

**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**

<b>LHA:</b>	<b>PROGRAM:</b>	<b>REPORTING PERIOD:</b>
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<b><u>PART 1</u></b>					
<b>PROGRAM ABUSE AND/OR FRAUD RECOVERY</b>					
(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
<b>SUBTOTAL:</b>					\$ _____ *
<b>Proof:</b> 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.					<b>(*Enter below in Part 3, #1)</b>

<b><u>PART 2</u></b>					
<b>OTHER RECOVERIES CLAIMS, OVERPAYMENTS, ETC.</b>					
(A) NAME	(B) TYPE OF RECOVERY OR REIMBURSEMENT	(C) AMOUNT COLLECTED THIS PERIOD	(D) BALANCE OWED	(E)	(F) AMOUNT DUE DHCD
<b>SUB TOTAL:</b>					\$ _____ *
<b>Proof:</b> Subtotal in Column F must equal subtotal in Column D					<b>(*Enter below in Part 3, #2 )</b>

<b><u>PART 3</u></b>	
<b>CALCULATE THE ENTRY FOR THE MONTHLY REPORT</b>	
<b>FRAUD AND PROGRAM ABUSE RECOVERIES: <u>ENTER PART 1, GRAND TOTAL COLUMN G</u></b>	(1)
<b>OTHER RECOVERIES: <u>PLUS PART 2, GRAND TOTAL OF COLUMN G</u></b>	(2) +
<b><u>EQUALS</u> GRAND TOTAL OF ALL RECOVERIES: <u>ENTER IN SECTION 4, LINE 1 OF THE MONTHLY REPORT OF RECEIPTS AND EXPENDITURES</u></b>	\$

\*\*\*\*\*If additional space is necessary, use additional sheets.