

ADDENDUM
HOUSING CHOICE VOUCHER PROGRAM
MONTHLY REPORT OF RECEIPTS AND EXPENDITURES

THIS WORKSHEET MUST BE USED TO CALCULATE LINE 4, SECTION 1 OF THE MONTHLY REPORT

LHA:	PROGRAM:	REPORTING PERIOD:
-------------	-----------------	--------------------------

PART 1

PROGRAM ABUSE AND/OR FRAUD RECOVERY

(A) NAME	(B) TOTAL AMOUNT OF RECOVERY DUE TO LHA	(C) AMOUNT RECOVERED THIS PERIOD	(D) BALANCE OWED	(E) AMOUNT RETAINED BY LHA	(F) AMOUNT DUE DHCD
SUBTOTAL:					\$ _____ *
Proof: Subtotal in Column E + subtotal in Column F must equal subtotal in Column C or you must provide additional documentation for each recovery you are retaining in excess of 50% to support the actual collection cost incurred and the calculation of the amount to be distributed between your agency and HUD.					(*Enter below in Part 3, #1)

PART 2

**OTHER RECOVERIES
CLAIMS, OVERPAYMENTS, ETC.**

(A) NAME	(B) TYPE OF RECOVERY OR REIMBURSEMENT	(C) AMOUNT COLLECTED THIS PERIOD	(D) BALANCE OWED	(E)	(F) AMOUNT DUE DHCD
SUB TOTAL:					\$ _____ *
Proof: Subtotal in Column F must equal subtotal in Column D					(*Enter below in Part 3, #2)

PART 3

CALCULATE THE ENTRY FOR THE MONTHLY REPORT

FRAUD AND PROGRAM ABUSE RECOVERIES: <u>ENTER PART 1, GRAND TOTAL COLUMN G</u>	(1)
OTHER RECOVERIES: <u>PLUS PART 2, GRAND TOTAL OF COLUMN G</u>	(2) +
<u>EQUALS</u> GRAND TOTAL OF ALL RECOVERIES: <u>ENTER IN SECTION 4, LINE 1 OF THE MONTHLY REPORT OF RECEIPTS AND EXPENDITURES</u>	\$