Aboriginal Housing Management Association

Sponsor File# 852

File: 90181/2984 – 04

July 7, 2021

Board of Directors
TO'O Housing Society
PO Box 3563
Mission, BC V2V 4L1

Dear Board Members:

Re: Financial Review for FYE March 31, 2019

Thank you for sending the To'o Housing Society's financial statements for the fiscal year ending March 31, 2019. We have completed our review of the statements and the results are listed below. Details of our analysis are attached for your reference. Please note, it is important that you provide a copy of the financial review to your auditor for review.

File/Project	Project	FYE2019	Total Net Surplus (Deficits)
90181/2984	To'o Housing	$7,705	$7,705
Total Operating Surplus for FYE2019 Due to AHMA			**$7,705**

A total surplus of $7,705 is payable to Aboriginal Housing Management Association (AHMA). Please prepare a cheque payable to Aboriginal Housing Management Association to cover the outstanding surplus and remit it to the address below *within 90 days.*

If you have any concerns regarding this financial review, please contact me as soon as possible. If we have not heard from you within *90 days of this letter*, we will consider that you agree with the results of our review. Please note that, if necessary, the Aboriginal Housing Management Association can re-open the review and request additional information at any time.

Reconciling Closing Balances:

The detailed breakdown of the balances due from (to) Society for each project is attached. The current year's operating surplus (deficit) and replacement reserves for each project is attached for your reference. Please ensure your auditor includes the adjustments to the balances.

Suite 615-100 Park Royal South, West Vancouver, BC, V7T 1A2 | Phone: 604-921-2462 | Fax: 604-921-2463 | www.ahma-bc.org

Aboriginal Housing Management Association

Controllable Costs and Budget Limit:

During our review, we noted that the reported controllable costs (CC) exceeded the approved budget by $11,212. According to the agreements, the excess of the approved budgets will not be funded by AHMA. We are pleased to inform you that AHMA has approved and allowed $11,212 controllable costs overages only for FYE2019. Please note that this is only a one-time approval for FYE2019. For your reference, we have attached controllable costs summary report and financial review summary for FYE2019. According to the agreements, please ensure to monitor the operating expenses carefully and operate within the approved budgets. If your society encounters any unanticipated costs increase, please contact AHMA immediately to discuss and review the appropriate funding.

Replacement Reserve:

Per the completed financial reviews, we have determined the replacement reserve balance as of March 31, 2019 to be $208,385. Please review the attached replacement reserve reports and make necessary adjustments when preparing next fiscal year's financial statements.

Financial Review for FYE2020:

We are in progress with the financial review for FYE2020. To proceed with the 2020 financial review, the following information is required:

- Detail breakdown of the replacement reserve (RR) schedule for FYE2020 that includes beginning RR balance, RR provision, Interest revenue earned on RR, RR expenses, adjustments if there was any and the ending RR balance.
- Detail breakdown of the RR expense for FYE2020

Please submit the above required information by July 16, 2021, so that we can complete the 2020 financial review and we can work with your society to revise the current budget which will allow us to assess the appropriate funding requirement.

Thank you for your patience and for submitting additional information that was required to complete this review. As Always, we thank you for your continued good work within our indigenous community. If you have any questions about this review, please contact me at (604) 921-2462 within 90 days of this letter.

Respectfully,

Emelia Cheese
Portfolio Manager
Aboriginal Housing Management Association

Suite 615-100 Park Royal South, West Vancouver, BC, V7T 1A2 | Phone: 604-921-2462 | Fax: 604-921-2463 | www.ahma-bc.org

Controllable Costs Summary

Total controllable cost overages occur when the actual controllable costs exceed the allowable controllable costs (budgeted controllable costs plus additional pre-approved amounts and other revenue, excluding interest revenue). Within the same funding program type, we use excess controllable cost funding from buildings that are under their allowable controllable costs to offset controllable cost overages proportionately. If the excess is not sufficient, then the remaining controllable cost overages have been applied proportionately to the buildings with overages.

Housing Provider: 852 To'o Housing Society Fiscal Year: 2019

Funding Program	File#	Project#	Name of Project	# of units	Actual CCosts Excluding Audit	Budget CCosts	Other Revenue	Allowable CCosts	CCosts Overages	CCosts Adjustment Required
Homless at Risk	90181	2984	To'o Housing	23	74,923	61,776	1,935	63,711	11,212	**11,212**
Report Totals:				23	74,923	61,776	1,935	63,711	11,212	**11,212** *

We are pleased to inform you that AHMA has approved and allowed $11,212 controllable costs overages only for FYE2019. Please note that this is only a one-time approval for FYE2019.

