



**Office of Public and Indian Housing, Real Estate Assessment Center  
Financial Assessment Subsystem – Public Housing (FASS-PH)**

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# **Financial Data Schedule**

## **Line Definition Guide**

**(FYE 6/30/2008 to Present)**

**Updated May 2012**

## TABLE OF CONTENTS

I. INTRODUCTION .....	1
II. GASB #54 – FUND BALANCE REPORTING AND GOVERNMENTAL FUND TYPE DEFINTION.....	7
III. OTHER HUD RESOURCES FOR FDS REPORTING.....	9
IV. ACCOUNTING AND REPORTING STANDARDS .....	10
<b>ASSETS.....</b>	<b>11</b>
1. CURRENT ASSETS .....	11
2. NON-CURRENT ASSETS .....	19
<b>LIABILITIES AND EQUITY .....</b>	<b>23</b>
3. CURRENT LIABILITIES .....	23
4. NON-CURRENT LIABILITIES .....	27
5. EQUITY.....	29
<b>REVENUE.....</b>	<b>33</b>
6. REVENUE.....	33
<b>EXPENSES.....</b>	<b>37</b>
7. EXPENSES.....	37
<b>OTHER FINANCING SOURCES (USES) .....</b>	<b>50</b>
8. OTHER FINANCING SOURCES (USES).....	50
<b>MEMO ACCOUNT INFORMATION .....</b>	<b>53</b>
9. MEMO ACCOUNT INFORMATION.....	53

## I. INTRODUCTION

This Financial Data Schedule (FDS) Line Definition Guide supersedes the Interim Financial Data Schedule Line Definition Guide that was issued November 2008 as a result of HUD's conversion to asset management. This guide has been updated for the following items:

- Provide and delete FDS lines resulting from the issuance of Governmental Accounting Standards Board (GASB) #54 -Fund Balance Reporting and Governmental Fund Type Definitions, and
- Provide additional information, examples, and clarity for certain FDS line definitions.

The Financial Data Schedule Line Definition Guide is updated for two main reasons:

1. Issuance of GASB #54: Fund Balance Reporting and Governmental Fund Type Definitions.  
As a result of the Governmental Accounting Standards Board (GASB) issuance of GASB #54, five (5) new line definitions have been added and three (3) line definitions have been removed from the FDS. These five new line items only affect PHAs reporting under modified accrual accounting (typically PHAs administering only the Housing Choice Voucher (HCV) program). The use of these equity accounts becomes effective for PHAs, with a fiscal year end June 30, 2011 and after. In addition the pre-GASB #54 modified accrual equity accounts will no longer be used. (Please refer to section II. *GASB #54: Fund Balance Reporting and Governmental Fund Type Definitions* for further guidance and reporting instructions on GASB #54.)
2. Provide Additional Information, Examples, and Clarity for Certain FDS Line Definitions.  
The emphasis of the Interim Financial Data Schedule Line Definition Guide (November 2008), which this guide supersedes, was the conversion to asset management. The emphasis on asset management resulted in a number of FDS line item definitions, unintentionally being associated with only projects or the Central Office Costs Center (COCC), when the intent was a more broad usage. For example, the intent of *FDS line 91700: Legal Expense* was for PHAs to report legal expenses associated with any of the PHA's programs and activities. This updated guide correctly broadens these definitions. The following is an example of the previous definition and the revised definition for FDS line 91700.

### **FDS Line 91700: Legal Expense**

#### Previous Definition:

"Legal fees or services incurred on behalf of the project and related to the project operations."

#### Revised Definition:

"This FDS line represents the legal fees or services incurred on behalf of the PHA, projects and programs and related to the PHA, project and program operations."

Secondly, additional clarification and language has been added to a number of line items, to help clarify the definition, especially for those FDS lines where HUD has received questions or where the line items were incorrectly used. For example, for *FDS line 351: Long-term Debt, Net of Current – Capital Projects/Mortgage Revenue Bonds*, additional examples have been included and clarifying language has been added. The following is an example of the previous definition and the revised definition for FDS line 351.

**FDS Line 351: Long-term Debt, Net of Current – Capital Projects/Mortgage Revenue Bonds**

Previous Definition:  
 “The long-term portion of bonds and notes, which were used for capital financing, as well as capital leases and mortgage revenue bonds.”

Revised Definition:  
 “This line item includes the long-term portion of bonds and notes, which were used for capital financing, capital leases and mortgage revenue bonds. This includes debt issued under the Capital Fund Financing Program, debt issued to support an energy performance contract, and capital lease obligations. PHA debt issued under the Operating Fund Financing Program and used for capital activity should also be reported under this line item. Debt that was originally issued for capital financing but subsequently re-financed should still be reported under this FDS line item.”

**Summary of Changes**

Not every FDS line definition was updated. The following table summarizes the changes for any FDS line item definition that was modified by the major reporting categories (e.g., Assets, Liabilities, Equity, etc.). The table also identifies whether the changes made were considered Significant or Minor. Significant changes include line definitions that have been added, deleted, or where clarifications to the line definition were added for those line items that were sometimes incorrectly used.

**Table 1. Summary of Line Definitions Changes**

ID	FDS Line Item and Description	Change (Significant/Minor)	Explanation of Change
<b>Assets</b>			
1	111 Cash-unrestricted 112 Cash-restricted-modernization and development 113 Cash-other restricted 115 Cash-restricted for payment of current liability 131 Investments-unrestricted 132 Investments-restricted 135 Investments-restricted for payment of current liability 144 Inter-program-due from	Significant	Additional information provided and specific examples added for clarity

ID	FDS Line Item and Description	Change (Significant/ Minor)	Explanation of Change
2	114 Cash-tenant security deposits 121 Accounts receivable-PHA projects 122 Accounts receivable-HUD other projects 126 Accounts receivable-tenants 127 Notes, loans, and mortgages receivable-current 128 Fraud recovery 145 Assets held for sale 163 Furniture, equipment and machinery - dwellings 165 Leasehold improvements 171 Notes, loans, and mortgages receivable-noncurrent 172 Notes, loans, and mortgages receivable-noncurrent-past due 174 Other Assets	Minor	Additional information added for clarity
<b>Liabilities</b>			
3	311 Bank overdraft 343 Current portion of long-term debt-capital projects/mortgage revenue bonds 347 Inter-program-due to 351 Long-term debt, net of current-capital projects/mortgages revenue bonds	Significant	Additional information added for clarity
4	322 Accrued compensated absences – current portion 332 Accounts payable – PHA projects 344 Current portion of long-term debt-operating borrowings 346 Accrued liabilities-other 348 Loan liability- current 352 Long term debt, net of current–operating borrowings 354 Accrued compensated absences – noncurrent portion 355 Loan liability-noncurrent	Minor	Additional information provided and specific examples added for clarity
<b>Equity</b>			
5	508.3 Nonspendable fund balance 509.3 Restricted fund balance 510.3 Committed fund balance 511.3 Assigned fund balance 512.3 Unassigned fund balance	New	New equity accounts established by GASB #54.
6	509.2 Fund balance reserved 511.2 Unreserved, designated fund balance 512.2 Unreserved, undesignated fund balance	Deleted	Replaced by equity accounts established by GASB #54
7	Total equity/net assets	Minor	Reorganized and clarified the definition
<b>Revenue</b>			
8	70710 Management fee 70740 Front-line service fee	Significant	Additional information provided

ID	FDS Line Item and Description	Change (Significant/Minor)	Explanation of Change
			and examples added for clarity
9	70300 Net tenant rental revenue 70720 Asset management fee 70730 Book-keeping fee 70750 Other fees 70800 Other government grants 71400 Fraud recovery 71500 Other revenue	Minor	Additional information added for clarity
<b>Expenses</b>			
10	91200 Auditing fees 91300 Management fees 96200 Other general expenses 97100 Extraordinary maintenance	Significant	Additional information provided and specific examples added for clarity
11	91100 Administrative salaries 91310 Book-keeping fees 91400 Advertising and marketing 91600 Office expenses 91700 Legal expenses 91800 Travel 91810 Allocated overhead 91900 Other 92000 Asset management fee 95100 Protective services-labor 96110 Property insurance 96120 Liability insurance 96130 Worker's compensation 96140 All other insurance 96210 Compensated absences 96600 Bad debt-other 96800 Severance expense 97200 Casualty losses-non-capitalized 97300 Housing assistance payments 97350 HAP portability-in	Minor	Additional information provided and specific examples added for clarity. For general expense items, the definition was broadened to include all programs (previously the definition referenced projects only)
12	91500 Employee benefit contributions-administrative 92300 Employee benefit contributions-tenant services 93700 Employee benefit contributions-utilities 94500 Employee benefit contributions-ordinary maintenance 95500 Employee benefit contributions-protective services	Minor	The definition of these items was expanded to specifically mention OPEBs
13	93100 Water 93200 Electricity 93300 Gas 93400 Fuel 93500 Labor	Minor	The definition of these items was broadened to include their use in all programs that have

ID	FDS Line Item and Description	Change (Significant/ Minor)	Explanation of Change
	93600 Sewer		this activity
14	94100 Ordinary maintenance and operations labor 94200 Ordinary maintenance and operations-materials and other 94300 Ordinary maintenance and operations-contracts	Minor	The definition of these items was expanded to specifically mention preventive maintenance and exclude extraordinary maintenance
<b>Other Financing Sources (Uses)</b>			
15	10091 Inter-project excess cash transfer in 10092 Inter-project excess cash transfer out 10070 Extraordinary items, net gain/loss 10080 Special items, net gain/loss	Minor	Additional information provided and specific examples added for clarity
<b>Memo Accounts</b>			
16	11190 Unit months available 11210 Unit months leased	Significant	Additional information provided on how to report & calculate these items for Public Housing and HCV Reporting.
17	11030 Beginning equity 11040 Prior period adjustment, equity transfers, and correction of errors	Minor	<i>Line 11030:</i> language deleted about the first year of project based accounting. <i>Line 11040:</i> language added about project reporting.
18	11170 Administrative fee equity 11180 Housing assistance payment equity	Minor	Definition now specifically states that these two lines apply only to the HCV program
19	11270 Excess cash	Minor	Additional information provided and the definition now states that this line item is calculated only for public housing projects and no other program.

ID	FDS Line Item and Description	Change (Significant/ Minor)	Explanation of Change
20	11610 Land purchases 11620 Building purchases 11630 Furniture & equipment dwelling purchases 11640 Furniture & equipment administrative purchases 11650 Leasehold improvements purchases 11660 Infrastructure purchases	Minor	Definitions now explicitly states that these line items are available and required for project reporting (for both the Low Rent and Capital Fund columns).
21	13901 Replacement housing factor funds	Minor	Additional information added for clarity



## II. GASB #54 – FUND BALANCE REPORTING AND GOVERNMENTAL FUND TYPE DEFINITION

### GASB #54 Background

Concerns were expressed to the GASB that some users of governmental financial information were unclear about the distinctions between reserved and unreserved fund balance and the relationship between reserved fund balances and restricted net assets<sup>1</sup>. GASB research found that the fund balance accounts were one of the most universally used pieces of governmental financial information. However, the GASB also noted that there are considerable differences in the way that users interpret fund balance information and widespread confusion about the nature of the information and reporting requirements within the generally accepted accounting principles (GAAP) for state and local governments. Given the variety and complexity of governmental units reporting fund balances, GASB recognized a need to provide for more detailed fund balance accounts.

As a result of these concerns, GASB #54 was issued. The statement requires that ending governmental fund (i.e., general fund, special revenue funds, etc.) balances be reported in the following accounts:

1. Nonspendable Fund Balance,
2. Restricted Fund Balance,
3. Committed Fund Balance,
4. Assigned Fund Balance, and
5. Unassigned Fund Balance.

