



Office of Public and Indian Housing, Real Estate Assessment Center  
Financial Assessment Subsystem – Public Housing (FASS-PH)

---

# Financial Data Schedule Line Definition Guide

(FYE 12/31/2013 and forward)

Updated July 2020

## TABLE OF CONTENTS

I. INTRODUCTION .....	1
II. OTHER HUD RESOURCES FOR FDS REPORTING .....	2
III. ACCOUNTING AND REPORTING STANDARDS .....	3
<b>ASSETS</b> .....	<b>4</b>
CURRENT ASSETS.....	4
NON-CURRENT ASSETS.....	13
<b>LIABILITIES AND NET POSITION</b> .....	<b>19</b>
CURRENT Liabilities.....	19
NON-CURRENT LIABILITIES .....	24
NET POSITION .....	27
<b>REVENUES and EXPENSES</b> .....	<b>31</b>
REVENUE .....	31
EXPENSES .....	36
<b>OTHER FINANCING SOURCES (USES)</b> .....	<b>52</b>
<b>MEMO ACCOUNT INFORMATION</b> .....	<b>55</b>
Appendix A .....	63

## I. INTRODUCTION

This Financial Data Schedule (FDS) Line Definition Guide supersedes the Financial Data Schedule Line Definition Guide that was issued in July 2014.

This guide has been updated for the items listed in Table 1 (Appendix A) to provide additional information, examples, and clarity. (e.g., RAD transactions, HOTMA regulations, and GASB 68, 75, and 87 reporting.

### Summary of Changes

Not every FDS line definition was updated in this release. The updates in this issue are summarized in Table 1 (Appendix A). The changes to FDS line definition were necessary to facilitate the financial reporting in FASS PH<sup>1</sup>. Examples:

- GASB 68 & 75: Clarification for the Pension and OPEB accounting pronouncements and application to the FDS Line Definition Guide. The FDS line provided a more detailed explanation of the accounts used when reporting these transactions in FDS line 174, line 200, line 357 and line 400.
- HOTMA regulation has been issued and in conjunction with specific accounting treatment, this Guide has been updated to report changes in cash restriction, restricted net position, memo account reporting, and the transfer of funds for capital expenditures under HOTMA
- RAD and Mixed Finance conversions resulted in clarifications to certain line definitions, as well as providing guidance on reporting the HAP portion of income within the PBV entity. This Guide also updates the unit month reporting for these transactions and provides further clarity for recording RAD conversion debt into the current and noncurrent debt obligations.
- GASB 87 is the pronouncement dealing with Lease Accounting for governments and utilizes the Deferred Inflow account to record certain transactions. This pronouncement has significant implications for Ground Lease accounting and other lease arrangements with obligations greater than one year.

---

<sup>1</sup> Secure System in HUD/PIH/REAC where financial data of the PHAs are electronically submitted

---

## II. OTHER HUD RESOURCES FOR FDS REPORTING

Additional HUD resources for FDS reporting can be found on the following HUD websites.

### 1. FASS-PH

Specific PHA FASS-PH FDS reporting requirements are provided on PIH's REAC website. This site contains other related information, such as a system user guide, financial indicator methodology and analysis guides, GAAP flyers, accounting briefs, and frequently asked questions. This website can be found at:

[http://portal.hud.gov/hudportal/HUD/program\\_offices/public\\_indian\\_housing/reac/products/prodpha](http://portal.hud.gov/hudportal/HUD/program_offices/public_indian_housing/reac/products/prodpha)

### 2. Housing Choice Voucher Program

Additional financial and accounting-related information, including the Voucher Management System related the HCV program and similar PIH voucher programs can be found at:

[http://portal.hud.gov/hudportal/HUD/program\\_offices/public\\_indian\\_housing/centers/fmc](http://portal.hud.gov/hudportal/HUD/program_offices/public_indian_housing/centers/fmc)

### 3. Public and Indian Housing One-Stop Tool (POST) for PHAs

Provides in one place, commonly used links to PIH systems, tools, training, opportunities, program, requirements, and commonly used external websites and can be found at:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/post](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/post)

---

### III. ACCOUNTING AND REPORTING STANDARDS

Most PHAs are required to prepare their annual financial statements in accordance with accounting principles generally accepted in the United States of America that are applicable to special-purpose governments engaged in business-type activities, or engaged in both governmental and business-type activities as defined by the GASB Statement 62. Please refer to Introduction Paragraph 1-3, which outlines how regulation has evolved and clarifies applicability of GAAP issues by FASB to the entities with business like activities.

The financial data schedule and associated line definitions are prescribed by HUD. The line definitions summarize the information to be reported on each line of the FDS. The definitions are arranged in the order of their appearance in the FDS.

HUD uses the submitted financial data to help monitor and interpret the financial condition and health of PHAs and their project and programs. This data is also used by HUD, the Office of Management and Budget (OMB), and Congress for portfolio-wide budgeting and policy decisions.

In order to standardize financial reporting, PHAs are required to use the definitions as provided in this document. If the PHA or their auditors feel that HUD's definition for a given line item does not meet the definition of GAAP, the PHA should report their FDS to HUD in accordance with the definition as presented in this document. The treatment of the line in question can be reclassified on the PHA's audited financial statement for any resulting differences with the auditor still reporting an unmodified SAS 119 opinion on the FDS as long as the PHA provides a note in the PHA comment field to this effect.

The FDS is supplementary information and may not be used as an entity's top-level financial statements. The format of the FDS does not allow for compliance with the presentation guidelines outlined within NCGA Statement #1 and GASB #34 nor does the FDS include a statement of cash flows.

---

## IV. FDS LINE ITEMS

Definition of every Financial Data Schedule line item.

---

---

# ASSETS

---

## CURRENT ASSETS

Current assets are resources that are reasonably expected to be converted into cash or its equivalent in the next operating cycle.

### 111 Cash - unrestricted

This FDS line represents cash and cash equivalents (certificates of deposit, NOW accounts, savings, T-bills, etc.) in any form, for example, cash on deposit, cash awaiting deposit, and cash funds available for use to support any activity of the program or project. For FDS reporting, unrestricted cash should include all cash that is not further defined under FDS lines 112 through 115 as restricted.

It is understood that cash balances in federal programs, as well as many of the state and local programs, are limited in their use to support only that program for which the funds were provided. Therefore, for FDS reporting, cash unrestricted means cash available to support the general operations of the program without other third-party restrictions or further limitations of the providing government/source itself. Specifically, cash-unrestricted includes:

- Cash balances associated with public housing operating subsidy and other public housing program income (i.e., dwelling rental income, non-dwelling income and unrestricted interest income);
- Cash balances associated with HCV administrative fees (both Pre -2004 and Post 2003);
- Cash balances associated with HCV program port-in housing assistance payments and administrative fees;
- Cash balance associated with fee income earned by the COCC;
- Cash balances set aside for self-insurance that can be accessed by PHA management or not restricted to be set aside by HUD or a third party;
- Cash balances that have been reserved/encumbered/designated by the PHA Board or PHA management; and
- Cash balances not defined as restricted under FDS line 112 through 115.

## 112 Cash - restricted - modernization and development

This FDS line represents money in any form, as summarized above, that is only allowed to be expended for certain specified modernization and development activities. The restriction on the use of the funds has been specified by the source of cash, not by the PHA. Generally, this account includes:

- Proceeds from the sale of property that had been acquired with HUD grants and other development funds, e.g., proceeds from disposal of a public housing project as approved by the Special Application Center (SAC);
- Unspent insurance proceeds limited to the cost of the needed repairs;
- Unspent bond and loan proceeds and other advances; and
- CFP drawdowns designated for future capital activities;
- Funds designated as capital expenditures under HOTMA. Report only the cash associated with these activities where no current liabilities are reported. The portion of cash related to a payment of current liability should be reported in FDS line 115.

## 113 Cash - other restricted

This FDS line represents money that is only to be expended for specified, restricted purposes. The restriction on the use of the funds has been imposed by the source of cash. Generally, this account includes:

- Cash balances associated with the HCV HAP equity account;
- Cash in the PHA's Family Self Sufficiency (FSS) escrow account that will be used for payment of contracts not due within 12 months of the Balance Sheet date;
- Cash associated with a homeownership program that is limited in use as per the agreement with HUD and is being reported in the public housing or housing choice voucher program; and
- All cash contractually and/or legally unavailable for use in the day-to-day operations of the program.

### FDS Line 113 Details in FASS:

113_010	HAP Funds
113_020	FSS Escrow Deposits
113_030	All Other Funds

**114 Cash - tenant security deposits**

This FDS line represents cash in the Security Deposit Fund which must remain on deposit for the refund of tenant security deposits (liability portion) and may not be used to fund operations. The use of this account requires an entry in FDS line 341 - Tenant security deposits.

**115 Cash - restricted for payment of current liabilities**

This FDS line item represents restricted cash and cash equivalents that are only to be expended for specified restricted purposes, but will be used in the next fiscal year and are supported by a reported current liability/unearned revenue. The restriction on the use of the funds has been imposed by the source of the monies, not the PHA. This line item should not be used to restrict cash related to common operational liabilities, such as accounts payable and wages payable. Examples of Cash-restricted for payment of current liability include such items as:

- Cash balances associated with advances of grant and subsidy funds not yet earned;
- Debt service payments;
- Cash in the PHA's family self-sufficiency (FSS) escrow account that will be used for payment of contracts due within 12 months of the Balance Sheet date; and
- Cash restricted for modernization and development up to the amount of any associated and reported current liability.

**FDS Line 115 Details in FASS:**

115_010	HAP Funds
115_020	FSS Escrow Deposits
115_030	All Other Funds

The portion of restricted cash that will not be used in the next fiscal year or will not be used for payment of the reported current liability or to offset the Unearned Revenue should be reported in FDS line 112 and 113.

**100 Total cash**

This FDS line is the sum of lines 111 through 115. This FDS line represents total cash. FASS automatically sums lines 111 through 115.



**121 Accounts receivable - PHA projects**

This FDS line represents amounts owed to the managing (receiving) PHA by initial PHAs for both administrative fees and Port HAP Expense under the portability provisions of the HCV program.

**122 Accounts receivable - HUD other projects**

This FDS line represents amounts earned but not received by the PHA from HUD for Operating Subsidy, Capital Fund, Housing Choice Voucher funds, and other funds from HUD.

**FDS Line 122 Details in FASS:**

122_010	Operating Subsidy
122_020	Capital Fund
122_030	Other

**124 Accounts receivable - other government**

This FDS line represents amounts owed to the PHA and separate legal entities by other PHAs, federal agencies, and state/local governments.

**125 Accounts receivable - miscellaneous**

This FDS line represents amounts owed to the PHA from miscellaneous sources other than governmental units (HUD, state or local) and tenants. Reimbursement for RAD pre-development costs from other entities or programs should be included in this line. When the determination is made as to the type of RAD conversion that will take place, the Housing Authority may reclassify the receivable to operating expense, construction costs or receive reimbursement through redevelopment proceeds from the sale of property.

**FDS Line 125 Details in FASS:**

125_010	Not For Profit
125_020	Partnership
125_030	Joint Venture
125_040	Tax Credit
125_050	Other

**126 Accounts receivable – tenants**

This FDS line represents the uncollected charges from tenants for: dwelling rent charges, maintenance charges, late fees, excess utility charges, and other charges owed to the PHA. This line represents the gross amount due from tenants excluding amounts owed for fraud or misrepresentation that the tenants now owe additional rent or retroactive rent.

**126.1 Allowance for doubtful accounts – tenants**

This FDS line represents an allowance for the receivables from tenants recorded in FDS line 126 that are not expected to be collected. This line reduces the total accounts receivable balance when analyzed in conjunction with the related receivable. This is a required field if an amount has been recorded in FDS line 126. The balance on this line should not be greater than FDS line 126.

**126.2 Allowance for doubtful accounts – other**

This FDS line represents an allowance for accounts receivable from sources other than tenants that are not expected to be collected. The related accounts receivable is recorded in FDS lines 121 through 125. This line reduces the total accounts receivable balance when analyzed in conjunction with the related receivable. This is a required field if there is an amount entered in FDS lines 121 through 125. The allowance account should not be greater than 121 through 125.

