

**City of London Planning & Development  
Housing Division**



**Subsidy Estimation Request Form Guide**

**Guide to the City of London Housing  
Division's Subsidy Estimation Request  
Form for both Mixed and 100% RGI  
Provincial Reform Non-Profits  
and Co-operatives**

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## 1.0 Introduction

The subsidy estimation and budgeting process is often intimidating because it is seen as being technical and time consuming. A budget for a Housing Provider need not be complex to be effective and can be prepared by the Management, Staff, Finance Committee or any person on the Board of Directors.

In accordance with section 105 and 108 of the *Social Housing Reform Act* (SHRA), prior to the beginning of each fiscal year, a Housing Provider establishes, in conjunction with the Service Manager, a subsidy that will be sufficient to pay all normal operating expenses during the fiscal year. Under the City of London administration, subsidies are then provided to the Housing Provider monthly (1/12 of the annual total) on the last business day of the month for that current month.

The Housing Division has designed a new Subsidy Estimation Request Form in order to simplify this process and to assist Housing Providers in providing the information necessary to estimate their annual subsidy. The tool is not designed to take the place of an internal budget. It is only a way of requesting subsidy and presenting budget figures in a format that the Housing Division can use to calculate a Housing Provider's annual subsidy, capital reserve requirements and analyse any budgeted surplus or deficit.

Housing Providers must continue to develop and use their own internal budget for planning and controlling financial resources, to aid in decision making and to ensure that public funds are used efficiently. An internal budget should provide accurate information for analysis and a historical reference that can be used for future planning.

## 2.0 Overview of the Subsidy Estimation Request Form

The Subsidy Estimation Request Form is divided into a number of sections:

Section I - HOUSING PROVIDER IDENTIFICATION

Section II - UNIT ALLOCATION

Section III - ESTIMATED RGI REVENUE (Based on Current Year Actuals)

Section V - ESTIMATED OPERATING COSTS

Section VI - CAPITAL RESERVE

What will you need to complete the Subsidy Estimation Request Form?

You will need to collect the following information before you start to use the form:

- the number of units in the project(s) broken down by unit type and size.
- the proposed market rent for each unit for the budget year.
- the estimated number of vacant market units and vacancy loss for the budget year.
- the estimated number of market and RGI units for the budget year.
- the year-to-date total of units and rent charged to RGI households in the current year.
- the estimated non-rental & other revenue for the budget year.
- the estimated cost of group maintenance and administration (GAM) for the budget year.
- the estimated cost of utilities (fuel, electricity and water) for the budget year.
- the estimated cost of insurance for the budget year.
- the estimated cost of bad debt for the budget year.
- the capital reserve fund mandatory allocation for the budget year.
- the estimated cost of municipal property tax for the budget year.
- the total mortgage interest & amortization expense for the year - shelter portion only.

- the total amount of capital reserves investments, estimated investment income and estimated cost of any projected capital reserve expenditures.

## 3.0 Getting Started

### 3.1 Using Excel

If you intend to complete the Subsidy Estimation Request Form using Excel, it is assumed that you have a working knowledge of Excel. This Guide will not teach you how to use Excel.

You can download the form from the City Services section of the City of London website under Housing London (<http://housing.london.ca/default.htm>)

If you are completing the form using Excel

- 1) Download the spreadsheet and save it in a desired location.
- 2) Open the spreadsheet by using the “**Open**” command in Excel from the location you saved the file in Step 1.
- 3) Save the file by clicking on the “**File>Save As**” button on your toolbar and giving the file a new name. The original spreadsheet you downloaded is a read only template, so you cannot save it with project data without giving the file a new name. The spreadsheet is protected so that you will always work from a copy and keep the original unchanged. This will be useful if your working copy becomes corrupted or damaged. If you are working on a budget year after your 2008 fiscal year, either print your previous year’s sheets or give your new file a different name from the old one.
- 4) Save the file frequently while working on it to ensure the data entered is saved.

If you are not familiar with Excel, the form can be completed by hand.

