2,499.75	(0.09)
55-490-05	Directors/Officers Liab. Ins.	416.00	312.30	103.70	312.00	(0.30)
55-490-07	Property/Boiler Ins.	624.00	468.27	155.73	468.00	(0.27)
	Total Insurances	4,373.00	3,280.41	1,092.59	3,279.75	(0.66)
	<b>Total Services</b>	<b>14,153.00</b>	<b>12,365.47</b>	<b>1,787.53</b>	<b>10,614.75</b>	<b>(1,750.72)</b>
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	8,203.00	6,152.22	2,050.78	6,152.25	0.03

**Fort Frances Municipal Non-Profit Housing Corporation**  
**Income Statement**  
**September 30, 2017**

		2017 Approved Budget	2017 YTD Actual (Unaudited)	\$ Variance	2017 YTD Budget	YTD \$ Variance
<b>Materials &amp; Services Operating</b>						
	Building Operating					
56-207-02	Building Operating General	1,000.00	66.56	933.44	750.00	683.44
56-207-14	Build - O - General Hardware	800.00	2,480.50	(1,680.50)	600.00	(1,880.50)
	<b>Total Building Operating</b>	<b>1,800.00</b>	<b>2,547.06</b>	<b>(747.06)</b>	<b>1,350.00</b>	<b>(1,197.06)</b>
	Electrical Operating					
56-216-02	Electrical Operating General	0.00	0.00	0.00	0.00	0.00
56-216-08	Elect - O - Annual Inspections	1,796.00	1,795.66	0.34	1,347.00	(448.66)
	<b>Total Electrical Operating</b>	<b>1,796.00</b>	<b>1,795.66</b>	<b>0.34</b>	<b>1,347.00</b>	<b>(448.66)</b>
	Grounds Operating					
56-231-02	Grounds Operating General	50.00	0.00	50.00	37.50	37.50
	Equipment Operating					
56-225-02	Equip - O - General	0.00	599.87	(599.87)	0.00	(599.87)
56-225-03	Equip - O - Stove/Fridge Repair	500.00	238.12	261.88	375.00	136.88
	<b>Total Equipment Operating</b>	<b>500.00</b>	<b>837.99</b>	<b>261.88</b>	<b>375.00</b>	<b>136.88</b>
	Life Safety System					
56-235-03	Life - O - Emergency	50.00	0.00	50.00	37.50	37.50
	Heating & Ventilation Operating					
56-237-02	Heating & Vent Oper. General	250.00	132.29	117.71	187.50	55.21
56-237-06	Heating - O - Furnace Cleaning	1,400.00	0.00	1,400.00	1,050.00	1,050.00
56-237-08	Heating - O - Annual Inspections	0.00	0.00	0.00	0.00	0.00
	<b>Total Heating &amp; Ventilation Oper.</b>	<b>1,650.00</b>	<b>132.29</b>	<b>1,517.71</b>	<b>1,237.50</b>	<b>1,105.21</b>
	Plumbing Operating					
56-238-02	Plumbing Operating General	0.00	0.00	0.00	0.00	0.00
56-238-12	Plumbing - O - Hot Water Heater	100.00	34.25	65.75	75.00	40.75
	<b>Total Plumbing Operating</b>	<b>100.00</b>	<b>34.25</b>	<b>65.75</b>	<b>75.00</b>	<b>40.75</b>
	Waste Removal					
56-250-02	Waste Removal General	200.00	105.48	94.52	150.00	44.52
	<b>Total Materials &amp; Services Operating</b>	<b>6,146.00</b>	<b>5,452.73</b>	<b>693.27</b>	<b>4,609.50</b>	<b>(843.23)</b>
	<b>Utilities</b>					
56-310-02	Electricity	150.00	85.25	64.75	112.50	27.25
56-315-02	Fuel	100.00	93.17	6.83	75.00	(18.17)
56-320-02	Water	9,651.00	6,613.60	3,037.40	7,238.25	624.65
	<b>Total Utilities</b>	<b>9,901.00</b>	<b>6,792.02</b>	<b>3,108.98</b>	<b>7,425.75</b>	<b>633.73</b>
	<b>Major Costs</b>					
56-405-02	Municipal Property Taxes	13,809.00	13,504.39	304.61	10,356.75	(3,147.64)
56-440-02	Debentures/Mortgage Interest	13,099.00	9,926.04	3,172.96	9,824.25	(101.79)
56-440-03	Debenture/Mortgage Principle	47,807.00	35,753.64	12,053.36	35,855.25	101.61
	<b>Total Major Costs</b>	<b>74,715.00</b>	<b>59,184.07</b>	<b>15,530.93</b>	<b>56,036.25</b>	<b>(3,147.82)</b>
	<b>TOTAL EXPENSES</b>	<b>131,086.00</b>	<b>103,491.01</b>	<b>27,594.99</b>	<b>98,314.50</b>	<b>(5,176.51)</b>
	<b>TOTAL SURPLUS (DEFICIT)</b>	<b>1.00</b>	<b>(109.31)</b>	<b>110.31</b>	<b>0.75</b>	<b>110.06</b>