**127 Notes, loans, & mortgages receivable – current**

Notes, loans, and mortgages receivable are unconditional written promise/s signed by the maker to pay a certain sum of money on demand, or at a fixed or determinable future time (within 12 months after the fiscal year-end) evidenced by formal instrument of indebtedness. This line represents the current amount or the Scheduled periodic payments due as stipulated in the terms of the written document. Amounts that are past due should be recorded as past due on FDS line 172.

**128 Fraud recovery**

This FDS line represents the gross amount of receivables from tenants and other program participants who committed fraud or misrepresentation and now owe additional rent for prior periods or retroactive rent. This line should reflect the amounts shown in the repayment agreement between the PHA and the tenant. Fraud typically occurs when a tenant receives lower rent or greater subsidy from the housing authority because of a failure to report the correct income at initial application or recertification or fails to report changes in income.

---

The amount that is considered to be uncollectible should be recorded in FDS line 128.1.

Note: the fraud recovery amounts should be recorded when the amounts are determined to be realizable (i.e., through a repayment agreement).

### **128.1 Allowance for doubtful accounts - fraud**

This FDS line represents the reasonably anticipated losses or the amounts that are not expected to be collected inherent in the fraud recovery accounts receivable balance. This line reduces the total accounts receivable balance when analyzed in conjunction with the related receivable. FDS line 128.1 is a required field if an amount has been recorded in FDS line 128. The amount in this line should not be greater than the amount shown on FDS line 128.

### **129 Accrued interest receivables**

This FDS line represents interest that has been earned in the current year, but has not yet been received. This includes accrued interest receivable on notes, loans, mortgages, and/or contracts for sale. This FDS line also includes accrued interest receivable on PHA investments, cash equivalents, and loans to local governing bodies or other entities.

### **120 Total receivables, net of allowance for doubtful accounts**

This FDS line is the sum of line 121 through 129. This FDS line represents the total of all receivables less the amounts established as the allowances for estimated uncollectible amounts FASS automatically sums lines 121 through 129.

These are all liquid investments that generate revenue in the form of interest and/or dividends. All investments of the PHA should be classified as current.

### **131 Investments - unrestricted**

This FDS line represents the fair market value of all investments (e.g., mutual funds, treasury notes, certificate of deposits, and bonds) which can be used, upon exchange, to support any activity of a program, project, activities, COCC, or entities. For FDS reporting, investment-unrestricted would include all investments that are not further defined under FDS lines 132 and 135 as restricted.

It is understood that investment balances in federal programs, as well as many of the state and local programs are limited in their use to support only that program for which the funds were provided. Therefore, for FDS reporting, investment unrestricted means cash available to support the general operations of that program without other third-party restrictions or further limitations of the providing government/source itself. Investment-unrestricted includes:

- Investments associated with public housing operating subsidy and other public housing program income;
- Investments associated HCV administrative fees (both Pre-2004 and Post 2003);
- Investments associated with HCV program port-in housing assistance payments and administrative fees;
- Investments associated with fee income earned by the COCC;
- Investments set aside for self-insurance that can be accessed by management or not restricted to be set aside by HUD or a third party;
- Investments that have been reserved/encumbered/designated by the PHA Board or PHA management; and
- Investments not defined as restricted under FDS line 132 and 135.

**132 Investments - restricted**

This FDS line represents the fair market value of all investments (e.g., mutual funds, treasury notes, certificates of deposit, and bonds) that can only be used, upon exchange, for specific, designated purposes. In this case, the cash proceeds from the investment would only be for the same specified use as the initially invested cash. The restriction on the use of the funds must have been placed or imposed by the source of the funding. Generally, this account includes:

- Investments associated with the HCV HAP equity account;
- Investments restricted for modernization and development (see FDS Line 112 for examples);
- Investments in the PHA’s family self-sufficiency (FSS) escrow account that will be used for payment of contracts not due within 12 months of the balance sheet date;
- Investments associated with a homeownership program that is limited in use as per the agreement with HUD and is being reported in the public housing or housing choice voucher program; and
- All investments restricted by a third-party agreement and/or legally unavailable for use in the day-to-day operations the program.

**FDS Line 132 Details in FASS:**

132_010	HAP Funds
132_020	FSS Escrow Deposits
132_030	All Other Funds

### 135 Investments – restricted for payment of current liability

This FDS line represents the fair market value of all investments (e.g., mutual funds, treasury notes, certificates of deposit, and bonds) that can only be used, upon exchange, for specific, designated purposes, which will be used to liquidate a current liability in the next fiscal year or offset unearned revenue. In this case, the cash proceeds from the investments would only be used for the same specified use as the initially invested cash. The restriction on the use of the funds must have been placed or imposed by the source of the funding and not the PHA. Examples of Investments - restricted for payment of current liability, such as:

- Investments associated with advances of grant and subsidy funds not yet earned;
- Debt service payments;
- Investment of the PHA’s family self-sufficiency (FSS) escrow account that will be used for payment of contracts due within 12 months of the balance sheet date; and
- Investments restricted for modernization and development up to the amount of any associated and reported current liability.

The portion of restricted investments that will not be used in the next fiscal year or will not be used for payment of the reported current liability or to offset the unearned revenue should be reported in FDS line 132.

#### FDS Line 135 Details in FASS:

135_010	HAP Funds
135_020	FSS Escrow Deposits
135_030	All Other Funds

### 142 Prepaid expenses and other assets

This FDS line represents all prepaid expenses. Prepaid expenses, unlike other current assets, are not expected to be converted into cash, e.g., insurance premium paid in advance.

### 143 Inventories

This FDS line represents the value of the inventory of materials and equipment on hand.

**143.1 Allowance for obsolete inventories**

This FDS line represents the estimate of the amount of materials in inventory that may be unusable or obsolete by the time the item is scheduled to be used under the consumption method. Since inventory is expensed as used, rather than when purchased, this line is used to reduce the inventory balance for items in inventory that no longer have value. FDS line 143.1 is a required field if an amount has been recorded in FDS line 143. The amount shown in the allowance account should not be greater than the amount shown on FDS line 143.

**144 Inter-program - due from**

This FDS line represents amounts due from other PHA projects, programs, and activities of a temporary nature. The balance in this line represents a decrease of unrestricted resources of the transferor and are expected to be repaid “within a reasonable time<sup>2</sup>” during the operating cycle. The expectation is that the transferee has the intent and available funds to repay the inter-program due from balance but was not able to complete the repayment due to accounting period cut-off. It is recommended that reconciliation and repayment occur monthly. Reconciliation and repayment should not exceed the annual operating cycle of the PHA.

Many PHAs use a centralized revolving account (including the use of one program’s cash that is subsequently reimbursed by other programs) for more efficient daily cash management. The balance in this line represents the amount of receivable from other program for expenditures made on their behalf not to hold the cash for them.

PHAs are reminded that HUD Handbook 7475.1: “Changes in Financial Management and Reporting Requirements for Public Housing Agencies” and the New Operating Fund Rule requires actual project, COCC, and other programs to report at fiscal year-end, actual program cash and investment balances instead of using “due to” or “due from” balances.

PHAs are cautioned that funds are normally not fungible between different federal programs regardless of the nature of the transfer or receivable. This includes the use of restricted funds in these transactions. Inter-program due to and due from should only be reported for temporary loans made to another program or project at year-end. Without the intent and ability to repay, the transaction should be reclassified as a transfer. Inappropriate use of funds, including restricted funds for even a temporary loan, are ineligible costs resulting in non-compliance. FDS line 144 is a required field if an amount has been recorded in FDS line 347.

**145 Assets held for sale**

This line item represents assets e.g. homes for sale, (not used in operations), that the entity expects to sell to qualified applicants. The asset should be reported net of obsolescence. This FDS line

---

<sup>2</sup> Reasonable time is matter of professional judgment

---

item is typically used as part of the homeownership program or other similar program and represents the value of the home(s) for sale.

### **150 Total current assets**

This FDS line is the sum of lines 100, 120 and 131 through 145. This FDS line represents the sum of all current assets. FASS automatically sums lines 100, 120, and 131 through 145.

## **NON-CURRENT ASSETS**

Non-current assets are resources that are not expected to be converted into cash or its equivalent during the current operating cycle.

### **Capital Assets**

Capital assets are long-term tangible assets obtained or controlled as a result of past transactions, events or circumstances. Capital assets include building, furniture, equipment, improvements to building, infrastructure, and land. Capital assets should be accounted for at cost or, if the cost is not practicably determinable, at estimated cost (not fair market value). Donated capital assets should be recorded at their estimated fair value at the time they are received. All normal expenditures of preparing an asset for use should be capitalized. However, expenditures that do not add to the utility of the asset or are below the PHA's capitalization threshold should be charged to expense (e.g., relocation expenses under modernization grants would be charged to expense).

### **161 Land**

Land should be accounted for at cost or, if the cost is not practicable to determine, at estimated cost. Donated land should be recorded at the estimated fair value at the time the land is received. Land should include not only the purchase price but also costs needed to prepare the land for its intended use. These additional costs typically include fees for an attorney, title search, clearing, filling, drainage, and the cost of removing buildings that are needed to prepare the land for its intended use. The costs of improvements, subsequent to the initial preparation of the land for its intended use should be expensed or, if capitalized, to the building account (FDS Line 162).

### **162 Buildings**

Buildings should be accounted for at cost or, if the cost is not practicable to determine, at estimated cost. Donated buildings should be recorded at the estimated fair value at the time received. All normal expenditures of preparing the building for use or extending the building's useful life should be capitalized.

---

**163 Furniture, equipment and machinery - dwellings**

This FDS line represents the capitalized costs of movable furniture, equipment, and machinery placed in the dwelling unit or common area (i.e., not attached to the structure or connected to the ducts or pipes).

**164 Furniture, equipment and machinery - administration**

This FDS line represents the capitalized cost of movable furniture, equipment, and machinery used in the administration, maintenance, and other functions (i.e., protective services) of the PHA.

**165 Leasehold improvements**

This FDS line represents the costs of improvements performed on leased property such as additions, alterations, remodeling or renovations. Typically, leasehold improvements are capitalized and amortized over the remaining life of the lease or the life of the improvement (whichever is shorter).

**166 Accumulated depreciation**

Physical depreciation is the reduction in a capitalized asset's value due to normal wear and deterioration over a period of time. The accumulation of depreciation is a method to provide for a reasonable, consistent matching of revenue and expense by allocating the cost of the capitalized asset systematically over the asset's estimated useful life. FDS line 166 is a required field if using the accrual basis of accounting and amounts are recorded for lines 162 through 165 and 168.

**167 Construction in progress**

This FDS line represents capital assets under construction. For RAD conversion this line can be used to cover initial pre-development costs and application costs which would go into the asset basis of the new converted property.

**168 Infrastructure**

This FDS line item includes long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, lighting systems, water and sewer systems, and dams.



**160 Total capital assets, net of accumulated depreciation**

This FDS line is the sum of lines 161 through 168. This FDS line represents the total of all capital assets less the total of accumulated depreciation associated with those capital assets. FASS automatically sums lines 161 through 168.

**167 Construction in Progress**

This FDS Line may be used to record the initial costs, which could ultimately impact the basis of the converted property or the gain/loss on disposition of property to another entity.

**171 Notes, loans, and mortgages receivable - noncurrent**

This FDS line represents unconditional written promises signed by the maker to pay certain sums of money on demand, or at a fixed or determinable future time (generally, principal payments due later than 12 months from the next fiscal year end). This is the receivable portion that is not currently due and receivable as defined by the terms of the loan agreement. (See FDS line 127 for current portion of notes and mortgages receivable)

**FDS Line 171 Details in FASS**

171_010	Not For Profit
171_020	Partnership
171_030	Joint Venture
171_040	Tax Credit
171_050	Other

**172 Notes, loans, & mortgages receivable - non-current - past due**

This FDS line represents unconditional written promises, signed by the maker, to pay a certain sum of money on demand, or at a fixed or determinable future time as evidenced by formal instruments of indebtedness where the payment for the current portion of the amount due from the debtor has been past due in accordance to payment terms agreed in the loan agreement (See FDS line 127 for current portion of notes and mortgages receivable and FDS line 171 for the Non-current portion)

**FDS Line 172 Details in FASS:**

172_010	Not For Profit
172_020	Partnership
172_030	Joint Venture
172_040	Tax Credit
172_050	Other

**173 Grants receivable - non-current**

This FDS line represents the non-current amounts owed to the PHA by other federal agencies and state and local governments. The amount reported is not expected to be received in the next fiscal year.