### 3.2 Entering Data in Excel

- a) The cells where you do not need to enter information are highlighted in green. If you are working from a paper copy, formulas for manual calculations have been provided.
- b) To make the entry of data go smoothly and limit entries to certain defined items, drop-down lists of valid entries have been used in the form where suitable. If a cell contains a drop-down list, an arrow will be displayed next to that cell. To enter information in that cell, click the arrow, and then click the entry that you want. In addition, some cells restrict data entry to a certain range and make sure that only positive whole numbers are entered. If the data entered is not valid, an error message will appear providing immediate help to instruct users.
- c) If we refer to a key or Excel command, it will be in bold. For example, **Tab** means press the “**Tab**” key and **Enter** means press the “**Enter**” key. **Click** means press the mouse button to close a dialogue box or to make a cell become active so that you can enter data there.
- d) You can move your cursor from one cell to another in many different ways: moving your cursor to the cell and left clicking; or once your cursor is in a cell, you can move to the cell directly below by pressing **Enter**, or using the **up/down/left/right arrow** or **Tab** key. The cell you have moved to will be highlighted with a double box around it before you start entering information.

- e) If you are copying information from one cell to another, you can use the **Copy** and **Paste** commands in the **Edit** menu. Never use the **Cut** and **Paste** commands! This will cause errors in the calculation. If you enter data in the wrong cell, you can **Copy** and **Paste** it into the proper cell, then **Delete** it from the wrong cell. Or, you can **Delete** from the wrong cell and re-enter it in the correct cell.
- f) Generally, you only need to enter a number in a cell (although sometimes, you will enter text to give a name or description). When you are entering numbers, **do not enter any letters, commas, \$, or other symbols**. Entering any symbols in cells where the Spreadsheet expects only numbers will cause errors in the calculations.
- g) Some of the information you enter into a cell will automatically fill or “**populate**” another cell. This will either be a straight copy so that you don’t have to enter the same information more than once (project names, fiscal year, etc.); or it will automatically combine with other cells to become part of an equation in a different cell.
- h) Some cells contain formulas that automatically “**calculate**”. You will not be able to enter information in a cell with a calculation formula already in place.

## 4.0 Completing the Subsidy Estimation Request Form

These instructions for completing the Subsidy Estimation Request Form go line by line through the spreadsheet. Where references and formulas are included on the spreadsheet, the written instructions will refer you back to the budget form.

Before starting, ensure that page 1 of the form is selected by clicking on the tab named “page 1” at the bottom of your screen. This will activate the worksheet that you will enter information in Sections I to V.

Illustrations for each section have been provided as an example of what the data will look like in each cell. They do not reflect actual numbers or benchmark figures of any Housing Provider.

### 4.1 Section I – HOUSING PROVIDER IDENTIFICATION

This section will identify your corporation for the Housing Division.

- 1) **Click** on the cell under the title “**Corporation Name**” at the top of page 1. Select your corporation name from the drop down list provided in the cell. If your corporation name does not appear, enter the name that you use to identify your project.
- 2) **Click** on, or **Tab** to, the cell under “**HPIN #**” and then enter your City of London Housing Provider Identification Number.
- 3) **Click** on, or **Tab** to, the cell under “**Budget Year End**” and then enter the fiscal year end date you are budgeting for in the format “yyyy/mm/dd”

Remember to **Save** your work.

Illustration

Section I - HOUSING PROVIDER IDENTIFICATION		
Corporation Name	HPIN #	Budget Year End (yyyy/mm/dd)
Project A1	111111	December 1, 2008

*Subsidy*

## 4.2 Section II – UNIT ALLOCATION

Entries in this section include information on the your building, type of units, the inclusion of utilities in rent, the number of units, the market rent or occupancy charge you plan to charge in the budget year and the estimated number of RGI and market units. You can enter information in this section by moving across the page filling in each cell for that unit; **or** you may choose to work down each column, entering the information for each unit.