**Fort Frances Municipal Non-Profit Housing Corporation  
Capital Statement  
September 30, 2017**

		<b>2017 Approved Budget</b>	<b>2017 YTD Actual (Unaudited)</b>	<b>\$ Variance</b>
<b>Contribution from Reserves</b>				
45-500-03	Contribution from Reserve Funds	35,000.00	5,327.14	29,672.86
<b>Total Contribution from Reserves</b>		<b>35,000.00</b>	<b>5,327.14</b>	<b>29,672.86</b>
<b>Capital Costs</b>				
56-107-04	Flooring Capital	10,000.00	5,327.14	4,672.86
56-137-02	Heating and Ventilation Capital	20,000.00	0.00	20,000.00
56-138-02	Plumbing	5,000.00	0.00	5,000.00
<b>Total Capital Costs</b>		<b>35,000.00</b>	<b>5,327.14</b>	<b>29,672.86</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 September 30, 2017**

<b>Resident</b>	<b>Total Unpaid Charges</b>	<b>0-30 days</b>	<b>31-60 days</b>	<b>61-90 days</b>	<b>Over 90 days</b>	<b>Prepays</b>	<b>Balance</b>
t0001324	0.00	0.00	0.00	0.00	0.00	-0.07	-0.07
t0001954	0.00	0.00	0.00	0.00	0.00	-910.00	-910.00
b0132260	3,652.69	0.00	0.00	0.00	3,652.69	0.00	3,652.69
t0001603	972.00	786.00	186.00	0.00	0.00	0.00	972.00
t0002322	0.00	0.00	0.00	0.00	0.00	0.00	0.00
t0001476	0.00	0.00	0.00	0.00	0.00	-2.00	-2.00
	<b>4,624.69</b>	<b>786.00</b>	<b>186.00</b>	<b>0.00</b>	<b>3,652.69</b>	<b>-912.07</b>	<b>3,712.62</b>
b0139866	135.00	135.00	0.00	0.00	0.00	0.00	135.00
t0001720	0.00	0.00	0.00	0.00	0.00	0.00	0.00
t0001939	0.00	0.00	0.00	0.00	0.00	0.00	0.00
t0001970	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b0130403	208.20	0.00	208.20	0.00	0.00	0.00	208.20
b0147190	180.45	155.00	25.45	0.00	0.00	0.00	180.45
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	0.00	0.00	0.00	0.00	0.00	-19.00	-19.00
t0002050	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b0146973	250.00	250.00	0.00	0.00	0.00	-257.00	-7.00
t0002305	876.40	0.00	0.00	0.00	876.40	0.00	876.40
	<b>6,327.17</b>	<b>540.00</b>	<b>233.65</b>	<b>0.00</b>	<b>5,553.52</b>	<b>-276.00</b>	<b>6,051.17</b>
	<b>10,951.86</b>	<b>1,326.00</b>	<b>419.65</b>	<b>0.00</b>	<b>9,206.21</b>	<b>-1,188.07</b>	<b>9,763.79</b>



