Operating Budget
Schedule of All Positions and Salaries

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

See back of page for Instructions and Public reporting burden statement

Name of Housing Authority	Locality	Fiscal Year End

Position Title and Name By Organizational Unit and Function		Present Salary Rate As of (date)	Requested Budget Year			Allocation of Salaries by Program						
			Salary Rate	Estimated Payment		Management	Modernization	Development	Section 8 Programs	Other Programs	Longevity	Method of Allocation
				No. Months	Amount							
(1)	(1a)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

To the best of my knowledge, 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, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director or Designated Official	Date

form **HUD-52566** (3/95)
ref Handbook 7475.1

Instructions for Preparation of Form HUD-52566

This form is to be prepared to show proposed staffing for the Requested Budget Year. All employees of the Housing Authority must be listed.

Identification: The identification boxes at the top of the form are self-explanatory.

Position Title and Name by Organizational Unit and Function:

Column (1): List each position title according to Organizational Unit, i.e., Central Office, Central Maintenance, Project or Project Management Group, Section 8, Modernization, and Function within each organization unit, i.e., Office of Director, Accounting and Purchasing Section, Leasing and Occupancy Section, General Maintenance, etc. All seasonal temporary labor may be combined on a single line designated "Casual Labor" or "Temporary Labor."

Column (1a): For each position or group of positions as appropriate, enter an account designation as follows:

AN-T   Administrative-Nontechnical positions

A-T   Administrative-Technical positions

M   Maintenance positions

U   Utilities Labor positions

O   Other positions such as staff attorneys and architectural and engineering personnel employed for the sole purpose of preparing plans and specifications for extraordinary maintenance jobs or for betterments and additions.

Column (2) Present Salary Rate: Enter closing date of latest completed payroll in heading. Then, for each position listed in Column (1), enter the present annual salary rate in accordance with the latest payroll record. For new positions to be established in the Requested Budget Year, leave this column blank.

Columns (3), (4), (5) Requested Budget Year:

Salary Rate: For each position listed, enter the proposed salary rate for the Requested Budget Year.

Estimated Payment:

No. Months: For each position listed, enter the estimated equivalent number of full months of employment in the Requested Budget Year.

Amount: For each position listed, enter the estimated amount of salary to be paid during the Requested Budget Year.

Allocation of Salaries by Program: Columns (6) through (11) are to be completed by Housing Authorities who administer programs other than Management.

Column (6)–Management: For each position listed enter the amount of salary allocable to management related activities.

Column (7)–Modernization Programs: For each position listed enter the amount of salary allocable to Modernization (CIAP/Comprehensive Grant Program) related activities. The Housing Authority must have an approved CIAP/Comprehensive Plan budget with funds approved under Development Accounts 1410.1 and 1410.2.

Column (8)–Development: For each position listed, enter the amount of salary allocable to activities related to projects in development. Include in one amount the amount chargeable to Development Cost Accounts 1410 and 1425.

Column (9)–Section 8 Programs: For each position listed, enter the amount of salary allocable to activities related to Section 8 programs.

Column (10)–Other Programs: For each position listed, enter the amount of salary allocable to activities related to projects which are locally-owned, State-aided, etc., and to all other programs with which the Local Authority is concerned such as Urban Renewal, etc.

Note: This Column should also include the allocation of salary costs of shared resources, 1.e., where staff or other resources are shared between a HA program and a program administered by an identity-of-interest non-profit entity, the salary cost must be equitably allocated to each program.

Column (11)–Other: For each position listed, enter the amount of salary allocable as a result of longevity compensation.

Column (12)–Method of Allocation: For each position or group of positions listed, show the method used for allocating the salaries listed.

On the basis of information shown on this schedule complete Form HUD-52573, Summary of Budget Data and Justifications, **Summary of Staffing and Salary Data** section, and Form HUD-52564, Operating Budget.