

HOUSING ASSISTANCE PAYMENTS
PROGRAM ACCOUNTING HANDBOOK

7L20.6

APPENDIX 4

HUD-52487
March 1976

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT		SEE INSTRUCTIONS ON REVERSE	
OPERATING STATEMENT HOUSING ASSISTANCE PAYMENTS PROGRAM		STATE CODE	
SECTION 23 <input type="checkbox"/> SECTION 8 <input type="checkbox"/>		TYPE OF PROJECT(S) (Check one)	
NAME AND ADDRESS OF PUBLIC HOUSING AGENCY (Including ZIP Code)		EXISTING <input type="checkbox"/> 01 NEW <input type="checkbox"/> 02 REHAB <input type="checkbox"/> 03	
		FY ENDING 197 (Check one) 1 <input type="checkbox"/> MAR. 31 2 <input type="checkbox"/> JUNE 30 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 AMOUNT
PART I OPERATING RECEIPTS AND EXPENDITURES			
OPERATING RECEIPTS			
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)	
OPERATING EXPENDITURES			
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)	
Administrative Expense			
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)	
Other Expense:			
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)	
Prior Year Adjustments			
290	6010	Affecting residual receipts (or deficit) - debit (credit)	
300		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)	
PART II ANALYSIS OF OPERATING RESERVE (All Section 23 HAP Projects or All Section 8 HAP Projects)			
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 HAP 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)	
		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-52487 (3-76)

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

I. GENERAL

a. At the end of each fiscal year, if 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. 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

2. HEADING

a. Program. Check the appropriate box to indicate type of program for which this form is being prepared, Section 23 or Section 8.

Table with 4 columns: State or Possession, Code, State or Possession, Code. Lists states and their corresponding codes for the STAFF CODES section.

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" 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.

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.

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.