# Unit Availability Detail

Property List: FFMNP .all (.8088all)

As Of: 9/30/2017

Showing Pre-Leased: No

Showing Occupied Units: No

Group By: None

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Unit	Resident Name	Resident Rent	Unit Rent	Resident Deposit	Unit Deposit	Status	Days Vacant	Make Ready	Move In	Hold	Hold Until	Move Out	Lease Sign	Lease From	Lease To
FFMNP (Victoria) (80888002) - Vacant Unrented Not Ready															
810		0.00	774.00	0.00	0.00		30	09/30/17		No					
Total															
		1 Unit	0.00	774.00											
FFMNP (Victoria) (80888002) - Notice Unrented															
818				0.00	0.00	Notice (Early Term)		11/30/17	02/19/16	No		09/27/17	10/31/17	02/19/16	06/01/18
Total															
		1 Unit													
Total for 80888002															
		2 Units													
Grand Total Count															
		2 Units													

**Fort Frances Municipal Non-Profit Housing Corporation**  
**Income Statement**  
**October 31, 2017**

		<b>2017 Approved Budget</b>	<b>2017 YTD Actual (Unaudited)</b>	<b>\$ Variance</b>	<b>2017 YTD Budget</b>	<b>YTD \$ Variance</b>
<b>REVENUE</b>						
	Revenue from Operations					
	Rent Revenue					
43-005-03	Rent	30,288.00	30,232.00	56.00	25,240.00	(4,992.00)
43-005-04	Miscellaneous	7,200.00	6,180.00	1,020.00	6,000.00	(180.00)
	Total Rent Revenue	37,488.00	36,412.00	1,076.00	31,240.00	(5,172.00)
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	461.95	(461.95)	0.00	(461.95)
	Sundry Revenue					
43-040-02	Sundry Revenue Other	0.00	0.00	0.00	0.00	0.00
43-040-07	Air Conditioner Charges	500.00	405.00	95.00	416.67	11.67
	Total Sundry Revenue	500.00	405.00	95.00	416.67	11.67
	Total Revenue from Operations	37,988.00	37,278.95	709.05	31,656.67	(5,622.28)
	Other Revenue					
45-500-01	Mun/Federal Subsidy (DSSAB)	93,099.00	77,582.50	15,516.50	77,582.50	0.00
	<b>TOTAL REVENUE</b>	<b>131,087.00</b>	<b>114,861.45</b>	<b>16,225.55</b>	<b>109,239.17</b>	<b>(5,622.28)</b>
<b>EXPENSES</b>						
	<b>Corporate Costs</b>					
	Interest & Other Expenses					
55-010-02	N. Profit Admin	5,151.00	4,333.71	817.29	4,292.50	(41.21)
55-010-03	N. Profit Mgmt.	12,638.00	10,631.48	2,006.52	10,531.67	(99.81)
55-010-08	Bank Service Charges	179.00	105.96	73.04	149.17	43.21
	Total Interest & Other Expenses	17,968.00	15,071.15	2,896.85	14,973.33	(97.82)
	<b>Total Corporate Costs</b>	<b>17,968.00</b>	<b>15,071.15</b>	<b>2,896.85</b>	<b>14,973.33</b>	<b>(97.82)</b>
	<b>Services</b>					
55-411-03	RGI & App Fee	2,373.00	1,977.50	395.50	1,977.50	0.00
55-443-02	Credit/Collection Expenses	298.00	170.00	128.00	248.33	78.33
	Corporate Services					
55-456-06	Legal	0.00	0.00	0.00	0.00	0.00
55-456-07	Audit	7,109.00	7,135.31	(26.31)	5,924.17	(1,211.14)
	Total Corporate Services	7,109.00	7,135.31	(26.31)	5,924.17	(1,211.14)
	Insurances					
55-490-03	Property General Liability Ins.	3,333.00	2,777.60	555.40	2,777.50	(0.10)
55-490-05	Directors/Officers Liab. Ins.	416.00	347.00	69.00	346.67	(0.33)
55-490-07	Property/Boiler Ins.	624.00	520.30	103.70	520.00	(0.30)
	Total Insurances	4,373.00	3,644.90	728.10	3,644.17	(0.73)
	<b>Total Services</b>	<b>14,153.00</b>	<b>12,927.71</b>	<b>1,225.29</b>	<b>11,794.17</b>	<b>(1,133.54)</b>
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	8,203.00	6,835.80	1,367.20	6,835.83	0.03
	<b>Materials &amp; Services Operating</b>					
	Building Operating					
56-207-02	Building Operating General	1,000.00	66.56	933.44	833.33	766.77
56-207-07	Build - O - Locksmithing	0.00	29.10	(29.10)	0.00	(29.10)

