California Tax Credit Allocation Committee
Annual Operating Expense (AOE) Form
Electronic Filing Form
2023

INTRODUCTION

Welcome to the electronic Annual Operating Expense (AOE) Form. This electronic form is a Microsoft Excel spreadsheet that will expedite entry of project data into CTCAC's database. You must have Microsoft Excel in order to use this form. One spreadsheet must be completed for each property in the initial federal compliance period as well as those in the extended use period.

CTCAC will require the AOE report to be completed by accounting staff, the investor, or project asset manager and will require the name and title of person completing this report to be provided at the bottom of the report. This new requirement will ensure CTCAC is receiving complete and accurate operating costs for tax credit projects in California.

Please do not submit AOE report for projects that were only in operation for part of 2023, you are only required to submit the AOE report for projects which were operational for the entire 12 calendar months of 2023.

! *Please do not make any changes to the spreadsheet or convert the Excel file to another file format.*
! *Please submit only one worksheet per workbook.*
! *Please complete entire form, if not applicable please include a 0.*

GETTING STARTED

Go to http://www.treasurer.ca.gov/ctcac/compliance/aoc/index.asp and scroll down the page to the link: **Annual Operating Expense Form**.

➢ For Microsoft Internet Explorer Users, right click on the link and choose "*Save Target As…*" and save the file to your hard drive.

➢ For Mozilla Firefox Users, right click on the link and choose "*Save Link As…*" and save the file to your hard drive.

Open the file from the computer's hard-drive and enter the required information (see detailed instructions on the following pages).

If you have any questions or difficulties using this electronic form, please contact Jerry Yang at (916) 654-5742.

Data Entry Information

The AOE spreadsheet is protected to reduce problems associated with format changes and addition and deletion of cells. Input only the data requested in the light-purple cells. If an item does not apply, use the numeric zero (0). **DO NOT** use any text, such as, "n/a", "none", etc. Each subtotal (darker purple colored field) has a calculated formula (that is protected) and will populate automatically. The following instructions will help you complete the AOE form accurately and correctly.
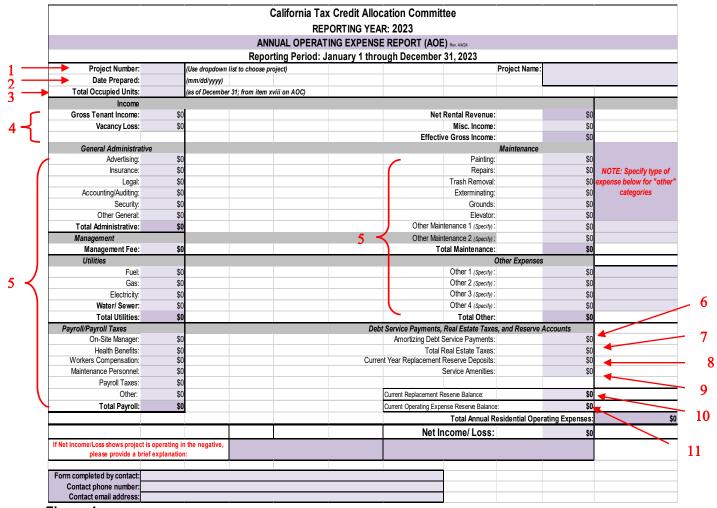
California Tax Credit Allocation Committee						
REPORTING YEAR: 2023						
ANNUAL OPERATING EXPENSE REPORT (AOE) Rev. 4/4/24						
Reporting Period: January 1 through December 31, 2023						
Project Number:	*(Use dropdown list to choose project)*				**Project Name:**	
Date Prepared:	*(mm/dd/yyyy)*					
Total Occupied Units:	*(as of December 31; from item xviii on AOC)*					
Income						
Gross Tenant Income:	$0			**Net Rental Revenue:**	$0	
Vacancy Loss:	$0			**Misc. Income:**	$0	
				Effective Gross Income:	$0	
General Administrative				*Maintenance*		
Advertising:	$0			Painting:	$0	*NOTE: Specify type of expense below for "other" categories*
Insurance:	$0			Repairs:	$0	
Legal:	$0			Trash Removal:	$0	
Accounting/Auditing:	$0			Exterminating:	$0	
Security:	$0			Grounds:	$0	
Other General:	$0			Elevator:	$0	
Total Administrative:	**$0**			Other Maintenance 1 *(Specify)*:	$0	
Management				Other Maintenance 2 *(Specify)*:	$0	
Management Fee:	**$0**			**Total Maintenance:**	**$0**	
Utilities				*Other Expenses*		
Fuel:	$0			Other 1 *(Specify)*:	$0	
Gas:	$0			Other 2 *(Specify)*:	$0	
Electricity:	$0			Other 3 *(Specify)*:	$0	
Water/ Sewer:	$0			Other 4 *(Specify)*:	$0	
Total Utilities:	**$0**			**Total Other:**	**$0**	
Payroll/Payroll Taxes				*Debt Service Payments, Real Estate Taxes, and Reserve Accounts*		
On-Site Manager:	$0			Amortizing Debt Service Payments:	$0	
Health Benefits:	$0			Total Real Estate Taxes:	$0	
Workers Compensation:	$0			Current Year Replacement Reserve Deposits:	$0	
Maintenance Personnel:	$0			Service Amenities:	$0	
Payroll Taxes:	$0					
Other:	$0			Current Replacement Reserve Balance:	$0	
Total Payroll:	**$0**			Current Operating Expense Reserve Balance:	$0	
				Total Annual Residential Operating Expenses:	$0	
				Net Income/ Loss:	$0	
If Net Income/Loss shows project is operating in the negative, please provide a brief explanation:						
Form completed by contact:						
Contact phone number:						
Contact email address:						