Governmental entities will no longer report fund balances under the previous categories: 1) Fund Balance Reserved; 2) Unreserved, Designated Fund Balance, and 3) Unreserved, Undesignated Fund Balance.

GASB #54 will only affect PHAs that report using modified accrual and under this statement will be required to classify and report their fund balance (equity) using a new set of classifications. The prior fund balance accounts will no longer be used. From a FASS-PH reporting perspective, GASB #54 should impact Section 8 only agencies that report using modified accrual. Entities (i.e., PHAs) must begin using these fund balance accounts starting with reporting fiscal year ends (FYE) June 30, 2011 and later. PHAs are allowed to report using the new reporting standards prior to June 30, 2011 (i.e., early adoption of GASB #54 is allowed).

### Submission Instructions

Currently the online FASS-PH FDS template has not been updated with the new line items nor have the former fund balance accounts been removed. PHAs reporting their FDS to HUD using modified accrual are directed to use the following procedures when submitting their financial data through FASS-PH.

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<sup>1</sup> GASB #54: *Fund Balance Reporting and Governmental Fund Type Definitions*; page 15, paragraph 37

1. Complete the FDS using the currently programmed template and complete the FDS as if GASB #54 was not effective (i.e., continue to use the prior fund balance accounts when reporting equity).
2. Download the **GASB #54 Supplemental Reporting Schedule** (an Excel spreadsheet that will allow the PHA to provide the proper reporting as required by GASB #54 to HUD) and enter the correct fund balance information as required by GASB #54 for each program reported on the FDS. For each program reported using modified accrual, FDS line 513 (Total Equity) in the FDS should equal FDS line 513 (Total Equity) in the GASB #54 Reporting Schedule. The file and further reporting instructions can be found on the main FASS-PH webpage:  
[http://portal.hud.gov/hudportal/HUD/program\\_offices/public\\_indian\\_housing/real\\_products/prodpha](http://portal.hud.gov/hudportal/HUD/program_offices/public_indian_housing/real_products/prodpha)
3. For both the **unaudited** and **audited** submission, the PHA must attach the GASB #54 Reporting Schedule under the PHA Information tab, Comments link.
4. For an **audited** submission, the FDS must be reported as supplementary information. A PHA has the option of: 1) reporting their FDS in their financial statements with these new accounts (by modifying the system generated FDS); or 2) using the FDS from the FASS system. If the PHA elects Option 2, the PHA will also need to include the information from the GASB #54 Supplemental Reporting Schedule.

Auditors when completing the agreed upon procedures and opining (in relation to opinion) on the FDS as supplementary information are instructed to take into consideration the amounts reported in the GASB #54 Supplemental Reporting Schedule as if these amounts were entered into the FDS directly.

Instructions on this process are also provided within the GASB #54 Supplemental Reporting Schedule.

### III. OTHER HUD RESOURCES FOR FDS REPORTING

Additional HUD resources for FDS reporting can be found at the following HUD websites.

#### 1. FASS-PH

Specific PHA FASS-PH FDS reporting requirements are provided on PIH's REAC website. This site contains other related information such as a system user guide, financial indicator methodology and analysis guides, GAAP flyers, accounting briefs and frequently asked questions. This website can be found at:

[http://portal.hud.gov/hudportal/HUD/program\\_offices/public\\_indian\\_housing/react/products/prodpha](http://portal.hud.gov/hudportal/HUD/program_offices/public_indian_housing/react/products/prodpha)

#### 2. Asset Management

While asset management is based in the Operating Fund Final Rule, there are many resources that further elaborate on asset management concepts. The Financial Management Handbook provides detailed guidance on all asset management related concepts including the use of fee-for-service. The Financial Management Handbook can be found at:

<http://www.hud.gov/offices/pih/publications/notices/07/pih2007-9suppl.pdf>

HUD has also dedicated websites to provide additional asset management guidance. The asset management website contains the most up to date asset management guidance available. The website also contains useful links such as answers to frequently asked questions (FAQs) and a link to the asset management help desk. The asset management website can be found at:

<http://www.hud.gov/offices/pih/programs/ph/am/>

#### 3. Housing Choice Voucher Program

Additional financial and accounting related information, including the Voucher Management System related the HCV program and similar PIH voucher programs (i.e., Disaster Voucher program (DVP)) can be found at:

[http://portal.hud.gov/hudportal/HUD/program\\_offices/public\\_indian\\_housing/centers/fmc](http://portal.hud.gov/hudportal/HUD/program_offices/public_indian_housing/centers/fmc)

#### 4. Public and Indian Housing One-Stop Tool (POST) for PHAs

Provides in one place, commonly used links to PIH systems, tools, training, opportunities, program, requirements, and commonly used external websites and can be found at:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/post](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/post)

## **IV. ACCOUNTING AND REPORTING STANDARDS**

Most PHAs are required to prepare their annual financial statements in accordance with accounting principles generally accepted in the United States of America that are applicable to special-purpose governments engaged in business-type activities, or engaged in both governmental and business-type activities as defined by the GASB in Section 20 of its Codification of Governmental Accounting and Financial Reporting Standards. A small number of PHAs are classified as non-profits and therefore will report using accounting principles as prescribed by the Financial Accounting Standards Board (FASB).

The financial data schedule and associated line definitions are prescribed by HUD. The following line definitions summarize the information to be reported on each line of the FDS. The definitions are arranged in the order of their appearance in the FDS.

HUD uses the submitted financial data to help monitor and interpret the financial condition and health of PHA's and their project and programs. This data is also used by HUD, Office of Management and Budget (OMB) and Congress for portfolio-wide budgeting and policy decisions. In order to standardize financial reporting, PHA's are required to use the definitions as provided in this document. If the PHA or their auditors feel that HUD's definition for a given line item does not meet the definition of GAAP, the PHA should report their FDS to HUD in accordance with the definition as presented in this document. The treatment of the line in question can be reclassified on the PHA's audited financial statement for any resulting differences with the auditor still reporting an unqualified SAS 29 opinion (updated by SAS 119 effective 12/31/2011) on the FDS as long as the PHA provides a note in the PHA comment field to this effect.

The FDS is supplementary information and may not be used as an entity's top-level financial statements. The format of the FDS does not allow for compliance with the presentation guidelines outlined within NCGA Statement #1 and GASB #34 nor does the FDS include a statement of cash flows.

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## ASSETS

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### 1. CURRENT ASSETS

Current assets are resources that are reasonably expected to be converted into cash or its equivalent in the next operating cycle.

#### Cash

##### 111 Cash - unrestricted

This FDS line represents cash and cash equivalents (certificates of deposit, NOW accounts, savings, T-bills, etc.) in any form, for example, cash on deposit, cash awaiting deposit, and cash funds available for use to support any activity of the program or project. For FDS reporting, unrestricted cash should include all cash that is not further defined under FDS lines 112 through 115 as restricted.

It is understood that cash balances in federal programs, as well as many of the state and local programs, are limited in their use to support only that program for which the funds were provided. Therefore for FDS reporting, cash unrestricted means cash available to support the general operations of the program without other third party restrictions or further limitations of the providing government/source itself. Cash-unrestricted includes specifically:

- Cash balances associated with public housing operating subsidy and other public housing program income (i.e., dwelling rental income, nondwelling rent, and unrestricted interest income);
- Cash balances associated with HCV administrative fees (both Pre -2004 and Post 2003);
- Cash balances associated with HCV program port-in housing assistance payments and administrative fees;
- Cash balance associated with fee income earned by the COCC;
- Cash balances set aside for self insurance that can be accessed by PHA management or not restricted to be set aside by HUD or a third party;
- Cash balances that have been reserved/encumbered/designated by the PHA Board or PHA management; and
- Cash balances not defined as restricted under FDS line 112 through 115.

**112 Cash - restricted - modernization and development**

This FDS line represents money in any form, as summarized above, that is only allowed to be expended for certain, specified modernization and development activities. The restriction on the use of the funds has been specified by the source of the monies, not by the PHA. Generally, this account includes:

- Proceeds from the sale of property that had been acquired with HUD grants and other development funds, such as proceeds from disposal of a public housing project as approved by the Special Application Center (SAC);
- Unspent insurance proceeds limited to the cost of the needed repairs;
- Unspent bond and loan proceeds and other advances; and
- CFP draw-downs designated for future capital activities.

Report only the cash associated with these activities where no current liabilities are reported. The portion of cash related to a payment of current liability should be reported in FDS line 115.

**113 Cash - other restricted**

This FDS line represents money that is only to be expended for specified, restricted purposes. The restriction on the use of the funds has been imposed by the source of the monies.

Generally, this account includes:

- Cash balances associated with the HCV HAP equity account;
- Cash in the PHA's Family Self Sufficiency (FSS) escrow account that will be used for payment of contracts not due within 12 months of the Balance Sheet date;
- Cash associated with a homeownership program that is limited in use as per the agreement with HUD and is being reported in the public housing or housing choice voucher program; and
- All monies contractually and/or legally unavailable for use in the day-to-day operations of the program.

**114 Cash - tenant security deposits**

This FDS line represents cash in the Security Deposit Fund which must remain on deposit for the refund of tenant security deposits (liability portion) and may not be used to fund operations. The use of this account requires an entry in FDS line 341 - Tenant security deposits.

**115 Cash - restricted for payment of current liability**

This FDS line item represents restricted cash and cash equivalents that are only to be expended for specified restricted purposes but will be used in the next fiscal year and are supported by a reported current liability/deferred revenue. The restriction on the use of the funds has been imposed by the source of the monies, not the PHA. This line item should not be used to restrict cash related to common operational liabilities such as account payable and wages payable.

Examples of Cash-restricted for payment of current liability include such items as:

- Cash balances associated with advances of grant and subsidy funds not yet earned;
- Debt service payments;

- Cash in the PHA's family self sufficiency (FSS) escrow account that will be used for payment of contracts due within 12 months of the Balance Sheet date; and
- Cash restricted for modernization and development up to the amount of any associated and reported current liability.

The portion of restricted cash that will not be used in the next fiscal year or will not be used for payment of the reported current liability or to offset the deferred revenue should be reported in FDS line 112 and 113.

#### **100 Total cash**

This FDS line is the sum of lines 111 through 115. This FDS line represents total cash. FASS automatically sums lines 111 through 115.

### **Accounts & Notes Receivables**

#### **121 Accounts receivable - PHA projects**

This FDS line represents amounts owed (both administrative fees and HAP) to the managing (receiving) PHA by other (initial) PHAs under the portability provisions of the HCV program.

#### **122 Accounts receivable - HUD other projects**

This FDS line represents amounts earned but not received by the PHA from HUD, including Operating Subsidy, Capital Fund, Housing Choice Voucher funds, and other funds from HUD.

#### **124 Accounts receivable - other government**

This FDS line represents amounts owed to the PHA by other federal agencies and state and local governments.

#### **125 Accounts receivable - miscellaneous**

This FDS line represents amounts owed to the PHA by miscellaneous sources other than governmental units (HUD, state or local) or tenants.

#### **126 Accounts receivable - tenants**

This FDS line represents the cumulative total balance of all tenant charges due, owed and outstanding, such as dwelling rent, maintenance charges, late fees, excess utility charges, and other charges owed to the PHA. This line includes the gross amount due from tenants excluding amounts owed due to participants that committed fraud or misrepresentation and now owe additional rent for periods or retroactive rent. Tenant prepayments of rents should be reported on FDS line 342.

**126.1 Allowance for doubtful accounts – tenants**

This FDS line represents an allowance for the receivables from tenants recorded in FDS line 126 that are not expected to be collected. This line reduces the total accounts receivable balance when analyzed in conjunction with the related receivable. This is a required field if an amount has been recorded in FDS line 126. The allowance account should not be greater than 126.

