



ANNUAL INFORMATION RETURN PRIVATE NON-PROFIT

IDENTIFICATION

Page 1

Co-operative name

Housing York Inc.

Year ended

31-Dec-03

Program

☒

Provincial

☐ Federal/Provincial

☐ Special Purpose

Corporation address

465 Davis Drive, Suite 318
Newmarket, ON L3Y 7T9

Mailing address

465 Davis Drive, Suite 318
Newmarket, ON L3Y 7T9

Contact name

Cathy Brennan

Position

Acting Supervisor-Housing York Inc.

Telephone number

905-830-4444 Ext. 2732

MANAGEMENT DECLARATION

I declare that, to the best of my knowledge and belief, the information provided in this Annual Information Return is true and correct.

Signature

Name

Position

Date

Tom Taylor

Chair

Signature

Name

Position

Date

Sue Sherban

Vice Chair

Note to auditors:

The Region requires non-profit housing corporations to ensure that their auditors complete two reports on the Annual Information Return, an Auditor's Derivative Report and an Auditor's Report on Financial Information contained in the Annual Information Return. Information on the reports is provided in the Guide to the Operating Budget and Annual Information Return.

Instructions

(1) The Management Declaration must be signed by two authorized officers of the co-operative.

MANAGEMENT REPRESENTATION

Page 2

For the year ended:

December 31 2003

RESIDENT RELATIONS

- 1) Did the corporation assist all applicants for housing in accordance with Program Guidelines? ☒ Y ☐ N
- 2) Did the corporation select tenants in accordance with Program Guidelines, including participating in a Co-ordinated Access System, if required? ☒ Y ☐ N
- 3) Have all RGI tenants signed leases, prepared in accordance with Program Guidelines? ☒ Y ☐ N
- 4) Was verification of income obtained from all rent geared-to-income tenants in accordance with Program Guidelines? ☒ Y ☐ N
- 5) Were all geared-to-income rents charged in accordance with Program Guidelines? ☒ Y ☐ N

FINANCIAL MANAGEMENT

- 6a) Were all serious deficiencies, if any, in internal controls or operations reported by the Corporation's auditor in the prior year remedied? ☒ Y ☐ N
- 6b) Did the Corporation receive a management letter from its auditor reporting serious deficiencies in internal controls or operations? (If you answer YES attach a copy of the management letter.) ☐ Y ☒ N
- 7) Did the Corporation incur any expenditures of an excessive and material nature having regard to the normal practice for similar non-profit housing corporations? ☐ Y ☒ N
- 8) Were expenses allocated to the non-shelter component in accordance with Program Guidelines? ☒ Y ☐ N
- 9) Was the shelter component operating surplus used in an appropriate manner in accordance with Program Guidelines? ☒ Y ☐ N
- 10) Was the Capital Reserve Fund operated in accordance with Program Guidelines? ☒ Y ☐ N
- 11) Does the Corporation have adequate fire, fidelity and other insurance as required to protect against catastrophic loss and was this insurance purchased in accordance with Program Guidelines? ☒ Y ☐ N

GOVERNANCE

- 12) Did the Corporation comply with policies and procedures contained in the Ministry's "Conflict of Interest Handbook for Non-Profit Housing Providers"(June 1995), and any Newsletters issued subsequently which update this Handbook? ☒ Y ☐ N
- 13) Were all necessary actions taken to comply with the the Corporation Information Act or any other regulatory statute to retain the Corporation's non-profit status in good standing? ☒ Y ☐ N
- 14) Do all contractual arrangements for the provision of property management services comply with Program Guidelines? ☐ N/A ☒ Y ☐ N

If you answer NO or N/A to any question (YES in the case of 6b or 7), attach an explanation of the circumstances and an outline of your plan to remedy the situation.

I declare that, to the best of my knowledge and belief, the information provided in this Management Representation is true and correct.

Signature	Name	Position	Date
	Tom Taylor	Chair	
Signature	Name	Position	Date
	Sue Sherban	Vice Chair	

Instructions: This declaration must be signed by two authorized officers of the corporation.

