

**Department of Housing and Urban  
Development**

**Real Estate Assessment Center**



**INTERIM FINANCIAL DATA  
SCHEDULE  
LINE DEFINITION GUIDE  
(FYE 6/30/08 – 3/31/09)**

**November 2008**

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## INTRODUCTION

Welcome to the first year of asset management! The Interim Financial Data Schedule Line Definition Guide will address your asset management financial reporting questions and provide you resources to questions that you may have. A brief explanation of the main asset management topics is discussed below, as well as the system changes that resulted from each matter. Please note that this guide is only applicable to the first year of asset management, which includes fiscal year ends 6/30/08, 9/30/08, 12/31/08, and 3/31/09.

## SUMMARY OF CONCEPTUAL ASSET MANAGEMENT CHANGES

The following represents changes to the Financial Assessment Subsystem for Public Housing (FASS-PH) System for the Asset Management System Release:

### CONCEPTUAL CHANGES

On September 19, 2005, the United States Department of Housing and Urban Development (HUD) published at 24 CFR, Part 990 *Revision to the Public Housing Operating Fund Program; Final Rule* (The Final Rule). This rule states that, in accordance with the directives received from the U.S Congress, Public Housing Agencies (PHAs) and HUD are to convert from an **agency-centric model** to an **asset-management model**. The asset management model is more consistent with the management norms in the broader multi-family management industry. In order to implement asset management, the Final Rule stipulates that PHAs must implement project-based management (PBM), project-based budgeting (PBB), and project-based accounting (PBA).

Due to the Final Rule, HUD's Financial Reporting has moved toward a Project Based Accounting (PBA) and a Fee for Service Approach. As a result, FASS-PH has created a Financial Data Schedule (FDS) capable of accepting project-level financial data.

Historically, PHAs reported program level data on the FDS. In the revised structure, the FDS will contain project-level and project-specific data. The FDS will allow for entry by project. It will also enhance transparency through the addition of more specific line items.

One of the most significant changes to the FDS is the combination of the Operating Subsidy (Low-Rent and Development) program and the Capital Fund program reporting. This reporting function in no way merges the two programs, it merely combines a certain level of financial reporting. Data from the Operating Subsidy program and Capital Fund program will now be captured at the project level. All PHAs with the Low Rent and Capital Fund programs have been divided into projects. Each individual project will enter their data in a separate column of the FDS. The system will automatically total the projects and display the total in a Total Project

column. Other programs will enter data at the program-level, similar to previous FDS submissions.

Generally, PHAs implementing asset management must implement the Fee-for-Service approach, and therefore they will no longer be able to allocate costs. (As a special transition provision, PHAs are permitted to maintain cost allocations through 2011 in lieu of fee-for-service. Additionally, PHAs that implement Section 226 of Title II of Division K of the 2008 appropriations act, regarding funding of central office costs with Capital Funds, must retain overhead cost allocations.) In the Fee-for-Service approach, projects will pay the central office fees for services provided. This requires additional fee line items on the FDS. A comprehensive list of all additional line items is provided in this section.

**APPLICABILITY**

Applicability of asset management requirements will vary by size. Although the Operating Fund Rule (24 CFR 990), requires that all PHAs with 250 or more units convert to asset management and, thus, adopt a fee-for-service approach for overhead and certain centrally-provided property management services, the 2008 appropriations act allows PHAs with between 250 and 400 units to elect exemption from asset management for, effectively, their first year of submission under the new FDS. The project-level FASS-PH System, described below, will be applicable to all PHAs, regardless of asset management implementation, i.e., it is designed to handle both types of PHAs.

**PROJECTS**

Each PHA will have property groupings called projects (formerly referred to as Asset Management Projects, or AMPs). Both Low Rent and Capital Fund Programs financial data will be reported at the project level. This change does not in any way merge the Low Rent and Capital Fund Programs, but merely combines a certain level of financial reporting activities of these programs for FASS-PH System reporting at the project level. Each project balance sheet will combined the Low Rent and Capital Fund programs. However, the Income statement will be separated by program within the project. The modified FDS will be applicable to all PHAs regardless of asset management implementation. Therefore, a PHA with the Low Rent and Capital Fund programs that is not implementing asset management will have one project and will report Low Rent and Capital Fund under separate columns for that one project.

In the system, all PHAs implementing asset management will have a project listing. FDS data input will be required for each project. Additional line items have been added to the FDS to accommodate the project reporting requirement.

Five detail links have been added due to the combination of the Low Rent and Capital Fund programs on the project balance sheet. The detail links are:

<b>New detail links</b>		
<b>Current Line Item No.</b>	<b>Description</b>	<b>New detail link</b>

122	Accounts receivable- HUD other projects	1- Operating Subsidy 2- Capital fund 3- Other
331	Accounts payable- HUD PHA programs	1- Operating Subsidy 2- Capital fund 3- Other
342	Deferred Revenue	1- Operating Subsidy 2- Capital fund 3- Other
343	Current portion of Long-term debt-capital projects/mortgage revenue	1. CFFP 2. Capital projects/Mortgage revenue
351	Long Term Debt	1. CFFP 2. Capital projects/Mortgage revenue

Below are screen shots of line 122 and 343:

**Real Estate Assessment Center**  
**Financial Assessment Subsystem (FASS-PH)**

My Home PHA Info **Financial Data Schedule** Data Collection Form Submit LOCCS/HUDCAPS Reports Logout Help

Programs+  
BalanceSheet+  
Income Statement+  
Late Reason  
Comments

**Balance Sheet**

PHA Code: AK001  
 PHA Name: Alaska Housing Finance Corporation  
 Fiscal Year End Date: 06/30/2008  
 Submission Type: Unaudited/Non-A-133  
 AMP Name: BIRCH PARK Mixed Finance: [N](#) Amp Status: Not Started  
 Select Entity: [Program List](#) [AMP List](#)

Line Item #	Description	Value
122-010	Operating Subsidy	\$ <input type="text"/>
122-020	Capital Fund	\$ <input type="text"/>
122-030	Other	\$ <input type="text"/>
<b>Total Amount</b>		<b>0</b>

Save Reset Back to BalanceSheet

**Real Estate Assessment Center**  
**Financial Assessment Subsystem (FASS-PH)**

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Programs+  
 BalanceSheet+  
 Income Statement+  
 Late Reason  
 Comments

**Balance Sheet**

PHA Code: AK001  
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 Fiscal Year End Date: 06/30/2008  
 Submission Type: Unaudited/Non-A-133  
 AMP Name: BIRCH PARK Mixed Finance: N Amp Status: Not Started  
 Select Entity: [Program List](#) [AMP List](#)

Line Item #	Description	Value
343-010	CFFP	\$ <input type="text"/>
343-020	Capital Projects/Mortgage Revenue	\$ <input type="text"/>
<b>Total Amount</b>		0

[Technical Assistance Center](#) [Help](#)

## CENTRAL OFFICE COST CENTER (COCC)

Where applicable, COCC activity is now included within the FDS. In these cases, the PHA charges fees in lieu of cost allocations. The COCC will report the fees charged as revenue. In turn, projects will report the fees levied as expenses. Fee revenue earned by the COCC will be de-federalized.

PHAs will report the activities of the COCC in almost the same way as they report projects. The COCC will have a single balance sheet. However, the income statement will be broken out into two separate reporting sections, Operations and Capital Fund. While the COCC will enjoy the de-federalization of funds and can not be directly funded by the capital fund program, the distinction is necessary because of the following:

- Capital Fund Financing Program (CFFP) – under asset management PHAs are allowed to assign assets financed by the CFFP prior to asset management to the COCC. Since the assets will be on the COCC balance sheet, Capital Fund revenue and expenses associated with the asset should be reported in the Capital Fund program column.
- Shared Assets – it may be inefficient (redundancy) or economically prohibitive for each project in a PHA to purchase some types of front-line maintenance equipment (vehicles,

maintenance tools, etc.). In these cases, HUD allows the PHA to purchase (shared) equipment to be used by all projects, but the equipment would be assigned to the COCC balance sheet. The COCC will be able to charge projects for the shared cost of the equipment to the projects, but Capital Fund revenue would be reported in the Capital Fund program column.

- Non-Dwelling Structure and Land – under existing regulations PHAs are allowed to purchase non-dwelling structures or land for the COCC. In this cases, the revenues and expense associated with the assets should be reported in the Capital Fund column of the COCC.

## **ELIMINATION COLUMN**

An elimination column has been added to the FASS-PH System to assist in the consolidation of the financial statements. It provides a location in which to post eliminating entries. These entries will be necessary to adjust transactions between the projects and the COCC or inter-project transactions. This prevents double counting/reporting of these transactions as they flow upward to the overall financial statements. For example, the fee expense charged to each project and fee revenue earned by the COCC is eliminated in order to reflect only the true revenues and expenses in the top-level financial reporting.

## **EXCESS CASH**

PHAs will enjoy full fungibility in the first year of asset management , meaning that funds can be transferred between projects and the COCC without restriction. However, at the end of the first year of asset management, excess cash will be calculated, which will determine the extent of fungibility in the second year.

For the second year of asset management, excess cash is defined as the sum of certain current assets accounts less the sum of all current liabilities accounts for each project. Excess cash is calculated using a balance sheet approach. The system automatically calculates excess cash for each project. In the second year of asset management, transfers made by projects will be restricted to the amount of excess cash that each project possesses.

## **INCOME STATEMENT NUMBERING**

The income statement has moved from a 3 digit to a 5 digit numbering convention. This is due to the addition of the many new line items that were added due to asset management. The new numbering convention also allows for more flexibility in the future.