The information provided in this section will be used to calculate the estimated RGI and market revenue. It will also assist the Housing Division in ensuring that a Housing Provider is maintaining target levels when estimating their annual subsidy requirements.

- 1) **Click** on, or **Tab** to the cell under “**Building Category**”. Use the drop-down list to select the appropriate category for your building. The Ministry’s benchmarking recognizes three kinds of units; apartments, townhouses (including stacked and row), and Semi/single/other houses, so this spreadsheet uses the same categories.

**NOTE:** *Do not try to enter any totals or subtotals. The number of units is calculated automatically, and the other columns do not require totals.*

- 2) **Click** on, or **Tab** to the cell under “**Unit Type**” beside the building category that you provide. Select the unit type (eg bachelor, 1 bedroom to 5 bedroom unit) from the drop-down list starting with the smallest unit available in your project and moving down the form. There is room for you to list all the units for each project in the lines below.
- 3) **Click** on, or **Tab** to the cell under “**Utilities Included**” beside the unit type that you provide. Select “Yes” or “No” from the drop-down list to indicate whether or not “Heat” or “Hydro” is included your rental/occupancy charge for each unit type.
- 4) **Click** on, or **Tab** to the cell under “**Projected Market Rent**”. Enter the average monthly market rent you plan to charge for each unit type you provide. Ideally, this number should be equal to or greater than the indexed market rent. If the numbers in the “**Projected market rent**” column are consistently lower than your Indexed market rent, you run the risk of having a financial shortfall during the year, in part because your rent subsidy for RGI units will be based on the lower number.
- 5) **Click** on, or **Tab** to the cell under “**Total Units**”. Enter the number of total number of units you have in that type of unit. Press **Enter** and continue to the bottom of the column, inserting the number of units for each unit type.
- 6) **Click** on, or **Tab** to the cell under “**Estimated Market Units**”. Enter the number of total market units you estimate to have for the budget year for each type of unit. Press **Enter** and continue to the bottom of the column, inserting the number of estimated market units for each unit type.

For section 106 (100% RGI) Housing Provider, do not enter any information even if you estimate to have any market units for the year.

- 7) The estimated number of RGI units will automatically appear in the cell to the right for each unit type you entered under “**Total Units**” column.

Section II - UNIT ALLOCATION								
	Building Category	Unit Type	Utilities Included		Projected Market Rent A	Total Units B	Estimated MARKET Units C	Estimated RGI Units B - C
			Heat	Hydro				
1	Apartment	1 Bed	No	No	\$ 600	20	12	8
2	Apartment	2 Bed	No	No	\$ 700	10	5	5
3	Apartment	3 Bed	No	No	\$ 800	5	3	2
4								
5								
6								
7								
8								
9								
10								
Totals						D 35	E 20	F 15

### 4.3 Section III – ESTIMATED RGI REVENUE

The RGI subsidy is intended to fill the gap between the revenue the Housing Provider would receive from units occupied by RGI households if the rents were set at the market rent and the actual revenue received, given that the household pays a geared-to-income rent.

**Note:** Housing Providers may choose to charge tenants or members a Market Rent or Occupancy Charge that is greater, equal to or less than the Indexed Market Rent. In either case, the RGI Subsidy will be calculated on the lesser of the Market Rent and Indexed Market Rent.

In order to provide the most accurate estimate of your RGI subsidy requirements, the form uses actual results from your current fiscal year. The most current information on actual year-to-date RGI units charged rent is used to calculate the average monthly amount of revenue per unit being paid by your RGI tenants or members. This monthly per unit figure is then used to estimate the total amount of income you expect to receive from your RGI tenants or members based on the unit allocation information entered in Section II.

- 1) **Click** on, or **Tab** to the cell beside “**Total number of RGI units charged rent (current year)**” (Line 11). Enter the year-to-date total number of RGI units that you have charge rent in the current year. Do not include any vacant units in the total or units/households that have retained their RGI status but are paying market rent.
- 2) Press **Enter** or **Tab** to move down the column to the cell beside “**Actual rent charged on RGI units**” (Line 12). Enter the total year-to-date amount of RGI revenue charged (not actually collected) on the total units indicated in Line 11. Do not include any revenue loss due to vacancies or from units/households that have retained their RGI status but are paying market rent.