Reviewed by Sue Young Suk Lee Date: July 7, 2021

Approved by Emelia Cheese Date: July 7, 2021

To'o Housing Society

SUBSIDY PAYMENT HISTORY - Provincial Projects FYE2019

GL Date	To'o Housing (File#90181/2984)	Payment Date*
APR 1, 2018	19,688.00	23-Mar-18
MAY 1, 2018	19,688.00	25-Apr-18
JUN 1, 2018	19,688.00	24-May-18
JUL 1, 2018	19,688.00	27-Jun-18
AUG 1, 2018	19,688.00	24-Jul-18
SEP 1, 2018	19,688.00	28-Aug-18
OCT 1, 2018	19,688.00	30-Sep-18
NOV 1, 2018	19,688.00	25-Oct-18
DEC 1, 2018	19,688.00	26-Nov-18
JAN 1, 2019	19,688.00	21-Dec-18
FEB 1, 2019	19,688.00	25-Jan-19
MAR 1, 2019	19,688.00	26-Feb-19
Subidy Paid FYE2019	**236,256.00**	

*For provincial projects, the monthly subsidy is paid one month in advance. For example, the monthly subsidy for April 2018 would be deposited to your society's bank account late March 2018.

To'o Housing Society

SUBSIDY PAYMENT HISTORY - Provincial Projects FYE2020

GL Date	To'o Housing (File#90181/2984)	Payment Date*
APR 1, 2019	19,688.00	26-Mar-19
MAY 1, 2019	19,688.00	26-Apr-19
JUN 1, 2019	19,688.00	24-May-19
JUL 1, 2019	19,688.00	25-Jun-19
AUG 1, 2019	19,688.00	25-Jul-19
SEP 1, 2019	19,688.00	23-Aug-19
OCT 1, 2019	19,688.00	25-Sep-19
NOV 1, 2019	19,688.00	28-Oct-19
DEC 1, 2019	19,688.00	27-Nov-19
JAN 1, 2020	19,688.00	24-Dec-19
FEB 1, 2020	19,688.00	24-Jan-20
MAR 1, 2020	19,688.00	26-Feb-20
Subsidy Paid FYE2020	**236,256.00**	

*For provincial projects, the monthly subsidy is paid one month in advance. For example, the monthly subsidy for April 2019 would be deposited to your society's bank account late March 2019.

To'o Housing Society
c/o Mission Native Housing Society, Box 3563
Mission, BC V2V 4L1

Financial Review Summary
Fiscal Year 2019

To'o Housing
32767 Fraser Cres
Mission, BC

Sponsor Ref: 852
AB#: 105260
Fiscal Year End: Mar 31

PPM: Alexandra Christian
Analyst: Sue Lee

	Budget	Prorated Budget (12 months)	Submitted	Adjustment	Accepted
EXPENDITURES	0	0	0		0
Mortgage Payments	202,123	202,123	202,123		202,123
Replacement Reserve Provision	19,373	19,373	19,373		19,373
General Utilities	30,134	30,134	30,654		30,654
Water & Sewer	8,395	8,395	0		0
Insurance Premiums	10,752	10,752	11,737		11,737
Vacancy Allowance	2,674	2,674	3,711	(3,711)[1]	0
Waste Removal	1,723	1,723	0		0
Property Taxes	6,461	6,461	5,095		5,095
TOTAL NON-CONTROLLABLE EXPENSE	**281,635**	**281,635**	**272,693**	**(3,711)**	**268,982**
Building Staff Salaries and Benefits	23,640	23,640	24,506		24,506
Maintenance Labour and Benefits	22,536	22,536	23,362		23,362
General Maintenance	0	0	27,055	(2,089)[2]	24,966
Service Contracts	15,000	15,000	0		0
Audit	5,700	5,700	6,640		6,640
General Administration	0	0	0	2,089[3]	2,089
Memberships & Dues	600	600	0		0
TOTAL CONTROLLABLE EXPENSE	**67,476**	**67,476**	**81,563**	**0**	**81,563**
TOTAL EXPENSE	**349,111**	**349,111**	**354,256**	**(3,711)**	**350,545**
REVENUE	0	0	0		0
Subsidy	0	0	236,256		236,256
Tenant Rent Revenue	0	0	123,770	(3,711)[4]	120,059
Other Revenue	0	0	1,935		1,935
TOTAL REVENUE	**0**	**0**	**361,961**	**(3,711)**	**358,250**
NET SURPLUS (DEFICIT)	**(349,111)**	**(349,111)**	**7,705**	**0**	**7,705**

