

Statement of Operating Receipts and Expenditures

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0067 (exp. 4/30/2000)

Public reporting burden for this collection of information is estimated to average 1 hour 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. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

The information on this form is collected to gather essential information on the operation of PHAs and IHAs. It will be used to report the actual operating receipts and expenditures, compare those amounts to the approved operating budget, and determine the amount of net income/deficit to be added to/deducted from the operating reserve for the year. The information will be used by HUD to assess the financial operation of PHAs and IHAs including trending, analyses and comparisons as well as to respond to information requests from Congress, other government agencies and the general public regarding the financial operation of HAs. This information is required for HUD to fulfill statutory requirements of the United States Housing Act of 1937, as amended. The information collected does not lend itself to confidentiality.

Name and Address of Local Authority (including city, State, zip code)	1. Type of HUD assisted project(s) 01 <input type="checkbox"/> PHA-Owned Rental Housing 04 <input type="checkbox"/> PHA Leased Rental Housing, Sec 23/10(c) 10 <input type="checkbox"/> PHA-Owned Turnkey III Homeownership
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2. Project Number _____ P _____	3. Report for Period ended	4. Fiscal Year Fiscal Year Ending <input type="checkbox"/> Mar 31 <input type="checkbox"/> June 30 <input type="checkbox"/> Sept 30 <input type="checkbox"/> Dec 31			
5. Contract Number(s)	6. No. of Projects	7. No. of Dwelling Units	8. No. of Dwelling Units under Lease, Sec 23/10(c)	9. No. of Unit Months Availability or Under Lease	10. No. of Unit Days Under Lease, Sec 23/10(c)

Line No.	Acct. No.	Description	Budget		Actual	
			Amount	PUM	PUM	Amount
Homebuyers Monthly Payments for:						
010	7710	Operating Expense				
020	7712	Earned Home Payments				
030	7714	Nonroutine Maintenance Reserve				
040	7716	Excess (or deficit) in Break-Even				
050	7790	Homebuyers Monthly Payments - Contra (lines 010 to 040)				
Operating Receipts						
060	3110	Dwelling Rental				
070	3120	Excess Utilities				
080	3190	Nondwelling Rental				
090		Total Rental Income (lines 060 to 080)				
100	3610	Interest on General Fund Investments				
120	3680	Assessments - Homeowners				
130	3690	Other Income				
140		Total Operating Income (lines 090 to 130)				
150	7110	Receipts from Off-site Utilities				
160	7530	Receipts from Nonexpendable Equipment Not Replaced				
170		Total Operating Receipts Excluding HUD Contribution (lines 140 to 160)				
Operating Expenditures - Administration:						
180	4110	Administrative Salaries				
190	4130	Legal Expense				
200	4140	Staff Training				
210	4150	Travel				
220	4170	Accounting Fees				
221	4171	Auditing Fees				
230	4190	Sundry				
231	4195	Outside Management Fees				
240		Total Administrative Expense (lines 180 to 231)				
Tenant Services:						
250	4210	Salaries				
260	4220	Recreation, Publications and Other Services				
270	4230	Contract Costs, Training and Other				
280		Total Tenant Services Expense (lines 250 to 270)				

Line No.	Acct. No.	Description	Budget		Actual	
			Amount	PUM	PUM	Amount
Utilities:						
290	4310	Water				
300	4320	Electricity				
310	4330	Gas				
320	4340	Fuel				
330	4350	Labor				
340	4390	Other Utilities Expense				
350		Total Utilities Expense (lines 290 to 340)				
Ordinary Maintenance and Operation:						
360	4410	Labor				
370	4420	Materials				
380	4430	Contract Costs				
381	4431	Garbage and Trash Removal				
390		Total Ordinary Maintenance & Operation Expense (lines 360 to 381)				
Protective Services:						
400	4460	Labor				
410	4470	Materials				
420	4480	Contract costs				
430		Total Protective Services Expense (lines 400 to 420)				
General Expense:						
440	4510	Insurance				
450	4520	Payments in Lieu of Taxes				
460	4530	Terminal Leave Payments				
470	4540	Employee Benefit Contributions				
480	4570	Collection Losses				
490	4580	Interest on Administrative and Sundry Notes				
500	4590	Other General Expense				
510		Total General Expense (lines 440 to 500)				
520		Total Routine Expense (lines 240, 280, 350, 390, 430, and 510)				
Nonroutine Maintenance:						
530	4610	Extraordinary Maintenance				
540	4620	Casualty Losses - Non Capitalized				
550		Total Nonroutine Maintenance (lines 530 and 540)				
Rent for Leased Dwellings:						
560	4710	Rents to Owners of Leased Dwellings				
570		Total Operating Expense (lines 520, 550, and 560)				
Capital Expenditures						
580	7520	Replacement of Nonexpendable Equipment				
590	7540	Property Betterments and Additions				
600	7560	Casualty Losses - Capitalized				
610		Total Capital Expenditures (lines 580 to 600)				
620		Total Operating Expenditures (lines 570 and 610)				
Prior Year Adjustments:						
630	6010	Prior Year Adjustments Affecting Residual Receipts				
Other Deductions:						
640		Deposits in Rental Debt Service Account				
670		Total Operating Expenditures, including prior year adjustments and other deductions (line 620 plus or minus line 630 plus line 640)				
680		Residual Receipts (or Deficit) before HUD Contributions (line 170 minus line 670)				