For section 106 (100% RGI) Housing Providers, include current fiscal year information on all units (both occupied RGI and market if you have any tenant or member paying market rent) in lines 11 and 12.

The form automatically calculates your current average monthly RGI revenue per unit and your estimated RGI revenue for the budget year by multiplying Line 13 by the total number of RGI units estimated in cell F and then by 12 months.

**IMPORTANT:** Please verify and ensure the accuracy of the information used in this section as it can significantly impact your RGI subsidy and subsequent ability to meet your financial obligations throughout the budget year, including the clawback of any subsidy at year end. Because the form is protected, any extraordinary circumstances that would otherwise materially alter the calculations in this section should be reported to your Financial Officer so that alternative adjustments or provisions can be made to ensure your estimated RGI subsidy requirements are reasonable.

Illustration

Section III - ESTIMATED RGI REVENUE (Based on Current Year Actuals)			
Total number of RGI units charged rent (current year)		11	168
Total rent charged on RGI units (current year)		12	\$ 40,000
Average RGI revenue per unit (current year)	Line 12 / Line 11	13	\$ 238
Estimated RGI revenue (budget year)	Line 13 x F x 12	14	\$ 42,840

#### 4.4 Section IV – ESTIMATED OPERATING REVENUE

The information entered in this section will be used to calculate the Total Operating Revenue for your project(s). The estimated Gross Market Revenue (Line 15) is automatically calculated based on the unit allocation information entered in Section II. The Net Market Revenue (Line 17) is the difference between the Gross Market Revenue and the Projected Market Vacancy Loss (Line 16).

- 1) **Click** on or **Tab** to the cell beside “**Projected Market Vacancy Loss**” (Line 16). Enter the anticipated annual vacancy loss from your market units for the budget year. If you anticipate that you will be above your market target throughout the year, enter zero.
- 2) Next, press **Enter** or **Tab** to the cell beside “**Interest Income**” (Line 18). Enter your estimated amount of interest income for the budget year. This should include interest from bank accounts and/or income on investments not held in capital reserve accounts (shelter only)
- 3) Next, press **Enter** or **Tab** to the cell beside “**Non-rental revenue**” (Line 19). Enter your estimated amount of revenue from parking and laundry, etc. for the budget year. This includes all revenue, excluding rents, and investment income, directly attributable to, and earned from the assets of the shelter component. It does not include revenue from non-housing programs or activities, gifts, donations, fundraising revenue and bequests or net non-shelter revenue which is to be recorded on Line 20.
- 4) Next, press **Enter** or **Tab** to the cell beside “**Other Revenue**” (Blank Space). Select from the drop down list in the cell provided the type of other revenue you expect to earn in the budget year. Next, press **Enter** or **Tab** to Line 20. Enter your estimated amount of other income for the budget year. This includes gifts and donations, non-shelter revenue (net), and net sector support revenue, which is the net excess or deficiency of sector support levies charged, less amortization of the portion of the mortgage loan related to the Sector Support Cost (for Co-operatives only)

Illustration

Section IV - ESTIMATED OPERATING REVENUE			
Gross Market Revenue	Line 1 (A x C x 12) + Line 2 (A x C x 12) ... + Line 10 (A x C x 12)	15	\$ 157,200
Less: Projected Market Vacancy Loss		16	
Net Market Revenue	Line 15 - Line 16	17	\$ 157,200
Interest Income		18	\$ 5,000
Non-Rental Revenue		19	\$ 2,500
Other Revenue (specify) <u>Gift and donations</u>		20	\$ 500

#### 4.5 Section V – ESTIMATED OPERATING COSTS

This section provides information regarding the estimated expenses of the shelter component of the portfolio for the budget year.

