Chapter 4: Financial Statements

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4

Financial Statements

The **Financial Statements** page displays annual financial statements for owners and lessees from the Financial Assessment Subsystem (FASS), which is a part of the Real Estate Assessment Center (REAC). From the **Owners AFS List** and the **Lessee AFS List,** a user can access detailed annual financial data. Authorized users can access an annual financial statement in REAC from the **Owner Annual Statement Detail** page.

Contract Administrators have view only access to financial statement pages.

Objectives:

By the end of this chapter, you will be able to:

- View weather an AFS is required
- View fiscal year end date and narratives
- View owner and lessee information
- View annual financial statements from FASS

4.1 Owner AFS List

The **Owner AFS List** page is the default that displays after you have selected Financial Statements from the sidebar. This page displays summary information concerning annual financial statements received and reviewed by FASS, for an owner. Most of this information is contained in the *Annual Financial Statements from FASS* table. The status of property referrals from FASS are displayed in this table as active or inactive. The system automatically closes related DEC referrals and cancels related project actions if the FASS AFS that was created becomes inactive. Each annual financial statement listed in the *Annual Financial Statements from FASS* table accesses a corresponding detail page for that particular annual financial statement.

FASS can archive a Financial Statement submission in **iREMS**. When this is done, any related referral is closed and the related project action becomes inactive. However, there are times where FASS needs to un-archive the submission. **iREMS** will allow FASS to un-archive the submission and reopen any related project action and DEC referral if they are not closed by the user.

When a project action, created by FASS, of either *AFS Letter Sent to Owner& Response Due* or *AFS Submission (Good) Received by FASS & no Response Due* is closed online, **iREMS** will also close the related financial statement.

Accessing the Financial Statements Page:

To access the **Financial Statement** page you must first click select a specific property. Once you have selected a property, the **Property Attributes** page displays. From the **Property Attributes** page you can select the *Financial Statement* link from the ***iREMS*** sidebar. (See Chapter 3: Portfolio/Dashboard or Chapter 2. Getting Started for detailed information.)

> ✍ *Note: The Property Header located at the top of the page, displays the Property ID, Name, Contract/FHA#, Active Status, Watch List, Troubled Status and DEC Status. This Header will appear on most of the pages in iREMS. There is also a search feature in the header that allows the user to select a different property without having to return to the Portfolio/Dashboard to make the change.*

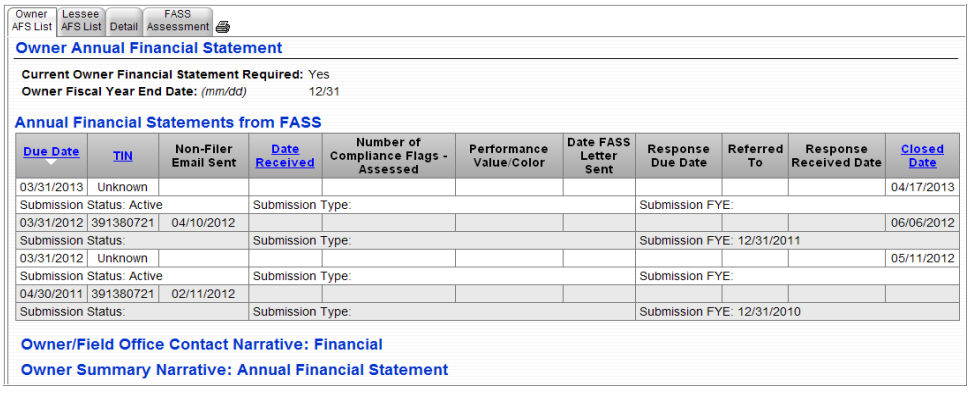


Figure 4-1. Owner AFS List

> ✍ *Note: To activate the landscape format for printing the Annual Financial Statements from FASS: Click on **File** and select "Page Setup". The **Page Setup** box displays. Click on the "Landscape" option and click on **OK**. Click on the **Printer icon** on the top of the Owner AFS List screen. The **Print request** box displays. Click on **Print** and the report will print in landscape format.*

4.2 Lessee AFS List

The **Lessee Annual Financial Statement List** page displays a list of annual financial statements received and reviewed by FASS, for a Lessee. Summary information concerning the annual financial statements is contained in the *Annual Financial Statements from FASS* table on this page. The status of property referrals from FASS is automatically displayed in this table as active or inactive, and the system automatically closes related DEC referrals and cancels related project actions if the FASS AFS that was created becomes inactive. Additional information is available on the **Lessee Annual Financial Statement Detail** page, which is accessed through highlighting an annual financial statement in the *Annual Financial Statements from FASS* table.

