

**MONARCH/WESTMARK  
CHART OF ACCOUNTS**

**INCOME**

Code	Description	Detail
	<b>Rental Income</b>	
5120-00	Gross Rental Income	tenant portion of rent charged
5121--	Tenant Assistance Payments	
5121-01	Rental Subsidy	
5121-02	Other Rental Subsidy	<b>property based</b> Section 8 or USDA-RD rental assistance assistance from City, County, Vouchers or Certificates
5191-00	Excess Rent	tenant rent in excess of basic for HUD 236 or USDA-RD properties
5192-00	Rent Revenue - Insurance	<b>rent</b> portion of an insurance claim...usually a fire
5193-00	Special Claims Revenue	Section 8 only
5220-00	Vacancies	rent lost through vacancy of an apartment
5250-00	Rental Concessions	<b>rent</b> discounts, <b>free rent</b> to paying residents
5250-01	Program Discounts	<b>city</b> affordable housing program
5290-01	Lease Differential	Difference between new rent potential and unexpired leases.
	<b>Financial Income</b>	
5410-00	Financial Revenue-Operations	interest earned on property savings, security deposit and escrow accounts
5430-00	Financial Revenue-Residual Receipts	interest earned on residual receipts reserve
5440-00	Financial Revenue-Replacement Reserve	interest earned on reserve for replacement
	<b>Other Income</b>	
5910--	Laundry & Vending	
5910-01	Laundry	commissions received by the property for on-site laundry facility
5910-02	Vending	commissions received by the property for on-site vending machines
5920-00	Tenant Charges	
5920-02	Accelerated Rent Charges	resident charge
5920-04	Attorneys Fees	resident charge
5920-06	Cable Television	resident charge
5920-08	Cleaning Fees	resident charge
5920-10	Club Room/Facility Rental	resident charge
5920-12	Damages	resident charge
5920-14	Furnishings	resident charge
5920-16	Garage Rental	resident charge
5920-18	Guest Rooms	resident charge
5920-20	Insufficient Notice Penalty	resident charge
5920-22	Keys & Locks	resident charge
5920-24	Late Fees	resident charge
5920-26	Lease Termination Fees	resident charge
5920-28	Maid/Housekeeping Services	resident charge
5920-30	Month to Month Fees	resident charge
5920-32	NSF Fees	resident charge
5920-34	Parking	resident charge
5920-36	Pet Fees	resident charge
5920-38	Storage Rental	resident charge
5920-40	Transportation	resident charge
5920-42	Utility Reimbursement	resident charge
5920-44	Appliance Fee	resident charge

