

CHAPTER 7. SCHEDULE OF COLLECTIONS

- 7-1. PURPOSE. All single family mortgage insurance collections received in the Field Office during any regular workday shall be covered in their appropriate series of schedules and deposited as soon as possible on the day of receipt, but no later than bank closing time on the regular workday (banking) following the day on which the items of collection were actually received. (See Handbook 1911.1, Chapter 2.)
- 7-2. AUTOMATED COLLECTION SCHEDULES/REGISTERS. Some Field Offices have chosen to automate the recording of their remittances, as with Forms HUD-235, Collection Register and HUD-1065, Remittance Activity Report (Appendix 15).
- a. Must Duplicate HUD Form. The use of "time saving" computer-generated collection registers and schedules are encouraged, however, the programs must duplicate the information on the HUD prescribed form.
 - b. What's Available. Automated programs have been designed for the HUD-235 and HUD-1065. This method of recording receipts and deposits is only a suggested alternate to the manual preparation.
 - c. Source. The program may be obtained through the Office of Mortgage Insurance Accounting and Servicing (MIAS), Control and Analysis Division.
- 7-3. DETAIL SUPPORT OF SCHEDULE OF COLLECTIONS. The pink and blue copies of the Official Receipt, Form HUD-27038 (Appendix 7), will serve as detailed entries in support of Headquarters and Field Office summary schedules of collections, respectively. If no receipt is available, attach a copy of the check, money order or the remittance advice.
- a. In order to facilitate preparation of the schedule of collections, the pink copies of the official receipt (or other supporting documents) will be separated and sorted by section of the Act. Within each section of the Act, the pink copies (or other supporting documents) will be further sorted as to program, i.e., single family, multifamily, etc. and collection type, i.e., tax refund, wage restitution, etc. The total

collection amount for each collection type, section of the Act, and the grand total of the schedule will be carefully determined by using an adding machine and

cross-checked by adding machine tape.

- b. The blue copy of the official receipt (and/or copies of any other supporting documents), should be attached to the Field Office copy of the schedule of collections. Future correspondence from and to Headquarters (either MIAS or the Office of Finance and Accounting (OFA)) concerning the schedule of collections should indicate both the schedule and the receipt numbers.

7-4. SCHEDULE OF COLLECTIONS, FORM HUD-2022. Form HUD-2022 (Appendix 9), shall be used to report all single family mortgage related collections. This form shall also be used as an uncollectible check schedule as explained in Chapter 11. A typewritten original and one copy of this form shall be mailed in accordance with paragraph 7-5. To aid in the use of these instructions, Appendix 9, page 1 has been prepared with alphabets (encircled) corresponding to the following.

- a. Schedule Number. The schedule number shall consist of the three digit office code followed by a dash and the next schedule number in the appropriate series set forth in paragraph 7-6.
- b. Date Received. Enter the actual date the collections were received in the Field Office.
- c. Date of Deposit. Enter the actual date the collections were deposited. This shall agree with the deposit ticket.
- d. Total Deposit. Enter the total amount of collections listed below. This amount shall agree with (1) the total shown as (i) at the bottom of the schedule, (2) the official receipts (if any) issued for the items scheduled and other supporting documents, (3) the deposit ticket and (4) the actual deposit.
- e. Types of Transactions. The types of collections reported on HUD-2022 shall be indicated by checking one of the blocks near the top of the form. Do not commingle collection types on a schedule.

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- f. Claim, Case or Project Number. Always enter an identifying number for each collection.
- g. Identification and Explanation of Remittance(s).
 - (1) Indicate if the funds on this schedule belongs to the single family, multifamily or Title I program.

(2) If the collection type is not preprinted on the Form HUD-2022 (listed in paragraph 7-6a), enter the collection type in this section, as with the "restitution" collection shown on page 2 of Appendix 9.

(3) Include further explanations here, as appropriate.

h. Amount. Enter individual remittance amounts in line with and parallel to it's case number and explanation.

i. Total. This is not a preprinted item on the schedule. You should type in the word TOTAL, add the individual amounts listed and enter the total amount of the schedule as shown in Appendix 9.

j. The bottom portion of the schedule is self explanatory.

7-5. MAILING SCHEDULES OF COLLECTIONS. So that HUD's financial statements properly reflect all collections received during each calendar month, it is necessary to hold the books open until schedules of collections covering all collections received up to and including the last working day of each month have been received by OFA, FCAD. Collections received on the last working day of a month will, in most cases, be deposited on the first working day of the following month. Collections so received shall not be included on the same schedule with collections received on the first day of the month.

a. Mailing. The original of the schedules, together with supporting pink copies of the official receipts (or other supporting documents when receipts are not issued) shall be forwarded to the:

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*   US Department of Housing and Urban Development   *  
*   Office of Finance and Accounting, FCAD           *  
*   PO Box 23299                                     *  
*   Washington, DC 20026-3299                       *  
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b. Retain. The duplicate copy of the schedules together with supporting blue copies of the official receipts (or other supporting documents) will be retained in the Field Offices for a period of three years. The duplicate schedule retained in the Field Offices will be maintained in schedule number order, by schedule series and by fiscal year.

7-6. SCHEDULE NUMBERS. The schedule of collections shall be prepared using one of the categories listed below based on collection sources. The schedule shall be numbered with the office code followed by the next available serial number for the appropriate collection type. DO NOT COMMINGLE TYPES.

a. Collection Types Preprinted on Schedule :

- (1) Uncollectible Checks. Always use the same schedule number on the uncollectible check schedule as was used on the original schedule.
- (2) Earnest Money (Property Sales). See LOCKBOX designation in Appendix 1.
- (3) Real Property Rentals. Use serial numbers 901 through 1200.
- (4) Tax Refund Acquired Properties. See LOCKBOX designation in Appendix 1.
- (5) Mobile Home Lot Appraisal Fees. See Miscellaneous.
- (6) Tax Refund Single Family Notes. See Miscellaneous.
- (7) Suspense. Use serial numbers 2701 through 3000. This series is restricted to "unknown" collections

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which cannot be identified. Suspense items shall be prepared on separate schedules for each type of collection.

- (8) Miscellaneous. Use serial numbers 2401 through 2700. All collection items which are not categorized above, but which are susceptible of deposit and have positive identification shall use this series. Prepare a separate schedule for each type of collection. Describe each collection in full detail. Covered by this series are such items of collection as collection from sale of waste paper.
- (9) Mortgagee Approval Fee (Initial). See LOCKBOX designation in Appendix 1.

b. Collection Types NOT Listed on Schedule :

- (1) Sustained Audit Cost. Use serial numbers 3001 through 3300.

(2) Restitution. Use serial numbers 3301 through 3600.

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