## **ASSET MANAGEMENT TYPES**

There are many ways to implement asset management and to use the updated FDS, regardless of asset management implementation. Therefore the system allows for six different asset management type selections. The six asset management types are:

- Non Asset Management No COCC/Elimination
- Non Asset Management with COCC/Elimination

- Non Asset Management with Elimination Only
- Asset Management with COCC/Elimination
- Asset Management with Elimination Only
- Asset Management No COCC/Elimination

The selection allows for customization of the FDS. A PHA may select to report for a COCC configuration and may choose to use the elimination column. The system will customize the FDS based on selection

## SUMMARY OF LINE ITEM CHANGES

The following line items were added to the FDS for the Asset management release.

### **BALANCE SHEET:**

Line 356 (FASB 5 liabilities)

Line 357 (Accrued pension liabilities)

### **INCOME STATEMENT:**

#### **Revenues**

Line 70700 (Total fee revenue)

Line 70710 (management fee)

Line 70720 (Asset management fee)

Line 70730 (Book-keeping fee)

Line 70740 (Front line service fee)

Line 70750 (Other fees)

#### **Expenses**

Line 91300 (Management fee)

Line 91310 (Book-keeping fee)

Line 91400 (Advertising and marketing)

Line 91600 (Office expenses)

Line 91700 (Legal expense)

Line 91800 (Travel)

Line 91810 (Allocated overhead)

Line 91900 (Other)

Line 91000 (Total operating - administrative)

Line 92000 (Asset management fee)

Line 92500 (Total tenant services)

Line 93600 (Sewer)

Line 93000 (Total utilities)

Line 94000 (Total maintenance)

Line 95000 (Total protective services)

Line 96110 (Property insurance)

Line 96120 (Liability insurance)



Line 96130 (Workmen's compensation)  
Line 96140 (All other insurance)  
Line 96100 (Total insurance premiums)  
Line 96210 (Compensated absences)  
Line 96710 (Interest on mortgage (or bonds) payable)  
Line 96720 (Interest on notes payable (short and long term))  
Line 96730 (Amortization of bond issue costs)  
Line 97350 (HAP Portability-In)

**Other Financing Sources (Uses)**

Line 10091 (Inter-project excess cash transfer in)  
Line 10092 (Inter-project excess cash transfer out)  
Line 10093 (Transfers between programs and projects -In)  
Line 10094 (Transfers between programs and projects - Out)

**Memo Accounts**

Line 11270 (Excess cash)  
Line 11610 (Land purchases)  
Line 11620 (Building expenditures)  
Line 11630 (Furniture & equipment - dwelling purchases)  
Line 11640 (Furniture & equipment - administrative purchases)  
Line 11650 (Leasehold improvements purchases)  
Line 11660 (Infrastructure purchases)  
Line 11020 (Required annual debt principal payments)  
Line 13510 (CFFP debt service payments)  
Line 13901 (Replacement housing factor funds)

**Additional Detail Links**

The following detail links have been specifically created for asset management.

Line 122 (Accounts receivable HUD - other projects)  
Line 331 (Accounts Payable - HUD PHA programs)  
Line 342 (Deferred revenue)  
Line 343 (Current portion of Long-term debt-capital projects/mortgage revenue)  
Line 351 (Long-term debt - capital projects/mortgage revenue)  
Line 94300 (Ordinary maintenance and operating contracts)

Below is a screen shot of line 94300:

**Real Estate Assessment Center**  
**Financial Assessment Subsystem (FASS-PH)**

My Home PHA Info **Financial Data Schedule** Data Collection Form Submit LOCCS/HUDCAPS Reports Logout Help

Programs+  
 BalanceSheet+  
**Income Statement+**  
 Late Reason  
 Comments

**Income Statement**

PHA Code AK001  
 PHA Name Alaska Housing Finance Corporation  
 Fiscal Year End Date: 06/30/2008  
 Submission Type: Unaudited/Non-A-133  
 AMP Name BIRCH PARK Mixed Finance: [N](#) Amp Status:Not Started  
 Program Name Public Housing Capital Fund Program [Change AMP Program](#)  
 Select Entity: [Program List](#) [AMP List](#)

Line Item #	Description	Value
94300-010	Garbage and Trash Removal Contracts	\$ <input type="text"/>
94300-020	Heating & Cooling Contracts	\$ <input type="text"/>
94300-030	Snow Removal Contracts	\$ <input type="text"/>
94300-040	Elevator Maintenance Contracts	\$ <input type="text"/>
94300-050	Landscape & Grounds Contracts	\$ <input type="text"/>
94300-060	Unit Turnaround Contracts	\$ <input type="text"/>
94300-070	Electrical Contracts	\$ <input type="text"/>
94300-080	Plumbing Contracts	\$ <input type="text"/>
94300-090	Extermination Contracts	\$ <input type="text"/>
94300-100	Janitorial Contracts	\$ <input type="text"/>
94300-110	Routine Maintenance Contracts	\$ <input type="text"/>
94300-120	Miscellaneous Contracts	\$ <input type="text"/>
<b>Total Amount</b>		0

Save Reset [Back to IncomeStatement](#)

**DEFINITION CHANGES**

**Definition Changes Due to Asset Management**

The following line item definitions have been modified to accommodate the change to Asset Management.

- Line 121 (Accounts receivable - PHA Projects)
- Line 174 (Other assets)
- Line 345 (Other current liabilities)
- Line 968 (Severance expense)
- Line 913 (Outside management fee)
- Line 914 (Compensated absences)
- Line 916 (Other operating administrative)
- Line 1120 (Number of unit months leased)

**MODIFIED ACCRUAL LINE ITEMS**

Some PHAs use a governmental fund to account for their activities. As is currently required, governmental fund financial statements focus on fiscal accountability and report the flows and

balances of current financial resources using the modified accrual basis on accounting. Therefore, the system release allows the users to select the modified accrual reporting method when applicable. As a result, certain FDS line items are only used for PHAs that report under modified accrual method. They do not display when full accrual method is selected in the system.

The following FDS lines were created to be used for the modified accrual method only.

- Line 509.2 (Fund balance reserved)
- Line 511.2 (Unreserved, designated fund balance)
- Line 512.2 (Unreserved, undesignated fund balance)

The following FDS lines were modified to be used for the modified accrual method only

- Line 97600 (Capital outlays - governmental funds)
- Line 97700 (Debt principal payment - governmental funds)
- Line 10050 (Proceeds from notes, loans and bonds)
- Line 10060 (Proceeds from property sales)
- Line 11050 (Changes in compensated absence balance)
- Line 11060 (Changes in contingent liability balance)
- Line 11070 (Changes in unrecognized pension transition liability)
- Line 11080 (Changes in special term/severance benefits liability)
- Line 11090 (Changes in allowance for doubtful accounts - dwelling rents)
- Line 11100 (Changes in allowance for doubtful accounts - other)

**DELETION OF PRE-GASB 34 FDS LINE ITEMS**

The following line items are Pre-GASB 34 and no longer applicable. As a result they are deleted from the FDS.

- Line 146 (Amounts to be provided)
- Line 501 (Investment in general capital assets)
- Line 502 (Project notes)
- Line 503 (Long-term debt - HUD guaranteed)
- Line 504 (Net HUD PHA contributions)
- Line 505 (Other HUD contributions)
- Line 507 (Other contributions)
- Line 508 (Total contributed capital)
- Line 509 (Fund balance reserved for encumbrances/designated fund balance)
- Line 510 (Fund balance reserved for capital activities)
- Line 511 (Total reserved fund balance)
- Line 512 (Undesignated fund balance/retained earnings)
- Line 1101 (Capital outlays - enterprise fund)
- Line 1102 (Debt principal payments - enterprise funds)
- Line 1110 (Changes in allowance for doubtful accounts - other)
- Line 1112 (Depreciation "add-back")

## **HOUSING CHOICE VOUCHER DETAIL LINKS**

The following Housing Choice Voucher detail links have been modified to provide the revenue and expense details for HCV program.

Line 70600 (HUD PHA operating grants)  
Line 11170 (Administrative fee equity)  
Line 11180 (Housing assistance payments equity)

The following Housing Choice Voucher detail links are created to accommodate HCV regulations.

Line 11190 (Unit months available)  
Line 97300 (Housing assistance payments)

## **HELPFUL ASSET MANAGEMENT RESOURCES**

While asset management is grounded in the Final Rule, there are many resources that further elaborate on asset management concepts. The Financial Management Handbook provides detailed guidance on all asset management related concepts. The Financial management Handbook can be found at:

<http://www.hud.gov/offices/pih/publications/notices/07/pih2007-9suppl.pdf>.

HUD has also dedicated websites to provide additional asset management guidance. The asset management website contains the most up to date asset management guidance available. It also contains useful links such as answers to frequently asked questions and a link to the asset management help desk. The asset management website can be found at:

<http://www.hud.gov/offices/pih/programs/ph/am/>.

The asset management overview website and the project-based accounting website may also be helpful. These websites contain all regulation and guidance related to their respective topics.

The asset management overview page can be found at:

<http://www.hud.gov/offices/pih/programs/ph/am/overview.cfm>.

The project-based accounting page can be found at:

<http://www.hud.gov/offices/pih/programs/ph/am/accounting.cfm>.

## ACCOUNTING AND REPORTING STANDARDS

PHAs are required to prepare their annual financial statements in accordance with accounting principles generally accepted in the United States of America applicable to special-purpose governments engaged in business-type activities, or engaged in both governmental and business-type activities as defined by the Governmental Accounting Standards Board in Section Sp20 of its Codification of Governmental Accounting and Financial Reporting Standards.

## FDS DEFINITIONS: USING THIS GUIDE

The following line definitions summarize the information to be reported on each line of the FDS. The definitions are arranged in the order of appearance in the FDS.

### IMPORTANT:

The following definition of each FDS line item must be used to identify the required reportable information.