**Fort Frances Municipal Non-Profit Housing Corporation**  
**Income Statement**  
**October 31, 2017**

		<b>2017 Approved Budget</b>	<b>2017 YTD Actual (Unaudited)</b>	<b>\$ Variance</b>	<b>2017 YTD Budget</b>	<b>YTD \$ Variance</b>
56-207-14	Build - O - General Hardware	800.00	2,480.50	(1,680.50)	666.67	(1,813.83)
	Total Building Operating	1,800.00	2,576.16	(776.16)	1,500.00	(1,076.16)
	Electrical Operating					
56-216-02	Electrical Operating General	0.00	0.00	0.00	0.00	0.00
56-216-08	Elect - O - Annual Inspections	1,796.00	1,795.66	0.34	1,496.67	(298.99)
	Total Electrical Operating	1,796.00	1,795.66	0.34	1,496.67	(298.99)
	Grounds Operating					
56-231-02	Grounds Operating General	50.00	0.00	50.00	41.67	41.67
	Equipment Operating					
56-225-02	Equip - O - General	0.00	599.87	(599.87)	0.00	(599.87)
56-225-03	Equip - O - Stove/Fridge Repair	500.00	389.74	110.26	416.67	26.93
	Total Equipment Operating	500.00	989.61	110.26	416.67	26.93
	Life Safety System					
56-235-03	Life - O - Emergency	50.00	0.00	50.00	41.67	41.67
	Heating & Ventilation Operating					
56-237-02	Heating & Vent Oper. General	250.00	132.29	117.71	208.33	76.04
56-237-06	Heating - O - Furnace Cleaning	1,400.00	0.00	1,400.00	1,166.67	1,166.67
56-237-08	Heating - O - Annual Inspections	0.00	0.00	0.00	0.00	0.00
	Total Heating & Ventilation Oper.	1,650.00	132.29	1,517.71	1,375.00	1,242.71
	Plumbing Operating					
56-238-02	Plumbing Operating General	0.00	0.00	0.00	0.00	0.00
56-238-12	Plumbing - O - Hot Water Heater	100.00	100.37	(0.37)	83.33	(17.04)
	Total Plumbing Operating	100.00	100.37	(0.37)	83.33	(17.04)
	Waste Removal					
56-250-02	Waste Removal General	200.00	105.48	94.52	166.67	61.19
	<b>Total Materials &amp; Services Operating</b>	<b>6,146.00</b>	<b>5,699.57</b>	<b>446.43</b>	<b>5,121.67</b>	<b>(577.90)</b>
	<b>Utilities</b>					
56-310-02	Electricity	150.00	85.25	64.75	125.00	39.75
56-315-02	Fuel	100.00	134.49	(34.49)	83.33	(51.16)
56-320-02	Water	9,651.00	6,613.60	3,037.40	8,042.50	1,428.90
	<b>Total Utilities</b>	<b>9,901.00</b>	<b>6,833.34</b>	<b>3,067.66</b>	<b>8,250.83</b>	<b>1,417.49</b>
	<b>Major Costs</b>					
56-405-02	Municipal Property Taxes	13,809.00	13,504.39	304.61	11,507.50	(1,996.89)
56-440-02	Debentures/Mortgage Interest	13,099.00	10,978.92	2,120.08	10,915.83	(63.09)
56-440-03	Debenture/Mortgage Principle	47,807.00	39,776.28	8,030.72	39,839.17	62.89
	<b>Total Major Costs</b>	<b>74,715.00</b>	<b>64,259.59</b>	<b>10,455.41</b>	<b>62,262.50</b>	<b>(1,997.09)</b>
	<b>TOTAL EXPENSES</b>	<b>131,086.00</b>	<b>111,627.16</b>	<b>19,458.84</b>	<b>109,238.33</b>	<b>(2,388.83)</b>
	<b>TOTAL SURPLUS (DEFICIT)</b>	<b>1.00</b>	<b>3,234.29</b>	<b>(3,233.29)</b>	<b>0.83</b>	<b>(3,233.46)</b>