To view information on the Lessee Annual Financial Statement page:

1. From the Owner AFS List page, click on the Lessee AFS List tab and the Lessee Annual Financial Statement page displays.

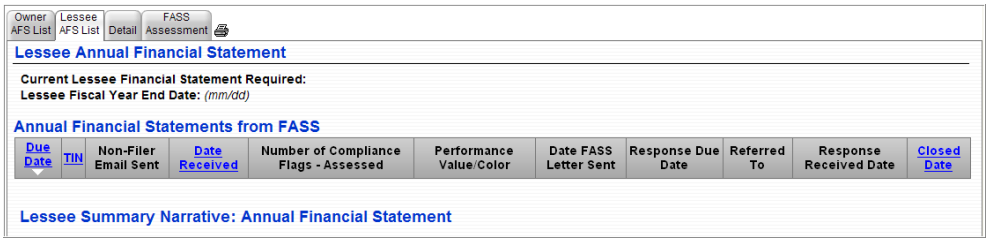


Figure 4-2. Lessee AFS List

2. View the information.
3. Click on another tab or sidebar option to exit this page.

✍ *Note: To activate the landscape format for printing the Annual Financial Statements from FASS: Click on **File** and select "Page Setup". The **Page Setup** box displays. Click on the "Landscape" option and click on **OK**. Click on the **Printer icon** on the top of the Owner AFS List screen. The **Print request** box displays. Click on **Print** and the report will print in landscape format.*

Each AFS in the *Annual Financial Statements from FASS* table accesses a corresponding detail page for that particular annual financial statement. The **Lessee Annual Financial Statement Detai**l page (see Detail section 4.3) also contains a button that accesses the related project actions that were automatically created in association with an annual financial statement review, if applicable.

4.3 Detail

The **Detail** tab is shared by both the **Owner Annual Financial Statement** and the **Lessee Annual Financial Statement** pages. To view detailed information on an annual financial statement you must select the AFS from the list on either page. Once an AFS is selected either the **Owner Annual Financial Statement Detail** page displays or the **Lessee Annual Financial Statement Detail** page displays. If no annual financial statement is selected and you click on the **Detail** tab, the default is the most recent annual financial statement for the owner.

Both the **Owner Annual Financial Statement Detai**l page and the **Lessee Annual Financial Statement Detail** pages contain a 

button that accesses the related project actions that were automatically created in association with an annual financial statement review.

To access the Owner Annual Financial Statement Detail page:

1. From the **Owner AFS List**, highlight and click on a row and the **Owner Annual Financial Statement Detail** page displays.

