

AMENDED APPENDIX A
(Item # 2 – Audited Financial Statements)

Financial

1. Fiscal year end: _____

2. Date of last audit: _____

Please provide a copy of the most recent letter of opinion and any recent management letters from the society's auditor with the most recent financial statements available for a full fiscal year, if not already on file with BC Housing.

Please list the following according to your last audited financial report:

3. Assets:

4. Liabilities:

5. Retained earnings:

6. Income:

- a. income from clients / tenants
- b. income from government agencies (specify all sources)
- c. fundraising and other sources (specify)
- d. Total Income

7. Expenses:

- a. mortgage expense or rent
- b. total payroll (including benefits) and service contracts
 - i. support services
 - ii. property management
- c. overhead
- d. Total Expenses

8. Last fiscal year's surplus (deficit):

9. Accumulated surplus (deficit):

Restricted reserves:

AMENDED APPENDIX C
(question #1 – submission format)

Current Program/Service Delivery

List each program and service delivered, funding sources, amounts received from each source, and total current year budget for each.

Program (name or describe)	Funding Source	Funding Value	Annual Budget
TOTAL			

Provide details of any shared services from other projects managed by your society, and any shared services with other societies.

SUBMISSION CHECKLIST

Society Name: _____

Society Name: _____

	Item	Yes	No	Comments
Appendix A	Summary Information			
	Certificate of Incorporation (Date). <i>(please provide if not on file with BC Housing)</i>			
	Constitution By-Laws <i>(please provide as an appendix if not already on file with BC Housing)</i>			
	Recent audited Financial statement Auditors letter Annual Report			
	Staffing Schedule as outlined in the addendum			
	Summary of Board of Directors			
	Summary of Proposed programs.			
Appendix B	Budget Summary			
Appendix C	Question 1 Delivering Multicultural Immigrant and Refugee Services			
	Question 2 2 References <i>(re: quality of multicultural services)</i>			

	<i>provided)</i>			
	Question 3 Property Management Experience			
Appendix D	Letter of committal			

HILLSIDE - ANNUAL AVERAGE OPERATING COSTS

REVENUE		
	Tenant	
	Laundry	\$14,000.00
	Miscellaneous	
		14,000.00
EXPENSES		
Maintenance	Exterior	\$40,000.00
	Grounds	\$24,000.00
	Interior (pestcontrol, repairs plumbing, etc.) <i>Estimate drop in expenses once re-piping is complete</i>	\$130,000.00
	Appliances	\$17,000.00
	Interor Painting	\$35,380.00
		246,380.00
UTILITIES		
	Cablevision (grandfathered for original tenants. Not for new tenants)	\$5,000.00
	Electricity	\$15,000.00
	Heating Fuel	\$204,800.00
	Water & Sewer	\$51,500.00
		276,300.00
ADVERTISING	Advertising	\$3,000.00
		3,000.00
COMMUNICATIONS	Phones/Pagers/ Answering	\$1,350.00
		1,350.00
CONTRACTED MANAGEMENT	HVAC, laundry machines, window cleaning, etc.	115,000.00
SECURITY	Fire Systems	\$3,000.00
	Security as required	3,000.00
WASTE REMOVAL	Garbage	\$23,675.00
	Extra rubbish removal	
		23,675.00
OFFICE AND OVERHEAD	Postage/stationery, copier, computer, eviction, legal costs	15,000.00
PROPERTY TAXES		109,960.00

TOTAL

\$807,665.00

STAFFING MODEL FOR HILLSIDE

Property Management

Proposed staffing model (number of staff) including brief job descriptions for each position.

1. Janitorial
2. Building Manager/Caretaker (Res/Non Res)
3. Administrative

Tenant Programs

1. List of Programs Proposed
2. Staffing model for delivery
3. Funding sources for programs proposed