Figure 1

1	**Project Number:**	Select the CTCAC number from the dropdown box. The box to the far right of the project number (light-purple) will automatically be filled in with the project name.

> ! Important
> *You can only make a selection from the dropdown list box. You cannot type information in this field. If your CTCAC number does not appear on the list, contact the owner to confirm the correct CTCAC number. If this does not resolve the problem, contact Jerry Yang at (916) 654-5742.*

2	**Date Prepared:**	Enter the date the AOE is being created. If the entry of the AOE extends over more than one day, the date the AOE was completed should be used. Use a standard date format (mm/dd/yyyy).
3	**Total Occupied Units**	Select the number of occupied units (from dropdown) as of December 31, 2023. It should be the same as the number found on the Annual Owner's Certification (AOC) - item xviii.
4	**Income:**	Enter the gross income, vacancy loss, and other revenue generated during the reporting year for the property in all the light-green fields. Please include project based rental assistance and capitalized rental assistance in gross income.
5	**Expenses:**	Enter the costs incurred during the reporting year for the property in the fields. The fields have been set-up to accept numeric values only.

Please remember to exclude costs (from the "Other Expenses" section) which are considered "below the line item" operating expenses. Several types of expenses that should be excluded from the "other expenses" section of this report are:

- Depreciation, tenant services, partnership expense, soft loans or residual receipt debt service payments, and partnership management fees.

The *"Maintenance"* and *"Other Expenses"* categories have fields for other items that are not listed on the form (see figure 1). These fields should be utilized for miscellaneous costs (excluding costs identified above), etc. Each line should only include one expense item and note the type of expense (rather than "other"). If amounts are entered in these fields are grouped together, then CTCAC will require the owner to provide an attachment which includes a detailed breakdown of maintenance and other costs.

6	**Amortizing Debt Service:**	Enter the annual debt service payments for the fully amortizing loans excluding the subordinate loans (exclude deferred or residual receipt loans).
7	**Real Estate Taxes:**	Enter the annual property tax payments made during the reporting year for the subject property. Please exclude the fees paid to the Franchise Tax Board.
8	**Current Year Replacement Reserve Deposits:**	Enter the annual replacement for reserve deposits made during the reporting year for the subject property.
9	**Service Amenities:**	Enter the annual cost for project service amenities during the reporting year for the subject property.
10	**Current Replacement Reserve Balance:**	Enter the balance in the replacement reserve account as of December 31, 2023, for the subject property.
11	**Current Operating Expense Reserve Balance:**	Enter the balance in the operating expense reserve account balance as of December 31, 2023, for the subject property.
	Information Box:	The light tan information box can be moved out of the way by simply clicking and dragging. (See Figure 2 below)

General Administrative				Maintenance		
Advertising:	$0		Painting:	$0	
Insurance:			Repairs:	$0	*NOTE: Specify type of expense below for "other" categories*
Legal:	**ADVERTISING:** INCLUDE all costs associated with attracting tenants to the project. Examples are newspaper and magazine adds, referral services, etc. EXCLUDE rent concessions.		Trash Removal:	$0	
Accounting/Auditing:			Exterminating:	$0	
Security:			Grounds:	$0	
Other General:			Elevator:	$0	
Total Administrative:			Other Maintenance 1 *(Specify)*:	$0	
Management			Other Maintenance 2 *(Specify)*:	$0	
Management Fee:			**Total Maintenance:**	$0	

Figure 2

FINISHING A PROJECT

After correctly entering all of the information in the AOE save the file with a meaningful name such as **"AOE_"** **followed by the project TCAC number or property name.**

Example: AOE_CA-2005-999.xls or AOE_RollingHillApt.xls

SUBMITTING AN AOE FORM

There are 2 options for submitting an AOE Form:
- Email the completed AOE Form to: **TCAC@treasurer.ca.gov or;**
- Only those projects with no computer access can submit a hard copy of the AOE Form to the attention of: Jerry Yang at 901 P Street, Suite 213A, Sacramento, CA 95814.

DUE DATE

- Monday, June 3, 2024