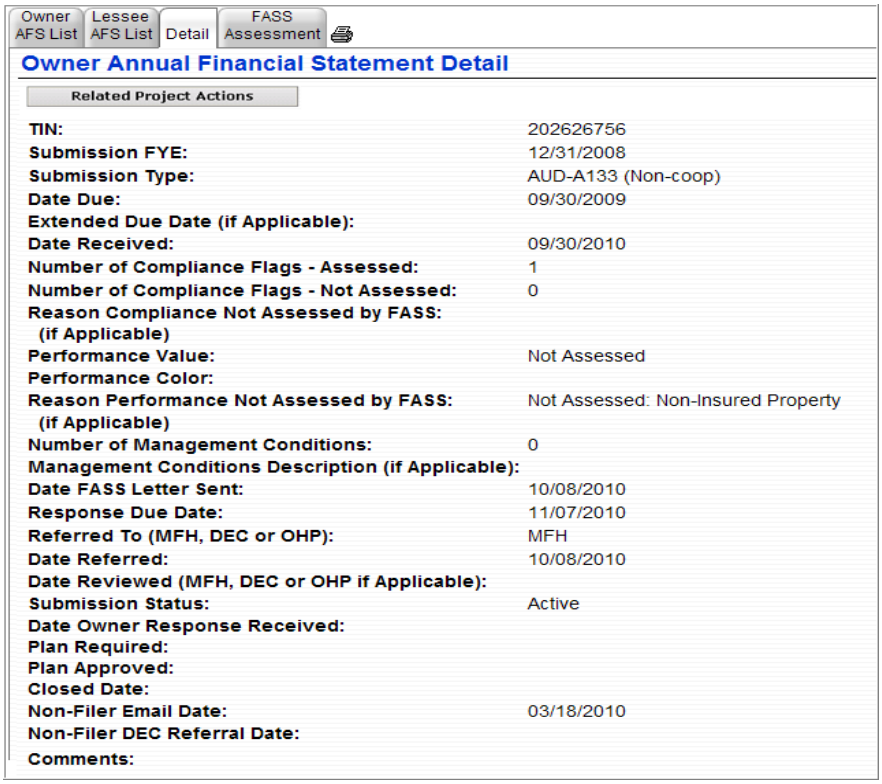


Figure 4-3. Owner Annual Financial Statement Detail (Lessee view is almost identical)

2. View the data.
3. Click on another tab to view additional information.

4.3.1 Overdue Detail

If an annual financial statement is overdue, the AFS link on the **Owner Annual Financial Statement** or the **Lessee Annual Financial Statement** page will open the **Overdue Annual Financial Statement Detail** page. If the AFS was filed, whether on time or after the overdue notice, the annual financial statement link will continue to open the **Owner or the Lessee Annual Financial Statement Detail** page.

To access the Overdue Annual Financial Statement Detail page:

1. From the **Owner Annual Financial Statement** page or the **Lessee Annual Financial Statement** page, click on the annual financial statement link and the **Overdue Annual Financial Statement Detail** page displays.

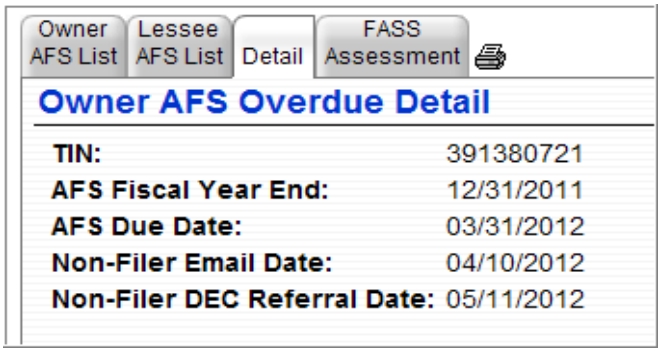


Figure 4-4. Owner AFS Overdue Detail

2. View the data.
3. Click on the **Owner Financial Statement** tab to return to the **Annual Financial Statement** page.

4.3.2 Project Actions

Project actions are automatically created from FASS as notification that an AFS action has been taken or is required. You can view these project actions by clicking on the Related Project Actions button on the **Owner Annual Financial Statement Detail** page or the **Lessee Annual Financial Statement Detail** page. Once you click on the button, related **Project Actions List** page displays, under the Workload Management sidebar, with a list of all project actions. See *chapter 14, Workload Management*, for a detailed description of this page.

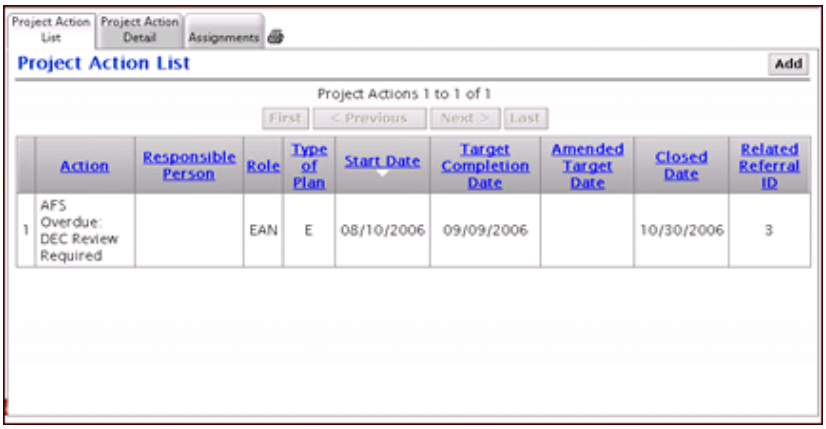


Figure 4-5. Project Action List page

The following project actions can be created either by FASS data or by **iREMS** users. The type of action generated is based on the FASS assessment results.