**174 Other assets**

This FDS line represents assets not specifically reportable on other FDS lines. Examples of transactions that may be reported in this account are bond fees, bond and note issuance costs, cash surrender value of life insurance policies, non-current portion of interest receivable, developer fees, and pension plan and OPEB assets exceeding the amount of the projected pension/OPEB obligation or the projected Pension/OPEB obligation has a debit balance.

**FDS Line 174 Details in FASS:**

174_010	Not For Profit
174_020	Partnership
174_030	Joint Venture
174_040	Tax Credit
174_050	Other

**176 Investment in joint venture**

This FDS line represents PHA investment in mixed-financing, joint ventures or similar type transactions which must be reported in conformity with GAAP. The PHA should include all

entities required to be reported under GASB 14, as amended by GASB 39 and GASB 61 that takes effect for financial statement reporting for periods beginning after June 15, 2012.

**FDS Line 176 Details in FASS:**

176_010	Not For Profit
176_020	Partnership
176_030	Joint Venture
176_040	Tax Credit
176_050	Other

**180 Total non-current assets**

This FDS line is the sum of lines 160 and 171 through 176. This FDS line represents the total of all non-current assets. FASS automatically sums lines 160 and 171 through 176.

**190 Total assets**

This FDS line is the sum of lines 150 and 180. This FDS line represents the total of all current and non-current assets. FASS automatically sums lines 150 and 180.

**200 Deferred Outflow of Resources**

This FDS line represents net assets consumed by the PHA that are applicable to a future reporting period. This account has a debit balance and increases the net position similar to assets. Examples of deferred outflows of resources are grants paid in advance (meeting timing requirement), taxes received in advance, deferred amounts from refunding of debt (debits), cost to acquire rights to future revenues (intra-entity), and deferred loss from sale-leaseback.

Per GASB 68 and 75, increases in the net pension benefit liability and OPEB liability not included in pension expense and employee benefit expense are required to be reported as deferred outflows. The changes in valuation that makes up these deferrals are related to the following:

- Difference between actual and expected experience: Calculated as the difference between expected assumptions and actual results. An example of this would be mortality rates differing from the experience study used for the actuarial valuation.
- Changes in assumptions or other inputs: Defined as the changes in assumptions from prior valuations.

- 
- Net difference between projected and actual plan earnings: Represents the differences between actual earnings on plan investments and expected earnings.
  - Employer contributions made after measurement date and before reporting date are added to Deferred Outflows.

## **290 Total Assets and Deferred Outflow of Resources**

This FDS line is the sum of lines 190 and 200. This FDS line represents the total of all current and non-current assets and deferred outflow of resources. FASS automatically sums lines 190 and 200.

---

## LIABILITIES AND NET POSITION

---

### CURRENT LIABILITIES

Current liabilities are current debts that are owed by the PHA and due in the current fiscal year. It is expected that current liabilities will consume current financial resources of the PHA to satisfy the debt.

#### **311 Bank overdraft**

This FDS line represents amounts by which checks, drafts or other demands for payment on the treasury or in a bank exceeded the amount of the credit against which they are drawn and may be due to timing differences for sweep investment accounts. The amount shown on this line reflects the amount owed to the bank or similar institutions to cover the overdraft. This FDS line should not be used to represent amounts owed to other programs and projects which should be reported in FDS line 144 (inter-program-due from) and FDS line 347 (inter-program-due to) or other types of liabilities.

#### **312 Accounts payable $\leq$ 90 days**

This FDS line represents the amounts payable to contractors, vendors, employees, or others on open accounts and contract billings for materials received or services rendered. This FDS line includes regular accounts payable to vendors. These amounts payable are equal to or less than 90 days past due.

#### **313 Accounts payable $>$ 90 days past due**

This FDS line represents amounts payable by the PHA on open accounts and contract billings for materials received or services rendered. These amounts payable are more than 90 days past due.

#### **321 Accrued wage/payroll taxes payable**

This FDS line represents the amount of salaries and wages and applicable payroll taxes accrued at the end of the accounting period but not yet paid to the employees or taxing authorities.

**322 Accrued compensated absences – current portion**

This line represents the amount of future benefits the employees have earned but have not used which the PHA estimated (based on experience) will be paid in the next fiscal year. Compensated absences include vacation, vested sick leave and other earned compensatory time. This account includes both the direct compensated absence cost and associated employer payroll expenses (employment taxes, pension cost, etc.) that is estimated to be paid in the next fiscal year. Only the current portion should be reported in this FDS line. The portion of accrued compensated absences liability that is considered long-term or not payable within the next 12 months should be reported in FDS line 354.

**324 Accrued contingency liability**

This FDS line represents the amount accrued for self-insurance as determined by the actuary or contingencies not covered by insurance that are probable and can be reasonably estimated.

**325 Accrued interest payable**

This FDS line represents all accrued interest payable on loans, notes, mortgages, HUD administrative loan notes, and other notes.

**331 Accounts payable – HUD PHA programs**

This FDS line represents any amounts that become due and payable to HUD with respect to projects under an administration contract or an annual contributions contract.

**FDS Line 331 Details in FASS:**

331_010	Operating Subsidy
331_020	Capital Fund
331_030	Other

**332 Accounts payable – PHA projects**

This FDS line represents amounts due (both administrative fee and HAP) to the managing (receiving) PHA by other (initial) PHAs under the portability provisions of the HCV program.

**333 Accounts payable - other government**

This FDS line represents any amounts due and payable to other federal agencies, state/local governments and other entities.

**341 Tenant security deposits**

This FDS line represents the amount of deposits (security and pet deposits) that are held for tenants and are to be returned on the termination of their leases after deducting rent due and charges for property damages for which tenants are held responsible. FDS line 341 is a required field if an amount has been recorded in FDS line 114.

**342 Unearned Revenue**

This FDS line represents payments received for revenues not yet earned in the current fiscal year. For example, prepaid monthly payments by tenants or homebuyers, advances of grant funds prior to incurring expenditures and amounts received prior to the performance of services. When this revenue is earned, it will be credited to the appropriate revenue account.

**343 Current portion of long-term debt - capital projects/mortgage revenue bonds**

This line item includes the current portion of debts acquired and debts issued (e.g., revenue bonds) for capital purposes of the PHA/Entity. This includes debts incurred under the Capital Fund Financing Program, Energy Performance Contract, Capital Leases, and Operating Fund Financing Program. This line also includes RAD and Mixed financing activities for improvements to PHA/Entity's property, acquisition and developments of new public and affordable housing units of the PHA/Entity. The debt that was originally reported on this line, but subsequently refinanced should still be reported under this FDS line.

**FDS Line 343 Details in FASS:**

343_010	CFFP
343_020	Capital Projects/Mortgage Revenue
343_030	EPC Related Debt

**344 Current portion of long-term debt - operating borrowings**

This FDS line represents the current portion of long-term debt obtained to aid in the financing of the PHA's operating expenses (non-capital activities of the PHA/Entity). This line will also be

---

used to report the current portion of debt acquired or bonds issued for lending purposes (loaned to 3<sup>rd</sup> parties, component units, and/or related parties). This line represents operating notes payable, which may be required as a result of funding a replacement reserve or capital projects reserve required in the RAD and mixed finance agreements. The Debt that was originally issued for operating expenses but subsequently refinanced should still be reported under this FDS line item.

### **345 Other current liabilities**

This FDS line represents any current liability not specifically listed above e.g., earnest money, good faith deposits by contractors and bond purchasers, deposits on blueprints or liabilities related to Family Self Sufficiency (FSS) contracts that are due within 12 months of the Balance Sheet date, FASB 5 current liabilities and other types of current obligations not included in current liabilities listed above.

### **346 Accrued liabilities - other**

This FDS line represents accrued amounts not applicable to other specific accounts such as construction premiums, accrued rent, utilities, unpaid employee benefits like health and retirement, and insurance.

### **347 Inter-program - due to**

This FDS line represents amounts due to other PHA projects, programs and activities of a temporary nature. The balance on this line represents a decrease of unrestricted resources of the transferor that are expected to be repaid “within a reasonable time<sup>3</sup>” during the operating cycle. The expectation is that the receiving program has the intent and ability to repay the due to balance, it is recommended that reconciliation and repayment occur monthly.

Many PHAs use a centralized revolving account (including the use of one program’s cash that is subsequently reimbursed by other programs) for more efficient daily cash management. The balance in this line represents the amount payable to project or program for expenditures made on their behalf, not to hold the cash for projects/programs.

For year-end reporting, the PHA must reduce this inter-program due to balance through the transfer of other program cash back to the centralized account. Any balance remaining in this account should be reconciled and determined to be payable to the centralized account without the use of restricted or otherwise unavailable funds of the program owing the money. PHAs are reminded that HUD Handbook 7475.1: “Changes in Financial Management and Reporting

---

<sup>3</sup> Reasonable time is a matter of professional judgment



Requirements for Public Housing Agencies” and the New Operating Fund Rule requires actual project, COCC, and other programs to report at fiscal year-end, actual program cash and investment balances instead of using “due to” or “due from” line items.

Inter-program due to should be reported where the program has incurred expenses through the use of a centralized revolving fund account but does not have the cash to reimburse the account at year-end. PHAs are cautioned that funds are normally not fungible between different federal programs regardless of the nature of the transfer or receivable. This includes the use of restricted funds during these transactions. Inter-program due to should only be reported for temporary loans to another program or project at year-end. Without the intent and ability to repay, the transaction should be reclassified as a transfer. Inappropriate use of funds, including restricted funds for even a temporary loan, are ineligible costs resulting in non-compliance. FDS line 347 is a required field if an amount has been recorded in FDS line 144.

**348 Loan liability - current**

This FDS line represents the current portion of loan liability related to Homeownership programs or other similar activity such as Housing Rehabilitation loans and Community Development Block Grant (CDBG) funds

**FDS Line 348 Details in FASS:**

348_010	Not For Profit
348_020	Partnership
348_030	Joint Venture
348_040	Tax Credit
348_050	Other

**310 Total current liabilities**

This FDS line is the sum of lines 311 through 348. This FDS line represents the total of all current liabilities. FASS automatically sums lines 311 through 348.

## NON-CURRENT LIABILITIES

The credit balances in these accounts reflect debts that are owed by the PHA but not due in the current fiscal year. These debts represent claims on the future financial resources of the PHA and not on the current financial resources.

### 351 Long-term debt, net of current-capital projects/mortgage revenue bonds

This line item includes the noncurrent portion of debts acquired and debts issued (e.g. revenue bonds) for the capital purposes of the PHA/Entity. This includes debts incurred under the Capital Fund Financing Program, Energy Performance Contract, Capital Leases, and Operating Fund Financing Program. , This line also includes RAD and Mixed financing activities for the improvements to PHA/Entity's property, acquisition and developments of new public and affordable housing units of the PHA/Entity. The debt that was originally reported on this line, but subsequently refinanced should still be reported under this FDS line.

#### FDS Line 351 Details in FASS:

351_010	CFFP
351_020	Capital Projects/Mortgage Revenue

### 352 Long-term debt, net of current - operating borrowings

This FDS line represents the noncurrent portion of long-term debt obtained to aid in the financing of the PHA's operating expenses (non-capital activities of the PHA/Entity). This line will also be used to report the noncurrent portion of debt acquired or bonds issued for lending purposes (loaned to 3rd parties, component units, and/or related parties). This line represents operating notes payable, which may be required as a result of funding a replacement reserve or capital projects reserve required in the RAD and mixed finance agreements. The debt that was originally issued for operating expenses, but subsequently refinanced should still be reported under this FDS line item.

