

COMMISSIONER MEETING
11/16/94

PRESENT: All, less Estella Zamora, also Ray Crowder & Jay Smithman

1. **REAFIRMATION** The commissioners reaffirmed that no new tenants should enter the block apartments after 11/15/94.
2. **REPAIRS** The old apartments may need a number of repairs when they are vacated: New cabinet around the kitchen sink, (Ray suggested that metal feet be added to any new cabinet const.) Also, if necessary, new smaller tile could be cut to fit in for the old so that it all could be covered with linoluem.
3. **BID DOCUMENTS** The commissioners determined that we should make sure who will be preparing the Bid Documents. Is JUB preparing these documents for their bid? Holliday for the well, etc. Also will the FmHA require regular bid documents for the domestic water change in the sprinkler system? Can this project be called a maintenance project or will it be called a construction project? Could the FmHA simply make a contract with Hardcastle to do the job if it is under a certain amount? The secretary should investigate this.
4. **FINANCIAL STATEMENT** A motion by Lew Kerfoot and seconded by Dave Cornwell to accept the Sept. '94 financial statement was made and motion carried. It was suggested that in the future a print-out of the monthly financial statement from our computer should be perused and commented on by Ripley before the commissioners are asked to consider it.
5. **1995 BUDGET** A motion by Lew Kerfoot and seconded by Paul Okamura to approve the 1995 Preliminary Budget to FmHA was made and motion carried.

Present all
less Estella
Ray & Jay

Commissioners
11/16

11-16-94

1. No new tenants after 11-15-94

2. New cabinets for old fits

Ray: (feet made for cabinet bottoms)
Use new tile to fill in for old
to cover w/ linoleum.

3. Red documents (who?) for Well & Layton (IUP)
(Holiday)

4. domestic water change } How to do it
or maintenance project } FMHA permission?
Construction " }

5. Sept ⁹⁴ Financial statement

① Lew:

② Dave: carried.

6. Reviewed by Ripley the monthly
print-out.

7. Budget approval (1995)

① Lew

② Paul carried

8. Check Regs

Next meeting: Term expiration for Estella

HOUSING AUTHORITY

of the
CITY of CALDWELL
P. O. Box 70
Caldwell, Idaho 83605
(208) 459-2232
November 14, 1994

COMMISSIONERS MEETING

A G E N D A

- ✓ 1. 1994 Term expiration for Estella Zamora
- ✓ 2. Occupancy consideration after 11/15/94
- ✓ 3. Plans for approval - Ray Crowder
- ✓ 4. Update on addendum bids
5. September '94 financial statement
6. 1995 Preliminary budget approval

MULTIPLE FAMILY HOUSING PROJECT BUDGET

PROJECT NAME FARMWAY VILLAGE		BORROWER NAME CALDWELL HOUSING AUTHORITY			BORROWER ID AND PROJECT NO. 12-014-826001076	
Reporting Period <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly	Budget Type <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Regular Report <input type="checkbox"/> Rent Change <input type="checkbox"/> SMR <input type="checkbox"/> Other Servicing	Project Rental Type <input type="checkbox"/> Family <input type="checkbox"/> Elderly <input type="checkbox"/> Congregate <input type="checkbox"/> Group Home <input type="checkbox"/> Mixed <input checked="" type="checkbox"/> LH	Project Type <input type="checkbox"/> Full Profit <input type="checkbox"/> Limited Profit <input checked="" type="checkbox"/> Non-Profit	Borrower Type <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Partner <input checked="" type="checkbox"/> Other	Assn. of Farmers <input type="checkbox"/> Organ. of Farm Workers <input type="checkbox"/> Gen. Partner <input type="checkbox"/> Ineligible <input type="checkbox"/>	Plan Code Borrower Accounting Method <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual

