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

PROJECT MONTHLY ACCOUNTING SUMMARY WORKSHEET

02974

PROJECT NAME

PROJECT FISCAL YEAR STARTING ___/___/___

☐ Insured ☐ HUD-Held
☐ HUD-Owned ☐ Non-Insured

PROJECT NUMBER

NO. OF UNITS

Total _____

Rent Free _____

INCOME POTENTIAL

Apartments

$ _____ Eff ___/___/___ Commercial $ _____

Parking $ _____

$ _____ Eff ___/___/___ Other $ _____

MONTHLY MORTGAGE PAYMENT

Per Mortgage	Eff.	Per Payment Plan	Eff.
$ _____	___/___/___	$ _____	___/___/___
$ _____	___/___/___	$ _____	___/___/___

PURPOSE OF REPORTS

☐ Rent-Up ☐ Monitoring
☐ New Owner/Mgmt. ☐ Financial Relief

DATE		OCCUPIED		CASH RECEIPTS					DISBURSEMENTS					NET	END OF MONTH STATUS OF ACCOUNTS			
MONTH	YEAR	NUMBER	PERCENT	TENANT RENTS COLLECTED	SUBSIDY PAYMENTS	OTHER INCOME	TOTAL RECEIPTS	% OF APT. POTENTIAL COLLECTED	DEBT SERVICE INCLUDING ESCROWS	ROUTINE NECESSARY OPERATING EXPENSES	FLEX SUB/ MIO PLAN ITEMS	OTHER	TOTAL DISBURSEMENTS	RECEIPTS LESS DISBURSEMENTS	CASH	PAYABLES FOR ROUTINE OPERATIONS	TENANT ACCOUNTS RECEIVABLE	SECURITY DEPOSITS NOT FUNDED
(1)		(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
TOTALS																		

COMMENTS:

_____

_____

_____

_____

_____

2974 HUD-93482 (12-80)

INSTRUCTIONS FOR PREPARING FORM HUD-93482, PROJECT MONTHLY ACCOUNTING SUMMARY WORKSHEET

HEADER DATA

General. Use this Form to summarize data reported monthly on Form HUD-93479, Monthly Report for Establishing Net Income – Schedule A. If a separate sheet is prepared for each project fiscal year, comparison of year-end balances and annualizing of expenses will be simplified.

No. of Units. Enter total number of units and number of units which HUD has approved to be non-revenue producing.

Income Potential. Include apartment potential for revenue – producing units. Obtain from most recent rental schedule *(HUD-92458).* This column remains the same until a rental increase is authorized.

Monthly Mortgage Payment. Enter payment due under mortgage and, if applicable, payment due under any HUD-approved payment plan. Include required escrow payments.

COLUMN-BY-COLUMN INSTRUCTIONS

Column No.

1. The month and year covered by the monthly accounting *(not the month received).*

2. a. Obtain units occupied from Line 9b of Schedule A. *(Form HUD-93479, Monthly Report for Establishing Net Income).*

   b. Compute percentage of units occupied as follows:

   $$\frac{\text{Line 9b of Schedule A}}{\text{Line 9a + Line 9b of Schedule A}} \times 100$$

3. Obtain tenant rent collected from Line 2(a) of Schedule A.

4. Obtain subsidy payment from Line 2(b) of Schedule A. Do not include Section 236 interest reduction subsidy payments which are remitted directed to the mortgagee.

5. Obtain other income by adding Line 2(c) and Line 2(d) of Schedule A.

6. Compute total receipts by adding Columns 3, 4 and 5 of this Form. This amount should agree with the Total Receipts shown on Line 2 of Schedule A.

7. Compute the percentage of apartment rent potential actually collected as follows:

   $$\frac{\text{Line 2(a) plus Line 2(b) of Schedule A}}{\text{Apartment Rental Potential } \textit{(from Header data)}} \times 100$$

8. The total mortgage payment actually paid including escrows. Obtain from Schedule B. *(Form HUD-93480, Schedule of Disbursements).*

9. Enter the total amount disbursed for routine, necessary operating expenses. Exclude disbursements related to MIO Plan items on Flexible Subsidy or other projects. Also exclude any distributions or disbursements not considered to be necessary to the operation of the project; these will be included in Column 11.

10. Obtain disbursements related to MIO Plan items from Line 3b of Schedule A.

11. Include disbursements made for other than mortgage payments, routine necessary operating expenses and MIO Plan items. Obtain by reviewing Schedule B. Include owner distributions. This amount in this column should agree with the amount on Line 3 of Schedule A.

12. Compute total disbursements by adding Columns 8 through 11 of this Form. This amount should agree with the total disbursements shown on Line 3 of Schedule A.

13. Compute net receipts less disbursement by subtracting Line 12 from Line 6 of this form. This amount should agree with Line 2 less Line 3 of Schedule A.

14. Obtain cash at end of the month form Line 4 of Schedule A.

15. Obtain from Line 8 a of Schedule A. Do not include payables for MIO Plan items *(i.e. Line 8 (b)).*

16. Obtain tenant account receivable at the end of the month from Line 7 of Schedule A.

17. Compute security deposit deficiency existing at the end of the month by subtracting Line 10(b) from Line 10(a) of Schedule A.