TABLE OF CONTENTS

PARAGRAPH                  PAGE

FOREWORD                   i
TABLE OF CONTENTS          ii

PART I - GENERAL INFORMATION

CHAPTER 1. SCOPE

1-1 Goal                     1-1
1-2 Employee Designations    1-1
1-3 Definitions              1-1

CHAPTER 2. POLICIES AND STANDARDS

2-1 Internal Control Requirements 2-1
2-2 Prompt Depositing Requirements 2-1
2-3 Safeguarding Requirements   2-2

PART II - ELECTRONIC DEPOSITS

CHAPTER 3. LOCKBOX DEPOSITING

3-1 Background               3-1
3-2 Handling Misdirected Lockbox Receipts 3-1
3-3 Lockbox Deposit of Field Office Receipts 3-2

CHAPTER 4. ELECTRONIC DEPOSITS

4-1 Background               4-1
4-2 Wire Transfers           4-1
4-3 Fixed and Recurring Pre-Authorized Debits 4-2
4-4 Customer Initiated Pre-Authorized Debits 4-2

PART III - LOCAL DEPOSITS

CHAPTER 5. FIELD OFFICE REMITTANCE PROCESSING IN LOCAL DEPOSITORIES

5-1 Purpose                  5-1
5-2 General                  5-1
5-3 Mail Deliveries         5-1
5-4 Forms of Remittances    5-2
5-5 Remittance Negotiability 5-3
CHAPTER 6. OFFICIAL RECEIPT

6-1 Purpose
6-2 Form of Receipt to Issue
6-3 Issuance of Receipts
6-4 Over-the-Counter Remittances
6-5 Preparation of the Official Receipt
6-6 Distribution of Official Receipts
6-7 Spoiled Receipts
6-8 Control Over Numbered Receipts
6-9 Receipt Control Form
6-10 Delay in Accounting for Receipt Forms

CHAPTER 7. SCHEDULE OF COLLECTIONS

7-1 Purpose
7-2 Automated Schedule of Collections/Registers
7-3 Detail Support for Schedule of Collections
7-4 Schedule of Collections, Form HUD-2022
7-5 Mailing Schedule of Collections
7-6 Schedule Numbers

CHAPTER 8. DEPOSIT TICKET

8-1 Purpose
8-2 Time and Manner of Making Deposits
8-3 Depositing in Federal Reserve Bank or Branch
8-4 Depositing in Other Approved Depositories
8-5 Preparation of Deposit Ticket
8-6 Two Deposit Tickets for One Schedule
8-7 Distribution of Deposit Tickets
8-8 Errors in Deposit Tickets
8-9 Joint Verification of Collections with Collection Record

CHAPTER 9. RECAP ON DISTRIBUTION OF FORMS

9-1 Purpose
9-2 Deposit of Funds
9-3 Mailing Official Receipts
9-4 Schedule and Receipted Deposit Ticket

CHAPTER 10. SAFEGUARDING FUNDS AND OTHER VALUABLES

10-1 Purpose
10-2 Employees Handling Funds
CHAPTER 11. UNCOLLECTIBLE CHECKS

11-1 General 11-1
11-2 Debit Voucher 11-1
11-3 Schedule of Uncollectible Checks 11-1
11-4 Uncollectible Lockbox Checks 11-2
11-5 Exhibit of Debit Voucher 11-2
11-6 Exhibit of Schedule of Uncollectible Checks 11-2

FOREWORD

This Handbook prescribes the policies and procedures for handling funds received in the HUD Field Offices which emanate primarily from the single family home mortgage programs administered by the Assistant Secretary for Housing - Federal Housing Commissioner. Other HUD component organizations which
could benefit from this handbook include contractors, agents and Headquarters personnel.

This handbook should be used in conjunction with Handbook 1911.1 REV-4, Handling and Protecting Cash and Other Negotiable Instruments. Handbook 1911.1 provides 'minimum requirements' necessary to comply with the Treasury Financial Manual and the applicable Titles of the General Accounting Office Policy and Procedures Manual. Based on these requirements, more detailed cash handling procedures are provided in this handbook specifically for the single family home mortgage programs.

Consequently, basic fiscal requirements for processing mortgage insurance collections are provided in both Handbooks 1911.1 and 4110.1. However, if an unusual fiscal or accounting problem arises for which the proper method of handling cannot be ascertained from these handbooks, immediate communication should be made with the Office of Mortgage Insurance Accounting and Servicing (MIAS), Control and Analysis Division. Communication may be by letter or telephone in accordance with the urgency of the situation. In all instances, each Field Office must exercise sound fiscal accounting practices in the conduct of it's activities.

Questions and concerns regarding information included in this Handbook are also to be directed to the Control and Analysis Division of MIAS or the Financial Control and Accounting Division of the Office of Finance and Accounting.