**126.2 Allowance for doubtful accounts - other**

This FDS line represents an allowance for accounts receivable from sources other than tenants that are not expected to be collected. The related accounts receivable are recorded in FDS lines 121 through 125. This line reduces the total accounts receivable balance when analyzed in conjunction with the related receivable. This is a required field if there is an amount entered in FDS lines 121 through 125. The allowance account should not be greater than 121 through 125.

**127 Notes, loans, & mortgages receivable - current**

This FDS line represents unconditional written promises, signed by the maker, to pay a certain sum of money on demand, or at a fixed or determinable future time (within 12 months after the fiscal year-end). This line includes amounts due to the PHA as evidenced by all formal instruments of indebtedness, such as loans to local off-site facilities not included in the development cost of the project. Scheduled periodic payments made against the note or mortgage are current and within the terms of the written document. Amounts that are past due and considered uncollectible should be recorded as past due (along with the remaining balance of the associated note or mortgage) on FDS line 172. FDS line item 127 is typically used as part of the homeownership program to record loan receivables from the participating family.

**128 Fraud recovery**

This FDS line represents the full amount of the receivable from tenants and other program participants who committed fraud or misrepresentation and now owe additional rent for prior periods or retroactive rent. The amount that is considered to be uncollectible should be recorded in FDS line 128.1. Note that fraud recovery amounts should be recorded when the amounts are determined to be realizable (i.e., through a repayment agreement).

**128.1 Allowance for doubtful accounts - fraud**

This FDS line represents the reasonably anticipated losses inherent in the fraud recovery accounts receivable balance. These are amounts that are not expected to be collected. This line reduces the total accounts receivable balance when analyzed in conjunction with the related receivable. FDS line 128.1 is a required field if an amount has been recorded in FDS line 128. The amount shown in the allowance account should not be greater than the amount shown on FDS line 128.



**129 Accrued interest receivable**

This FDS line represents interest that has been earned in the current year but has not yet been received. This includes accrued interest receivable on notes, mortgages, and/or contracts for sale. This FDS line also includes accrued interest receivable on PHA investments, cash equivalents, and loans to local governing bodies or other entities for financing the construction of off-site facilities not included in the development cost of the project.

**120 Total receivables, net of allowance for doubtful accounts**

This FDS line is the sum of line 121 through 129. This FDS line represents the total of all receivables less the amounts established as the allowances for doubtful accounts. FASS automatically sums lines 121 through 129.

**Current Investments**

These are all liquid investments that generate revenue in the form of interest and/or dividends. All investments of the PHA should be classified as current.

**131 Investments - unrestricted**

This FDS line represents the fair market value of all investments (mutual funds, treasury notes, and bonds), which can be used, upon exchange, to support any activity of a program or project. For FDS reporting, investment-unrestricted would include all investments that are not further defined under FDS lines 132 and 135 as restricted.

It is understood that investment balances in federal programs, as well as many of the state and local programs, are limited in their use to support only that program for which the funds were provided. Therefore for FDS reporting, investment unrestricted means cash available to support the general operations of that program without other third party restrictions or further limitations of the providing government/source itself. Investment-unrestricted includes specifically:

- Investments associated with public housing operating subsidy and other public housing program income;
- Investments associated HCV administrative fees (both Pre-2004 and Post 2003);
- Investments associated with HCV program port-in housing assistance payments and administrative fees;
- Investments associated with fee income earned by the COCC;
- Investments set aside for self insurance that can be accessed by PHA management or not restricted to be set aside by HUD or a third party;
- Investments that have been reserved/encumbered/designated by the PHA Board or PHA management; and
- Investments not defined as restricted under FDS line 132 and 135.

**132 Investments - restricted**

This FDS line represents the fair market value of all investments (mutual funds, treasury notes, and bonds) that can only be used, upon exchange, for specific, designated purposes. In this case, the cash proceeds from the investment would only be for the same specified use as the initially invested cash. The restriction on the use of the funds must have been placed or imposed by the source of the funding. Generally, this account includes:

- Investments associated with the HCV HAP equity account;
- Investments restricted for modernization and development (see FDS Line 112 for examples);
- Investments in the PHA's family self sufficiency (FSS) escrow account that will be used for payment of contracts not due within 12 months of the balance sheet date;
- Investments associated with a homeownership program that is limited in use as per the agreement with HUD and is being reported in the public housing or housing choice voucher program; and
- All investments restricted by a third party agreement and/or legally unavailable for use in the day-to-day operations the program.

**135 Investments - restricted for payment of current liability**

This FDS line represents the fair market value of all investments (mutual funds, treasury notes, and bonds) that can only be used, upon exchange, for specific, designated purposes, which will be used to liquidate a current liability in the next fiscal year or offset deferred revenue. In this case, the cash proceeds from the investments would only be used for the same specified use as the initially invested cash. The restriction on the use of the funds must have been placed or imposed by the source of the funding and not the PHA. Examples of Investments - restricted for payment of current liability include items such as:

- Investments associated with advances of grant and subsidy funds not yet earned;
- Debt service payments;
- Investment of the PHA's family self sufficiency (FSS) escrow account that will be used for payment of contracts due within 12 months of the balance sheet date; and
- Investments restricted for modernization and development up to the amount of any associated and reported current liability.

The portion of restricted investments that will not be used in the next fiscal year or will not be used for payment of the reported current liability or to offset the deferred revenue should be reported in FDS line 132.

**142 Prepaid expenses and other assets**

This FDS line represents all prepaid expenses. Prepaid expenses, unlike other current assets, are not expected to be converted into cash; but, if they had not been paid in advance, they would require the use of current assets during the operating cycle.

## 143 Inventories

This FDS line represents the value of the inventory of materials and equipment on hand as of the end of the PHA's fiscal year.

### 143.1 Allowance for obsolete inventories

This FDS line represents the estimate of the amount of materials in inventory that may be unusable or obsolete by the time the item is scheduled to be used under the consumption method. Since inventory is expensed as used, rather than when purchased, this line is used to reduce the inventory balance for items in inventory that no longer have value. FDS line 143.1 is a required field if an amount has been recorded in FDS line 143. The amount shown in the allowance account should not be greater than the amount shown on FDS line 143.

## 144 Inter-program - due from

This FDS line represents amounts due from other PHA projects, programs and funds. This balance represents inter-program transactions resulting in a decrease of expendable resources of the transferring PHA program and funds that are expected to be repaid "within a reasonable time". The expectation is that the receiving program has the intent and ability to repay the inter-program balance. Reasonable time is a matter of professional judgment, but typically should not exceed the annual operating cycle of the PHA. Transactions between funds may be classified as: (1) loans and advances, (2) quasi-external transactions, and (3) reimbursements.

Some PHAs in their day to day operations maintain and use a centralized revolving fund/working capital account (including the use of one program's cash that is subsequently reimbursed by other programs) for more efficient cash management. During the year this line item is used by the revolving fund/working capital account and the individual program funds to: 1) account for amounts due from other program funds for expenditures; 2) account for expenses the revolving fund/working capital account has made on behalf of the individual program funds; or 3) show a claim on cash held by the revolving funds/working capital account on behalf of the individual program funds.

However, for year-end reporting the cash and investment balances that are maintained in a revolving or working capital account must be reconciled, settled, and disaggregated and the balances reported on the FDS in the program that provided the cash. PHAs are reminded that HUD Handbook 7475.1: *"Changes in Financial Management and Reporting Requirements for Public Housing Agencies"* and the New Operating Fund Rule requires actual project, COCC, and other programs to report at fiscal year-end, actual program cash and investment balances instead of using "due to" or "due from" line items.

Inter-program due to and due from should be reported where the program has incurred expenses through the use of a centralized revolving fund/working capital account but does not have the cash and investments to reimburse the account at year-end. Inter-program due to and due from should also be reported for loans made to another program or project that exist at year-end where there is an intent that these loan be repaid, otherwise the transaction should be

reclassified as a transfer in and transfer out. PHAs are cautioned that funds are normally not fungible between different federal programs regardless of the nature of the transfer or receivable. Inappropriate use of funds, even a temporary loan, are ineligible costs resulting in non-compliance. FDS line 144 is a required field if an amount has been recorded in FDS line 347.

**145 Assets held for sale**

This line item represents assets, not used in current operations that the entity expects to sell. The asset should be reported net of obsolescence. This FDS line item is typically used as part of the homeownership program or other similar program and represents the value of the home(s) for sale.

**150 Total current assets**

This FDS line is the sum of lines 100, 120 and 131 through 145. This FDS line represents the sum of all current assets. FASS automatically sums lines 100, 120, and 131 through 145.

## 2. NON-CURRENT ASSETS

Non-current assets are resources that are not expected to be converted into cash or its equivalent during the current operating cycle.

### Capital Assets

Capital assets are long-term tangible assets obtained or controlled as a result of past transactions, events or circumstances. Capital assets include buildings, equipment, and improvements to buildings and land. Capital assets should be accounted for at cost or, if the cost is not practicably determinable, at estimated cost (not fair market value). Donated capital assets should be recorded at their estimated fair value at the time they are received. All normal expenditures of preparing an asset for use should be capitalized. However, expenditures that do not add to the utility of the asset or are below the PHA's capitalization threshold should be charged to expense (e.g., relocation expenses under modernization grants would be charged to expense).

#### **161 Land**

Land should be accounted for at cost or, if the cost is not practicable to determine, at estimated cost. Donated land should be recorded at the estimated fair value at the time the land is received. Land should include not only the purchase price but also costs needed to prepare the land for its intended use. These additional costs typically include fees for an attorney, title search, clearing, filling, drainage, and the cost of removing buildings that are needed to prepare the land for its intended use. The costs of improvements, subsequent to the initial preparation of the land for its intended use, should be expensed or if capitalized to FDS Line 162: Buildings.

#### **162 Buildings**

Buildings should be accounted for at cost or, if the cost is not practicable to determine, at estimated cost. Donated buildings should be recorded at the estimated fair value at the time received. All normal expenditures of preparing the building for use or extending the building's useful life should be capitalized.

#### **163 Furniture, equipment and machinery - dwellings**

This FDS line represents the capitalized costs of movable furniture, equipment, and machinery placed in the dwelling unit or common area (i.e., not attached to the structure or connected to the ducts or pipes).

#### **164 Furniture, equipment and machinery - administration**

This FDS line represents the capitalized cost of movable furniture, equipment, and machinery used in the administration, maintenance, and other functions (i.e., protective services) of the PHA.

**165 Leasehold improvements**

This FDS line will be used to record the costs of improvements performed on leased property, such as additions, alterations, remodeling or renovations. Typically leasehold improvements are capitalized (recorded as an asset with a corresponding liability) and amortized over the remaining life of the lease or the life of the improvement (whichever is shorter).

**166 Accumulated depreciation**

Physical depreciation is the reduction in a capitalized asset's value due to normal wear and deterioration over a period of time. The accumulation of depreciation is a method to provide for a reasonable, consistent matching of revenue and expense by allocating the cost of the capitalized asset systematically over the asset's estimated useful life. FDS line 166 is a required field if using the accrual basis of accounting and amounts are recorded in lines 162 through 165 and 168.

**167 Construction in progress**

This FDS line represents capital assets under construction.

**168 Infrastructure**

This FDS line item includes long-lived capital assets that normally are stationery in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, lighting systems, water and sewer systems, and dams.

**160 Total capital assets, net of accumulated depreciation**

This FDS line is the sum of lines 161 through 168. This FDS line represents the total of all capital assets less the total of accumulated depreciation associated with those capital assets. FASS automatically sums lines 161 through 168.

