

# 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. 12/31/2014)

Public reporting burden for this collection of information is estimated to average 1.5 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 requirements 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 ( )	
<b>Rental Income 5100</b>	Rent Revenue - Gross Potential	5120			
	Tenant Assistance Payments	5121			
	Rent Revenue - Stores 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			
<b>Total Rent Revenue Potential at 100% Occupancy</b>	<b>5100T</b>				
<b>Vacancies 5200</b>	Apartments	5220			
	Stores and Commercial	5240			
	Rental Concessions	5250			
	Garage and Parking Spaces	5270			
	Miscellaneous	5290			
	<b>Total Vacancies</b>	<b>5200T</b>			
<b>Net Rental Revenue (Rent Revenue less Vacancies)</b>	<b>5152N</b>				
<b>Income 5300</b>	<b>Nursing Homes/ Assisted Living/ Board &amp; Care/ Other Elderly Care/ Coop/ Other Revenues</b>	5300			
<b>Financial Revenue 5400</b>	Financial Revenue -Project Operations	5410			
	Revenue from Investments-Residual Receipts	5430			
	Revenue from Investments-Replacement Reserve	5440			
	Revenue from Investments-Miscellaneous	5490			
<b>Total Financial Revenue</b>	<b>5400T</b>				
<b>Other Revenue 5900</b>	Laundry and Vending Revenue	5910			
	Tenant Charges	5920			
	Interest Reduction Payments Revenue	5945			
	Gifts (nonprofits)	5970			
	Miscellaneous Revenue	5990			
	<b>Total Other Revenue</b>	<b>5900T</b>			
<b>Total Revenue</b>	<b>5000T</b>				
<b>Admin. Expenses 6200/ 6300</b>	Conventions and Meetings	6203			
	Management Consultants	6204			
	Advertising and Marketing	6210			
	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			
<b>Total Administrative Expenses</b>	<b>6263T</b>				

Description of Account	Acct.No.	Statement of Profit/Loss FY__	Current FY (no. of mos. )	Budget from ( ) to ( )
<b>Utilities</b>	Fuel Oil/Coal	6420		
<b>6400</b>	Electricity	6450		
	Water	6451		
	Gas	6452		
	Sewer	6453		
	<b>Total Utilities Expense</b>	<b>6400T</b>		
<b>Operating &amp; Mainten. Expenses</b>	Payroll	6510		
<b>6500</b>	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		
	<b>Total Operating &amp; Maintenance Expenses</b>	<b>6500T</b>		
<b>Taxes and Insurance</b>	Real Estate Taxes	6710		
<b>6700</b>	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		
	<b>Total Taxes &amp; Insurance</b>	<b>6700T</b>		
<b>Financial Expenses</b>	Interest on Mortgage Payable	6820		
<b>6800</b>	Interest on Notes Payable (Long-Term) *	6830		
	Interest on Notes Payable (Short-Term) *	6840		
	Mortgage Insurance Premium/Service Charge	6850		
	Miscellaneous Financial Expenses	6890		
	<b>Total Financial Expenses</b>	<b>6800T</b>		
<b>Expenses</b>	<b>Nursing Homes/ Assisted Living/ Board &amp; Care/ Other Elderly Care/ Coop/ Other Revenues</b>	6900		
<b>6900</b>	<b>Total Cost of Operations</b>	<b>6000T</b>		
	Reserve for Replacements Dep. Required			
	Principal Payments Required			
	Debt Service for other approved loans			
	Debt Service Reserve (if required)			
	General Operating Reserve (Coops)			
	<b>Total Cash Requirements</b>			
	<b>Less Total Revenue</b>			
	<b>Net Cash Surplus (Deficiency)</b>			

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 100, 1012; 31 U.S.C. 3729, 3802)

(Signature)

Date (mm/dd/yyyy)