The FDS is a HUD prescribed template. The underlying data must be accounted for and reported in accordance with GAAP; however the FDS may not be used as an entity's top-level financial statements. The format of the FDS does not allow for compliance with the presentation guidelines outlined within NCGA Statement #1 and GASB 34 nor does it include a statement of cash flows.

## ASSETS

### CURRENT ASSETS

Current assets are resources that are reasonably expected, based on the plans and intentions of the PHA, to convert into cash or its equivalent during the current operating cycle.

#### Cash

##### **111 Cash - unrestricted**

This FDS line represents cash and cash equivalents (certificates of deposit, NOW accounts, savings, T-bills, etc.) in any form, for example, cash on deposit, cash awaiting deposit, and cash funds available for use for any purpose including operations.

##### **112 Cash - restricted - modernization and development**

This FDS line represents money in any form, as summarized above, that is only allowed to be expended for certain, specified modernization and development activities. The restriction on the use of the funds has been specified by the source of the monies, not by the PHA. Generally, this account includes proceeds from the sale of property that had been acquired with grant and development funds, insurance recoveries received in advance of contractor bills, or unspent bond proceeds and CFP drawdowns designated for future capital activities.

##### **113 Cash - other restricted**

This FDS line represents money that is only to be expended for specified, restricted purposes and cannot be used for current operations. The restriction on the use of the funds has been imposed by the source of the monies. Cash reserved by the PHA or its Board of Directors for future operations or capital outlays is not restricted. Also, cash set aside for self-insurance is not restricted for purposes of the FDS. Generally, this account includes excess advances of grants (DEP, EDSS, local grants, etc.) remaining unexpended at year-end. It also includes Family Self-Sufficiency (FSS) escrow amounts and all monies contractually and/or legally unavailable for use in day-to-day operations.

##### **114 Cash - tenant security deposits**

This FDS line represents cash in the Security Deposit Fund which must remain on deposit for the refund of tenant security deposits and may not be used to fund operations.

##### **115 Cash - restricted for payment of current liability**

This FDS line item represents cash and cash equivalents that are only to be expended for specified restricted purposes but will be used in the next fiscal year. The restriction on the use of the funds has been imposed by the source of the monies, not the PHA. Specific examples include debt service payments, cash restricted for payment of Family Self Sufficiency (FSS)

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contracts due within 12 months of the Balance Sheet date and Section 8 monies received prior to the start of a fiscal year. Cash restricted for modernization and development should be reported in line 112.

**100 Total cash**

This FDS line is the sum of lines 111 through 115. This FDS line represents total cash. FASS automatically sums lines 111 through 115.

**Accounts & Notes Receivables**

**121 Accounts receivable - PHA projects**

This FDS line represents amounts owed to the managing PHA by other PHAs due to the relocation of Portability participants. This FDS line is primarily for Housing Choice Voucher program.

**122 Accounts receivable - HUD other projects**

This FDS line represents amounts owed to the PHA by HUD, including the basic annual contribution for leased projects. This FDS line should also include special preliminary fees for portability, if applicable and still recorded by the PHA.

**124 Accounts receivable - other government**

This FDS line represents amounts owed to the PHA by other federal agencies and state and local governments for PHA projects.

**125 Accounts receivable - miscellaneous**

This FDS line represents amounts owed to the PHA by miscellaneous sources other than governmental units (HUD, state or local) or tenants.

**126 Accounts receivable - tenants**

This FDS line represents the cumulative balance of all tenant rent payments due, owed and outstanding such as tenant rent charges, and utility reimbursement. It also includes charges such as rent, maintenance charges, excess utility charges or other adjustments. It is the gross amount due from tenants for rent.

**126.1 Allowance for doubtful accounts - tenants**

This FDS line represents a reserve for the receivables from tenants recorded in FDS line 126 that are not expected to be collected. This line reduces the total accounts receivable balance when analyzed in conjunction with the related receivable. This is a required field if an amount has been recorded in FDS line 126. The allowance account should not be greater than 126.

**126.2 Allowance for doubtful accounts - other**

This FDS line represents an allowance for accounts receivable from sources other than tenants that are not expected to be collected. The related accounts receivable are recorded in FDS lines 121 through 125. This line reduces the total accounts receivable balance when analyzed in conjunction with the related receivable. This is a required field if there is an amount entered in FDS lines 121 through 125. The allowance account should not be greater than 126.

**127 Notes, loans, & mortgages receivable - current**

This FDS line represents unconditional written promises, signed by the maker, to pay a certain sum of money on demand, or at a fixed or determinable future time (within 12 months after the fiscal year-end). It includes amounts due to the PHA as evidenced by all formal instruments of indebtedness, such as loans to local off-site facilities not included in the development cost of the project. Scheduled periodic payments made against the note or mortgage is current and within the terms of the written document. Amounts that are past due and considered uncollectible should be recorded as past due (along with the remaining balance of the associated note or mortgage) on FDS line 172.

**128 Fraud recovery**

This FDS line represents the full amount of the receivable from tenants who committed fraud or misrepresentation and now owe additional rent for prior periods or retroactive rent. The amount that is considered to be uncollectible should be recorded in FDS line 128.1. Note that fraud recovery amounts should be recorded when they are determined to be realizable.

**128.1 Allowance for doubtful accounts - fraud**

This FDS line represents the reasonably anticipated losses inherent in the fraud recovery accounts receivable balance. These are amounts that are not expected to be collected. This line reduces the total accounts receivable balance when analyzed in conjunction with the related receivable. This is a required field if an amount has been recorded in FDS line 128. The allowance account should not be greater than 128.

**129 Accrued interest receivable**

This FDS line represents interest that has been earned currently but has not yet been received. This includes accrued interest receivable on notes, mortgages, and/or contracts for sale. It also includes accrued interest receivable on PHA investments, cash equivalents, and loans to local governing bodies or local taxing bodies for financing the construction of off-site facilities not included in the development cost of the project. This includes all accrued interest receivable.

**120 Total receivables, net of allowance for doubtful accounts**

This FDS line is the sum of line 121 through 129. This FDS line represents the total of all receivables less the amounts established as the allowances for doubtful accounts. FASS automatically sums lines 121 through 129.

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## **Current Investments**

These are all liquid investments that generate revenue in the form of interest and/or dividends. All investments of the PHA should be classified as current.

### **131 Investments - unrestricted**

This FDS line represents the fair market value of all investments (mutual funds, treasury notes, and bonds), which can be used, upon exchange, for any purpose, including general operations.

### **132 Investments - restricted**

This FDS line represents the fair market value of all investments (mutual funds, treasury notes, and bonds) that can only be used, upon exchange, for specific, designated purposes. In this case, the cash proceeds from the investment would only be for the same specified use as the initially invested cash. The restriction on the use of the funds must have been placed or imposed by the source of the funding. Investments set aside for self-insurance are not restricted for purposes of the FDS.

### **135 Investments - restricted for payment of current liability**

This FDS line represents the fair market value of all investments (mutual funds, treasury notes, and bonds) that can only be used, upon exchange, for specific, designated purposes, which will be used to liquidate a current liability in the next fiscal year. In this case, the cash proceeds from the investments would only be used for the same specified use as the initially invested cash. The restriction on the use of the funds must have been placed or imposed by the source of the funding. Specific examples include debt service payments and Section 8 monies received prior to the start of a fiscal year. Investments restricted for modernization and development should be reported in line 132.

### **142 Prepaid expenses and other assets**

This FDS line represents all prepaid expenses. Prepaid expenses, unlike other current assets, are not expected to be converted into cash; but, if they had not been paid in advance, they would require the use of current assets during the operating cycle.

### **143 Inventories**

This FDS line represents the value of the inventory of materials and equipment on hand as of the end of the PHA's fiscal year.

#### **143.1 Allowance for obsolete inventories**

This FDS line represents the estimate of the amount of materials in inventory that may be unusable or obsolete by the time the item is scheduled to be used under the consumption method. Since inventory is expensed as used, rather than when purchased, this line reduces

the inventory balance for items no longer valuable in the inventory. This is a required field if an amount has been recorded in FDS line 143. The allowance account should not be greater than 143.

**144 Inter-program - due from**

This FDS line represents amounts due from other PHA programs and/or funds. Interprogram transactions represent reductions in the expendable resources of the transferring fund, but the transaction may or may not be accounted for as an expenditure of the transferring fund. Transactions between funds may be classified as (1) loans and advances, (2) quasi-external transactions, and (3) reimbursements. It includes amounts advanced to the revolving funds, both those covered by a General Depository Agreement and those not covered by such an agreement. This is a required field if an amount has been recorded in FDS line 347.

**145 Assets held for sale**

This line item represents assets, not used in current operations that the entity expects to sell. The asset should be reported net of obsolescence.

**150 Total current assets**

This FDS line is the sum of lines 100, 120 and 131 through 145. This FDS line represents the sum of all current assets. FASS automatically sums lines 100, 120, and 131 through 145.

**NON-CURRENT ASSETS**

Non-current assets are resources that are not expected to be converted into cash or its equivalent during the current operating cycle.

**Capital Assets**

Capital assets are long-term tangible assets obtained or controlled as a result of past transactions, events or circumstances. Capital assets include buildings, equipment, and improvements to buildings and land. Capital assets should be accounted for at cost or, if the cost is not practicably determinable, at estimated cost (not fair market value). Donated capital assets should be recorded at their estimated fair value at the time they are received. All normal expenditures of preparing an asset for use should be capitalized. However, unnecessary expenditures that do not add to the utility of the asset should be charged to expense (e.g., relocation expenses under modernization grants would be charged to expense).

**161 Land**

Land should be accounted for at cost or, if the cost is not practicable to determine, at estimated cost. Donated land should be recorded at its estimated fair value at the time it is received. All normal expenditures of preparing the asset for use should be included in the cost. However, expenditures that do not add to the utility of the asset should be charged to expense and

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expenditures to improve the land subsequent to its initial intent should be charged to FDS line 165 (Leasehold improvements).