A list is provided as a guide for categorizing shelter expenses. It is not an exhaustive listing of possible expenses but an illustration of the types of expenses to be included in each grouping. The GST expense should be reported with the related cost while recoveries would offset that same cost.

- 1) **Click** on or **Tab** to the cell beside “**Group Administration & Maintenance (GAM)**” (Line 21). Enter the estimated administration and maintenance expense for the budget year.

The following **Maintenance** items should be included in Line 21, if applicable.

- a. Maintenance salaries , wages and benefits (labour costs)
- b. Salaries, wages and benefits: personnel costs for repairs and maintenance functions, including living or accommodations allowances.
- c. Building and equipment (maintenance): building repair (concrete, asphalt, masonry), railings (balcony railings, privacy screens), floor repairs and refinishing, locking systems, roof repairs, roof anchor inspections, walls and ceilings.
- d. Equipment repairs: appliances, garage doors, laundry equipment, signs, television, and vehicle maintenance (including insurance).
- e. Contract Services: carpet and drapery cleaning, duct cleaning, garage cleaning, janitorial services, pest control, window washing.
- f. Purchases: fasteners, screws, tape, clamps, garbage bags, first aid kits, hardware, drywall, masonry materials, health and safety clothing and equipment, janitorial cleaning materials and equipment, keys and locks, light bulbs, lumber and carpenter’s materials, small tools.
- g. Energy conservation.
- h. Elevators: contract inspection and maintenance, dedicated telephone line charges and monitoring, licenses, fees and repairs.
- i. Electrical Systems: inspections and testing, including thermo graphic scanning. Repairs and maintenance of automatic door closers, electrical heating, emergency lighting, exterior lights, fixtures, generators, interior lighting, parking ramp heaters and wiring. Supplies of batteries, fuses, cover plates, light fixtures, outlets, switches, timers and photocells.
- j. Heating, air conditioning, ventilation and plumbing (systems service and repairs, including service contracts): fan coils, filter replacement, chillers, incremental units, motors and controls, piping and air circulation systems, boilers, exhaust systems, heat pumps, humidifiers, zone valves, pumps, furnace cleaning, domestic hot water heaters, circulation pumps, valves, drains, fixtures and fittings, piping insulation, duct insulation, fan belts, motors and controls, heat exchangers, pressure regulators, septic and sprinkler systems, water treatment equipment.
- k. Grounds (equipment purchases and repairs and services): edgers, hedge trimmers, lawn mowers, small tools, shovels, rakes, trimmers, snow blowers, tractors (repairs only) watering devices, catch basin cleaning, garden and lawn care including planting, weeding, soil enhancement, cutting, resodding, aerating, thatching, fertilizing, herbicide and pesticide treatment, tree pruning, removal, replacement and treatment. Also included is the maintenance of fences, flags and flag poles, playground and recreation equipment, fuel for equipment, salt, sand, top soil, plants and plant care products. Snow removal and grounds contracts are reported here.

- l. Painting (labour and material costs): cyclical painting of units, common areas, building exterior, including move-out and touch-up painting including, brushes, rollers, caulking, cleaning materials, paint, protective sheeting.
- m. Waste Removal: contract costs for waste removal, dumping fees, cartage costs, rental or purchase of bulk lift containers as well as repairs to bulk lift containers, garbage bins and shuts, garbage compactors.
- n. Security: contracts for security guards, purchase of fire extinguishers and fire protection systems, camera and intercom system repairs, smoke and heat detectors as well as security tenants and on-call committees.
- o. Other: equipment rentals and water heater rentals, etc.

The following **Administration** items should be included in Line 21, if applicable.

