PROCEDURES FOR COMPLETING MONTH-END REPORTS EXAMPLES

TARGET TOTAL FORM

TARGET TOTALS

PROJECT _____

MONTH _____

RENT POTENTIAL	RENT FREE	TYPE	SECTION 8 PRIOR VOUCHER CURRENT MO. AMTS.	SECTION 8 NEW VOUCHER ADJUSTMENT	M O	SECTION 8 NEXT VOUCHER ADJUSTMENT	M O	236/BMIR EXCESS CURRENT MO. AMTS.	236/BMIR EXCESS ADJUSTMENT	M O	TENANT LEDGERS RENT CHARGES	SECURITY CHARGES	OTHER CHARGES	BALANCE FORWARD	PAID	BALANCE DUE	SECURITY DEPOSIT BALANCE BALANCE FORWARD	SECURITY DEPOSIT BALANCE ENDING BALANCE
=	+		+	+		+		−	−		+	+	+	+	−	=		
						XXXX		XXXX	XXXX									XXXX
											M-T-D PER BATCH#							
											ADD: BATCH#							
											ADD: FINAL BATCH#							
											TARGET TOTALS					XXXX		
...of the last month-end. The only exception is when a rent ...ve becomes effective.	This is the rent free total, Part I only. Vacancies cannot be targeted.		Copy exactly all regular _____ amounts. Do not copy any of the adjustments from that voucher since they have already appeared on a previous month-end.	Copy only the adjustments from the _____ voucher that were not shown in the "next voucher" column of the last month end.		List any necessary Section 8 adjustments that have not been listed on a voucher yet. These adjustments should be the _____ voucher.		Excess charged for the current month not necessarily paid.	Excess charged or credited for all prior months (move-ins or move-outs only).		Consolidate and enter all rent charged on each ledger card since the last month-end. First make sure every tenant charged this month's rent (on the ledger and cash sheet), even if no payment was made. The grand total must agree with the M-T-D total on the final batch transmittal.	Consolidate and enter all security charged (Code "S") from the three "other charge" columns on each ledger card since the last month-end. The grand total must agree with the M-T-D total on the final batch transmittal.	Consolidate and enter all items other than "security" from the three other charge columns on each ledger card since the last month-end. The grand total must agree with the M-T-D total on the final batch transmittal.	Copy all amounts (except move-outs) from the "Balance due" column of the last month-end report. The total will not agree with the M-T-D total on the final batch transmittal.	Consolidate and enter all payments on each ledger card since the last month-end. The total must agree with the M-T-D total on the final batch transmittal.	This column is the result of the math formula at the top. Each amount must also agree with the last "balance due" on each ledger card. The total will NOT agree with the M-T-D total on the final batch transmittal.	Copy exactly all amounts from the "Ending Balance (Security)" column of the last month-end report.	This column is the result of adding "Balance Forward" (Security) + "Security Charges" column. The ending balance is what has been charged, not necessarily paid.

1. Immediately after checking the month-end report, the bookkeeper will forward to the manager a copy of the corrected month-end and a target total form for the next month-end. At this point during the month, only the following columns will be known and targeted: rent potential, rent free, prior voucher/current month amounts, balance forward resident ledgers and balance forward (Security).

2. On or about the 12th of each month, the bookkeeper will forward to the manager the "new voucher" and another target total form which includes the same totals given above plus totals for the following columns: new voucher/adjustments, rent charges, security charges, other charges and paid.

3. Since there will be additional cash reports to be turned in after the latest one posted by the bookkeeper, the manager must add them on the lines provided. The additional batches will result in the final target totals in the "tenant ledger section".

4. MANAGERS ARE NOT ALLOWED TO SEND THEIR MONTH-END REPORTS IN UNTIL THEIR MONTH-END COLUMNS AGREE WITH THE TARGET TOTAL FORM.

PROCEDURES FOR COMPLETING MONTH-END REPORTS EXAMPLES

OMB NO. 2502-0182 Exp. 9-30-8

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
HOUSING - FEDERAL HOUSING COMMISSIONER

SCHEDULE OF TENANT ASSISTANCE PAYMENTS DUE

IMPORTANT Read Chapter 6 of Handbook 4350.3 before completing this Form

1. Month of: JULY 19 85

2. Project Name: HAPPY HOMES APTS.

3. FHA/EH/Non-Insured Project Number: 243-67894

4. Section 8 Project Number: X43219876514

5. Type of Subsidy: (Check ONLY One Box) [✓] Section 8 Housing Assistance Payments [ ] Rent Supplement [ ] Rental Assistance Payments

6. Type of Section 8 (Check ONLY ONE Box)
[ ] New Construction [✓] Loan Management Set Aside
[ ] Substantial Rehabilitation [ ] Property Disposition Set Aside

7. Section 8 Contract Information (Complete ONLY for Section 8 Projects)
a. Was the HAP Agreement signed on or after 10-1-81? [ ] Yes [✓] No [ ] N/A
b. Was the HAP Contract effective on or after 10-1-81? [ ] Yes [✓] No
c. If this is an LM/PD Set Aside (without Sub. Rehab.), was the HAP Contract signed on or after 10-3-84? [ ] Yes [ ] No

