

**THE CO-OPERATIVE HOUSING ASSOCIATION OF EASTERN ONTARIO**

**SIXTH ANNUAL  
GEOFF ROBBINS AWARD FOR FINANCIAL EXCELLENCE 2011**

***NOMINATION FORM:***

**Name of Co-op:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

***NOTE: Deadline for submissions is April 18, 2011***

Please answer the following questions:

**I. Housing Charges:**

How do you manage arrears in your co-op?

How do you report on arrears? Do you adhere to your policies?  
Are you doing better than last year?

Do you use repayment agreements that are honoured by members?

**II. Vacancies:**

Where do you advertise your vacancies?

How long does it take to fill a unit?

What measures do you take to avoid vacancy loss? Is vacancy loss less this than last year?

**III. The budget:**

How do you determine the housing charges every year?

How do you decide to spend from the Capital Replacement Reserve?

How do you manage your co-op's investments?

Does your co-op participate in the CHIP program?

**IV. Financial Records:**

What is your bookkeeping system? Can you explain it?

Do you receive monthly financial statements in a timely manner? Do you regularly compare budget to actuals?

Does the Board receive training on how to read the statements?

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Treasurer

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Director

***Send completed nomination form to:***

**Geoff Robbins Award  
c/o CHASEO  
311-225 Metcalfe Street,  
Ottawa, ON K2P 1P9  
Or fax to: (613) 230-2231**