- AFS Submission (Good) Received by REAC and No Response Due

- Critical Data Missing
- AFS DEC Administrative Review Required
- AFS Letter Sent to Owner and Response Due
- AFS Owner Response Received and HUD Follow-up Required
- AFS Over due: DEC Review Required

When either the AFS Letter Sent to Owner and Response Due or AFS Submission (Good) Received by FASS & No Response Due is closed online, iREMS will also close the related financial statement.

4.3.3 Project Action Detail

The **Project Action Detail** page displays detailed information on a project action. To view this information a project action must be selected from the **Project Action List** page. This page displays the following information:

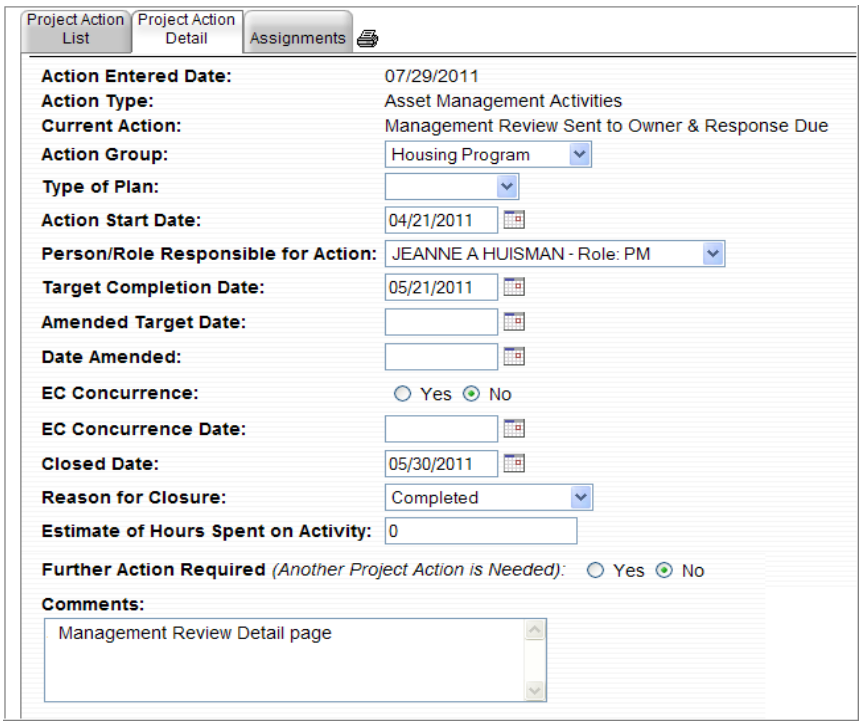


Figure 4-6. Project Action Detail

Automated project actions display the following data:

- Action Date: Set to the current date
- Action Type: "Financial Activities"
- Action: This displays the appropriate action, listed above

- Action Group: Set to "Housing Program" except for the action "AFS DEC Administrative Review Required." In this case, set to "DEC Program."
- Responsible Party: Set to the first PM assigned to the property. For "DEC Program," set to the first enforcement analyst assigned to the property.
- Start Date: Set to the current date or determined by information in FASS.
- Comments: Comments are generated to indicate that a project action is an automated action and to identify the iREMS/FASS interface and the action created.

As long as the Further Action Required indicator on the Project Actions page is not set to "Yes," once you enter and save the closed date on the Project Actions page, the Response Received Date and Closed Date on the Annual Financial Statement page will be set to the same date.

However, if the Further Action Required indicator on the "AFS Letter Sent to Owner and Response Due" project action is set to "Yes," then only the Response Received Date will be set and a new project action, "AFS Owner Response Received and HUD Follow-up Required," will be created once the closed date is entered and saved.

