

HOUSING ASSISTANCE PAYMENTS  
PROGRAM ACCOUNTING HANDBOOK

7420.6

APPENDIX 4

HUD-32487  
March 1976

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT OPERATING STATEMENT HOUSING ASSISTANCE PAYMENTS PROGRAM		SEE INSTRUCTIONS ON REVERSE		
SECTION 23 <input type="checkbox"/> SECTION 8 <input type="checkbox"/>		STATE CODE		
NAME AND ADDRESS OF PUBLIC HOUSING AGENCY (Including ZIP Code)		TYPE OF PROJECT(S) (Check one)		
		EXISTING 01 <input type="checkbox"/> 1. <input type="checkbox"/> MAR. 31 NEW 02 <input type="checkbox"/> 2. <input type="checkbox"/> JUNE 30 REHAB 03 <input type="checkbox"/> 3. <input type="checkbox"/> SEPT. 30 4. <input type="checkbox"/> DEC. 31		
NUMBER OF DWELLING UNITS UNDER ACC UNDER LEASE		NUMBER OF UNIT MONTHS	AC CONTRACT NO	
			PROJECT NUMBER(S)	
LINE NO.	ACCT. NO.	ACCOUNT TITLE	ACTUAL PUM	ACTUAL AMOUNT
<b>PART I OPERATING RECEIPTS AND EXPENDITURES</b>				
<b>OPERATING RECEIPTS</b>				
010	3610	Interest on general fund investments		
020	3690	Other income		
030		Total Operating Income (Lines 010 and 020)		
040	7530	Receipts from nonexpendable equipment not replaced		
050		Total Operating Receipts, exclusive of annual contributions (Lines 030 and 040)		
060	8025or 8026	Annual Contributions Earned		
070		Total Operating Receipts (Lines 050 and 060)		
<b>OPERATING EXPENDITURES</b>				
Housing Assistance Payments, Prelim. Admin. Exp., and Nonexpendable Equip				
080	4715	Housing Assistance Payments		
090	4010	Preliminary administrative expense - Prior to ACC		
100	4012	Preliminary administrative expense - After ACC		
110	7520	Replacement of nonexpendable equipment		
120	7540	Property betterments and additions		
130		Total Housing Assistance Payments, Preliminary Admin. Exp., and Nonexpendable Equipment (Lines 080 thru 120)		
140		Total Operating Receipts Available for the Regular Costs of Admin. (Line 070 minus Line 130)		
<b>Administrative Expense</b>				
150	4110	Administrative salaries		
160	4130	Legal expense		
170	4150	Travel		
180	4170	Accounting and auditing fees		
190	4180	Office rent		
200	4190	Sundry Administrative Expense		
210		Total Administrative Expense (Lines 150 thru 200)		
<b>Other Expense</b>				
220	4400	Maintenance and Operation (for nonexpendable equipment only)		
230	4510	Insurance		
240	4530	Terminal leave payments		
250	4540	Employee benefit contributions		
260	4590	Other General Expenses		
270		Total Other Expense (Lines 220 thru 260)		
280		Total Admin. and Other Expenses (Lines 210 plus Line 270)		
290	6010	Prior Year Adjustments		
300		Affecting residual receipts (or deficits) - debit (credit)		
310		Total Expenses for the Regular Cost of Admin., including prior year adjustments (Line 280 plus the debit or minus the credit on Line 290)		
310		NET INCOME (OR DEFICIT) before provision for operating reserve (Line 140 minus Line 300)		
<b>PART II ANALYSIS OF OPERATING RESERVE (All Section 23 MAP Projects or All Section 8 MAP Projects)</b>				
320	2824or 2826	Operating Reserve - Balance at beginning of fiscal year covered by this statement		
330		Cash Withdrawals from Reserve during fiscal year covered by this statement		
340		Net Operating Reserve after Cash Withdrawals (Line 320 minus Line 330)		
350		Net Income (or Deficit) before provision for operating reserve (net total of Line 310 for all MAP projects)		
360		Net Deficit brought forward from preceding fiscal year (see Line 410 of Analysis of Operating Reserve for preceding fiscal year)		
370		Total Income (or Deficit) (See instructions)		
380	7014or 7016	Provision for Operating Reserve		
390		Addition (the amount of income, if any, on Line 370)		
400	2824or 2826	Deduction (the amount of deficit, if any, on Line 370, but not to exceed the amount on Line 350)		
410		Operating Reserve - balance at end of fiscal year covered by this statement (Line 340 plus Line 380 or minus Line 390, as applicable)		
410		Deficit at end of fiscal year covered by this statement, if any (Line 370 minus Line 390)		
PREPARED BY (Signature)		APPROVED BY (Signature)		
TITLE		DATE	TITLE	DATE

