

CHAPTER 8 – FORMS & SCHEDULES

Overview

The multifamily housing industry submits annual financial statement (AFS) data electronically to HUD. This data is displayed in FASS-FHA in terms of financial forms and schedules. It is important to note that the data included in an AFS data submission varies across multifamily housing projects. For example, one project may submit expenses for Garage and Parking Spaces, while another may not. If a value is not submitted for an account, the account is not displayed on its respective form(s) and/or schedule(s).

All the forms and schedules are uniformly designed and have common features on each page. Regardless of the submission type, each form or schedule contains the following common features: FASS Header, Form Header, and links for: Inbox, Compliance, Performance, Letter, Comments, Remarks, REMS, FASS Menu, REAC Financial Assessment for FHA/MF Housing and REAC Technical Assistance Center.

To access the forms and schedules:

1. Click on the [AFS](#) link in the **Inbox**. The **Annual Financial Statement** page displays for the selected AFS data submission.

Annual Financial Statement

Project Name: Castle Point at Baywinde
FHA Number: 01443148
SOA: 232

Date From: May. 7, 2002
Date To: Dec. 31, 2002
Sub. Type: AUD-2000.04 (Non-coop)
FYE: Dec 31, 2002

Please Select a Form/Schedule:

[AFS Selection Results](#) | [AFS Selection Criteria](#) | [Compliance](#) | [Performance](#) | [Letter](#) | [AFS](#) | [Comments](#) | [Remarks](#) | [QASS](#) | [REMS](#)


2. Click on the *Please Select a Form/Schedule* drop-down arrow. The drop-down list displays.
3. Select a form or scheduled from the list.


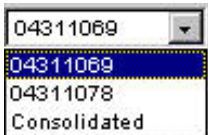
NOTE: Only the forms and schedules that are applicable to the AFS data submission display in the list.

4. Click on the button. The selected form or schedule displays.

Balance Sheet ▼

- Balance Sheet
- Profit & Loss
- Retained Earnings
- Cash Flows
- Supplemental Data
- Notes
- Certifications
- Auditor's Reports
- Auditor's Letter

FORMS AND SCHEDULES	
Features	Description
<i>FASS Header</i>	<p>Provides key information about the selected project and is located at the top of each form or schedule, including:</p> <ul style="list-style-type: none"> • “FASS” title • Form/Schedule Drop-Down list • Go button • [Inbox] or [AFS Selection Results] link • Project or Organization Name • FHA Number and/or Contract # or Combined drop-down list • Reporting Period in terms of Date From and Date To • Submission Type • Fiscal Year End (FYE) Date
<i>Form/Schedule Drop-Down List</i> 	<p>Provides access to all of the forms and schedules. The AFS data submission type and nature of the owning entity determine the forms and schedules that display. This drop-down list functions the same as the <i>Select A Form/Schedule</i> drop-down list in the Annual Financial Statement (AFS) page.</p>
<i>Inbox/AFS Selection Results</i>	<p>Link returns to the Inbox or AFS Selection Results page, depending on the page selected to access the forms and schedules. This link is always visible on all the forms and schedules in the FASS Header.</p>
<i>GO</i>	<p>This button will be visible and active in both the Header and in the Report Type field.</p>

FORMS AND SCHEDULES	
Features	Description
<p><i>Combined</i></p> 	<p>Drop-down indicates there is more than one FHA and/or contract number associated with the AFS data submission. The Combined drop-down list displays the FHA/Contract #'s associated with the Cooperative submission. The default in this field is Combined. A FHA/Contract # cannot be selected, but they are visible when the drop down arrow is selected.</p>
<p><i>Consolidated</i></p> 	<p>Consolidated displays when there are multiple properties that submit multiple AFS submissions in addition to one Consolidated statement. In this case, the drop-down list displays Consolidated and lists all associated projects in alphanumerical order. The FHA/Contract #'s cannot be selected, but are visible when the drop down arrow is selected.</p> <p>For Consolidated submissions, the FHA/Contract # drop down box is associated with the Form/Schedule box. Whatever property that is in the FHA/Contract # (property level) field, the applicable Form/Schedule will be available in the drop down list. If Consolidated is selected, only those Forms/Schedules that are applicable to the Consolidated submission (entity level) are available.</p>

FORMS AND SCHEDULES

Features	Description
<i>Form Header</i>	<p>Located below the FASS Header and is separated by a line. The Form Header duplicates the same project information about an AFS data submission on all the forms and schedules. Includes:</p> <ul style="list-style-type: none"> • Form or Schedule title • Project or Organization Name • FHA Number and/or Contract Number • Reporting Period in terms of Date From and Date to • Submission Type • Fiscal Year End (FYE) <p>It is important to note that in Combined submissions and entity level Consolidated submissions, that the organization name is displayed in the Name field of the Form Field.</p> <p>In the case of Single and property level Consolidated submissions, the property name is displayed in the Name field in the Form Header.</p>
LINKS	
<i>Inbox</i>	Link goes to the Inbox .
<i>Compliance</i>	Link to the Compliance Flags page.
<i>Performance</i>	Link to the Performance page
<i>Letter</i>	Link to the Letter page.
<i>Comments</i>	Link to the Comments page.
<i>Remarks</i>	Link to the Remarks page.
<i>REMS</i>	Provides <i>read-only</i> guest access to the Real Estate Management System (REMS) for authorized users to view information on the project(s) in question.
<i>Return to FASS Menu</i>	Link returns to the FASS Menu page.
<i>Create Text File for Analysis</i>	Link is located at the bottom of the Statement of Financial Position, Statement of Profit and Loss, and Statement of Activities pages. This link allows the user to create a text file for an AFS data submission.

LINKS	
<i>REAC Financial Assessment for FHA/MF Housing</i>	Link goes to the Real Estate Assessment Center home page.
<i>Comments or Questions <REAC Technical Assistance Center></i>	Link goes to the Real Estate Assessment Center (PIH-REAC) Technical Assistance Center (TAC) online help form.

Types of Forms and Schedules

The AFS data submission for a project consists of basic financial statement data, supplemental data required by HUD, and audit information regarding the subject project(s).

Basic Financial Statement

The basic financial statement is composed of data on the following pages:

- Statement of Financial Position (Balance Sheet)
- Statement of Profit and Loss or Statement of Activities
- Equity Statement
- Statement of Cash Flows

NOTE: Equity pages (including title) may vary depending on the submission type. The same statements are available for both the property and entity levels of a Consolidated statement. Detail links are only present at the property level.

Depending on the AFS data submission type, form or schedule names may vary. Each page contains a table format with column headings that vary according to the submission type.

- Only accounts that were submitted appear in the appropriate form or schedule.
- Account numbers only appear on the Balance Sheet, Statement of Profit and Loss, Statement of Activities, Schedule of 5300 Accounts and Schedule of 6900 Account forms.
- Forms/Schedules are available depending on whether you are viewing the property at the entity or property level of a Consolidated submission.

Column headings may include, but are not limited to:

- Account numbers according to the type of submission and type of mortgagor.
- Description contains the account title.
- Amount contains the data submitted for each account number.

