

# Voucher for Payment of Annual Contributions and Operating Statement

Housing Assistance Payments Program  
Supplemental Reporting Form

US Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(Exp. 05/31/2004)

Public reporting burden for this collection of information is estimated to average 1.50 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. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless that collection displays a valid OMB control number. Authority for this collection of information is the Housing and Community Development Act of 1987. Housing Agencies (HAs) required to maintain financial reports in accordance with accepted accounting standards to permit timely and effective audits. The financial records identify the amount of annual contributions that are received and disbursed by HAs. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

<b>HA Number:</b>		<b>HA Name:</b>		<b>HA FYE:</b>	
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## Housing Choice Voucher Program – Utilization and Administrative Fee and Expense Reporting

Administrative Fee Reserve (Operating Reserves) Balance as of January 31, 2003 (01/31/03)						
	Aug 2002	Sep 2002	Oct 2002	Nov 2002	Dec 2002	Jan 2003
<b>Unit Months Leased:</b>						
Vouchers:						
<b>Report the following leasing separately:</b>						
Litigation:						
Mainstream 1 - Year:						
Mainstream 5 - Year:						
<b>HAP:</b> (Housing Assistance Payments to Landlords, Utility Reimbursement, FSS Escrow, Home Purchase Escrow) Exclude: Portability payments due from another Housing Authority.						
<b>Admin Fee Earned:</b>						
<b>Admin Expenses:</b> (Accts 4110, 4130, 4150, 4180, 7520, 7540, 4190, 4540, and 4510) Exclude: FSS Coordinator, Special Fee, Mobility Counseling, ROC costs, Preliminary Expenses, and Portability payments due from another Housing Authority.						
<b>Audit:</b>						
<b>Hard to House:</b>						
<b>FSS Coordinator:</b>						
<b>LBP Test:</b>						
<b>LBP Risk Assessment:</b>						
<b>Mobility Counseling:</b>						
<b>Preliminary Fees:</b> (New HA's Only)						
<b>Housing Conversion Fees:</b>						
<b>ROC:</b>						
<b>Other</b> (Brief Description)						

HA Number:		HA Name:		HA FYE:	
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**Usage of Section 8 Administrative Fee Reserve  
(Operating Reserves) for Non-Section 8 Purposes**

<b>Total Amount of Section 8 Administrative Fee Reserve (Operating Reserves) for Non-Section 8 purposes in the 2002 HA Fiscal Year:</b> (How much of the Administrative Fee Reserve (Operating Reserve) was used for non-section 8 purposes, during the past 2002 HA Fiscal Year.)	
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**Amount of Non-Section 8 2002 Fee Reserve Usage by category:**

Public Housing Operations:	
Low-Income Housing Development:	
Resident or Supportive Services:	
Homeownership: (not related to Housing Choice Voucher program)	
Other: (Brief Description)	

By submitting this document, I certify that the above information has been examined by me and is true, correct and complete to the best of my knowledge.

This data collection submission does not include as an expense Portability payments from another Housing Authority.

**Warning:** HUD will prosecute false claims and statements. Convictions may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729,3802)

Name of Authorized HA Official:	Date:
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