### **162 Buildings**

Buildings should be accounted for at cost or, if the cost is not practicable to determine, at estimated cost. Donated buildings should be recorded at their estimated fair value at the time received. All normal expenditures of preparing the building for use or extend its useful life should be capitalized. However, unnecessary expenditures that do not add to the utility of the asset should be charged to expense.

### **163 Furniture, equipment and machinery - dwellings**

This FDS line represents the cost of furniture, equipment, and machinery allocated to the dwelling units.

### **164 Furniture, equipment and machinery - administration**

This FDS line represents the cost of furniture, equipment, and machinery allocated to the administration of the PHA.

### **165 Leasehold improvements**

This FDS line represents permanent (non-detachable) improvements that add value to land and/or permanent improvements made to leased property accounted for as an operating lease on previously purchased land which were not made at the time of purchase to ready the land for its initially intended use. This FDS line may also be used for permanent (non-detachable) improvements that add value to land and/or non-leased property.

### **166 Accumulated depreciation**

Physical depreciation is the reduction in a capitalized asset's value due to normal wear and deterioration over a period of time. The accumulation of depreciation is a method to provide for a reasonable, consistent matching of revenue and expense by allocating the cost of the capitalized asset systematically over its estimated useful life. This is a required field if using the accrual basis of accounting and amounts are recorded in lines 161 through 165 and 168.

### **167 Construction in progress**

This FDS line represents capital assets under construction.

### **168 Infrastructure**

This FDS line item includes long-lived capital assets that normally are stationery in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, lighting systems, water and sewer systems, and dams.

**160 Total capital assets, net of accumulated depreciation**

This FDS line is the sum of lines 161 through 168. This FDS line represents the total of all capital assets less the total of accumulated depreciation associated with those capital assets. FASS automatically sums lines 161 through 168.

**Other Non-current Assets**

Other non-current assets are resources that are not expected to be converted into cash or its equivalent during the current operating cycle, and are not depreciated. Other non-current assets are recorded at fair market value or at the amount that is expected to be realized upon conversion into cash or its equivalent.

**171 Notes, loans, and mortgages receivable - non-current**

This FDS line represents signed unconditional written promises to pay certain sums of money on demand, or at a fixed or determinable future time (generally, principal payments due later than 12 months from the next fiscal year end). It includes amounts due to the PHA as evidenced by all formal instruments of indebtedness, such as loans to local off-site facilities not included in the development cost of the project. Periodic payments have been scheduled and have begun; however the portion receivable that is not currently due and receivable as defined by the terms of the written document, is considered Non-current. (See FDS line 127 for current portion of notes and mortgages receivable.)

**172 Notes, loans, & mortgages receivable - non-current - past due**

This FDS line represents unconditional written promises, signed by the maker, to pay a certain sum of money on demand, or at a fixed or determinable future time. It includes amounts due to the PHA as evidenced by all formal instruments of indebtedness, such as loans to local off-site facilities not included in the development cost of the project. Periodic payments have been scheduled. However, payments due on the current portion have not been made and the remaining portion of the receivable is not currently due as defined by the terms of the written document. Both the past due amounts that may be uncollectible and the portion not yet schedule to be received are considered past due. This amount is separately reported in order for users to identify notes and mortgages receivable, which may be at risk of not being collected. (See FDS line 127 for current portion of notes and mortgages receivable and FDS line 171 for the Non-current portion.)

**173 Grants receivable - non-current**

This FDS line represents the non-current amounts owed to the PHA by other federal agencies and state and local governments for PHA projects. The amount reported is not expected to be received in the next fiscal year.

**174 Other assets**

This FDS line represents prepayments of expenses, which are not related to the current period and other non-current assets not specifically reportable on other FDS lines. This line item will now also include pension and Other Post-Employment Benefits (OPEB), and FASB 5 non-current assets

**176 Investment in joint venture**

This FDS line represents PHA investment in mixed-financing, joint ventures or similar type transactions, which must be reported in conformity with GAAP. The PHA should include all entities required to be reported under GASB 14, as amended by GASB 39.

**180 Total non-current assets**

This FDS line is the sum of lines 160 and 171 through 176. This FDS line represents the total of all non-current assets. FASS automatically sums lines 160 and 171 through 176.

**190 Total assets**

This FDS line is the sum of lines 150 and 180. This FDS line represents the total of all current and Non-current assets and should reflect all assets. FASS automatically sums lines 150 and 180.

**LIABILITIES AND EQUITY**

**LIABILITIES**

**CURRENT LIABILITIES**

Current liabilities are current debts that are owed by the PHA and due in the current fiscal year. It is expected that current liabilities will consume current financial resources of the PHA to satisfy the debt.

**311 Bank overdraft**

This FDS line represents amounts by which checks, drafts or other demands for payment on the treasury or on a bank exceed the amount of the credit against which they are drawn, and may be due to timing differences for sweep investment accounts. This is an amount owed to the bank to cover the overdraft.

**312 Accounts payable  $\leq$  90 days**

This FDS line represents the amounts payable to contractors, vendors, employees or others on open accounts and contract billings for materials received or services rendered. It includes regular accounts payable to vendors. These amounts payable are equal to or less than 90 days past due.

**313 Accounts payable > 90 days past due**

This FDS line represents amounts payable by the PHA on open accounts and contract billings for materials received or services rendered. These amounts payable are more than 90 days past due.

**321 Accrued wage/payroll taxes payable**

This FDS line represents the amount of salaries and wages and applicable payroll taxes accrued at the end of the accounting period but not yet paid to the employees or taxing authorities.

**322 Accrued compensated absences - current portion**

This FDS line represents the estimated amount of future benefits employees have earned but have not used, which the PHA estimates will be paid based on experience in the next fiscal year. Compensated absences include vacation, paid holidays, vested sick leave, sabbatical leave, and earned compensatory time. This account includes both the direct compensated absence cost and associated employer payroll expenses (employment taxes, pension cost, etc.). Only the current portion should be reported in this line number. The portion of accrued compensated absences, which is considered long-term, should be reported in line 354 (Accrued compensated absences - non-current).

**324 Accrued contingency liability**

This FDS line represents the amount accrued for self-insurance as determined by the actuary or contingencies not covered by insurance that are probable and can be reasonably estimated.

**325 Accrued interest payable**

This FDS line represents all accrued interest payable. This includes interest payable on loans or notes, and HUD administrative loan notes and other notes.

**331 Accounts payable - HUD PHA programs**

This FDS line represents any amounts that become due and payable to HUD with respect to projects under an administration contract or an annual contributions contract.

**332 Accounts payable - PHA projects**

This FDS line represents amounts due to the managing PHA by other PHAs due to the relocation of Portability participants. This FDS line is primarily used for the Housing Choice Voucher Program.

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**333 Accounts payable - other government**

This FDS line represents any amounts that become due and payable to other Federal agencies, or state and local government agencies.

**341 Tenant security deposits**

This FDS line represents the amount of deposits (security and pet deposits) that are held for tenants and are to be returned on the termination of their leases after deducting rent due and charges for property damages for which tenants are held responsible. This is a required field if an amount has been recorded in FDS line 114.

**342 Deferred revenue**

This FDS line represents payments received for revenues not yet earned. For example, prepaid monthly payments by tenants or homebuyers, advance of grants prior to incurring expenditures, and amounts received prior to the performance of services. When this revenue is earned, it will be credited to the appropriate revenue account.

**343 Current portion of long-term debt - capital projects/mortgage revenue bonds**

This line item includes the current portion of bonds & notes, which were used for capital financing, as well as capital lease, and mortgage revenue bonds.

**344 Current portion of long-term debt - operating borrowings**

This FDS line represents the current portion of long-term debt related to the PHA's normal operating expenses (non - capital projects).

**345 Other current liabilities**

This FDS line represents any current liability not specifically listed above. This line represents items such as earnest money, good faith deposits by contractors and bond purchasers, deposits on blue prints, liability or liabilities related to Family Self Sufficiency (FSS) contracts due within 12 months of the Balance Sheet date, etc. Tenant security deposits are not included since they are posted to FDS line 341. This line also represents any other current liabilities of the PHA not categorized in any of the lines above. This line item may also include FASB 5 current liabilities.

**346 Accrued liabilities - other**

This FDS line represents accrued amounts for utility expense, insurance, and other liabilities not applicable to other specific accounts.

**347 Inter-program - due to**

This FDS line represents amounts due to other PHA programs and/or funds. Interprogram

transactions represent reductions in the expendable resources of the transferring fund, but the transaction may or may not be accounted for as an expenditure of the transferring fund. Transactions between funds may be classified as (1) loans and advances, (2) quasi-external transactions, and (3) reimbursements. It includes amounts due to the revolving funds, both those covered by a General Depository Agreement and those not covered by such an agreement.

**348 Loan liability - current**

This FDS line represents the current portion of loan liability related to Home Ownership programs.

**310 Total current liabilities**

This FDS line is the sum of lines 311 through 348. This FDS line represents the total of all current. FASS automatically sums lines 311 through 348.

**NON-CURRENT LIABILITIES**

The credit balances in these accounts reflect debts that are owed by the PHA but not due in the current fiscal year. It is not expected that these liabilities will consume current financial resources of the PHA to satisfy the debt.

**351 Long-term debt, net of current-capital projects/mortgage revenue bonds**

This line item includes the long-term portion of bonds and notes, which were used for capital financing, as well as capital leases and mortgage revenue bonds.

**352 Long-term debt, net of current - operating borrowings**

This FDS line represents the non-current portion of long-term notes issued for current operating expenses.