Consolidated Submissions

Following is a page and form header for a Consolidated submission at the **property** level:

FASS	Balance Sheet	Go	Inbox
Organization Name: Lincoln Park West 96 Limited Partnership		Date From: Jan. 1, 2002	
FHA Number: 04311092		Date To: Dec. 31, 2002	
SOA: 207/223(f)		Sub. Type: AUD-2000.04 (Non-coop)	
		FYE: Dec 31, 2002	

Statement of Financial Position (Balance Sheet)	
Project Name: LINCOLN PARK WEST 8-2	Date From: Jan. 1, 2002
FHA Number: 04311092	Date To: Dec. 31, 2002
SOA: 207/223(f)	Sub. Type: AUD-2000.04 (Non-coop)
	FYE: Dec 31, 2002

Consolidated Submission at the Entity Level

Following is a page and form header for a Consolidated submission at the **entity** level:

FASS	Balance Sheet	Go	Inbox
Organization Name: Lincoln Park West 96 Limited Partnership		Date From: Jan. 1, 2002	
FHA Number: Consolidated		Date To: Dec. 31, 2002	
		Sub. Type: AUD-2000.04 (Non-coop)	
		FYE: Dec 31, 2002	

Statement of Financial Position (Balance Sheet)	
Organization Name: Lincoln Park West 96 Limited Partnership	Date From: Jan. 1, 2002
	Date To: Dec. 31, 2002
	Sub. Type: AUD-2000.04 (Non-coop)
	FYE: Dec 31, 2002

Statement of Financial Position (Balance Sheet)

FASS

Balance Sheet

Go

[\[Inbox\]](#)

Project Name: BOULEVARD TERRACE

FHA Number: 04235149

SOA: 221(d)(3)MKT

Date From: Jan. 1, 2002

Date To: Dec. 31, 2002

Sub. Type: AUD-2000.04 (Non-coop)

FYE: Dec 31, 2002

Statement of Financial Position (Balance Sheet)

Project Name: BOULEVARD TERRACE

FHA Number: 04235149

SOA: 221(d)(3)MKT

Date From: Jan. 1, 2002

Date To: Dec. 31, 2002

Sub. Type: AUD-2000.04 (Non-coop)

FYE: Dec 31, 2002

Assets

Account	Current Assets	Amount
1120	Cash - Operations	\$16328
1130	Tenant/Member Accounts Receivable (Coops)	\$1420
	Net Tenant Accounts Receivable	\$1420
1200	Miscellaneous Prepaid Expenses	\$9775
	Total Current Assets	\$27523

Account	Partners' Equity	Amount
3130	Total Equity	\$(995108)
	Total Liabilities and Equity	\$1047173

[Compliance](#) | [Performance](#) | [Letter](#) | [AFS](#) | [Comments](#) | [Remarks](#) | [QASS](#) | [REMS](#)

[\[Create Text File for Analysis\]](#)

[FASS-MF menu](#)

NOTE: The white space in the middle of the table shown above has been inserted to represent additional accounts that space limitations prevented showing. Remember: data elements (account numbers) available on a page vary according to the submission type.

Statement of Profit and Loss

FASS

Profit & Loss

Go

[Inbox](#)

Project Name: BOULEVARD TERRACE
FHA Number: 04235149
SOA: 221(d)(3)MKT

Date From: Jan. 1, 2002
Date To: Dec. 31, 2002
Sub. Type: AUD-2000.04 (Non-coop)
FYE: Dec 31, 2002

Statement of Profit and Loss

Project Name: BOULEVARD TERRACE
FHA Number: 04235149
SOA: 221(d)(3)MKT

Date From: Jan. 1, 2002
Date To: Dec. 31, 2002
Sub. Type: AUD-2000.04 (Non-coop)
FYE: Dec 31, 2002

Part I

Account	Rent Revenue	Value
5120	Rent Revenue - Gross Potential	\$255819
5121	Tenant Assistance Payments	\$604932
Total Rent Revenue		\$860751

Part II

Description	Amount
Total mortgage principal payments required during the audit year [12 monthly payments]. This applies to all direct loans and HUD-held and fully insured first mortgages.	\$58577
Total of 12 monthly deposits in the audit year into the Replacement Reserve account, as required by the Regulatory Agreement, even if payments may be temporarily suspended or reduced.	\$105755
Replacement Reserves, or Residual Receipts and Releases which are included as expense items on this Profit and Loss statement.	\$1435

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[\[Create Text File for Analysis\]](#)
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NOTE: The white space in the table above has been inserted to represent additional accounts that space limitations prevented showing.

Statement of Changes in Partners' Equity

FASS	Partners' Equity	Go	[Inbox]
Project Name: BOULEVARD TERRACE		Date From: Jan. 1, 2002	
FHA Number: 04235149		Date To: Dec. 31, 2002	
SOA: 221(d)(3)MKT		Sub. Type: AUD-2000.04 (Non-coop)	
		FYE: Dec 31, 2002	

Statement of Changes in Partners' Equity	
Project Name: BOULEVARD TERRACE	Date From: Jan. 1, 2002
FHA Number: 04235149	Date To: Dec. 31, 2002
SOA: 221(d)(3)MKT	Sub. Type: AUD-2000.04 (Non-coop)
	FYE: Dec 31, 2002

Description	Amount
Beginning of Year Balance	\$(999078)
Net Income or Loss	\$3970
End of Year - 3130	\$(995108)

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[\[REAC Financial Assessment for FHA/MF Housing\]](#)

Comments or Questions: [<REAC Technical Assistance Center>](#)

[Help](#) [E-mail](#) [Secure Systems](#) [HUDweb Home](#) [HUD Homepage](#)

NOTE: Equity page titles vary depending on the individual AFS data submission.

Statement of Cash Flows

FASS

Cash Flows

Go

[Inbox](#)

Project Name: BOULEVARD TERRACE

FHA Number: 04235149

SOA: 221(d)(3)MKT

Date From: Jan. 1, 2002

Date To: Dec. 31, 2002

Sub. Type: AUD-2000.04 (Non-coop)

FYE: Dec 31, 2002

Statement of Cash Flows

Project Name: BOULEVARD TERRACE

FHA Number: 04235149

SOA: 221(d)(3)MKT

Date From: Jan. 1, 2002

Date To: Dec. 31, 2002

Sub. Type: AUD-2000.04 (Non-coop)

FYE: Dec 31, 2002

Cash Flows from Operating Activities

Rental Receipts	\$844033
Interest Receipts	\$218
Other Operating Receipts	\$8807
Total Receipts	\$853058
Administrative	\$(80883)

Increase (decrease) in Prepaid Revenue	\$(1366)
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Net Cash provided by (used in) Operating Activities	\$152406
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[Comments Submitted With the Statement of Cash Flows](#)

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NOTE: The white space in the middle of the table shown here has been inserted to represent additional accounts that space limitations prevented showing.

Supplemental Data

The **Supplemental Data** page features a *Report Type* drop-down list that displays up to nine schedules included in an AFS data submission. The number of schedules listed in the drop-down list vary depending on the AFS data submission type. The schedules support information provided on the four basic financial forms.

FASS Supplemental Data [Inbox](#)

Project Name: BOULEVARD TERRACE Date From: Jan. 1, 2002
FHA Number: 04235149 Date To: Dec. 31, 2002
SOA: 221(d)(3)MKT Sub. Type: AUD-2000.04 (Non-coop)
FYE: Dec 31, 2002

Computation of Surplus Cash, Distributions and Residual Receipts (Annual)

Project Name: BOULEVARD TERRACE Date From: Jan. 1, 2002
FHA Number: 04235149 Date To: Dec. 31, 2002
SOA: 221(d)(3)MKT Sub. Type: AUD-2000.04 (Non-coop)
FYE: Dec 31, 2002

Report Type:

To access supplemental data:

1. Click on the *Report Type* drop-down arrow and select a report type from the list.
2. Click on the button. The selected supplemental schedule displays.

