



## HOUSE CORPORATION PRORATION FORM INSTRUCTIONS

House corporations should use the House Corporation Proration Form to determine if a refund is due to the collegiate chapter due to the unforeseen closure of the Tri Delta facility. Upon completing the refund form, house corporations should notify the collegiate chapter finance team of the status of a refund.

The House Corporation Proration Form provides house corporations with a step by step process to determine the amount of a refund while considering cash-on-hand against fixed expenses (cash basis). House corporations should complete all cells that are colored grey. The form has been formatted to automatically perform the calculations. Line by line instructions are below for your reference when completing the House Corporation Proration Form. House corporations should reach out to their housing volunteer coordinator for support/questions.

SECTION 1   CASH ON HAND	
Line	
1	Enter the total dollar amount currently in your checking account.
2	Enter the total dollar amount currently in your savings account or other liquid investments. Liquid investments are any investments that the house corporation has access to that can be easily converted into cash without having a significant impact on value.
3	Enter the reserve amount that must be held in the House Corp's bank account as collateral for loans. The spreadsheet will automatically deduct this amount from the subtotal.
4	Enter the amount of funds that are on the books to be collected but not yet received. For example, billed rent but due to abrupt interruption to collegiate operations, payment for rent may have not yet been paid from the collegiate chapter.
5	Enter future amounts that the house corporation has not yet billed the collegiate chapter for rent thru the end of this academic year.
6	Enter the amount of funds needed to cover checks written out of the House Corporation's account that have not yet cleared the bank. For example, checks written to vendors but not yet cleared.
7	Enter the amount of any deposits that are in transit and though they have been received are not yet reflected in the bank balances above. This amount should not have been included in totals entered in for Lines 4-6.
8-10	Enter any additional cash on hand that the house corporation may have that has not yet been captured.
11	This line will auto-calculate the house corporation's cash on hand subtotal.
12	This line will auto-calculate cash reserves that should be held back to cover the unexpected, at a rate of 10%.
13	This line will auto-calculate a house corporation's net cash on hand after cash reserves have been held out.

**SECTION 2 | FIXED EXPENSES (CASH BASIS)**

Line	
14	Enter the monthly mortgage rate you pay in column F. Enter the number of months that remain from now until the start of the next lease term with the collegiate chapter in column G.
15	Enter the amount you will owe in property taxes in column F. For a one-time annual payment, simply put 1 in for the number of months. This is to help ensure you will have enough to cover the next bill issued in the upcoming academic year if revenue is disrupted due to an unforeseen closure.
16	Review your annual insurance rate and divide it by 12. Then multiply the monthly amount by 10%. Enter this amount into column F. Input the number of months between now and when you anticipate receiving revenue again in column G. If unknown, count the months between the date of closure and the end of the fiscal year.
17-21	Use these lines to layout all other unchangeable financial commitments that your house corporations may have between now and when you anticipate receiving revenue again. For example, projects in process, required life-safety improvements. If unknown, count the months between the date of closure and the end of the fiscal year.
22	This line will auto-calculate the house corporation's fixed expenses (cash basis) subtotal.
23	This line will auto-calculate a 15% repairs and maintenance contingency against the subtotal from line 22 for unexpected repairs that may arise.
24	This will auto-calculate the total of fixed expenses (cash basis) with the contingency factored into the bottom-line.

**SECTION 3 | NET CASH POSITION**

Line	
25	This line will auto-calculate the house corporation's net cash position by taking the total from line 13 less the total from line 24. This is the amount of funds available for a refund assuming all outstanding rent is paid through the end of the academic year.

**SECTION 4 | POTENTIAL REFUND**

Line	
26	Enter in the total amount of rent that the house corporation charged to the collegiate chapter for the current academic year.
27	Enter in the date that the house closed for due to COVID-19. If you closed your facility prior to a scheduled closure, add the number of days the facility was scheduled to be closed to this date. This way the house corporation is not refunding rent for a regularly scheduled closure.
28	Enter in the date that the house was expected to close for academic year and residents were to be moved out.
29	This line will auto-calculate the amount of time that the facility experienced an unforeseen closure.
30	Enter in the number of months that the collegiate chapter pays rent to the house corporation during the academic year.
31	This line will auto-calculate the percentage of term that the facility was not available to the residents.
32	This line will auto-calculate the gross potential refund to the collegiate chapter by taking line 26 and multiplying it by line 31.
33	This line will auto-populate the house corporation's net cash position from line 25.
34	This line will auto-populate the house corporation's gross potential rebate from line 32.
35	If the house corporation has a net cash position that is greater than the gross potential rebate <b>YES</b> will automatically appear in column G. If net cash position is less than the

	gross potential rebate, <b>NO</b> will automatically appear in column G indicating that the house corporation is not financially able to process a refund to the collegiate chapter during the unforeseen closure. If <b>NO</b> , contact your housing volunteer coordinator immediately and stop here.
36	This line will auto-populate the house corporation's gross potential rebate from line 32.
37	This line will auto-calculate the amount not yet billed to the collegiate chapter reported in line 5.
38	This line will auto-calculate the amount not yet collected from the collegiate chapter from line 4.
39	This line will auto-calculate the total amount due from the collegiate chapter.
40	This line will auto-calculate if the collegiate chapter will receive a cash rebate or an adjustment in their amount due. Rebates to collegiate chapters will be in one of three forms: <ul style="list-style-type: none"> <li>• A return of funds if the chapter has paid all rent due for the year.</li> <li>• A waiver of additional rent due to the house corporation, allowing the chapter to keep additional cash.</li> <li>• A combination of these two options, if the amount still due to the house corporation is less than the total rebate amount.</li> </ul>
41	This line will auto-calculate the rebate to or adjusted rent amount due from the collegiate chapter.