Tenant Name (8)	Unit Number or Address (9)	Income Code (10)	Turnover Data: Code (11a)	Turnover Data: Month/Day (11b)	Recertification Date: Scheduled Effective Date (12a)	Recertification Date: Date Initial Notice Sent (12b)	Change Code (13)	Tenant Assistance Payment: Requested (14a)	Tenant Assistance Payment: Approved HUD USE ONLY (14b)
BACA, A.	1							100	
SMITH, J.	2							150	
MARR, D.	3							125	
VACANT	4		O	6/4				~~0~~	
JAMES, A.	5		I	5/20			IC	170	
WILLS, M.	6							110	
SPARKS, J.	7							110	
VACANT	8		O	5/24				~~0~~	
TOTAL FOR JULY, 1985								$765	
ADJUSTMENTS FOR JUNE, 1985:									
JONES, J.	4		O	6/4			UT	-9	
JAMES A	5		I	5/20			IC	+170	
TOTAL FOR JUNE, 1985								+161	
ADJUSTMENTS FOR MAY, 1985:									
JAMES, A.	5		I	5/20			IC	+68	
TOTAL FOR MAY, 1985								$68	

To be reported on July's month-end

To be reported on June's month-end

To be reported on June's month-end

A-M16

OWNER/AGENT CERTIFICATION - I hereby certify that all pages of this Schedule are true and correct and that all amounts were computed in accordance with HUD Handbook 4350.3 and any other applicable HUD instructions.

Signature: Mr. Manager Date: 6/10/85

Title: Tel. No. (Include Area Code):

HUD USE ONLY

Reviewed By: Date:

15. TOTALS FOR THIS PAGE

15a. Regular Tenant Assistance		
15b. Adjustments		
15c. 1983 HURRA Refund or Credit		

Replaces HUD-52670A, Part I (12-83) which is obsolete.

PAGE ___ OF ___ PAGES

HUD 52670-A Part 1 (10-84) HB 4350.3

PROCEDURES FOR COMPLETING MONTH-END REPORTS EXAMPLES

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
HOUSING - FEDERAL HOUSING COMMISSIONER

SCHEDULE OF TENANT ASSISTANCE PAYMENTS DUE

IMPORTANT: Read Chapter 6 of Handbook 4350.3 before completing this Form.

1. Month of: JUNE, 19 85

2. Project Name: HAPPY HOMES APTS.

3. FHA/EH/Non-Insured Project Number: 2 4 3 6 7 8 9 4

4. Section 8 Project Number: X 4 3 2 1 9 8 7 6 5 4

5. Type of Subsidy: (Check ONLY One Box) [X] Section 8 Housing Assistance Payments [ ] Rent Supplement [ ] Rental Assistance Payments

6. Type of Section 8 (Check ONLY ONE Box)
[ ] New Construction [X] Loan Management Set Aside
[ ] Substantial Rehabilitation [ ] Property Disposition Set Aside

7. Section 8 Contract Information (Complete ONLY for Section 8 Projects)
a. Was the HAP Agreement signed on or after 10-1-81? [ ] Yes [X] No [ ] N/A
b. Was the HAP Contract effective on or after 10-1-81? [ ] Yes [X] No
c. If this is an LM/PD Set Aside (without Sub. Rehab.), was the HAP Contract signed on or after 10-3-84? [ ] Yes [ ] No

Tenant Name (8)	Unit Number or Address (9)	Income Code (10)	Turnover Data: (11a) Code	Turnover Data: Month/Day (11b)	Recertification Data: Scheduled Effective Date (12a)	Recertification Data: Date Initial Notice Sent (12b)	Change Code (13)	Tenant Assistance Payment: Requested (14a)	Tenant Assistance Payment: Approved HUD USE ONLY (14b)
BACA, A.	1							100	
SMITH, J.	2							150	
MARR, D.	3							125	
JONES, J	4							10	
VACANT	5		0	4/85				~~0~~	
WILLS, M.	6							110	
SPARKS, J.	7							110	
PRATT, J.	8							210	
TOTAL FOR JUNE, 1985								$815	
ADJUSTMENTS FOR MAY, 1985;									
CHAVEZ, P.	5		0	4/15				-120	
TOTAL FOR MAY, 1985								-120	
ADJUSTMENTS FOR APRIL, 1985;									
CHAVEZ, P.	5		0	4/15				-60	
TOTAL FOR APRIL, 1985								-60	

To be reported on June's month-end

Already reported on May's month-end

Already reported on May's month-end

OWNER/AGENT CERTIFICATION - I hereby certify that all pages of this Schedule are true and correct and that all amounts were computed in accordance with HUD Handbook 4350.3 and any other applicable HUD instructions.