Computation of Surplus Cash (Annual) ▼

- Computation of Surplus Cash (Annual)
- Computation of Surplus Cash (Mid-Year)
- Changes in Fixed Asset Accounts
- Reserve for Replacements
- Residual Receipts
- Federal Awards
- Entity/Construction Cash Flows

Computation of Surplus Cash, Distributions and Residual Receipts (Annual)

FASS [\[Inbox\]](#)

Project Name: BOULEVARD TERRACE Date From: Jan. 1, 2002
FHA Number: 04235149 Date To: Dec. 31, 2002
SOA: 221(d)(3)MKT Sub. Type: AUD-2000.04 (Non-coop)
FYE: Dec 31, 2002

Computation of Surplus Cash, Distributions and Residual Receipts (Annual)

Project Name: BOULEVARD TERRACE Date From: Jan. 1, 2002
FHA Number: 04235149 Date To: Dec. 31, 2002
SOA: 221(d)(3)MKT Sub. Type: AUD-2000.04 (Non-coop)
FYE: Dec 31, 2002

Report Type:

Part A - Compute Surplus Cash

Cash	Amount
Cash	\$30733
Total Cash	\$30733

Current Obligations	Amount
Accrued Mortgage (or Bond) Interest Payable	\$6070
Accounts Payable - 30 days	\$224621
Accrued Expenses [not escrowed]	\$100662
Prepaid Revenue	\$728
Tenant Security Deposits Liability	\$14447
Total Current Obligations	\$346528
Surplus Cash (Deficiency)	\$(315795)

Part B - Compute Distributions to Owners and Required Deposit to Residual Receipts

Surplus Cash (Deficiency)	\$(315795)
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Limited Dividend Projects	Amount
Annual Distribution earned during fiscal period covered by the statement	\$11919
Distribution Accrued and Unpaid as of the end of the prior fiscal period	\$262157
Distribution Earned but Unpaid	\$274076
Amount Available for distribution during next fiscal period	\$0
Deposit Due Residual Receipts	\$0

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Computation of Surplus Cash, Distributions and Residual Receipts (Mid-Year)

FASS

Supplemental Data

Go

[\[AFS Selection Results\]](#)

Project Name: Harbor Village Apartments
FHA Number: 05135480

Date From: Jun. 25, 2002

Date To: Dec. 31, 2002

Sub. Type: AUD-2000.04 (Non-coop)

SOA: 221(d)(4)MKT

FYE: Dec 31, 2002

Computation of Surplus Cash, Distributions and Residual Receipts (Mid-year)

Project Name: Harbor Village Apartments
FHA Number: 05135480
SOA: 221(d)(4)MKT

Date From: Jun. 25, 2002

Date To: Dec. 31, 2002

Sub. Type: AUD-2000.04 (Non-coop)

FYE: Dec 31, 2002

Report Type:

Computation of Surplus Cash (Mid-year)

Go

Part A - Compute Surplus Cash

Cash	Amount
Semi-Annual Period Ended	Jun 30, 2002
Cash	\$393974
Total Cash	\$393974
Current Obligations	Amount
Accrued Mortgage Interest Payable	\$99951
Accounts Payable [due within 30 days]	\$2867
Prepaid Revenue	\$10114
Tenant Security Deposits Liability	\$56552
Total Current Obligations	\$169484
Surplus Cash (Deficiency)	\$224490

Part B - Compute Distributions to Owners and Required Deposit to Residual Receipts

Surplus Cash (Deficiency)	\$224490
Limited Dividend Projects	Amount
Amount Available for Distribution during next fiscal period	\$224490

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Nursing Home Supplemental Data

FASS		Supplemental Data	Go	Inbox
Project Name: OAKHILL MANOR CARE CENTER		Date From: Jan. 1, 2002		
FHA Number: 04243124		Date To: Dec. 31, 2002		
SOA: 232		Sub. Type: AUD-2000.04 (Non-coop)		
		FYE: Dec 31, 2002		

Nursing Home Supplemental Data	
Project Name: OAKHILL MANOR CARE CENTER	Date From: Jan. 1, 2002
FHA Number: 04243124	Date To: Dec. 31, 2002
SOA: 232	Sub. Type: AUD-2000.04 (Non-coop)
	FYE: Dec 31, 2002

Report Type:	Nursing Home	Go
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Description	Amount
Total Licensed Beds	116
Capacity	42340
Census	
Medicare Pay Patient Days	1623
Medicare Pay Patient Days Percentage	5%
Medicaid Pay Patient Days	23301
Medicaid Pay Patient Days Percentage	68%
Private Pay Patient Days	9137
Private Pay Patient Days Percentage	27%
VA Pay Patient Days	0
VA Pay Patient Days Percentage	0%
Other Pay Patient Days	0
Other Pay Patient Days Percentage	0%
Actual Patient Days	34061
Utilization	80%

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Schedule of Changes in Fixed Asset Accounts

FASS

Supplemental Data [Inbox](#)

Project Name: OAKHILL MANOR CARE CENTER

FHA Number: 04243124

SOA: 232

Date From: Jan. 1, 2002

Date To: Dec. 31, 2002

Sub. Type: AUD-2000.04 (Non-coop)

FYE: Dec 31, 2002

Schedule of Changes in Fixed Asset Accounts

Project Name: OAKHILL MANOR CARE CENTER

FHA Number: 04243124

SOA: 232

Date From: Jan. 1, 2002

Date To: Dec. 31, 2002

Sub. Type: AUD-2000.04 (Non-coop)

FYE: Dec 31, 2002

Report Type: Changes in Fixed Asset Accounts

Description	Beginning Balance	Additions	Deductions	Ending Balance
Land	\$307602			\$307602
Buildings	\$4059422	\$8973		\$4068395
Furniture for Project/Tenant Use	\$1607468	\$1058		\$1608526
Motor Vehicles	\$14148			\$14148
Total Fixed Assets	\$5988640	\$10031		\$5998671
Accumulated Depreciation				Ending Balance
Beginning Balance for Accumulated Depreciation				\$1225570
Total Provisions				\$285698
Ending Balance for Accumulated Depreciation				\$1511268
Total Net Book Value				\$4487403

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Schedule of Reserve for Replacements

FASS

Supplemental Data ▼

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Project Name: OAKHILL MANOR CARE CENTER

FHA Number: 04243124

SOA: 232

Date From: Jan. 1, 2002

Date To: Dec. 31, 2002

Sub. Type: AUD-2000.04 (Non-coop)

FYE: Dec 31, 2002

Schedule of Reserve for Replacements

Project Name: OAKHILL MANOR CARE CENTER

FHA Number: 04243124

SOA: 232

Date From: Jan. 1, 2002

Date To: Dec. 31, 2002

Sub. Type: AUD-2000.04 (Non-coop)

FYE: Dec 31, 2002

Report Type:

Reserve for Replacements ▼

Go

Description	Amount
Balance at Beginning of Year	\$322598
Total Monthly Deposits	\$81804
Interest on Replacement Reserve Accounts	\$2519
Approved Withdrawals	\$5633
Balance at End of Year, Confirmed by Mortgagee	\$401288
Deposits Suspended or Waived Indicator	No

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Schedule of Residual Receipts