HUD-32487 (1-76)

INSTRUCTIONS FOR PREPARATION OF FORM HUD-52682  
OPERATING STATEMENT  
HOUSING ASSISTANCE PAYMENTS PROGRAM

## I. GENERAL

- a. At the end of each fiscal year, <sup>1/</sup> the Public Housing Agency (PHA), including a Housing Finance and Development Agency, shall prepare the original and 3 copies of Form HUD-52682, Operating Statement, to report operating receipts and expenditures for Section 23 and Section 8 Housing Assistance Payments Projects under an Annual Contributions Contract.
- b. A separate Part I, Operating Receipts and Expenditures, of Form HUD-52682 shall be prepared for each type of Housing Assistance Payments Project under Section 23 and Section 8, i.e., (1) Section 23 New Construction Projects, (2) Section 23 Substantial Rehab. Projects, (3) Section 23 Existing Housing Projects, (4) Section 8 New Construction Projects, (5) Section 8 Substantial Rehab. Projects, and (6) Section 8 Existing Housing Projects.
- c. Only one consolidated Part II, Analysis of Operating Reserve, of Form HUD-52682 shall be prepared covering all types of projects under the Section 8 or the Section 23 Housing Assistance Payments Program. The original of Form HUD-52682 shall be sent to the Director, Low-Rent Program Accounting Division, Office of Finance and Accounting, Department of Housing and Urban Development, Washington, D.C. 20410. A copy of the form shall be sent to the appropriate Regional Accounting Division Director, and a copy shall be sent to the appropriate HUD Field Office. The PHA shall retain a copy of the form for its own records. The form shall be submitted not later than the 20th day of the month following the close of the fiscal year for which the report is prepared.

## 2. READING:

- a. **Program:** Check the appropriate box to indicate type of program for which this form is being prepared, Section 23 or Section 8.
- b. **Name and Address:** Enter the name and address including ZIP code of the PHA.
- c. **Number of Dwelling Units:** Enter the number of dwelling units approved for the projects in the Annual Contributions Contract and the number of dwelling units under lease as of the last day of the fiscal year for which this form is prepared. Leave blank if only Part II of the form is being completed.
- d. **Number of Unit Months:** For all Section 23 projects and for Section 8 New and Rehab. projects, enter the product of the units authorized by the Annual Contributions Contract for the project multiplied by the number of months in the fiscal year for which this form is being prepared. For Section 8 Existing projects enter the sum of the number of units under Housing Assistance Payments Contracts in each month of the fiscal year covered by the form. Leave blank when only Part II of the form is being completed.
- e. **State Code:** Enter applicable state code (See paragraph 6 below.)
- f. **Type of Project:** Check the appropriate box to indicate type of projects for which this form is being prepared. The term "New" means New Construction; the term "Rehab." means Substantial Rehabilitation, and the term "Existing" means Existing Housing. Leave blank if only Part II of the form is being completed.
- g. **Fiscal Year Ending:** Check block indicating PHA's established fiscal year ending date.
- h. **AC Contract No.:** Enter Annual Contribution Contract Number.
- i. **Project Number(s):** Enter the project number(s) of all projects covered in this form.

3. **COLUMN HEADED "ACTUAL PUM"** After completing column "Actual Amount", as provided below, complete this column by dividing the "Actual Amount" by the "Number of Unit Months" shown in the heading of this form, and entering the quotient on the appropriate line.

