

Financial Operations and Accounting Procedures for Insured Handbook (4370.2)

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Organization of The Chart of Accounts

The HUD Chart of Accounts is organized to provide complete and comprehensive project records. Since the project's annual financial statements are prepared on an accrual basis, HUD encourages owners/managing agents to keep project books and records on an accrual basis.

1000 ASSET ACCOUNTS

- 1100 CURRENT ASSETS:
- 1110 Petty Cash
- 1120 Cash in Bank
- 1130 Tenant/Member Accounts Receivable
- 1140 Accounts Receivable (Other)
- 1150 Notes Receivable
- 1160 Accrued Receivables
- 1170 Investments (Short Term)
- 1190 Miscellaneous Current Assets
- 1191 Tenant Security Deposits - Held in Trust

1200 PREPAID EXPENSES

- 1210 Fuel Inventory
- 1220 Gasoline and Oil Inventory
- 1230 Supplies Inventory
- 1240 Prepaid Property & Liability Insurance
- 1250 Prepaid Mortgage Insurance
- 1260 Prepaid Advertising
- 1270 Prepaid Taxes

1300 FUNDED RESERVES

- 1310 Mortgagee Escrow Deposits
- 1320 Cash, Replacement Reserve
- 1321 Securities, Replacement Reserve
- 1330 Cash, Painting Reserve
- 1331 Securities, Painting Reserve
- 1340 Cash, Residual Receipts Reserve
- 1341 Securities, Residual Receipts Reserve
- 1350 Cash, General Reserves
- 1360 Securities, General Reserves
- 1380 Project Improvement Account

1400 FIXED ASSETS

- 1410 Land
- 1420 Buildings
- 1430 Building Equipment (Fixed)
- 1440 Building Equipment (Portable)
- 1450 Furniture for Project/Tenant Use
- 1460 Furnishings
- 1470 Maintenance Equipment
- 1480 Motor Vehicles
- 1490 Miscellaneous Fixed Assets

2100 CURRENT LIABILITIES

- 2110 Accounts Payable
- 2112 Accounts Payable - Project Improvement Items
- 2115 Accounts Payable - HUD
- 2120 Accrued Wages and Payroll Taxes Payable
- 2130 Accrued Interest Payable
- 2140 Dividends or Distributions Payable
- 2150 Accrued Property Taxes
- 2160 Notes Payable (Short Term)
- 2190 Miscellaneous Current Liabilities
- 2191 Tenant Security Deposits Held in Trust

2200 PREPAID REVENUES

- 2210 Prepaid Rent
- 2220 Prepaid Rent Revenue
- 2230 Apartment Rehabilitation Deposits
- 2290 Miscellaneous Prepaid Revenues

2300 LONG TERM LIABILITIES

- 2310 Notes Payable (Long-Term)
- 2311 Notes Payable - Surplus Cash
- 2320 Mortgage Payable
- 2330 Bonds Payable
- 2340 Flexible Subsidy Loan Payable
- 2350 Capital Improvement Loan Payable
- 2360 Operating Loss Loan Payable
- 2390 Miscellaneous Long-Term Liabilities

4100 ACCUMULATED DEPRECIATION

- 4120 Reserve for Depreciation - Building
- 4130 Reserve for Depreciation - Building Equipment - Fixed
- 4140 Reserve for Depreciation - Building Equipment - Portable
- 4150 Reserve for Depreciation - Furniture for Project and Tenant Use
- 4160 Reserve for Depreciation - Furnishings
- 4170 Reserve for Depreciation - Maintenance Equipment
- 4180 Reserve for Depreciation - Motor Vehicles
- 4190 Reserve for Depreciation - Miscellaneous Fixed Assets

5100 RENT REVENUE - GROSS POTENTIAL

- 5120 Rent Revenue - Apartments or Member Carrying Charges (Coops)
- 5121 Tenant Assistance Payments
- 5130 Rent Revenue - Furniture and Equipment
- 5140 Rent Revenue - Stores and Commercial
- 5170 Garage and Parking Spaces
- 5180 Flexible Subsidy Revenue
- 5190 Rent Revenue Miscellaneous

