



Budget and Workplan Template for Tenant Participation Funds



Table of Contents

Creating a Resident Council Budget and Workplan	3
Income	4
Expenses	5
Sample Resident Council Tenant Participation Funds Budget	6
Tenant participation funds	6
Stipends	6
SAMPLE Resident Council Annual Budget	7
Tenant participation funds	8
Stipends	8
Resident Council Annual Budget	9
Disbursement Document	10



This document is part of the **Public Housing Resident Organizing and Participation Toolkit**. The full toolkit includes topical guides, customizable resident council documents and forms, tools related to tenant participation funds, and case studies of resident organizations around the country. To see the full toolkit go to: <https://www.hudexchange.info/programs/public-housing/resident-toolkit/>

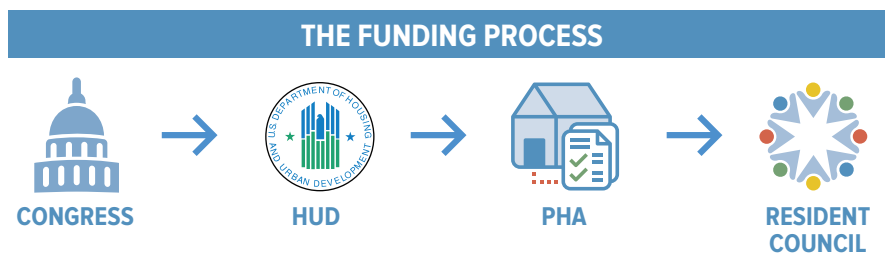
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CREATING A RESIDENT COUNCIL BUDGET AND WORKPLAN

Resident councils work to improve residents' quality of life and support residents in creating a positive living environment in their community.

To support resident participation, HUD provides funding to public housing authorities (PHAs) for resident participation activities through the public housing operating subsidy each year. When Congress provides enough operating subsidy, at least \$15 per unit annually goes from the housing authority to the resident council to carry out the council's goals.



The resident council should decide as an organization how to best use its funds provided by the housing authority. The council should seek to have the most impact and to use funds efficiently.

 **For more information on tenant participation funds, including a sample agreement and decision-making tool, see the [Tenant Participation Funds section of the Public Housing Resident Organizing and Participation Toolkit](#). See also the [Sample Resident Council and Housing Authority Memorandum of Understanding](#).**

Funding can only be provided to a resident council through a written agreement between the housing authority and the resident council. All decisions on the use of funds must follow the law and the written agreement. Along with the agreement, the resident council must submit a budget to the housing authority each year. A budget is a plan that details all the money that the organization expects to receive (income) and money it expects to spend (expenses) for the given fiscal or calendar year.

Budget Process

- 1. Review of previous year:** At the end of the year, the board treasurer, with the support of other officers or a budget committee, should review the actual income and expenses. This review should include the impact of the expenditures.
 - » Review actual income
 - » Review actual spending and what happened (Was it a good use of funds?)



You can find public housing regulations in the Code of Federal Regulations (CFR). Most rules related to tenant organizing and participation are in Title 24, Housing and Urban Development, Part 964, Tenant Participation and Tenant Opportunities in Public Housing. 24 CFR § 964.150 links to the Funding tenant participation subsection. To read the regulations in detail, go to: <https://www.govinfo.gov/app/details/CFR-2016-title24-vol4/CFR-2016-title24-vol4-sec964-150>

- 2. Set goals for the next year:** Consider what expenses best met the goals of the resident council, any new goals the resident council has, and any changes that are needed. Consult residents. This is a great agenda item for a resident council meeting.
- 3. Create a proposed budget:** Based on this review (or best estimates if this is the first budget) the treasurer will create a proposed budget to present to the full resident council. The proposed expenses need to match the expected income for the year. The resident council should plan to use all of the funds within the year. The housing authority can help confirm estimated income.
- 4. Provide information and notice to the resident council:** Provide advance notice that the budget will be discussed and voted on. As possible, provide the proposed budget to members in advance of the meeting.
- 5. Resident council discussion, amendments and vote:** At a meeting of the full resident council, the group should decide how to best spend funds for the coming year. The organization should ensure that funds are being best spent in order to promote the mission of the resident council. Residents should discuss their goals and what they would like to see, not just what has been done in the past. Once there is agreement a vote should be taken following the resident council's bylaws. Remind the council:
 - » There are tradeoffs in a budget. If more money is spent in one area, that means less money for another.
 - » In authorizing the budget, the resident council is approving expenses up to the dollar amount listed. The Board will not need to ask for additional approval as long as the actual expense comes under that amount.
- 6. Keep track:** The treasurer should compare the budget to actuals (what was actually spent) monthly and report out the current status at each meeting.
- 7. Make changes as needed:** Any changes to the budget during the year will need to be done using the same process.