**Other Non-Current Assets**

Other non-current assets are resources that are not expected to be converted into cash or its equivalent during the current operating cycle, and are not depreciated. Other non-current assets are recorded at fair market value or at the amount that is expected to be realized upon conversion into cash or its equivalent.

**171 Notes, loans, and mortgages receivable - non-current**

This FDS line represents unconditional written promises signed by the maker to pay certain sums of money on demand, or at a fixed or determinable future time (generally, principal payments due later than 12 months from the next fiscal year end). This FDS line includes

amounts due to the PHA as evidenced by all formal instruments of indebtedness, such as loans to local off-site facilities not included in the development cost of the project. Periodic payments have been scheduled and have begun. However the receivable portion that is not currently due and receivable as defined by the terms of the written document is considered Non-current. (See FDS line 127 for current portion of notes and mortgages receivable.) This FDS line item is typically used as part of the homeownership program to record loan receivables from participating families.

#### **172 Notes, loans, & mortgages receivable – non-current – past due**

This FDS line represents unconditional written promises, signed by the maker, to pay a certain sum of money on demand, or at a fixed or determinable future time. This FDS line includes amounts due to the PHA as evidenced by all formal instruments of indebtedness, such as loans to local off-site facilities not included in the development cost of the project. Periodic payments have been scheduled. However, payments due on the current portion have not been made and the remaining portion of the receivable is not currently due as defined by the terms of the written document. Both the past due amounts that may be uncollectible and the portion not yet schedule to be received are considered past due. The amount not yet schedule to be received is separately reported in order for users to identify notes and mortgages receivable, which may be at risk of not being collected. (See FDS line 127 for current portion of notes and mortgages receivable and FDS line 171 for the Non-current portion.) This FDS line item is typically used as part of the homeownership program to record loan receivables from participating families.

#### **173 Grants receivable – non-current**

This FDS line represents the non-current amounts owed to the PHA by other federal agencies and state and local governments. The amount reported is not expected to be received in the next fiscal year.

#### **174 Other assets**

This FDS line represents prepayments of expenses, which are not related to the current period and other non-current assets not specifically reportable on other FDS lines. Examples of transactions that may be reported in this account are bond fees, bond and note issuance costs and cash surrender value of life insurance policies.

#### **176 Investment in joint venture**

This FDS line represents PHA investment in mixed-financing, joint ventures or similar type transactions, which must be reported in conformity with GAAP. The PHA should include all entities required to be reported under GASB 14, as amended by GASB 39 and GASB 61 that takes effect for financial statement reporting for periods beginning after June 15, 2012.

**180 Total non-current assets**

This FDS line is the sum of lines 160 and 171 through 176. This FDS line represents the total of all non-current assets. FASS automatically sums lines 160 and 171 through 176.

**190 Total assets**

This FDS line is the sum of lines 150 and 180. This FDS line represents the total of all current and non-current assets and should reflect all assets. FASS automatically sums lines 150 and 180.



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## ***LIABILITIES AND EQUITY***

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### **3. CURRENT LIABILITIES**

Current liabilities are current debts that are owed by the PHA and due in the current fiscal year. It is expected that current liabilities will consume current financial resources of the PHA to satisfy the debt.

#### **311 Bank overdraft**

This FDS line represents amounts by which checks, drafts or other demands for payment on the treasury or on a bank exceed the amount of the credit against which they are drawn, and may be due to timing differences for sweep investment accounts. The amount shown on this FDS line reflects the amount owed to the bank or similar institutions to cover the overdraft. This FDS line should not be used to represent amounts owed to other programs and projects, which should be reported in FDS line 144 (inter-program-due from) and FDS line 347 (inter-program-due to) or other types of liabilities.

#### **312 Accounts payable $\leq$ 90 days**

This FDS line represents the amounts payable to contractors, vendors, employees, or others on open accounts and contract billings for materials received or services rendered. This FDS line includes regular accounts payable to vendors. These amounts payable are equal to or less than 90 days past due.

#### **313 Accounts payable $>$ 90 days past due**

This FDS line represents amounts payable by the PHA on open accounts and contract billings for materials received or services rendered. These amounts payable are more than 90 days past due.

#### **321 Accrued wage/payroll taxes payable**

This FDS line represents the amount of salaries and wages and applicable payroll taxes accrued at the end of the accounting period but not yet paid to the employees or taxing authorities.

**322 Accrued compensated absences – current portion**

This FDS line represents the estimated amount of future benefits employees have earned but have not used, which the PHA estimates will be paid based on experience in the next fiscal year. Compensated absences include vacation, vested sick leave and other earned compensatory time. This account includes both the direct compensated absence cost and associated employer payroll expenses (employment taxes, pension cost, etc.) that is estimated to be paid in the next fiscal year. Only the current portion should be reported in this FDS line. The portion of accrued compensated absences liability that is considered long-term should be reported in FDS line 354.

**324 Accrued contingency liability**

This FDS line represents the amount accrued for self-insurance as determined by the actuary or contingencies not covered by insurance that are probable and can be reasonably estimated.

**325 Accrued interest payable**

This FDS line represents all accrued interest payable. This line includes interest payable on loans, notes, mortgages, HUD administrative loan notes, and other notes.

**331 Accounts payable – HUD PHA programs**

This FDS line represents any amounts that become due and payable to HUD with respect to projects under an administration contract or an annual contributions contract.

**332 Accounts payable – PHA projects**

This FDS line represents amounts due (both administrative fee and HAP) to the managing (receiving) PHA by other (initial) PHAs under the portability provisions of the HCV program.

**333 Accounts payable - other government**

This FDS line represents any amounts due and payable to other federal agencies and state and local governments.

**341 Tenant security deposits**

This FDS line represents the amount of deposits (security and pet deposits) that are held for tenants and are to be returned on the termination of their leases after deducting rent due and charges for property damages for which tenants are held responsible. FDS line 341 is a required field if an amount has been recorded in FDS line 114.

**342 Deferred revenue**

This FDS line represents payments received for revenues not yet earned in the current fiscal year. For example, prepaid monthly payments by tenants or homebuyers, advances of grant funds prior to incurring expenditures and amounts received prior to the performance of services. When this revenue is earned, it will be credited to the appropriate revenue account.

**343 Current portion of long-term debt - capital projects/mortgage revenue bonds**

This line item includes the current portion of bonds and notes, which were used for capital financing, capital lease, and mortgage revenue bonds. This includes debt issued under the Capital Fund Financing Program, debt issued to support an energy performance contract and capital lease obligations. PHA debt issued under the Operating Fund Financing Program and used for capital activity should also be reported under this line item. Debt that was originally issued for capital financing but subsequently re-financed should still be reported under this FDS line item.

**344 Current portion of long-term debt - operating borrowings**

This FDS line represents the current portion of long-term debt obtained to aid in the financing of the PHA's normal operating expenses (non-capital projects). Debt that was originally issued for operating expenses but subsequently re-financed should still be reported under this FDS line item.

**345 Other current liabilities**

This FDS line represents any current liability not specifically listed above. This line represents items such as earnest money, good faith deposits by contractors and bond purchasers, deposits on blue prints or liabilities related to Family Self Sufficiency (FSS) contracts due within 12 months of the Balance Sheet date, etc. Tenant security deposits are not included since they are posted to FDS line 341. This line also represents any other current liabilities of the PHA not categorized in any of the lines above. This line item may also include FASB 5 current liabilities.

**346 Accrued liabilities - other**

This FDS line represents accrued amounts not applicable to other specific accounts, such as construction premiums, accrued rent, utilities, unpaid employee benefits like health and retirement, and insurance.

**347 Inter-program - due to**

This FDS line represents amounts due to other PHA projects, programs and funds. This balance represents inter-program transactions resulting in a decrease of expendable resources of the transferring PHA program and funds that are expected to be repaid "within a reasonable time". The expectation is that the receiving program has the intent and ability to repay the inter-program balance. Reasonable time is a matter of professional judgment, but typically

should not exceed the annual operating cycle of the PHA. Transactions between funds may be classified as: (1) loans and advances, (2) quasi-external transactions, and (3) reimbursements.

Some PHAs in their day to day operations maintain and use a centralized revolving fund/working capital account (including the use of one program's cash that is subsequently reimbursed by other programs) for more efficient cash management. During the year this line item is used by the revolving fund/working capital account and the individual program funds to: 1) account for amounts due from other program funds for expenditures; 2) account for expenses the revolving fund/working capital account has made on behalf of the individual program funds; or 3) show a claim on cash held by the revolving funds/working capital account on behalf of the individual program funds.

However, for year-end reporting the cash and investment balances that are maintained in a revolving or working capital account must be reconciled, settled, and disaggregated and the balances reported on the FDS in the program that provided the cash. PHAs are reminded that HUD Handbook 7475.1: *"Changes in Financial Management and Reporting Requirements for Public Housing Agencies"* and the New Operating Fund Rule requires actual project, COCC, and other programs to report at fiscal year-end, actual program cash and investment balances instead of using "due to" or "due from" line items.

Inter-program due to and due from should be reported where the program has incurred expenses through the use of a centralized revolving fund/working capital account but does not have the cash and investments to reimburse the account at year-end. Inter-program due to and due from should also be reported for loans made to another program or project that exist at year-end where there is an intent that these loan be repaid, otherwise the transaction should be reclassified as a transfer in and transfer out. PHAs are cautioned that funds are normally not fungible between different federal programs regardless of the nature of the transfer or receivable. Inappropriate use of funds, even a temporary loan, are ineligible costs resulting in non-compliance. FDS line 347 is a required field if an amount has been recorded in FDS line 144.

### **348 Loan liability - current**

This FDS line represents the current portion of loan liability related to Homeownership programs or other similar activity such as Housing Rehabilitation loans and Community Development Block Grant (CDBG) funds.

### **310 Total current liabilities**

This FDS line is the sum of lines 311 through 348. This FDS line represents the total of all current liabilities. FASS automatically sums lines 311 through 348.

#### **4. NON-CURRENT LIABILITIES**

The credit balances in these accounts reflect debts that are owed by the PHA but not due in the current fiscal year. These debts represent claims on the future financial resources of the PHA and not on the current financial resources.

##### **351 Long-term debt, net of current-capital projects/mortgage revenue bonds**

This line item includes the long-term portion of bonds and notes, which were used for capital financing, capital leases and mortgage revenue bonds. This line item includes debt issued under the Capital Fund Financing Program, debt issued to support an energy performance contract, and capital lease obligations. PHA debt issued under the Operating Fund Financing Program and used for capital activity should also be reported under this line item. Debt that was originally issued for capital financing but subsequently re-financed should still be reported under this FDS line item.

##### **352 Long-term debt, net of current - operating borrowings**

This FDS line represents the non-current portion of long-term notes issued for operating expenses. Debt that was originally issued for operating expenses but subsequently re-financed should still be reported under this FDS line item.

##### **353 Non-current liabilities - other**

This FDS line may represent collections from homebuyers; mortgagors or Mutual Help homeowners for specified purposes such as the homebuyers' earned home payments account, maintenance reserve, or taxes and insurance. This line may include the income derived from the investment of any of these funds. These amounts are payable upon the delivery of maintenance services, the submission of tax and insurance bills, or the purchase or acquisition of a dwelling. However, note that other non-current liabilities not identified in other FDS lines may be included. This line also includes liabilities related to Family Self Sufficiency (FSS) contracts due more than 12 months after the fiscal year end.

##### **354 Accrued compensated absences - non-current**

This FDS line represents the estimated amount of future benefits employees have earned but have not used, which the PHA estimates will be paid based on experience. Compensated absences include vacation, vested sick leave and earned compensatory time. This account includes both the direct compensated absence cost and associated employer payroll expenses (employment taxes, pension cost, etc.). Only the non-current portion should be reported in this line number. The portion of accrued compensated absences liability that is expected to be paid in the next fiscal year should be reported in FDS line 322.