ASSETS, LIABILITIES AND SURPLUS*

Page 3

ASSETS

Cash and investments	:Capital Reserve Fund	Line 390	10	5,838,000
	:Other		15	6,960,610
Subsidies receivable from the Region			20	
Land, building and equipment				
Cost: Shelter			25	99,881,792
Non-shelter			30	
Total		Line 25+30	35	99,881,792
Accumulated depreciation			40	12,934,591
Net		Line 35 - 40	45	86,947,201
Construction in progress			47	
Other Assets			50	384,401
TOTAL ASSETS		Line 10+15+20+45+47+50	55	100,130,212

LIABILITIES

Subsidies payable to the Region			60	1,735,224
Mortgage loans			65	84,786,671
Construction loans			67	
Other loans (specify)			70	
Other liabilities			75	4,853,063

SURPLUS

Contributed surplus			80	2,917,254
Capital Reserve Fund		Line 370	85	5,838,000
Other reserve funds (specify)			86	
			87	
			88	
Accumulated surplus/(deficit)			92	
TOTAL LIABILITIES AND SURPLUS		Line 60 to 92	95	100,130,212

* Includes Consolidated Assets, Liabilities and Surplus of Housing york Inc.

ANNUAL INFORMATION RETURN- PRIVATE NON-PROFIT

SHELTER EXPENSES		Page 4
OPERATING COSTS		
Maintenance salaries, wages and benefits	105	439,893
Maintenance materials and services		
Building and equipment	106	271,412
Elevators	107	43,964
Electrical systems	108	39,837
Heating, air conditioning, ventilation and plumbing systems	109	83,063
Grounds	110	93,975
Painting	111	28,345
Waste removal	112	37,201
Security	113	16,589
Other	114	4,887
Total	Line 106 to 114 120	619,273
Utilities		
Electricity	121	383,008
Fuel	122	177,226
Water and sewage	123	105,318
Total	Line 121 to 123 130	665,552
Administration		
Salaries, wages and benefits	GA&O 131	533,185
Management fees	132	
Materials and services	GA&O 133	169,364
Other	Proj Summ 134	20,080
Total	Line 131 to 134 140	722,629
Other		
Insurance	141	89,137
Bad debts	142	33,263
Total	Line 141+142 150	122,400
Total Operating Costs	Line 105+120+130+140+150 155	2,569,748
Municipal Taxes	160	730,774
Mortgage Payments		
Interest	171	5,101,542
Principal repaid	172	1,746,966
Total	Line 171+172 175	6,848,508
Transfer to Capital Reserve Fund	185	417,942
Transfer to Other Funds	195	
Total Shelter Expenses	Line 155+160+175+185+195 199	10,566,972

ANNUAL INFORMATION RETURN- PRIVATE NON-PROFIT

REVENUE

Page 5

RENTAL REVENUE

All Projects

Federal/Provincial Program Only (excluding 2%)

Geared-to-income - Highest Need

201a 1,491,027

Geared-to-income - Remaining RGI

201b 1,209,048

Geared-to-income - Provincial and Special Purpose projects

201d

Total geared-to-income

Line 201a to 201d 201 2,700,075

Market

205 2,844,683

Subtotal

Line 201+205 210 5,544,758

Less: Vacancy loss on market units

212 109,771

Net

Line 210 - 212 215 5,434,987

NON-RENTAL REVENUE

Parking and laundry

221 115,174

Interest *Interest owing to SM per Grant Thornton Schedule*

222 74,385

Other *Interest retained per Grant Thornton schedule*

223 34,604

Total

Line 221 to 223 225 224,163

OTHER REVENUE

Gifts, donations and other

232

Net non-shelter revenue *per page 5A*

Line 340 233 18,730

Total

Line 232+233 235 18,730

SUBSIDIES- REGION

Operating and Rent

Line 590 250 5,231,883

Other (specify)

251

252

253

Line 251 to 253 255 0

Total Revenue and Subsidy

Line 215+225+235+250+255 260 10,909,763

Less: Shelter Expenses

Line 199 270 10,566,972

Excess (Deficiency) of Revenue over Expenses - Shelter
for Provincial and Federal/Provincial programs

Line 260 - 270 - 235 295 324,061

Excess (Deficiency) of Revenue over Expenses - Non-Shelter
for other programs and activities

