

FINANCIAL MANAGEMENT CENTER BULLETIN

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Voucher Management System (VMS) Notice

The Voucher Management System will start collecting the May, June, and July leasing and cost data on August 15, 2004. Please have your quarterly submission input into the VMS by August 31, 2004. Click on the following link to access the site:

<http://www.hud.gov/offices/reac/>

Leasing data should be reported for all units under lease on the first day of each month. Housing Assistance Payment (HAP) data should be reported for the amounts charged by program type excluding amounts billed for Portability to another agency. Furthermore, amounts paid during a particular month that were incurred in a different month should be adjusted and reflected for the month incurred.

For example: During the month of July, an HA received a retroactive rent agreement providing that \$50 was owed for the month of June. Although the HA paid \$50 during the month of July, as far as reporting in VMS, the \$50 payment should be reduced for the month of July and applied to the month of June.

We appreciate your assistance in providing this information to the appropriate staff within your agency.