PART I - CASH FLOW STATEMENT

1995 PRELIMINARY BUDGET	CURRENT BUDGET (01-01 - 94) (12-31 - 94)	ACTUAL (01-01 - 94) (12-31 - 94)	PROPOSED BUDGET (01 - 01-95) (12 - 31-95)	COMMENTS or (YTD) (- -) (- -)
BEGINNING DATES>				
ENDING DATES>				
OPERATIONAL CASH SOURCES				
1. RENTAL INCOME	411,520	482,444	482,400	
2. FmHA RENTAL ASSISTANCE RECEIVED				
3. OCCUPANCY SURCHARGES RECEIVED				
4. LAUNDRY AND VENDING	7,000	6,440	6,440	
5. INTEREST INCOME	7,000	9,408	9,400	
6. TENANT CHARGES	1,000	2,777	2,700	
7. OTHER - PROJECT SOURCES NON-DWELLING RT.	8,500	8,880	8,880	
8. LESS (Vacancy and Contingency Allowance) ...4%....	(12,346)		(19,296)	
9. LESS (FmHA Approved Incentive Allowance)	()		()	
10. SUB-TOTAL [(1 thru 7) - (8 & 9)]	422,674	509,949	490,524	
NON-OPERATIONAL CASH SOURCES				
11. CASH - NON PROJECT				
12. AUTHORIZED LOAN (Non-FmHA)				
13. TRANSFER FROM RESERVE				
14. SUB-TOTAL (11 thru 13)				
15. TOTAL CASH SOURCES (10+14)	422,674	509,949	490,524	
OPERATIONAL CASH USES				
16. TOTAL O&M EXPENSES (From Part II)	331,005	368,387	400,050	
17. FmHA DEBT PAYMENT	26,355	26,355	26,355	
18. FmHA PAYMENT (Overage)				
19. FmHA PAYMENT (Late Fee)				
20. FmHA PAYMENT (Occupancy Surcharge)				
21. TENANT UTILITY PAYMENTS				
22. TRANSFER TO RESERVE	64,000	64,000	64,000	
23. RETURN TO OWNER				
24. SUB-TOTAL (16 thru 23)	421,360	458,742	490,405	
NON-OPERATIONAL CASH USES				
25. AUTHORIZED DEBT PAYMENT (Non-FmHA)				
26. LONG-TERM IMPROVEMENTS				
27. MISCELLANEOUS				
28. SUB-TOTAL (25 thru 27)				
29. TOTAL CASH USES (24+28)	421,360	458,742	490,405	
30. NET CASH (DEFICIT) (15-29)		51,207	119	
CASH BALANCE				
31. BEGINNING CASH BALANCE	48,783			
32. ACCRUAL TO CASH ADJUSTMENT				
33. ENDING CASH BALANCE (30+31+32)	50,097			

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Agriculture, Clearance Officer, OIRM, Room 404-W, Washington, D.C. 20250; and to the Office of Management and Budget, Paperwork Reduction Project (OMB No. 0575-0033), Washington, D.C. 20503. Please DO NOT RETURN this form to either of these addresses. Forward to FmHA only.

PART II - OPERATING AND MAINTENANCE EXPENSE SCHEDULE

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
1. MAINTENANCE & REPAIRS PAYROLL	61,342	65,027	68,415	
2. MAINTENANCE & REPAIRS SUPPLY	50,000	62,282	77,000	
3. MAINTENANCE & REPAIRS CONTRACT				
4. PAINTING AND DECORATING	2,000	1,820	2,000	
5. SNOW REMOVAL	2,000		2,500	
6. ELEVATOR MAINTENANCE/CONTRACT				
7. GROUNDSSERVICE & CHEMICALS.....	18,125	24,854	24,000	
8. SERVICES				
9. FURNITURE & FURNISHING REPLACEMENT				
10. OTHER OPERATING EXPENSES & EQUIPMENT..	1,000		3,800	
11. SUB-TOTAL MAINT. & OPERATING (1 thru 10)				
12. ELECTRICITY	15,000	16,581	17,300	
13. WATER.....	1,950	2,098	2,200	
14. SEWER	800	900	1,000	
15. FUEL (Oil/Coal/Gas)				
16. GARBAGE & TRASH REMOVAL	19,440	19,440	19,440	
17. OTHER UTILITIES				
18. SUB-TOTAL UTILITIES (12 thru 17)	37,190	39,019	39,940	
19. SITE MANAGEMENT PAYROLL	54,340	54,308	66,375	
20. MANAGEMENT FEE				
21. PROJECT AUDITING EXPENSE	2,750	2,900	3,000	
22. PROJECT BOOKKEEPING/ACCOUNTING	4,500	6,664	2,000	
23. LEGAL EXPENSES	4,000	450	5,000	
24. ADVERTISING				
25. TELEPHONE & ANSWERING SERVICE	2,000	2,000	2,100	
26. OFFICE SUPPLIES	1,000	980	1,000	
27. OFFICE FURNITURE & EQUIPMENT	4,900	6,969	3,000	
28. TRAINING EXPENSE	500	523	900	
29. HEALTH INS. & OTHER EMP. BENEFITS/RETIREMENT	35,547	36,698	45,195	
30. PAYROLL TAXES & UNEMPLOYMENT.....	14,846	21,639	20,825	
31. WORKMAN'S COMPENSATION	6,000	4,195	6,000	
32. OTHER ADMINISTRATIVE EXPENSES	8,000	16,389	4,500	
33. SUB-TOTAL ADMINISTRATIVE (19 thru 32)	135,383	153,715	159,895	
34. REAL ESTATE TAXES.....				
35. SPECIAL ASSESSMENTS				
36. OTHER TAXES, LICENSES & PERMITS				
37. PROPERTY & LIABILITY INSURANCE.....	20,965	21,670	22,500	
38. FIDELITY COVERAGE INSURANCE				
39. OTHER INSURANCE				
40. SUB-TOTAL TAXES & INSURANCE (34 thru 39)	20,965	21,670	22,500	
41. TOTAL O&M EXPENSES (11+18+33+40)	331,005	368,387	400,050	