### 353 Non-current liabilities - other

This FDS line represents collections from homebuyers; mortgagors or Mutual Help homeowners for specified purposes, such as the homebuyer's earned home payments account, maintenance reserves, or taxes and insurance. This line may include the income derived from the investment of any of these funds. These amounts are payable upon the delivery of maintenance services, the submission of tax and insurance bills, or the purchase or acquisition of a dwelling. However, note that Other non-current liabilities not identified in other FDS lines may be included. This line

also includes liabilities related to Family Self Sufficiency (FSS) contracts due more than 12 months after the fiscal year end.

### **354 Accrued compensated absences - non-current**

This FDS line represents the estimated amounts of future benefits employees have earned but have not used. Compensated absences include vacation, vested sick leave and earned compensatory time. This account includes both the direct compensated absence cost and associated employer payroll expenses (employment taxes, pension cost, etc.). Only the non-current portion should be reported in this line number. The portion of accrued compensated absences liability that is expected to be paid in the next fiscal year should be reported in FDS line 322.

### **355 Loan liability - non-current**

This FDS line represents the non-current portion of loan liability related to Homeownership programs or other similar activity such as Housing Rehabilitation Loans and Community Development Block Grant (CDBG) funds and payable to PHA programs resulting from OIG audits.

#### **FDS Line 355 Details in FASS:**

355_010	Not For Profit
355_020	Partnership
355_030	Joint Venture
355_040	Tax Credit
355_050	Other

### **356 FASB 5 liabilities**

This FDS line item represents amounts charged as a result of accruals for loss contingencies. This line item encompasses most items due to litigation or other amounts not occurring in the normal course of business. FASB 5 requires an accrual to expense and a corresponding liability (and disclosure) for an estimated loss from a loss contingency if two conditions are met:

- 1) information available prior to issuance of the financial statements indicates that it is probable that an asset had been impaired, or a liability had been incurred at the date of the financial statements, and
- 2) the amount of loss can be reasonably estimated. The accrual must be for a specified event. Non-specific accruals are not permitted.

---

**357 Accrued pension and OPEB liabilities**

This FDS line item represents amounts accrued for pension and other post-employment (OPEB) liabilities. This line item represents the actuarially determined liability calculated in accordance with GASB pronouncements in excess of amounts funded for those liabilities. In the event the funded amount exceeds liabilities, the amount should be recorded as other assets on line 174.

**350 Total non-current liabilities**

This FDS line is the sum of line 351 through 357. This FDS line represents the total of all non-current liabilities. FASS automatically sums lines 351 through 357.

**300 Total liabilities**

This FDS line is the sum of line 310 and 350. This FDS line represents the total of all current and non-current liabilities recorded. FASS automatically sums lines 310 and 350.

**400 Deferred Inflow of Resources**

This FDS Line represents net assets acquired by the PHA that are applicable to a future reporting period. This account has a credit balance and decreases net position similar to liabilities. Examples of a deferred inflow of resources are: grants received in advance of meeting timing requirement, taxes received in advance, deferred amounts from refunding of debt (credits), proceeds from sales of future revenues, deferred gain from sale leaseback, "regulatory" credits (gains or other reductions), "unavailable" revenue in governmental funds.

Per GASB 68 and 75, decreases in the net pension benefit liability and OPEB liability not included in pension expense and employee benefit expense are required to be reported as deferred inflows. The changes in valuation that make up these deferrals are related to the following:

- Difference between actual and expected experience: Calculated as the difference between expected assumptions and actual results. An example of this would be mortality rates differing from the experience study used for the actuarial valuation.
- Changes in assumptions or other inputs: Defined as the changes in assumptions from prior valuations.
- Net difference between projected and actual plan earnings: Represents the differences between actual earnings on plan investments and expected earnings.

Under GASB 87 the lease revenue earned from leases greater than one year, will show the deferred amount on this line.

---

## NET POSITION

### 508.3 Nonspendable Fund Balance\*

This FDS line represents the portion of fund balance that is either: (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The amount may not be negative.

\* This FDS line item will display only when the modified accrual basis of accounting is selected and is not applicable to any other type of FDS submissions. Refer to Section II of this guide for further information.

### 508.4 Net Investment in Capital Assets

This FDS line represents capital assets (i.e. land, improvements to land, easements, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period) including restricted capital assets, net of accumulated depreciation and reduced by outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds should not be included in the calculation of invested in capital assets, net of related debt but should be reported on line 511.4

**Note:** FDS line 508.4 replaces FDS Line 508.1 for FYE 12/31/2013 submissions and later.

### 509.2 Fund Balance Reserved\*

This FDS line represents the portion of fund balance resources that cannot be appropriated or are not available to be spent (such as inventory), or that are legally limited to being spent for a particular purpose. The amount cannot be negative.

\* This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.

(For financial statement reporting purposes this account is obsolete for PHAs with FYE June 30, 2011 and after. However, PHAs using modified accrual will still need to report their equity under these accounts for submissions for fiscal year ends prior to 12/31/2013. Please refer to *Section II: GASB #54-Fund Balance Reporting and Governmental Fund Type Definition* for further reporting instructions.)

### 509.3 Restricted Fund Balance\*

This FDS line represents the portion of fund balance that is constrained in use:

- (1) as a result of requirements externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulation of other governments; or
- (2) imposed by law through constitutional provisions or enabling legislation. The amount may not be negative.

\* This FDS line item will display only when the modified accrual basis of accounting is selected and is not applicable to any other type of FDS submissions. Refer to Section II of this guide for further information.

### **510.3 Committed Fund Balance\***

This FDS line represents the portion of fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the PHA's highest level of decision-making authority. The amount may not be negative.

\* This FDS line item will display only when the modified accrual basis of accounting is selected and is not applicable to any other type of FDS submissions. Refer to Section II of this guide for further information.

### **511.2 Unreserved, Designated Fund Balance\***

This FDS line represents the portion of fund balance resources that do not meet the definition of reserved and can be used for any purpose of the fund they are reported in, but there is intention by management to use these resources in a particular manner. The amount cannot be negative.

\* This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.

(For financial statement reporting purposes this account is obsolete for PHAs with FYE June 30, 2011 and after. However, PHAs using modified accrual will still need to report their equity under these accounts for submissions for fiscal year ends prior to 12/31/2013. Please refer to *Section II: GASB #54-Fund Balance Reporting and Governmental Fund Type Definition* for further reporting instructions.)

### **511.3 Assigned Fund Balance\***

This FDS line represents the portion of fund balance that is constrained by the government's **intent** to be used for specific purposes, but are neither restricted nor committed, with the exception for stabilization agreements. The amount may not be negative.

\* This FDS line item will display only when the modified accrual basis of accounting is selected and is not applicable to any other type of FDS submissions. Refer to Section II of this guide for further information.

### 511.4 Restricted Net Position

This FDS line represents the difference between an entity's restricted assets and its corresponding liabilities and which do not meet the definitions of net investment in capital assets. Restricted net position is constrained in use:

- (1) as a result of requirements externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulation of other governments; or
- (2) imposed by law through constitutional provisions or enabling legislation.

The amount on this line cannot be negative. This account shall include restricted HAP Equity funds as well as restricted HOTMA funds held in escrow. Additionally, when the pension obligation or OPEB results in a debit balance or an asset, there would need to be a restriction in the Net Position for this asset. Also, with mixed finance properties in which public housing funds were used to loan to a tax credit partner, the future proceeds of these notes should be restricted in the Net Position due to amounts being federal program income.

### 512.2 Unreserved, Undesignated Fund Balance\*

This FDS line represent the portion of fund balance resources that do not meet the definition of reserved and can be used for any purpose of the fund they are reported in, and there is no intention to use these resources in a particular manner.

\* This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.

(For financial statement reporting purposes this account is obsolete for PHAs with FYE June 30, 2011 and after. However, PHAs using modified accrual will still need to report their equity under these accounts for submissions for fiscal year ends prior to 12/31/2013. Please refer to the Section II entitled GASB #54 - Fund Balance Reporting and Governmental Fund Type Definition of this guide for further reporting instructions.)

### 512.3 Unassigned Fund Balance\*

This FDS line represents the portion of fund balance that does not meet the definition of any other fund balance account and can be used for any purpose of the fund they are reported in, and there is no intention to use these resources in a particular manner. This account is only used when reporting General Fund activity or a negative balance in other fund types using the modified accrual basis of accounting.

\* This FDS line item will display only when the modified accrual basis of accounting is selected and is not applicable to any other type of FDS submissions. Refer to Section II of this guide for further information.

**512.4 Unrestricted Net Position**

This FDS line represents the difference between an entity's assets and its liabilities that do not meet the definition of restricted net position or net investment in capital assets. Net position should be reported as unrestricted when there are no constraints placed on the use of net position.

**513 Total Equity- Net Assets/Position**

This FDS line represents the total equity of the PHA and equals the difference between total assets and total liabilities. FDS line 513 must equal the total of lines 10000, 11030 and 11040. For the HCV program, FDS line 513 must also equal the total of lines 11170 and 11180.

**Full Accrual:** This FDS line is the sum of lines 508.4, 511.4 and 512.4. FASS automatically sums FDS lines 508.4, 511.4 and 512.4

**Modified Accrual:** For submission with a FYE December 31, 2011 and after, this FDS line is the sum of lines 508.3, 509.3, 510.3, 511.3 and 512.3. FASS automatically sums lines 508.3, 509.3, 510.3, 511.3 and 512.3.

**600 Total Liabilities, Deferred Inflows of Resources and Equity – Net Assets/Position**

This FDS line is the sum of lines 300, 400 and 513. This FDS line represents the total of all liabilities and equity. FASS automatically sums lines 300, 400 and 513.



---

## REVENUES AND EXPENSES

---

### REVENUE

#### 70300 Net tenant rental revenue

This FDS line represents net revenue related to tenants dwelling rent. Dwelling rent also includes credit amount for which the participant is entitled to a utility allowance payment. If the rent calculation, after deducting the utility allowance, results in a utility reimbursement due to the tenant, the amounts of such utility reimbursement is included as a debit to this account. Rental revenue received as a result of fraud recovery should be reported on FDS line 71400.

#### 70400 Tenant revenue - other

This FDS line represents revenue related to tenants other than dwelling rent.

#### 70500 Total tenant revenue

This FDS line is the sum of lines 70300 and 70400. This FDS line represents the total revenue directly related to tenants. FASS automatically sums lines 70300 and 70400.

#### 70600 HUD PHA operating grants

This FDS line represents all funds including grants and operating subsidies received from HUD in the current year that is required to be recognized as revenue under GAAP. Grant revenue used for the acquisition of capital assets should be reported in FDS line 70610.

##### FDS Line 70600 Details in FASS:

70600_010	HAP Subsidy
70600_020	Administrative Fees Earned
70600_030	Hard to House Fee Revenue

70600_031	FSS Coordinator Grant
70600_040	Actual IPA Audit Costs
70600_050	Total Preliminary Fees Earned
70600_060	All Other Fees

### **70610 Capital grants**

This FDS line represents revenue earned from HUD grants in the current year that are required to be recognized as capital contributions under GAAP, which will be used solely for capital assets, including the portion of the grant earned for principal payment under the Capital Fund Financing Program.

### **70710 Management fee**

This FDS line represents the management fee revenue earned by the COCC from projects and all other HUD programs allowing the payment of a management fee, as well as other federal, non-federal programs, and other PHA owned programs and activities allowing the payment of a management fee. This fee is earned for general management of the properties and programs. It does not include compensation for day-to-day front-line management functions. This FDS line item will also include capital grant management fees earned by the COCC. This line is not used for management fees earned from non-PHA owned units or programs, which is reported in FDS line 70750.

### **70720 Asset management fee**

This FDS line represents asset management fee revenue earned by the COCC. This fee is earned for asset management services provided. The asset management fee can only be paid by projects that have excess cash.

### **70730 Book-keeping fee**

This FDS line represents the book-keeping fee revenue earned by the COCC. This fee is earned for front line book-keeping performed centrally. The COCC cannot earn a book-keeping fee if project or program accounting functions are performed on-site and are charged as front-line expenses by the project or program.

