

# Development Annual Budget Worksheet Instructions

## ***Schedules to Submit***

### Schedule A - Development Statement of Profit and Loss

Page #1 of the budget worksheet is to be used to record the following categories of expenses:

- Administrative Expenses
- Operating Expenses
- Maintenance Expenses
- General Expenses
- Commercial Expenses

Page #2 is a continuation of Schedule A and this portion should be used to record the various types of Development Income, Lines #62 through #64 also are used to reflect the net profit or loss.

On page #2, a section entitled “Other Transactions – Increase or (Decrease)” completes Schedule A. This includes lines #65 through #72. The purpose of this section is to reflect the net surplus funds that have been generated for a given period after all development obligations have been satisfied.

### Schedule B – Development Fixed Asset Transactions

All types of annual fixed asset transactions must be detailed in this section. This should include acquisitions, disposals, retirements and trade-ins. The total of this detail should equal the amount on line #71.

### Schedule C - Development Fund Transactions

This schedule is to be used to record the annual net change in the reserve and escrow balances. It must contain separate balances for Restricted Reserve Accounts and Unrestricted Reserve Accounts. This section includes the annual requests for use of restricted reserves and specific details shall be included in the narrative that accompanies the budget.