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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 its 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.

Reference: Handbook 1911.1 REV-4, Handling and Protecting Cash and Other Negotiable Instruments, dated May 1, 1988.