**70740 Front line service fee (Fee-For-Services)**

This FDS line item represents fee revenue earned by the COCC for centrally provided services to the projects and or programs when a PHA provides additional centralized services to projects and programs not considered to be part of the services the COCC provides for the receipt of conventional fees (i.e., property management, bookkeeping, asset management, CFP and HCV program management and bookkeeping fee). Examples include centralized maintenance and inspections. A fee-for-service differs from an allocated cost in that a project or program is only charged for actual services performed at a specific rate (usually market). This line is not used for front line service fees earned from non-PHA owned units or programs, which is reported on FDS line 70750.

**70750 Other fees**

This FDS line item represents all other fee revenue earned by the COCC or business activity within the PHA which does not belong to FDS lines 70710 through 70740. This FDS line includes management fees earned from non-PHA owned units or programs.

**FDS Line 70750 Details in FASS:**

70750_010	From PHA Administered Program
70750_020	From Third / Outside Party

**70700 Total fee revenue**

This FDS line is the sum of lines 70710 through 70750. This FDS line item represents the total fee revenue earned. FASS automatically sum lines 70710 through 70750.

**70800 Other government grants**

This FDS line represents all other federal, state and local governmental grants (operating or capital) received by the PHA in the current year that are required to be recognized as revenue under GAAP.

In RAD and mixed finance conversions the subsidy received by the new entity and/or Business Activities from the PHA programs or project is reported on this line. Please note that internal activities: revenues vs. expenses are eliminated to avoid grossing up the revenues and expenses in accordance with GAAP reporting.

The units accounted for in total at the HCV level under PBV conversion, may have to be eliminated in the consolidated reporting.

### **71100 Investment income - unrestricted**

This FDS line represents unrestricted income generated from the investment of unrestricted cash including interest income received on checking and saving accounts and any gain or loss on securities sold. FDS line 71100 is a required field if an amount has been recorded in FDS line 131.

#### **FDS Line 71100 Details in FASS:**

71100_010	Investment Income - Unrestricted - HAP
71100_020	Investment Income - Unrestricted - Admin

### **71200 Mortgage interest income**

This FDS line represents the revenue recognized under GAAP for any interest income received by the PHA related to mortgages.

### **71300 Proceeds from disposition of assets held for sale**

This FDS line generally represents the gross amounts received from the disposition of assets held for sale.

### **71310 Cost of sale of assets**

This FDS line represents the total cost of the assets held for sale that the entity has sold to its customers. This account was primarily set up to meet the requirements of the Homeownership programs.

### **71400 Fraud recovery**

This FDS line represents the full amount of any fraud recoveries earned by the PHA and recorded in accordance with GAAP.

**FDS Line 71400 Details in FASS:**

71400_010	Fraud Recovery - HAP
71400_020	Fraud Recovery - Admin

**71500 Other revenue**

This FDS line represents income from the operation of projects, programs and other PHA activity that cannot be otherwise classified (e.g., capital contributions from component unit partners or tax credit investors.) For the HCV program this line includes family self-sufficiency escrow forfeitures and both administrative fees and HAP funds from the initial PHA under the portability provision of the HCV program.

**71600 Gain or loss on sale of capital assets**

This FDS line represents gain or loss in any disposition of capital assets. The gain/loss is determined by taking the difference between the net book value of fixed asset and the proceeds derived from the disposition.

**72000 Investment income - restricted**

This FDS line represents restricted income generated from the investment of restricted cash. The interest income on restricted funds and any gain or loss on restricted securities sold is reported on this line. This is a required field if an amount has been recorded in FDS line 132.

**FDS Line 72000 Details in FASS:**

72000_010	Investment Income - Restricted - HAP
72000_020	Investment Income - Restricted - Admin

**70000 Total revenue**

This FDS line is the sum of lines 70500, 70600, 70610, 70700, and 70800 through 72000. This FDS line represents total revenue earned. FASS automatically sums lines 70500, 70600, 70610, 70700, and 70800 through 72000.

## EXPENSES

### Administrative Expenses

#### **91100 Administrative salaries**

This FDS line represents the gross salaries earned by personnel engaged in administrative duties and in the supervision, planning, direction of maintenance activities, and operating services during the operations period. All salaries of the PHA should be reported in this line except for those personnel whose salary should be reported as part of tenant services (FDS line 92100), utility labor (FDS line 93500), maintenance type activities (FDS line 94100, 97100, and 97200) and protective services (FDS line 95100).

This line should not include any part of the gross salaries earned for construction supervision or inspections and architectural and engineering personnel, etc. whose activity is related to an extraordinary maintenance or casualty loss job or for property improvement /modernization. Such salaries shall be considered a part of the cost of that job (i.e., either capitalized or reported in extraordinary maintenance and causality loss FDS lines).

#### **91200 Auditing fees**

This FDS line represents fees paid to independent public accountants for periodic audits of the PHA's books of account. This line does not include costs related to reviews or compilations or costs associated with fee accountant services. These costs should be reported in FDS line 91900.

#### **91300 Management fee**

This FDS line item represents project and program management fees paid to the COCC and to third party (outside) entities, including management fees paid to third party contractors for the administration of a PHA's HCV program. This fee is paid for general management of the properties and programs. This fee does not include compensation for day-to-day property or program front-line management functions. This FDS line item will include capital grant management fees paid to the COCC from the PHA's projects.

#### **FDS Line 91300 Details in FASS:**

91300_010	To PHA Administered Program (i.e., COCC)
91300_020	To a Third Party / Outside Entity

**91310 Bookkeeping fee**

This FDS line item represents bookkeeping fees paid by projects and other programs to the COCC. This fee is paid for front line bookkeeping performed centrally. The COCC cannot earn a bookkeeping fee if the project or program accounting functions are performed by the project or program itself. Fees paid to a fee accountant should not be reported in this FDS line item, but should be reported in FDS line 91900 Other.

**91400 Advertising and marketing**

This FDS line represents the cost of advertising and marketing the PHA, the PHA's projects and programs, and the PHA's units and vouchers, regardless of media type.

**91500 Employee benefit contributions - administrative**

This FDS line represents PHA contributions to administrative employee benefit plans such as pension, retirement, and health and welfare plans. This line also records administrative expenses paid to the state or other public agency in connection with a retirement and other post-employment benefit plans (if such payment is required by state law) and with trustee's fees paid in connection with a private plan (if such payment is required under the plan contract).

**91600 Office expenses**

This FDS line represents the cost of operating an office for the projects, programs, COCC and includes but is not limited to forms, stationary, office supplies, postage, special shipping services for letters and packets, telephone (land lines and cell phones), messenger services, rental of office space, dues and fees for memberships, printing, periodicals, books and literature, computer forms and supplies, computer maintenance agreement costs, staff training (fees and supplies), coping machine expense, bank fees, and temporary office help. Office utility costs should not be recorded in this FDS line item but should be recorded under the appropriate utilities FDS line item.

**91700 Legal expense**

This FDS line represents the legal fees or services incurred on behalf of the PHA, projects, and programs and related to the PHA, project and program operations.

**91800 Travel**

This FDS line represents the cost of travel for personnel attending training, meeting, or conferences on behalf of the PHA. Examples of expenses that should be included in this line are airfare, car rental fees, taxi fees, the expense for other means of transportation, baggage handling fees and meal expense while traveling. In addition, this line item represents the cost of local travel and mileage reimbursements for personal vehicle usage in the course of PHA business.

**91810 Allocated Overhead**

This FDS line represents overhead (indirect costs) allocated to a project or program. This line item will be used by PHAs that maintain a cost-allocation system for overhead costs as determined by the PHA's cost allocation plan as required under 2 CFR Part 200 Subpart E and applicable Appendices in lieu of a fee-for-service approach. This line item is not to be used for front-line (direct) costs that are allocated to projects and programs, (e.g., central waiting lists.)

Examples of allocated overhead costs include salaries and benefits of executive director and finance staff; rent or upkeep of central office; telephone charges for central office, etc. This line item is not required for PHAs that own or operate fewer than 400 Public Housing units, but is recommended. However, line 91810 is required for PHAs that own or operate more than 400 Public Housing units and do not use the fee-for-service approach. For PHAs with over 400 units, the type of expenses that are to be included in this line item are prescribed by HUD in the Supplement to HUD Handbook 7475.1 REV., CHG-1, and Financial Management Handbook.

**91900 Other**

This FDS line represents all items of administrative expenses that are not otherwise accounted for on other FDS lines. Examples include (but are not limited to) fees paid for unit inspections, fee for accounting services, office vehicle leases, armored car service, and advertising for bids.

**91000 Total operating – administrative**

This FDS line is the sum of lines 91100 through 91900. This FDS line item represents the total administrative costs incurred. FASS automatically sums lines 91100 through 91900.

**92000 Asset management fee**

This FDS line represents asset management fees paid by public housing projects to the COCC from excess cash. This fee is paid for asset management services provided by the COCC.

[Note: Subject to available prior year excess balance under 24 CFR 990](#)



---

## Tenant Services

### **92100 Tenant services - salaries**

This FDS line represents the gross salaries of PHA personnel whose duties are primarily to provide resident and program-aided families with services that contribute to achieving the social objectives of low-income housing programs. Such services would include the family self-sufficiency program, community agency referrals on family welfare, health, and other programs, counseling on household management, housekeeping, budgeting, childcare, advice as to resources for job training and placement. Such employees would include, but not be limited to, the social services advisor, community services coordinator, social services aides (which may be residents) and clerical and other employees assigned to the tenant services staff. This line records wages, if any, paid to residents participating in PHA training programs authorized and approved under Sections 903 and 904 of the Housing and Urban Development Act of 1970. Upon completion of training, if the resident is hired on a full-time or part-time basis, the salary should be charged to the appropriate salaries account reflecting the type of work (i.e., administration, maintenance, tenant services, etc.).

In the event that work in connection with tenant services activities is performed by PHA personnel on a casual basis (e.g., on a normal day off, holidays, Saturdays, Sundays), this account shall be charged with the gross amount earned by such employees for such period.

This account shall not be charged with any part of the salaries earned by the executive director, assistant executive director, project managers, staff attorneys, or any other PHA personnel whose duties are not directly or principally related to tenant services even though they may perform tenant services incidental to their regularly assigned duties. Such salaries shall be charged to the account(s) in which they would normally appear (normally administrative salaries FDS line 91100).

### **92200 Relocation costs**

This FDS line represents all costs incurred for the relocation of individuals, families, business concerns, or nonprofit organizations from the site of a low-income housing project or program in connection with development, modernization or other similar reasons or program changes. Charges to this account include amounts paid or payable to displaced site occupants for costs such as the following:

- Individuals and families for moving expenses and direct losses of property, and for additional relocation payments to assist such persons to acquire decent, safe, and sanitary dwellings;
- Small business concerns for moving expenses and direct losses of property and other authorized displacement payments;
- PHA direct expenses for the cost of services incidental to the relocation of site occupants, including the salaries of administrative personnel assigned full-time duties related to the relocation of site occupants;

- 
- Settlement costs to displaced occupants for reasonable and necessary expenses incurred in connection with the PHA acquisition of property (e.g., recording fees, transfer taxes, mortgage prepayment penalties, pro rata portion of real property taxes); and
  - Replacement housing payments for an owner-occupant of a single or two-family dwelling acquired by the HA.

### **92300 Employee benefit contributions - tenant services**

This FDS line represents PHA contributions to employee benefit plans for PHA employees working in the area of tenant services. These contributions can cover pension, retirement, health and welfare plans, as well as administrative expenses paid to the state or other public agency in connection with a retirement or other post-employment benefit plan (if such payment is required by state law) and with trustees' fees paid in connection with a private retirement plan (if such payment is required under the retirement plan contract).

### **92400 Tenant services - other**

This FDS line represents costs incurred for services directly related to meeting resident needs and supporting a wholesome living environment that are not otherwise accounted for on other FDS lines.

### **92500 Total tenant services**

This FDS line is the sum of lines 92100 through 92400. This FDS line item represents the total cost of providing tenant services. FASS automatically sums lines 92100 through 92400.

## **Utilities**

### **93100 Water**

This FDS line represents the cost associated with the consumption of water.

### **93200 Electricity**

This FDS line represents the cost associated with the consumption of electricity.