**Fort Frances Municipal Non-Profit Housing Corporation**  
**Capital Statement**  
**October 31, 2017**

		<b>2017 Approved Budget</b>	<b>2017 YTD Actual (Unaudited)</b>	<b>\$ Variance</b>
<b>Contribution from Reserves</b>				
45-500-03	Contribution from Reserve Funds	35,000.00	5,327.14	29,672.86
<b>Total Contribution from Reserves</b>		<b>35,000.00</b>	<b>5,327.14</b>	<b>29,672.86</b>
<b>Capital Costs</b>				
56-107-04	Flooring Capital	10,000.00	5,327.14	4,672.86
56-137-02	Heating and Ventilation Capital	20,000.00	0.00	20,000.00
56-138-02	Plumbing	5,000.00	0.00	5,000.00
<b>Total Capital Costs</b>		<b>35,000.00</b>	<b>5,327.14</b>	<b>29,672.86</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 October 31, 2017**

<b>Resident</b>	<b>Total Unpaid Charges</b>	<b>0-30 days</b>	<b>31-60 days</b>	<b>61-90 days</b>	<b>Over 90 days</b>	<b>Prepays</b>	<b>Balance</b>
t0001324	0.00	0.00	0.00	0.00	0.00	-0.07	-0.07
t0001954	0.00	0.00	0.00	0.00	0.00	-644.00	-644.00
b0132260	3,652.69	0.00	0.00	0.00	3,652.69	0.00	3,652.69
t0001603	1,158.00	786.00	372.00	0.00	0.00	0.00	1,158.00
t0002322	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>4,810.69</b>	<b>786.00</b>	<b>372.00</b>	<b>0.00</b>	<b>3,652.69</b>	<b>-644.07</b>	<b>4,166.62</b>
b0139866	135.00	135.00	0.00	0.00	0.00	0.00	135.00
b0130403	208.20	0.00	0.00	0.00	208.20	0.00	208.20
b0147190	241.95	216.50	25.45	0.00	0.00	0.00	241.95
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	0.00	0.00	0.00	0.00	0.00	-19.00	-19.00
b0146973	0.00	0.00	0.00	0.00	0.00	-7.00	-7.00
t0002305	876.40	0.00	0.00	0.00	876.40	0.00	876.40
	<b>6,138.67</b>	<b>351.50</b>	<b>25.45</b>	<b>0.00</b>	<b>5,761.72</b>	<b>-26.00</b>	<b>6,112.67</b>
	<b>10,949.36</b>	<b>1,137.50</b>	<b>397.45</b>	<b>0.00</b>	<b>9,414.41</b>	<b>-670.07</b>	<b>10,279.29</b>

# Unit Availability Detail

Property List: FFMNP .all (.8088all)