**355 Loan liability - non-current**

This FDS line represents the non-current portion of loan liability related to Homeownership programs or other similar activity such as Housing Rehabilitation Loans and Community Development Block Grant (CDBG) funds.

**356 FASB 5 liabilities**

This FDS line item represents amounts charged as a result of accruals for loss contingencies. This line item encompasses most items due to litigation or other amounts not occurring in the normal course of business. FASB 5 requires an accrual to expense and a corresponding liability (and disclosure) for an estimated loss from a loss contingency if two conditions are met: 1) information available prior to issuance of the financial statements indicates that it is probable that an asset had been impaired or a liability had been incurred at the date of the financial statements, and 2) the amount of loss can be reasonably estimated. The accrual must be for a specified event. Non-specific accruals are not permitted.

**357 Accrued pension and OPEB liabilities**

This FDS line item represents amounts accrued for pension and other post employment liabilities. This line item represents the actuarial determined liability calculated in accordance with GASB rules in excess of amounts funded for those liabilities. In the event that funded amounts exceed liabilities, the amounts should be recorded as other assets.

**350 Total non-current liabilities**

This FDS line is the sum of line 351 through 357. This FDS line represents the total of all non-current liabilities. FASS automatically sums lines 351 through 357.

**300 Total liabilities**

This FDS line is the sum of line 310 and 350. This FDS line represents the total of all current and non-current liabilities recorded. FASS automatically sums lines 310 and 350.

## 5. EQUITY

### 508.1 Invested in capital assets, net of related debt

This FDS line represents capital assets (land, improvements to land, easements, buildings improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period) including restricted capital assets, net of accumulated depreciation and reduced by outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds should not be included in the calculation of invested in capital assets, net of related debt.

### 508.3 Nonspendable Fund Balance

This FDS line represents the portion of fund balance that is either: a) not in spendable form, or b) legally or contractually required to be maintained intact. The amount may not be negative.

*\*This FDS line item will display only when the modified accrual basis of accounting is selected and is not applicable to any other type of FDS submissions. Refer to Section II of this guide for further information.*

### 509.2 Fund Balance Reserved

This FDS line represents the portion of fund balance resources that cannot be appropriated or are not available to be spent (such as inventory), or that are legally limited to being spent for a particular purpose. The amount cannot be negative.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

(For financial statement reporting purposes this account is obsolete for PHAs with FYE June 30, 2011 and after. However until the FASS-PH system is updated with the needed system changes, PHAs using modified accrual will still need to report their equity under these accounts. Please refer to *Section II: GASB #54-Fund Balance Reporting and Governmental Fund Type Definition* for further reporting instructions.)

### 509.3 Restricted Fund Balance

This FDS line represents the portion of fund balance that is constrained in use: 1) as a result of requirements externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulation of other governments; or 2) imposed by law through constitutional provisions or enabling legislation. The amount may not be negative.

*\*This FDS line item will display only when the modified accrual basis of accounting is selected and is not applicable to any other type of FDS submissions. Refer to Section II of this guide for further information.*

### 510.3 Committed Fund Balance

This FDS line represents the portion of fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the PHA's highest level of decision making authority. The amount may not be negative.

*\*This FDS line item will display only when the modified accrual basis of accounting is selected and is not applicable to any other type of FDS submissions. Refer to Section II of this guide for further information.*

### 511.1 Restricted Net Assets

This FDS line represents the difference between an entity's assets and its liabilities and which do not meet the definitions of invested in capital assets net of related debt. Restricted net assets are constrained in use: 1) as a result of requirements externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulation of other governments; or 2) imposed by law through constitutional provisions or enabling legislation. The amount cannot be negative.

### 511.2 Unreserved, Designated Fund Balance

This FDS line represents the portion of fund balance resources that do not meet the definition of reserved and can be used for any purpose of the fund they are reported in, but there is intention by management to use these resources in a particular manner. The amount cannot be negative.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

(For financial statement reporting purposes this account is obsolete for PHAs with FYE June 30, 2011 and after. However until the FASS-PH system is updated with the needed system changes, PHAs using modified accrual will still need to report their equity under these accounts. Please refer to *Section II: GASB #54-Fund Balance Reporting and Governmental Fund Type Definition* for further reporting instructions.)

### 511.3 Assigned Fund Balance

This FDS line represents the portion of fund balance that is constrained by the government's **intent** to be used for specific purposes, but are neither restricted nor committed, with the exception for stabilization agreements. The amount may not be negative.

*\*This FDS line item will display only when the modified accrual basis of accounting is selected and is not applicable to any other type of FDS submissions. Refer to Section II of this guide for further information.*



**512.1 Unrestricted net assets**

This FDS line represents the difference between an entity's assets and its liabilities that do not meet the definition of restricted net assets or invested in capital assets net of related debt. Net assets should be reported as unrestricted when there are no constraints placed on the net assets use.

**512.2 Unreserved, Undesignated Fund Balance**

This FDS line represent the portion of fund balance resources that do not meet the definition of reserved and can be used for any purpose of the fund they are reported in, and there is no intention to use these resources in a particular manner.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

(For financial statement reporting purposes this account is obsolete for PHAs with FYE June 30, 2011 and after. However until the FASS-PH system is updated with the needed system changes, PHAs using modified accrual will still need to report their equity under these accounts. Please refer to the Section II entitled GASB #54 – Fund Balance Reporting and Governmental Fund Type Definition of this guide for further reporting instructions.)

**512.3 Unassigned Fund Balance**

This FDS line represents the portion of fund balance that does not meet the definition of any other fund balance account and can be used for any purpose of the fund they are reported in, and there is no intention to use these resources in a particular manner. This account is only used when reporting General Fund activity or a negative balance in other fund types using the modified accrual basis of accounting.

*\*This FDS line item will display only when the modified accrual basis of accounting is selected and is not applicable to any other type of FDS submissions. Refer to Section II of this guide for further information.*

**513 Total Equity/Net Assets**

This FDS line represents the total equity of the PHA and equals the difference between total assets and total liabilities. FDS line 513 must equal the total of lines 10000, 11030 and 11040. For the HCV program FDS line 513 must also equal the total of lines 11170 and 11180.

**Full Accrual:** This FDS line is the sum of lines 508.1, 511.1 and 512.1. FASS automatically sums FDS lines 508.1, 511.1 and 512.1.

**Modified Accrual:** Submissions prior to FYE June 30, 2011, this FDS line is the sum of lines 509.2, 511.2 and 512.2. FASS automatically sums lines 509.2, 511.2 and 512.2. For submission with a FYE June 30, 2011 and after, this FDS line is the sum of lines 508.3, 509.3, 510.3, 511.3 and 512.3. FASS automatically sums lines 508.3, 509.3, 510.3, 511.3 and 512.3.

**600 Total Liabilities And Equity/Net Assets**

This FDS line is the sum of lines 300 and 513. This FDS line represents the total of all liabilities and equity. FASS automatically sums lines 300 and 513.

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## ***REVENUE***

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### **6. REVENUE**

#### **70300 Net tenant rental revenue**

This FDS line represents net revenue related to tenants dwelling rent. Dwelling rent also includes credit amount for which the participant is entitled to a utility allowance payment. If the rent calculation, after deducting the utility allowance, results in a utility reimbursement due to the tenant, the amounts of such utility reimbursement is included as a debit to this account. Rental revenue received as a result of fraud recovery should be reported on FDS line 71400.

#### **70400 Tenant revenue - other**

This FDS line represents revenue related to tenants other than dwelling rent.

#### **70500 Total tenant revenue**

This FDS line is the sum of lines 70300 and 70400. This FDS line represents the total revenue directly related to tenants. FASS automatically sums lines 70300 and 70400.

#### **70600 HUD PHA operating grants**

This FDS line represents all funds including grants and operating subsidies received from HUD in the current year that is required to be recognized as revenue under GAAP. Grant revenue used for the acquisition of capital assets should be reported in FDS line 70610.

#### **70610 Capital grants**

This FDS line represents revenue earned from HUD grants in the current year that are required to be recognized as capital contributions under GAAP, which will be used solely for capital assets, including the portion of the grant earned for principal payment under the Capital Fund Financing Program.

#### **70710 Management fee**

This FDS line represents the management fee revenue earned by the COCC from projects and all other HUD programs allowing the payment of a management fee, as well as other federal, non-federal programs, and other PHA owned programs and activities allowing the payment of a management fee. This fee is earned for general management of the properties and programs. It does not include compensation for day-to-day front-line management functions. This FDS line item will also include capital grant management fees earned by the COCC. This line is not

used for management fees earned from non-PHA owned units or programs, which is reported in FDS line 70750.

**70720 Asset management fee**

This FDS line represents asset management fee revenue earned by the COCC. This fee is earned for asset management services provided. The asset management fee can only be paid by projects that have excess cash.

**70730 Book-keeping fee**

This FDS line represents the book-keeping fee revenue earned by the COCC. This fee is earned for front line book-keeping performed centrally. The COCC cannot earn a book-keeping fee if project or program accounting functions are performed on-site and are charged as front-line expenses by the project or program.

**70740 Front line service fee (Fee-For-Service Fees)**

This FDS line item represents fee revenue earned by the COCC for centrally provided services to the projects and or programs when a PHA provides additional centralized services to projects and programs not considered to be part of the service the COCC provides for the receipt of conventional fees (i.e., property management, bookkeeping, asset management, CFP and HCV program management and bookkeeping fee). Examples include centralized maintenance and inspections. A fee-for-service differs from an allocated cost in that a project or program is only charged for actual services performed at a specific rate (usually market). This line is not used for front line service fees earned from non-PHA owned units or programs, which is reported on FDS line 70750.

**70750 Other fees**

This FDS line item represents all other fee revenue earned by the COCC or business activity within the PHA, which does not belong to FDS lines 70710 through 70740. This FDS line includes management fees earned from non-PHA owned units or programs.

**70700 Total fee revenue**

This FDS line is the sum of lines 70710 through 70750. This FDS line item represents the total fee revenue earned. FASS automatically sum lines 70710 through 70750.

**70800 Other government grants**

This FDS line represents all other federal, state and local governmental grants (operating or capital) received by the PHA in the current year that are required to be recognized as revenue under GAAP. Contributions received by the PHA from the state or local government where the PHA is a department or division of the state or local government would not be recorded here but in FDS line 10020 Operating transfers from/to primary government.

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**71100 Investment income - unrestricted**

This FDS line represents any unrestricted income generated from the investment of unrestricted cash including interest bearing checking and including interest income received on checking and saving accounts, and any gain or loss on securities sold. FDS line 71100 is a required field if an amount has been recorded in FDS line 131.

**71200 Mortgage interest income**

This FDS line represents the revenue recognized under GAAP for any interest income received by the PHA related to mortgages.

**71300 Proceeds from disposition of assets held for sale**

This FDS line generally includes the gross amounts received from the disposition of assets held for sale.

**71310 Cost of sale of assets**

This FDS line represents the total cost of the assets that the entity has sold to its customers. This account was primarily set up to meet the requirements of the Homeownership programs.

**71400 Fraud recovery**

This FDS line represents the full amount of any fraud recoveries earned by the PHA and recorded in accordance with GAAP.

**71500 Other revenue**

This FDS line represents income from the operation of projects, programs and other PHA activity that cannot be otherwise classified. For the HCV program this line includes family self sufficiency escrow forfeitures and both administrative fees and HAP funds from the initial PHA under the portability provision of the HCV program.