If the property is under the jurisdiction of the DEC, and a 'Critical Data Missing" action was created by the iREMS/FASS interface to notify MFH of the problem, then a new project action needs to be created once the "Critical Data Missing" action is closed, by setting the Further Action Required indicator to "Yes." The project action created by selecting this indicator is "AFS DEC Administrative Review Required." This project action may also be automatically created if a property is referred to the DEC by REAC, or if the DEC has jurisdiction over a property and REAC does not close the AFS in order to allow the DEC to close it out.

✍ *Note: If the property is not under the jurisdiction of the DEC, do not set the Further Action Required indicator to "Yes." The only automated project action created by this indicator on Critical Data Missing project actions is the "AFS DEC Administrative Review Required."*

✍ *Note: When a FASS status is changed to "Inactive," the related project action and referral are also changed to inactive. However, if the project action and the referral of the inactive FASS submission have been worked and closed, REMS will leave the referral closed and will not change the status to inactive.*

✍ *Note: When a closed date is entered for the project action "AFS Letter Sent to Owner and Response Due," and "AFS Overdue: DEC Review Required" the system will automatically update the Closed Date column in the Annual Financial Statements from FASS table on the Annual Financial Statement page.*

4.4 FASS Assessment

The Financial Assessment Subsystem (FASS) in REAC has the complete and detailed annual financial statement for a property. By accessing the **FASS Assessment** tab authorized **iREMS** users are able to access and view *compliance flags, performance indicators*, or an electronically filed *annual financial statement*. However, no changes can be made to the financial statement.

The following links on the FASS Assessment page access the following information:

AFS	Accesses the corresponding annual financial statement in FASS.
Compliance Flags	Accesses the Compliance Flags page in FASS. The Compliance Flags page displays compliance checks that failed Enforcement Center (EC) or Multifamily (MFH) thresholds or were generated as "Not Assessed" for a selected property.
Letter	Accesses the letter to the program participant.
Performance Indicators	Accesses the Performance Indicators page, which displays only the performance indicators applicable to an AFS data submission. If an AFS data submission was not assessed, individual performance indicators will not display.

✍ *Note: Selecting the FASS Assessment tab and any of the links at the bottom of the page will take you out of the **iREMS** application. Any issues or concerns related to the FASS application should be directed to REAC. Once you have viewed the information in FASS, you can return to **iREMS** by clicking on any of the other tabs or sidebar options.*

The **FASS Assessment** page displays the *Compliance Flags* table in FASS. The *Compliance Flags* table displays compliance checks that failed Enforcement Center (EC) or Multifamily (MFH) thresholds or were generated as "Not Assessed" for a selected property.

To view the AFS:

An electronically submitted Annual Financial Statement that is in FASS can be viewed by selecting the AFS link on the **FASS Assessment** page. However, this is a view only page and no changes can be made to the financial statement.

1. From the **AFS Owner** page click on the *FASS Assessment tab* and the **FASS Assessment** page displays with the *AFS* link open.

✍ *Note: You must have authorization to access FASS through your user ID. See your security administrator for access rights.*



Figure 4-7. FASS Annual Financial Statement

2. View the information.
3. Click on any of the **iREMS Financial Statement** tabs or any of the links on the bottom of the page to view additional financial information.

To view Compliance Flags:

1. From the **AFS** page, click on the *Compliance link* at the bottom of the page and the Compliance Flag table displays.

