

## J. Appendix 1

### PHFA Supporting Data for Audited Financial Statements

**Accounts and Notes Receivable**

(Other than from regular tenants)

Name	Original Date	Interest Rate	Terms	Original Amount	Balance Due
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**Delinquent Tenant Accounts Receivable**

	Number of Tenants	Amount Past Due
Delinquent 30 days		
Delinquent 31-60 days		
Delinquent 61-90 days		
Delinquent over 90 days	_____	_____
Totals	_____	_____

**Analysis of Required Reserve Funds and Escrows**

(Source: Balance Sheet)

Fund Types	Reserve for Replacement	Insurance Escrow	Tax Escrow	Operating Deficit	Other Res.
Balance 1/1/xx					
Deposits					
Withdrawals					
Interest	_____	_____	_____	_____	_____
Balance 12/31/xx	_____	_____	_____	_____	_____

### Changes in Fixed Asset Accounts

	Land	Buildings	Equipment	Misc. Fixed Assets	Total
Balance , 1/1/xx					
Operating Additions					
Non-Operating Additions	_____	_____	_____	_____	_____
Operating Deletions					
Balance, 12/31/xx	_____	_____	_____	_____	_____

### ACCUMULATED DEPRECIATION

	Land	Buildings	Equipment	Misc. Fixed Assets	Total
Balance, 1/1/xx					
Additions					
Deletions	_____	_____	_____	_____	_____
Balance, 12/31/xx	_____	_____	_____	_____	_____

#### Schedule of Additions to Misc. Fixed Assets

Description	Amount
3 office chairs	\$200
1 desk	1,000
<b>TOTAL</b>	<u>\$1,200</u>

#### Schedule of Additions to Building

Description	Amount
Roof Replacement	\$30,000
Windows	50,000
EIFS repairs	200,000
<b>TOTAL</b>	<u>\$280,000</u>

#### Schedule of Additions to Equipment

Description	Amount
Lawn Tractor	\$10,000
Refrigerators	10,000
Ranges	10,000
<b>TOTAL</b>	<u>\$30,000</u>

#### Schedule of Deletions to Fixed Assets

Description	Amount
Lawn Tractor	\$6,000

### Itemization of Operating Payables

Name	Purpose	Amount
Partner Two	Management Fee	\$785
PHFA	Service Fee	300
PHFA	Late Fees	50
XYX and Company, CPA's	Audit Expense	2500
Home Depot	HVAC Maintenance	254
<b>TOTAL</b>		<b>\$3,889</b>

**PHFA's Computation of Surplus Cash and Return on Equity**

**SURPLUS CASH COMPUTATION**

Add -

Line No. 1	Cash - Operations	_____	
Line No. 2	Tenant Security Deposits	_____	
Line No. 3	Accounts Receivable HAP	_____	
Line No. 4	Accounts Receivable - Resident	_____	
Line No. 5	Accounts Receivable - Other	_____	
	Total Cash		_____

Less -

Line No. 6	Accounts Payable - Operations	_____	
Line No. 7	Accrued Expenses	_____	
Line No. 8	Delinquent Mortgage Principal Payments	_____	
Line No. 9	Delinquent Mortgage Interest Payments	_____	
Line No. 10	Delinquent Payments to Res. for Replacement	_____	
Line No. 11	Delinquent Tax Escrow Payments	_____	
Line No. 12	Delinquent Insurance Escrow Payments	_____	
Line No. 13	Delinquent Service Fee	_____	
Line No. 14	Delinquent Self Insurance Fee	_____	
Line No. 15	Delinquent Late Fees	_____	
Line No. 16	Prepaid Rents	_____	
Line No. 17	Tenant Security Deposits	_____	
Line No. 18	Other Liabilities	_____	
	Total Current Obligations		_____

Surplus Cash (Deficit) End of Year \_\_\_\_\_

Refer to the Support Mortgage Note for the priority in disbursing surplus cash for repayment of the Support Mortgage Note and distribution of owners' return on equity.

**RETURN ON EQUITY CALCULATION**

a.	Distributions unpaid as of the end of the prior fiscal period	_____
b.	Annual distribution earned during the fiscal period (1)	_____
c.	Less: Distributions paid during the fiscal period (2)	_____
d.	Less: Unauthorized payments	_____
e.	Cumulative unpaid distributions as of the balance sheet date	_____

- (1) Calculation of Annual ROE Earned:

**1st Year Properties**

PHFA provides the pro-rated calculation in a letter to the Management Agent when the property is cost certified.

**Properties with Equity adjusted for CPI**

PHFA provides the yearly calculation in a letter to the Management Agent.

**All Other Properties**

Annual ROE amount remains constant, based upon initial equity.

If you are unsure which of the above applies to your property, please check the Regulatory Agreement or contact the Financial Analyst assigned to the property.

- (2) A management agent and/or owner must request in writing and receive prior written approval from PHFA to pay any return on equity. The request for return on equity should be submitted with the audited financial statements.

INSTRUCTIONS FOR PREPARATION OF THE PROJECT COMPUTATION OF SURPLUS CASH AND RETURN ON EQUITY

- Line No. 1            Cash from the property's operating account only should be shown on this line. Do not include cash from required reserves such as Reserve for Replacement or from any partnership bank accounts.
- Line No. 3            Include accounts receivable from tenant subsidies that remain unpaid as of the balance sheet date. Do not include amounts that have not been billed during the year under review.
- Line No. 6            Only include accounts payable which pertain to operations and exclude any partnership, development, or construction payables.
- Line No. 7            Only include accrued expenses which pertain to operations and exclude components of return on equity or partnership fees such as investor service fee.
- Lines No. 8-15        Any portion of the PHFA bills not **paid** by the fiscal year-end should be recorded as delinquent for purposes of this form.
- Line No. 9            Please include any mortgage interest unpaid as of the end of the fiscal year. Mortgage interest for the first month of the next fiscal year should not be included. Also, since the HOMES mortgage is a deferred loan, accrued interest should **not** be reflected on this line.

Please note that any **delinquent payments** owed to PHFA that are reported in Accounts Payable or Accrued Expenses on the balance sheet **must be** reflected in the respective delinquent line (**lines 8-15**) on PHFA's Computation of Surplus Cash.