





## Local Supervisor's Monthly Report (Breeder)

### ***Purpose***

The *Local Supervisor's Monthly Report (Breeder)* (form CF27) shows the number of animals at the beginning of the month; number of head purchased, sold, died and released; the end of month inventory along with an estimated **market value**; and, the assurance deposit for each active member. It must be completed monthly and sent to the provincial supervisor, with a copy to the lender.

### ***Policies and Procedures***

- 1) The local supervisor must verify that the member's inventory agrees with the corresponding *Schedule B Breeder Agreement(s)*.
- 2) When cattle are sold they must be removed from inventory even if the sales proceeds are not received and the loan is not paid down. The member remains responsible for repaying the outstanding loan(s) even though the cattle have left the farm.
- 3) When a loan is paid off and there are still cattle on hand applicable to that loan, the member must have a *Transfer of Ownership* (see form CF21) or bill of sale the member wants to sell the cattle in his or her own name rather than in the name of the association. However, for inventory reporting purposes, all cattle pertaining to a loan that has been paid out in full should be entered in the "Released" column of the report.
- 4) The local supervisor must send the completed report to the provincial supervisor, with a copy sent to the lender. The report is due by the tenth day of the following month for the month being reported. For example, the January report is due by February 10.

### ***Completion***

- 1) The *Local Supervisor's Monthly Report (Breeder)* is an inventory for each member showing the:
  - name of the association;
  - date of the report, including month and year;
  - name of each member, in alphabetical order by last name, who has association cattle on hand;
  - location where the association cattle held by each member are being fed, indicating H for home or C for custom fed;
  - opening inventory at the beginning of the month, the number purchased, born (breeder option only), replaced (requires *Replacement of Breeding Stock*, form CF20), sold, died, released or paid out, and the end of month inventory;
  - assurance fund deposit for each member;
  - name and signature of the local supervisor; **and**
  - totals for each member and an association total for each column.

- 2) In the column to the right of the member's name, the local supervisor must indicate the location of where the cattle are being fed.
  - If the cattle are being fed at home, this can be indicated with an H; If the cattle are being custom fed, this must be indicated with a C; **and**
  - If more than one custom feeder is involved, show the name(s) of the custom feedlots by using C1, C2, and C3.
- 3) A member's beginning inventory for the current month should equal the same member's ending inventory for the previous month.
- 4) Each column on the report should be summed and cross-balanced to confirm the totals for the Association.

***Additional Information***

For more information about policies and procedures relating to the *Local Supervisor's Monthly Report*, refer to pages K-1 to K-2.