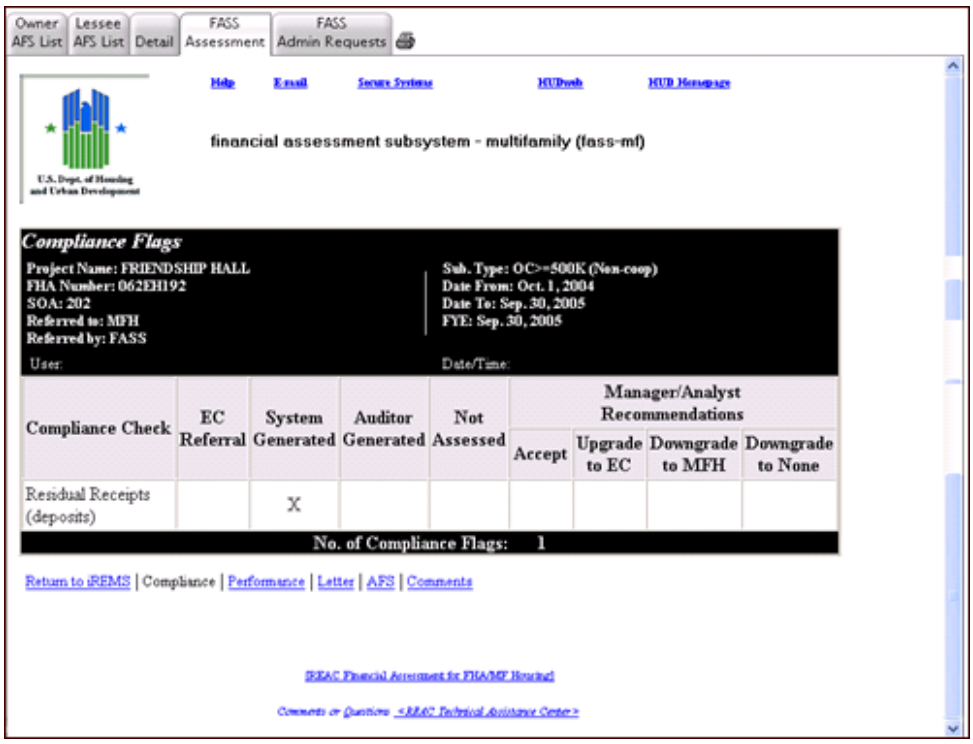


Figure 4-8. Compliance Flags

2. View data.
3. Click on any of the **iREMS Financial Statement** tabs or any of the links on the bottom of the page to view additional financial information.

To view performance indicators:

The Performance Indicators page displays only the performance indicators applicable to an AFS data submission. If an AFS data submission was not assessed, individual performance indicators will not display.

1. From the **FASS Assessment** page, click on the *Performance* link under the *Compliance Flag* table. The FASS system displays.

Note: You must have authorization to access FASS through your user ID. See your security administrator for access rights.

