

**Introduction** - The Budget and Accounting Handbook Policies and Procedures

The Budget and Accounting Handbook Policies and Procedures prescribes budget execution and accounting policies and procedures applicable to all appropriations and funds of the Department. This issuance consists of Chapter 1 - Budget Execution. The Handbook in its entirety will consist of 11 Chapters, each of which are described on the following pages. Also, available on HUDCLIPS to assist you with document processing and information gathering in the HUD Central Accounting and Program System (HUDCAPS) are following Guidebooks:

1. Budget Execution Data Entry Guide, which provides detailed instructions on entering budget execution documents into HUDCAPS, accessing query tables to ascertain fund availability and other financial information, and an Appendix with examples of populated documents. (DOCN F000.1G)
2. HUDCAPS Navigation Guide, which provides instructions for navigating in HUDCAPS when performing such tasks as entering documents or querying the System. (DOCN F000.2G)

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## FOREWORD

### SCOPE

The HUD Budget and Accounting Handbook is the official publication through which the Chief Financial Officer of the Department of Housing and Urban Development (HUD) prescribes budget execution and accounting policies and procedures applicable to all appropriations and funds of the Department. This Handbook does not provide instructions and guidance for budget formulation which is promulgated by Office of Management and Budget (OMB), [Circular No. A-11](#), Preparation and Submission of Budget Estimates.

### APPLICABILITY

The policies and procedures in this Handbook are applicable to the department's integrated financial management system which encompasses the Department of Housing and Urban Development Central Accounting and Program System (HUDCAPS), the Program Accounting System (PAS), and the Line of Credit Control System (LOCCS).

### AUTHORITY

Pursuant to the Chief Financial Officers (CFO) Act of 1990 (Public Law 101-576), the CFO's responsibilities include developing and maintaining integrated accounting and financial management systems and directing, managing, and providing policy guidance and oversight of agency financial management activities and operations.

[OMB Circular No. A-123](#), Management Accountability and Control, requires agencies to take proactive measures to develop and implement appropriate, cost-effective management controls for results oriented management. The policies and procedures in this Handbook incorporate general and specific management control standards prescribed by this circular.

[OMB Circular No. A-127](#), Financial Management Systems, requires agencies to issue and maintain agency-wide financial management system directives to reflect the policies defined.

### HANDBOOK FORMAT

The HUD Budget and Accounting Handbook is composed of 3 parts,

each of which covers a different subject matter as follows:

Part I            Prescribes budget execution and fund usage  
                  policies and procedures, except travel regulations.

Part II           HUD Travel Regulations

Part III          Fund Control Regulations.