**353 Non-current liabilities - other**

This FDS line may represent collections from homebuyers; mortgagors or MH homeowners for specified purposes such as the homebuyers' earned home payments account, maintenance reserve, or taxes and insurance. It also may include the income derived from the investment of any of these funds. These amounts are payable upon the delivery of maintenance services, the submission of tax and insurance bills, or the purchase or acquisition of a dwelling. However, note that other Non-current liabilities not identified in other FDS lines may be included. This line also includes the liability or liabilities related to Family Self Sufficiency (FSS) contracts due more than 12 months after the fiscal year end.

**354 Accrued compensated absences - non-current**



This FDS line represents the estimated amount of future benefits employees have earned but have not used, which the PHA estimates will be paid based on experience. Compensated absences include vacation, paid holidays, vested sick leave, sabbatical leave, and earned compensatory time. This account includes both the direct compensated absence cost and associated employer payroll expenses (employment taxes, pension cost, etc.). Only the non-current portion should be reported in this line number.

**355 Loan liability - non-current**

This FDS line represents the non-current portion of loan liability related to Home Ownership programs.

**356 FASB 5 liabilities**

This FDS line item represents amounts charged as a result of accruals for loss contingencies. This line item encompasses most items due to litigation or other amounts not occurring in the normal course of business. It requires accrual by a charge to income (and disclosure) for an estimated loss from a loss contingency if two conditions are met: (a) information available prior to issuance of the financial statements indicates that it is probable that an asset had been impaired or a liability had been incurred at the date of the financial statements, and (b) the amount of loss can be reasonably estimated. The accrual must be for a specified event. Non-specific accruals are not permitted.

**357 Accrued pension and OPEB liabilities**

This FDS line item represents amounts accrued for pension and other post employment liabilities. This line item represents the actuarial determined liability calculated in accordance with GASB rules in excess of amounts funded for those liabilities. In the event that funded amounts exceed liabilities, the amounts should be recorded as other assets.

**350 Total non-current liabilities**

This FDS line is the sum of line 351 through 357. This FDS line represents the total of all non-current liabilities. FASS automatically sums lines 351 through 357.

**300 Total liabilities**

This FDS line is the sum of line 310 and 350. This FDS line represents the total of all current and non-current liabilities recorded. FASS automatically sums lines 310 and 350.

## **EQUITY**

**508.1 Invested in capital assets, net of related debt**

This FDS line represents capital assets (land, improvements to land, easements, buildings improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period) including restricted capital assets, net of accumulated depreciation and reduced by outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds should not be included in the calculation of invested in capital assets, net of related debt.

**509.2 Fund Balance Reserved:**

This FDS line represents the portion of fund balance resources that cannot be appropriated or are not available to be spent (such as inventory), or that are legally limited to being spent for a particular purpose. The amount cannot be negative.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**511.1 Restricted Net Assets**

This FDS line represents the difference between an entity's assets and its liabilities, which do not meet the definition of invested in capital assets net of related debt but are constrained in use by either: (a) externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulation of other governments; (b) imposed by law through constitutional provisions or enabling legislation. The amount cannot be negative.

**511.2 Unreserved, Designated Fund Balance:**

This FDS line represents the portion of fund balance resources that do not meet the definition of reserved and can be used for any purpose of the fund they are reported in, but there is intention by management to use these resources in a particular manner. The amount cannot be negative.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**512.1 Unrestricted net assets**

This FDS line represents the difference between an entity's assets and its liabilities that do not meet the definition of restricted net assets or invested in capital assets net of related debt. Net assets should be reported as unrestricted when there are no constraints placed on net asset use.

**512.2 Unreserved, Undesignated Fund Balance:**

This FDS line represent the portion of fund balance resources that do not meet the definition of reserved and can be used for any purpose of the fund they are reported in, and there is no intention to use these resources in a particular manner.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

### **513 Total Equity/Net Assets**

**Full Accrual:** This FDS line is the sum of lines 508.1, 511.1, and 512.1. This FDS line represents the total equity of the PHA. It is the difference between assets and liabilities. FASS automatically sums lines 508.1, 511.1, and 512.1. Line 513 must equal the total of lines 10000, 11030 and 11040.

**Modified Accrual:** This FDS line is the sum of lines 509.2, 511.2, and 512.2. This FDS line represents the total equity of the PHA. It is the difference between assets and liabilities. FASS automatically sums lines 509.2, 511.2, and 512.2. Line 513 must equal the total of lines 11170 and 11180.

### **600 Total Liabilities And Equity/Net Assets**

This FDS line is the sum of lines 300 and 513. This FDS line represents the total of all liabilities and equity. FASS automatically sums lines 300 and 513.

## REVENUE

### **70300 Net tenant rental revenue**

This FDS line represents net revenue related to tenants dwelling rent. Rental revenue received as a result of fraud recovery should be reported on FDS line 71400.

### **70400 Tenant revenue - other**

This FDS line represents revenue related to tenants other than dwelling rent.

### **70500 Total tenant revenue**

This FDS line is the sum of lines 70300 and 70400. This FDS line represents the total revenue directly related to tenants. FASS automatically sums lines 70300 and 70400.

### **70600 HUD PHA operating grants**

This FDS line represents all funds including grants and operating subsidies received from HUD in the current year that is required to be recognized as revenue under GAAP. Grant revenue used for the acquisition of capital assets should be reported in line 70610

### **70610 Capital grants**

This FDS line represents funds from grants received in the current year that is required to be recognized as revenue under GAAP, which will be used solely for capital assets.

### **70710 Management fee**

This FDS line represents the management fee revenue earned by the COCC from projects, all other HUD programs allowing the payment of a management fee, as well as non-federal programs allowing the payment of a management fee. This fee is earned for general management of the properties and programs. The project management fee provides compensation to the COCC for overseeing the operations of a Project. It does not include compensation for day-to-day property front-line management functions. This FDS line item will also include capital grant management fees earned by the COCC.

### **70720 Asset management fee**

This FDS line represents asset management fee revenue earned by the COCC. This fee is earned for asset management services provided. Asset management services are best defined as responsibilities undertaken by an owner. The asset management fee can only be paid by projects that have excess cash. More information on asset management fee is available on Supplement to HUD Handbook 7475.1 REV and the web link is as follows:  
<http://www.hud.gov/offices/pih/publications/notices/07/pih2007-9suppl.pdf>.

**70730 Book-keeping fee**

This FDS line represents the bookkeeping fee revenue earned by the COCC. This fee is earned for front line bookkeeping done centrally. The COCC cannot earn a bookkeeping fee if project accounting functions are performed on-site and are charged as front-line expenses by the Project.

**70740 Front line service fee**

This FDS line item represents fee revenue earned by the COCC for centrally provided services. A front-line service is a service that should be paid for or reimbursed through program income. Front-line services are services that are provided to the projects and programs but can not be assigned to a specific project or program.

**70750 Other fees**

This FDS line item represents all other fee revenue earned by the COCC which does not belong to FDS lines 70710 through 70740.

**70700 Total fee revenue**

This FDS line is the sum of lines 70710 through 70750. This FDS line item represents the total fee revenue earned by the COCC. FASS automatically sum lines 70710 through 70750.

**70800 Other government grants**

This FDS line represents all other Federal, state and local governmental grants received by the PHA in the current year that are required to be recognized as revenue under GAAP.

**71100 Investment income - unrestricted**

This FDS line represents any unrestricted income generated from the investment of unrestricted cash including interest bearing checking and including interest income received on checking and saving accounts, and any gain or loss on securities sold. This is a required field if an amount has been recorded in FDS line 131.

**71200 Mortgage interest income**

This FDS line represents the revenue recognized under GAAP for any interest income received by the PHA related to mortgages.

**71300 Proceeds from disposition of assets held for sale**

This FDS line generally includes the gross amounts received from the disposition of assets held for sale.

**71310 Cost of sale of assets**

This FDS line represents the total cost of the assets that the entity has sold to its customers. This account was primarily set up to meet the requirements of the Home Ownership programs.

**71400 Fraud recovery**

This FDS line represents any fraud recoveries received by the PHA (the PHA portion of the recovery only) and recorded under GAAP.

**71500 Other revenue**

This FDS line represents income from the operation of projects that cannot be otherwise classified.

**71600 Gain or loss on sale of capital assets**

This FDS line represents any disposition of capital assets resulting in a gain/loss to the project. The gain/loss is determined by taking the difference between the net fixed asset value and the proceeds derived from the disposition.

**72000 Investment income - restricted**

This FDS line represents any restricted income generated from the investment of restricted cash. Interest income on operating reserve funds from restricted sources and any gain or loss on restricted securities sold is reported on this line. This is a required field if an amount has been recorded in FDS line 132.

**70000 Total revenue**

This FDS line is the sum of lines 70500, 70600, 70610, 70700, and 70800 through 72000. This FDS line represents total revenue earned. FASS automatically sums lines 70500, 70600, 70610, 70700, and 70800 through 72000.

**EXPENSES**

**Administrative**

**91100 Administrative salaries**

This FDS line represents the gross salaries earned by PHA personnel engaged in administrative duties and in the supervision, planning, and direction of maintenance activities and operating services during the operations period. It shall include the salaries of the executive director, assistant executive director, accountants, accounting clerks, clerks, secretaries, switchboard operators, project managers, management aides, purchasing agents, engineers, draftsman,

maintenance superintendents, and all other employees assigned to administrative duties and/or maintenance supervision.

This line shall not include any part of the gross salaries earned by architectural and engineering personnel employed for the sole purpose of preparing plans and specifications for an extraordinary maintenance job or for a property betterment and addition job; such salaries shall be considered a part of the cost of that job. Also, the salaries earned by personnel whose duties are primarily to provide resident families with services that contribute to achieving the social goals of the low-income housing programs shall not be included on this line.