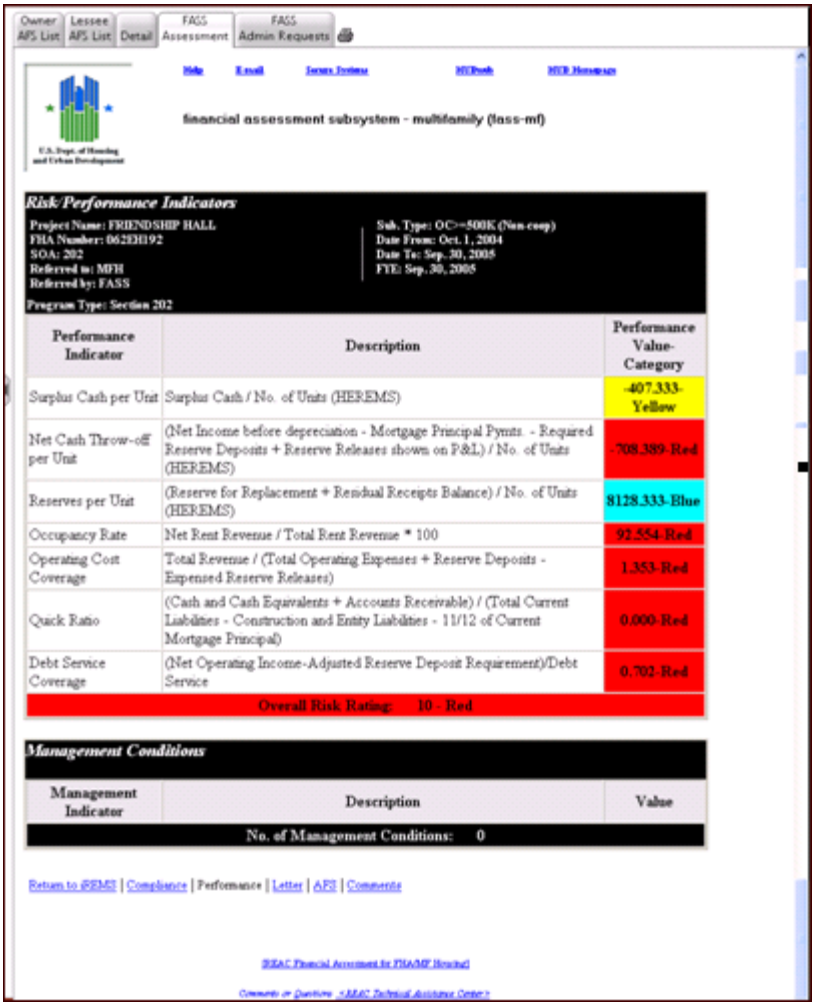


Figure 4-9. FASS Performance Indicators

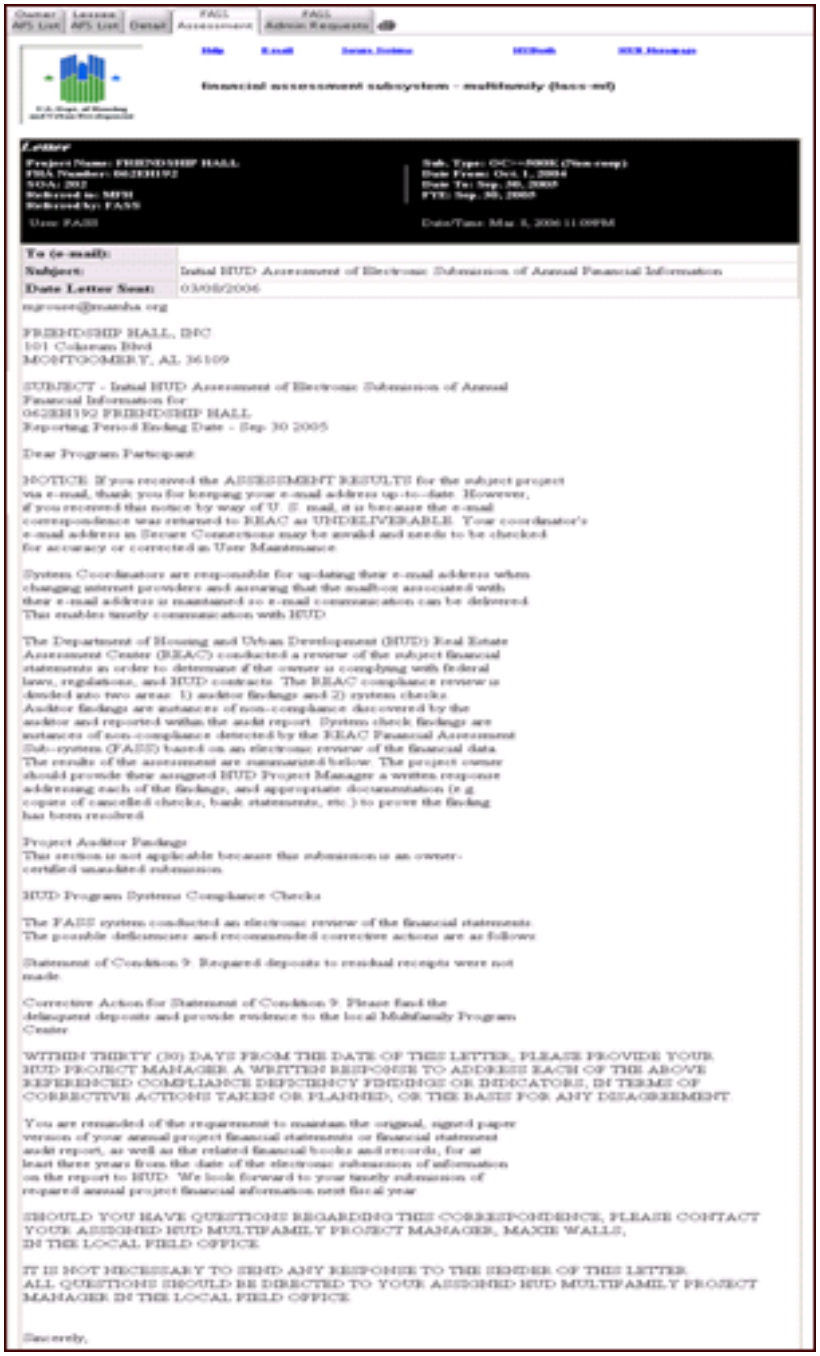
2. View the information.
3. Click on any of the **iREMS Financial Statement** tabs or any of the links on the bottom of the page to view additional financial information.