Income

Income refers to any funds received by the resident council. Common sources of income are:

- **Tenant Participation Funds:** generally \$15 / unit each year. This may be less if Congress does not provide a sufficient public housing operating subsidy, or if a jurisdiction-wide tenant council receives a portion of the funds. It may be more, if the housing authority so chooses.
- **Special grants:** usually funds for a specific purpose. For example, a wellness program. The grant may come from the housing authority or from another organization, particularly if the resident council is registered as a nonprofit and 501(c)3 organization.
- **Vending machines:** resident councils often negotiate a contract with a vending company and can keep the profits.

Expenses

Expenses refer to any funds that you will be paying out. In creating a budget, you will work to have your planned expenses match the amount of income you expect. Increased expenses either mean that the organization needs to cut other expenses or increase income (have a fundraiser, secure donations of funds, or items that are needed).

Common expenses include:

- **Stipends for board members:** Cannot exceed \$200 / month per board member. The stipend is not considered income and is not included in tenant rent calculation.
- **Travel reimbursement:** based on actual cost or the federal mileage rate for resident council-related travel
- **Community gardens:** plants, soil, seeds, tools, etc.
- **Meetings and Events:** printing, flyers, food/refreshments
 - » **Food paid for with tenant participation funds must be necessary and reasonable to support participation at the meeting or event.** For example, some resident councils provide light snacks (granola bars, chips, and non-alcoholic drinks) during early evening meetings to support participation since the timing of the meeting might delay members' dinner time. When considering whether tenant participation funds may be used for food related costs, ask:
 - Are there nearby food options available?
 - What is the time of day?
 - How may it impact participation?

If you determine food related expenses cannot be paid for with tenant participation funds but will support residents' participation, consider providing food with other funds.

- **Training** for the leadership and members on issues related to public housing and running a resident council.
- **Office expenses:** printer, paper (some office expenses may be covered by the housing authority)
- **Programming:** inviting speakers
- **Resident services:** the resident council may provide supportive services to residents, for example through a Resident Opportunity and Self-Sufficiency (ROSS) grant.
- **Activities that improve quality of life and self-sufficiency:** health and wellness programs, financial literacy classes, employment training such as computer classes or resume building.

Common Expenses

Include:



Stipends



Travel reimbursement



Community gardens



Events



Training



Office expenses



Programming



Resident services



Activities that improve
quality of life and
self-sufficiency



Youth activities

- **Activities that engage youth:** homework help, aftercare, bike riding classes, sports, and more.

Remember, tenant participation funds may not be used to hold a fundraiser or hire a grant writer.



See [Guide 7: Training and Self-Sufficiency Programs](#) and [Guide 9: Tenant Participation Funds](#) for more ideas.

Sample Resident Council Tenant Participation Funds Budget

Tenant participation funds

Occupied units	X \$15	Total Tenant Participation Funds	Minus any amount given to a jurisdiction wide resident council	Annual Total
200	X \$15	\$3,000	\$1,000 (\$5/ unit is passed on to the jurisdiction wide council)	\$2,000

Stipends

Position / Role	Number of people in the position	Monthly Stipend Amount	Monthly total (number of people x amount)	Annual Total (monthly total x 12)	Notes
President	1	\$15	\$15	\$180	Has additional monthly meeting with management
Other Board members	4	\$10	\$40	\$480	
Outreach Peer	1	\$10	\$10	\$120	Distributes meeting notices
Stipend Total				\$780	

In the **SAMPLE Resident Council Annual Budget on the following page**, the “TP \$ used” column refers to whether tenant participation (TP) funds provided by the housing authority are being used. These funds have more restrictions than some other funds. For more information see [Guide 9: Tenant Participation Funds](#).