**71600 Gain or loss on sale of capital assets**

This FDS line represents any disposition of capital assets resulting in a gain/loss. The gain/loss is determined by taking the difference between the net fixed asset value and the proceeds derived from the disposition.

**72000 Investment income - restricted**

This FDS line represents any restricted income generated from the investment of restricted cash. Interest income on operating reserve funds from restricted sources and any gain or loss on restricted securities sold is reported on this line. This is a required field if an amount has been recorded in FDS line 132.

**70000 Total revenue**

This FDS line is the sum of lines 70500, 70600, 70610, 70700, and 70800 through 72000. This FDS line represents total revenue earned. FASS automatically sums lines 70500, 70600, 70610, 70700, and 70800 through 72000.

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## ***EXPENSES***

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### **7. EXPENSES**

#### **Administrative**

##### **91100 Administrative salaries**

This FDS line represents the gross salaries earned by PHA personnel engaged in administrative duties and in the supervision, planning, and direction of maintenance activities and operating services during the operations period. All salaries of the PHA should be reported in this line except for those personnel whose salary should be reported as part of tenant services (FDS line 92100), utility labor (FDS line 93500), maintenance type activities (FDS line 94100, 97100, and 97200) and protective services (FDS line 95100).

This line should not include any part of the gross salaries earned for construction supervision or inspections and architectural and engineering personnel, etc. whose activity is related to an extraordinary maintenance or casualty loss job or for property improvement / modernization. Such salaries shall be considered a part of the cost of that job (i.e., either capitalized or reported in extraordinary maintenance and causality loss FDS lines).

##### **91200 Auditing fees**

This FDS line represents fees paid to independent public accountants for periodic audits of the PHA's books of account. This line does not include costs related to reviews or compilations or costs associated with fee accountant services. These costs should be reported in FDS line 91900.

##### **91300 Management fee**

This FDS line item represents project and program management fees paid to the COCC and to third party (outside) entities, including management fees paid to third party contractors for the administration of a PHA's HCV program. This fee is paid for general management of the properties and programs. This fee does not include compensation for day-to-day property or program front-line management functions. This FDS line item will include capital grant management fees paid to the COCC from the PHA's projects.

##### **91310 Book-keeping fee**

This FDS line item represents book-keeping fees paid by projects and other programs to the COCC and to third party (outside) entities. This fee is paid for front line book-keeping performed centrally or as part of the management agreement by the third party entity. The COCC cannot earn a book-keeping fee if the project or program accounting functions are

performed by the project or program itself and are charged as front-line expenses by the project and/or program. Fees paid to a fee accountants should not be reported in this FDS line item but should be reported in FDS line 91900 Other.

**91400 Advertising and marketing**

This FDS line represents the cost of advertising and marketing the PHA, the PHA's projects and programs, and the PHA's units and vouchers, regardless of media type.

**91500 Employee benefit contributions - administrative**

This FDS line represents PHA contributions to administrative employee benefit plans such as pension, retirement, and health and welfare plans. This line also records administrative expenses paid to the state or other public agency in connection with a retirement and other post employment benefit plans, if such payment is required by state law, and with trustee's fees paid in connection with a private plan, if such payment is required under the plan contract.

**91600 Office expenses**

This FDS line represents the cost of operating an office for the projects, programs, COCC and includes but is not limited to forms, stationary, office supplies, postage, special shipping services for letters and packets, telephone (land lines and cell phones), messenger services, rental of office space, dues and fees for memberships, printing, periodicals, books and literature, computer forms and supplies, computer maintenance agreement costs, staff training (fees and supplies), coping machine expense, bank fees, and temporary office help. Office utility costs should not be recorded in this FDS line item but should be recorded under the appropriate utilities FDS line item.

**91700 Legal expense**

This FDS line represents the legal fees or services incurred on behalf of the PHA, projects, and programs and related to the PHA, project and program operations.

**91800 Travel**

This FDS line represents the cost of travel for personnel attending training, meeting, or conferences on behalf of the PHA. Examples of expenses that should be included in this line are airfare, car rental fees, taxi fees, the expense for other means of transportation, baggage handling fees and meal expense while traveling. In addition, this line item represents the cost of local travel and mileage reimbursements for personal vehicle usage in the course of PHA business.



**91810 Allocated Overhead**

This FDS line represents overhead (indirect costs) allocated to a project or program. This line item will be used by PHAs that maintain a cost-allocation system for overhead costs as determined by the PHA's cost allocation plan as required under OMB Circular A-87 in lieu of a fee-for-service approach. This line item is not to be used for front-line (direct) costs that are allocated to projects and programs, e.g., central waiting lists. Examples of allocated overhead costs include: salaries and benefits of executive director and finance staff; rent or upkeep of central office; telephone charges for central office, etc. This line item is not required for PHAs that own or operate fewer than 400 Public Housing units but is recommended. However, line 91810 is required for PHAs that own or operate more than 400 Public Housing units and do not use the fee-for-service approach. For PHAs over 400 units, the type of expenses that are to be included in this line item are prescribed by HUD in the Supplement to HUD Handbook 7475.1 REV., CHG-1, and Financial Management Handbook.

**91900 Other**

This FDS line represents all items of administrative expense that are not otherwise accounted for on other FDS lines. Examples include but are not limited to fees paid for unit inspections, fee accounting services, office vehicle leases, armored car service, and advertising for bids.

**91000 Total operating – administrative**

This FDS line is the sum of lines 91100 through 91900. This FDS line item represents the total administrative costs incurred. FASS automatically sums lines 91100 through 91900.

**Asset Management Fee****92000 Asset management fee**

This FDS line represents asset management fees paid by projects to the COCC from excess cash. This fee is paid for asset management services provided by the COCC.

**Tenant Services****92100 Tenant services - salaries**

This FDS line represents the gross salaries of PHA personnel, whose duties are primarily to provide resident and program-aided families with services that contribute to achieving the social objectives of low-income housing programs. Such services would include the family self sufficiency program, community agency referrals on family welfare, health, and other programs, counseling on household management, housekeeping, budgeting, childcare; advice as to resources for job training and placement. Such employees would include, but not be limited to, the social services advisor, community services coordinator, social services aides

(which may be residents) and clerical and other employees assigned to the tenant services staff. This line records wages, if any, paid to residents participating in PHA training programs authorized and approved under Sections 903 and 904 of the Housing and Urban Development Act of 1970. Upon completion of training, if the resident is hired on a full-time or part-time basis, the salary should be charged to the appropriate salaries account reflecting the type of work (i.e., administration, maintenance, tenant services, etc).

In the event that work in connection with tenant services activities is performed by PHA personnel on a casual basis (e.g., on a normal day off, holidays, Saturdays, Sundays), this account shall be charged with the gross amount earned by such employees for such period. This account shall not be charged with any part of the salaries earned by the executive director, assistant executive director, project managers, staff attorneys, or any other PHA personnel whose duties are not directly or principally related to tenant services even though they may perform tenant services incidental to their regularly assigned duties. Such salaries shall be charged to the account(s) in which they would normally appear (normally administrative salaries FDS line 91100).

### **92200 Relocation costs**

This FDS line represents all costs incurred for the relocation of individuals, families, business concerns, or nonprofit organizations from the site of a low-income housing project or program in connection with development, modernization or other similar reasons or program changes. Charges to this account include amounts paid or payable to displaced site occupants for costs such as the following:

- Individuals and families for moving expenses and direct losses of property, and for additional relocation payments to assist such persons to acquire decent, safe, and sanitary dwellings;
- Small business concerns for moving expenses and direct losses of property and other authorized displacement payments;
- PHA direct expenses for the cost of services incidental to the relocation of site occupants, including the salaries of administrative personnel assigned full-time duties related to the relocation of site occupants;
- Settlement costs to displaced occupants for reasonable and necessary expenses incurred in connection with the PHA acquisition of property (e.g., recording fees, transfer taxes, mortgage prepayment penalties, pro rata portion of real property taxes); and
- Replacement housing payments for an owner-occupant of a single or two-family dwelling acquired by the HA.

### **92300 Employee benefit contributions - tenant services**

This FDS line represents PHA contributions to employee benefit plans for PHA employees working in the area of tenant services. These contributions can cover pension, retirement, health and welfare plans, as well as administrative expenses paid to the state or other public agency in connection with a retirement or other post employment benefit plan, if such payment is required by state law, and with trustees' fees paid in connection with a private retirement plan, if such payment is required under the retirement plan contract.

**92400 Tenant services - other**

This FDS line represents costs incurred for services directly related to meeting resident needs and supporting a wholesome living environment that are not otherwise accounted for on other FDS lines.

**92500 Total tenant services**

This FDS line is the sum of lines 92100 through 92400. This FDS line item represents the total cost of providing tenant services. FASS automatically sums lines 92100 through 92400.

**Utilities****93100 Water**

This FDS line represents the cost associated with the consumption of water.

**93200 Electricity**

This FDS line represents the cost associated with the consumption of electricity.

**93300 Gas**

This FDS line represents the cost associated with the consumption of gas (natural, artificial, or liquefied).

**93400 Fuel**

This FDS line represents the cost associated with coal, fuel oil, steam, and other fuels (electricity and gas) used in connection with PHA operation of plants for the heating of space or water supplied to tenants and administrative offices.

**93500 Labor**

This FDS line represents the gross salaries and wages, or applicable portions thereof, of PHA personnel engaged in the operation of water supply plants, liquefied gas plants, heating plants, and sewage disposal plants owned and operated by the PHA.

**93600 Sewer**

This FDS line item represents the cost associated with sewer charges.

**93700 Employee benefit contributions - utilities**

This FDS line represents PHA contributions to utilities employee benefit plans such as pension, retirement, and health and welfare plans, as well as administrative expenses paid to the state or other public agency in connection with a retirement or other post employment benefit plan, if such payment is required by state law, and with trustee's fees paid in connection with a private retirement plan, if such payment is required under the retirement plan contract.

**93800 Other utilities expense**

This FDS line represents the cost of utilities that are not otherwise accounted for on other FDS lines.

**93000 Total utilities**

This FDS line is the sum of lines 93100 through 93800. This FDS line item represents the total of all utility costs incurred. FASS automatically sums 93100 through 93800.

**Ordinary Maintenance and Operations****94100 Ordinary maintenance and operations - labor**

This FDS line represents the gross salaries and wages, or applicable portions thereof, of PHA personnel engaged in routine and preventive maintenance. The FDS line also represents the salaries and wages of personnel engaged in operating services, such as janitorial services, elevator service, extermination of rodents and household pests, and rubbish and garbage collection.

If any of the normal maintenance staff of the PHA are detailed to jobs other than routine and preventive maintenance, the salaries and wages of such employees while so engaged should not be included on this line, but on the line or lines to which such costs are applicable, such as extraordinary maintenance or building and leasehold improvements.

**94200 Ordinary maintenance and operations - materials and other**

This FDS line represents the cost of materials, supplies, and expendable equipment used in connection with routine and preventive maintenance, including the operation and maintenance of automotive and other movable equipment, (such as gasoline, oil, grease, batteries, and tires, etc.). This line also represents the cost of materials supplies and expendable equipment used in connection with operating services, such as janitorial services, elevator services, extermination of rodents and household pests, and rubbish and garbage collection.

The cost of materials, supplies, and expendable equipment furnished by a contractor (firm or individual) in connection with the performance of routine maintenance or operating services are not represented on this line.

**94300 Ordinary maintenance and operations contracts**

This FDS line represents contract costs incurred in connection with routine maintenance. These costs vary in nature and typically should include contract costs anticipated prior to the start of the fiscal year. Contract costs for unforeseen events that are highly unusual and were not anticipated prior to the beginning of the year would be reported in FDS Line 97100:

Extraordinary maintenance This line includes contracts to third party vendors or fee-for-service arrangements with the Central Office Cost Center for garbage and trash removal, heating and cooling, snow removal, elevator maintenance, landscaping, unit turnaround, electrical, plumbing, extermination, janitorial, routine and preventive maintenance, and miscellaneous maintenance work.