**91200 Auditing fees**

This FDS line represents fees paid to accountants or independent public accountants for periodic audits of the PHA's books of account.

**91300 Management fee**

This FDS line item represents project management fees paid by projects and other programs to the COCC. This FDS line item will include capital grant management fees paid to the COCC. This fee is paid for general management of the properties and programs. The project management fee provides compensation to the COCC for overseeing the operations of a Project. It does not include compensation for day-to-day property front-line management functions.

**91310 Book-keeping fee**

This FDS line item represents book-keeping fees paid by projects and other programs to the COCC. This fee is paid for front line bookkeeping done centrally. The COCC cannot earn a bookkeeping fee if project accounting functions are performed on-site and are charged as front-line expenses by the Project.

**91400 Advertising and marketing**

This FDS line item represents the cost of advertising and marketing the project and units, both during initial rent-up and after the project reaches normal occupancy levels, regardless of media type.

**91500 Employee benefit contributions - administrative**

This FDS line represents PHA contributions to administrative employee benefit plans such as pension, retirement, and health and welfare plans. This line also records administrative expenses paid to the state or other public agency in connection with a retirement plan, if such payment is required by state law, and with trustee's fees paid in connection with a private retirement plan, if such payment is required under the retirement plan contract.

**91600 Office expenses**

This FDS line item represents the cost of operating an office at the project and includes but is not limited to office supplies, postage, stationery, copying, Internet charges, office machines and telephone charges.

**91700 Legal expense**

This FDS line item represents the legal fees or services incurred on behalf of the project and related to the project operations.

**91800 Travel**

This FDS line item represents the cost of travel for personnel attending training or conferences on behalf of the project.

**91810 Allocated Overhead**

This FDS line item represents overhead (indirect costs) allocated to a project. This line item may only be used by PHAs that maintain a cost-allocation system for overhead costs in lieu of management fees. This line item is not to be used for front-line (direct) costs that are allocated to projects, e.g., central waiting lists. Examples of allocated overhead costs include: salaries and benefits of executive director and finance staff; rent or upkeep of central office; telephone charges for central office, etc. This line item is not required for PHAs that own or operate fewer than 250 units. However, it is required for PHAs that own or operate more than 250 and are not eligible use the fee-for-service approach.

**91900 Other**

This FDS line item represents the administrative operating costs that are not otherwise accounted for on other FDS lines.

**91000 Total operating - administrative**

This FDS line is the sum of lines 91100 through 91900. This FDS line item represents the total administrative costs incurred in operating a project. FASS automatically sums lines 91100 through 91900.

**92000 Asset management fee**

This FDS line item represents asset management fees paid by projects to the COCC from excess cash. This fee is paid for asset management services provided. Asset management services are best defined as responsibilities undertaken by an owner. The asset management fee can only be paid by projects that have excess cash. More information on asset management fee is available on Supplement to HUD Handbook 7475.1 REV and the web link is as follows:  
<http://www.hud.gov/offices/pih/publications/notices/07/pih2007-9suppl.pdf>.



## Tenant Services

### **92100 Tenant services - salaries**

This FDS line represents the gross salaries of PHA personnel whose duties are primarily to provide resident families with services that contribute to achieving the social objectives of the low-income housing program. Such services would include community agency referrals on family welfare, health, and other programs; counseling on household management, housekeeping, budgeting, childcare; advice as to resources for job training and placement. Such employees would include, but not be limited to, the social services advisor, community services coordinator, social services aides (which may be residents) and clerical and other employees assigned to the tenant services staff. This line records wages, if any, paid to residents participating in PHA training programs authorized and approved under Sections 903 and 904 of the Housing and Urban Development Act of 1970. Upon completion of training, if the resident is hired on a full-time or part-time basis, the salary shall be charged to the appropriate account reflecting salaries (i.e., administration, maintenance, tenant services, etc).

In the event that work in connection with tenant services activities is performed by PHA personnel on a casual basis (e.g., on a normal day off, holidays, Saturdays, Sundays), this account shall be charged with the gross amount earned by such employees for such period. This account shall not be charged with any part of the salaries earned by the executive director, assistant executive director, project managers, staff attorneys, or any other PHA personnel whose duties are not directly or principally related to tenant services even though they may perform certain of these services incidental to their regularly assigned duties. Such salaries shall be charged to the account(s) in which they would normally appear.

### **92200 Relocation costs**

This FDS line represents all costs incurred for the relocation of individuals, families, business concerns, or nonprofit organizations from the site of a low-income housing project in connection with development or modernization. Charges to this account include amounts paid or payable to displaced site occupants for costs such as the following:

- Individuals and families for moving expenses and direct losses of property, and for additional relocation payments to assist such persons to acquire decent, safe, and sanitary dwellings;
- Small business concerns for moving expenses and direct losses of property and other authorized displacement payments;
- PHA direct expenses for the cost of services incident to the relocation of site occupants, including the salaries of administrative personnel assigned full-time duties related to the relocation of site occupants;

- Settlement costs to displaced occupants for reasonable and necessary expenses incurred in connection with the HA acquisition of property (e.g., recording fees, transfer taxes, mortgage prepayment penalties, pro rata portion of real property taxes); and
- Replacement housing payments for an owner-occupant of a single or two-family dwelling acquired by the HA.

**92300 Employee benefit contributions - tenant services**

This FDS line represents benefit contributions made by the housing authority for PHA employees working in the area of tenant services. These contributions can cover pension, retirement, health and welfare plans, as well as administrative expenses paid to the state or other public agency in connection with a retirement plan, if such payment is required by state law, and with trustees' fees paid in connection with a private retirement plan, if such payment is required under the retirement plan contract.

**92400 Tenant services - other**

This FDS line represents costs incurred for services directly related to meeting resident needs and supporting a wholesome living environment that are not otherwise accounted for on other FDS lines.

**92500 Total tenant services**

This FDS line is the sum of lines 92100 through 92400. This FDS line item represents the total cost of providing tenant services to the project. FASS automatically sums lines 92100 through 92400.

**Utilities**

**93100 Water**

This FDS line represents the cost of water purchased for all purposes.

**93200 Electricity**

This FDS line represents the cost of electricity purchased for all purposes.

**93300 Gas**

This FDS line represents the cost of gas (natural, artificial, or liquefied) purchased for all purposes.

**93400 Fuel**

This FDS line represents the cost of coal, fuel oil, steam, and other fuels (electricity and gas) used in connection with PHA operation of plants for the heating of space or water supplied to tenants as a part of rent.

**93500 Labor**

This FDS line represents the gross salaries and wages, or applicable portions thereof, of PHA personnel engaged in the operation of water supply plants, liquefied gas plants, heating plants, and sewage disposal plants owned and operated by the PHA.

**93600 Sewer**

This FDS line item represents the cost of sewer charges for all purposes.

**93700 Employee benefit contributions - utilities**

This FDS line represents PHA contributions to utilities employee benefit plans such as pension, retirement, and health and welfare plans, as well as administrative expenses paid to the state or other public agency in connection with a retirement plan, if such payment is required by state law, and with trustee's fees paid in connection with a private retirement plan, if such payment is required under the retirement plan contract.

**93800 Other utilities expense**

This FDS line represents the cost of utilities for which other accounts are not specifically accounted for on other FDS lines.

**93000 Total utilities**

This FDS line is the sum of lines 93100 through 93800. This FDS line item represents the total of all utility costs incurred by the project. FASS automatically sums 93100 through 93800.

**Ordinary Maintenance and Operations**

**94100 Ordinary maintenance and operations - labor**

This FDS line represents the gross salaries and wages, or applicable portions thereof, of PHA personnel engaged in the routine maintenance of the project. It also represents the salaries and wages of personnel engaged in operating services, such as janitorial services, elevator service, extermination of rodents and household pests, and rubbish and garbage collection.

If any of the normal maintenance staff of the PHA are detailed to jobs other than routine maintenance, the salaries and wages of such employees while so engaged shall not be included on this line, but on the line or lines to which such costs are applicable, such as extraordinary maintenance.

**94200 Ordinary maintenance and operations - materials and other**

This FDS line represents the cost of materials, supplies, and expendable equipment used in connection with routine maintenance of the project, including the operation and maintenance of automotive and other movable equipment, (such as gasoline, oil, grease, batteries, and tires, etc.). This line also represents the cost of materials supplies and expendable equipment used in connection with operating service, such as janitorial services, elevator services, extermination of rodents and household pests, and rubbish and garbage collection.

The cost of materials, supplies, and expendable equipment furnished by a contractor (firm or individual) in connection with the performance of routine maintenance or operating services are not represented on this line.

**94300 Ordinary maintenance and operations contracts**

This FDS line represents contract costs incurred in connection with routine maintenance of the project. This includes contracts to third party vendors or fee-for-service arrangements with the Central Office Cost Center for garbage and trash removal, heating and cooling, snow removal, elevator maintenance, landscaping, unit turnaround, electrical, plumbing, extermination, janitorial, routine maintenance, and miscellaneous.

The rental of automotive equipment including mileage and/or allowances paid to PHA employees for use of their privately owned vehicles used in connection with the performance of maintenance and operating services is also represented on this line.

**94500 Employee benefit contributions - ordinary maintenance**

This FDS line represents PHA contributions to ordinary maintenance employee benefit plans such as pension, retirement, and health and welfare plans, as well as administrative expenses paid to the state or other public agency in connection with a retirement plan, if such payment is required by state law, and with trustees' fees paid in connection with a private retirement plan, if such payment is required under the retirement plan contract.

**94000 Total maintenance and operations**

This FDS line is the sum of lines 94100 through 94500. This FDS line item represents the total cost of contractual services the PHA executes with third parties or from PHA centralized services for costs associated with all ordinary maintenance and operations, but not expenses of project personnel that provide these services. FASS automatically sums lines items 94100 through 94500.

