

Submission of Annual Operating Budget

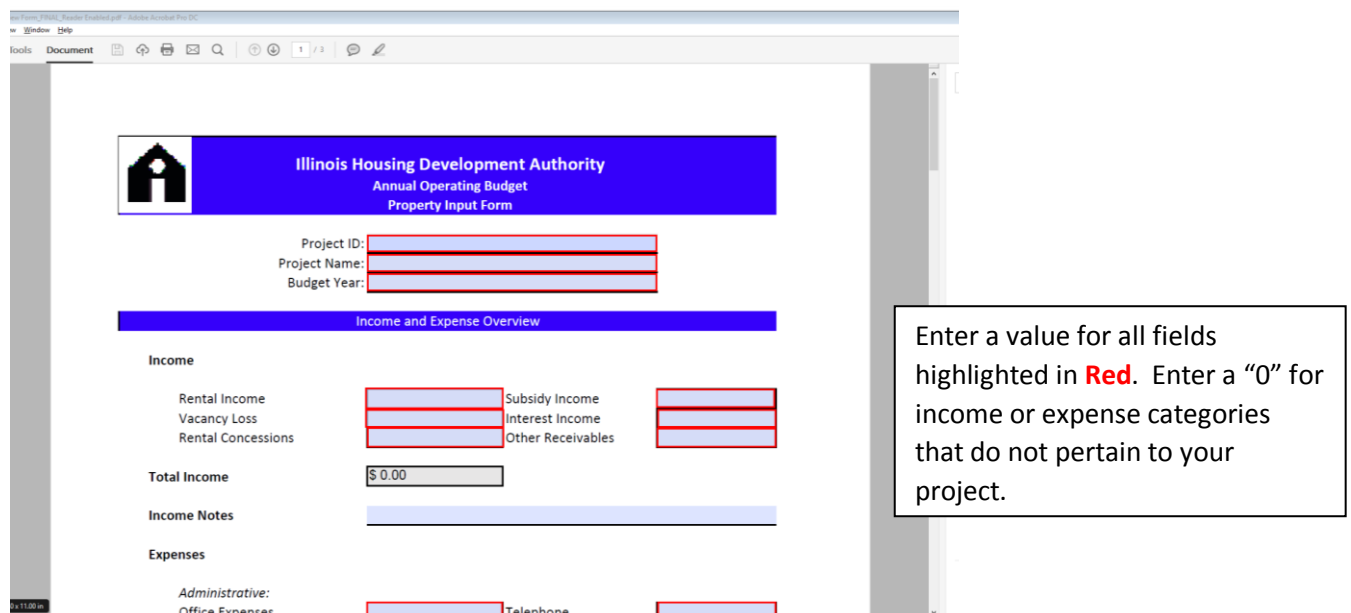
Properties with active IHDA loans are required to submit an annual operating budget by October 1st of each year. Budgets should reflect a development’s projected costs/expenses for the following calendar year. Annual budgets are submitted via an editable PDF which can be downloaded from IHDA’s website. Follow these steps to ensure successful submittal:

1. Open the required [Annual Operating Budget](#) form
2. Save the PDF to your computer
3. Rename the document
4. Enter your project ID, Project name and income/expense information, as indicated.
5. Save the document
6. Email the form by October 1 as an attachment to fpateam@IHDA.org

Note that all information must be entered electronically. IHDA will not accept Annual Operating Budget forms that are hand-written or scanned.

Populating the Form

Annual Operating Budgets are submitted to IHDA via an editable PDF (below). Project ID and Project Name at the top of the form should be entered exactly as indicated on the submittal notification from IHDA. *Note that all fields highlighted in **Red** must be populated.* Failure to do so may result in



Illinois Housing Development Authority
Annual Operating Budget
Property Input Form

Project ID:

Project Name:

Budget Year:

Income and Expense Overview

Income

Rental Income	<input type="text"/>	Subsidy Income	<input type="text"/>
Vacancy Loss	<input type="text"/>	Interest Income	<input type="text"/>
Rental Concessions	<input type="text"/>	Other Receivables	<input type="text"/>
Total Income	<input type="text" value="\$ 0.00"/>		

Income Notes

Expenses

Administrative: Office Expenses

Telephone

Enter a value for all fields highlighted in **Red**. Enter a “0” for income or expense categories that do not pertain to your project.

uncollectible submissions. Enter a “0” if a particular income or expense category does not pertain to your property.

Income

Rental income, subsidy income, interest income and other receivables should be entered as positive values. Vacancy loss and rental concessions should be entered as negative values.

Expenses

All project expenses including administrative, operating, maintenance, materials, salaries & wages, utilities, taxes and insurance and reserve deposits should be entered as positive values. All expense categories must be populated. Enter a “0” in the field if a particular expense does not pertain to the property.

Financing Structure and Payment Terms

Lender #1 and debt service should be entered for each property in the financing structure and payment terms table. Debt service should be entered as a positive value. Lender and debt service amounts should also be included for all subordinate or junior mortgages. These fields should remain empty if there is no additional financing on the property.

Capital Improvements

Planned capital improvements should be entered as positive values in the Capital Improvement Projects table. If Owners/Agents plan to request reserve reimbursement to cover project costs, “Yes” should be indicated using the dropdown field in the third column. If the Owner/Agent does not anticipate requesting reserves to cover project costs, “No” should be indicated using the dropdown menu.

The projected month and year of project start should be indicated for each project using the dropdown field under “Project Start”. The date will populate as month/year (i.e. 8/2018).

NOTE: Approval of the annual operating budget **does not** constitute approval of funds from an Authority held replacement reserve. Requests to withdraw funds are reviewed on a case by case basis at the time the request is submitted.

Helpful Tips

1) Owners/Agents may project a rent increase in the operating budget. Note that inclusion of a rent increase DOES NOT constitute approval of that increase. All requests for rent increase must be submitted to your IHDA Program Administration Officer for review and approval. This includes projects with Section 8/236, Tax Exempt Bond, Risk Share and HOME financing.

2) During 2018, the projected interest rate for IHDA held reserves is 1.0%.

3) Your IHDA Financial Analyst will review and approve your submitted budget.

4) Budgets that are submitted showing an operating deficit must include a written explanation as to how the development will fund the deficit. A budget evidencing a deficit that does not include a detailed explanation will not be approved.