FASS Supplemental Data <input type="button" value="Go"/> Inbox	
Project Name: NOTRE DAME APARTMENTS FHA Number: 042EE069 SOA: 202	Date From: Jul. 1, 2002 Date To: Jun. 30, 2003 Sub. Type: AUD-A133 (Non-coop) FYE: Jun 30, 2003

Schedule of Residual Receipts	
Project Name: NOTRE DAME APARTMENTS FHA Number: 042EE069 SOA: 202	Date From: Jul. 1, 2002 Date To: Jun. 30, 2003 Sub. Type: AUD-A133 (Non-coop) FYE: Jun 30, 2003

Report Type:	Residual Receipts <input type="button" value="Go"/>
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Description	Amount
Total Deposits	\$4765
Balance at current fiscal year end	\$4765

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Schedule of Entity/Construction Cash Flows

FASS Supplemental Data <input type="button" value="Go"/> Inbox	
Organization Name: Lincoln Park West 96 Limited Partnership	
FHA Number: 04311092 <input type="button" value="v"/>	Date From: Jan. 1, 2002
SOA: 207/223(f)	Date To: Dec. 31, 2002
	Sub. Type: AUD-2000.04 (Non-coop)
	FYE: Dec 31, 2002

Schedule of Entity/Construction Cash Flows	
Project Name: LINCOLN PARK WEST 8-2	
FHA Number: 04311092	Date From: Jan. 1, 2002
SOA: 207/223(f)	Date To: Dec. 31, 2002
	Sub. Type: AUD-2000.04 (Non-coop)
	FYE: Dec 31, 2002

Report Type: Entity/Construction Cash Flows <input type="button" value="Go"/>	
Entity/Construction Receipts	Amount
Entity/Construction Disbursements	Amount
Entity/Construction Investing Activities	Amount
Construction in Progress	\$2353869
Entity/Construction Financing Activities	Amount
Net Entity/Construction Receipts (Disbursements)	\$2353869
Changes in Entity/Construction Balance Sheet Accounts	
Decrease (Increase) in Entity/Construction Asset accounts	Amount
Increase (Decrease) in Entity/Construction Liability accounts	Amount

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Federal Awards

FASS Supplemental Data <input type="button" value="Go"/> [Inbox]			
Project Name: NOTRE DAME APARTMENTS		Date From: Jul. 1, 2002	
FHA Number: 042EE069		Date To: Jun. 30, 2003	
SOA: 202		Sub. Type: AUD-A133 (Non-coop)	
		FYE: Jun 30, 2003	

Schedule of Expenditures of Federal Awards			
Project Name: NOTRE DAME APARTMENTS		Date From: Jul. 1, 2002	
FHA Number: 042EE069		Date To: Jun. 30, 2003	
SOA: 202		Sub. Type: AUD-A133 (Non-coop)	
		FYE: Jun 30, 2003	

Report Type: Federal Awards <input type="button" value="Go"/>			
Name of Federal Agency/Pass-through Entity	Name of Federal Program	CFDA Number/Identifying Number Assigned by Pass-through Entity	Federal Awards Expended
US Department of Housing and Urban Development	Supportive Housing for the Elderly	14.157	\$4597400
US Department of Housing and Urban Development	Supportive Housing for the Elderly - Project Rental Assistance Contract	14.157	\$172838
Total Federal Awards Expended			\$4770238
Note to the Schedule			

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[\[REAC Financial Assessment for FHA/MF Housing\]](#)

Comments or Questions: [<REAC Technical Assistance Center>](#)

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Detail Screens

Some pages have underlined amounts in the *Amount* column. An underlined amount links to a detail or supplemental page providing additional information for that account.

To access detail or supplemental information:

1. Click once on an underlined amount. For example, \$203,198 for Total Net Assets.

FASS
Balance Sheet
 Go
 [Inbox](#)

Project Name: NOTRE DAME APARTMENTS
FHA Number: 042EE069
SOA: 202

Date From: Jul. 1, 2002
Date To: Jun. 30, 2003
Sub. Type: AUD-A133 (Non-coop)
FYE: Jun 30, 2003

Statement of Financial Position (Balance Sheet)

Project Name: NOTRE DAME APARTMENTS
FHA Number: 042EE069
SOA: 202

Date From: Jul. 1, 2002
Date To: Jun. 30, 2003
Sub. Type: AUD-A133 (Non-coop)
FYE: Jun 30, 2003

Assets		
Account	Current Assets	Amount
1120	Cash - Operations	\$36555
1135	Accounts Receivable - HUD	\$16101
1140	Accounts and Notes Receivable - Operations	<u>\$36711</u>
Total Current Assets		\$89367

Account	Net Assets	Amount
3131	Unrestricted Net Assets	\$(203198)
3130	Total Net Assets	<u>\$(203198)</u>
Total Liabilities and Equity/Net Assets		\$4784419

[Compliance](#) | [Performance](#) | [Letter](#) | [AFS](#) | [Comments](#) | [Remarks](#) | [QASS](#) | [REMS](#)
[\[Create Text File for Analysis\]](#)
[FASS-MF menu](#)

- The **Statement of Changes in Net Assets** detail page displays, providing more comprehensive information supporting that account.

FASS
Balance Sheet
Go
[Inbox](#)

Project Name: NOTRE DAME APARTMENTS
FHA Number: 042EE069
SOA: 202

Date From: Jul. 1, 2002
Date To: Jun. 30, 2003
Sub. Type: AUD-A133 (Non-coop)
FYE: Jun 30, 2003

Statement of Changes in Net Assets

Project Name: NOTRE DAME APARTMENTS
FHA Number: 042EE069
SOA: 202


Date From: Jul. 1, 2002
Date To: Jun. 30, 2003
Sub. Type: AUD-A133 (Non-coop)
FYE: Jun 30, 2003

	Unrestricted Net Assets	Temporarily Restricted Net Assets	Permanently Restricted Net Assets	Total
Beginning Balance	\$89244			\$89244
Changes from Operations	\$(292442)			\$(292442)
Ending Balance	\$(203198)			\$(203198)

Description
Amount

[Compliance](#) | [Performance](#) | [Letter](#) | AFS | [Comments](#) | [Remarks](#) | [QASS](#) | [REMS](#)

[FASS-MF menu](#)

- Click on the  button to return to the **Balance Sheet**.

NOTE: The financial analyst can elect to return to the **Balance Sheet** or can select another form or schedule from the drop-down list.

Notes

The **Notes** page displays the information regarding the properties associated with a submission. This information includes such things as Organization and Presentation Note, Prior Period Adjustment Note, Summary of Significant Accounting Policies Note, Mortgages Payable Note, Note Payable Note, Related Party Transactions Notes, Management Fee Note, and Additional Note.