The rental of automotive equipment including mileage and/or allowances paid to PHA employees for use of their privately owned vehicles used in connection with the performance of maintenance and operating services is also represented on this line.

**94500 Employee benefit contributions - ordinary maintenance**

This FDS line represents PHA contributions to ordinary maintenance employee benefit plans such as pension, retirement, and health and welfare plans, as well as administrative expenses paid to the state or other public agency in connection with a retirement or other post employment benefit plan, if such payment is required by state law, and with trustees' fees paid in connection with a private retirement plan, if such payment is required under the retirement plan contract.

**94000 Total maintenance and operations**

This FDS line is the sum of lines 94100 through 94500. This FDS line item represents the total cost of maintenance and operations. FASS automatically sums lines items 94100 through 94500.

**Protective Services****95100 Protective services - labor**

This FDS line represents the gross salaries and wages earned by PHA personnel, including tenants, engaged solely or primarily in providing protective services to the projects, programs, tenants, and other PHA assets (COCC). Such employees would include personnel engaged in project police, guard and watchman duties. This FDS line does not represent any part of the salaries earned by the executive director, project manager, or other PHA personnel whose duties are not directly or principally related to providing protective services though they may perform certain of these services incidental to their regularly assigned duties.

**95200 Protective services - other contract costs**

This FDS line represents costs incurred in connection with contracts entered into with tenant organizations, municipal entities, and private security services, for providing protective services.

**95300 Protective services - other**

This FDS line represents the other costs relating to protective services such as the cost of materials, supplies, and expendable equipment. This FDS line includes costs such as, uniforms and other personal equipment and the operation and maintenance of electronic detection equipment and devices, alarm systems, communication equipment (e.g., walkie-talkie), and operation and maintenance of automotive and other movable equipment used solely or primarily for providing protective services.

**95500 Employee benefit contributions - protective services**

This FDS line represents PHA contributions to protective services employee benefit plans such as pension, retirement, and health and welfare plans. The FDS line also represents administrative expenses paid to the state or other public agency in connection with a retirement and other post employment benefit plans, if such payment is required by state law, and with trustees' fees paid in connection with a private retirement plan, if such payment is required under the retirement plan contract.

**95000 Total protective services**

This FDS line is the sum of lines 95100 through 95500. This FDS line item represents the total cost of protective services. FASS automatically sums 95100 through 95500.

**General Expenses****96110 Property insurance**

The FDS line represents amounts charged for insurance to the PHA's projects, programs, and COCC facilities.

**96120 Liability insurance**

The FDS line represents amounts charged for general liability coverage to the PHA's projects, programs, and COCC.

**96130 Workmen's compensation**

The FDS line represents amounts charged to the PHA's projects, programs, and COCC for workmen's compensation insurance.

**96140 All other insurance**

The FDS line represents the cost of additional insurance types for purposes not otherwise accounted for in other FDS insurance lines.

**96100 Total insurance premium**

This FDS line is the sum of lines 96110 through 96140. This FDS line item represents the total cost of premiums from all types of insurance issued. FASS automatically sums lines 96110 through 96140.

**96200 Other general expenses**

This FDS line represents the cost of all items of general expense. These are expenses that are typically not part of routine administrative expenses and would not be expenses that are more appropriately recorded to FDS line 91900: Other administrative expense. Examples include:

- Payments to developers for mixed financing transactions and ongoing subsidy payments as required under a regulatory and operation agreement for a mixed finance projects.
- Administrative fees expensed to receiving PHAs as part of the portability provision of the HCV program.
- Amount of energy savings earned by the COCC as a result of a HUD approved energy performance contract.
- Expenses arising from personal injury and damages to property and the loss of cash and/or securities resulting from robbery or theft.
- Unaccountable differences in inventories of materials, supplies, and expendable equipment.
- Fiscal agent fees and fees paid to collection agents other than attorneys incurred in connection with the collection of amounts due from tenants which are not chargeable to tenants.
- Fines and penalties imposed by the federal, state or local government. Caution should be exercised in expensing fines and penalties to federal awards as these items are typically considered to be ineligible. This category was added in order to accommodate the recording of this expense to an appropriate funding source.
- Costs of FASB 5 Contingency claim.

**96210 Compensated absences**

The FDS line item represents amounts expensed for vacation or employee sick leave. Such amounts represent direct program charges for projects, programs and the COCC as applicable.

**96300 Payments in lieu of taxes**

This FDS line represents all payments for assessments, actual real estate taxes, and payments in lieu of taxes accrued to a municipality or other local taxing body, including that portion of payments in lieu of taxes which is to be applied as a reimbursement of payments of off-site utilities.

**96400 Bad debt - tenant rents**

This FDS line represents the estimated expense to cover the expected losses for tenant charges, which will not be collected. Under GAAP, the direct write off method should not be used.

**96500 Bad debt - mortgages**

This FDS line represents the estimated expense to cover the expected losses for mortgage payments, which will not be collected. Under GAAP, the direct write-off method should not be used.

**96600 Bad debt - other**

This FDS line represents the estimated expense to cover the expected losses for all other receivables, including bad debt associated with fraud, other than tenant receivables and mortgage receivables.

**96800 Severance expense**

This FDS line represents payments to employees for salary; unused leave not included in compensated absences on FDS line 96210 above and other compensation, such as early retirement incentives, pursuant to the PHA's established personnel policy, due upon termination of employment.

**96000 Total other general expenses**

This FDS line is the sum of lines 96200, 96210, 96300, 96400, 96500, 96600 and 96800. This FDS line represents the total of other general expenses. FASS automatically sums lines 96200, 96210, 96300, 96400, 96500, 96600 and 96800.

**96710 Interest on mortgage (or bonds) payable**

This FDS line item represents interest incurred on a mortgage (or bonds) issued for construction or permanent financing. Interest expense related to the Capital Fund Financing Program should be reported in the Capital Fund column of the project/COCC.



**96720 Interest on notes payable (short and long term)**

This FDS line item reflects interest and discounts incurred on both short and long-term project operating notes. Interest expense related to the Capital Fund Financing Program should be reported in the Capital Fund column of the project/COCC.

**96730 Amortization of bond issue costs**

This FDS line item reflects amortization expense related to organizational costs, including loan fees, organization expenses, and like expenses.

**96700 Total Interest expense and amortization cost**

This FDS line is the sum of lines 96710 through 96730. This FDS line item represents the total cost of interest and amortization. FASS automatically sums lines 96710 through 96730.

**96900 Total operating expenses**

This FDS line is the sum of lines 91000, 92000, 92500, 93000, 94000, 95000, 96100, 96000, and 96700. This FDS line represents the total operating expenses. FASS automatically sums lines 91000, 92000, 92500, 93000, 94000, 95000, 96100, 96000, and 96700.

**97000 Excess revenue over operating expenses**

This FDS line represents the difference between total revenue on FDS line 70000 and total operating expenses on FDS line 96900. FASS automatically calculates the difference between lines 70000 and 96900.

**97100 Extraordinary maintenance**

This FDS line represents all maintenance costs that are typically for unforeseen events and highly unusual in nature, where the work required is clearly not part of routine maintenance and would not be subject to capitalization under GAAP. All costs related to the completion of extraordinary maintenance such as labor, materials and supplies, contract work, and expendable equipment should be charged to this line item. Extraordinary maintenance (also referred to as non-routine maintenance) typically represents items of costs that were not anticipated prior to the start of the fiscal year. An example would include the repair of a ruptured water main or gas line.

A PHA may not find it necessary to use this account in a particular year, since an adequate preventive routine maintenance program and proper design and construction may preclude the need to undertake extraordinary maintenance projects.

When extraordinary maintenance work is undertaken, it is likely that the PHA will find it necessary to have the work performed either by contract or by employing a special labor crew, in order not to neglect routine maintenance functions. However, if any of the normal

maintenance staff of the PHA are detailed to an extraordinary maintenance job, the wages and benefits of such employees while so engaged shall be included in the amounts on this line.

This line also represents the gross salaries and benefits earned by architectural and engineering employees who are employed for the sole purpose of preparing plans and specifications for an extraordinary maintenance job, but does not represent any part of the time of the regular technical and non-technical administrative staff of the PHA.

#### **97200 Casualty losses – non-capitalized**

This FDS line represents all costs (labor, materials and supplies, expendable equipment, and contract work) of the restoration of property, such as site improvements, structures, or equipment (but not replacement of nonexpendable equipment) damaged by an external event such as fire, tornado, earthquake, or hailstorm. The cost of the restoration does not materially alter the book value of the damaged asset and is below the PHA's capitalization threshold. Related insurance proceeds received for casualty losses incurred should not be netted into this line item.

#### **97300 Housing assistance payments**

This FDS line represents housing assistance payments (HAP) for the HCV or similar type program paid or accrued to the owners of dwelling units leased to eligible families. Also included in this line is HAP related expenses such as contributions to FSS escrow accounts, utility reimbursements, and mortgage payments paid using HAP subsidy for a HCV homeownership program. In addition this account includes, where applicable, HAP payments paid or accrued to owners for vacancies during and after rent-up pursuant to a housing assistance payments contract, and HAP payments paid or accrued to owners for reimbursement pursuant to the provisions of the housing assistance contract for any unpaid rent or damages caused by the tenants.

#### **97350 HAP Portability-In**

This FDS line represents the amount of housing assistance payments paid by the receiving PHA to the landlord on behalf of the initial PHA under a portability agreement. This account is normally applicable only to the HCV Program.

#### **97400 Depreciation expense**

This FDS line represents the amount of depreciation for the current accounting period associated with the capital assets. This amount is calculated using an acceptable method.

#### **97500 Fraud losses**

This FDS line represents the costs associated with: 1) costs arising from personal injury to persons and damages to property other than that of a locally owned or leased project, and 2) the loss of cash and/or securities resulting from robbery or theft not covered by insurance, to the

extent that such cash and/or securities are not recovered. The FDS line also includes amounts associated with fraudulent activities due to misrepresentation by tenants who now owe additional rent for prior periods or retroactive rent.

**97600 Capital outlays - governmental funds (\*Modified Accrual Only FDS Line)**

This FDS line represents the acquisition cost of capital assets purchased when the reporting entity employs governmental accounting/modified accrual concepts. These expenditures are reflected in the entity's statement of revenue and expense.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**97700 Debt principal payment - governmental funds (\*Modified Accrual Only FDS Line)**

This FDS line represents the repayment of long-term debt if the reporting entity employs governmental accounting/modified accrual concepts. This accounting method does not require a separate identification of the current portion of long-term debt due. Accordingly, each payment reduces the balance remaining in the long-term liability account(s).

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**97800 Dwelling units rent expense**

This FDS line represents the rent paid or accrued to the owners of dwelling units leased by the PHA for low-income use in the Section 23 or Section 10(c) programs.

**90000 Total expenses**

This FDS line is the sum of lines 96900 and 97100 through 97800. This FDS line represents the total expenses incurred. FASS automatically sums lines 96900 and 97100 through 97800.

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## ***OTHER FINANCING SOURCES (USES)***

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### **8. OTHER FINANCING SOURCES (USES)**

#### **10010 Operating transfers in**

This FDS line represents ongoing operating resources received from another fund other than a loan advance, quasi-external transactions and reimbursements. This FDS line item will not include project to project transactions. However, within a project, this line may be used to transfer funds from the Capital Fund column to the Operating column.

