

# Budget Worksheet Income and Expense Projections

U.S. Department of Housing  
and Urban Development  
Office of Housing  
Federal Housing Commissioner



OMB Approval No. 2502-0324 (exp. 3/31/92)

Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2502-0324), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

Project Number : \_\_\_\_\_ Name of Project : \_\_\_\_\_

Description of Account	Acct. No.	HUD-92410 audited last FY	Current FY	(no. of mos.)	Budget from ( ) to ( )
<b>Rental Income</b>					
5100 Apartments or Member Carrying Charges (Coops)	5120				
Tenant Assistance Payments	5121				
Furniture and Equipment	5130				
Stores and Commercial	5140				
Garage and Parking Spaces	5170				
Flexible Subsidy Income	5180				
Miscellaneous (specify)	5190				
<b>Total Rent Revenue Potential at 100% Occupancy</b>					
<b>Vacancies</b>					
5200 Apartments	5220				
Furniture and Equipment	5230				
Stores and Commercial	5240				
Garage and Parking Spaces	5270				
Miscellaneous (specify)	5290				
<b>Total Vacancies</b>					
<b>Net Rental Revenue (Rent Revenue less Vacancies)</b>					
<b>Elderly &amp; Congregate Svcs. Income</b>	5300				
5300 Total Service Income (schedule attached)					
<b>Financial Revenue</b>					
5400 Interest Income-Project Operations	5410				
Income from Investments-Residual Receipts	5430				
Income from Investments-Reserve for Replacement	5440				
Income from Investments-Miscellaneous	5490				
<b>Total Financial Revenue</b>					
<b>Other Revenue</b>					
5900 Laundry and Vending	5910				
NSF and Late Charges	5920				
Damages and Cleaning Fees	5930				
Forfeited Tenant Security Deposits	5940				
Other Revenue (specify)	5990				
<b>Total Other Revenue</b>					
<b>Total Revenue</b>					
<b>Administrative Expenses</b>					
6200/6300 Advertising	6210				
Other Renting Expense	6250				
Office Salaries	6310				
Office Supplies	6311				
Office or Model Apartment Rent	6312				
Management Fee	6320				
Manager or Superintendent Salaries	6330				
Manager or Superintendent Rent Free Unit	6331				
Legal Expenses (Project)	6340				
Auditing Expenses (Project)	6350				
Bookkeeping Fees/Accounting Services	6351				
Telephone and Answering Services	6360				
Miscellaneous Administrative Expenses (specify)	6390				
<b>Total Administrative Expenses</b>					
<b>Sub Total Expenses (carry forward to page 2)</b>					

Description of Account	Acct No	HUD-92410 audited last FY	Current FY	( no of mos )	Budget from ( ) to ( )
<b>Sub Total Expenses (carried forward from page 1)</b>					
<b>Utilities 6400</b>	Fuel Oil/Coal	6420			
	Electricity	6450			
	Water	6451			
	Gas	6452			
	Sewer	6453			
	Total Utilities Expense				
<b>Operating &amp; Maintenance Expenses 6500</b>	Janitor and Cleaning Payroll	6510			
	Janitor and Cleaning Supplies	6515			
	Janitor and Cleaning Contract	6517			
	Exterminating Payroll/Contract	6519			
	Exterminating Supplies	6520			
	Garbage and Trash Removal	6525			
	Security Payroll/Contract	6530			
	Grounds Payroll	6535			
	Grounds Supplies	6536			
	Grounds Contract	6537			
	Repairs Payroll	6540			
	Repairs Material	6541			
	Repairs Contract	6542			
	Elevator Maintenance/Contract	6545			
	Heating/Cooling Repairs and Maintenance	6546			
	Swimming Pool Maintenance/Contract	6547			
	Snow Removal	6548			
	Decorating Payroll/Contract	6560			
	Decorating Supplies	6561			
	Vehicle & Maint: Equip. Operation and Repairs	6570			
Miscellaneous Operating & Maintenance Expenses	6590				
Total Operating & Maintenance Expenses					
<b>Taxes and Insurance 6700</b>	Real Estate Taxes	6710			
	Payroll Taxes (FICA)	6711			
	Miscellaneous Taxes, Licenses and Permits	6719			
	Property and Liability Insurance (Hazard)	6720			
	Fidelity Bond Insurance	6721			
	Workmen's Compensation	6722			
	Health Insurance & Other Employee Benefits	6723			
	Other Insurance (specify)	6729			
	Total Taxes & Insurance				
<b>Financial Expenses 6800</b>	Interest on Bonds Payable	6810			
	Interest on Mortgage Payable	6820			
	Interest on Notes Payable (Long-Term) *	6830			
	Interest on Notes Payable (Short-Term) *	6840			
	Mortgage Insurance Premium/Service Charge	6850			
	Miscellaneous Financial Expenses	6890			
Total Financial Expenses					
<b>Elderly &amp; Congregate Svcs. Expenses 6900</b>		6900			
	<b>Total Service Expenses (schedule attached)</b>				
	Reserve for Replacements Dep. Req.				
	Painting Reserve				
	Principal Payments Req.				
	Debt Service (Sec. 241 & other approved loans)				
	Debt Service Reserve (202)				
	General Operating Reserve				
	Total Cost of Operations				
	Less Total Revenue				
	Excess (Deficiency) Income Over Expenses				

I hereby certify that the information contained on pages 1 and 2 is complete, and correct to the best of my knowledge.

X