Line 235 297 18,730

Excess (Deficiency) of Revenue over Expenses - Total

Line 295+297 299 342,791

Calculation of non-rental revenue retained by non-profit housing providers Fiscal years beginning in 2000

2001 non-rental revenue subject to Incentive

Line 221 - Parking and laundry
Line 223 - Other

	115,174	A
	34,604	B
A + B	149,778	C

1995 non-rental revenue (base for incentive)

Line 221 - Parking and laundry
Line 223 - Other

	87,034	D
		E
D + E	87,034	F

1999 non-rental revenue retained by non-profit
(enter NIL if amount is negative)

C - F	62,744	G
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Non-rental revenue to be reported in subsidy calculation

Line 222 - Interest (from 2001 Annual Information Return)
Base amount of non-rental revenue, lesser of line C or F

	74,385	H
	87,034	I

H + I	161,419	J
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[transferred to Line 543](#)
[page 8](#)

NON-SHELTER REVENUE AND EXPENSES

Page 6

NON-SHELTER REVENUE

		CARE	COMMERCIAL AND OTHER	TOTAL
Commercial rent		301 n/a		0
Other (specify)		302	n/a	0
Other		303	n/a	0
Other	ACL offices	304 15,400		15,400
	Keswick Adult Day Care	305 33,100		33,100
TOTAL NON-SHELTER REVENUE	Line 301 to 305	310 48,500	0	48,500

NON-SHELTER EXPENSES

Operating costs				
Maintenance salaries, wages and benefits		311 2,310		2,310
Maintenance materials and services		312 2,310		2,310
Utilities		313 5,275		5,275
Administration		314 770		770
Other		315 212		212
Total operating costs	Line 311 to 315	316 10,877	0	10,877
Municipal taxes		320 2,098		
Mortgage payments		325 16,795		
TOTAL NON-SHELTER EXPENSES	Line 316+320+325	330 29,770	0	29,770
NET NON-SHELTER REVENUE	Line 310 - 330	340 18,730	0	18,730

Description of Allocation Methods Used

Maintenance salaries, wages and benefits	ACL units - same as previous years
Maintenance materials and services	ACL units - same as previous years
Utilities	ACL units - same as perv years + 2% of total utilities at Keswick Gardens for Day Care
Administration	ACL units - same as previous years
Other	2% of total groundskeeping costs at Keswick Gardens for Day Care
Municipal Taxes	2% of total municipal tax costs at Keswick Gardens for Day Care
Mortgage Payments	2% of total mortgage costs at Keswick Gardens for Day Care

CAPITAL RESERVE FUND

Page 7

BALANCE, BEGINNING OF YEAR

350 5,593,445

Revenue

Transfer from operations

Line 185 351 417,942

Transfer from operations (first year projects)

Line 185f 352

Capital funding

353

Interest earned

354 170,240

Other

355

Total

Line 351 to 355 359 588,182

Expenses (list)

Glenwood Mews

360 51,774

Keswick Gardens

361 31,273

Springbrook Gardens

362 34,008

Mulock Village

363 46,871

Heritage East

364 19,051

Hadley Grange

365 19,632

Brayfield Manor

366 12,232

Oxford Village

367 -424

Rosetown

368 129,790

Total

Line 360 to 368 369 344,206

BALANCE, END OF YEAR

Line 350 + 359 - 369 370 5,837,421

ASSETS, END OF YEAR

Cash and investments

Line 10 390 5,838,000

DIFFERENCE

Line 370 - 390 395 -579

Explanation of the difference on line 395 if it exceeds \$1,000 and the corporation's plan to remedy the situation

OPERATING SUBSIDY CALCULATION

Page 8

TOTAL COSTS

Adjusted Operating Costs

Previous year

Previous year budget line 535

531

2,555,911

Cost factor

Ministry Newsletter

532

1.0492

Subtotal

Line 531 x Line 532

533

2,681,662

Operating costs for the second year of new projects

Budget line 155s

534

0

Adjusted operating costs

Line 533+534

535

2,681,662

Municipal Taxes

Line 160

536

732,873

Mortgage payments

Line 175

537

6,865,302

Capital reserve allowance

Budget line 185

538

417,942

TOTAL COSTS for subsidy calculation purposes

Line 535 to 538

540

10,697,779

If the corporation's portfolio is 100% RGI go directly to Total Subsidy on page 9 for short form calculation.