- p. Salaries, wages and benefits: all shelter payroll costs other than those for repairs and maintenance.
  - q. Management fees: charged by external management companies for management services.
  - r. Materials and Services: communication costs such as answering service, pager rental, newsletter production, advertising for vacancies, personnel or tenders, telephone line charges and telephone equipment rentals. Computer equipment leases, computer software and supplies, bank charges and interest as well as periodicals, publications.
  - s. Office and general costs: postage, printing, stationery, supplies, office supplies, office rent and meeting room rental, equipment rental, corporate memberships, courier and delivery.
  - t. Professional services: audit fees, consulting fees, legal fees, collection fees, accounting and bookkeeping fees.
  - u. Staff training and education.
  - v. Other: administration costs such as car allowances, travel expenses, conference fees, ONPHA dues and fees, Board of Directors and tenant/member education.
- 2) **Click** on or **Tab** to the cell beside “**Hydro**” (Line 22). Enter the estimated electricity expense for the budget year. This includes amounts for vacant units and common areas.
  - 3) **Click** on or **Tab** to the cell beside “**Fuel**” (Line 23). Enter the estimated natural gas expense for the budget year. This includes amounts for vacant units and common areas.
  - 4) **Click** on or **Tab** to the cell beside “**Water**” (Line 24). Enter the estimated water expense for the budget year. This includes amounts for vacant units and common areas.
  - 5) **Click** on or **Tab** to the cell beside “**Insurance**” (Line 25). Enter the estimated insurance expense for all insurance policies, including fidelity bonding (exclude vehicle insurance) for the budget year.
  - 6) **Click** on or **Tab** to the cell beside “**Bad Debt**” (Line 26). Enter the estimated cost of rent charged to tenants or members which are no longer considered collectible for the budget year.
  - 7) **Click** on or **Tab** to the cell beside “**Capital Reserve Mandatory Allocation**” (Line 27). The Capital Reserve Mandatory Allocation is calculated by indexing the prior year benchmark/indexed benchmark by the appropriate index as determined by the Ministry of Municipal Affairs and Housing (MMAH). All indices will be released annually to Housing Provides by way of a Housing Division Notice (HDN).

- 8) **Click** on or **Tab** to the cell beside **“Municipal Taxes”** (Line 28). Enter the estimated cost of municipal taxes to be levied in the budget year. Property taxes will be passed through as a portion of the subsidy to the housing provider. This estimate should be based on the actual property tax payment from the previous year and indexed to account for any projected property tax rate increased.
- 9) **Click** on or **Tab** to the cell beside **“Mortgage Interest & Amortization”** (Line 29). Enter the estimated cost of mortgage payments to be made in the budget year, excluding sector and non-shelter portions.

Remember to **Save** your work.

**Click** on the Page 2 tab to move into the next worksheet.

Illustration

Section V - ESTIMATED OPERATING COSTS		
Group Administration & Maintenance (GAM)	21	\$ 65,000
Hydro - (Electricity)	22	\$ 20,000
Fuel - (Natural gas)	23	\$ 12,000
Water	24	\$ 8,000
Insurance	25	\$ 5,000
Bad Debt	26	\$ 100
Capital Reserve Mandatory Allocation	27	\$ 18,000
Municipal Taxes	28	\$ 25,000
Mortgage Interest & Amortization - shelter portion only	29	\$ 100,000

#### 4.6 Section VI – CAPITAL RESERVE

The Housing Division requires all Housing Providers receiving subsidy under the SHRA prepare and submit a capital budget as part of their annual request for subsidy. A Capital Budget should be presented at a Board meeting along with the annual Operating Budget for approval.

This section shows the proposed source of funds and estimated cost of capital expenses for the budget year.

The capital budget is reviewed and given final approval at the same time as the annual subsidy entitlement. Approval of the capital budget by the Housing Division will authorize the Board to spend the funds for capital expenditures for the purposes and from the sources specified, to a maximum of the total expenditures in the budget. All capital expenditures will be reviewed on an annual basis as part of the PAIR reconciliation process. Under section 24(8) of O.Reg 339/01, the Housing Division is the final authority and reserves the right to approve or deny any capital reserve expenditure(s).

- 1) **Click** on or **Tab** to the cells under **“Estimated Balance, Beginning of Year”**. Enter the estimated balance of each capital reserve investment specified in the space provided (Line 30 to 34). The total of all investments is calculated automatically. (Line 35)
- 2) **Click** on or **Tab** to the cells under **“Revenue”**. The **“Mandatory Transfer from Operations”** (Line 36) is populated automatically from Line 27 of Page 1. Enter the estimated amount of investment interest you expect to earn on capital reserve fund investments held during the year (Line 37) and other repayments or additional funding to be provided by the City of London (Line 38).

