CAPITAL REGION HOUSING CORPORATION **APPENDIX D**
2026 ADMINISTRATION BUDGET

	2025 Board Approved	2025 Estimated Actuals		2025 Budget $ Variance	2025 Budget % Variance	2026 CRHC Proposed		2026 Budget $ Change	2026 Budget % Change	2027 Projected	2028 Projected	2029 Projected	2030 Projected
REVENUE													
Property Management Fees	4,471,598	4,426,528		(45,070)	-1%	4,991,388	**(7)**	519,790	12%	5,325,894	5,513,262	5,869,269	6,277,823
Interest Income	75,000	75,000		-	0%	75,000		-	0%	75,000	75,000	75,000	75,000
Transfer from Stabilization Reserve	324,000	-	**(1)**	(324,000)	-100%	-	**(1)**	(324,000)	100%	-	-	-	-
Allocation Recovery from Development Services	44,416	44,416		-	0%	0	**(8)**	(44,416)	100%	-	-	-	-
TOTAL REVENUE	4,915,014	4,545,944		-369,070	-8%	5,066,388		151,375	3%	5,400,894	5,588,262	5,944,269	6,352,823
EXPENDITURES													
Salaries & Benefits - CRHC Administration Staff	3,467,220	2,833,496	**(2)**	633,724	18%	3,269,460		(197,760)	-6%	3,633,493	3,749,174	4,030,267	4,313,647
Training (includes related travel costs)	31,000	27,642	**(3)**	3,358.33	11%	31,000		-	0%	30,195	36,814	42,155	50,542
CRD Allocations	1,132,196	1,132,196		-	0%	1,314,759	**(9)**	182,563	16%	1,376,454	1,411,218	1,424,052	1,451,742
Consultants/Legal/Audit	52,000	142,970	**(4)**	(90,970)	-175%	72,000	**(10)**	20,000	38%	70,131	85,502	97,908	117,388
Tenant Engagement Program	30,000	30,000		-	0%	30,000		-	0%	29,221	35,626	40,795	48,912
Office Operating Costs	127,598	160,259	**(5)**	(32,661)	-26%	212,302	**(11)**	84,704	66%	206,790	252,116	288,695	346,136
Transfer to Equipment Replacement Reserve	15,000	15,000		-	0%	15,000		-	0%	14,611	17,813	20,397	24,456
Capital Purchases - Office equipment	60,000	294,973	**(6)**	(234,973)	-392%	-	**(12)**	(60,000)	-100%	40,000		-	-
TOTAL EXPENDITURES	4,915,014	4,636,536		278,479	6%	4,944,521		29,507	1%	5,400,894	5,588,262	5,944,269	6,352,823
TOTAL ADMINISTRATION Surplus/(Deficit)	**-**	**(90,591)**		**(90,591)**		**121,867**		**121,868**		-	-	-	-
AUTHORIZED POSITIONS:													
Salaried	33.0					33.0				34.0	34.0	36.0	38.0
Term	1.0					1.0				-	-	-	-
Beginning Balance Corporation Stabilization Reserve		2,512,794				2,422,203				2,544,070	2,544,070	2,544,070	2,544,070
Estimated Surplus/(Deficit)		(90,591)				121,867				-	-	-	-
Ending Balance Corporation Stabilization Reserve		2,422,203				2,544,070				2,544,070	2,544,070	2,544,070	2,544,070
Total number of units in operation across all CRHC portfolios	**2,186**					**2,086**				**1,992**	**2,381**	**2,673**	**3,142**

Notes (for variances +/- 10% and $10,000)

(1) 2025 Transfer from Stabilization Reserve variance due to positions funded by operations.
(2) 2025 Salary variance due to staff vacancies.
(3) 2025 Training variance due to lower costs.
(4) 2025 Consulting/Legal/Audit variance primarily due to higher consulting and legal costs.
(5) 2025 Office Operating Costs variance primarily due to higher software licence costs.
(6) 2025 Capital variance due to computer equipment purchases and a vehicle.
(7) 2026 Property management fee increase due to higher costs.
(8) 2026 Allocation Recovery from Development Services not required as position ended in 2025 (Rent up clerk)
(9) 2026 CRD Allocation increases in costs.
(10) 2026 Consultants costs increase for planned change management consultancy.
(11) 2026 Office Operating Costs increases primarily due to increase in advertising costs.
(12) 2026 Capital Purchases decreased as no new equipment costs required as no new hires in 2026.