As Of: 10/31/2017

Showing Pre-Leased:No

Showing Occupied Units:No

Group By: None

Page 1

Unit	Resident	Name	Resident Rent	Unit Rent	Resident Deposit	Unit Deposit	Status	Days Vacant	Make Ready	Move In	Hold Until	Notice Out	Move Out	Lease Sign	Lease From	Lease To
<b>FFMNP (Victoria) (80888002) - Vacant Unrented Not Ready</b>																
			0.00	774.00	0.00	0.00	61	09/30/17	No							
			0.00	774.00	0.00	0.00	0	11/30/17	No							
<b>Total</b>	<b>2 Units</b>		<b>0.00</b>	<b>1,548.00</b>												
<b>Total for 80888002</b>	<b>2 Units</b>		<b>0.00</b>	<b>1,548.00</b>												
<b>Grand Total Count</b>	<b>2 Units</b>		<b>0.00</b>	<b>1,548.00</b>												

**Fort Frances Municipal Non-Profit Housing Corporation**  
**Income Statement**  
**November 30, 2017**

		<b>2017 Approved Budget</b>	<b>2017 YTD Actual (Unaudited)</b>	<b>\$ Variance</b>	<b>2017 YTD Budget</b>	<b>YTD \$ Variance</b>
<b>REVENUE</b>						
	Revenue from Operations					
	Rent Revenue					
43-005-03	Rent	30,288.00	33,175.00	(2,887.00)	27,764.00	(5,411.00)
43-005-04	Miscellaneous	7,200.00	6,720.00	480.00	6,600.00	(120.00)
	Total Rent Revenue	37,488.00	39,895.00	(2,407.00)	34,364.00	(5,531.00)
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	461.95	(461.95)	0.00	(461.95)
	Sundry Revenue					
43-040-02	Sundry Revenue Other	0.00	0.00	0.00	0.00	0.00
43-040-07	Air Conditioner Charges	500.00	405.00	95.00	458.33	53.33
	Total Sundry Revenue	500.00	405.00	95.00	458.33	53.33
	Total Revenue from Operations	37,988.00	40,761.95	(2,773.95)	34,822.33	(5,939.62)
	Other Revenue					
45-500-01	Mun/Federal Subsidy (DSSAB)	93,099.00	85,340.75	7,758.25	85,340.75	0.00
	<b>TOTAL REVENUE</b>	<b>131,087.00</b>	<b>126,102.70</b>	<b>4,984.30</b>	<b>120,163.08</b>	<b>(5,939.62)</b>
<b>EXPENSES</b>						
	<b>Corporate Costs</b>					
	Interest & Other Expenses					
55-010-02	N. Profit Admin	5,151.00	4,774.95	376.05	4,721.75	(53.20)
55-010-03	N. Profit Mgmt.	12,638.00	11,713.93	924.07	11,584.83	(129.10)
55-010-08	Bank Service Charges	179.00	110.03	68.97	164.08	54.05
	Total Interest & Other Expenses	17,968.00	16,598.91	1,369.09	16,470.67	(128.24)
	<b>Total Corporate Costs</b>	<b>17,968.00</b>	<b>16,598.91</b>	<b>1,369.09</b>	<b>16,470.67</b>	<b>(128.24)</b>
	<b>Services</b>					
55-411-03	RGI & App Fee	2,373.00	2,175.25	197.75	2,175.25	0.00
55-443-02	Credit/Collection Expenses	298.00	170.00	128.00	273.17	103.17
	Corporate Services					
55-456-06	Legal	0.00	0.00	0.00	0.00	0.00
55-456-07	Audit	7,109.00	7,135.31	(26.31)	6,516.58	(618.73)
	Total Corporate Services	7,109.00	7,135.31	(26.31)	6,516.58	(618.73)
	Insurances					
55-490-03	Property General Liability Ins.	3,333.00	3,056.34	276.66	3,055.25	(1.09)
55-490-05	Directors/Officers Liab. Ins.	416.00	380.90	35.10	381.33	0.43
55-490-07	Property/Boiler Ins.	624.00	569.77	54.23	572.00	2.23
	Total Insurances	4,373.00	4,007.01	365.99	4,008.58	1.57
	<b>Total Services</b>	<b>14,153.00</b>	<b>13,487.57</b>	<b>665.43</b>	<b>12,973.58</b>	<b>(513.99)</b>
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	8,203.00	7,519.38	683.62	7,519.42	0.04