**93300 Gas**

This FDS line represents the cost associated with the consumption of gas (natural, artificial, or liquefied).

**93400 Fuel**

This FDS line represents the cost associated with coal, fuel oil, steam, and other fuels (electricity and gas) used in connection with PHA operation of plants for the heating of space or water supplied to tenants and administrative offices.

**93500 Labor**

This FDS line represents the gross salaries and wages, or applicable portions thereof, of PHA personnel engaged in the operation of water supply plants, liquefied gas plants, heating plants, and sewage disposal plants owned and operated by the PHA.

**93600 Sewer**

This FDS line item represents the cost associated with sewer charges.

**93700 Employee benefit contributions - utilities**

This FDS line represents PHA contributions to utilities employee benefit plans such as pension, retirement, and health and welfare plans, as well as administrative expenses paid to the state or other public agency in connection with a retirement or other post-employment benefit plan (if such payment is required by state law) and with trustee's fees paid in connection with a private retirement plan (if such payment is required under the retirement plan contract).

**93800 Other utilities expense**

This FDS line represents the cost of utilities that are not otherwise accounted for on other FDS lines.

**93000 Total utilities**

This FDS line is the sum of lines 93100 through 93800. This FDS line item represents the total of all utility costs incurred. FASS automatically sums 93100 through 93800.

## **Ordinary Maintenance and Operations**

### **94100 Ordinary maintenance and operations - labor**

This FDS line represents the gross salaries and wages, or applicable portions thereof, of PHA personnel engaged in routine and preventive maintenance. The FDS line also represents the salaries and wages of personnel engaged in operating services, such as janitorial services, elevator service, extermination of rodents and household pests, and rubbish and garbage collection.

If any of the normal maintenance staff of the PHA are detailed to jobs other than routine and preventive maintenance, the salaries and wages of such employees while so engaged should not be included on this line, but on the line or lines to which such costs are applicable, such as extraordinary maintenance or building and leasehold improvements.

### **94200 Ordinary maintenance and operations - materials and other**

This FDS line represents the cost of materials, supplies, and expendable equipment used in connection with routine and preventive maintenance, including the operation and maintenance of automotive and other movable equipment, (such as gasoline, oil, grease, batteries, and tires, etc.). This line also represents the cost of materials supplies and expendable equipment used in connection with operating services, such as janitorial services, elevator services, extermination of rodents and household pests, and rubbish and garbage collection.

The cost of materials, supplies, and expendable equipment furnished by a contractor (firm or individual) in connection with the performance of routine maintenance or operating services are not represented on this line.

### **94300 Ordinary maintenance and operations contracts**

This FDS line represents contract costs incurred in connection with routine maintenance. These costs vary in nature and typically should include contract costs anticipated prior to the start of the fiscal year. Contract costs for unforeseen events that are highly unusual and were not anticipated prior to the beginning of the year would be reported in *FDS Line 97100: Extraordinary maintenance*

This line includes contracts to third party vendors or fee-for-service arrangements with the Central Office Cost Center for garbage and trash removal, heating and cooling, snow removal, elevator maintenance, landscaping, unit turnaround, electrical, plumbing, extermination, janitorial, routine and preventive maintenance, and miscellaneous maintenance work.

The rental of automotive equipment including mileage and/or allowances paid to PHA employees for use of their privately owned vehicles used in connection with the performance of maintenance and operating services is also represented on this line.

**FDS Line 94300 Details in FASS:**

94300_010	Ordinary Maint. & Oper. Contr. - Garbage and Trash
94300_020	Ordinary Maint. & Oper. Contr. - Heating and Cooling
94300_030	Ordinary Maint. & Oper. Contr. - Snow Removal
94300_040	Ordinary Maint. & Oper. Contr. - Elevator
94300_050	Ordinary Maint. & Oper. Contr. - Landscape and Ground
94300_060	Ordinary Maint. & Oper. Contr. - Unit Turnaround
94300_070	Ordinary Maint. & Oper. Contr. - Electrical Contracts
94300_080	Ordinary Maint. & Oper. Contr. - Plumbing Contracts
94300_090	Ordinary Maint. & Oper. Contr. - Extermination
94300_100	Ordinary Maint. & Oper. Contr. - Janitorial
94300_110	Ordinary Maint. & Oper. Contr. - Routine Maintenance Contract
94300_120	Ordinary Maint. & Oper. Contr. - Misc Contract

**94500 Employee benefit contributions - ordinary maintenance**

This FDS line represents PHA contributions to ordinary maintenance employee benefit plans such as pension, retirement, and health and welfare plans, as well as administrative expenses paid to the state or other public agency in connection with a retirement or other post-employment benefit plan, if such payment is required by state law, and with trustees' fees paid in connection with a private retirement plan, if such payment is required under the retirement plan contract.

**94000 Total maintenance**

This FDS line is the sum of lines 94100 through 94500. This FDS line item represents the total cost of maintenance and operations. FASS automatically sums lines items 94100 through 94500.

---

## **Protective Services**

### **95100 Protective services - labor**

This FDS line represents the gross salaries and wages earned by PHA personnel, including tenants, engaged solely or primarily in providing protective services to the projects, programs, tenants, and other PHA assets (COCC). Such employees would include personnel engaged in project police, guard and watchman duties. This FDS line does not represent any part of the salaries earned by the executive director, project manager, or other PHA personnel whose duties are not directly or principally related to providing protective services though they may perform certain of these services incidental to their regularly assigned duties.

### **95200 Protective services - other contract costs**

This FDS line represents costs incurred in connection with contracts entered into with tenant organizations, municipal entities, and private security services, for providing protective services.

### **95300 Protective services - other**

This FDS line represents the other costs relating to protective services such as the cost of materials, supplies, and expendable equipment. This FDS line includes costs such as, uniforms and other personal equipment and the operation and maintenance of electronic detection equipment and devices, alarm systems, communication equipment (e.g., walkie-talkie), and operation and maintenance of automotive and other movable equipment used solely or primarily for providing protective services.

### **95500 Employee benefit contributions - protective services**

This FDS line represents PHA contributions to protective services employee benefit plans such as pension, retirement, and health and welfare plans. The FDS line also represents administrative expenses paid to the state or other public agency in connection with a retirement and other post-employment benefit plans (if such payment is required by state law) and with trustees' fees paid in connection with a private retirement plan (if such payment is required under the retirement plan contract).

### **95000 Total protective services**

This FDS line is the sum of lines 95100 through 95500. This FDS line item represents the total cost of protective services. FASS automatically sums 95100 through 95500.

---

## General Expenses

### **96110 Property insurance**

The FDS line represents amounts charged for insurance to the PHA's projects, programs, and COCC facilities.

### **96120 Liability insurance**

The FDS line represents amounts charged for general liability coverage to the PHA's projects, programs, and COCC.

### **96130 Workmen's compensation**

The FDS line represents amounts charged to the PHA's projects, programs, and COCC for workmen's compensation insurance.

### **96140 All other insurance**

The FDS line represents the cost of additional insurance types for purposes not otherwise accounted for in other FDS insurance lines.

### **96100 Total insurance premiums**

This FDS line is the sum of lines 96110 through 96140. This FDS line item represents the total cost of premiums from all types of insurance issued. FASS automatically sums lines 96110 through 96140.

### **96200 Other general expenses**

This FDS line represents the cost of all items of general expense. These are expenses that are typically not part of routine administrative expenses and would not be recorded to FDS line 91900 (Other administrative expense). Examples include:

- Payments to developers for mixed financing transactions and ongoing subsidy payments as required under a regulatory and operation agreement for a mixed finance projects.
- Administrative fees expensed to receiving PHAs as part of the portability provision of the HCV program.

- 
- Amount of energy savings earned by the COCC as a result of a HUD-approved energy performance contract.
  - Expenses arising from personal injury and damages to property and the loss of cash and/or securities resulting from robbery or theft.
  - Unaccountable differences in inventories of materials, supplies, and expendable equipment.
  - Fiscal agent fees and fees paid to collection agents other than attorneys incurred in connection with the collection of amounts due from tenants, which are not chargeable to tenants.
  - Fines and penalties imposed by the federal, state or local government. Caution should be exercised in expensing fines and penalties to federal awards as these items are typically considered to be ineligible. This category was added in order to accommodate the recording of this expense to an appropriate funding source.
  - Costs of FASB 5 Contingency claim.
  - Costs incurred for RAD conversion pre-development costs and RAD application costs.

### **96210 Compensated absences**

The FDS line item represents amounts expensed for vacation or employee sick leave. Such amounts represent direct program charges for projects, programs and the COCC, as applicable.

### **96300 Payments in lieu of taxes**

This FDS line represents all payments for assessments, actual real estate taxes, and payments in lieu of taxes accrued to a municipality or other local taxing body, including that portion of payments in lieu of taxes which is to be applied as a reimbursement of payments of off-site utilities.

### **96400 Bad debt - tenant rents**

This FDS line represents the estimated expense to cover the expected losses for tenant charges which will not be collected. Under GAAP, the direct write off method should not be used.

### **96500 Bad debt - mortgages**

This FDS line represents the estimated expense to cover the expected losses for mortgage payments which will not be collected. Under GAAP, the direct write-off method should not be used.



**96600 Bad debt - other**

This FDS line represents the estimated expense to cover the expected losses for all other receivables including bad debt associated with fraud, other than tenant receivables and mortgage receivables.

**96800 Severance expense**

This FDS line represents payments to employees for salary; unused leave not included in compensated absences on FDS line 96210 above and other compensation, such as early retirement incentives, pursuant to the PHA's established personnel policy, due upon termination of employment.

**96000 Total other general expenses**

This FDS line is the sum of lines 96200, 96210, 96300, 96400, 96500, 96600 and 96800. This FDS line represents the total of other general expenses. FASS automatically sums lines 96200, 96210, 96300, 96400, 96500, 96600 and 96800.

**96710 Interest on mortgage (or bonds) payable**

This FDS line item represents interest incurred on a mortgage or bonds issued for construction or permanent financing. Interest expense related to the Capital Fund Financing Program should be reported in the Capital Fund column of the project/COCC.

**96720 Interest on notes payable (short and long term)**

This FDS line item reflects interest and discounts incurred on both short and long-term project operating notes. Interest expense related to the Capital Fund Financing Program should be reported in the Capital Fund column of the project/COCC.

**FDS Line 96720 Details in FASS:**

96720_010	Interest on EPC Related Debt
96720_020	Interest on ALL other Debt

---

**96730 Amortization of bond issue costs**

This FDS line item reflects amortization expense related to organizational costs, including loan fees, organization expenses, and like expenses.

**96700 Total Interest expense and amortization cost**

This FDS line is the sum of lines 96710 through 96730. This FDS line item represents the total cost of interest and amortization. FASS automatically sums lines 96710 through 96730.

**96900 Total operating expenses**

This FDS line is the sum of lines 91000, 92000, 92500, 93000, 94000, 95000, 96100, 96000, and 96700. This FDS line represents the total operating expenses. FASS automatically sums lines 91000, 92000, 92500, 93000, 94000, 95000, 96100, 96000, and 96700.

**97000 Excess operating revenue over operating expenses**

This FDS line represents the difference between total revenue on FDS line 70000 and total operating expenses on FDS line 96900. FASS automatically calculates the difference between lines 70000 and 96900.

**97100 Extraordinary maintenance**

This FDS line represents all maintenance costs that are typically for unforeseen events and highly unusual in nature, where the work required is clearly not part of routine maintenance and would not be subject to capitalization under GAAP. All costs related to the completion of extraordinary maintenance such as labor, materials and supplies, contract work, and expendable equipment should be charged to this line item. Extraordinary maintenance (also referred to as non-routine maintenance) typically represents items of costs that were not anticipated prior to the start of the fiscal year. An example would include the repair of a ruptured water main or gas line.

A PHA may not find it necessary to use this account in a particular year, since an adequate preventive routine maintenance program and proper design and construction may preclude the need to undertake extraordinary maintenance projects.

When extraordinary maintenance work is undertaken, it is likely that the PHA will find it necessary to have the work performed either by contract or by employing a special labor crew, in order not to neglect routine maintenance functions. However, if any of the normal maintenance staff of the PHA are detailed to an extraordinary maintenance job, the wages and benefits of such employees while so engaged shall be included in the amounts on this line.

