

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. 07/31/2028)

Public reporting burden for this collection of information is estimated to average 5.33 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. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is collected in accordance with Title II of the National Housing Act which requires that HUD regulate rents for certain cooperative and subsidized rental projects. The Department formulated the processes by which owners could request increases. The requirement for tenant participation in the rent increase process, which is included in Section 202(b) of the HCD Amendments of 1978, necessitated that the Department design procedures to give consideration to tenant comments. The information gathered is not of a confidential nature. The information is required in order to obtain benefits.

Project Number			Name of Project		
Description of Account		Acct. No.	Statement of Profit/Loss FY __	Current FY (no. of mos.)	Budget from () to ()
Rental Income 5100	Rent Revenue- Gross Potential	5120			
	Tenant Assistance Payments	5121			
	Rent Revenue- Store and Commercial	5140			
	Garage and Parking Spaces	5170			
	Flexible Subsidy Revenue	5180			
	Miscellaneous Rent Revenue	5190			
	Excess Rent	5191			
	Rent Revenue/Insurance	5192			
	Special Claims Revenue	5193			
	Retained Excess Income	5194			
	Total Rent Revenue Potential at 100% Occupancy	5100T			
Vacancies 5200	Apartments	5220			
	Stores and Commercial	5240			
	Rental Concessions	5250			
	Garage and Parking Spaces	5270			
	Miscellaneous	5290			
	Total Vacancies	5200T			
	Net Rental Revenue (Rental Revenue – Vacancies)	5152N			
Income 5300	Nursing Homes/Assisted Living/Board & Care/ Other Elderly Care/Coop/Other Revenues	5300			
Financial Revenue 5400	Financial Revenue- Project Operations	5410			
	Revenue from Investments- Residual Receipts	5430			
	Revenue from Investments- Replacement Reserve	5440			
	Revenue from Investments- Miscellaneous	5490			
	Total Financial Revenue	5400T			
Other Revenue 5900	Laundry and Vending Revenue	5910			
	Tenant Charges	5920			
	Interest Reduction Payments Revenue	5945			
	Gifts (nonprofits)	5970			
	Miscellaneous Revenue	5990			
	Total Other Revenue	5900T			
	Total Revenue	5000T			
Admin Expenses 6200/ 6300	Conventions and Meetings	6203			
	Management Consultants	6204			
	Advertising and Marketing	6210			

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Description of Account		Acct. No.	Statement of Profit/Loss FY __	Current FY (no. of mos.)	Budget from () to ()
Admin Expenses 6200/ 6300 (ctd.)	Other Renting Expense	6250			
	Office Salaries	6310			
	Office Expenses	6311			
	Office or Model Apartment Rent	6312			
	Management Fee	6320			
	Manager or Superintendent Salaries	6330			
	Administrative Rent-Free Unit	6331			
	Legal Expenses - Project	6340			
	Audit Expenses	6350			
	Bookkeeping Fees/Accounting Services	6351			
	Miscellaneous Administrative Expenses	6390			
	Total Administrative Expenses	6263T			
Utilities 6400	Fuel Oil/Coal	6420			
	Electricity	6450			
	Water	6451			
	Gas	6452			
	Sewer	6453			
	Total Utilities Expense	6400T			
Operating & Mainten. Expenses 6500	Payroll	6510			
	Supplies	6515			
	Contracts	6520			
	Operating and Maintenance Rent Free Unit	6521			
	Garbage and Trash Removal	6525			
	Security Payroll/Contract	6530			
	Security Rent Free Unit	6531			
	Heating/Cooling Repairs and Maintenance	6546			
	Snow Removal	6548			
	Vehicle & Maint. Equip. Oper. and Repair	6570			
	Misc. Operating & Maintenance Expenses	6590			
	Total Operating & Maintenance Expenses	6500T			
Taxes and Insurance 6700	Real Estate Taxes	6710			
	Payroll Taxes (Project's share)	6711			
	Property and Liability Insurance (Hazard)	6720			
	Fidelity Bond Insurance	6721			
	Workmen's Compensation	6722			
	Health Insurance & Other Employee Benefits	6723			
	Misc. Taxes, Licen., Permits, & Insurance	6790			
	Total Taxes & Insurance	6700T			

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Description of Account		Acct. No.	Statement of Profit/Loss FY __	Current FY (no. of mos.)	Budget from () to ()
Financial Expenses 6800	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	6800T			
Expenses 6900	Nursing Homes/ Assisted Living/ Board & Care/ Other Elderly Care/ Coop/ Other Revenues	6900			
Total Cost of Operations		6000T			
Description of Account		Acct. No.	Statement of Profit/Loss FY__	Current FY (no. of mos.)	Budget from () to ()
Reserve for Replacements Dep. Required					
Principal Payments Required					
Debt Service for other approved loans					
Debt Service Reserve (if required)					
General Operating Reserve (Coops)					
Total Cash Requirements					
Less Total Revenue					
Net Cash Surplus (Deficiency)					
I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §§ 3729, 3802)."					
(Signature)				Date (mm/dd/yyyy)	