**Fort Frances Municipal Non-Profit Housing Corporation**  
**Income Statement**  
**November 30, 2017**

	2017 Approved Budget	2017 YTD Actual (Unaudited)	\$ Variance	2017 YTD Budget	YTD \$ Variance
<b>Materials &amp; Services Operating</b>					
Building Operating					
56-207-02 Building Operating General	1,000.00	66.56	933.44	916.67	850.11
56-207-07 Build - O - Locksmithing	0.00	29.10	(29.10)	0.00	(29.10)
56-207-14 Build - O - General Hardware	800.00	2,480.50	(1,680.50)	733.33	(1,747.17)
Total Building Operating	1,800.00	2,576.16	(776.16)	1,650.00	(926.16)
Electrical Operating					
56-216-02 Electrical Operating General	0.00	0.00	0.00	0.00	0.00
56-216-08 Elect - O - Annual Inspections	1,796.00	1,795.66	0.34	1,646.33	(149.33)
Total Electrical Operating	1,796.00	1,795.66	0.34	1,646.33	(149.33)
Grounds Operating					
56-231-02 Grounds Operating General	50.00	0.00	50.00	45.83	45.83
Equipment Operating					
56-225-02 Equip - O - General	0.00	599.87	(599.87)	0.00	(599.87)
56-225-03 Equip - O - Stove/Fridge Repair	500.00	389.74	110.26	458.33	68.59
Total Equipment Operating	500.00	989.61	110.26	458.33	68.59
Life Safety System					
56-235-03 Life - O - Emergency	50.00	0.00	50.00	45.83	45.83
Heating & Ventilation Operating					
56-237-02 Heating & Vent Oper. General	250.00	132.29	117.71	229.17	96.88
56-237-06 Heating - O - Furnace Cleaning	1,400.00	0.00	1,400.00	1,283.33	1,283.33
56-237-08 Heating - O - Annual Inspections	0.00	0.00	0.00	0.00	0.00
Total Heating & Ventilation Oper.	1,650.00	132.29	1,517.71	1,512.50	1,380.21
Plumbing Operating					
56-238-02 Plumbing Operating General	0.00	0.00	0.00	0.00	0.00
56-238-12 Plumbing - O - Hot Water Heater	100.00	137.67	(37.67)	91.67	(46.00)
Total Plumbing Operating	100.00	137.67	(37.67)	91.67	(46.00)
Waste Removal					
56-250-02 Waste Removal General	200.00	105.48	94.52	183.33	77.85
<b>Total Materials &amp; Services Operating</b>	<b>6,146.00</b>	<b>5,736.87</b>	<b>409.13</b>	<b>5,633.83</b>	<b>(103.04)</b>
<b>Utilities</b>					
56-310-02 Electricity	150.00	120.87	29.13	137.50	16.63
56-315-02 Fuel	100.00	163.34	(63.34)	91.67	(71.67)
56-320-02 Water	9,651.00	8,267.00	1,384.00	8,846.75	579.75
<b>Total Utilities</b>	<b>9,901.00</b>	<b>8,551.21</b>	<b>1,349.79</b>	<b>9,075.92</b>	<b>524.71</b>
<b>Major Costs</b>					
56-405-02 Municipal Property Taxes	13,809.00	13,504.39	304.61	12,658.25	(846.14)
56-440-02 Debentures/Mortgage Interest	13,099.00	12,059.75	1,039.25	12,007.42	(52.33)
56-440-03 Debenture/Mortgage Principle	47,807.00	43,770.97	4,036.03	43,823.08	52.11
<b>Total Major Costs</b>	<b>74,715.00</b>	<b>69,335.11</b>	<b>5,379.89</b>	<b>68,488.75</b>	<b>(846.36)</b>
<b>TOTAL EXPENSES</b>	<b>131,086.00</b>	<b>121,229.05</b>	<b>9,856.95</b>	<b>120,162.17</b>	<b>(1,066.88)</b>
<b>TOTAL SURPLUS (DEFICIT)</b>	<b>1.00</b>	<b>4,873.65</b>	<b>(4,872.65)</b>	<b>0.92</b>	<b>(4,872.73)</b>