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5950-00	Retained Excess Income	236 projects only --special permission granted by HUD
5990--	Miscellaneous Revenue	
5990-01	Application Fees	application fee charged to applicants at market properties
5990-03	Insurance Claims Income (Net)	insurance claim receipts net of expenses
5990-99	Other Revenue	miscellaneous fees, charges that are not otherwise identified
<b>EXPENSES</b>		
<b>Administrative Expenses</b>		
6203 --	Conventions & Meetings	
6203-01	Conventions & Meetings - Training	AHMA, CPO, COS, STAR, <b>tuition</b> for classes. Apartment Association events
6203-02	Conventions & Meetings - Travel	hotel and transportation to/from meetings
6204--	Management Consultants	
6204-01	Mgmt. Consultants - Property Taxes	charges by professional tax consulting firms
6204-02	Mgmt. Consultants - Arch./Engr.	charges by professional architects or engineers for special plans/improvements, energy audits, CAN
6204-03	Mgmt. Consultants - Pre-Empl. Screening	<b>employee</b> credit/criminal checks, drug testing costs
6204-09	Mgmt. Consultants - Other	charges by professionals not otherwise identified
6210--	Advertising/Marketing	
6210-01	Advertising - Apartment Guides	cost of advertisements in recognized apartment guides
6210-02	Advertising - Newspaper	cost of advertisements in local/regional newspapers
6210-03	Advertising - Media/Internet	cost of advertisements on radio, television, or other media ( <b>does not include special media promotions</b> )
6210-04	Advertising - Yellow pages	cost of yellow page advertisement (typically included in the telephone bill)
6210-11	Marketing - Brochures/Cards	cost of printed material including greeting cards, floor plans, flyers
6210-12	Marketing - Temporary Signage	banners, flags, flag poles, small signs (not main project signs)
6210-13	Marketing - Special Events	cost of grand openings, radio promotions, etc.
6210-99	Advertising/Marketing - Other	cost of advertising/marketing not otherwise identified
6250--	Other Renting Expense	
6250-01	Renting Exp. - Furniture Rental	cost of furniture rental for office, models, community rooms
6250-02	Renting Exp. - Cable TV	cost of cable TV paid by the property
6250-03	Renting Exp. - Applicant Screening	<b>applicant</b> credit/criminal checks
6250-04	Renting Exp. - Commissions/Referrals	cost of referral services; commissions paid to current residents require supervisor approval
6250-05	Renting Exp. - Tenant Serv./Amenities	cost of welcome baskets, free services to tenants paid by the property
6310--	Office Salaries	
6310-01	Office Salaries	property office employee payroll
6310-02	Office Temp Services	cost of contracted office services
6311--	Office Expense	
6311-01	Office Exp. - Copies/Printing	cost of copies, copier supplies, forms, printing
6311-02	Office Exp. - Postage	cost of all mailing including postage, express delivery, certified, etc
6311-03	Office Exp. - Answering/Paging Service	cost of contracted service
6311-04	Office Exp. - Telephone (Basic)	standard telephone charges from monthly billing
6311-05	Office Exp. - Telephone (Long Distance)	charges for long distance calls from monthly telephone billing
6311-06	Office Exp. - Equipment Leased	charges for leased office equipment
6311-07	Office Exp. - Equipment Maintenance	charges for maintenance agreements, repairs on office equipment
6311-08	Office Exp. - Equipment Purchase	purchase of copiers, fax machines, computers, furniture & equipment >\$100
6311-09	Office Exp. - Other	cost of general office supplies
6312--	Office/Model Apartment Rent	

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6312-01	Office Apartment Rent	gross rent potential of a unit used as an office
6312-02	Model Apartment Rent	gross rent potential of a unit used as a model
6320-00	Management Fee	cost of monthly management fee in accordance with management contract
6330-00	Manager Salaries	property manager payroll
6331-00	Administrative Rent Free Unit	gross rent potential of unit provided to on-site administrative employee at no charge
6340--	Legal Expense	
6340-01	Legal Expense - Evictions	court costs, attorney fees, cost of service
6340-02	Legal Expense - Other	fees paid to attorneys for legal matters of the property other than evictions
6350-00	Audit Expense	annual cost of audit including tax return preparation
6351-00	Bookkeeping Fees/Accounting Services	HUD projects only
6370-00	Bad Debts	<b>rent</b> only..do not include damages or other charges. Include recoveries received
6390--	Miscellaneous Administrative Expense	
6390-01	Misc. Admin. Exp. - Bank/Investment Fees	bank account charges, fees charged for the investment of reserves
6390-02	Misc. Admin. Exp. - Mileage	routine errands, not for meetings/conventions
6390-03	Misc. Admin. Exp. - Dues/Subscriptions	professional dues, subscriptions, publications paid by the property
6390-04	Misc. Admin. Exp - Computer Costs	cost of e-mail/internet service; computer repairs and maintenance
6390-05	Misc. Admin. Exp. - Community Activities	special events provided for residents of non-elderly properties (picnics, cookouts, poster contest, etc)
6390-08	Misc. Admin. Exp. - Tax Credit Compliance	annual tax credit compliance fee charged on tax credit properties
6390-99	Misc. Admin. Exp. - Other	administrative costs, charges, fees not otherwise identified
	<b>Utilities Expense</b>	
6420-00	Fuel Oil/Coal	cost of fuel oil/coal charges billed to the property
6450-00	Electricity	cost of electricity charges billed to the property
6451-00	Water	cost of water charges billed to the property
6452-00	Gas	cost of gas charges billed to the property
6453-00	Sewer	cost of sewer charges billed to the property
	<b>Operating &amp; Maintenance Expense</b>	
6510-00	Maintenance Payroll	property maintenance employee payroll
6515--	Supplies	
6515-01	Supplies - Appliance Parts	range valves, burners, knobs,handles; refrig shelves, seals, defroster timers,handles; dishwasher motors
6515-03	Supplies - Cleaning	oven cleaner, cleanser, window cleaner, sponges, mops, buckets, brooms, vacuum supplies &parts
6515-05	Supplies - Electrical	switches/plates, plugs/plates, wire, boxes, fuses, breakers,tape, smoke detectors, batteries, exhaust fans
6515-07	Supplies - Grounds	fertilizer, sod, pesticides, weed killer, sprinkler parts, flowerbeds
6515-09	Supplies - Hardware	nails/screws, hinges, weatherstrip, thresholds, cabinet hardware, doorstops/hinges>window/screen parts, glass, fire extinguishers
6515-11	Supplies - Handtools	screwdrivers, hammers, plyers; power drills/bits, saws/blades (< \$100)
6515-13	Supplies - Light Bulbs	light bulbs, halogen, high pressure sodium lamps
6515-17	Supplies - Locks & Keys	new and repairs
6515-19	Supplies - Lumber/Drywall Goods	plywood, lumber, baseboards,sheetrock, plaster, tape, texture, moulding
6515-21	Supplies - Paint	paint, paint supplies, parking lot paint, occasional exterior paint
6515-23	Supplies - Plumbing	faucet seats/washers; wax rings,internal parts:gaskets,pipes,drains,putty, caulking,ceramic tile/adhesive
6515-25	Supplies - Swimming Pool	Chlorine/chemicals, filter sand, equipment parts
6515-49	Supplies - Other	miscellaneous supplies not otherwise identified
6515-52	Replacements - Cabinets/Countertops	purchase of new cabinets, countertops
6515-54	Replacements - Carpet/Tile	purchase of new carpet and/or floor tile...not repairs or patches
6515-56	Replacements - Dishwashers	purchase of new dishwashers

