



### Instructions for Completing Schedule C Mortgagee's Report of Project Disbursements

**A. Overview.** List and describe all disbursements for reasonable operating expenses which you made during your control or ownership of the project. You may not show on this Schedule any of the expenses which you reported on Schedule A. You must prepare a separate disbursement report for each month you controlled or owned the project. Your must show all disbursements in chronological order. In lieu of Schedule C, HUD will accept computer generated reports of project disbursement if the computer reports (1) provide all the information required, (2) follow the format of Schedule C, and (3) are legible.

#### **B. Steps to Complete Form**

1. In column (1), show the invoice or check number for each disbursement.
2. In column (2), show the payee for each disbursement.
3. In column (3), describe the purpose of the disbursement and the period covered, if applicable.
4. In column (4), show the date of the disbursement.
5. In column (5), show the amount of the disbursement.
6. Compute the subtotals for each month's disbursement and enter at the bottom of each monthly report.
7. Compute the total disbursements for the period you controlled the project by adding the subtotals from each monthly report. Enter this amount on Form HUD-94196.

**C. Required Supporting Documentation.** Retain the following documentation to support the amounts shown on Schedule C.

1. Receipts or invoices, showing check number and date paid, for all project disbursements during the period you controlled the project and:
2. Copies of the ledger record cards showing all project disbursements.