FASS <input type="text" value="Notes"/> <input type="button" value="Go"/> Inbox	
Project Name: NOTRE DAME APARTMENTS FHA Number: 042EE069 SOA: 202	Date From: Jul. 1, 2002 Date To: Jun. 30, 2003 Sub. Type: AUD-A133 (Non-coop) FYE: Jun 30, 2003

Notes to the Financial Statement	
Project Name: NOTRE DAME APARTMENTS FHA Number: 042EE069 SOA: 202	Date From: Jul. 1, 2002 Date To: Jun. 30, 2003 Sub. Type: AUD-A133 (Non-coop) FYE: Jun 30, 2003

Note 1. Organization and Presentation Note
<p>Notre Dame Campus Apartments, Inc. (Corporation) is a non-profit organization under the direction and control of Famicos Foundation, the non-profit sponsor. The Corporation was incorporated in February 1996 to acquire an interest in real property located in Cleveland, Ohio, and to construct and operate thereon an apartment complex of 52 units pursuant to Section 202 of the Federal Housing Administration (FHA) and U.S. Department of Housing and Urban Development (HUD) Capital Advance program. The project is also operated subject to a Section 8 Project Rental Assistance Contract (PRAC) with HUD. A significant portion of the Corporation's rental income is received from HUD. Such projects are regulated by HUD as to rent charges, operating expenditures, and operating methods. The Section 8 contract dated April 16, 1998 has a five-year term. There are no assurances that the Section 8 PRAC contract will be renewed, or renewed under comparable economic terms to the Corporation upon the expiration of the agreement. Notre Dame Campus Apartments, Inc.'s financial statements have been prepared on the accrual basis of accounting. The Corporation prepares its financial statements in accordance with the Statement of Financial Accounting Standards No. 117 (SFAS 117), Financial Statements of Not-for-Profit Organizations. This standard requires the Corporation to report net assets as unrestricted, temporarily restricted, or permanently restricted. As of June 30, 2003, the Corporation had no temporarily restricted or permanently restricted net assets.</p>
Note 2. Prior Period Adjustment Note
Note 8. Additional Note

[Compliance](#) |
 [Performance](#) |
 [Letter](#) |
 AFS |
 [Comments](#) |
 [Remarks](#) |
 [QASS](#) |
 [REMS](#)

[FASS-MF menu](#)

NOTE: The white space in the middle of the table shown here has been inserted to represent additional accounts that space limitations prevented showing. Remember: data elements (account numbers) available on a page vary according to the submission type.

Certifications

The **Certifications** page displays the Mortgagor's Certification and Managing Agent Certification. These endorsements indicate that the mortgagor and the managing agent have reviewed and certified the financial information included in the AFS data submission.

FASS	
Certifications	Go Inbox
Project Name: NOTRE DAME APARTMENTS	Date From: Jul. 1, 2002
FHA Number: 042EE069	Date To: Jun. 30, 2003
SOA: 202	Sub. Type: AUD-A133 (Non-coop)
	FYE: Jun 30, 2003

Certifications	
Project Name: NOTRE DAME APARTMENTS	Date From: Jul. 1, 2002
FHA Number: 042EE069	Date To: Jun. 30, 2003
SOA: 202	Sub. Type: AUD-A133 (Non-coop)
	FYE: Jun 30, 2003

Mortgagor's Certification	
We hereby certify that the accompanying financial statements and supplementary information of Notre Dame Campus Apartments, Inc. have been examined and, to the best of our knowledge and belief, the same is complete and accurate.	
Name of Signatory #1	John Anoliefo
Title of Certifying Official	Executive Director
Name of Signatory #2	Justina Kwesiga
Auditee Telephone Number	216-791-6476
Date of Certification	Sep 24, 2003

Certification of Managing Agent	
I hereby certify that the accompanying financial statements and supplementary information of Notre Dame Campus Apartments, Inc. (EIN 34-1826160) have been examined and, to the best of my knowledge and belief, the same is complete and accurate.	
Name of Managing Agent	Famicos Foundation, Inc
Name of Signatory	John Aloniefo
Managing Agent TIN	34-1053534
Property Manager	Dianne Wilson

[Compliance](#) | [Performance](#) | [Letter](#) | AFS | [Comments](#) | [Remarks](#) | [QASS](#) | [REMS](#)

[FASS-MF menu](#)

Auditor's Reports

The **Auditor's Report on the Financial Statement** displays and includes the auditor's opinion on the annual financial statement (Qualified, Unqualified, Adverse or Disclaimer), as well as supporting narrative.

FASS Auditor's Reports [Inbox](#)

Project Name: NOTRE DAME APARTMENTS
FHA Number: 042EE069
SOA: 202

Date From: Jul. 1, 2002
Date To: Jun. 30, 2003
Sub. Type: AUD-A133 (Non-coop)
FYE: Jun 30, 2003

Report on Financial Statements and on the Supplementary Schedule of Expenditures of Federal Awards

Project Name: NOTRE DAME APARTMENTS
FHA Number: 042EE069
SOA: 202

Date From: Jul. 1, 2002
Date To: Jun. 30, 2003
Sub. Type: AUD-A133 (Non-coop)
FYE: Jun 30, 2003

Report Type: Report on the Financial Statements

Opinion

Unqualified

"Going Concern" Explanatory Paragraph Indicator

No

[Compliance](#) | [Performance](#) | [Letter](#) | AFS | [Comments](#) | [Remarks](#) | [QASS](#) | [REMS](#)

[FASS-MF menu](#)

NOTE: Some submission types may not require auditor's reports.

In addition to the standard *Form/Schedule* drop-down list, the **Auditor's Reports** page displays a *Report Type* drop-down list. The *Report Type* drop-down list displays a list of the auditor's reports included in the AFS data submission, and enables the financial analyst to navigate to and from any report.

Auditor's Report on the Financial Statement

Auditor's Report on the Financial Statement

Auditor's Report on the Supplemental Data

Report on Internal Controls

Report on Compliance - Major Program

Report on Compliance - Non-Major Program

Report on Compliance - Affirmative Fair Housing

Schedule of Findings and Questioned Costs

Corrective Action Plan

Auditor's Transmittal Letter

Based on the **Auditor's Report**, the **Auditor's Transmittal Letter** displays and includes contact information for the auditor.

FASS	Auditor's Letter	Go	Inbox
Project Name: NOTRE DAME APARTMENTS		Date From: Jul. 1, 2002	
FHA Number: 042EE069		Date To: Jun. 30, 2003	
SOA: 202		Sub. Type: AUD-A133 (Non-coop)	
		FYE: Jun 30, 2003	

Auditor's Transmittal Letter	
Project Name: NOTRE DAME APARTMENTS	Date From: Jul. 1, 2002
FHA Number: 042EE069	Date To: Jun. 30, 2003
SOA: 202	Sub. Type: AUD-A133 (Non-coop)
	FYE: Jun 30, 2003

Auditor Information	
Audit Firm Identifier (Ull)	32660
Audit Firm	Hausser & Taylor LLP-Cleveland
Lead Auditor First Name	Renee
Lead Auditor Middle Name	A.
Lead Auditor Last Name	Beaver, CPA
Auditor Street Address Line 1	1001 Lakeside Ave
Auditor Street Address Line 2	Suite 1400
Auditor City	Cleveland
Auditor State	OH
Auditor Zip Code	44114
Auditor Zip Code Extension	1152
Telephone Number	216-523-1905
Audit Firm TIN	340677006
Date of Submission	Sep 24, 2003

[Compliance](#) | [Performance](#) | [Letter](#) | AFS | [Comments](#) | [Remarks](#) | [QASS](#) | [REMS](#)

[FASS-MF menu](#)

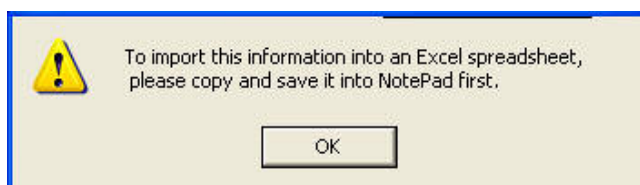
Special Feature


The [\[Create Text File for Analysis\]](#) link is located at the bottom of the **Statement of Financial Position (Balance Sheet)**, and **Statement of Profit and Loss** pages. The