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6515-58	Replacements - Doors	purchase of new interior/exterior doors
6515-60	Replacements - Drapes/Blinds	purchase of new window coverings
6515-62	Replacements - Light Fixtures	purchase of new ceiling fans, fixtures
6515-64	Replacements - Maintenance Equip	purchase of power equipment > \$100...otherwise it's <i>Handtools</i>
6515-66	Replacements - Refrigerators	purchase of new refrigerators
6515-68	Replacements - Sinks/Faucets/Disposals	purchase of new sinks, faucets, disposals
6515-70	Replacements - Stoves & Vent Hoods	purchase of new ranges, vent hoods
6515-72	Replacements - Tubs/Surrounds/Comodes	purchase/installation of new tubs, tub surrounds, comodes
6515-74	Replacements - Water Heaters/Boilers	purchase of new water heaters
6515-76	Replacements - Windows/Screens	purchase of new window units, screens
6520--	Contracts	
6520-01	Contract Services - Grounds	contracted monthly grounds maintenance services
6520-03	Contract Services - Unit Painting	contracted unit painting
6520-05	Contract Services - Turnover Clean/Repr	contract repairs, cleaning, carpet cleaning, or supplies (if in-house)
6520-07	Contract Services - Exterminating	contracted exterminating service
6520-09	Contract Services - Common Areas	janitorial for office or hallways; plant service
6520-11	Contract Services - Cathodic Protection	anodes; gas line inspection & maintenance
6520-13	Contract Services - Elevator	contracted elevator service
6520-15	Contract Services - Fire Extinguishers	contract service for inspection, recharge
6520-17	Contract Services - Uniforms	monthly service for purchase/cleaning of uniforms
6520-31	Contract Repairs - Appliances	contract repairs to appliances
6520-33	Contract Repairs - Building Interior	contract repairs to drywall, cabinets, countertops, doors, windows, floors (include purchase of glass)
6520-35	Contract Repairs - Building Exterior	contract repairs to siding, gutters, patios, balconies, exterior electrical/plumbing
6520-37	Contract Repairs - Electrical	contract repairs to electrical
6520-39	Contract Repairs - Grounds	shrub replacement; sprinkler repairs; playground, fences, gates, project sign
6520-41	Contract Repairs - Parking Lots	pot hole and seam repair, sweeping, maintenance
6520-43	Contract Repairs - Plumbing	contract repairs to plumbing, resurfacing tubs, sinks, countertops
6520-45	Contract Repairs - Roofs	patching; routine maintenance
6520-47	Contract Repairs - Sidewalks/Stairways	step repair; sidewalk cracks (include the purchase of individual step replacements)
6520-49	Contract Repairs - Swimming pool	swimming pool equipment/repairs
6520-70	Contract Replacement - Building Interior	>\$1000 - Interior repair/replace - major
6520-72	Contract Replacement - Building Exterior	>\$1000 - Exterior painting;stucco;siding;facia;gutters; foundations
6520-74	Contract Replacement - Electrical	>\$1000 - major line repairs; major electrical interior; junction boxes; transformers
6520-76	Contract Replacement - Fences	>\$1000 - Major replacements fences, gates
6520-78	Contract Replacement - Grounds	>\$1000 - New entrance sign, landscaping rehab, new fences,gates
6520-80	Contract Replacement - Parking Lots	>\$1000 - Reseal;overlay;new base
6520-82	Contract Replacement - Plumbing	>\$1000 - sewer,water, gas lines; major interior plumbing/fixtures;
6520-84	Contract Replacement - Roofs	>\$1000 - at least 1 bldg...Re-shingle;re-roof;re-deck
6520-86	Contract Replacement - Swimming Pool	>\$1000 - Re-plaster; re-deck; re-tile; new equipment
6520-88	Contract Replacement - Walks/Stairways	>\$1000 - Re-pour cracked sidewalks; replace stair(s)
6521-00	Maintenance Rent Free Unit	gross rent potential of unit provided to on-site maintenance employee at no charge
6525-00	Garbage & Trash Removal	cost of trash removal charges billed to the property
6530-01	Security Contract	contracted Security Services
6530-02	Security Payroll	property security employee payroll

