



S95 INCOME-TESTED ASSISTANCE RECONCILIATION WORKSHEET (V3.1MF)

Welcome!

Here's your reconciliation **Quick-Start**.
Please read all five steps before you get started.

1	Excel 2003? Are you using software other than Microsoft Excel 2003?	If so, check here
2	Say what? Here are the concepts and terminology used in this worksheet.	Learn more
3	Who are you? We need some basic information about your co-op.	Go to Who Are You?
4	Where's the data? Use the Worksheet to report your assistance data.	Learn more Go to Worksheet
5	All done? After you have entered everything and are satisfied with the totals, please send a copy of the worksheet by e-mail attachment to the Agency.	klawson@agency.coop

Making it Work

Software Requirements

The ideal software for this worksheet is Microsoft Excel 2003. However, you can use the worksheet with Excel 2000, 97 or earlier versions of this or another spreadsheet program, such as Quattro Pro.

In limited testing, we found that the worksheet can be used with OpenOffice.org. This office suite is multiplatform, multilingual and open source. OpenOffice.org is compatible with all other major office suites and is free for downloading, use and distribution.

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Defining Assisted Unit Designation and Subsidy Block

An assisted unit is any unit that has received income-tested assistance (ITA) for **any** portion of the year. As you complete the reconciliation, you will assign each assisted unit a unique letter or combination of letters, starting with "A". (This protects individuals' privacy by ensuring that no actual unit numbers or addresses are.)

The worksheet entry for an assisted unit will consist of **one or more lines**, with each line representing one continuous block of time for which the unit received the same monthly amount of subsidy. These blocks of time can range from one month to twelve. A new subsidy block begins **either** with a change in the amount allocated to the current occupant, **or** when a **new** occupant first receives a subsidy. To illustrate, let's use one fairly complex assisted unit as a sample:

Jan-Mar: occupant#1 receives \$250 per month
Apr-May: occupant#1 receives \$300 per month
Jun-Jul: occupant#2 moves in and needs **no** assistance
Aug-Oct: occupant#2 loses job and now receives \$400 per month
Nov-Dec: occupant#2 receives \$350 per month

This would be reported as **four** (4) separate subsidy blocks and would take up four lines in the reconciliation. Jun-Jul would **not** be included as no ITA was allocated. The total number of months over these four lines would add up to ten.

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If you are an experienced Excel user and want to edit some of the data manually, follow these guidelines:

- Make a backup copy of the worksheet first.
- Unprotect the ITA Reconciliation sheet using Tools Protection Unprotect.
- To delete a row, right click on the Excel row number and select Delete.
- To copy and paste a reconciliation line or lines, you **must** select one or more **entire rows** of the worksheet. **(There are hidden cells that will be missed if you copy anything less than an entire row.)** Right click on the source Excel row numbers and select Copy. Then right click on the destination row number and select Insert Copied Cells. This will insert a new copy of the original row or rows.
- Save your work and check that everything still looks complete.
- Protect the ITA Reconciliation sheet to avoid accidental deletion or change of essential data.

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The Agency for Co-operative Housing
L'Agence des coopératives d'habitation

S95 INCOME-TESTED ASSISTANCE RECONCILIATION WORKSHEET (V3.1MF)

Who Are You?

Please enter your basic information in the following fields:

Name of co-operative:	Eager Beaver Housing Co-operative Inc.		
For period (month/year):	Jan 06	to:	Dec 06
Lowest housing-charge-to-income ratio the co-op applies:	25%		
Highest housing-charge-to-income ratio the co-op applies (enter same if a single ratio is used):	30%		
Total dollar amount of internal subsidies given out for the period: (only enter the amount of subsidy used in excess of the amount received and used from CMHC and the subsidy surplus fund)	\$0		
Number of households in CMHC-program properties in receipt of income tested assistance or internal subsidy in last month of year reported	0		
The full occupancy charges shown in column [B] of the reconciliation are the charges that apply when the units are not occupied by households paying a charge geared-to-income	Yes		
If No, please explain:	<No explanation>		

**S95 INCOME-TESTED ASSISTANCE
RECONCILIATION WORKSHEET (V3.1MF)**

Line number	Assisted unit designation	Number of bedrooms	Subsidy block			Full occupancy charge [B]	Adjusted monthly income [C]	25% of [C] [D]	ITA given [E]	Graduated occupancy charge * [F] = [B]-[E]	Total ITA required [G] = [A]*[E]	Unit total
			Block number	Occupant number	Number of months [A]							
1							0		0	0		
2							0		0	0		
3							0		0	0		
4							0		0	0		
5							0		0	0		
6							0		0	0		
7							0		0	0		
8							0		0	0		
9							0		0	0		
10							0		0	0		
11							0		0	0		
12							0		0	0		
13							0		0	0		
14							0		0	0		
15							0		0	0		
16							0		0	0		
17							0		0	0		
18							0		0	0		
19							0		0	0		
20							0		0	0		

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Line number	Assisted unit designation	Number of bedrooms	Subsidy block			Full occupancy charge [B]	Adjusted monthly income [C]	25% of [C] [D]	ITA given [E]	Graduated occupancy charge * [F] = [B]-[E]	Total ITA required [G] = [A]*[E]	Unit total
			Block number	Occupant number	Number of months [A]							
21							0		0	0		
22							0		0	0		
23							0		0	0		
24							0		0	0		
25							0		0	0		
26							0		0	0		
27							0		0	0		
28							0		0	0		
29							0		0	0		
30							0		0	0		
31							0		0	0		
32							0		0	0		
33							0		0	0		
34							0		0	0		
35							0		0	0		
36							0		0	0		
37							0		0	0		
38							0		0	0		
39							0		0	0		
40							0		0	0		

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Line number	Assisted unit designation	Number of bedrooms	Subsidy block			Full occupancy charge [B]	Adjusted monthly income [C]	25% of [C] [D]	ITA given [E]	Graduated occupancy charge * [F] = [B]-[E]	Total ITA required [G] = [A]*[E]	Unit total
			Block number	Occupant number	Number of months [A]							
41							0		0	0		
42							0		0	0		
43							0		0	0		
44							0		0	0		
45							0		0	0		
46							0		0	0		
47							0		0	0		
48							0		0	0		
49							0		0	0		
50							0		0	0	0	
TOTAL INCOME-TESTED ASSISTANCE GIVEN OUT										0	0	
Less portion from internal subsidies										0	0	
TOTAL CMHC INCOME-TESTED ASSISTANCE USED										0	0	

* the greater of a percentage of monthly adjusted income, minimum housing charge or social-assistance shelter allowance (where applicable); plus overhousing charge where applicable; plus or minus allowance for services, as applicable

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			Block number	Occupant number	Number of months [A]							

NAME OF CO-OPERATIVE: Eager Beaver Housing Co-operative Inc.
PERIOD REPORTED: Jan 06 to Dec 06
PREPARED BY: <Your name>, <Your title>

WORKSHEET SUMMARY:

1. The co-op applies a sliding scale housing-charge-to-income ratio of **25% to 30%**
2. The full occupancy charges shown in column [B] below are the charges that apply when the units are not occupied by households paying a charge geared to income: **Yes**
 If No, please explain:

<No explanation>
3. Total number of households assisted over the year: **0**
4. Average full occupancy charge: **\$0**
5. Average monthly assistance given out: **\$0**
6. Households in receipt of income tested assistance in last month of year reported: **0**