

APPENDIX 4d

**Budget Worksheet
Income and Expense
Projections**

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner



OMB Approval No 2502-0324 (exp 3/31/92)

Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2502-0324), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

Project Number: _____ Name of Project: _____

Description of Account:		Acct No	HUD-92410 audited last FY	Current FY	(no. of mos)	Budget from () to ()
Rental Income 5100	Apartments or Member-Carrying Charges (Coops)	5120				
	Tenant Assistance Payments	5121				
	Furniture and Equipment	5130				
	Stores and Commercial	5140				
	Garage and Parking Spaces	5170				
	Flexible Subsidy Income	5180				
	Miscellaneous (specify)	5190				
	Total Rent Revenue Potential at 100% Occupancy					
Vacancies 5200	Apartments	5220				
	Furniture and Equipment	5230				
	Stores and Commercial	5240				
	Garage and Parking Spaces	5270				
	Miscellaneous (specify)	5290				
	Total Vacancies					
Net Rental Revenue (Rent Revenue less Vacancies)						
Elderly & Congregate Svcs. Income 5300		5300				
	Total Service Income (schedule attached)					
Financial Revenue 5400	Interest Income-Project Operations	5410				
	Income from Investments-Residual Receipts	5430				
	Income from Investments-Reserve for Replacement	5440				
	Income from Investments-Miscellaneous	5490				
	Total Financial Revenue					
Other Revenue 5900	Laundry and Vending	5910				
	NSF and Late Charges	5920				
	Damages and Cleaning Fees	5930				
	Forfeited Tenant Security Deposits	5940				
	Other Revenue (specify)	5990				
	Total Other Revenue					
Total Revenue						
Administrative Expenses 6200/6300	Advertising	6210				
	Other Renting Expense	6250				
	Office Salaries	6310				
	Office Supplies	6311				
	Office or Model Apartment Rent	6312				
	Management Fee	6320				
	Manager or Superintendent Salaries	6330				
	Manager or Superintendent Rent Free Unit	6331				
	Legal Expenses (Project)	6340				
	Auditing Expenses (Project)	6350				
	Bookkeeping Fees/Accounting Services	6351				
	Telephone and Answering Services	6360				
	Miscellaneous Administrative Expenses (specify)	6390				
	Total Administrative Expenses					
	Sub Total Expenses (carry forward to page 2)					

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Description of Account		Acct No	HUD-92410 audited last FY	Current FY	(no. of mos)	Budget from () to ()
Sub Total Expenses (carried forward from page 1)						
Utilities 6400	Fuel Oil/Coal	6420				
	Electricity	6450				
	Water	6451				
	Gas	6452				
	Sewer	6453				
	Total Utilities Expense					
Operating & Maintenance Expenses 6500	Janitor and Cleaning Payroll	6510				
	Janitor and Cleaning Supplies	6515				
	Janitor and Cleaning Contract	6517				
	Exterminating Payroll/Contract	6519				
	Exterminating Supplies	6520				
	Garbage and Trash Removal	6525				
	Security Payroll/Contract	6530				
	Grounds Payroll	6535				
	Grounds Supplies	6536				
	Grounds Contract	6537				
	Repairs Payroll	6540				
	Repairs Material	6541				
	Repairs Contract	6542				
	Elevator Maintenance/Contract	6545				
	Heating/Cooling Repairs and Maintenance	6546				
	Swimming Pool Maintenance/Contract	6547				
	Snow Removal	6548				
	Decorating Payroll/Contract	6560				
	Decorating Supplies	6561				
	Vehicle & Maint. Equip. Operation and Repairs	6570				
Miscellaneous Operating & Maintenance Expenses	6590					
Total Operating & Maintenance Expenses						
Taxes and Insurance 6700	Real Estate Taxes	6710				
	Payroll Taxes (FICA)	6711				
	Miscellaneous Taxes, Licenses and Permits	6719				
	Property and Liability Insurance (Hazard)	6720				
	Fidelity Bond Insurance	6721				
	Workmen's Compensation	6722				
	Health Insurance & Other Employee Benefits	6723				
	Other Insurance (specify)	6729				
	Total Taxes & Insurance					
Financial Expenses 6800	Interest on Bonds Payable	6810				
	Interest on Mortgage Payable	6820				
	Interest on Notes Payable (Long-Term) *	6830				
	Interest on Notes Payable (Short-Term) *	6840				
	Mortgage Insurance Premium/Service Charge	6850				
	Miscellaneous Financial Expenses	6890				
Total Financial Expenses						
Elderly & Congregate Svcs. Expenses 6900	Total Service Expenses (schedule attached)		6900			
	Reserve for Replacements Dep. Req.					
	Painting Reserve					
	Principal Payments Req.					
	Debt Service (Sec. 241 & other approved loans)					
	Debt Service Reserve (202)					
	General Operating Reserve					
	Total Cost of Operations					
	Less Total Revenue					
	Excess (Deficiency) Income Over Expenses					

I hereby certify that the information contained on pages 1 and 2 is complete, and correct to the best of my knowledge.

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