**Protective Services**

**95100 Protective services - labor**

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This FDS line represents the gross salaries and wages earned by PHA personnel, including tenants, engaged solely or primarily in providing protective services to the projects and tenants. Such employees would include personnel engaged in project police, guard and watchman duties. This does not represent any part of the salaries earned by the executive director, project manager, or other PHA personnel whose duties are not directly or principally related to providing protective services.

**95200 Protective services - other contract costs**

This FDS line represents costs incurred in connection with contracts entered into with tenant organizations, municipal entities, and private security services, for providing protective services.

**95300 Protective services - other**

This FDS line represents the other costs relating to protective services such as the cost of materials, supplies, and expendable equipment. This includes costs such as, uniforms and other personal equipment and the operation and maintenance of electronic detection equipment and devices, alarm systems, communication equipment (e.g., walkie-talkie), and operation and maintenance of automotive and other movable equipment used solely or primarily for providing protective services.

**95500 Employee benefit contributions - protective services**

This FDS line represents PHA contributions to protective services employee benefit plans such as pension, retirement, and health and welfare plans. It also represents administrative expenses paid to the state or other public agency in connection with a retirement plan, if such payment is required by state law, and with trustees' fees paid in connection with a private retirement plan, if such payment is required under the retirement plan contract.

**95000 Total protective services**

This FDS line is the sum of lines 95100 through 95500. This FDS line item represents the total cost of contracts the PHA executes with third parties or from PHA centralized services for costs associated with protective services, but not expenses of project personnel that provide these services. FASS automatically sums 95100 through 95500.

**General Expenses**

**96110 Property insurance**

The FDS line item represents amounts charged for insurance on the project's facility or COCC's facilities, or program's facilities.

**96120 Liability insurance**

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The FDS line item represents amounts charged for general liability coverage for project or COCC facilities.

**96130 Workmen's compensation**

The FDS line item represents amounts charged to the project or the COCC for workmen's compensation insurance.

**96140 All other insurance**

The FDS line item represents the cost of purchasing insurance for purposes not otherwise accounted for in other FDS lines.

**96100 Total insurance premium**

This FDS line item is the sum of lines 96110 through 96140. This FDS line item represents the total cost of premiums from all types of insurance issued to the project. FASS automatically sums lines 96110 through 96140.

**96200 Other general expenses**

This FDS line represents the cost of all items of general expenses including legal expenses, staff training, travel and all other general expenses for which no specific account is prescribed in the general group of accounts. It includes but is not limited to, the cost of items such as reports and accounting forms; stationary and other office supplies; postage; telephone and telegraph services; messenger services; armored car service; rental of office space; advertising for bids; fiscal agent fees; and the like. This line shall also reflect:

- costs incurred for publications (i.e., preparation, printing and distribution of annual reports and other informational literature relating to the low-income housing program),
- the cost of periodicals, books, and other literature deemed useful to the low-income housing program,
- dues and fees for membership in, and payment of services of, organizations supplying technical or professional information and/or services concerning the low-income housing program,
- fees paid to attorneys or collection agents and court costs incurred in connection with the collection of amounts due from tenants which are not chargeable to tenants, and incidental express, freight, or other shipping charges not identified with the same account as the article shipped.
- payments to developers for mixed financing transactions.

In addition, this line represents general expenses arising from personal injury and damages to property and the loss of cash and/or securities resulting from robbery or theft. Also, unaccountable differences in inventories of materials, supplies, and expendable equipment shall be reported on this line.

As discussed at line 91000 - Other operating-administrative, the types of costs listed above may either be included on line 91000 or on this line, depending on the accounting systems segregation of costs.

**96210 Compensated absences**

The FDS line item represents amounts expensed for vacation or employee sick leave. Such amounts represent direct program charges for projects and other programs. For the COCC, such amounts are to be recovered from management fees.

**96300 Payments in lieu of taxes**

This FDS line represents all payments for assessments, actual real estate taxes, and payments in lieu of taxes accrued to a municipality or other local taxing body, including that portion of payments in lieu of taxes which is to be applied as a reimbursement of payments of off-site utilities.

**96400 Bad debt - tenant rents**

This FDS line represents the estimated expense to cover the expected losses for tenant rents, which will not be collected. Under GAAP, the direct write off method should not be used.

**96500 Bad debt - mortgages**

This FDS line represents the estimated expense to cover the expected losses for mortgage payments, which will not be collected. Under GAAP, the direct write off method should not be used.

**96600 Bad debt - other**

This FDS line represents the estimated expense to cover the expected losses for all other receivables, other than tenant receivables and mortgage receivables.

**96000 Total other general expenses**

This FDS line is the sum of lines 96200, 96210, 96300, 96400, 96500, 96600 and 96800. This FDS line represents the total of other general expenses. FASS automatically sums lines 96200, 96210, 96300, 96400, 96500, 96600 and 96800.

**96710 Interest on mortgage (or bonds) payable**

This FDS line item represents interest incurred on a mortgage (or bonds) issued for construction or permanent financing.

**96720 Interest on notes payable (short and long term)**

This FDS line item reflects interest and discounts incurred on both long and short-term project operating notes.

**96730 Amortization of bond issue costs**

This FDS line item reflects amortization expense related to organizational costs, including loan fees, organization expenses, and like expenses.

**96700 Interest expense and amortization cost**

This FDS line is the sum of lines 96710 through 96730. FASS automatically sums lines 96710 through 96730.

**96800 Severance expense**

This FDS line represents payments to employees for salary; unused leave not included in compensated absences on line 96210 above and other compensation, pursuant to the PHA's established personnel policy, due upon termination of employment.

**96900 Total operating expenses**

This FDS line is the sum of lines 91000, 92000, 92500, 93000, 94000, 95000, 96100, 96000, and 96700. This FDS line represents the total operating expenses. FASS automatically sums lines 91000, 92000, 92500, 93000, 94000, 95000, 96100, 96000, and 96700.

**97000 Excess revenue over operating expenses**

This FDS line represents the difference between total revenue on FDS line 70000 and total operating expenses on FDS line 96900. FASS automatically calculates the difference between lines 70000 and 96900.

**97100 Extraordinary maintenance**

This FDS line represents all costs (labor, materials and supplies, expendable equipment, and contract work) of repairs, replacements (but not replacements of nonexpendable equipment), and rehabilitation of such substantial nature that the work is clearly not a part of the routine maintenance and operating program. Examples of this would be replacement of all or a substantial portion of gas and heating lines, regrading and rehabilitation of the grounds, and the replacement of a substantial portion of roof structures. Any item budgeted as extraordinary maintenance shall be charged to this account.



A PHA may not find it necessary to use this account in a particular year, since an adequate preventive routine maintenance program and proper design and construction, may preclude the need to undertake extraordinary maintenance projects.

When extraordinary maintenance work is undertaken, it is likely that the PHA will find it necessary to have work done either by contract or by employing a special labor crew, in order not to neglect routine maintenance functions. However, if any of the normal maintenance staff of the PHA are detailed to an extraordinary maintenance job, the wages of such employees while so engaged shall be included in the amounts on this line.

This line also represents the gross salaries earned by architectural and engineering employees who are employed for the sole purpose of preparing plans and specifications for an extraordinary maintenance job, but does not represent any part of the time of the regular technical and non-technical administrative staff of the PHA.

This FDS line does not represent the replacement cost of nonexpendable equipment nor with the cost of property betterments and additions.

**97200 Casualty losses - non-capitalized**

This FDS line represents all costs (labor, materials and supplies, expendable equipment, and contract work) of the restoration of property, such as site improvements, structures, or equipment (but not replacement of nonexpendable equipment) damaged by fire, tornado, earthquake, hailstorm, or other casualty where it is considered that the book value of the project has not been materially affected by such loss and subsequent restoration.

**97300 Housing assistance payments**

This FDS line represents housing assistance payments for the Section 8 program paid or accrued to the owners of dwelling units leased to eligible families and for housing assistance payments paid or accrued to the owners for vacancies during and after rent-up pursuant to a housing assistance payments contract and housing assistance payments paid or accrued to owners for reimbursement pursuant to the provisions of the housing assistance payments contract for any unpaid rent or damages caused by the tenant.

**97350 HAP Portability-In**

This FDS lines represents the amount of housing assistance payments paid by the receiving PHA to the landlord on behalf of the initial PHA under a portability agreement.

**97400 Depreciation expense**

This FDS line represents the amount of depreciation for the current accounting period associated with the capital assets. This amount is calculated using an acceptable method, and the amount is recorded in the accumulated depreciation account as a credit and in the depreciation expense as a debit.

**97500 Fraud losses**

This FDS line represents the costs associated with (1) costs arising from personal injury to persons and damages to property other than that of a locally owned or leased project and (2) the loss of cash and/or securities resulting from robbery or theft not covered by insurance, to the extent that such cash and/or securities are not recovered. It also includes amounts associated with fraudulent activities due to misrepresentation by tenants who now owe additional rent for prior periods or retroactive rent.

**97600 Capital outlays - governmental funds (\*Modified Accrual Only FDS Line)**

This FDS line represents the acquisition cost of capital assets purchased when the reporting entity employs governmental accounting/modified accrual concepts. These expenditures are reflected in the entity's statement of revenue and expense.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**97700 Debt principal payment - governmental funds (\*Modified Accrual Only FDS Line)**

This FDS line represents the repayment of long-term debt if the reporting entity employs governmental accounting/modified accrual concepts. This accounting method does not require a separate identification of the current portion of long-term debt due. Accordingly, each payment reduces the balance remaining in the long-term liability account(s).

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**97800 Dwelling units rent expense**

This FDS line represents the rent paid or accrued to the owners of dwelling units leased by the PHA for low-income use in the Section 23 or Section 10(c) programs.