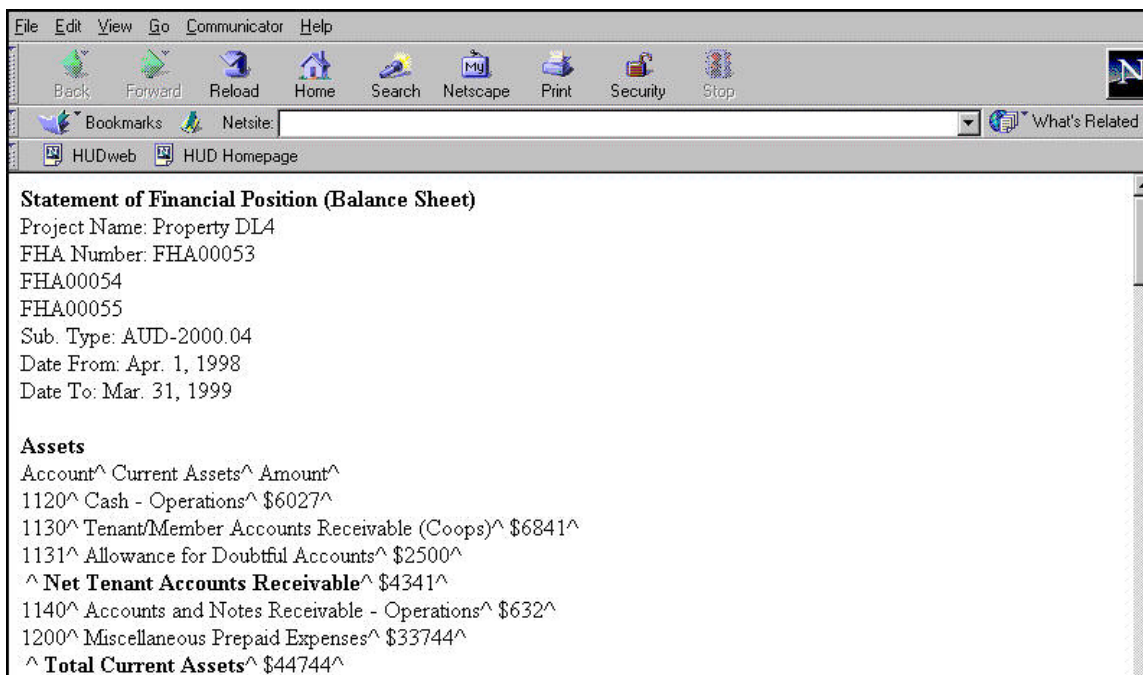
[\[Create Text File for Analysis\]](#) link allows the user to create a text file for an AFS data submission. The data can be imported into a Microsoft Excel spreadsheet that can then be manipulated for analysis (performance ratios, etc.).

To create a text file for an AFS data submission:

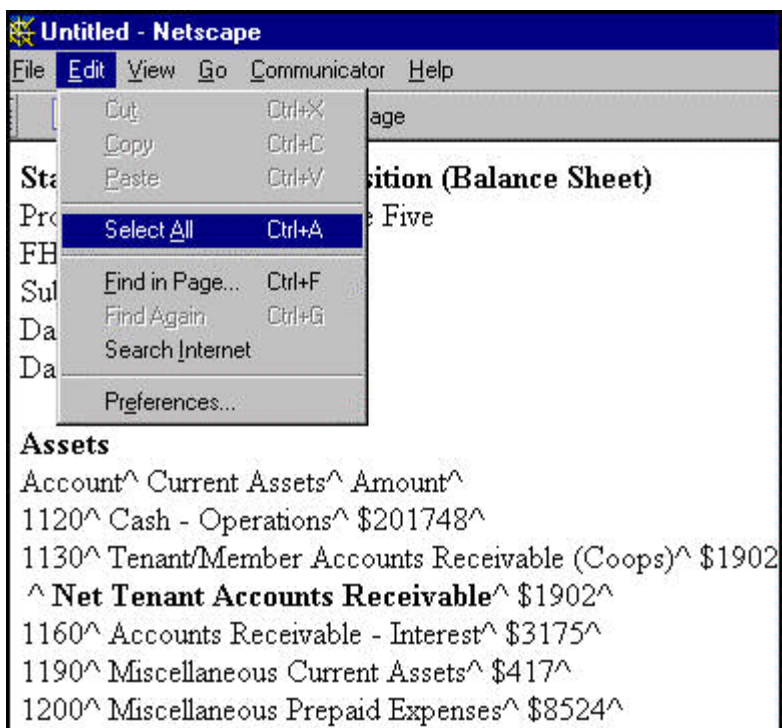
1. Scroll to the bottom of the **Balance Sheet** or **Profit and Loss** page.
2. Click on the [\[Create Text File for Analysis\]](#) link. A message displays.



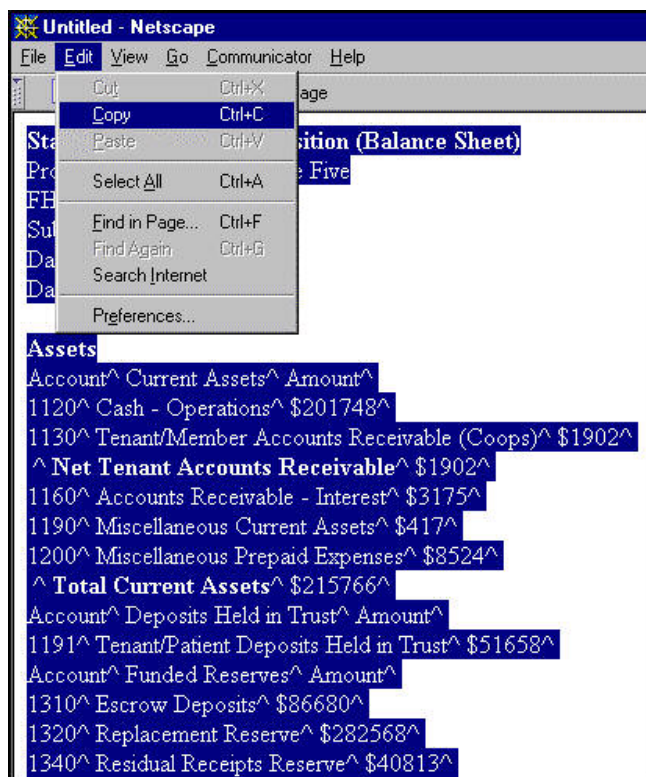
3. Click on the  button. The ASCII-formatted text displays in a separate window.