5200 VACANCIES

- 5220 Apartments
- 5230 Furniture and Equipment
- 5240 Stores and Commercial
- 5270 Garage and Parking Space
- 5290 Miscellaneous

5400 FINANCIAL REVENUE

- 5410 Interest Revenue - Project Operations
- 5420 Interest Reduction Payments (Section 236 only)
- 5430 Revenue from Investments - Residual Receipts
- 5440 Revenue from Investments - Replacement Reserve
- 5490 Revenue from Investments - Miscellaneous

5900 OTHER REVENUE

- 5910 Laundry and Vending Revenue
- 5920 NSF and Late Charges
- 5930 Damages and Cleaning Fees
- 5940 Forfeited Tenant Security Deposits
- 5990 Other Revenue (specify)

6200/6300 ADMINISTRATIVE EXPENSES

- 6210 Advertising
- 6235 Apartment Resale Expense (Coops)
- 6250 Other Renting Expenses
- 6310 Office Salaries
- 6311 Office Supplies
- 6312 Office or Model Apartment Rent
- 6320 Management Fee
- 6330 Manager or Superintendent Salaries

6200/6300 ADMINISTRATIVE EXPENSES Con't

- 6331 Manager or Superintendent Rent Free Unit
- 6340 Legal Expense - Project
- 6350 Audit Expense
- 6351 Bookkeeping Fees/Accounting Services
- 6360 Telephone and Answering Service
- 6370 Bad Debts
- 6390 Miscellaneous Administrative Expenses

6400 UTILITIES EXPENSES

- 6420 Fuel Oil/Coal
- 6450 Electricity
- 6451 Water
- 6452 Gas
- 6453 Sewer

6500 OPERATING & MAINTENANCE EXPENSE

- 6510 Janitor and Cleaning Payroll
- 6515 Janitor and Cleaning Supplies
- 6517 Janitor and Cleaning Contract
- 6519 Exterminating Payroll/Contract
- 6520 Exterminating Supplies
- 6525 Garbage and Trash Removal
- 6530 Security Payroll/Contract
- 6535 Grounds Payroll
- 6536 Grounds Supplies
- 6537 Grounds Contract

6500 OPERATING & MAINTENANCE EXPENSE

Con't

- 6540 Repairs Payroll
- 6541 Repairs Material
- 6542 Repairs Contract
- 6545 Elevator Maintenance/Contract
- 6546 Heating/Cooling Repairs and Maintenance
- 6547 Swim Pool Maintenance/Contract
- 6548 Snow Removal
- 6560 Decorating Payroll/Contract
- 6561 Decorating Supplies
- 6570 Vehicle and Maintenance Equipment Operation and Repairs
- 6590 Miscellaneous Operating and Maintenance Expenses

6600 DEPRECIATION EXPENSES

- 6620 Depreciation - Buildings
- 6630 Depreciation - Fixed Building Equipment
- 6640 Depreciation - Building Equipment - Portable
- 6650 Depreciation - Furniture for Project and Tenant Use
- 6660 Depreciation - Furnishings
- 6670 Depreciation - Maintenance Equipment
- 6680 Depreciation - Motor Vehicle
- 6690 Depreciation - Miscellaneous

6700 TAXES & INSURANCE

- 6710 Real Estate Taxes
- 6711 Payroll Taxes (Project's Share)
- 6719 Miscellaneous Taxes, Licenses, and Permits
- 6720 Property & Liability Insurance (Hazard)
- 6721 Fidelity Bond Insurance
- 6722 Workmen's Compensation
- 6723 Health Insurance and Other Employee Benefits
- 6729 Other Insurance

6800 FINANCIAL EXPENSES

- 6810 Interest on Bonds Payable
- 6820 Interest on Mortgage Payable
- 6830 Interest on Notes Payable (Long Term)
- 6840 Interest on Notes Payable (Short Term)
- 6850 Mortgage Insurance Premium/Serv Chg
- 6890 Miscellaneous Financial Expenses