PART III - ACCOUNT BUDGETING/STATUS

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
RESERVE ACCOUNT:				
1. BEGINNING BALANCE	201,318	201,318	255,728	
2. TRANSFER TO RESERVE	53,000	70,045	64,000	
TRANSFER FROM RESERVE:				
3. OPERATING DEFICIT				
4. BUILDING REPAIR & IMPROVEMENTS	38,000			
5. EQUIPMENT REPAIR & REPLACEMENTS	12,000	15,635		
6. OTHER NON-OPERATING EXPENSES				
7. TOTAL (3 thru 6)	(50,000)	(15,635)	()	
8. ENDING BALANCE [(1+2)-7]	204,318	255,728	319,728	

GENERAL OPERATING ACCOUNT:*

BEGINNING BALANCE.....
ENDING BALANCE.....

REAL ESTATE TAX AND INSURANCE ESCROW ACCOUNT:*

BEGINNING BALANCE.....
ENDING BALANCE.....

TENANT SECURITY DEPOSIT ACCOUNT:*

BEGINNING BALANCE.....
ENDING BALANCE.....

(*Complete only when Form FmHA 1930-8 is not required)

PART IV - RENT SCHEDULE Check if attached

PART V - ADDITIONAL INFORMATION

TO BE COMPLETED BY BORROWER:

1. PAST DUE RENTS
2. DEBTS NOT CURRENT
3. DELINQUENT REAL ESTATE TAXES
4. DELINQUENT PERSONAL PROPERTY TAXES ...
5. NUMBER OF APPLICANTS ON WAITING LIST...
6. NUMBER OF APPLICANTS NEEDING RA

TO BE COMPLETED BY FmHA:

7. PROJECT PAYMENT STATUS
8. RESERVE ACCOUNT
REQUIRED BALANCE
- AMOUNT AHEAD (*Behind*)
9. OCCUPANCY CONCERNS?
 YES - ATTACH NARRATIVE NO

PART VI - SIGNATURES, DATES AND COMMENTS

Check if Borrower comments attached

Check if FmHA comments attached

CERTIFIED CORRECT (*Borrower or Authorized Representative*):

DATE:

FmHA APPROVAL (*FmHA Approval Official*):

DATE:

PART IV - RENT SCHEDULE

A. CURRENT APPROVED RENTS:

UNIT DESCRIPTION			RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE <i>(If used)</i>
TYPE	SIZE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD	
CURRENT RENT TOTALS:									
						BASIC	NOTE	HUD	

B. PROPOSED CHANGE TO RENTS:

UNIT DESCRIPTION			RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE <i>(If used)</i>
TYPE	SIZE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD	
CURRENT RENT TOTALS:									
						BASIC	NOTE	HUD	

NOTE #1: Enter lowest RENT TOTAL (*BASIC, NOTE or HUD*) from above on PART I, Line 1. Enter the CURRENT RENT TOTAL on the CURRENT BUDGET Column. Enter the PROPOSED RENT TOTAL on the PROPOSED BUDGET Column. When there is no proposed change to current rents, enter the CURRENT RENT TOTAL, on both CURRENT BUDGET and PROPOSED BUDGET columns.