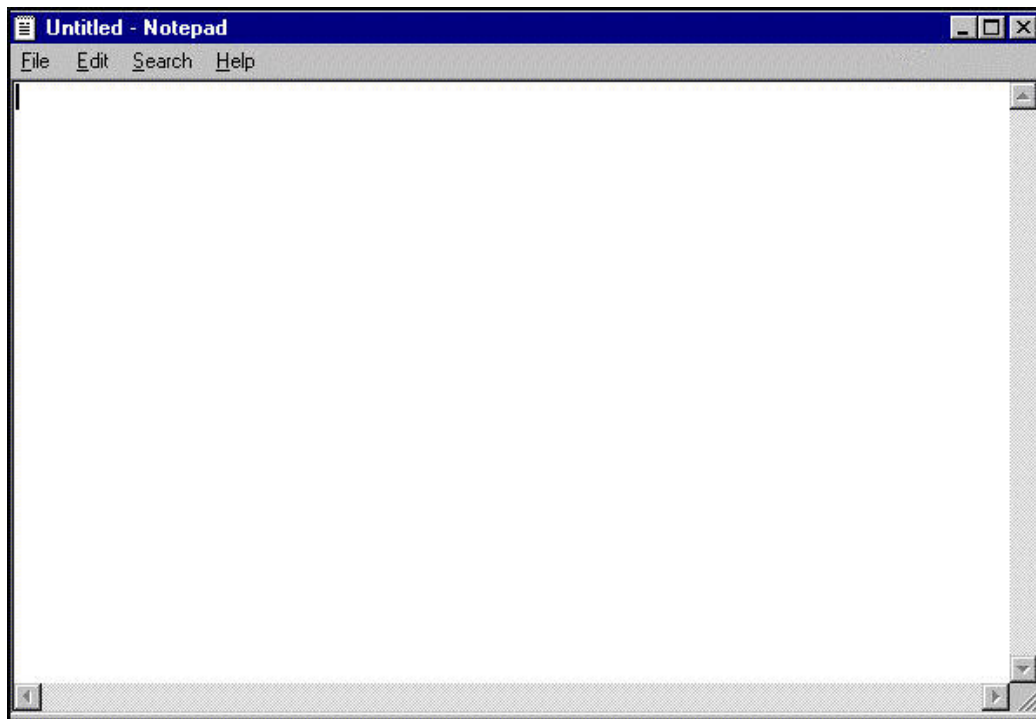
4. Click on Edit from the menu bar.
5. Click on the *Select A*ll menu option.



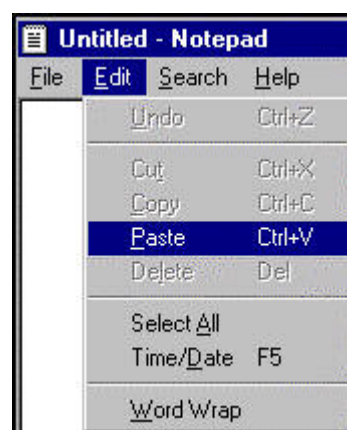
6. Click on Edit from the menu bar.
7. Click on the Copy menu option.



8. Click on the  button located at the bottom left corner of the screen.
9. Click on the Programs folder in the Start menu.
10. Click on the Accessories folder.
11. Click on the icon for Notepad or WordPad. A blank window displays.



12. Click on the Edit menu from the Notepad/WordPad menu bar.
13. Click on the Paste menu option. The ASCII-formatted text displays in the Notepad/WordPad window.



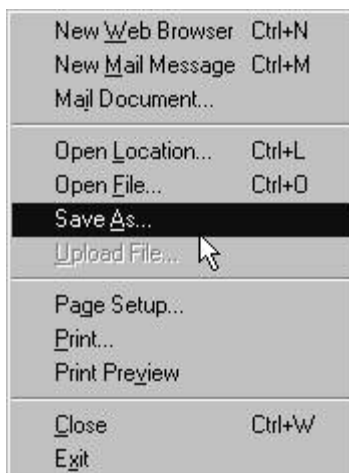
Untitled - Notepad

File Edit Search Help

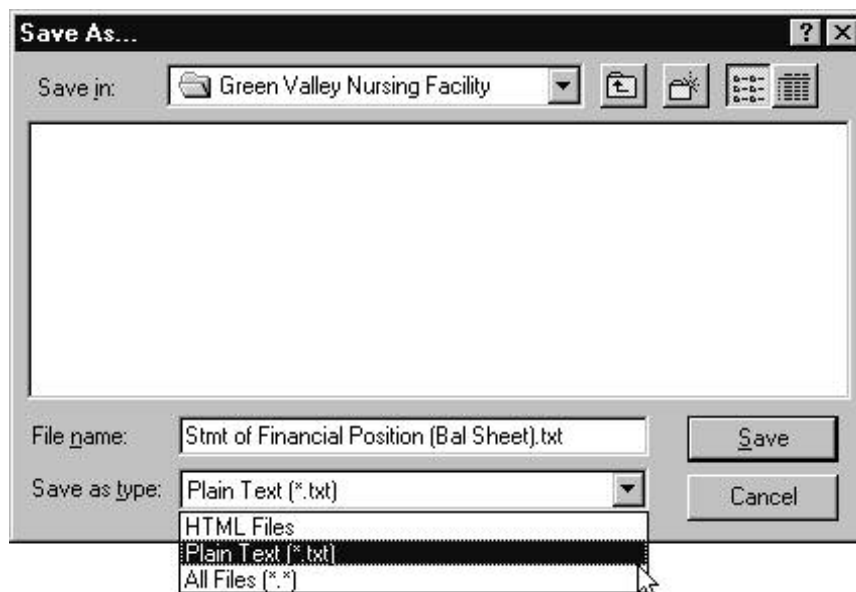
Statement of Financial Position (Balance Sheet)
Project Name: Property DL4
FHA Number: FHA00053
FHA00054
FHA00055
Sub. Type: AUD-2000.04
Date From: Apr. 1, 1998
Date To: Mar. 31, 1999

Assets
Account^ Current Assets^ Amount^
1120^ Cash - Operations^ \$6027^
1130^ Tenant/Member Accounts Receivable (Coops)^ \$6841^
1131^ Allowance for Doubtful Accounts^ \$2500^
^ Net Tenant Accounts Receivable^ \$4341^
1140^ Accounts and Notes Receivable - Operations^ \$632^
1200^ Miscellaneous Prepaid Expenses^ \$33744^
^ Total Current Assets^ \$44744^
Account^ Deposits Held in Trust^ Amount^
Account^ Funded Reserves^ Amount^
1310^ Escrow Deposits^ \$44454^
1320^ Replacement Reserve^ \$416912^