This line also represents the gross salaries and benefits earned by architectural and engineering employees who are employed for the sole purpose of preparing plans and specifications for an extraordinary maintenance job, but does not represent any part of the time of the regular technical and non-technical administrative staff of the PHA.

### 97200 Casualty losses - non-capitalized

This FDS line represents all costs (labor, materials and supplies, expendable equipment, and contract work) of the restoration of property, such as site improvements, structures, or equipment (but not replacement of nonexpendable equipment) damaged by an external event such as fire, tornado, earthquake, or hailstorm. The cost of the restoration does not materially alter the book value of the damaged asset and is below the PHA's capitalization threshold.

Related insurance proceeds received for casualty losses incurred should not be netted into this line item.

### 97300 Housing assistance payments

This FDS line represents housing assistance payments (HAP) for the HCV or similar type program paid or accrued to the owners of dwelling units leased to eligible families. Also included in this line is HAP related expenses, such as contributions to FSS escrow accounts, utility reimbursements, and mortgage payments paid using HAP subsidy for a HCV homeownership program. In addition, this account includes, where applicable, HAP payments paid or accrued to owners for vacancies during and after rent-up pursuant to a housing assistance payments contract, and HAP payments paid or accrued to owners for reimbursement pursuant to the provisions of the housing assistance contract for any unpaid rent or damages caused by the tenants.

Upon RAD conversion to PBV, a partial elimination may be necessary in the consolidated FDS reporting, because the Housing Authority uses HAP amounts as part of the new property revenue and uses their vouchers on the PBV property. The units should still be accounted for in total at the HCV level, and may have to be eliminated in the consolidated reporting.

#### FDS Line 97300 Details in FASS:

97300_010	Mainstream 1 & 5 year
97300_020	Home ownership
97300_025	Litigation
97300_030	Hope IV
97300_035	Moving to work

97300_040	Tenant Protection
97300_041	Portability-Out
97300_045	FSS Escrow Deposits
97300_049	All Other "Special" Vouchers (i.e., FUP, NED, etc.)
97300_050	All Other

### **97350 HAP Portability-In**

This FDS lines represents the amount of housing assistance payments paid by the receiving PHA to the landlord on behalf of the initial PHA under a portability agreement. This account is normally applicable only to the HCV Program.

### **97400 Depreciation expense**

This FDS line represents the amount of depreciation for the current accounting period associated with the capital assets. This amount is calculated using an acceptable method.

---

**97500 Fraud losses**

This FDS line represents the costs associated with:

- 1) costs arising from personal injury to persons and damages to property other than that of a locally owned or leased project, and
- 2) the loss of cash and/or securities resulting from robbery or theft not covered by insurance, to the extent that such cash and/or securities are not recovered.
- 3) The FDS line also includes amounts associated with fraudulent activities due to misrepresentation by tenants who now owe additional rent for prior periods or retroactive rent.

**97600 Capital outlays - governmental funds\***

This FDS line represents the acquisition cost of capital assets purchased when the reporting entity employs governmental accounting/modified accrual concepts. These expenditures are reflected in the entity's statement of revenue and expense.

\* This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.

**97700 Debt principal payment - governmental funds\***

This FDS line represents the repayment of long-term debt if the reporting entity employs governmental accounting/modified accrual concepts. This accounting method does not require a separate identification of the current portion of long-term debt due. Accordingly, each payment reduces the balance remaining in the long-term liability account(s).

\* This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.

**97800 Dwelling units rent expense**

This FDS line represents the rent paid or accrued to the owners of dwelling units leased by the PHA for low-income use in the Section 23 or Section 10(c) programs.

**90000 Total expenses**

This FDS line is the sum of lines 96900 and 97100 through 97800. This FDS line represents the total expenses incurred. FASS automatically sums lines 96900 and 97100 through 97800.

## OTHER FINANCING SOURCES (USES)

### 10010 Operating transfers in

This FDS line represents ongoing operating resources received from another program other than a loan, advance, quasi-external transactions, and reimbursements. This FDS line item will not include project to project transfers. However, within a project, this line represents funds received by LRPH program from the Capital Fund to LRPH. This line will also be used to record HOTMA transfers.

### 10020 Operating transfers out

This FDS line represents ongoing operating resources provided to another program other than a loan advance, quasi-external transactions and reimbursements. This FDS line item will not include project to project transfers. However, within a project, this line may be used to transfer funds from the Capital Fund program to LRPH program. This line will also be used to record HOTMA transfers.

### 10030 Operating transfers from/to primary government

This FDS line represents amounts received by the PHA from another organization (e.g., joint ventures, jointly governed organizations or other stand-alone governments) or amounts provided by the PHA to another governmental organization that is other than the PHA. The transfers to/from must be within the FDS.

#### FDS Line 10030 Details in FASS:

10030_010	Not For Profit
10030_020	Partnership
10030_030	Joint Venture
10030_040	Tax Credit
10030_050	Other

---

**10040 Operating transfers from/to component unit**

This FDS line represents amounts received by a blended component unit(s) from the PHA or amounts provided by the blended component unit to the PHA.

**10050 Proceeds from notes, loans and bonds\* (\*Modified Accrual Only FDS Line)**

This FDS line represents amounts received as a result of the PHA borrowing funds using a note payable, entering into a loan agreement and/or from the issuance of bonds. This FDS line is used with the modified accrual basis of accounting.

\* This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.

**10060 Proceeds from property sales\* (\*Modified Accrual Only FDS Line)**

This FDS line represents any sale of capital assets for which proceeds are obtained. The proceeds represent the total amount received for the sale of the property. This FDS line is used with the modified accrual basis of accounting.

\* This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.

**10070 Extraordinary items, net gain/loss**

This FDS line represents transactions or other events that are both unusual in nature (possessing a high degree of abnormality and clearly unrelated to the ordinary and typical activities of the PHA) and infrequent in occurrence. Capital asset impairments may qualify as an extraordinary item if the item was not within the control of management such as significant damage incurred from a hurricane. In the case of the recording of a capital impairment loss, insurance proceeds would be netted with the loss upon the recovery becoming realizable.

**10080 Special items, net gain/loss**

This FDS line represents transactions or events within the control of management that are either unusual in nature or infrequent in occurrence. Capital asset impairments that are subject to the PHA's control would be recorded as a special item.

This line is also used for the transfer of capital assets to a non-government entity due to RAD conversions of public housing properties. If the housing authority transfers the ownership of the public housing units converted to RAD units to a component unit (Blended or Discrete) or to another separate legal entity this line will be used.

**10091 Inter-project excess cash transfer in**

This FDS line item represents [operating funds](#) received by a project from another project. This line item is not used by PHAs with only one project. The sum of all transfers in (line 10091) must equal all transfers out (FDS line 10092).

**10092 Inter-project excess cash transfer out**

This FDS line item represents [operating funds transferred](#) from one project to another project. The amount of transfer is limited to a project's prior year [available](#) excess cash. Transfers greater than the project's prior year excess cash is considered non-compliance. The sum of all transfers out must equal all transfers in (FDS line 10091) within [the public housing program](#). This line item is not used if the PHA reports only one project.

**10093 Transfers between programs and projects in**

This FDS line item represents incoming transfers between programs and projects. The sum of all incoming transfers between programs and projects must equal all outgoing transfers between programs and projects within a PHA.

**10094 Transfers between programs and projects out**

This FDS line item represents outgoing transfers between projects to programs. The sum of all incoming transfers between programs and projects must equal all outgoing transfers between programs and projects within a PHA. [Transfers of operating funds from projects to programs must be explained.](#)

**10100 Total other financing sources (Uses)**

This FDS line is the sum of lines 10010 through 10094. This FDS line represents the total expenses recorded on lines 10010 through 10094. FASS automatically sums 10010 through 10094.

**10000 Excess (deficiency) of total revenue over (under) total expenses**

This FDS line is the difference between total revenue reported on FDS line 70000; total expenses reported on FDS line 90000 and total other financing sources (uses) reported on line 10100. FASS automatically calculates the difference between line 70000, 90000, and 10100.



---

## MEMO ACCOUNT INFORMATION

---

### 11020 Required annual debt principal payments

This FDS line represents the required debt principal payments during the reporting financial year, regardless of whether or not the actual payment has been made. The required annual debt principal payment related to the Capital Fund Financing Program should be reported in the Capital Fund Program Income Statement of the project/COCC.

#### FDS Line 11020 Details in FASS:

11020_010	Principal on EPC Related Debt
11020_020	Principal on All Other Debt

### 11030 Beginning equity

This FDS line represents the difference between total assets (FDS line 190) and total liabilities (FDS line 300) at the beginning of the fiscal year. This FDS line is automatically populated using the ending equity balance from the prior year.

### 11040 Prior period adjustments, equity transfers, and correction of errors

#### 11040-010 to 060

This FDS line represents prior period adjustments that are transactions that should be excluded from the current period's activity statements. With respect to governmental financial reporting, this specifically addresses correction of errors in the financial statements of a prior period. Errors in financial statements may result from: mathematical mistakes; mistakes in the application of accounting principles; oversight of facts that existed at the time financial statements were prepared; or change from an accounting principle that is not generally accepted to one that is generally accepted.

#### 11040-070 to 100

This line also includes equity transfers between programs. The Equity transfers-in, must equal equity transfers-out. For project reporting, equity transfers should still be reported for the transfer of capital assets from the Capital Fund program to Low Rent Public Housing Program, even though there is only one balance sheet for each project.

---

This line is also used for the transfer of fixed assets or net residual equity between projects or programs or activities (e.g., Business Activities) due to RAD conversions, if the housing authority retains full or partial ownership of the RAD converted units.

**11050 Changes in compensated absence balance)**

This FDS line represents the change to the compensated absences liability balance for the current period when the reporting entity employs the modified accrual accounting method.

\* This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.

**11060 Changes in contingent liability balance\***

This FDS line represents the change to the Self-insurance liability balance for the current period when the reporting entity employs the modified accrual accounting method.

\* This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.

**11070 Changes in unrecognized pension transition liability\***

This FDS line represents the change to the unrecognized pension transition liability balance for the current period when the reporting entity employs the modified accrual accounting method.

\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.

**11080 Changes in special terms/severance benefits liability\***

This FDS line represents the change to the special term/severance benefits liability balance for the current period when the reporting entity employs the modified accrual accounting method.

\* This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.

**11090 Changes in allowance for doubtful accounts – dwelling rents**

This FDS line represents the change to the allowance for doubtful accounts – dwelling rents balance for the current period when the reporting entity employs the modified accrual accounting method.

\* This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.

### 11100 Changes in allowance for doubtful accounts – other\*

This FDS line represents the change to the allowance for doubtful accounts – other balance for the current period when the reporting entity employs the modified accrual accounting method.

\* This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.

### 11170 Administrative fee equity

This FDS line represents the administrative fee equity for the HCV program only. The FDS line is equal to total administrative fee revenue minus total administrative expense. The balance of this account will be carried forward from year to year. The administrative fee equity can be used for administrative expenses incurred in the operation of the HCV program or for the issuance of additional HAPs to assist eligible families. This line is only available for the HCV program (CFDA #14.871).

#### FDS Line 11170 Details in FASS:

11170_001	Administrative Fee Equity - Beginning Balance
11170_010	Administrative Fee Revenue
11170_020	Hard to House Fee Revenue
11170_021	FSS Coordinator Grant
11170_030	Audit Costs
11170_040	Investment Income
11170_045	Fraud Recovery Revenue
11170_050	Other Revenue
11170_060	Total Admin Fee Revenue
11170_080	Total Operating Expense
11170_090	Depreciation

11170_095	Housing Assistance Payment Portability In
11170_100	Other Expenses
11170_110	Total Expenses
11170_002	Net Administrative Fee
11170_003	Administrative Fee Equity - Ending Balance
11170_005	Pre-2004 Administrative Fee Reserves
11170_006	Post-2003 Administrative Fee Reserves

### 11180 Housing assistance payments equity

This FDS line represents the Housing Assistance Payments Equity retained by the PHA for the HCV program only. This FDS line is equal to total HAP revenue minus Total HAP expense. The balance of this account will be carried forward year to year. This amount does not include the balance of the program reserve retained by HUD for HAP payments. The HAP equity can be used only for HAP payments incurred in the operation of the HCV program. This line is only available for the HCV program (CFDA #14.871).