NOTE #2: Follow this process to establish new rent rates:

1. Enter operational uses of cash
(from PART I - Lines 16, 17, 22 & 23)
2. Enter non-rent income
(From PART I - Lines 4, 5, 6 & 7)
3. Rental Income Needed - Subtract Line 2 from Line 1
4. Projected occupancy level factor (._.)
(For example enter ".95" for 95% expected occupancy)
5. Total income needed from rent *(Divide Line 3 by Line 4)*
6. Calculate BASIC and NOTE RATE rents for each size unit. *(Refer to Exhibit H-1 of FmHA Instruction 1930-C.)*

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES
FOR THE NINE MONTHS ENDED SEPTEMBER 30, 1994
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1994 BUDGET	REMAINING BUDGET
Dwelling rent	\$40,185	\$361,835	\$399,174	\$ 37,339
Non-dwelling rent	740	6,660	8,500	1,840
Other project income	988	6,910	8,000	1,090
Interest income	2,272	7,056	7,000	(56)
Total revenues	\$44,185	\$382,461	\$422,674	\$ 40,213

STATEMENT OF EXPENDITURES
FOR THE NINE MONTHS ENDED SEPTEMBER 30, 1994
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1994 BUDGET	REMAINING BUDGET
Management salaries	\$ 3,759	\$ 40,733	\$ 54,340	\$ 13,607
RM & R salaries	5,947	48,770	61,342	12,572
Electricity	1,261	12,327	15,000	2,673
Unemployment tax	272	2,506	3,000	494
State retirement & FICA	1,617	15,425	20,537	5,112
Other management expense	2,298	21,977	16,400	(5,577)
Water, irrigation	1,089	2,098	1,950	(148)
Insurance - Blue Cross	1,979	20,080	26,856	6,776
Insurance - other	1,810	19,282	26,965	7,683
Legal and accounting	462	8,514	11,250	2,736
Repairs and maintenance	5,533	63,376	57,114	(6,262)
Sanitation & lawn care	5,120	36,809	37,565	756
Debt retirement	4,392	19,764	26,355	6,591
Debt reserve	8,000	52,000	64,000	12,000
Bank charges	46	400		(400)
Total expenditures	\$43,585	\$364,061	\$422,674	\$ 58,613

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES
FOR THE ONE MONTH ENDED SEPTEMBER 30, 1994
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$75,022	\$100	\$ 656	\$20,046	\$1,010
Deposits:					
Operations	49,938				
Change fund	8,164		8,164		
Interest	74			27	8
Transfers					
Disbursements:					
Operations	(49,250)			(11)	
Change fund	(8,164)		(8,164)		
Transfers	(8,000)				
End of month	67,784	<u>\$100</u>	<u>\$ 656</u>	<u>\$20,062</u>	<u>\$1,018</u>
Less: Accounts payable	(18,084)				
Available after payment of current period payables	<u>\$49,700</u>				

OTHER FUNDS:

	<u>CONSTRUCTION CHECKING</u>	<u>O & M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month		\$2,485		\$231,235
Deposits:				
Operations				
Transfers				8,000
Interest		20		2,143
Disbursements:				
Operations				
Transfers				
Interest				
Debt retirement				
End of month		<u>\$2,505</u>		<u>\$241,378</u>

See accountants' compilation report.

MULTIPLE FAMILY HOUSING PROJECT BUDGET

(Rev. 6-93)

PROJECT NAME FARMWAY VILLAGE		BORROWER NAME CALDWELL HOUSING AUTHORITY			BORROWER ID AND PROJECT NO. 12-014-826001076	
Reporting Period <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly	Budget Type <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Regular Report <input type="checkbox"/> Rent Change <input type="checkbox"/> SMR <input type="checkbox"/> Other Servicing	Project Rental Type <input type="checkbox"/> Family <input type="checkbox"/> Elderly <input type="checkbox"/> Congregate <input type="checkbox"/> Group Home <input type="checkbox"/> Mixed <input checked="" type="checkbox"/> LH	Project Type <input type="checkbox"/> Full Profit <input type="checkbox"/> Limited Profit <input checked="" type="checkbox"/> Non-Profit	Borrower Type <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Partner <input checked="" type="checkbox"/> Other	Assn. of Farmers <input type="checkbox"/> Organ. of Farm Workers <input type="checkbox"/> Gen. Partner <input type="checkbox"/> Ineligible	Plan Code Borrower Accounting Method <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual

PART I - CASH FLOW STATEMENT

1995 PRELIMINARY BUDGET	CURRENT BUDGET (01-01 - 94) (12-31 - 94)	ACTUAL (01-01 - 94) (12-31 - 94)	PROPOSED BUDGET (01 - 01-95) (12 - 31-95)	COMMENTS or (YTD) (- -) (- -)
BEGINNING DATES>				
ENDING DATES>				
OPERATIONAL CASH SOURCES				
1. RENTAL INCOME	411,520	482,444	482,400	
2. FmHA RENTAL ASSISTANCE RECEIVED				
3. OCCUPANCY SURCHARGES RECEIVED				
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5. INTEREST INCOME	7,000	9,408	9,400	
6. TENANT CHARGES	1,000	2,777	2,700	
7. OTHER - PROJECT SOURCES NON-DWELLING RT.	8,500	8,880	8,880	
8. LESS (Vacancy and Contingency Allowance) ...4%....	(12,346)		(19,296)	
9. LESS (FmHA Approved Incentive Allowance)	()		()	
10. SUB-TOTAL [(1 thru 7) - (8 & 9)]	422,674	509,949	490,524	
NON-OPERATIONAL CASH SOURCES				
11. CASH - NON PROJECT				
12. AUTHORIZED LOAN (Non-FmHA)				
13. TRANSFER FROM RESERVE				
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OPERATIONAL CASH USES				
16. TOTAL O&M EXPENSES (From Part II)	331,005	368,387	400,050	
17. FmHA DEBT PAYMENT	26,355	26,355	26,355	
18. FmHA PAYMENT (Overage)				
19. FmHA PAYMENT (Late Fee)				
20. FmHA PAYMENT (Occupancy Surcharge)				
21. TENANT UTILITY PAYMENTS				
22. TRANSFER TO RESERVE	64,000	64,000	64,000	
23. RETURN TO OWNER				
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25. AUTHORIZED DEBT PAYMENT (Non-FmHA)				
26. LONG-TERM IMPROVEMENTS				
27. MISCELLANEOUS				
28. SUB-TOTAL (25 thru 27)				
29. TOTAL CASH USES (24+28)	421,360	458,742	490,405	
30. NET CASH (DEFICIT) (15-29)		51,207	119	
CASH BALANCE				
31. BEGINNING CASH BALANCE	48,783			
32. ACCRUAL TO CASH ADJUSTMENT				
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1. MAINTENANCE & REPAIRS PAYROLL	61,342	65,027	68,415	
2. MAINTENANCE & REPAIRS SUPPLY	50,000	62,282	77,000	
3. MAINTENANCE & REPAIRS CONTRACT				
4. PAINTING AND DECORATING	2,000	1,820	2,000	
5. SNOW REMOVAL	2,000		2,500	
6. ELEVATOR MAINTENANCE/CONTRACT				
7. GROUNDSSERVICE & CHEMICALS.....	18,125	24,854	24,000	
8. SERVICES				
9. FURNITURE & FURNISHING REPLACEMENT				
10. OTHER OPERATING EXPENSES & EQUIPMENT..	1,000		3,800	
11. SUB-TOTAL MAINT. & OPERATING (1 thru 10)				
12. ELECTRICITY	15,000	16,581	17,300	
13. WATER	1,950	2,098	2,200	
14. SEWER	800	900	1,000	
15. FUEL (Oil/Coal/Gas)				
16. GARBAGE & TRASH REMOVAL	19,440	19,440	19,440	
17. OTHER UTILITIES				
18. SUB-TOTAL UTILITIES (12 thru 17)	37,190	39,019	39,940	
19. SITE MANAGEMENT PAYROLL	54,340	54,308	66,375	
20. MANAGEMENT FEE				
21. PROJECT AUDITING EXPENSE	2,750	2,900	3,000	
22. PROJECT BOOKKEEPING/ACCOUNTING	4,500	6,664	2,000	
23. LEGAL EXPENSES	4,000	450	5,000	
24. ADVERTISING				
25. TELEPHONE & ANSWERING SERVICE	2,000	2,000	2,100	
26. OFFICE SUPPLIES	1,000	980	1,000	
27. OFFICE FURNITURE & EQUIPMENT	4,900	6,969	3,000	
28. TRAINING EXPENSE	500	523	900	
29. HEALTH INS. & OTHER EMP. BENEFITS RETIREMENT	35,547	36,698	45,195	
30. PAYROLL TAXES & UNEMPLOYMENT	14,846	21,639	20,825	
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33. SUB-TOTAL ADMINISTRATIVE (19 thru 32)	135,383	153,715	159,895	
34. REAL ESTATE TAXES				
35. SPECIAL ASSESSMENTS				
36. OTHER TAXES, LICENSES & PERMITS				
37. PROPERTY & LIABILITY INSURANCE	20,965	21,670	22,500	
38. FIDELITY COVERAGE INSURANCE				
39. OTHER INSURANCE				
40. SUB-TOTAL TAXES & INSURANCE (34 thru 39)	20,965	21,670	22,500	
41. TOTAL O&M EXPENSES (11+18+33+40)	331,005	368,387	400,050	