#### **10020 Operating transfers out**

This FDS line represents ongoing operating resources provided to another fund other than a loan advance, quasi-external transactions and reimbursements. This FDS line item will not include project to project transactions. However, within a project, this line may be used to transfer funds from the Capital Fund column to the Operating column.

#### **10030 Operating transfers from/to primary government**

This FDS line represents amounts received by the PHA from another governmental organization (e.g., joint ventures, jointly governed organizations or other stand-alone governments) or amounts provided by the PHA to another governmental organization that is other than the PHA.

#### **10040 Operating transfers from/to component unit**

This FDS line represents amounts received by a component unit(s) from the PHA or amounts provided by the component unit to the PHA.

#### **10050 Proceeds from notes, loans and bonds (\*Modified Accrual Only FDS Line)**

This FDS line represents amounts received as a result of the PHA borrowing funds using a note payable, entering into a loan agreement and/or from the issuance of bonds. This FDS line is used with the modified accrual basis of accounting.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**10060 Proceeds from property sales (\*Modified Accrual Only FDS Line)**

This FDS line represents any sale of capital assets for which proceeds are obtained. The proceeds represent the total amount received for the sale of the property. This FDS line is used with the modified accrual basis of accounting.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**10070 Extraordinary items, net gain/loss**

This FDS line represents transactions or other events that are both unusual in nature (possessing a high degree of abnormality and clearly unrelated to the ordinary and typical activities of the PHA) and infrequent in occurrence. Capital asset impairments may qualify as an extraordinary item if the item was not within the control of management such as significant damage incurred from a hurricane. In the case of the recording of a capital impairment loss, insurance proceeds would be netted with the loss upon the recovery becoming realizable.

**10080 Special items, net gain/loss**

This FDS line represents transactions or events within the control of management that are either unusual in nature or infrequent in occurrence. Capital asset impairments that are subject to the PHA's control would be recorded as a special item.

**10091 Inter-project excess cash transfer in**

This FDS line item represents transfer received by one project from another project. This line item is not used if the PHA reports only one project. The sum of all transfers in must equal all transfers out (FDS line 10092) within a PHA.

**10092 Inter-project excess cash transfer out**

This FDS line item represents a transfer from one project to another project. The amount of transfer is limited to a project's prior year excess cash calculation. Transfers greater than the project's prior year excess cash calculation is considered non-compliance. The sum of all transfers out must equal all transfers in (FDS line 10091) within a PHA. This line item is not used if the PHA reports only one project.

**10093 Transfers between programs and projects in**

This FDS line item represents incoming transfers between programs and projects. The sum of all incoming transfers between programs and projects must equal all outgoing transfers between programs and projects within a PHA.

**10094 Transfers between programs and projects out**

This FDS line item represents outgoing transfers between projects to programs. The sum of all incoming transfers between programs and projects must equal all outgoing transfers between programs and projects within a PHA.

**10100 Total other financing sources (Uses)**

This FDS line is the sum of lines 10010 through 10094. This FDS line represents the total expenses recorded on lines 10010 through 10094. FASS automatically sums 10010 through 10094.

**10000 Excess (deficiency) of total revenue over (under) total expenses**

This FDS line is the difference between total revenue reported on FDS line 70000; total expenses reported on FDS line 90000 and total other financing sources (uses) reported on line 10100. FASS automatically calculates the difference between line 70000, 90000, and 10100.

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## ***MEMO ACCOUNT INFORMATION***

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### **9. MEMO ACCOUNT INFORMATION**

#### **11020 Required annual debt principal payments**

This FDS line represents the required debt principal payments during the reporting financial year, regardless of whether or not the actual payment has been made. The required annual debt principal payment related to the Capital Fund Financing Program should be reported in the Capital Fund column of the project/COCC.

#### **11030 Beginning equity**

This FDS line represents the difference between total assets (FDS line 190) and total liabilities (FDS line 300) at the beginning of the fiscal year. This FDS line is automatically populated using the ending equity balance from the prior year.

#### **11040 Prior period adjustments, equity transfers, and correction of errors**

This FDS line represents prior period adjustments that are transactions that should be excluded from the current period's activity statements. With respect to governmental financial reporting, this specifically addresses correction of errors in the financial statements of a prior period. Errors in financial statements may result from: mathematical mistakes; mistakes in the application of accounting principles; oversight of facts that existed at the time financial statements were prepared; or change from an accounting principle that is not generally accepted to one that is generally accepted.

This line also includes equity transfers between programs. Equity transfers in, for a PHA, must equal equity transfers out. For project reporting, equity transfers should still be reported for the transfer of capital assets from the Capital Fund program to Operations (Low Rent Public Housing), even though there is only one balance sheet for each project.

#### **11050 Changes in compensated absence balance (\*Modified Accrual Only FDS Line)**

This FDS line represents the change to the compensated absences liability balance for the current period when the reporting entity employs the modified accrual accounting method.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**11060 Changes in contingent liability balance (\*Modified Accrual Only FDS Line)**

This FDS line represents the change to the Self-insurance liability balance for the current period when the reporting entity employs the modified accrual accounting method.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**11070 Changes in unrecognized pension transition liability (\*Modified Accrual Only FDS Line)**

This FDS line represents the change to the unrecognized pension transition liability balance for the current period when the reporting entity employs the modified accrual accounting method.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**11080 Changes in special terms/severance benefits liability (\*Modified Accrual Only FDS Line)**

This FDS line represents the change to the special term/severance benefits liability balance for the current period when the reporting entity employs the modified accrual accounting method.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**11090 Changes in allowance for doubtful accounts – dwelling rents (\*Modified Accrual Only FDS Line)**

This FDS line represents the change to the allowance for doubtful accounts – dwelling rents balance for the current period when the reporting entity employs the modified accrual accounting method.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**11100 Changes in allowance for doubtful accounts – other (\*Modified Accrual Only FDS Line)**

This FDS line represents the change to the allowance for doubtful accounts – other balance for the current period when the reporting entity employs the modified accrual accounting method.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*



**11170 Administrative fee equity**

This FDS line represents the administrative fee equity for the HCV program only. The FDS line is equal to total administrative fee revenue minus total administrative expense. The balance of this account will be carried forward from year to year. The administrative fee equity can be used for administrative expenses incurred in the operation of the HCV program or for the issuance of additional HAPs to assist eligible families. This line is only available for the HCV program (CFDA #14.871).

**11180 Housing assistance payments equity**

This FDS line represents the Housing Assistance Payments Equity retained by the PHA for the HCV program only. This FDS line is equal to total HAP revenue minus Total HAP expense. The balance of this account will be carried forward year to year. This amount does not include the balance of the program reserve retained by HUD for HAP payments. The HAP equity can be used only for HAP payments incurred in the operation of the HCV program. This line is only available for the HCV program (CFDA #14.871).

**11190 Unit months available**

This FDS line represents the number of months available for all Low Rent, Section 8, other subsidized and non-subsidized programs with unit month counts.

For Public Housing projects the PHA is to report the total number of months each ACC unit was under ACC in the PHA's fiscal year reduced by the number of months each ACC unit was in the following categories during the fiscal year:

- Vacant - Undergoing Modernization
- Vacant - Court Litigation
- Vacant - Natural Disaster
- Vacant - Casualty Loss
- Vacant - Market Conditions
- Non-Dwelling - Special Use: Anti-Drug/Crime
- Non-Dwelling - Special Use: Self Sufficiency Activities
- Non-Dwelling - Special Use: Other Resident Activities
- Non-Dwelling - Special Use: Other Moving to Work (applies only for an MTW PHA)
- Units Approved by HUD for Demolition/Disposition

PHAs may reduce their unit months available for these categories only if HUD approved the vacancy, special use or demolition/disposition application.

**11210 Unit months leased**

This FDS line represents the total number of dwelling unit months under lease by tenants and program participants during the reporting period. The reported amount should be supported by the PHA's tenant rent rolls or housing assistance payment records.

For Public Housing projects the number of months reported must be on the same basis (first day of the month or the last day of the month) the PHA used when reporting units leased on the Form HUD-52723 – Calculation of Operating Subsidy. Units leased include only those units categorized in PIC as occupied by low income families (assisted tenants), police officers, and non-assisted tenants over income.

For the HCV program, the PHAs vouchers leased should be based on the first of the month.

#### **11270 Excess Cash**

This FDS line item represents the amount of excess cash available. The calculation for excess cash is as follows:  $(111 + 114 + 115 + 120 + 131 + 144) - (310 + (96900/12))$ . FDS line 96900 is calculated from the low rent column of the FDS. FASS automatically calculates excess cash. This account is only available for projects and is not calculated for any other program.

#### **11610 Land purchases**

This FDS line represents costs incurred during the current fiscal year related to the purchase of land and related costs to prepare the land for use. Of the costs reported on FDS line item 161, only the cost incurred in the current fiscal year should be included on this line. This line is only available under the project's and COCC's income statements (both the Capital fund program and Low Rent Public Housing income statement).

#### **11620 Building purchases**

This FDS line represents the capitalized costs incurred during the current fiscal year for buildings and related building improvement projects. Construction in Progress costs related to a building or improvement projects should also be reflected on this FDS line due to the fact that these costs will eventually be listed on this line upon completion of the project. Of the costs reported on FDS line item 162 or 167, only the costs incurred in the current fiscal year should be included on this line. This line is only available under the project's and COCC's income statements (both the Capital fund program and Low Rent Public Housing income statement).

#### **11630 Furniture & equipment - dwelling purchases**

This FDS line represents costs incurred during the current fiscal year for purchases of furniture and equipment for dwelling units that were capitalized. Of the costs reported on FDS line item 163, only the costs incurred in the current fiscal year should be included on this line. The cost of disposed assets should not be included. This line is only available under the project's and COCC's income statements (both the Capital fund program and Low Rent Public Housing income statement).

#### **11640 Furniture & equipment - administrative purchases**

This FDS line represents costs incurred during the current fiscal year for purchases of furniture and equipment related to the administration of the PHA, which are capitalized and included on

FDS line item 164. Of the costs reported on line 164, only the costs incurred in the current fiscal year should be included on this line. This line is only available under the project's and COCC's income statements (both the Capital fund program and Low Rent Public Housing income statement).

#### **11650 Leasehold improvements purchases**

This FDS line represents the capitalized costs incurred during the current fiscal year for items listed on FDS line item 165. Construction in Progress costs related to a leasehold improvement project should also be reflected on this FDS line due to the fact that these costs will eventually be recorded on this FDS line upon completion of the project. Of the costs reported on FDS lines 165 or 167, only the costs incurred in the current fiscal year costs should be included on this line. FDS line 11650 is only available under the project's and COCC's income statements (both the Capital fund program and Low Rent Public Housing income statement).

#### **11660 Infrastructure purchases**

This FDS line represents capitalized costs incurred during the current fiscal year for infrastructure items listed on FDS line item 168. Construction in Progress costs related to an infrastructure project should also be reflected on this FDS line due to the fact that these costs will eventually be recorded on this FDS line upon completion of the project. Of the costs reported on line 168 or 167, only the costs incurred in the current fiscal year should be included on this line. This line is only available under the project's and COCC's income statements (both the Capital fund program and Low Rent Public Housing income statement).

#### **13510 CFFP debt service payments**

This FDS line represents the payment incurred during the current fiscal year for any Capital Fund Financing Program debt service payments. These payments include principal as well as interest payments made during the current fiscal year.

#### **13901 Replacement housing factor funds**

Replacement housing factor funds are a component of the Capital Fund formula(24 CFR 905.10(i)), which are to be used only to develop or acquire public housing units for recently demolished or sold public housing units. This line represents the total Replacement Housing Factor Funds costs incurred during the year (both hard and soft costs (if any)). Any capitalized costs associated with the use of these funds should also be recorded in memo accounts 11610 through 11660 above.