#### FDS Line 11180 Details in FASS:

11180_001	Housing Assistance Payments Equity - Beginning Balance
11180_010	Housing Assistance Payments Revenues
11180_015	Fraud Recovery Revenue
11180_020	Other Revenue
11180_025	Investment Income
11180_030	Total Housing Assistance Payments Revenues
11180_080	Housing Assistance Payments
11180_090	Other Expenses
11180_100	Total Housing Assistance Payments Expenses
11180_002	Net Housing Assistance Payments

11180_003	Housing Assistance Payments - Ending Balance
-----------	--

**11190 Unit months available**

This FDS line represents the number of months available for all Low Rent, Section 8, other subsidized and non-subsidized programs with unit month counts.

For Public Housing projects the PHA reports the total number of months each ACC unit was under ACC in the PHA’s fiscal year reduced by the number of months each ACC unit was in the following categories during the fiscal year:

- Vacant - Undergoing Modernization
- Vacant - Court Litigation
- Vacant - Natural Disaster
- Vacant - Casualty Loss
- Vacant - Market Conditions
- Non-Dwelling - Special Use: Anti-Drug/Crime
- Non-Dwelling - Special Use: Self Sufficiency Activities
- Non-Dwelling - Special Use: Other Resident Activities
- Non-Dwelling - Special Use: Other Moving to Work (applies only for an MTW PHA)
- Units Approved by HUD for Demolition/Disposition

PHAs may reduce their unit months available for these categories only if HUD approved the vacancy, special use or demolition/disposition application.

Upon conversion of PH properties to RAD PBV program there is a possibility that the unit months available for both the HCV and the PBV program will be counted twice. When this is the case the units would need to be eliminated from the total count.

**FDS Line 11190 Details in FASS:**

11190_210	Total ACC HCV Units
11190_220	Unfunded Units
11190_230	Other Adjustments

---

**11210 Number of Unit months leased**

This FDS line represents the total number of dwelling unit months under lease by tenants and program participants during the reporting period. The reported amount should be supported by the PHA's tenant rent rolls or housing assistance payment records.

For Public Housing projects the number of months reported must be on the same basis (first day of the month or the last day of the month) the PHA used when reporting units leased on the Form HUD-52723 – Calculation of Operating Subsidy. Units leased include only those units categorized in PIC as occupied by low income families (assisted tenants), police officers, and non-assisted tenants over income.

For the HCV program, the PHAs vouchers leased should be based on the first of the month.

Upon conversion of PH properties to a RAD PBV program there is a possibility that the unit months available for both the HCV and the PBV program will be counted twice. When this is the case the units would need to be eliminated from the total count.

**11270 Excess Cash**

This FDS line item represents the amount of excess cash available. The calculation for excess cash is as follows:  $(111 + 114 + 115 + 120 + 131 + 144) - (310 + (96900/12))$ . FDS line 96900 is calculated from the low rent column of the FDS. FASS automatically calculates excess cash. This account is only available for projects and is not calculated for any other program.

**11610 Land purchases**

This FDS line represents costs incurred during the current fiscal year related to the purchase of land and related costs to prepare the land for use. Of the costs reported on FDS line item 161, only the cost incurred in the current fiscal year should be included on this line. This line is only available under the project's and COCC's income statements (both the Capital fund program and Low Rent Public Housing income statement).

**11620 Building purchases**

This FDS line represents the capitalized costs incurred during the current fiscal year for buildings and related building improvement projects. Construction in Progress costs related to a building or improvement projects should also be reflected on this FDS line due to the fact that these costs will eventually be listed on this line upon completion of the project. Of the costs reported on FDS line item 162 or 167, only the costs incurred in the current fiscal year should be included on this line. This line is only available under the project's and COCC's income statements (both the Capital fund program and Low Rent Public Housing income statement). This line is also used to record the HOTMA funds expended for this category during the year.

**11630 Furniture & equipment - dwelling purchases**

This FDS line represents costs incurred during the current fiscal year for purchases of furniture and equipment for dwelling units that were capitalized. Of the costs reported on FDS line item 163, only the costs incurred in the current fiscal year should be included on this line. The cost of disposed assets should not be included. This line is only available under the project's and COCC's income statements (both the Capital fund program and Low Rent Public Housing income statement). This line is also used to record the HOTMA funds expended for this category during the year.

**11640 Furniture & equipment - administrative purchases**

This FDS line represents costs incurred during the current fiscal year for purchases of furniture and equipment related to the administration of the PHA, which are capitalized and included on FDS line item 164. Of the costs reported on line 164, only the costs incurred in the current fiscal year should be included on this line. This line is only available under the project's and COCC's income statements (both the Capital fund program and Low Rent Public Housing income statement). This line is also used to record the HOTMA funds expended for this category during the year.

**11650 Leasehold improvements purchases**

This FDS line represents the capitalized costs incurred during the current fiscal year for items listed on FDS line item 165. Construction in Progress costs related to a leasehold improvement project should also be reflected on this FDS line due to the fact that these costs will eventually be recorded on this FDS line upon completion of the project. Of the costs reported on FDS lines 165 or 167, only the costs incurred in the current fiscal year costs should be included on this line. FDS line 11650 is only available under the project's and COCC's income statements (both the Capital fund program and Low Rent Public Housing income statement). This line is also to be used to record the HOTMA funds expended for this category during the year.

**11660 Infrastructure purchases**

This FDS line represents capitalized costs incurred during the current fiscal year for infrastructure items listed on FDS line item 168. Construction in Progress costs related to an infrastructure project should also be reflected on this FDS line due to the fact that these costs will eventually be recorded on this FDS line upon completion of the project. Of the costs reported on line 168 or 167, only the costs incurred in the current fiscal year should be included on this line. This line is only available under the project's and COCC's income statements (both the Capital fund program and Low Rent Public Housing income statement). This line is also used to record the HOTMA funds expended for this category during the year.

**13510 CFFP debt service payments**

This FDS line represents the payment incurred during the current fiscal year for any Capital Fund Financing Program debt service payments. This line reports principal as well as interest payments made during the current fiscal year.

**13901 Replacement housing factor funds**

Replacement housing factor (RHF) grants are provided to PHAs under the Capital Fund formula (24 CFR 905.10(i)). RHF grants are provided as a result of HUD approved demolition or disposition (sale) of public housing units. The regulations limit the use of RHF grants to the development of new public housing. This line represents the total RHF grant costs incurred during the year (both hard and soft costs, if any)). Any capitalized costs associated with the use of these funds should also be recorded in memo accounts 11610 through 11660 above.

Please note that RHF funding is only eligible for units removed prior to October 1, 2013 and for which the PHA was receiving RHF grants in Federal Fiscal Year 2013. PHAs that removed units from inventory on or after October 1, 2013 will receive five (5) years of demolition disposition transitional funding (DTTF) and will not receive any RHF funding for those units. PHAs that received years one to four (1-4) of their first 1st increment RHF funds in FY2013 will receive RHF grants for the remaining years of the 1st increment grants. PHAs will not receive the 2nd increment of RHF funds; these will be converted to DDTF. PHAs receiving years 1-4 of their 2nd increment RHF funds in FY 2013 will receive RHF grants for the remaining years of the 2nd increment grants. The PHA will not receive DDTF once it has received its 5th year of the 2nd increment.



## Appendix A

**Table 1. Summary of Line Definitions Changes**

FDS Line Item Number	FDS Line Description	Explanation of Change
<b>Assets</b>		
111	Cash - Unrestricted	Updated
112	Cash - Restricted for Modernization	Updated
113	Cash - Other Restricted	No change
114	Cash - Tenant Security Deposits	No change
115	Cash - Restricted for Payment of Current Liabilities	No change
121	Accounts Receivable	Updated
122	Accounts Receivable - HUD Other Projects	Updated
124	Accounts Receivable - Other Government	Updated
125	Accounts Receivable - Miscellaneous	Updated
126	Accounts Receivable - Tenants	Updated
126.1	Allowance for Doubtful Accounts - Tenants	Updated
127	Notes, Loans, & Mortgages Receivable - Current	Updated
128	Fraud recovery	Updated
128.1	Allowance for Doubtful Accounts - Fraud	Updated
129	Accrued Interest Receivable	Updated
131	Investments - Unrestricted	Updated
132	Investments - Restricted	Updated
135	Investments - Restricted for Payment of Current Liability	Updated
142	Prepaid Expenses and Other Assets	Updated
143	Inventories	Updated
143.1	Allowance for Obsolete Inventories	No Change
144	Inter Program Due From	Updated
145	Assets Held for Sale	Updated
161	Land	No Change
162	Buildings	No Change
163	Furniture, Equipment & Machinery - Dwellings	No Change

FDS Line Item Number	FDS Line Description	Explanation of Change
164	Furniture, Equipment & Machinery - Administration	No Change
165	Leasehold Improvements	Updated
166	Accumulated Depreciation	No Change
167	Construction in Progress	Updated
168	Infrastructure	No Change
171	Notes, Loans, & Mortgages Receivable - Non-Current	Updated
172	Notes, Loans, & Mortgages Receivable - Non-Current - Past Due	Updated
174	Other assets	Updated
176	Investment in Joint Ventures	No Change
200	Deferred Outflow of Resources	Updated
<b>Liabilities and Net Position</b>		
311	Bank Overdraft	No Change
312	Accounts Payable <= 90 Days	No Change
313	Accounts Payable > 90 Days Past Due	No Change
321	Accrued Wage/Payroll Taxes Payable	No Change
322	Accrued Compensated Absences - Current Position	No Change
324	Accrued Contingency Liability	No Change
325	Accrued Interest Payable	No Change
331	Accounts Payable - HUD PHA Programs	No Change
332	Accounts Payable - PHA Projects	No Change
333	Accounts Payable - Other Government	No Change
341	Tenant Security Deposits	No Change
342	Deferred Revenues	No Change
343	Mortgage Notes	Updated
344	Notes Payable - Operating	Updated
345	Other Current Liabilities	Updated
346	Accrued Liabilities - Other	No change
347	Inter Program - Due to	Updated
348	Loan Liability - Current	Updated
351	Mortgage Notes Payable - Capital Projects	Updated

FDS Line Item Number	FDS Line Description	Explanation of Change
352	Notes Payable - Operating	Updated
354	Accrued Compensated Absences - Non-Current	Updated
353	Non-current Liabilities - Other	No change
354	Accrued Compensated Absences - Non-current	No change
355	Loan Liability - Non-Current	Updated
400	Deferred Inflow of Resources	Updated
511.4	Restricted Net Position	Updated
512.4	Unrestricted Net Position	Updated
513	Total Equity - Net Assets/Position	Updated
<b>Revenues and Expenses</b>		
70800	Other government grants	Updated
71500	Other Revenue	Updated
91310	Book-keeping Fee	Updated
91900	Other	Updated
96200	Other General expense	Updated
97300	Housing Assistance Payments	Updated
<b>Memo Accounts</b>		
10010	Operating transfers in	Updated
10020	Operating transfers out	Updated
10030	Operating transfers from/to Primary Government	Updated
10040	Operating transfers from/to Component Unit	Updated
10080	Operating transfers out	Updated
10091	Inter Project Excess Cash Transfer In	Updated
10092	Inter Project Excess Cash Transfer Out	Updated
<b>Other Financing Sources and Uses</b>		
11020	Required Annual Debt Principal Payments	Updated
11030	Beginning Equity	Updated
11040	Prior Period Adjustments, Equity Transfers and Correction of	Updated
11190	Unit months available	Updated

FDS Line Item Number	FDS Line Description	Explanation of Change
11210	Number of unit months leased	Updated
11620	Building purchases	Updated
11630	Furniture & equipment - dwelling purchases	Updated
11640	Furniture & equipment - administrative purchases	Updated
11650	Leasehold improvements purchases	Updated
11660	Infrastructure purchases	Updated