PART III - ACCOUNT BUDGETING/STATUS

	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS or (YTD)
RESERVE ACCOUNT:				
1. BEGINNING BALANCE	201,318	201,318	255,728	
2. TRANSFER TO RESERVE	53,000	70,045	64,000	
TRANSFER FROM RESERVE:				
3. OPERATING DEFICIT				
4. BUILDING REPAIR & IMPROVEMENTS	38,000			
5. EQUIPMENT REPAIR & REPLACEMENTS	12,000	15,635		
6. OTHER NON-OPERATING EXPENSES				
7. TOTAL (3 thru 6)	(50,000)	(15,635)	()	
8. ENDING BALANCE [(1+2)-7]	204,318	255,728	319,728	

GENERAL OPERATING ACCOUNT:*		
BEGINNING BALANCE		
ENDING BALANCE		

REAL ESTATE TAX AND INSURANCE ESCROW ACCOUNT:*		
BEGINNING BALANCE		
ENDING BALANCE		

TENANT SECURITY DEPOSIT ACCOUNT:*		
BEGINNING BALANCE		
ENDING BALANCE		

(*Complete only when Form FmHA 1930-8 is not required)

PART IV - RENT SCHEDULE Check if attached

PART V - ADDITIONAL INFORMATION

TO BE COMPLETED BY BORROWER:	TO BE COMPLETED BY FmHA:
1. PAST DUE RENTS	7. PROJECT PAYMENT STATUS
2. DEBTS NOT CURRENT	8. RESERVE ACCOUNT
3. DELINQUENT REAL ESTATE TAXES	REQUIRED BALANCE
4. DELINQUENT PERSONAL PROPERTY TAXES ...	AMOUNT AHEAD (Behind)
5. NUMBER OF APPLICANTS ON WAITING LIST...	9. OCCUPANCY CONCERNS?
6. NUMBER OF APPLICANTS NEEDING RA	<input type="checkbox"/> YES - ATTACH NARRATIVE <input type="checkbox"/> NO

PART VI - SIGNATURES, DATES AND COMMENTS

Check if Borrower comments attached Check if FmHA comments attached

CERTIFIED CORRECT (Borrower or Authorized Representative): _____ **DATE:** _____

FmHA APPROVAL (FmHA Approval Official): _____ **DATE:** _____

PART IV – RENT SCHEDULE

A. CURRENT APPROVED RENTS:

UNIT DESCRIPTION			RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE <i>(If used)</i>
TYPE	SIZE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD	
CURRENT RENT TOTALS:									
						BASIC	NOTE	HUD	

B. PROPOSED CHANGE TO RENTS:

UNIT DESCRIPTION			RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE <i>(If used)</i>
TYPE	SIZE	NUMBER	BASIC	NOTE RATE	HUD	BASIC	NOTE RATE	HUD	
CURRENT RENT TOTALS:									
						BASIC	NOTE	HUD	

NOTE #1: Enter lowest RENT TOTAL (*BASIC, NOTE or HUD*) from above on PART I, Line 1. Enter the CURRENT RENT TOTAL on the CURRENT BUDGET Column. Enter the PROPOSED RENT TOTAL on the PROPOSED BUDGET Column. When there is no proposed change to current rents, enter the CURRENT RENT TOTAL, on both CURRENT BUDGET and PROPOSED BUDGET columns.

NOTE #2: Follow this process to establish new rent rates:

1. Enter operational uses of cash
(from PART I - Lines 16, 17, 22 & 23)
2. Enter non-rent income
(From PART I - Lines 4, 5, 6 & 7).....
3. Rental Income Needed - Subtract Line 2 from Line 1
4. Projected occupancy level factor (.....)
(For example enter ".95" for 95% expected occupancy)
5. Total income needed from rent *(Divide Line 3 by Line 4)*
6. Calculate BASIC and NOTE RATE rents for each size unit. *(Refer to Exhibit H-1 of FmHA Instruction 1930-C.)*