--Operating Details--

File/Project Ref	90181/2984	Elig Oper Costs	100%	Program Type	526 Homeless At Risk
Operating BU	2984	Elig Mort Costs	100%	Mort. Payment	$16,843.61/Monthly, $.00/Monthly
CMHC Ref	Unassigned	Operational Since	Jun 01, 2000	Mort. Renewal	Jun 1, 2007, Sep 1, 2020
Management Type	NP	Unit-Months	276	Client Counts	SPN:23

To'o Housing Society
c/o Mission Native Housing Society, Box 3563
Mission, BC V2V 4L1

Financial Review Summary
Fiscal Year 2019

To'o Housing
32767 Fraser Cres
Mission, BC

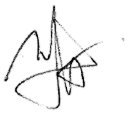
Sponsor Ref: 852
AB#: 105260
Fiscal Year End: Mar 31

PPM: Alexandra Christian
Analyst: Sue Lee

	Budget per BCH	Submitted	Adjustments	Accepted
Administration	29,340	31,146	2,089	33,235
Maintenance excl non-recurring maintenance	37,536	50,417	(2,089)	48,328
Controllable Costs	67,476	81,563	0	81,563
C/Costs excl audit	61,776	74,923	0	74,923

Adjustment Notes/Comments

#	Line Item	Adjustment	Reason
1	Vacancy Allowance	(3,711)	09A Vacancy Loss For the financial review purpose, we applied the $3,711 vacancy loss to the tenant rent revenue.
2	General Maintenance	(2,089)	15 See Comments Below $27,055.30 Maintenance and supplies expense included: $1,938.75 telephone + $149.80 office overhead = $2,088.55 which has been reallocated to General Administration expense line. $24,966.75 maintenance/service contract expense included grounds maintenance including ice/snow removal during winter time, pest control, cleaning, elevator, fire inspection and other regular repairs & maintenance expense.
3	General Administration	2,089	15 See Comments Below $27,055.30 Maintenance and supplies expense included: $1,938.75 telephone + $149.80 office overhead = $2,088.55 which has been reallocated to General Administration expense line.
4	Tenant Rent Revenue	(3,711)	09A Vacancy Loss For the financial review purpose, we applied the $3,711 vacancy loss to the tenant rent revenue.

Prepared by: Sue Young Suk Lee 	Date: July 7, 2021
Approved by: Emelia Cheese	Date: July 7, 2021

--Operating Details--

File/Project Ref	90181/2984	Elig Oper Costs	100%	Program Type	526 Homeless At Risk
Operating BU	2984	Elig Mort Costs	100%	Mort. Payment	$16,843.61/Monthly, $.00/Monthly
CMHC Ref	Unassigned	Operational Since	Jun 01, 2000	Mort. Renewal	Jun 1, 2007, Sep 1, 2020
Management Type	NP	Unit-Months	276	Client Counts	SPN:23

90181(2984)-04
To'o Housing Society
To'o Housing
Replacement Reserve Report
For the period April 2018 to March 2019

	Housing Authority	Housing Provider	Difference
Opening Balance	268,108	268,108	0
Provision Amount	19,373	19,373	0
Interest Earned	5,101	5,101	0
Total Expenses	(84,197)	(84,197)	0
Adjustment	0	0	0
Ending Balance	208,385	208,385	0

Expenses and Adjustments Notes

Per submitted GL breakdown of $84,197 replacement reserve (RR) expense included: $14,438.82 Chilliwack Roofing invoice#6315-1, $43,316.43 Chilliwack Roofing invoice#6315-2, $3,039.75 Chilliwack Roofing invoice#6315-3 , $6,755Chilliwack Roofing invoice#6315-HB

AHMA paid $73,575.53 development/Capital Renewal Fund subsidy to the society on March 20, 2020 to cover:
$14,438.82 Chilliwack Roofing invoice#6315-1,
$43,316.43 Chilliwack Roofing invoice#6315-2,
$3,039.75 Chilliwack Roofing invoice#6315-3 ,
$6,755Chilliwack Roofing invoice#6315-HB,
$4,231 Calysta Consulting invoice#3525R
plus $1,794.53 covering for 50% of $3,589.05 GST for the above costs related to roofing.

Expenses Accepted as Submitted: N

Schedule Of Purchases Requested: N

Under Funded: N

Amount in Account

Funding Level: 10.49