**90000 Total expenses**

This FDS line is the sum of lines 96900 and 97100 through 97800. This FDS line represents the total expenses incurred by a project. FASS automatically sums lines 96900 and 97100 through 97800.

**OTHER FINANCING SOURCES (USES)**

**10010 Operating transfers in**

This FDS line represents ongoing operating resources received from another fund other than a loan advance, quasi-external transactions and reimbursements. This FDS line item will not

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include project to project transactions. However, within a project, this line may be used to transfer funds from the Capital Fund column to the Operating column.

**10020 Operating transfers out**

This FDS line represents ongoing operating resources provided to another fund other than a loan advance, quasi-external transactions and reimbursements. This FDS line item will not include project to project transactions. However, within a project, this line may be used to transfer funds from the Capital Fund column to the Operating column.

**10030 Operating transfers from/to primary government**

This FDS line represents amounts received by the primary government from another governmental organization (e.g. component units, joint ventures, jointly governed organizations or other stand-alone governments) or amounts provided by the primary government to another governmental organization that is other than the primary government.

**10040 Operating transfers from/to component unit**

This FDS line represents amounts received by a component unit(s) from the primary government or amounts provided by the component unit to the primary government.

**10050 Proceeds from notes, loans and bonds (\*Modified Accrual Only FDS Line)**

This FDS line represents amounts received as a result of the PHA borrowing funds using a note payable, entering into a loan agreement and/or from the issuance of bonds. This FDS line is used with the modified accrual basis of accounting.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**10060 Proceeds from property sales (\*Modified Accrual Only FDS Line)**

This FDS line represents any sale of capital assets for which proceeds are obtained. The proceeds represent the total amount received for the sale of the property. This FDS line is used with the modified accrual basis of accounting.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**10070 Extraordinary items, net gain/loss**

This FDS line represents transactions or other events that are both unusual in nature and infrequent in occurrence.

**10080 Special items, net gain/loss**

This FDS line represents transactions or events within the control of management that are either unusual in nature or infrequent in occurrence.

**10091 Inter-project excess cash transfer in**

This FDS line item represents an excess cash transfer received by one project from another project. The sum of all transfers in must equal all transfers out (Line 10092) within a PHA.

**10092 Inter-project excess cash transfer out**

This FDS line item represents an excess cash transfer made by one project to another project. The sum of all transfers out must equal all transfers in (Line 10091) within a PHA.

**10093 Transfers between programs and projects in**

This FDS line item represents incoming transfers between programs and projects. The sum of all incoming transfers between programs and projects must equal all outgoing transfers between programs and projects within a PHA.

**10094 Transfers between programs and projects out**

This FDS line item represents outgoing transfers between projects to programs. The sum of all incoming transfers between programs and projects must equal all outgoing transfers between programs and projects within a PHA.

**10100 Total other financing sources (Uses)**

This FDS line is the sum of lines 10010 through 10094. This FDS line represents the total expenses recorded on lines 10010 through 10094. FASS automatically sums 10010 through 10094.

**10000 Excess (deficiency) of total revenue over (under) total expenses**

This FDS line is the difference between total revenue reported on FDS line 70000, total expenses reported on FDS line 90000 and total other financing sources (uses) reported on line 10100. FASS automatically calculates the difference between line 70000, 90000, and 10100.

**MEMO ACCOUNT INFORMATION**

**11020 Required annual debt principal payments**

This FDS line represents the required debt principal payments during the reporting financial year, regardless of whether or not the actual payment has been made.

**11030 Beginning equity**

This FDS line represents the difference between total assets (FDS line 190) and total liabilities (FDS line 300) at the beginning of the fiscal year. For the first year of project-based accounting, the amount of this line must be entered manually. After the first year of project-based accounting, this line will be automatically populated using the ending equity balance from the prior year.

**11040 Prior period adjustments, equity transfers, and correction of errors**

This FDS line represents prior period adjustments that are transactions that should be excluded from the current period's activity statements. With respect to governmental financial reporting, this specifically addresses correction of errors in the financial statements of a prior period. Errors in financial statements may result from: mathematical mistakes; mistakes in the application of accounting principles; oversight of facts that existed at the time financial statements were prepared; or change from an accounting principle that is not generally accepted to one that is generally accepted. These corrections should be presented as an adjustment to the beginning fund balances (equity), and all previous financial statements affected by the error must be restated. This line also includes equity transfers between programs. Equity transfers in, for a PHA, must equal equity transfers out.

**11050 Changes in compensated absence balance (\*Modified Accrual Only FDS Line)**

This FDS line represents the change to the compensated absences liability balance for the current period when the reporting entity employs modified accrual accounting method.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**11060 Changes in contingent liability balance (\*Modified Accrual Only FDS Line)**

This FDS line represents the change to the Self-insurance liability balance for the current period when the reporting entity employs modified accrual accounting method.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**11070 Changes in unrecognized pension transition liability (\*Modified Accrual Only FDS Line)**

This FDS line represents the change to the unrecognized pension transition liability balance for the current period when the reporting entity employs modified accrual accounting method.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**11080 Changes in special terms/severance benefits liability (\*Modified Accrual Only FDS Line)**

This FDS line represents the change to the special term/severance benefits liability balance for the current period when the reporting entity employs modified accrual accounting method.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**11090 Changes in allowance for doubtful accounts – dwelling rents (\*Modified Accrual Only FDS Line)**

This FDS line represents the change to the allowance for doubtful accounts – dwelling rents balance for the current period when the reporting entity employs modified accrual accounting method.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**11100 Changes in allowance for doubtful accounts – other (\*Modified Accrual Only FDS Line)**

This FDS line represents the change to the allowance for doubtful accounts – other balance for the current period when the reporting entity employs modified accrual accounting method.

*\*This FDS line item will display only when modified accrual method is selected and is not applicable to any other type of FDS submissions.*

**11170 Administrative fee equity**

This FDS line represents the Administrative Fee Equity for the Section 8 Housing Choice Voucher program only. It is equal to total administrative fee revenue minus total administrative expense. The balance of this account will be carried forward from year to year. The Administrative Fee Equity can be used for administrative expenses incurred in the operation of the Housing Choice Vouchers Program or for the issuance of additional HAPs to assist eligible families.

**11180 Housing assistance payments equity**

This FDS line represents the Housing Assistance Payments Equity for the Section 8 Housing Choice Voucher program only. It is equal to total HAP revenue minus Total HAP expense. The balance of this account will be carried forward year to year. The HAP equity can be used only for HAP payments incurred in the operation of the Housing Choice Vouchers Program.

**11190 Unit months available**

This FDS line represents the number of months available for all low rent, Section 8, and other subsidized units except those unit months vacant due to special use, modernization, litigation, disasters, casualty loss, changing market conditions, demolition / disposition and conversion. This is a required field.

**11210 Unit months leased**

This FDS line represents the total number of dwelling unit months leased by tenants during the reporting period. The reported amount should be based on the PHA's tenant rent rolls or housing assistance payment records.

**11270 Excess cash**

This FDS line item represents the amount of excess cash available. The calculation for excess cash is  $(111+114+115+120+131+144) - 310$ . FASS automatically calculates excess cash.

**11610 Land purchases**

This FDS line represents costs incurred during the current fiscal year related to the purchase of land and related costs to prepare the land for use. Of the costs reported on FDS line item 161, only the cost incurred in current fiscal year should be included on this line.

**11620 Building purchases**

This FDS line represents the capitalized costs incurred during the current fiscal year for buildings and related building improvement projects. Construction in Progress costs related to a building or improvement projects should also be reflected on this FDS line due to the fact that these costs will eventually be listed on this line upon completion of the project. Of the costs reported on FDS line item 162 or 167, only the costs incurred in the current fiscal year should be included on this line.

**11630 Furniture & equipment - dwelling purchases**

This FDS line represents costs incurred during the current fiscal year for purchases of furniture and equipment for dwelling units that were capitalized. Of the costs reported on FDS line item 163, only the costs incurred in the current fiscal year should be included on this line. The cost of disposed assets should not be included.

**11640 Furniture & equipment - administrative purchases**

This FDS line represents costs incurred during the current fiscal year for purchases of furniture and equipment related to the administration of the PHA, which are capitalized and included on FDS line item 164. Of the costs reported on line 164, only the costs incurred in the current fiscal year should be included on this line. The cost of disposed assets should not be included.

**11650 Leasehold improvements purchases**

This FDS line represents the capitalized costs incurred during the current fiscal year for items listed on FDS line item 165. Construction in Progress costs related to a leasehold improvement project should also be reflected on this FDS line due to the fact that these costs will eventually

be recorded on this FDS line upon completion of the project. Of the costs reported on line 165 or 167, only the costs incurred in the current fiscal year costs should be included on this line.

**11660 Infrastructure purchases**

This FDS line represents capitalized costs incurred during the current fiscal year for infrastructure items listed on FDS line item 168. Construction in Progress costs related to an infrastructure project should also be reflected on this FDS line due to the fact that these costs will eventually be recorded on this FDS line upon completion of the project. Of the costs reported on line 168 or 167, only the costs incurred in the current fiscal year should be included on this line.

**13510 CFFP debt service payments**

This FDS line represents the payment incurred during the current fiscal year for any Capital Fund Financing Program debt service payments. These payments include principal as well as interest payments made during the current fiscal year.

**13901 Replacement housing factor funds**

Replacement housing factor funds are a component of the Capital Fund formula(24 CFR 905.10(i)), which are to be used only to develop or acquire public housing units for recently demolished or sold public housing units. This line represents the total Replacement Housing Factor Funds costs incurred during the year (both hard and soft costs (if any)). Any capitalized costs associated with the use of these funds should also be recorded in memo accounts 11610 through 11660 above.