

HUD-93240  
April 1971  
(Formerly FHA-3240)

Form Approved  
OMB No. 63-R0979

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

ANNUAL OPERATING BUDGET FOR COOPERATIVE HOUSING CORPORATIONS

PROJECT NO.(S) \_\_\_\_\_

PROJECT NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

COVERING PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

EXPENSES	ACCT. NO.	1 Prior Year Budget	2 Prior Year Actual	3 Over (Under)	4 Adjustments Incr. (Deer.)	5 New Annual Budget	6 Adjustments By HUD
1. Vacancy & Collection Loss	6370						
2. Employee Apartment Rent	6330						
3. Apartment Resale Expense	6200						
4. Management Fee	6320						
5. Legal Expense	6340						
6. Audit Expense	6350						
7. Telephone	6360						
8. Office & Adm. Salaries	6310						
9. Office Expenses	6311						
10. Misc. Administrative Exp.	6390						
11.							
12.							
13.							
14.							
15. Fuel	6420						
16. Electricity	6450						
17. Water & Sewer	6451						
18. Veh. & Equip. Oper. Exp.	6441						
19. Janitor's Payroll	6430						
20. Janitor's Supplies	6431						
21. Exterminating	6462						
22. Rubbish Removal	6470						
23. Parking Area Expense	6480						
24.							
25.							
26.							
27. Grounds Maintenance	6520						
28. Painting & Decorating	6560						
29. Structural Repairs	6540						
30. Heating & Air Cond. Maint.	6510						
31. Plumbing Maintenance	6511						
32. Electrical Maintenance	6512						
33. Elevator Maintenance	6550						
34. Pool Maintenance	6521						
35. Maintenance Supplies	6515						
36. Maintenance Payroll	6585						
37. Misc. Maintenance Repairs	6590						
38.							
39. Real Estate Taxes	6710						
40. Employer's Payroll Taxes	6711						
41. Miscellaneous Taxes	6719						
42. Property & Liability Insurance	6720						
43. Workmen's Compensation	6721						
44. Fidelity Bonds	6723						
45. Miscellaneous Insurance	6729						
46.							
47.							
48.							
49. Ground Rent	6815						
50. Mortgage Ins. Premium	6850						
51. Mortgage Interest	6820						
52. Mortgage Principal	2320						
53. Replacement Reserve	1320						
54. General Operating Reserve	1365						
55. Painting Reserve	1330						
56. Project Equipment Purch.	1470						
57. Capital Improvements	1400						
58. TOTAL EXPENSE							

Column #4 reflects necessary or desirable increases and decreases over prior year's budget (Col. #1) to arrive at New Annual Budget (Col. #5). Carrying Charges and other budgeted income (line #68) must at least equal the total expenses on line #58. Lines 52-57 provide for capital contributions by members, in excess of their downpayments, and should be entered in the books thru Account #3241 (Paid-in Surplus). Surcharges received from over-income occupants in Section 221(d)(3) and Section 236 cases are not budget items and should not be reflected in any of the columns on Line 59 nor in the Schedule of Carrying Charges, but should be reflected in a separate Schedule. Additional instructions for the preparation of this form are contained in HUD Handbook #64371-2, the Uniform System of Accounts for Cooperative Housing Corporations.

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