REVENUE

Unit Revenue

Rent District Code

Unit Type	Total Units		Market Units	Unit Rent Factor		Unit Revenue for market units (B x C x 12)	Unit Revenue for total units (A x C x 12)
	A		B	C		D	E
1 bedroom	308	Line 731	54.67	n/a		445,427	2,536,992
2 bedroom	264	Line 732	112.16	n/a		1,083,577	2,610,912
3 bedroom	236	Line 733	75.75	n/a		898,304	2,804,448
4 bedroom	15	Line 734	3.75	n/a		46,584	185,820
		Line 735				0	0
		Line 736				0	0
		Line 737				0	0
		Line 738				0	0
		Line 739				0	0
Total of column	823	Line 740	246.33		541	2,473,892	

UNIT REVENUE FOR TOTAL UNITS

Total column E

542

8,138,172

NON-RENTAL REVENUE

Pg 5A Cell J

Line 225

543

161,419

RENT INCENTIVE

Net rental revenue for market units

Line 205 - 212

544

2,734,912

Unit revenue for market units

Line 541

545

2,473,892

Line 544 - 545

546

261,020

RENT INCENTIVE

50% of line 546; if negative, enter nil

547

130,510

OPERATING SUBSIDY

Line 540 - 542 - 543 - 547

550

2,267,678

RENT SUBSIDY CALCULATION AND YEAR END SETTLEMENT

Page 9

RENT SUBSIDY

Unit Revenue for total units	Line 542	561	8,138,172
Less: Unit Revenue for market units	Line 541	562	2,473,892
Unit Revenue for RGI units	Line 561 - 562	563	5,664,280
Less: Geared-to-income rent revenue	Line 201	564	2,700,075
RENT SUBSIDY	Line 563 - 564	570	2,964,205

TOTAL SUBSIDY

First year subsidy	Line 250f	581	0
Operating subsidy	Line 550	582	2,267,678
Rent Subsidy	Line 570	583	2,964,205
TOTAL SUBSIDY	Line 581 to 583	590	5,231,883
Less: Subsidy received		595	5,274,320
PAYABLE TO THE CORPORATION (Region)	Line 590 - 595	599	-42,437

TOTAL SUBSIDY

Short form calculation for 100% RGI portfolios

NO

First year subsidy	Line 250f	581x	0
Operating and rent subsidy			
Total costs	Line 540	585x	0
Less: Geared-to-income rent revenue	Line 201	586x	0
Non rental revenue	Line 225	587x	0
Subtotal	Line 586x+587x	588x	0
 Total	Line 585x - 588x	589x	0
TOTAL SUBSIDY	Line 581x+589x	590x	0
Less: Subsidy received		595x	0
PAYABLE TO THE CORPORATION(REGION)	Line 590x - 595x	599x	0

MINIMUM RGI UNIT REQUIREMENTS:

PROJECT ADDRESS	
Glenwood Mews	
Keswick Gardens	
Springbrook Gardens	
Mulock Village	
Heritage East	
Hadley Grange	
Brayfield Manors	
Oxford Village	
Rosetown	

Total

TOTAL RGI	
Units at year end	
Required	Actual
52	48
90	81
65	65
84	75
97	88
58	54
57	53
27	21
93	95
623	580

ADDITIONAL REQUIREMENTS FOR PROVINCIAL NON-PROFIT HOUSING PROGRAM PROJECTS

(Report in summary for all projects in Provincial program portfolio)

MINIMUM UNITS	
Units at year end	
Required	Actual

Tenants whose Household Income is below the income cut-off level established by the Region (Clause 6.8 b) i))

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Market Rent Households (Clause 6.8 b) ii))

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Tenants who meet the criteria for a group that has particular difficulty in obtaining accomodation (Clause 6.8 b) iii))

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Units modified to provide physical accessibility (Schedule A)

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Tenants requiring support services (Schedule A)

--	--

MOVE-OUTS AND VACANCIES

Number of move-outs during the year:

Vacant Units:

Geared-to-income

95

Market

2

During year

At year end

8

5

1

-

PROJECT LEVEL EXPENSE INFORMATION

Page 12

FEDERAL/PROVINCIAL NON-PROFIT HOUSING PROGRAM PROJECTS

PROJECT ADDRESS		TOTAL UNITS	UTILITIES (SHELTER)	TAXES (SHELTER)	MORTGAGE PAYMENTS (SHELTER)	CAPITAL RESERVE ALLOWANCE
		A	B	C	D	E
Glenwood Mews		64	7,456	80,906	546,501	41,307
Mulock Village		104	7,685	118,991	1,010,012	64,617
Oxford Village		36	43,510	25,893	266,348	14,458
Rosetown		125	132,125	83,815	559,462	50,822
Subtotal		329	190,776	309,605	2,382,323	171,204

PROVINCIAL AND SPECIAL PURPOSE NON-PROFIT HOUSING PROGRAM PROJECTS

PROJECT ADDRESS	"X"	TOTAL UNITS	UTILITIES (SHELTER)	TAXES (SHELTER)	MORTGAGE PAYMENTS (SHELTER)	CAPITAL RESERVE ALLOWANCE
		A	B	C	D	E
Brayfield Manor		81	11,448	71,267	848,518	51,339
Heritage East		120	189,463	87,575	1,222,122	56,355
Hadley Grange		80	102,003	59,808	519,219	33,046
Keswick Gardens		120	148,237	104,907	822,933	49,126
Springbrooks Gardens		93	8,901	99,711	1,053,391	56,871
Subtotal	Total all columns	920	494	460052	423268	4466183
						246737

Note: Special Purposes projects should be identified by marking an "X" in the "X" column.

Total	Line 910+920	930	823	650,828	732,873	6,848,506	417,941
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Social Housing Annual Information Return

Region of York Housing Corporation 2002

Combined Statistical Information

I. Households assisted by program type

		Unit of Measure	Public Housing 01	Rent Supplement 02	Limited Dividend 03	Section 26 & 27 04	Section 95 PNP/MNP 05	Provincial Reformed 06	Pre-1986 Urban Native 07	Post-1985 Urban Native 08
RGI households with incomes at or below the HILS										
Households assisted by program (at end of year)	2101	Households	872					572		
Non-RGI households and RGI households with incomes above the HILS										
Households assisted by program (at end of year)	2105	Households	-					251		

II. Household types assisted and average gross incomes (at year end)

Families

RGI households with incomes at or below the HILS										
Total number of targeted households	2111	Households	10					284		
Average annual gross household income	2113	\$	11,000					13,000		
Non-RGI households and RGI households with incomes above the HILS										
Total number of non-targeted households	2115	Households						124		

Seniors

RGI households with incomes at or below the HILS										
Total number of targeted households	2121	Households	862					276		
Average annual gross household income	2123	\$	13,000					15,000		
Non-RGI households and RGI households with incomes above the HILS										
Total number of non-targeted households	2125	Households						127		

Non-elderly singles

RGI households with incomes at or below the HILS										
Total number of targeted households	2131	Households						12		
Average annual gross household income	2133	\$						10,000		
Non-RGI households and RGI households with incomes above the HILS										
Total number of non-targeted households	2135	Households						-		

Special needs

RGI households with incomes at or below the HILS										
Total number of targeted households	2141	Households								
Average annual gross household income	2143	\$								
Non-RGI households and RGI households with incomes above the HILS										
Total number of non-targeted households	2145	Households								

III. ADDITIONAL REQUIREMENTS

		Unit of Measure	Public Housing 01	Rent Supplement 02		Provincial Reformed 06
Households receiving RGI whose household income is at or below the household income limit established in regulation.						
2101	2151	Households	872			572
High need households						
	2152	Households	792			477
Units modified to provide physical accessibility						
	2153	Households				84
Households receiving support services						
	2154	Households				75
(All of the above information is as of year end.)						

Total targeted	1,444	872	-	-	-	-	572	-	-
Total non-targeted	#VALUE!	-	-	-	-	-	#VALUE!	-	-
Total	#VALUE!	872	-	-	-	-	#VALUE!	-	-
Percent targeted	#VALUE!	100 0	0 0	0 0	0 0	0 0	#VALUE! 0	0 0	0