The total estimated capital reserve revenue (Line 39) and Working Capital (Line 40) are calculated automatically.

- 3) **Click** on or **Tab** to the cells under “**Eligible Expenditures**”. Enter the estimated cost of any planned capital projects or replacement of capital items by the specified categories in the space provided (Line 41 to 65). See appendix A for a list of eligible capital expenditures. This appendix has been developed to provide some guidance for Housing Providers when determining which expenditures should be charged to the Capital Reserve Fund and which are operating costs. The list is not a definitive or comprehensive listing but an illustration of the treatment of the various types of expenditures.

The total of all eligible expenditures (Line 66) and estimated balance of your capital reserve fund (Line 67) is calculated automatically. If you have a negative balance in your capital reserve fund, you need to look at your capital replacement needs carefully and prepare a capital reserve plan in order to know how much money is needed in your capital reserve fund, the right amount of money to add to the reserve fund each year, and how soon you will need the money.

A capital reserve plan can help you budget for the future with less chance of having unexpected replacement costs by ensuring that replacements are made at the right time and are affordable. It can also guide investment decisions, allowing you to get the best return on your investments, and still have sufficient funds available when they are needed.

Remember to **Save** your work.

Illustration

Section VI - CAPITAL RESERVE			
<b>Estimated Balance, Beginning of Year</b>			
Cash		30	
Investment A (Specify)	Short-Term Bond Fund	31	\$ 25,000
Investment B (Specify)	Bond Fund	32	\$ 100,000
Investment C (Specify)	Canadian Money Market Fund	33	\$ 50,000
Investment D (Specify)	Canadian Equity Fund	34	\$ 200,000
<b>Total</b>		<b>35</b>	<b>\$ 375,000</b>
		Total sum of Lines 30 to 34	
<b>Revenue</b>			
Mandatory Transfer from Operations		36	\$ 18,000
Investment Income		37	\$ 10,000
Other (Repayments, Additional Service Manager Funding)		38	
<b>Total</b>		<b>39</b>	<b>\$ 28,000</b>
		Total sum of Lines 36 to 38	
<b>Total Working Capital</b>		<b>40</b>	<b>\$ 403,000</b>
		Line 35 + Line 39	
<b>Eligible Expenditures (by category with description)</b>			
Sitework	Sidewalks	41	\$ 10,000
		44	
Structure		44	
		44	
Building Exterior	Roofing	45	\$ 35,000
		46	
		47	
		48	
Building Interior		49	
		50	
		51	
		52	
Elevators		53	
		54	
Mechanical Systems		55	
		56	
Electrical Systems		57	
		58	
Parking Garages		59	
		60	
Safety Features	Emergency Generator	61	\$ 8,000
		62	
Regulated Changes		63	
		64	
Others		65	
<b>Total</b>		<b>66</b>	<b>\$ 53,000</b>
		Total sum of Lines 41 to 65	
<b>Estimated Balance, End of Year</b>		<b>67</b>	<b>\$ 350,000</b>
		Line 40 - Line 66	

## 5.0 Printing the sheets

Page 1 and Page 2 have defined print areas; therefore Excel will only print the pages on 8.5 x11 paper unless a specific selection is made. The Housing Provider's identification information on Page 2 will be populated automatically from Page 1.

## 6.0 Submitting your Subsidy Estimation Request Form

This form is to be used by all mixed and 100% RGI Provincial Reformed, Private Non-Profit Housing Corporations and Co-operative Housing Corporations under the administration of the City of London Housing Division as per Section 105 and Section 108 of the SHRA.

Housing Providers **must submit this form 90 days before the beginning of each fiscal year** to the City of London Housing Division. Housing Providers can choose to print Page 1 and Page 2 and mail or fax them or email the file directly to the Financial Officer assigned to their portfolio.

