

**Pennsylvania Housing Finance Agency**

**Philadelphia Escrow Program  
Instructions for Completing Annual Budget (Form B)**

This form will summarize significant financial information relating to the FSSP Escrow Program. The information from the report will provide information for both the service provider as well as PHFA on the status of the program. PHFA reserves the right to review all program and financial records. Therefore, the Service Provider must maintain original invoices for all financial transactions.

As needed, the Service Provider with the support of the Property Manager can amend the budget by submitting to PHFA a request for approval to reallocate funds from one program expense to another. Amendments are necessary when an approved line item is increased or decreased by \$5,000 or more. All budget amendment requests must include a narrative and revised budget. The Property Manager and Service Provider must agree with the changes and PHFA must approve all budget changes before the transaction is approved.

If the Total Previous Year Actual Expenses are **less** than the Total Previous Year Approved Budget, participants should contact the HSR for guidance on allowable uses of unexpended funds.

<b>Budget Category</b>	<b>General Directions</b>
Personnel Title	For each person approved for the Family Supportive Services Program, please list their title and planned expenses.
Subtotal Personnel	Enter the total amount for the personnel costs.
Tax/Benefits	Enter the amount for the personnel's tax/benefits.
<b>Total Payroll &amp; Benefits</b>	Enter the total of the line "Subtotal Personnel" plus the line "Tax/Benefits".
Program Expenses	Enter each type of program expense on a new line. Include a description and planned expense for each.
<b>Total Program Expenses</b>	Enter the total amount for the program expenses.
Administrative Costs	Enter the total amount of administrative costs.
<b>TOTAL EXPENSES</b>	Enter the total of the line "Total Payroll and Benefits" plus "Total Program Expenses" plus the "Administrative Costs".