

CHAPTER 10: FUND CONTROL RECORDS

- 10-1. PURPOSE. The purpose of this chapter is to provide assistance and instructions in maintaining current and accurate records of all funding actions relative to Section 8 contract and budget authority, Section 202 loan authority, and Processing and Advertising Expense Funds.

These records should be maintained in the form of an automated control log which can provide the appropriate personnel with accurate and immediate access to all funds assigned and committed, as well as balances available for additional commitments. All tracking logs should contain at least three basic elements: assignments and/or subassignments, commitments/reservations and remaining balances. For those categories subject to metro/nonmetro control, the control log need not maintain remaining balance information, rather this data should be maintained in a separate report/log which summarizes all metro/nonmetro funding actions and remaining balances by category.

The PC applications contained in Appendices 9-1, 10-1 and 11-1, have been designed to be used for all Section 8 funding categories, except for Section 202 and Processing and Advertising Expenses (see paragraphs 10-4 and 10-5. Users are encouraged to incorporate new ideas in the applications available, as these are recommended PC applications, and are not mandatory. Any comparable PC application may be used.

The Regional Office should maintain control logs of funds assigned from headquarters, funds subassigned to field Offices, and balances available for distribution, by metropolitan/nonmetropolitan area designations (where applicable), as well as by program type.

The Field Offices should maintain control logs of funds subassigned from the Regional Office, all commitments/reservations and remaining balances, by metropolitan/nonmetropolitan area designations (where applicable).

- 10-2. CENTRAL POINT OF CONTROL. The Regional Housing Director, in coordination with the Regional Administrator, is responsible for designating a central point of control for the receipt and disbursement of assisted housing funds. The designated person will be responsible for monitoring and tracking the daily use of all assisted housing program funds, except, in those Regions where there is an Office of Housing and an Office of Public Housing. In those Regions, the Regional Administrator will determine whether or not each office (Housing and/or Public Housing) should maintain separate records for tracking assigned funds. At the field office level, designation of a central point of control/contact for the receipt and distribution of assisted housing funds may be at the discretion of the Field Office Manager/Supervisor (i.e., a central point of control or controls in Housing Development, Housing Management, and Assisted Housing Management).

- 10-3. SECTION 8 FUND CONTROL RECORDS. Headquarters has developed a PC application to aid the Field Offices in accurately recording all assignments, commitments and remaining balances for all Section 8 assisted housing program funds. Tracking must be by category, as well as by metropolitan/nonmetropolitan area designations (where applicable). See Appendix 9 for instructions to be followed in developing a Section 8 control log as well as Appendix 9-1 for a sample of the control log developed by Headquarters to be used for all Section 8 funding. For those categories subject to metropolitan/nonmetropolitan control, a separate log has been developed (see Appendix 10-1). This log does not include "Remaining Balance" columns, instead, a Metro/Nonmetro Balance Sheet has been developed to record metro/nonmetro funding actions (see Appendix 11-1). Each Field Office should customize the control logs to meet their own specific needs where applicable. It is preferred, however, that the control logs provided in this Handbook be used whenever possible to provide consistency throughout all Field Offices. The Funding Control Staff in Headquarters is available for assistance in utilizing, editing or customizing any of the control logs accompanying this handbook.
- 10-4. SECTION 202 FUND CONTROL RECORDS. The Section 202 control log, as shown in Appendix 12-1, was developed to aid the Field Offices in recording Section 202 loan authority, and Section 202 Inspection Fees and Advertising Expenses. The Section 202 control log also acts as a tracking device for forms [HUD-718](#). (Instructions on operating the automated log are contained in Appendix 12.)
- 10-5. FEE ASSIGNMENT CONTROL LOG. The Fee Assignment control log was designed to accommodate the staff person(s) responsible for maintaining the control of Single Family and Multifamily processing fees as well as Single Family Property Disposition Advertising funds on a daily basis. See Appendix 13-1 for a sample Fee Control Log and Appendix 13 for instructions on operating the automated log.
- 10-6. REMAINING BALANCES. All "Remaining Balance" columns contain formulas and should not be altered.

The user should follow any/all instructions on the screen at all times and is urged to use caution when altering the "macro" area of any control log.