14. Click on File from the menu bar.



15. Click on the *Save As* menu option. The *Save As* dialog box displays.




16. Click on the *Save in:* drop-down list and select a location in which to save the file.

17. Click in the box next to *File name* and type in the desired file name.

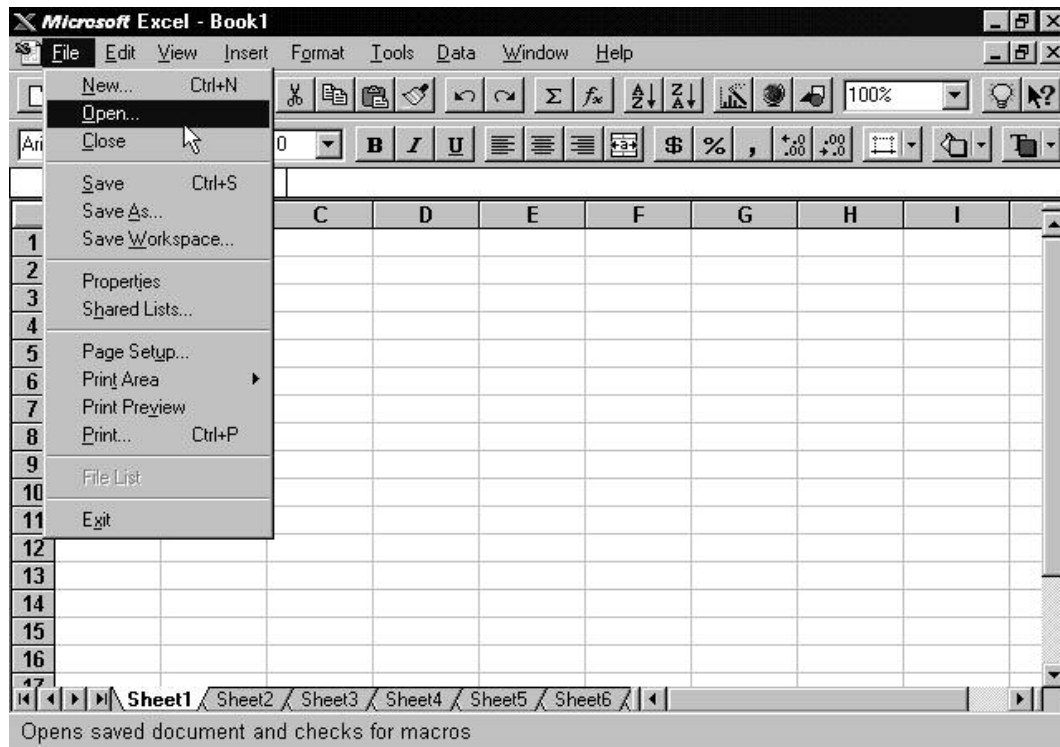
18. Click on the *Save as type* drop-down list and change the file type specification to *Plain Text (*.txt)*. NOTE: Also, File name extension should be (.txt).

19. Click on the  button.

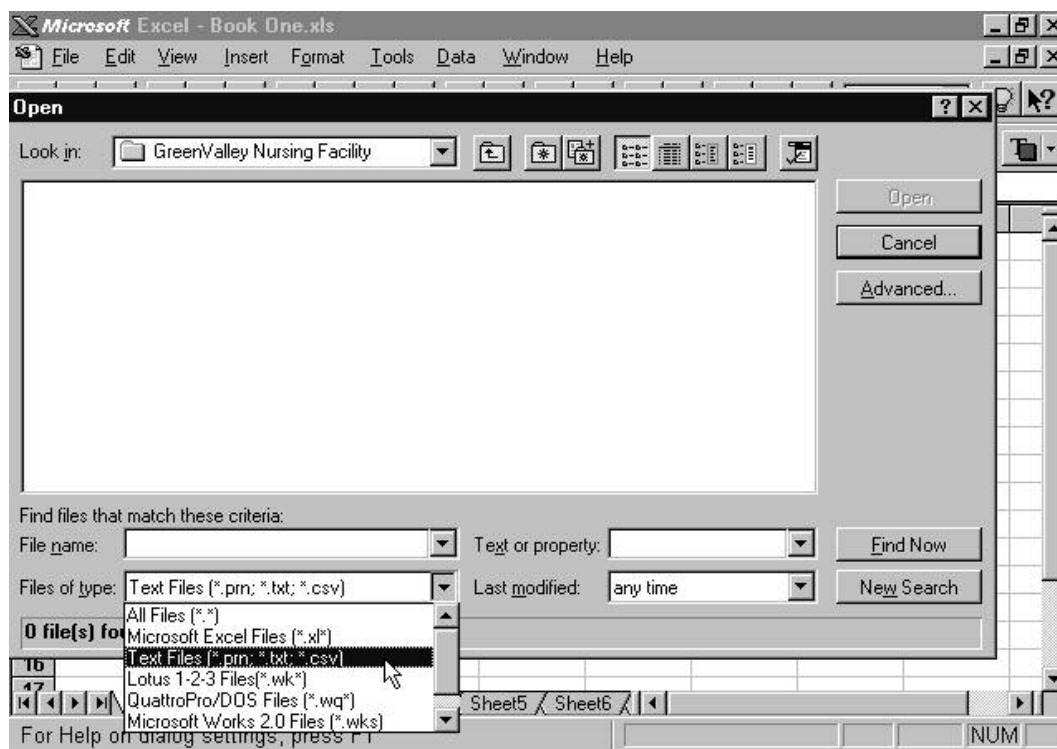
20. Click on browser  button to close the text screen and to return to the **Balance Sheet**.

To import the ASCII text file into Microsoft Excel:

1. Open Microsoft Excel®.



2. From the menu bar, select the File menu item. A drop-down menu displays.
3. Click on the Open menu option. The *O*pen dialog box displays.



4. Click on the *Look in* drop-down list and select the location where the text file was saved.
5. Click on the *Files of type* drop-down list and change the file type specification to *Text Files (*.prn; *.txt; *.csv)*.
6. Select the file to be opened from the *File name* drop-down list.
7. Click on the *Open* button. The *Text Import Wizard – Step 1 of 3* dialog box displays.

NOTE: If the Microsoft Excel Virus Search Add-In Version 1.2 dialog box displays, click on the OK button. The Text Import Wizard – Step 1 of 3 dialog box displays.



Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the Data Type that best describes your data.

Original Data Type
Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field (Excel 4.0 standard).
☐ Fixed Width - Fields are aligned in columns with spaces between each field.

Start Import at Row: File Oigin:

Preview of file C:\Program Files\Netscape\Navigat...\afsbalance.txt:

1	Statement of Financial Position (Balance Sheet)
2	
3	Project Name: Green Valley Nursing Facility
4	FHA Number: 99000018
5	Reporting Period To: Sep 30 1998
6	

8. Select the following options:

- Original Data Type is set to *Delimited*
- *Start Import at Row* is set to "1"
- *File Origin* is set to "Windows (ANSI)"

9. Click on the Next button. The *Text Import Wizard, Step 2 of 3* dialog box displays.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab ☐ Semicolon ☐ Comma
☐ Space ☒ Other: ^

☐ Treat consecutive delimiters as one

Text Qualifier: {none}

Data Preview

Statement of Financial Position (Balance Sheet)
Project Name: Green Valley Nursing Facility
FHA Number: 99000018
Reporting Period To: Sep 30 1998

Cancel < Back Next > Finish

10. Select the following options:
- Under *Delimiters*, select *Other*
 - In the box to the right of *Other*, type in the caret character (^)
 - In the *Text Qualifier* drop down menu, select "{none}"
11. Click on the Next button. The *Text Import Wizard, Step 3 of 3* dialog box displays.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Column Data Format

- ☒ General
- ☐ Text
- ☐ Date: MDY
- ☐ Do Not Import Column (Skip)

Data Preview

```

General
Statement of Financial Position (Balance Sheet)

Project Name: Green Valley Nursing Facility
FHA Number: 99000018
Reporting Period To: Sep 30 1998
    
```

Cancel < Back Next > Finish

- Under *Column Data Format*, select *General*.
- Click on the *Finish* button. An Excel® spreadsheet containing the data from the ASCII text file is active.

Microsoft Excel - afsbalance.txt

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U \$ % , +.00 -.00 100%

	A	B	C	D	E	F	G	H	I
1	Statement of Financial Position (Balance Sheet)								
2									
3	Project Name: Green Valley Nursing Facility								
4	FHA Number: 99000018								
5	Reporting Period To: Sep 30 1998								
6									
7	ASSET ACCOUNTS								
8	Current Assets								
9	1120	Cash - Op	145000						
10	1121	Constructi	235000						
11	1125	Cash - Ent	250000						
12	1130	Tenant/Me	27000						
13	1131	Allowance	13000						
14		Net Tenant	14000						
15	1135	Accounts	125000						
16	1140	Accounts	2000						
17	1145	Accounts	2000						

Ready Calculate Sum=0 NUM