Note: Project managers can link to FASS to view the FASS letter after the referral has been closed and returned to HUB.

To view FASS Letters:

The FASS letters

1. From the **FASS Assessment** page, click on the *Letter* link under the *Compliance Flag* table. The FASS system displays.



To (e-mail):
Subject: Initial HUD Assessment of Electronic Submission of Annual Financial Information
Date Letter Sent: 03/08/2006

mgroves@msnsbs.org

FRIENDSHIP HALL, INC
101 Coleman Blvd
MONTGOMERY, AL 36109

SUBJECT - Initial HUD Assessment of Electronic Submission of Annual
Financial Information for
062EH192 FRIENDSHIP HALL
Reporting Period Ending Date - Sep 30 2005

Dear Program Participant

NOTICE: If you received the ASSESSMENT RESULTS for the subject project
via e-mail, thank you for keeping your e-mail address up-to-date. However,
if you received this notice by way of U. S. mail, it is because the e-mail
correspondence was returned to REAC as UNDELIVERABLE. Your coordinator's
e-mail address in Secure Connections may be invalid and needs to be checked
for accuracy or corrected in User Maintenance.

System Coordinators are responsible for updating their e-mail address when
changing internet providers and assuring that the mailbox associated with
their e-mail address is maintained so e-mail communication can be delivered.
This enables timely communication with HUD.

The Department of Housing and Urban Development (HUD) Real Estate
Assessment Center (REAC) conducted a review of the subject financial
statements in order to determine if the owner is complying with federal
laws, regulations, and HUD contracts. The REAC compliance review is
divided into two areas: 1) auditor findings and 2) system checks.
Auditor findings are instances of non-compliance discovered by the
auditor and reported within the audit report. System check findings are
instances of non-compliance detected by the REAC Financial Assessment
Sub-system (FASS) based on an electronic review of the financial data.
The results of the assessment are summarized below. The project owner
should provide their assigned HUD Project Manager a written response
addressing each of the findings, and appropriate documentation (e.g.
copies of cancelled checks, bank statements, etc.) to prove the finding
has been resolved.

Project Auditor Findings
This section is not applicable because this submission is an owner-
certified unaudited submission.

HUD Program Systems Compliance Checks

The FASS system conducted an electronic review of the financial statements.
The possible deficiencies and recommended corrective actions are as follows:

Statement of Condition 9: Required deposits to residual receipts were not
made.

Corrective Action for Statement of Condition 9: Please fund the
delinquent deposits and provide evidence to the local Multifamily Program
Center.

WITHIN THIRTY (30) DAYS FROM THE DATE OF THIS LETTER, PLEASE PROVIDE YOUR
HUD PROJECT MANAGER A WRITTEN RESPONSE TO ADDRESS EACH OF THE ABOVE
REFERENCED COMPLIANCE DEFICIENCY FINDINGS OR INDICATORS, IN TERMS OF
CORRECTIVE ACTIONS TAKEN OR PLANNED, OR THE BASIS FOR ANY DISAGREEMENT.

You are reminded of the requirement to maintain the original, signed paper
version of your annual project financial statements or financial statement
audit report, as well as the related financial books and records, for at
least three years from the date of the electronic submission of information
on the report to HUD. We look forward to your timely submission of
required annual project financial information next fiscal year.

SHOULD YOU HAVE QUESTIONS REGARDING THIS CORRESPONDENCE, PLEASE CONTACT
YOUR ASSIGNED HUD MULTIFAMILY PROJECT MANAGER, MAXIE WALLS,
IN THE LOCAL FIELD OFFICE.

IT IS NOT NECESSARY TO SEND ANY RESPONSE TO THE SENDER OF THIS LETTER.
ALL QUESTIONS SHOULD BE DIRECTED TO YOUR ASSIGNED HUD MULTIFAMILY PROJECT
MANAGER IN THE LOCAL FIELD OFFICE.

Sincerely,

Figure 4-10. FASS Letter

2. View data.

3. Click on any of the **iREMS Financial Statement** tabs or any of the links on the bottom of the page to view additional financial information.