SAMPLE Resident Council Annual Budget

This is an example of what the form might look like at the end of the year. At the beginning of the year only the Expected (Budget) column would be filled in. During the year, the actual column would be filled in as money is received and spent. Groups with more complicated budgets will likely want to use a computer-based spreadsheet.

	Date	Description of expenses	Expected (Budget)	Actual	Difference	TP \$ used	Other Income Source Used (non TP %)
Income							
Income Source: TP Funds	2x / year	Half distributed in Jan and remainder in July	\$2000	\$2000	\$0		
Income Source: Vending Machines	1 x / month	Income received monthly from lobby vending machine.	\$1300	\$1327	+ \$127		
Total Income			\$3300	\$3327	+ \$127		
Expenses							
Stipends:	1 x / month	Paid out monthly	\$780	\$720	-\$60	\$720	
Meetings:	1 x / month	Paid out monthly. (\$25/ meeting for flyers and printing agendas and minutes	\$300	\$300	\$0		\$300 Vending Machine (100% non-TP funds)
Training: Board training w nonprofit org	4/2	Transportation and training fee for 2 Board members	\$400	\$400	\$0	\$400	
Training: Conference	Aug.	Transportation and conference registration fee for 1 Board member	\$150	\$150	\$0		\$150 Vending Machine (100% non-TP funds)
Activity: Back-to School event	Sept.	Food, school supplies for students. TP funds for tent and table rentals only.	\$500	\$500	\$0	\$500	
Activity: National Night Out	Aug.	City permit for street closure, table rental	\$320	\$380	+\$60	\$380	
Activity: Kids program night	Nov.	Projector rental, food	\$500	\$500	\$0		\$500 Vending Machine (100% non-TP funds)
Printer for office	Sept.	New laser printer for printing flyers and agenda	\$200	\$225	+\$25		\$225 Vending Machine (100% non-TP funds)
Paper for meeting notices	2 x / year	Generally purchased in September and March.	\$150	\$140	-\$10		\$140 Vending Machine (100% non-TP funds)
Total expenses			\$3300	\$3315		\$2,000	\$1315
Year-end balance					+\$12	\$0	+\$12

This council will end the year with \$12 in their account. The next year in income they can include the balance of \$12. In this case, the resident council was careful to balance the tenant participation funding since that may not roll-over (consult your MOU).

Tenant participation funds

Occupied units	X \$ _____ (min \$15)	Total Tenant Participation Funds	Minus any amount given to a jurisdiction wide resident council	Annual Total

Stipends

Position / Role	Number of people in the position	Monthly Stipend Amount	Monthly total (number of people x amount)	Annual Total (monthly total x 12)	Notes
Stipend Total					

Resident Council Annual Budget

	Date	Description of expenses	Expected (Budget)	Actual	Difference	TP \$ used	Other Income Source Used (non TP %)
Income							
Income Source: TP Funds							
Income Source:							
Income Source:							
Total Income							
Expenses							
Stipends:							
Meetings:							
Activity:							
Activity:							
Activity:							
Office supplies / furniture							
Other (describe)							
Total expenses							
Year-end balance							

Date Approved by the Resident Council: _____ Date Approved by the PHA: _____

Resident Council President (name and signature)

Resident Council Treasurer (name and signature)

PHA Representative (name, position, and signature)

Disbursement Document

Resident Council

This form should be used each time the resident council spends money.

Purchase Type

Check#: _____ Automatic debit: yes no Debit Card: yes no

Other: _____

Date: _____ Amount: _____

To: _____ Vendor name (if different): _____

Authorized (check one): Resident Council Meeting Board Meeting Approved Budget

Date authorized: _____

Type of Funding Used (example: Tenant Participation fund, fundraiser money):

Purchase Description:

Are the following items attached:

Receipt: yes no NA **Invoice:** yes no NA **Bids:** yes no NA

Event insurance: yes no NA

Signature of authorized distributor: _____

Name: _____

Include receipts for all authorized purchases. If there are no receipts (for example, stipends), the recipient must fill out the portion below:

I, _____ (print name) received check # _____

in the amount of \$ _____ from the Resident Council on _____ (date).

Signature of Person Receiving Check: _____