**Fort Frances Municipal Non-Profit Housing Corporation  
Capital Statement  
November 30, 2017**

		<b>2017 Approved Budget</b>	<b>2017 YTD Actual (Unaudited)</b>	<b>\$ Variance</b>
<b>Contribution from Reserves</b>				
45-500-03	Contribution from Reserve Funds	35,000.00	5,327.14	29,672.86
<b>Total Contribution from Reserves</b>		<b>35,000.00</b>	<b>5,327.14</b>	<b>29,672.86</b>
<b>Capital Costs</b>				
56-107-04	Flooring Capital	10,000.00	5,327.14	4,672.86
56-137-02	Heating and Ventilation Capital	20,000.00	0.00	20,000.00
56-138-02	Plumbing	5,000.00	0.00	5,000.00
<b>Total Capital Costs</b>		<b>35,000.00</b>	<b>5,327.14</b>	<b>29,672.86</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 November 30, 2017**

<b>Resident</b>	<b>Total Unpaid Charges</b>	<b>0-30 days</b>	<b>31-60 days</b>	<b>61-90 days</b>	<b>Over 90 days</b>	<b>Prepays</b>	<b>Balance</b>
t0001324	0.00	0.00	0.00	0.00	0.00	-0.07	-0.07
t0001954	-177.00	-177.00	0.00	0.00	0.00	-408.00	-585.00
b0132260	3,652.69	0.00	0.00	0.00	3,652.69	0.00	3,652.69
t0001603	1,154.00	786.00	368.00	0.00	0.00	0.00	1,154.00
	<b>4,629.69</b>	<b>609.00</b>	<b>368.00</b>	<b>0.00</b>	<b>3,652.69</b>	<b>-408.07</b>	<b>4,221.62</b>
b0139866	135.00	135.00	0.00	0.00	0.00	0.00	135.00
b0130403	208.20	0.00	0.00	0.00	208.20	0.00	208.20
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	82.00	82.00	0.00	0.00	0.00	0.00	82.00
b0158782	0.00	0.00	0.00	0.00	0.00	-26.00	-26.00
b0146973	0.00	0.00	0.00	0.00	0.00	-7.00	-7.00
t0002305	876.40	0.00	0.00	0.00	876.40	0.00	876.40
	<b>5,978.72</b>	<b>217.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,761.72</b>	<b>-33.00</b>	<b>5,945.72</b>
	<b>10,608.41</b>	<b>826.00</b>	<b>368.00</b>	<b>0.00</b>	<b>9,414.41</b>	<b>-441.07</b>	<b>10,167.34</b>

# Unit Availability Detail

Property List: FFMNP .all (.8088all)  
 As Of: 11/30/2017  
 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 Out	Move Out	Lease Sign	Lease From	Lease To
FFMNP (Victoria) (80888002) - Vacant Unrented Not Ready																
			0.00	774.00	0.00	0.00		30	11/30/17		No					
<b>Total</b>	<b>1 Unit</b>		<b>0.00</b>	<b>774.00</b>												
<b>Total for 80888002</b>	<b>1 Unit</b>		<b>0.00</b>	<b>774.00</b>												
<b>Grand Total Count</b>	<b>1 Unit</b>		<b>0.00</b>	<b>774.00</b>												

## **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 (2020)