## 7.0 Further help and advice

The Housing Division has technical support available to you as you work with this Spreadsheet. If you need help or advice, call the Housing Division main office or the Financial Officer assigned to your portfolio.

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## 8.0 APPENDIX A – Capital Item List

### Category: Sitework

Driveways  
 Parking lots  
 Sidewalks  
 Fencing  
 Swimming pool  
 Playground – equipment  
 Retaining walls  
 Garbage area and structure  
 Handrails  
 Storage buildings  
 Maintenance buildings  
 Drainage away from building  
 General landscaping

### Category: Structure

Columns  
 Parapets  
 Foundation walls  
 Shear walls  
 Floor slabs

### Category: Building Interior

Ceilings – common areas  
 Ceilings – service areas  
 Ceilings – units  
 Walls – common areas  
 Walls – service areas  
 Walls – units  
 Floors – common areas  
 Floors – service areas  
 Floors – units  
 Stairs  
 Stairway handrails  
 Interior doors – common areas  
 Interior doors – service areas  
 Interior doors – units  
 Lighting fixtures – common areas  
 Lighting fixtures – service areas  
 Lighting fixtures – units  
 Plumbing fixtures – common areas  
 Plumbing fixtures – service areas  
 Plumbing fixtures – units  
 Tub, toilet, sink  
 Appliances – refrigerators  
 Appliances – stoves  
 Appliances – washers  
 Appliances – dryers  
 Appliance – other  
 Cabinetry  
 Countertops  
 Corridor handrails  
 Storage lockers

### Category: Mechanical Systems

Heating system – common areas  
 Heating system – units  
 Air make-up system  
 Exhaust system – bathroom  
 Exhaust system – kitchen  
 Exhaust system – centralized  
 Well water supply  
 Holding tank  
 Domestic water supply and distribution  
 Domestic water shut-off valves and mains  
 Domestic water – risers  
 Domestic water – units  
 Domestic water – hot water tanks  
 Supply – hot water heating system  
 Domestic water recirculating system  
 Domestic water treatment system  
 Sanitary waste removal system  
 Septic system  
 Storm water including roof drains  
 Garbage collection and compactor

### Category: Building Exterior

Roofing systems  
 Eavestroughs  
 Soffit and fascia  
 Caulking  
 Exterior walls  
 Canopies  
 Balcony decks  
 Balcony railings  
 Windows  
 Doors  
 Flashing

### Category: Electrical Systems

Distribution panel – main  
 Distribution panel – intermediate  
 Distribution panel – unit  
 Transformer  
 Door magnets  
 Exterior lighting system  
 Security door system  
 Security surveillance  
 Voice communication

### Category: Parking Garages

Garage ramp – enclosures  
 Garage ramp – entrance/exit  
 Garage ramp – interior  
 Garage slab – roof  
 Garage floors – suspended  
 Garage floors – slab on grade  
 Garage – walls  
 Garage – columns  
 Waterproofing – roof  
 Waterproofing – stairwell enclosures  
 Stairs  
 Drainage system trenches and drains  
 Lighting system  
 Ventilation system  
 Heating system – space heating  
 Heating system – ramp slab  
 Fire suppression – sprinklers  
 Fire extinguishers  
 Fire hoses  
 Security system  
 Overhead doors  
 Exterior doors  
 Interior doors  
 Interior service areas  
 Interior guardrails

### Category: Safety Features

Fire alarm – panel  
 Fire alarm system – heat detectors  
 Fire alarm system – smoke detectors  
 Fire alarm system – pull stations  
 Fire alarm system – bell  
 Fire hydrants  
 Fire alarm – sprinkler system  
 Fire department – connections and standpipes  
 Fire extinguishers  
 Fire hoses  
 Emergency lighting  
 Emergency generator

### Category: Regulated Changes

Regulatory or legislated requirements for changes that apply to existing buildings and where the authority having jurisdiction requires replacement or upgrading within a definite period of time.