## 4. COLUMN HEADED "ACTUAL AMOUNT"

- a. Lines 010 through 280 are to be used to report total operating receipts and expenditures, by account classification, for the period covered by the report.
- b. Line 290 enter the net debit or credit balance of prior year adjustments affecting residual receipts.
- c. Line 300 through 310 self-explanatory.

## 5. ANALYSIS OF OPERATING RESERVE

- a. Line 320 Enter the sum of the amounts for all types of projects, i.e., New, Rehab., and Existing for Section 23 or Section 8.

- b. Line 330 Enter the total amount of cash withdrawals from Account 2824 or Account 2826 which was used for purposes other than meeting operating expenses incurred for the Section 23 or Section 8 Housing Assistance Payments Program
- c. Line 340 and 350 Self-explanatory
- d. Line 360 Self-explanatory Enter the amount shown on this line in brackets
- e. Line 370 If line 360 shows zero enter the income or (deficit) shown on line 350. If line 360 shows a deficit and line 350 shows a deficit, add the two amounts together and enter the total on this line in brackets or if line 350 shows net income, subtract the two amounts and enter on this line the net income or (deficit)
- f. Line 380 Self-explanatory
- g. Line 390 Self-explanatory Do not bracket the amount shown on this line
- h. Line 400 Self-explanatory
- i. Line 410 Only use this line if there is a deficit shown on line 370. Subtract line 390 from line 370 and enter the difference in brackets.

6. **STATE CODES:** The following is a list of the State Codes, the applicable code is to be entered in the heading.

State or Possession	Code	State or Possession	Code
Alabama	01	Ohio	39
Alaska	02	Oklahoma	40
Arizona	04	Oregon	41
Arkansas	05	Pennsylvania	42
California	06	Rhode Island	44
Colorado	08	South Carolina	45
Connecticut	09	South Dakota	46
Delaware	10	Tennessee	47
District of Columbia	11	Texas	48
Florida	12	Utah	49
Georgia	13	Vermont	50
Hawaii	15	Virginia	51
Idaho	16	Washington	53
Illinois	17	West Virginia	54
Indiana	18	Wisconsin	55
Iowa	19	Wyoming	56
Kansas	20	American Samoa	60
Kentucky	21	Canal Zone	61
Louisiana	22	Canton and	
Maine	23	Ladysbury Isl(s)	62
Maryland	24	Guam	66
Massachusetts	25	Johnson Atoll	67
Michigan	26	Midway Islands	71
Minnesota	27	Puerto Rico	72
Mississippi	28	Ryukyu Islands	
Missouri	29	Swath	73
Montana	30	Swan Islands	74
Nebraska	31	Trust Territories of	
Nevada	32	Pacific Islands	75
New Hampshire	33	Mic. Caribbean	
New Jersey	34	Islands (U.S.)	76
New Mexico	35	Mic. Pacific	
New York	36	Islands (U.S.)	77
North Carolina	37	Vegan Islands	78
North Dakota	38	Wake Island	79

<sup>1/</sup> Section 23 For New and Rehab. projects, the first fiscal year commences on the first day of the month in which the first unit is leased to an eligible family and ends on the last day of the established fiscal year (see Section 0.3 of Annual Contributions Contract) which is not less than 12 months after the commencement date of such fiscal year. For Existing projects, the first fiscal year shall be the period beginning with the date of execution of the Annual Contributions Contract and ending on the last day of the established fiscal year (see Section 0.3 of the Annual Contributions Contract) which is not less than 12 months after the beginning date of such fiscal year.

Section 8 For New and Rehab. projects, the first fiscal year commences on the effective date of the Housing Assistance Payments Contract and ends on the last day of the established fiscal year (see Section 0.3 of the Annual Contributions Contract) which is not less than 12 months after the commencement date of such fiscal year. For Existing projects, the first fiscal year commences on the date of execution of the Annual Contributions Contract and ends on the last day of the established fiscal year (see Section 0.3 of the Annual Contributions Contract) which is not less than 12 months after the beginning of such fiscal year.