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6531-03	Security Rent Free Unit	gross rent potential of unit provided to on-site security employee at no charge
6546--	Heating/Cooling Repairs & Maintenance	
6546-01	Heating/Cooling - Supplies/Repairs	any repairs or supplies to existing units
6546-02	Replacements - Heaters	purchase of new heater units
6546-03	Replacements - Air Conditioning	purchase of new A/C units
6548-00	Snow Removal	charges for clearing walkways/removal of snow from the property
6570--	Vehicle/Maint./Equipment Maint./Repair	
6570-01	Vehicle Operation & Maintenance	gasoline; repairs and maintenance for project owned trucks.
6570-02	Maintenance Equipment Repairs	<b>repairs</b> and gasoline for maintenance equipment.
6570-03	Maintenance Equipment Rentals	equipment <b>rental</b>
6590-00	Miscellaneous Operating & Maintenance	miscellaneous maintenance expenses not otherwise identified
	<b>Taxes &amp; Insurance</b>	
6710-00	Real Estate Taxes	real property taxes assessed to the property
6711-00	Payroll Taxes	property portion of FICA and unemployment taxes
6720-00	Property & Liability Insurance	insurance for property premises and liability
6721-00	Fidelity Bond	employee fidelity bond coverage for property employees
6722-00	Workmen's Compensation	workers comp insurance for property employees
6723-00	Health Insurance & Employee Benefits	health insurance and other benefits for property employees
6790-00	Miscellaneous Taxes & Insurance	miscellaneous taxes, licenses and permits assessed to the property
	<b>Financial Expenses</b>	
	Mortgage Principal	monthly principal reduction as noted on mortgage statement or amortization schedule
6820-00	Interest on Mortgage Payable	monthly interest expense as noted on mortgage statement or amortization schedule
6830-00	Interest on Notes Payable (Long Term)	2nd mortgage paid from excess cash
6840-00	Interest on Notes Payable (Short Term)	2nd mortgage paid from excess cash
6850--	Mortgage Service Expenses	
6850-01	Mortgage Insurance Premium	MIP paid by the property from escrow funds
6850-02	Mortgage Service Charges	HUD service charge only
6890-00	Miscellaneous Financial Expenses	miscellaneous financial expenses not otherwise identified
	<b>Social Services Expenses</b>	
6900--	Licensed Practical Nurses Payroll	property nurse employee payroll
6941-00	Medical Supplies	cost of medical supplies provided to residents (elderly)
6963-00	Activities Supplies	cost of supplies for special activities provided to residents (elderly)
6981-00	Activities Purchased Services	
6982--	Activities Serv. - Neighborhood Networks	Grant income, net of expenses
6982-01	Activities Serv. - Drug Grant Programs	Grant income, net of expenses
6990-01	Service Coordinator Payroll	property service coordinator employee payroll