Line No.	Acct. No.	Description	Budget		Actual	
			Amount	PUM	PUM	Amount
HUD Contributions:						
Basic Annual Contribution Earned - Leased Projects, Sec 23/10(c)						
690	8010	Current Year				
700	8011	Prior Year Adjustments - (Debit) Credit				
710		Total Basic Annual Contribution (lines 690 and 700)				
Contributions Earned - Operating Subsidy						
720	8020	Current Year				
750		Total HUD Contributions (lines 710 and 720)				
760		Residual Receipts (or Deficit) (lines 680 and 750)				
Other Financial Data						
790		Operating reserve - Balance at end of fiscal year (account 2820, 2821, or 2823 as applicable)				\$
810		Accounts receivable - Balance at end of fiscal year (account 1122, or 1124 as applicable) For tenants and homebuyers in occupancy				\$
820		For vacated tenants or homebuyers				\$

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Prepared by: _____ Name
 _____ Title
 _____ Signature and Date
 X

Approved by: _____ Name
 _____ Title
 _____ Signature and Date
 X

Instructions

General:

1. This statement shall be prepared annually (at fiscal year-end) unless a semiannual report is requested in writing by the local HUD office. This statement shall report total operating receipts and expenditures for the period covered. An original copy of the statement is to be submitted to the local HUD office not later than 45 days following the end of the period for which the statement is prepared as required in Chapter 3 of the Low-Rent Technical Accounting Guide, 7510.1.

2. At the end of each reporting period, a separate form shall be prepared for: (1) PHA-Owned Rental Projects (including conveyed projects) under the same Annual Contributions Contract, (2) each PHA Owned Homeownership Project, and (3) PHA Leased Rental Projects under the same Annual Contributions Contract.

Headings:

Most headings are self-explanatory.

1. Type of HUD assisted Project(s). Check only one block.
2. Project Number. Enter the Project Number in the form XX99P999999. This is the two letter state abbreviation, the local field office code, P designating public housing and the HA code and project number. For reports covering two or more projects, enter the lowest numbered project.
3. Report for Period Ended. Enter the ending date for the period that this statement is being prepared for.
4. Fiscal Year Ending. Enter the year (e.g. 1999) and check the appropriate block to indicate the month of the PHA's fiscal year.
6. No. of Projects. Enter the number of projects for which this statement is prepared.
7. No. of Dwelling Units. Enter total number of dwelling units included in the project(s) for which this statement is prepared. For leased project(s), enter total number of dwelling units authorized by the Annual Contributions Contract even though all such units have not been rented from owners.
8. No. of Dwelling Units under Lease. Enter the number of dwelling units under lease from owners by the PHA (Sec 23/10(c)).

9. No. of Unit Months Availability or Under Lease. For Owned Projects (rental or homeownership) the "number of unit months availability" is determined by multiplying the "No. of Dwelling Units" by the cumulative period of the report (usually twelve months). If the report includes a project(s) which has been in operation for only a portion of the period, the "number of unit months availability" shall be computed on the basis of the actual number of months such project was in operation during the period.

For PHA Leased Projects, the "No. of Unit Months Availability" may be determined by dividing the "No. of Unit Days Under Lease" by 30.4.

10. No. of Unit Days Under Lease. Enter the total of column "Actual Number of Unit Days Under Lease" of form HUD-52981, Statement and Voucher for Basic Annual Contribution - Leased Housing.

11. Columns headed "Budget Amount" and "Budget PUM." For each line item, enter in the appropriate column the amount budgeted and the PUM amount as shown on the operating budget for the fiscal year. For many line items, this information must be obtained from the supporting schedules to form HUD-52564, Operating Budget.

12. Column headed "Actual PUM." After completing the column "Actual Amount," as provided below, complete this column by dividing the "actual amount" by the "No. of Unit Months Availability or Under Lease," as applicable, and entering the result on the appropriate line.

13. Column headed "Actual Amount."

- a. Lines 010 through 050 are to be used only for a homeownership project. Enter in this column, by account classification, total monthly payments charged to home buyers for the period covered by the report.
- b. Lines 060 through 620 are to be used to report total operating receipts and expenditures, by account classification, for the period covered by the report.
- c. Line 630 is to be used to enter the net debit or credit balances of prior year adjustments affecting residual receipts.
- d. Line 640. No entry is to be made on this line without approval from HUD.
- e. Lines 670 through 820 are self-explanatory.