Signature: Mr. Manager Date: 5/10/85

Title: Tel. No. (Include Area Code):

HUD USE ONLY

Reviewed By: Date:

15. TOTALS FOR THIS PAGE		
15a. Regular Tenant Assistance		
15b. Adjustments		
15c. 1983 HURRA Refund or Credit		

Replaces HUD 52670A, Part 1 (12-83) which is obsolete. PAGE ___ OF ___ PAGES HUD 52670-A Part 1 (10-84) HR 4350.3

PAGE #

Procedures for Month-End Reports Examples

Number each page of report here

PROJECT HAPPY HOMES

PART I — MONTH OF JUNE, 1985

UNIT	LAST NAME, FIRST	RENT POTENTIAL =	RENT FREE +	SECTION 8 TYPE	SECTION 8 PRIOR VOUCHER CURRENT MO. AMTS. +	236/BMIR EXCESS CURRENT MO. AMTS. −	TENANT LEDGERS RENT CHARGES +	SECURITY CHARGES +	OTHER CHARGES +	BALANCE FORWARD +	PAID −	BALANCE DUE =	SECURITY DEPOSIT BALANCE BALANCE FORWARD	SECURITY DEPOSIT BALANCE ENDING BALANCE
1	BACA, A.	190			100		90		5	5	100	0	200	200
2	SMITH, J.	270			150		120		31	20	157	14	150	150
3	MARR, D.	150			125		25				300	(275)	100	100
4	VACANT	SEE	PART	2										
5	JAMES, A.	SEE	PART	2										
6	WILLS, M	150			110		40					40	125	125
7	SPARKS, J.	190			110		80		118	14	174	38	125	125
8	JONES, JIM	SEE	PART	2										
9	MANAGER	270	270											
NO. VACANT 1	PAGE #1 TOTALS	1220	270		595		355		154	39	731	(183)	700	700

All units in project are listed in Part 1.

When transferring units to Part 2, transfer all information on the unit.

number of "documented" vacant units on the day the month-end is completed

List each pages totals on the bottom line. Transfer pages totals to last page of report.
Do not total Part 1 and 2 separately.

PAGE #2

PROJECT HAPPY HOMES

PART II — MONTH OF JUNE, 1985

UNIT	LAST NAME, FIRST	I/O	DATE	RENT POTENTIAL =	VACANCY +	TYPE	SECTION 8 PRIOR VOUCHER CURRENT MO. AMTS. +	SECTION 8 NEW VOUCHER ADJUSTMENT +	M O	SECTION 8 NEXT VOUCHER ADJUSTMENT +	M O	236/BMIR EXCESS CURRENT MO. AMTS. −	236/BMIR EXCESS ADJUSTMENT −	M O	TENANT LEDGERS RENT CHARGES +	SECURITY CHARGES +	OTHER CHARGES +	BALANCE FORWARD +	PAID −	BALANCE DUE =	SECURITY DEPOSIT BALANCE BALANCE FORWARD	ENDING BALANCE
4	JONES, J.	O	6/4	25			10	-9	6						24	⟨120⟩	20	20	64	⟨120⟩	120	-0-
	VACANCY		6/5-6/30	165	165		190 ÷ 30 x 20 days = $165. Vacancy for the current month is reported on it's own line.															
	TOTAL			190																		
	ALL LINES MUST ADD UP TO THE AUTHORIZED UNIT POTENTIAL FOR JUNE. IF NOT, change the vacancy figure to make it agree.																					
5	JAMES, ANNA	I	5/20	290	⟨116⟩			+68 +170	5 6						168	120	7		295	-0-	-0-	120
	Vacancy recovered for May. 290 ÷ 30 x 12 days = $116. Vacancy for a prior month is reported on the tenant's line. If the line does not balance, adjust the vacancy figure.																					
	June's rent potential only. May's rent potential is not adjusted.																					
8	PRATT, J.	O	5/25	-0-	54		210			-42 -210	5 6				⟨12⟩	⟨140⟩	40	60		0 ⟨52⟩	140	-0-
	JONES, JIM	I	6/5	234						+78	6				156	120			156	120	-0-	120
	VACANCY		6/11-6/4	36	36																	
				270																		
	Vacancy for June is reported on it's own line																					
	3 lines add up to the JUNE rent potential ONLY, May's rent potential is rent adjusted.																					
				MUST agree with the authorized project rent potential for the rent schedule.			Regular amounts on the JUNE voucher	Appeared as adjustments on the JULY voucher and were not on the May month-end.		Will appear on AUGUST voucher as adjustments							MUST agree with Month-to-date total or cash reports	Copied from the May month-end Bal due less move outs (O).		Bal due on move-out's are dropped O-(172). Bal due on current tenants are carried forward to July.	Carried forward from May's month-end. NO EXCEPTIONS	Carry forward to July's month-end NO EXCEPTIONS
		PAGE #1		1220	270		595								355		154	39	731	⟨183⟩	700	700
		PAGE #2		750	139		220	229		-174					336	⟨20⟩	67	80	515	⟨52⟩	260	240
	GRAND TOTALS			1970	RF 270 V 139		815	229		-174					691	⟨20⟩	221	119	1246	⟨63⟩ O⟨172⟩ current ⟨63⟩	960	940

List each PAGES totals on the last page of the report. DO NOT TOTAL Part 1 and Part 2 separately, as it is not necessary.